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**MADCAP ANALYZER 9**

# Touring the Workspace

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MadCap Software  
7777 Fay Avenue  
La Jolla, California 92037  
858-320-0387  
[www.madcapsoftware.com](http://www.madcapsoftware.com)

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## CHAPTER 1

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# Touring the Workspace

Analyzer's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want.

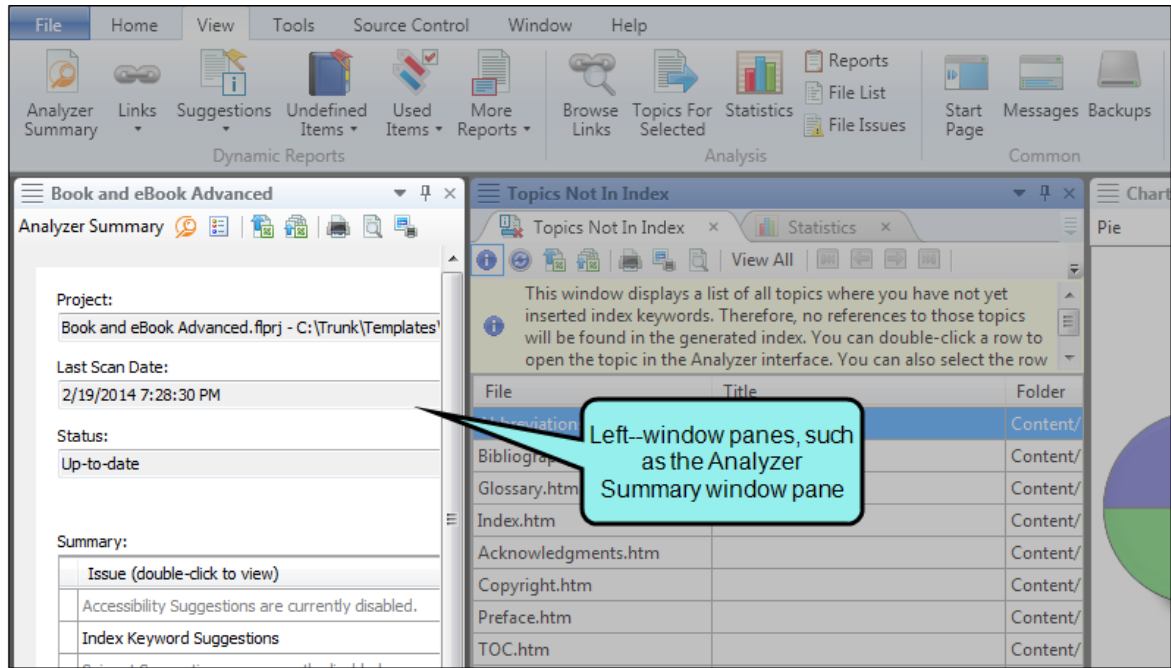
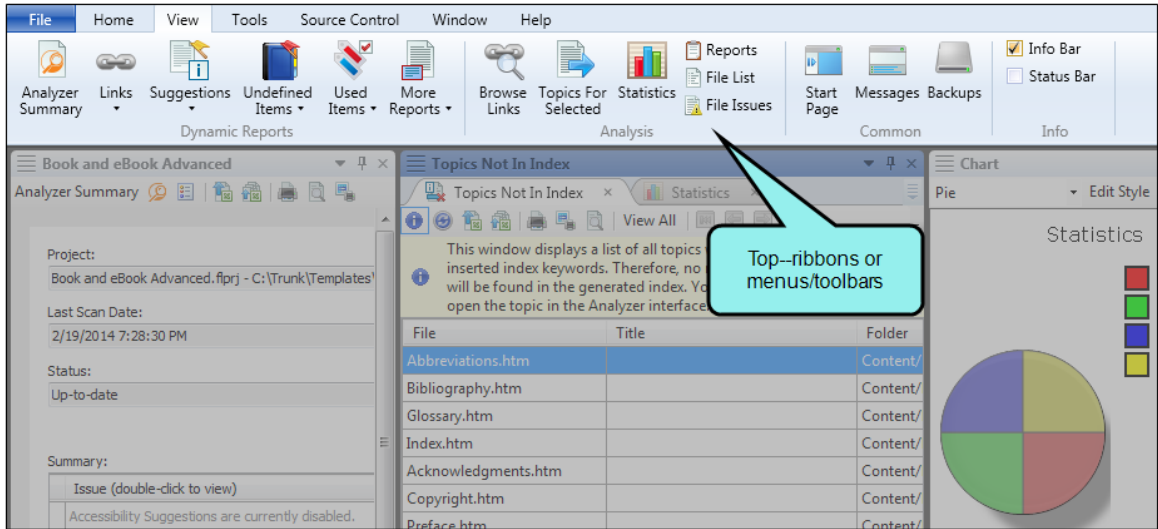
**This chapter discusses the following:**

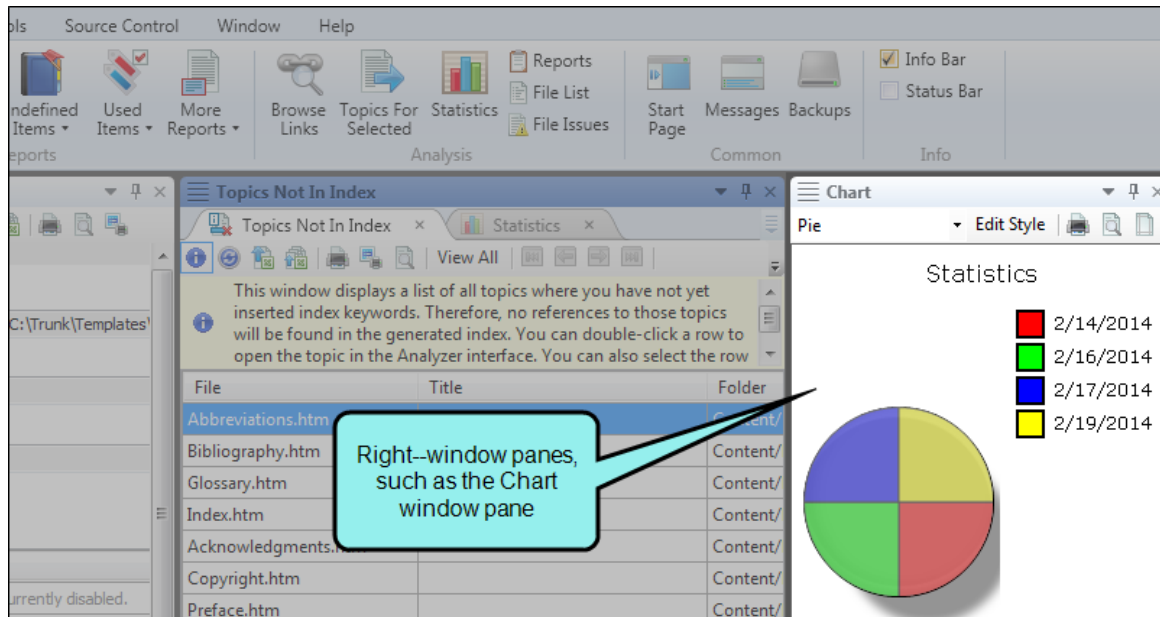
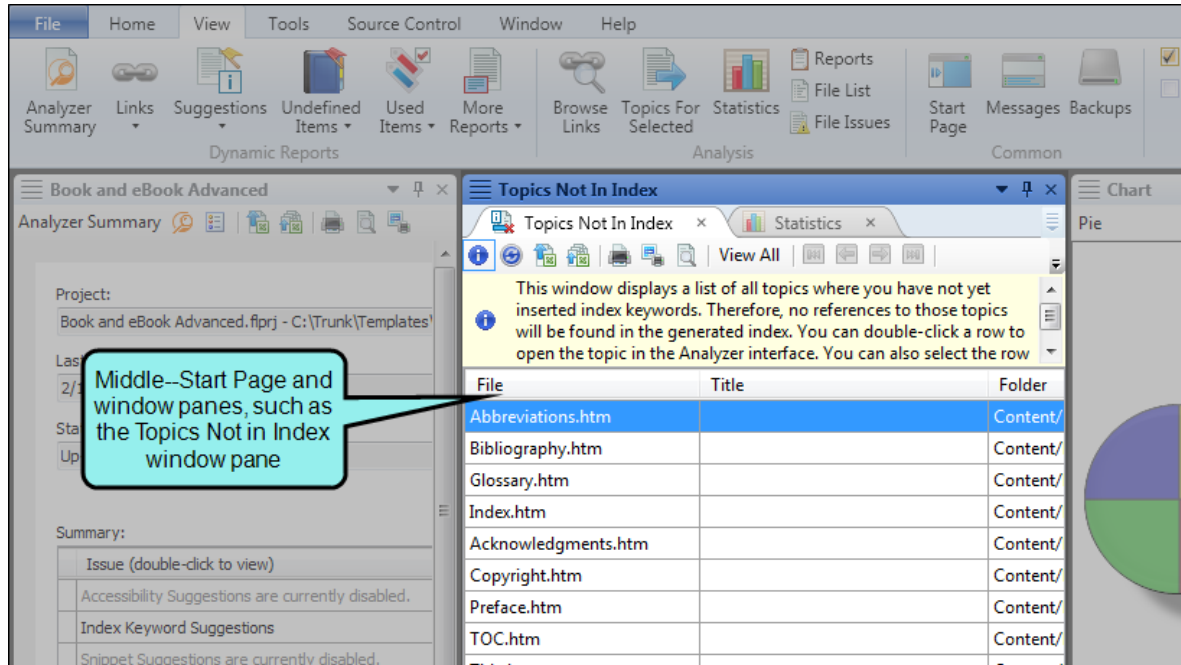
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# Main Sections of the Interface

The user interface consists of the following major sections.

- **Top** The top portion of the Analyzer interface displays either a ribbon view, or a tool strip view, which are used to access features.
- **Left** The left side of the interface is the default location for the Analyzer Summary window pane, which is the primary window pane in the interface. This window pane displays a list of current issues in the project being analyzed. The left side is also the default location for other window panes, such as the File Issues Viewer.
- **Middle** The middle section of the interface is the default location for many different window panes (e.g., Statistics window pane, Broken Links window pane, Snippet Suggestions window pane), which can be used to view and work with information about your Flare project. The middle section can also display a variety of editors used for modifying content, as well as the Start Page, which is used for quickly performing high-level tasks and accessing information.
- **Right** The right side of the interface is the default location for other window panes (e.g., Incoming Links window pane, Chart window pane).

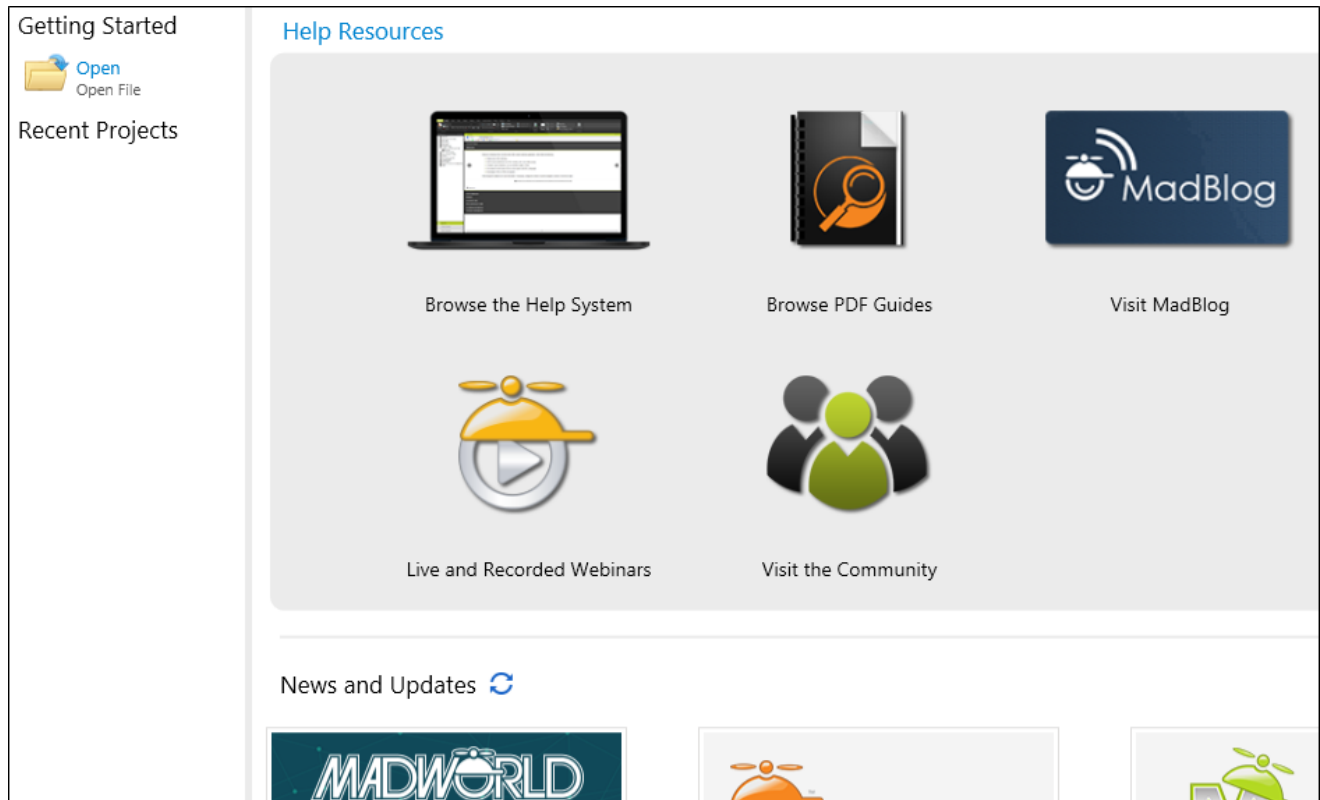




You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

# Start Page

The Start Page is a handy window pane that displays when you first launch Analyzer and remains open unless you close it. You can use the Start Page to open and create projects, access Getting Started resources for new users, select project templates, and more.





# Analyzer Summary Window Pane

The Analyzer Summary window pane is the primary window pane in the interface. This window pane displays a list of current issues in the project being analyzed. You do not need to do anything to populate this window pane. After you open a project, it is automatically scanned and the results are shown. For example, if you have 30 broken links in your project, this will be noted in the Analyzer Summary window pane. You can then double-click an issue to open the appropriate window pane (e.g., Broken Links window pane), which lets you see more information and deal with the issue.

The screenshot shows the 'Analyzer Summary' window pane with the following details:

- Project: Online and Print Advanced.fproj - C:\Users\pstoecklein\Documents\My Projects\Online and Print Advanc
- Last Scan Date: 2/20/2014 7:28:07 AM
- Status: Up-to-date

Category	Issue (double-click to view)	Count	Status
Duplicate	Duplicate TOC Items	4	
Duplicate	Duplicate Styles	26	
Link	Topics not in Index	8	
Link	Topics Without Concepts	9	
Link	Topics not linked by Map ID	23	
Link	Files Without File Tags	108	
Link	External Links	15	
Link	<b>Broken Links</b>	<b>1</b>	
Suggestion	Cross-Reference Suggestions	1	
Suggestion	Writing Suggestions	3	
Suggestion	Variable Suggestions are currently disabled.	0	
Suggestion	Accessibility Suggestions are currently disabled.	0	
Suggestion	Snippet Suggestions are currently disabled.	0	
Suggestion	Markup Suggestions are currently disabled.	0	

A callout box points to the 'Broken Links' row, containing the text: "In this example of the Analyzer Summary window pane, several issues are being reported automatically. This includes several 'Informative' issues (such as duplicate TOC items and cross-reference suggestions), as well as some 'Critical' issues (such as broken links)."

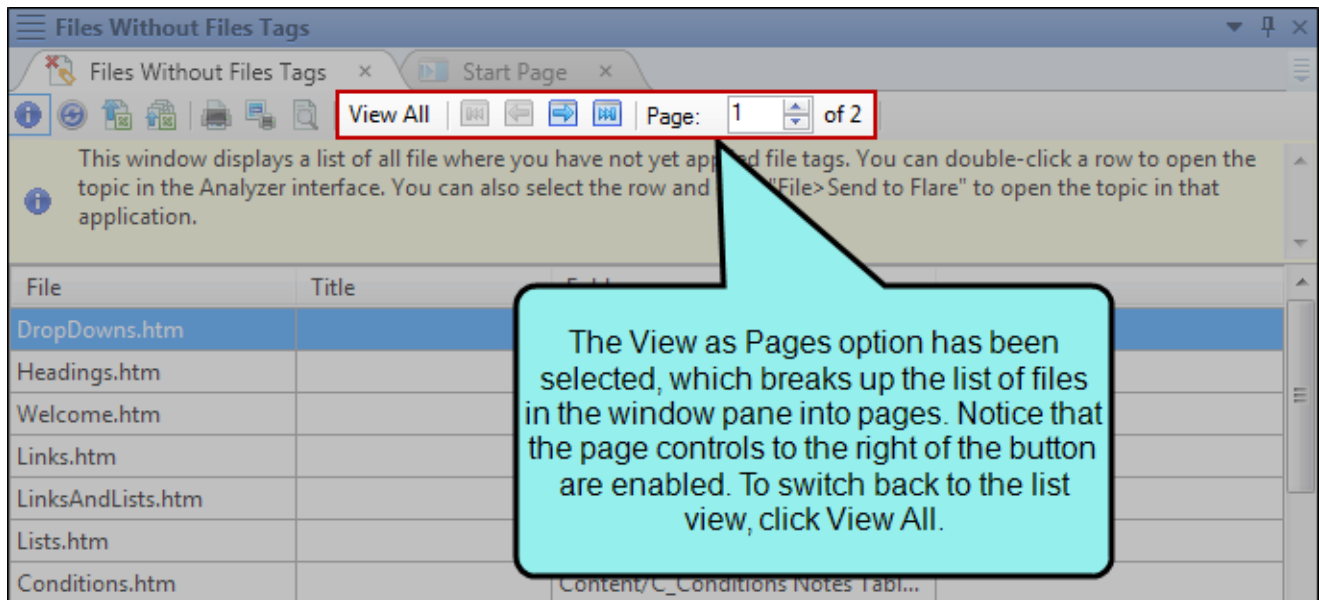
# Window Panes

Analyzer has numerous window panes in the interface that are used for a variety of purposes. Some of these panes are located by default on the left side of the workspace, some on the right side, some in the middle, and some at the bottom. If more than one window pane is open on either side, the panes are organized in an accordion or tab structure. This means that they are stacked on top of each other, with the active window pane displayed "in front" of the other panes. You can click any accordion bar or tab to bring that particular window pane "in front" so that you can work in it.

Most window panes have two different options for viewing content. These views can be toggled 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 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).

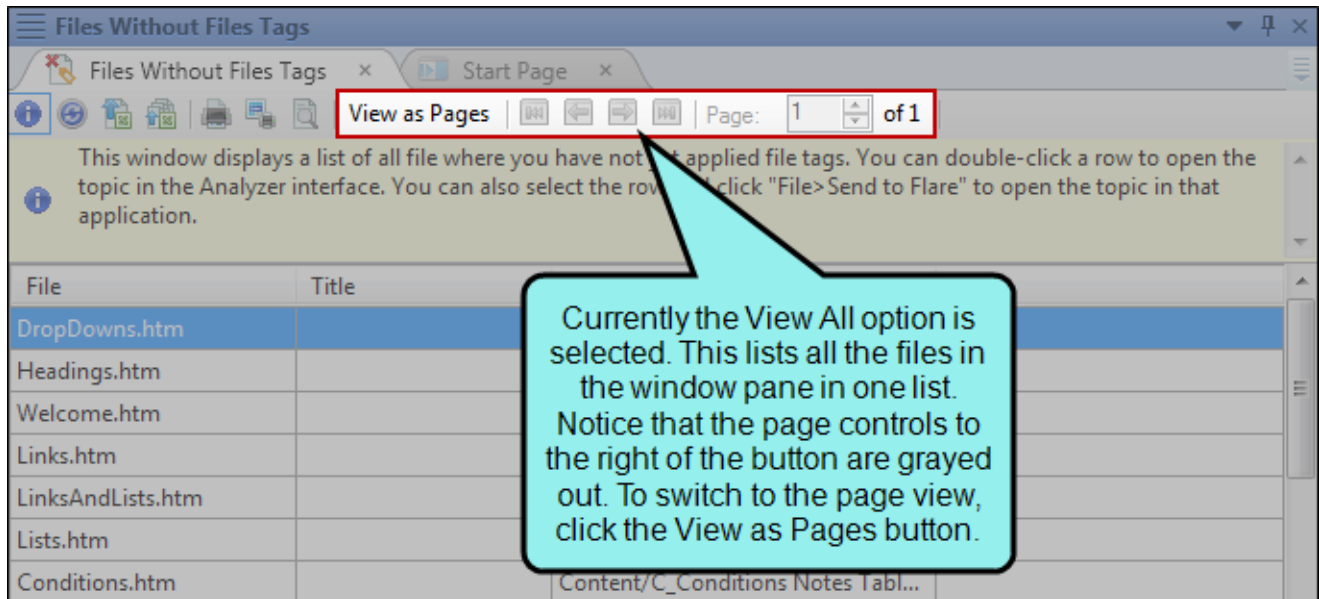
## VIEW AS PAGES

This option displays the first 100 items before switching to a paginated view with using navigation controls.



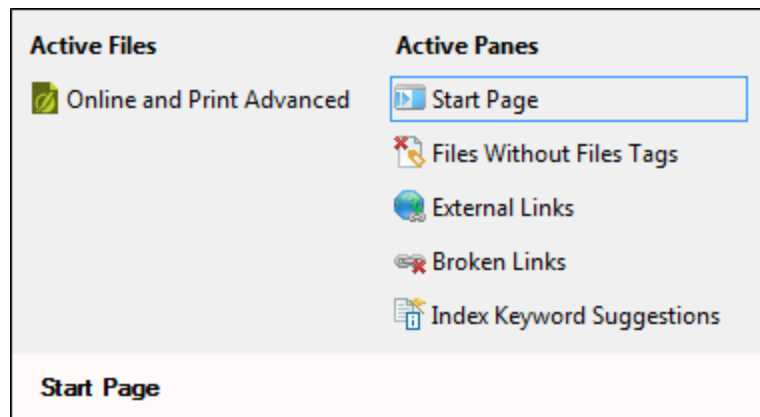
## VIEW ALL

This option displays all items in the window pane at once in a long list.



# Tab Between User Interface Elements

By using the CTRL+TAB and CTRL+SHIFT+TAB shortcuts, you can easily switch between elements in the user interface. This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens.



# Tabs and Accordions

Each open document in the workspace has a tab or accordion that lets you access it. The most recently opened document is in front, while other open documents are behind it. You can bring a document into view by clicking its tab.

You can also work with these document tabs in the following ways.

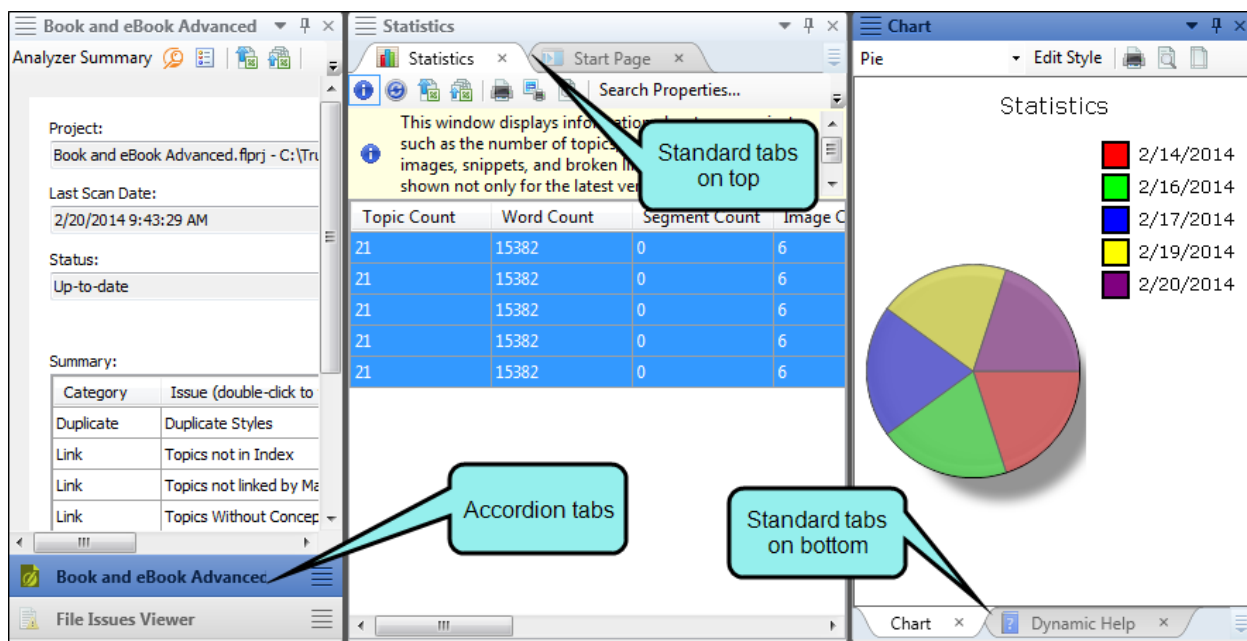
## DRAG TABS

You can click and drag tabs to the right or left to change their order.

## TAB OPTIONS

You can choose how to view window panes in the workspace.

- **Accordion tabs** Stacks the document tabs below the window pane or editor.
- **Standard tabs on top** Places the document tabs on the top of the window pane or editor.
- **Standard tabs on bottom** Places the document tabs on the bottom of the window pane or editor.



To switch between tabs, right-click in the title bar of the window pane or editor and select a view.

Right-click here...

The screenshot shows a software window titled "Book and eBook Advanced" with a "Statistics" tab. A right-click context menu is open over the window. The menu items are: Close (Ctrl+F4), Dock (checked), Auto Hide, Float, Standard Tabs (Top), Standard Tabs (Bottom), and Accordion Tabs (checked). A callout bubble points to the "Standard Tabs (Bottom)" option with the text "... then choose the tab type from here." The background window shows an "Analyzer Summary" section with fields for Project, Last Scan Date, and Status, and a "Summary" table.

Category	Issue (double-click to
Duplicate	Duplicate Styles
Link	Topics not in Index

21	15382
21	15382

.... then choose the tab type from here.

## HIDDEN DOCUMENTS

You can open as many files as you need in the interface. When you have opened more files than can be shown, the hidden files can be accessed by clicking a drop-down menu on the right side of the workspace.

After clicking the down arrow, you can select any files that are open to bring them into view.

The screenshot shows a software interface with two main windows: 'Statistics' and 'Chart'. The 'Statistics' window displays a table with the following data:

Topic Count	Word Count	Segment Count	Image Count
21	15382	0	6
21	15382	0	6
21	15382	0	6
21	15382	0	6
21	15382	0	6

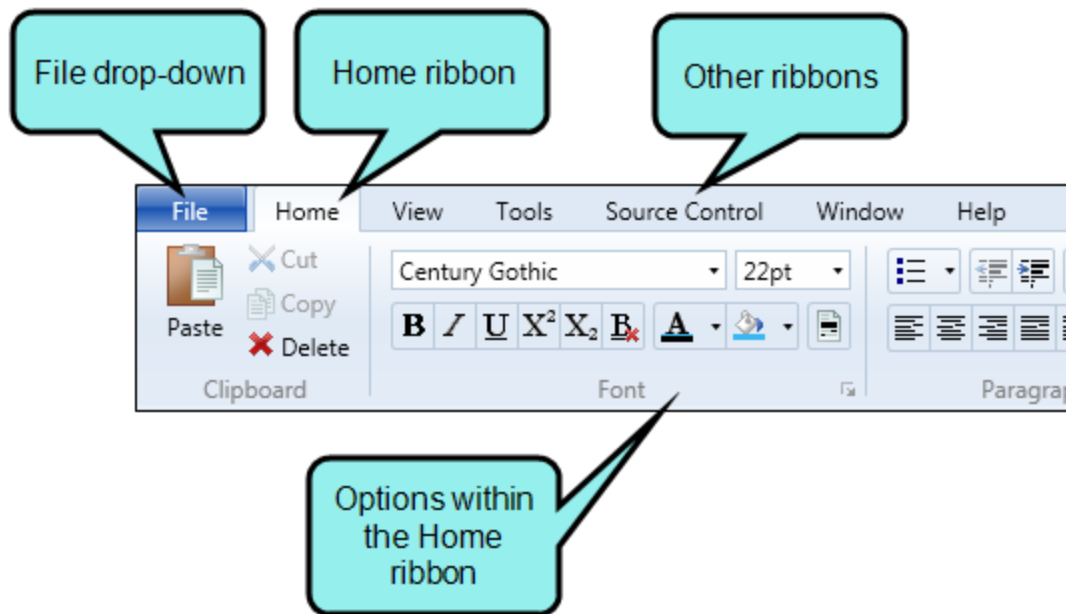
The 'Chart' window displays a pie chart with five segments in different colors (purple, green, red, yellow, and blue). A drop-down menu is open on the right side of the workspace, listing the following options: Broken Links, External Links, Files Without Files Tags, Index Keyword Suggestions, Start Page, and Statistics. A callout box points to this menu with the text: 'After clicking the down arrow, you can select any files that are open to bring them into view.'

# Ribbons, Menus, and Global Toolbars

Analyzer's user interface lets you use a ribbon layout, or the more traditional tool strip layout.

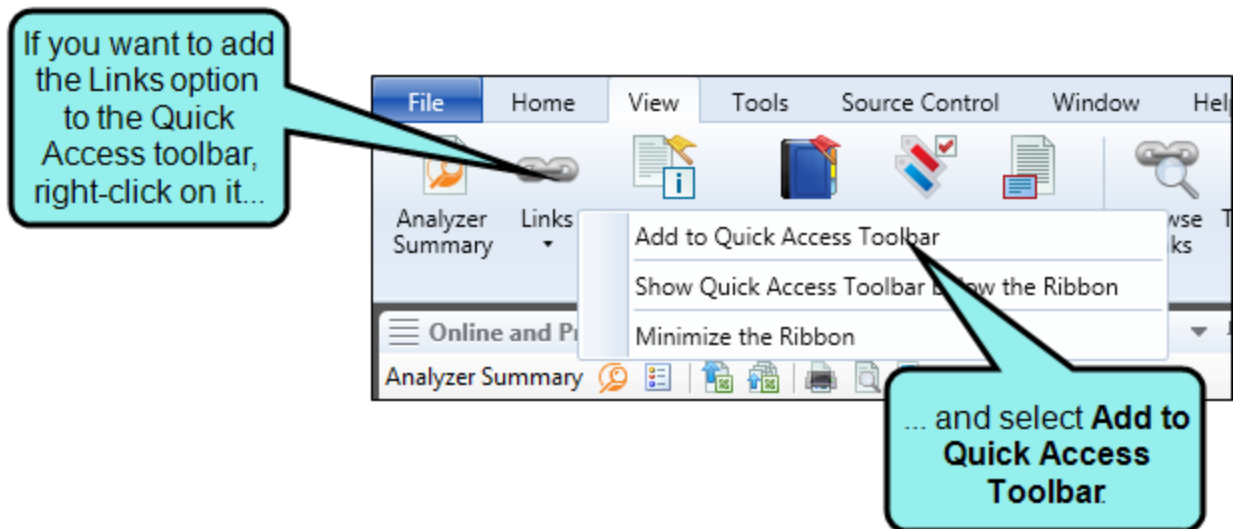
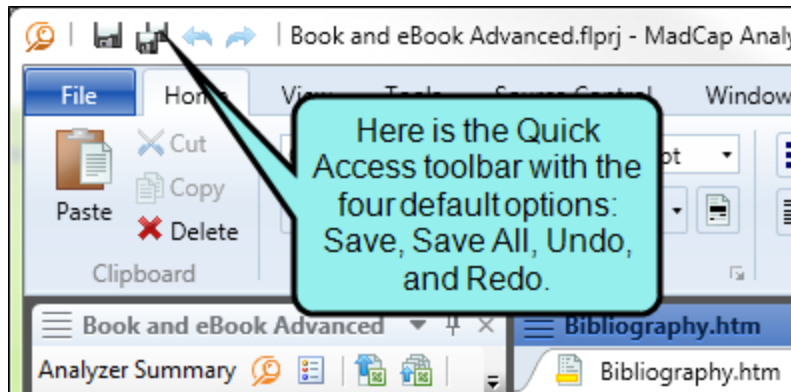
## RIBBONS

The ribbon layout consists of a File drop-down with common tasks such as initiating a project analysis, opening files, and saving documents. This is followed by the Home ribbon, which is the default, and several others related to various features in Analyzer.



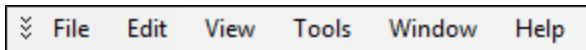


The ribbon view also lets you take advantage of the Quick Access toolbar, which lets you add your favorite ribbon options to it.



## MENUS

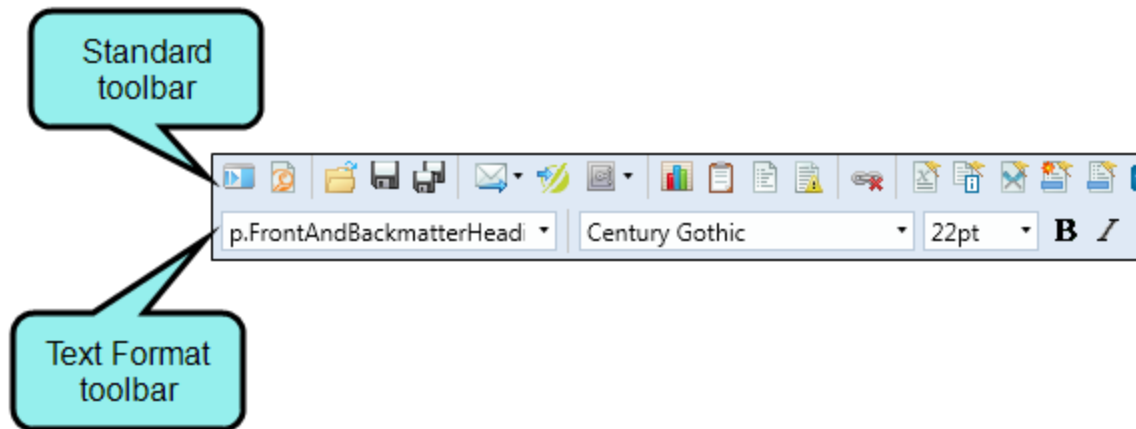
Analyzer's user interface includes a menu bar at the top of the program window, containing several menu options.



## GLOBAL TOOLBARS

Analyzer has multiple global toolbars ("global" meaning they are always available at the top of the user interface, regardless of the type of document, editor, or window pane you are working on at the moment).

There are two kinds of global toolbars—Standard and Text Format.



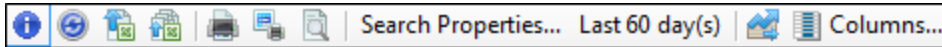
## SWITCHING VIEWS

Ribbons can be seen only if you are working in the ribbon view, and menus and toolbars can be seen only if you are working in the traditional tool strip view. You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

# Local Toolbars

These are toolbars that are intended for a particular window pane. For example, the Statistics window pane contains a local toolbar that includes a shortcut button for sending data to the Chart window pane, because the Statistics window pane is where you would use that feature (as opposed to, say, the Snippet Suggestions window pane). Most window panes in Analyzer contain a local toolbar.

For example, this is the local toolbar from the Statistics window pane:



## CHAPTER 2

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# Customizing the Workspace

One of the benefits of Analyzer's user interface is that it is flexible and easy to customize to meet your needs. Following are some of the ways you can customize the workspace.

**This chapter discusses the following:**


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# Moving, Docking, and Floating Elements

Simply because a window pane or tab is attached to a particular area of the program window by default, does not mean it has to stay there.

- **Floating and Moving User Interface Elements** You can float an element that displays with a tab by clicking the tab and dragging it down until it floats.

Another way to float an element is to click on it and select **Window > Float**.

You can move window panes displayed in accordion view by clicking the "Drag Pane" section . To drag all of the window panes grouped together, click this button in the upper-left corner of the window pane. To drag a single window pane, click this button in the accordion bar for that window pane. Hold down your mouse and drag the window panes where you want them. If you drop a window pane at a random location in the program window, it becomes a "floating" window.

- **Docking User Interface Elements** Docking an element that is floating means to attach it to a particular part of the program window. To do this, click in the title bar, drag it to the edge where you want to dock it, and drop it onto one of the small squares that appear in the interface. The portion of the square that has color indicates where the window pane will be docked.



Dock in *center* of workspace



Dock on *left* side of workspace



Dock on *right* side of workspace




Dock on *top* side of workspace



Dock on *bottom* side of workspace

# Autohiding Window Panes

In the top-right corner of every window pane, you will see a small button that looks like a pin . If you click this button, the window pane is hidden (or "pinned" to the edge of the program window). However, you can still see the title of the window pane along the edge of the program window. When you hover over the title, the window pane temporarily displays again until you move the mouse off the window pane. Click the button again to "un-pin" the window pane.

# Resizing User Interface Elements

You can easily resize the program window, dialog windows, and floating window panes in Analyzer by clicking the edge of the element and dragging the mouse to the desired size. You can also resize drop-down menus in the same way.

## SWITCHING BETWEEN RIBBONS AND THE TOOL STRIP

By default ribbons are used when you install and launch Analyzer for the first time. However, you can use the Options dialog to switch back to the classic tool strip.

# Window Layouts

When you move window panes, explorers, or editors around in the Analyzer interface, the configuration (or "layout") of the workspace is changed. You can do several things with layouts, including the following.

## HOW TO SAVE A WINDOW LAYOUT

You can save different layouts of the interface, in case you want to use them for different purposes.

1. Configure the workspace how you want it.
2. Select the **Window** ribbon. In the **Window Layout** section select **Save Layout > Save Window Layout As**.
3. In the Save Window Layout dialog, enter a name for the layout.
4. Click **OK**.

## HOW TO AUTO-SAVE A WINDOW LAYOUT

You can automatically save the layout of the workspace when you exit Analyzer. The next time you launch Analyzer, that same layout will be displayed.

- Select the **Window** ribbon. In the **Window Layout** section select **Auto-save Layout**.

## HOW TO SELECT A SAVED WINDOW LAYOUT

You can quickly change the configuration of your workspace by selecting a window layout that you have saved previously.

- Select the **Window** ribbon. In the **Window Layout** section select **Layout > [Name of Layout]**.

## HOW TO RESET THE WINDOW LAYOUT

You can return the workspace configuration to the original layout that you saw when you first installed and launched Analyzer.

- Select the **Window** ribbon. In the **Window Layout** section select **Reset Layout**.

## HOW TO RELOAD THE WINDOW LAYOUT

You can return the workspace to the saved configuration of the layout. In other words, if you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to go back to the saved configuration.

- Select the **Window** ribbon. In the **Window Layout** section select **Reload Layout**.


## HOW TO DELETE A WINDOW LAYOUT

You can open the Manage Window Layouts dialog, which lets you select or delete an existing layout.

1. Select the **Window** ribbon. In the **Window Layout** section select **Layout > Layouts**.

The Manage Window Layouts dialog opens.

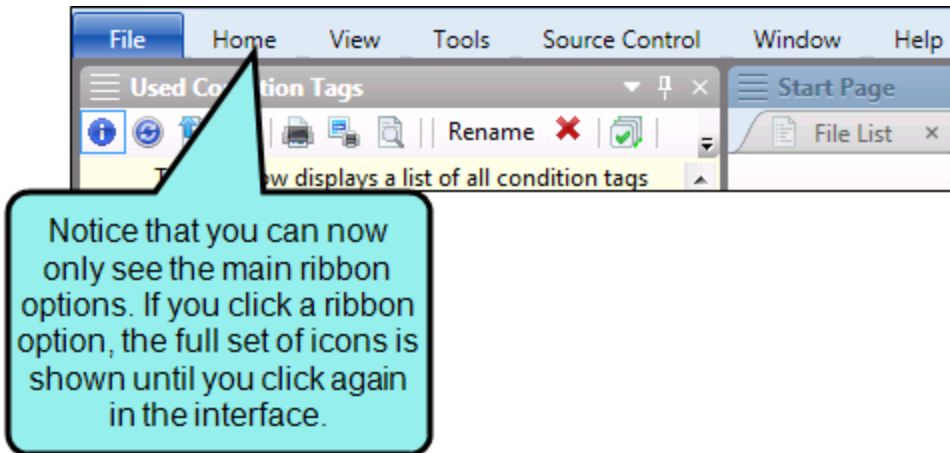
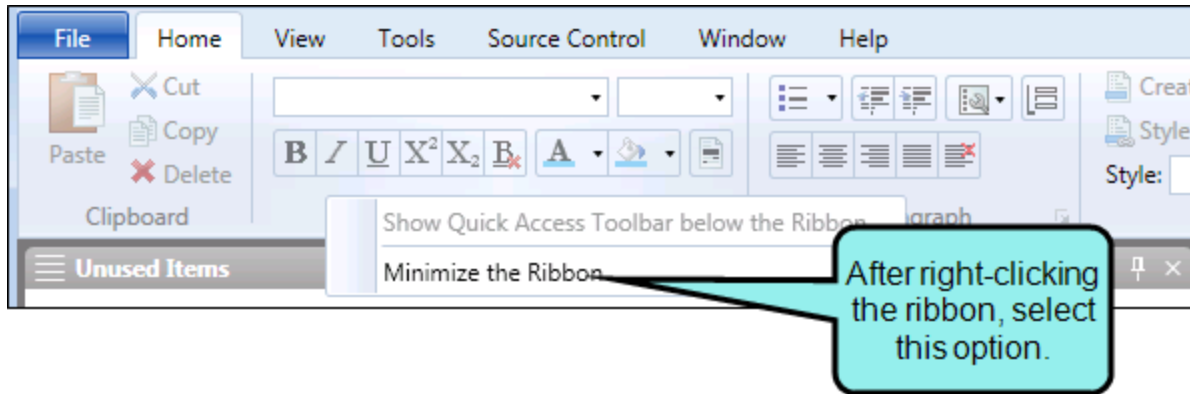
2. Select the layout that you want to delete.
3. Click **Delete**.
4. Confirm the deletion by clicking **OK**.
5. Click **Close**.

 **NOTE:** Resetting a layout returns the interface to the way it was when you opened Analyzer for the first time. Reloading a layout means returning the interface to your last saved layout.



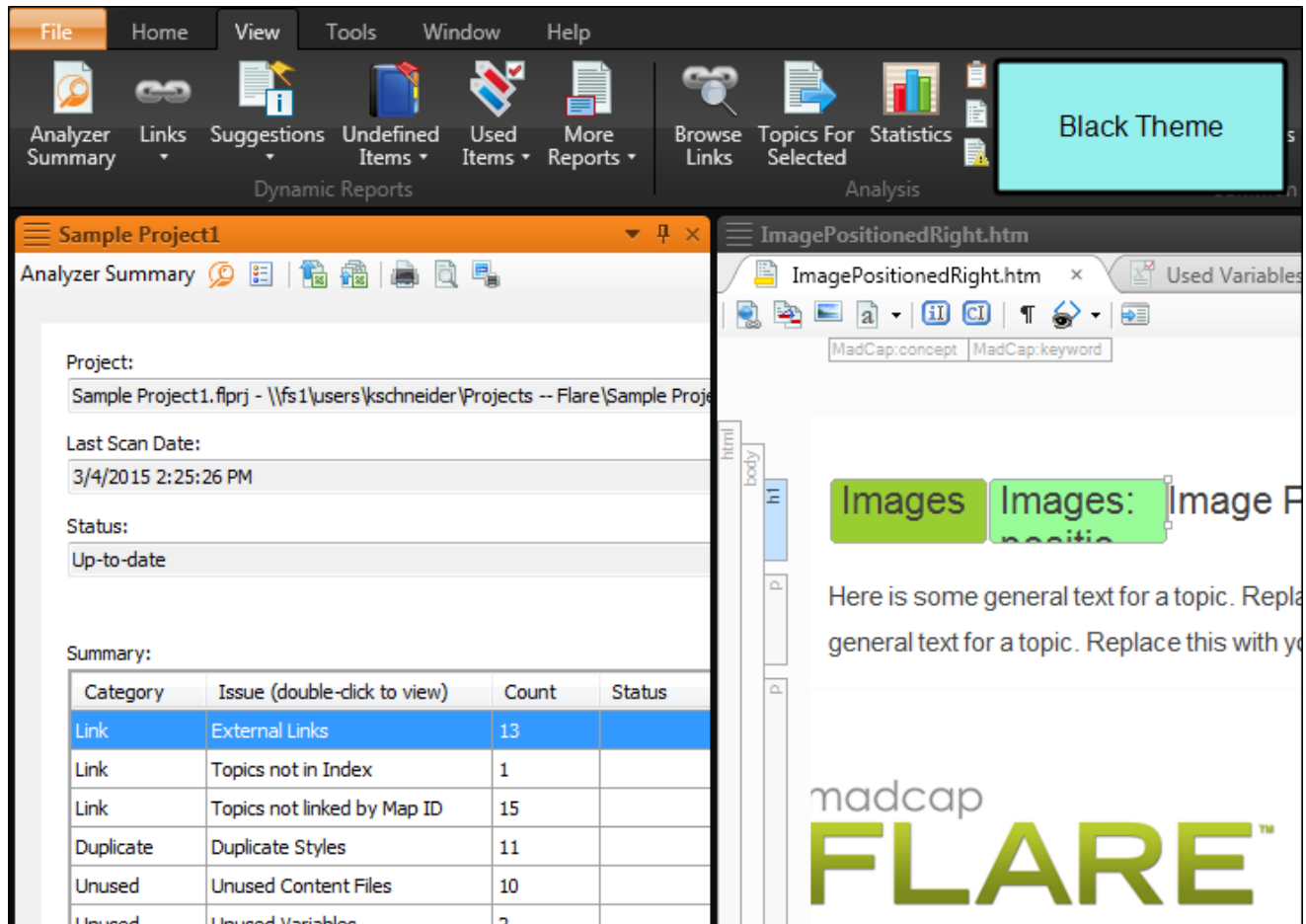
# Minimizing Ribbons

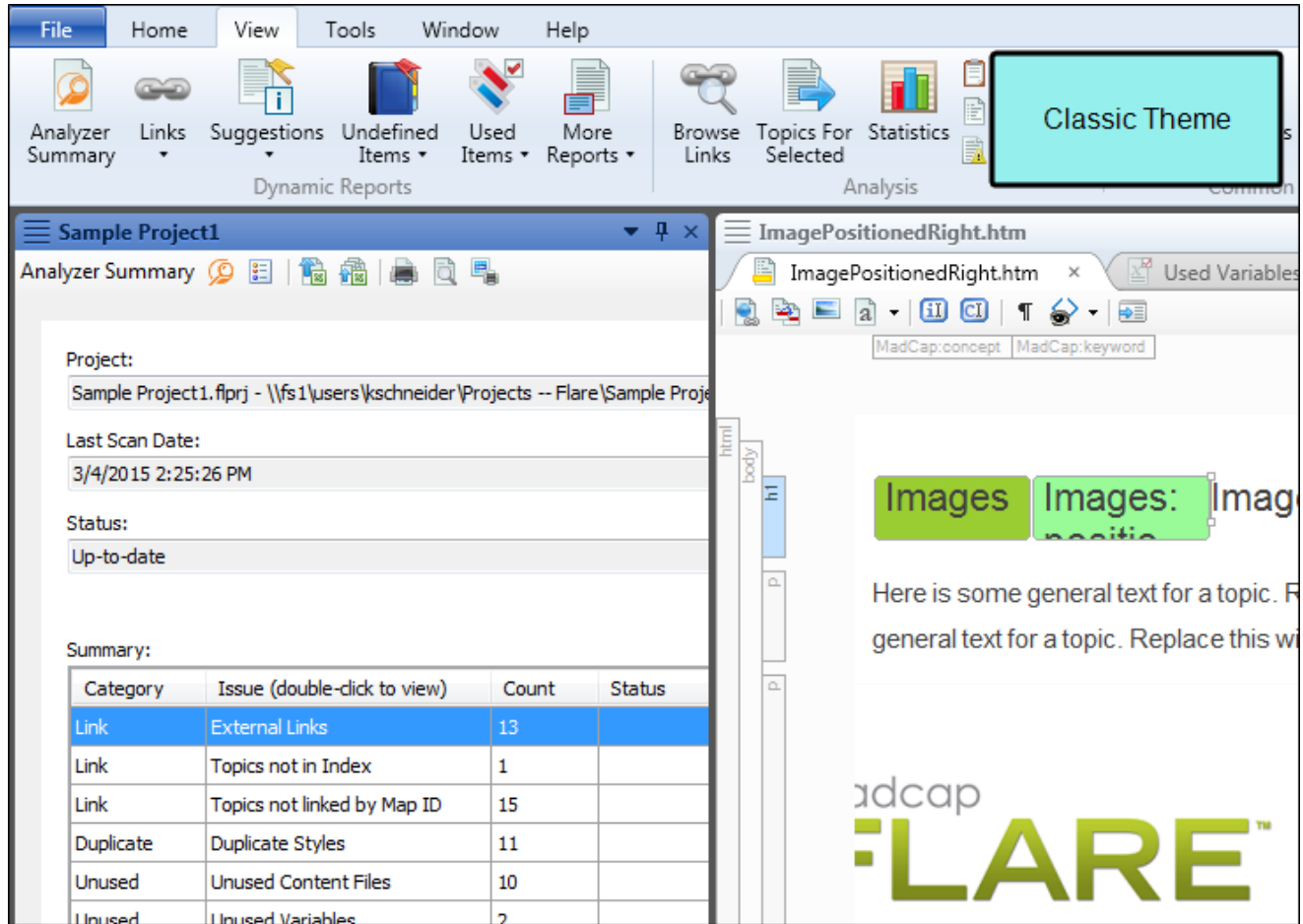
You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option. To do this, right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.

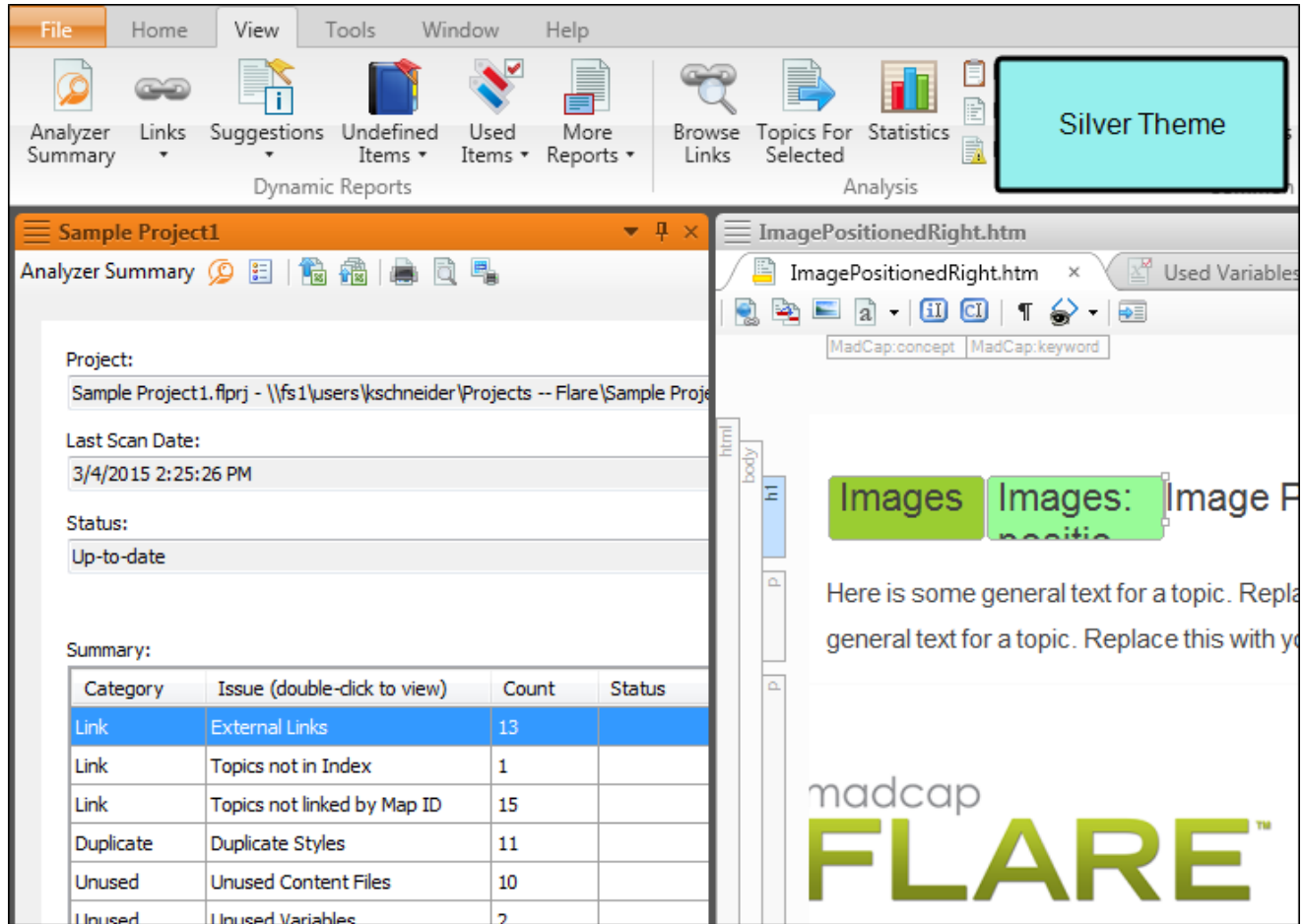


# Selecting an Interface Color Theme

You can use the Interface tab on the Options dialog to choose a color scheme for the interface: black, classic, or silver.







## HOW TO SELECT AN INTERFACE COLOR THEME

1. Select **File > Options**. The Options dialog opens.
2. Select the **Interface** tab.
3. Click in the **Active Theme** and select a color scheme.
4. Click **OK**.

## APPENDIX

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# 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*