



MADCAP ANALYZER 9

Track Changes

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CHAPTER 1

Viewing Files with Annotations

You can view a list of all files where annotations (internal comments) have been inserted. You can also double-click a row to open the topic in question.

HOW TO VIEW FILES WITH ANNOTATIONS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section select **More Reports > Files With Annotations**.

The Files With Annotations window pane opens, displaying all topics in your project where annotations have been inserted.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
 - **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.
 - **Text** Displays the annotation text.
 - **Initials** Displays the initials of the individual who inserted the annotation.
 - **Creator** Displays the user name of the individual who create the annotation.
 - **Editor** Displays the user name of the individual who last edited the annotation.
 - **Create Date** Displays the date and time when the annotation was created.
 - **Edit Date** Displays the date and time when the annotation was last edited.
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).
5. You can open any topic in the list to view or modify it. 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.

CHAPTER 2

Viewing Files with Changes

You can view a list of files with tracked changes (and annotations). You can then open the file where the changes are located and deal with them appropriately (e.g., accept or reject changes).

HOW TO VIEW FILES WITH CHANGES

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section select **More Reports > Files With Changes**.

The Files With Changes window pane opens, displaying all topics in your project where changes have been inserted.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
 - **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.
 - **Change** Displays the type of change that was made.
 - **Initials** Displays the initials of the individual who made the change.
 - **Creator** Displays the user name of the individual who made the change.
 - **Timestamp** Displays the date and time when the change was made.
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).
5. If you double-click a file in the list, you will see a message stating that the file has unresolved changes in it. Click **Yes** if you want to open the file in Flare to accept or reject the changes.

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

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Topics Guide

Touring the Workspace Guide

Track Changes Guide

Undefined Items Guide

Unused Items Guide

Variables Guide

What's New Guide