MADCAP ANALYZER 9

Suggestions

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CHAPTER 1

Accessibility Suggestions

Analyzer provides you with various accessibility suggestions for the content in your project. That way, you can make sure your documentation can be accessed by people with disabilities (i.e., individuals who have visual, hearing, and mobility impairments). Documentation is considered accessible when it is easier for those with disabilities to use and easier to read using assistive technologies such as Microsoft Windows Narrator, Connect Outloud, and JAWS (Job Access With Speech).

This chapter discusses the following:

Viewing Accessibility Suggestions

Using the Accessibility Suggestions window pane, you can view places in your project where you can make accessibility improvements for WebHelp and PDF outputs in Flare. This includes the ability to identify tables that are missing certain elements and finding objects—such as images, equations, and QR codes—that are missing alternate text. You can use the Accessibility Suggestions Search Properties dialog to customize which types of issues to display in the window pane.

HOW TO VIEW ACCESSIBILITY SUGGESTIONS

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select the **View** ribbon. In the **Dynamic Reports** section, select **Suggestions > Accessibility Suggestions**.

   - **Analyzer Summary Window Pane** If you have the Analyzer Summary window pane in view, double-click the row that mentions accessibility suggestions.
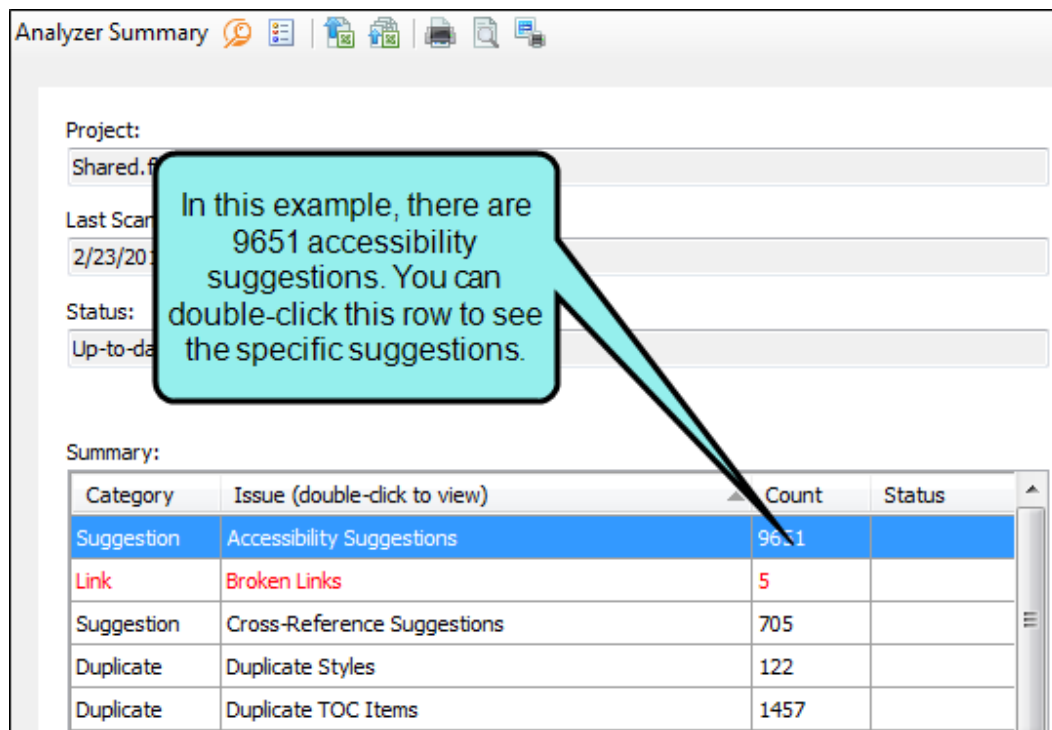
   The Accessibility Suggestions window pane opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider:

    ■ **Tag** Displays the tag where the issue occurs (e.g., img, table, qrCode, equation).

    ■ **Issue** Displays the issue with the tag (e.g., needs alternate text, caption, summary, header elements).

    ■ **Context** Displays the context of the issue in question. For example, if the issue is that a tag is missing alternate text, this shows the name and path of the image.

    ■ **File** Displays the name of the file.

    ■ **Title** Displays the properties title of the file (if any).

    ■ **Folder** Displays the folder where the file is found.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).

Customizing Accessibility Suggestions Shown

You can use the Accessibility Suggestions Search Properties dialog to customize which types of accessibility issues to look for when analyzing Flare projects. Based on your selections in this dialog, the Accessibility Suggestions window pane updates accordingly.

HOW TO CUSTOMIZE THE ACCESSIBILITY SUGGESTIONS SHOWN IN THE WINDOW PANE

1. Open the Accessibility Suggestions window pane. See "Accessibility Suggestions" on page 4.

2. In the local toolbar of the Accessibility Suggestions window pane, click **Search Properties**. The Accessibility Suggestions Search Properties dialog opens.

3. Select any of the options in the dialog.

   - Images without alt text

   - Equations without alt text

   - QR Codes without alt text

   - Tables missing both a caption and summary

   - Form elements without labels

   - Frame elements missing title and name

   - Tables missing header elements

   - Table captions that are not the first table element

By clicking this button...

... you can use this dialog to specify which types of suggestions you want to see in the list.
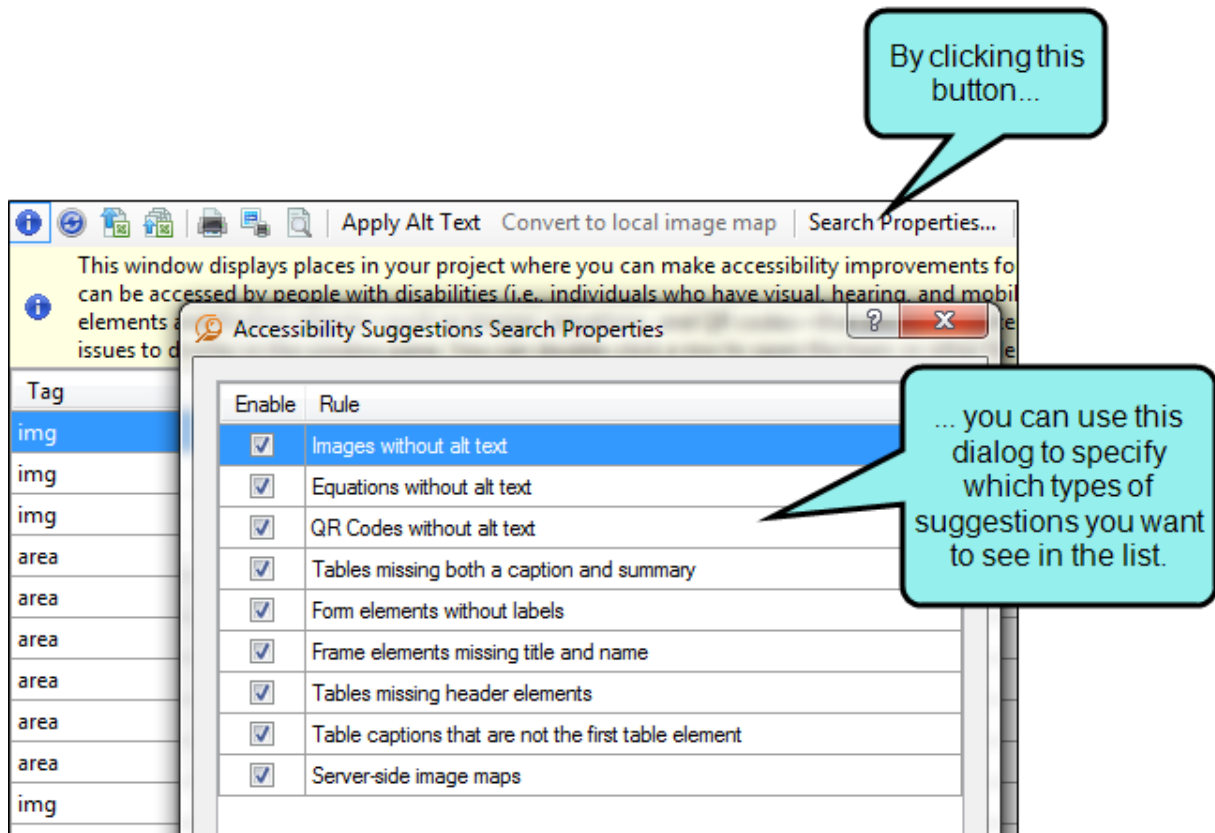
4. Click **OK**.

Resolving Accessibility Issues

When you see issues listed in the Accessibility Suggestions window pane, you can resolve them in a couple of different ways. If the issue has to do with missing alternate text, you can use the Apply Accessibility Suggestions Wizard to automatically add this to the elements in question; you can also add empty alt text to multiple images at once. If the issue has to do with alternate text or something else—such as missing captions, labels, or table header elements—you can fix the issue manually in the user interface.

HOW TO RESOLVE ACCESSIBILITY ISSUES (ALT TEXT) AUTOMATICALLY IN A WIZARD

1. Open the Accessibility Suggestions window pane. See "Accessibility Suggestions" on page 4.

2. In the Accessibility Suggestions window pane, select all "alt text" issues that you want to resolve. If you want to select all rows click ▣. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

3. In the local toolbar, click the **Apply Alt Text** button.

4. A message asks if you want to apply the selected suggestions. Click **OK**. The Apply Accessibility Suggestions Wizard opens.

5. Select one or more items in the list. (Select multiple items if you want the same alt text to apply to them all.)

6. (Optional) If you selected only one item, you can click **View**, which opens the Media Viewer and lets you see a preview of the object (e.g., equation, QR code, image, video). For videos and images, file information is displayed in addition to a list of files that link to the media file. Click **OK** when you are finished.

7. Click **Set Text**. The Change Alt Text dialog opens.

8. In the **Alt Text** field, you can enter the alternate text for the object (e.g., description of the image that you want screen readers to interpret). If you want to apply empty alt text to image (s) that you selected, leave the field blank.

9. Click **OK**.

10. If you are setting different alternate text for different items, repeat steps 5-9 for each item in the wizard.

11. Click **Next**. A preview of your settings is shown.

12. Click **Finish**.

13. Click **OK**.

> 📝 **NOTE:** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

HOW TO RESOLVE ACCESSIBILITY ISSUES MANUALLY IN THE INTERFACE

1. Open the Accessibility Suggestions window pane. See "Accessibility Suggestions" on page 4.

2. You can open any file in the list to view or modify it in an editor. You can open the file in the Analyzer interface or in the Flare project.

TO OPEN THE FILE IN THE ANALYZER INTERFACE

Double-click the file in the window pane. The benefit of using this method is that it is quick and convenient. You have access to the features normally available in the editor (but not necessarily to all of the features available elsewhere in Flare).

TO OPEN THE FILE IN FLARE

a. In the window pane, click on the file.

b. Select **File > Send to Flare**.

The benefit of using this method is that you have access to all of the features in the application, not just those available from the editor.

3. Depending on the type of issue, use the appropriate areas of the interface to make changes. See the online Help in Flare for more information about using different features.

- **Image Elements** You can fix the issue by editing the image and entering a description in the **Alternate Text** field.

- **Equation Elements** You can fix the issue by editing the equation and entering a description in the **Alternate Text** field.

- **QR Code Elements** You can fix the issue by editing the QR code and entering a description in the **Alternate Text** field.

- **Tables** You can fix the issue by editing the table properties and entering caption text (above the table) and/or adding a header row.

- **Form Elements** You can fix the issue by opening the markup for the document and adding a label to the form. To edit the markup, you can use the Internal Text Editor or Notepad. For more information about working with form elements (and labels within them), see [w3.org](w3.org).

- **Frame Elements** You can fix the issue by opening the markup for the document and adding a title to the frame element. To edit the markup, you can use the Internal Text Editor or Notepad. For more information about working with frame elements (and titles/names within them), see [w3.org](w3.org).

CHAPTER 2

Markup Suggestions

Analyzer provides you with various markup suggestions for the content in your project to make sure the code is as "clean" as possible.
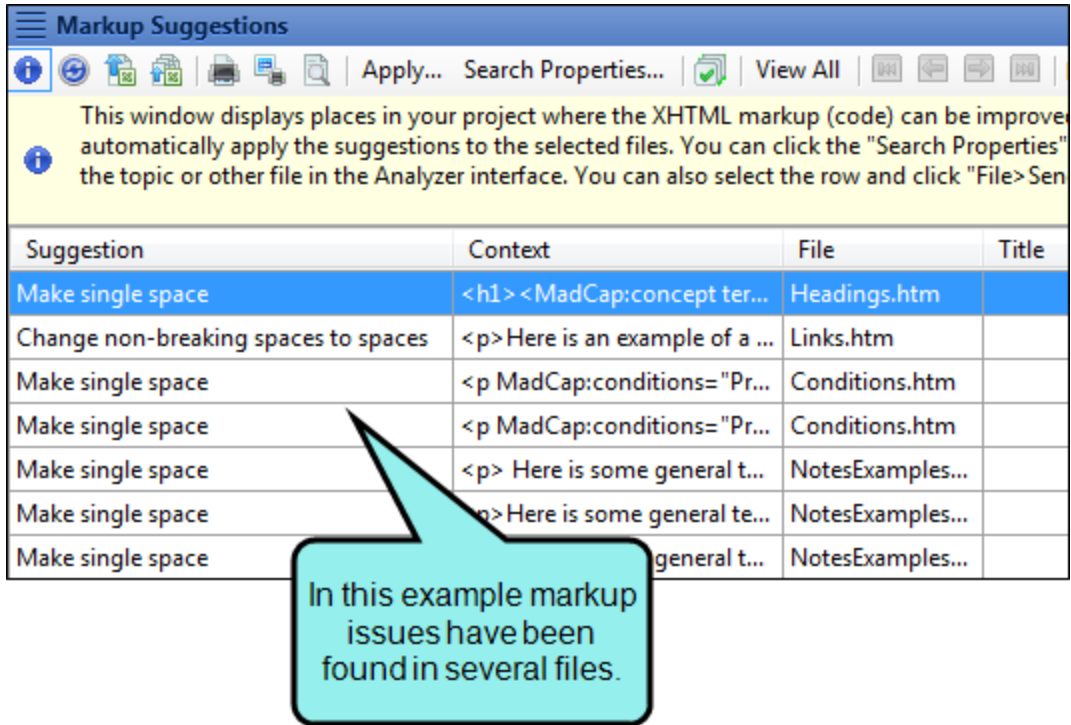
This chapter discusses the following:

Viewing and Applying Markup Suggestions

The Markup Suggestions window pane lets you see a list of files where the XHTML markup (code) can be improved (e.g., empty tags, CDATA tags, empty attributes, excessive spaces). When Analyzer finds markup issues, there are a couple of ways that you can "clean them up." First, you can click the Apply button in the local toolbar to automatically apply the suggestions to the selected files. Alternatively, you can double-click a row to open that file and work on the issues manually. You may be able to fix some issues for a specific file in the XML Editor. Other issues may require you to open the behind-the-scenes code in the Internal Text Editor.

HOW TO VIEW MARKUP SUGGESTIONS

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select the **View** ribbon. In the **Dynamic Reports** section, select **Suggestions > Markup Suggestions**.
   - **Analyzer Summary Window Pane** Double-click the row that mentions markup suggestions.

     The Markup Suggestions window pane opens.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:

   - **Suggestion** Displays the suggestion to resolve the issue (e.g., "Remove empty attribute," "Make single space").
   - **Tag** Displays the tag where the issue occurs (e.g., img, p, h1, li).
   - **Context** Displays the context of the issue in question. For example, if the issue is that a tag has an empty attribute, this shows the tag and name of the attribute within it.
   - **File** Displays the name of the file.
   - **Title** Displays the properties title of the file (if any).
   - **Folder** Displays the folder where the file is found.

In this example markup issues have been found in several files.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).

HOW TO APPLY MARKUP SUGGESTIONS AUTOMATICALLY

1. View the markup suggestions.

2. In the Markup Suggestions window pane, select all issues that you want to resolve. If you want to select all rows click [icon]. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

3. In the local toolbar, click the **Apply** button.
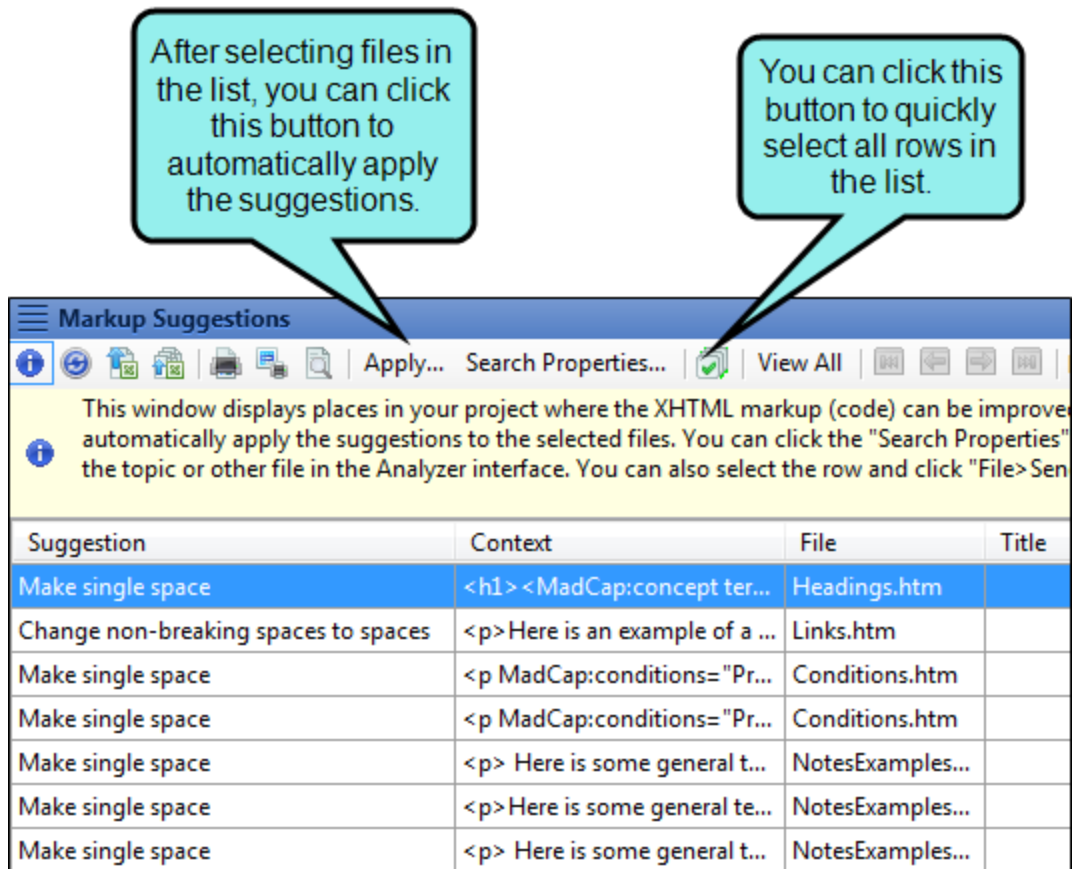
4. A message asks if you want to apply the selected suggestions. Click **OK**.

5. If your Backups folder is not empty, a message asks if you want to empty it and continue. If so, click **OK**.

6. Click **OK** once more.

> **NOTE:** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

HOW TO RESOLVE MARKUP ISSUES MANUALLY

1. View the markup suggestions.

2. You can open any file in the list to view or modify it in an editor. You can open the file in the Analyzer interface or in the Flare project.

   ### TO OPEN THE FILE IN THE ANALYZER INTERFACE

   Double-click the file in the window pane. The benefit of using this method is that it is quick and convenient. You have access to the features normally available in the editor (but not necessarily to all of the features available elsewhere in Flare).

   ### TO OPEN THE FILE IN FLARE

   a. In the window pane, click on the file.

   b. Select **File > Send to Flare**.

   The benefit of using this method is that you have access to all of the features in the application, not just those available from the editor.

3. If necessary, you can open the file in the Internal Text Editor to work directly in the markup

Customizing Markup Suggestions Shown

You can use the Markup Suggestions Search Properties dialog to customize which types of markup issues to look for when analyzing Flare projects. Based on your selections in this dialog, the Markup Suggestions window pane updates accordingly.

HOW TO CUSTOMIZE THE MARKUP SUGGESTIONS SHOWN IN THE WINDOW PANE

1. View the markup suggestions. See "Markup Suggestions" on page 12.

2. In the local toolbar of the Markup Suggestions window pane, click **Search Properties**. The Markup Suggestions Search Properties dialog opens.

3. Select any of the options in the dialog.

   - CDATA tags
   - Empty tags
   - Line breaks
   - Underscores in topic title
   - Untagged text in topic body
   - Empty attributes
   - Tags with only spaces
   - Non-breaking spaces
   - Multiple spaces
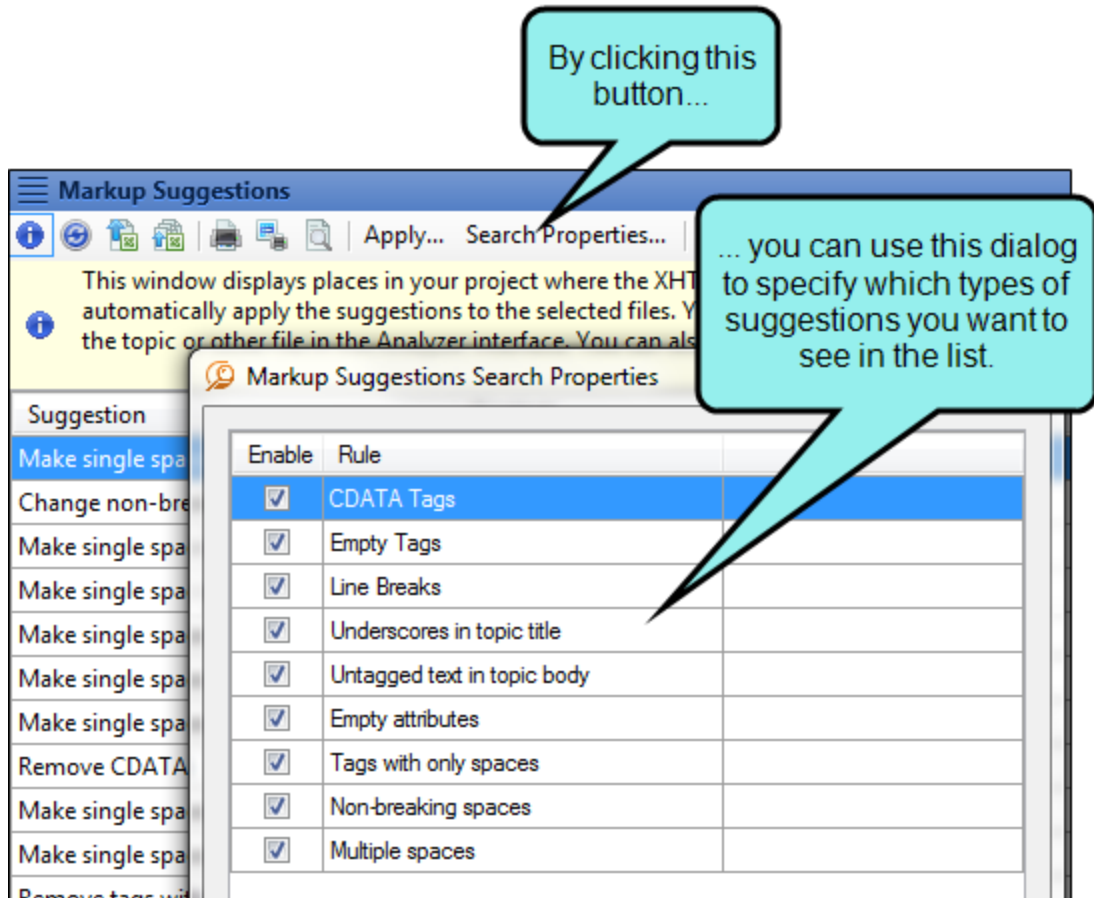
4. Click **OK**.

CHAPTER 3

Writing Suggestions

Analyzer provides you with various writing suggestions for the content in your project.

This chapter discusses the following:

Viewing Writing Suggestions

You can view places in your project where you can make writing improvements based on industry-wide standards. For example, Analyzer can locate files where an h1 or h2 heading has only one sub-heading (i.e., an h1 heading with only one h2 heading under it, or an h2 heading with only one h3 heading under it). It is recommended that you have more than one subheading under a parent heading. Therefore, occurrences such as these are raised as concerns. Analyzer can also locate files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2), as well as any files where consecutive headings exist (e.g., an h1 heading is followed by an h2 heading, with no other content between them). You can use the Writing Suggestions Search Properties dialog to customize which types of suggestions to display in the window pane.

HOW TO VIEW WRITING SUGGESTIONS

1. Open a project.

2. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select the **View** ribbon. In the **Dynamic Reports** section, select **Suggestions > Writing Suggestions**.

   - **Analyzer Summary Window Pane** Double-click the row that mentions writing suggestions.

   The Writing Suggestions window pane opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider:

   - **Suggestion** Displays the issue (e.g., "H1s with single child," "Skipped heading"). Following are the types of issues that might be found, depending on your selections in the Writing Suggestions Search Properties dialog.

     - **Heading 1s with only one child heading** Locates files where an h1 heading has only one h2 heading under it. For more information about styles (including h1 through h6 heading styles), see the online Help.

     - **Heading 2s with only one child heading** Locates files where an h2 heading has only one h3 heading under it.

     - **Heading 3s with only one child heading** Locates files where an h3 heading has only one h4 heading under it.

- **Heading 4s with only one child heading** Locates files where an h4 heading has only one h5 heading under it.

- **Heading 5s with only one child heading** Locates files where an h5 heading has only one h6 heading under it.

- **Skipped headings** Locates files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2).

- **Consecutive headings** Locates files where one heading is followed immediately by another heading with no other content in between.

  - **Tag** Displays the tag where the issue occurs.

  - **File** Displays the name of the file.

  - **Folder** Displays the folder where the file is found.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).

After viewing writing suggestions, you can open each file and make changes accordingly. To open a file in the Analyzer interface, double-click the row in the Writing Suggestions window pane. To open a file in Flare, select the row and select **File > Send to Flare**.

Customizing Writing Suggestions Shown

If you want to limit or expand the list of the writing suggestions that are displayed, you can easily do so by selecting various options.

HOW TO CUSTOMIZE THE WRITING SUGGESTIONS SHOWN IN THE WINDOW PANE

1. View the writing suggestions.

2. In the local toolbar of the Writing Suggestions window pane, click **Search Properties**. The Writing Suggestions Search Properties dialog opens.

3. Select any of the options in the dialog.

   - **Heading 1s with only one child heading** Locates files where an h1 heading has only one h2 heading under it. For more information about styles (including h1 through h6 heading styles), see the online Help.

   - **Heading 2s with only one child heading** Locates files where an h2 heading has only one h3 heading under it.

   - **Heading 3s with only one child heading** Locates files where an h3 heading has only one h4 heading under it.

   - **Heading 4s with only one child heading** Locates files where an h4 heading has only one h5 heading under it.

   - **Heading 5s with only one child heading** Locates files where an h5 heading has only one h6 heading under it.

   - **Skipped headings** Locates files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2).

   - **Consecutive headings** Locates files where one heading is followed immediately by another heading with no other content in between.

4. Click **OK**.

Cross-Reference Suggestions

The Cross-Reference Suggestions window pane displays links in a project that you might want to convert to cross-references. This window pane also provides you with the option to convert the selected links to cross-references.

For example, if you have regular text hyperlinks (<a> tags), you might want to convert them, because cross-references change dynamically and are therefore usually preferred over text hyperlinks.

HOW TO VIEW CROSS-REFERENCE SUGGESTIONS

1. Open a project.

2. Select the **View** ribbon. In the **Dynamic Reports** section, select **Suggestions > Cross-Reference Suggestions**.

   The Cross-Reference Suggestions window pane opens.

3. Double-click a file to open it in the XML Editor. The file opens and highlights the cross-reference suggestion.

HOW TO CONVERT CROSS-REFERENCE SUGGESTIONS

1. Open a project.

2. Select the **View** ribbon. In the **Dynamic Reports** section, select **Suggestions > Cross-Reference Suggestions**.

   The Cross-Reference Suggestions window pane opens.

3. Do one of the following:

   ■ Click the **Convert to Cross-References** button in the local toolbar.

   OR

   ■ Right-click any file in the Cross-References Suggestions window pane and from the context menu, select **Convert to Cross-References**.

   The Convert to Cross-Reference dialog opens.

4. In the Convert to Cross-References dialog, you can make selections from the following options.

TARGET OPTIONS

In the **Target Option** field, select one of the following to indicate how you want the destination file to open when the link is clicked.

   ■ **Link Target** This uses the target that is set in the original link.

   ■ **Target Frame** This enables the Target Frame field (immediately below), which you can use to select one of the following target frame options.

      ● **(default)** The destination file opens in the same window as the output window.

      ● **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.

      ● **New Window/Tab** The destination file opens in a new browser window or tab.

      ● **Same Frame** The destination file opens in the same window frame as the current topic.
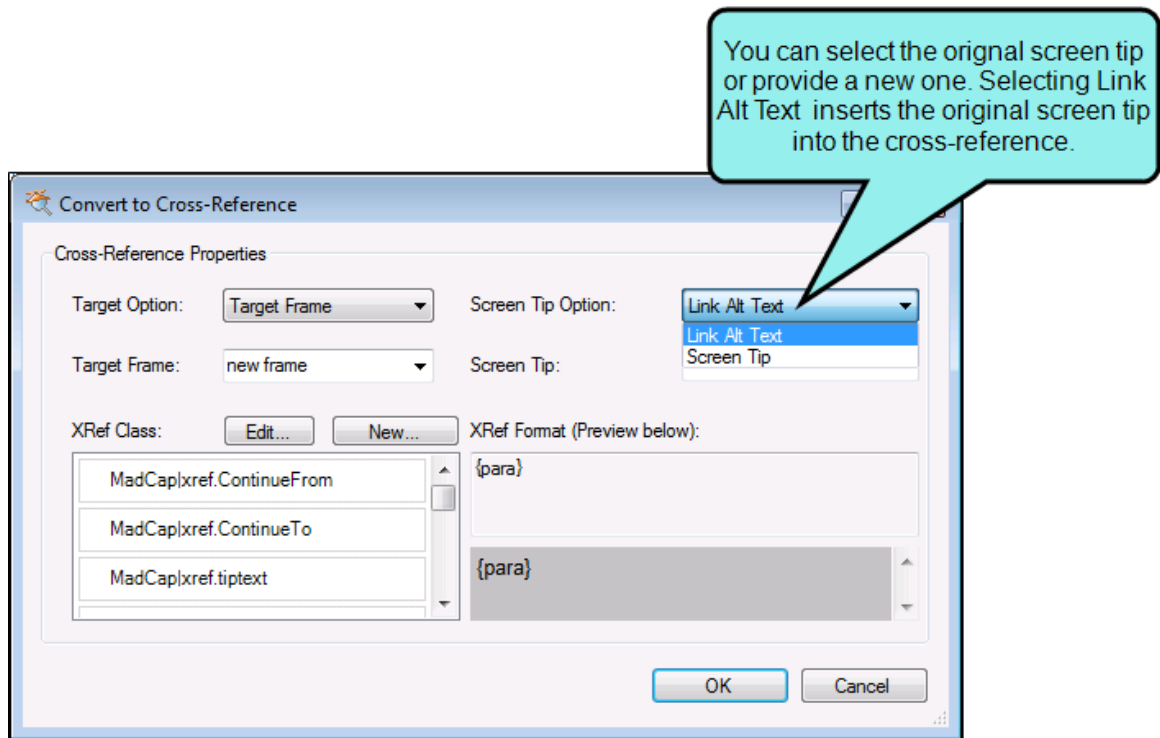
- **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
- **Popup Window** The destination file opens in a popup box on top of the current topic.
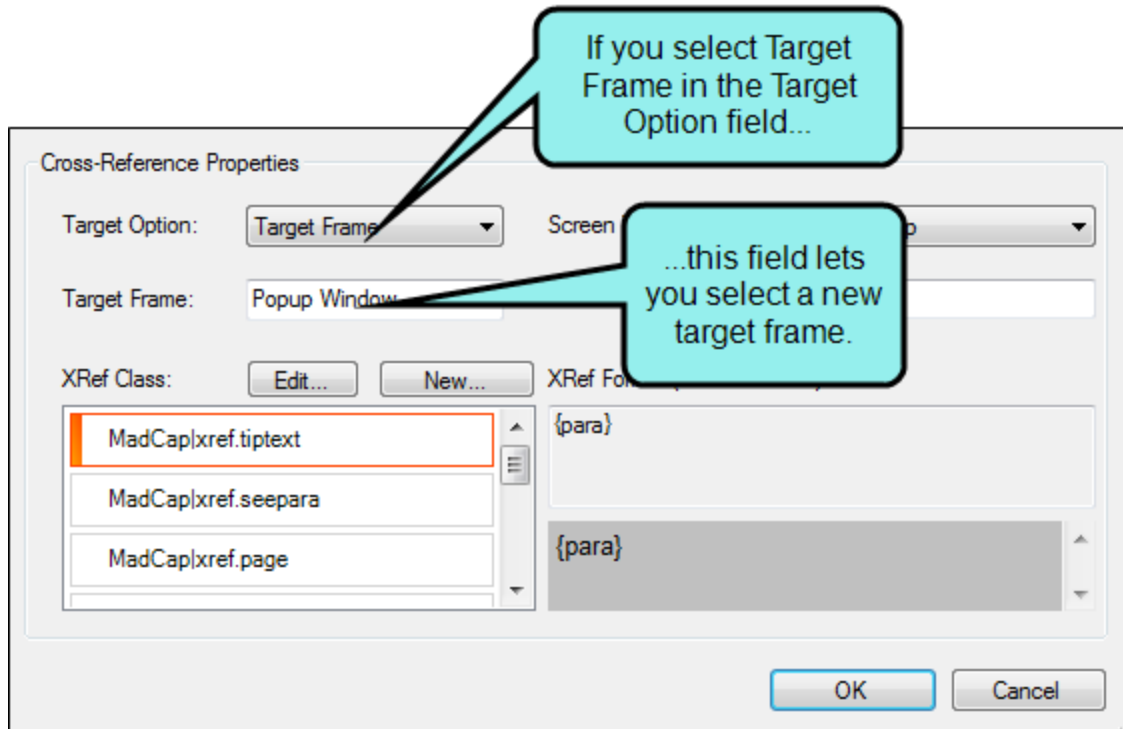
SCREEN TIP OPTIONS

In the **Screen Tip Option** field, select one of the following to add a screen tip to the link. This is useful when it comes to accessibility.

- **Link Alt Text** This uses the screen tip text that is set in the original link.

You can select the orignal screen tip or provide a new one. Selecting Link Alt Text inserts the original screen tip into the cross-reference.

- **Screen Tip** This uses the screen tip text that you enter in the Screen Tip field (imme-diately below).
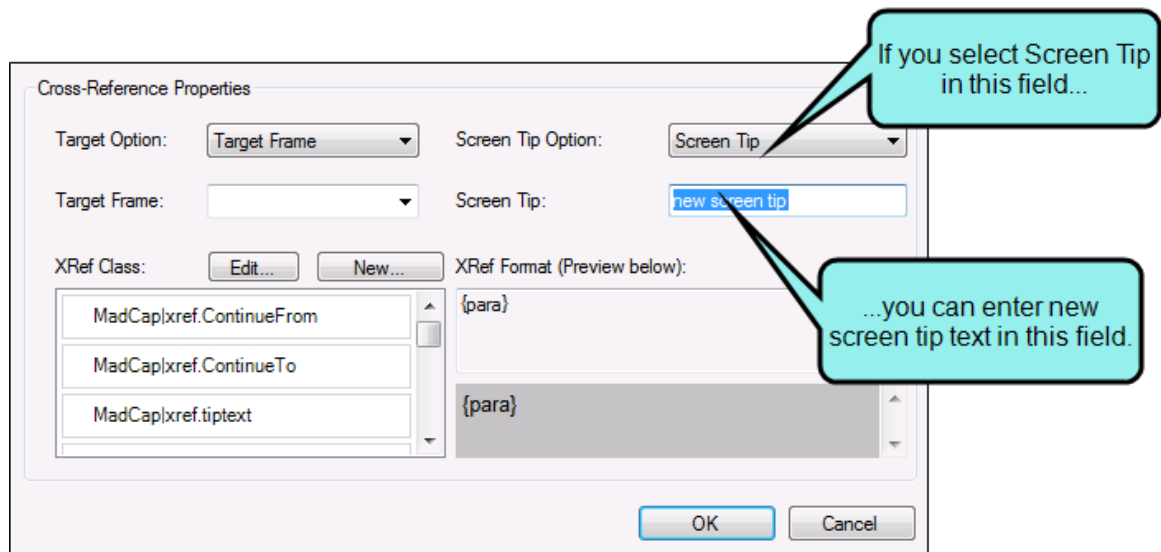
CROSS-REFERENCE STYLE CLASS

In the **XRef Class** field, you can set the cross-reference's style class and format . The style class is previewed to the right.

In the XRef Class section, you can select and edit style classes for the cross-reference.

The cross-reference format is then previewed for you in this section.

ss-Reference Properties

Target Option: Target Frame   Screen Tip Option: Link

Target Frame: Popup Window   Screen Tip:

XRef Class: Edit...   New...   XRef Format (Preview below):

MadCap|xref.tiptext   For more information, see {paratext}.

MadCap|xref.seepara

MadCap|xref.page   For more information, see {paratext}.

OK   Cancel

- **Edit** You can click **Edit** to change the selected cross-reference style class. This opens the Edit Cross-Reference Style Class Dialog.

Enter the name for the new cross-reference class in this field.

You can select which stylesheet will be modified as a result of your new style class in this field.

You can enter your own cross-reference format in this field.

You can filter the types of available commands in this drop-down menu.

You can select the command for the cross-reference in this field.

- **New** You can click **New** to create a new cross-reference style. This opens the New Cross-Reference Style Class Dialog.
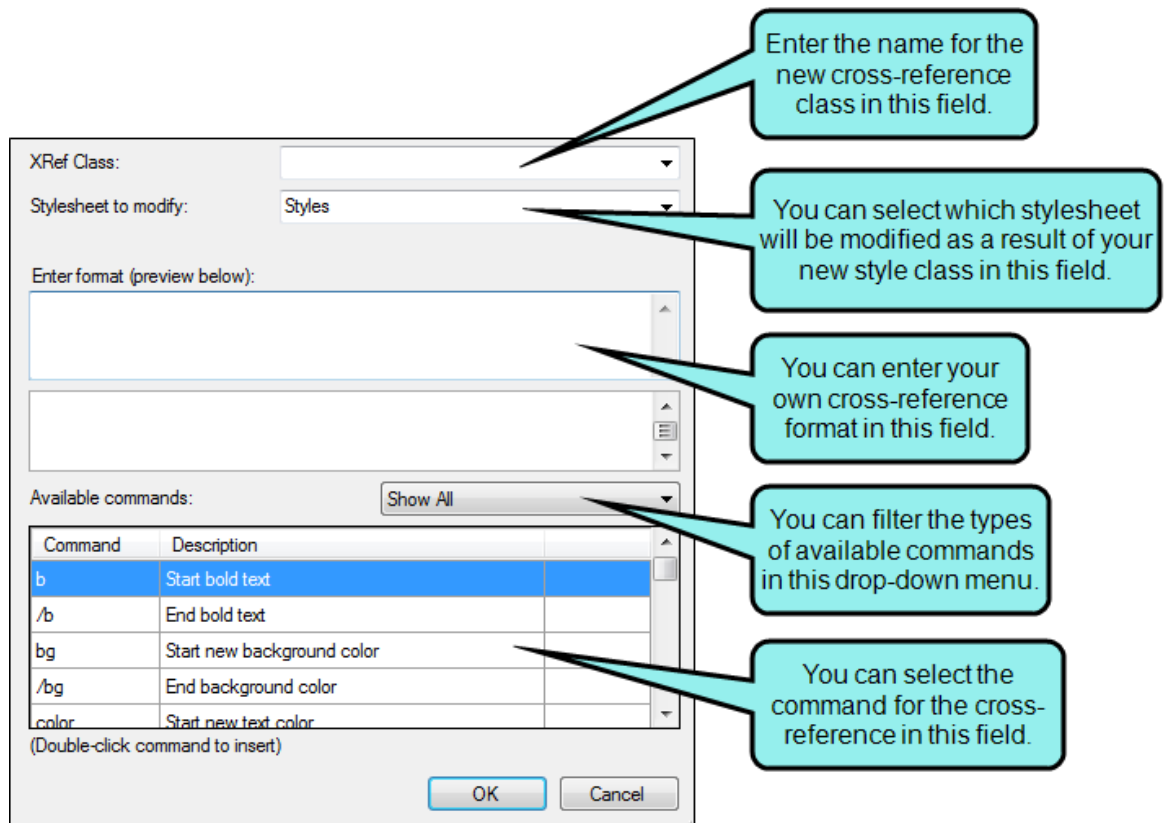
5. Click **OK**. A message indicates how many files have been updated.

HOW TO INCLUDE CROSS-REFERENCE SUGGESTIONS IN A REPORT

1. Open a report.

2. In the Report Editor, click the **General** tab.

3. In the **Tables** field, scroll down to the **Links** section.

4. Click the **Cross-Reference Suggestions** check box.

5. Click **Generate**. The generated report will include cross-reference suggestions.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

Concepts Guide

Condition Tags Guide

Context-sensitive Help Guide

File Tags Guide

Frequent Segments Guide

Getting Started Guide

Index Guide

Key Features Guide

Links Guide

Reports Guide

Shortcuts Guide

Snippets Guide

Statistics & Charts Guide

Styles Guide

Suggestions Guide

Tables of Contents Guide

Topics Guide

Touring the Workspace Guide

Track Changes Guide

Undefined Items Guide

Unused Items Guide

Variables Guide

What's New Guide