



---

**MADCAP ANALYZER 9**

# Unused Items

Copyright 2018 MadCap Software. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of MadCap Software.

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

**THIS PDF WAS CREATED USING MADCAP FLARE.**

# CONTENTS

---

## **CHAPTER 1**

Viewing Topics Not Linked ..... 5

## **CHAPTER 2**

Viewing Unused Content Files ..... 8

## **CHAPTER 3**

Viewing Unused Images ..... 11

## **CHAPTER 4**

Viewing Unused Variables ..... 14

## **CHAPTER 5**

Viewing Unused Condition Tags ..... 17

## **CHAPTER 6**

Viewing Unused CSH IDs ..... 20

## **CHAPTER 7**

Viewing Unused File Tags ..... 23

**CHAPTER 8**

Viewing Unused Styles ..... 26

**CHAPTER 9**

Viewing Empty Content Folders ..... 29

**CHAPTER 10**

Viewing Unused Bookmarks ..... 31

**APPENDIX**

PDFs ..... 33


## CHAPTER 1

---

# Viewing Topics Not Linked

You can view a list of all topics that are not linked from anywhere else in the project. Let's say you were to create a text hyperlink to this topic from another topic, or perhaps link to the topic from a table of contents (Flare). In that case, the topic would no longer be displayed in the Topics Not Linked window pane. You can double-click a row to open the topic in question. You can also add condition tags to the topic.

## HOW TO VIEW TOPICS NOT LINKED

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Topics Not Linked**. The unlinked topics in the project are listed.
4. 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 topic or file that is not linked.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
5. 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).
6. If you want to remove any unlinked topics from Analyzer, as well as from the project being analyzed, select the topic in the list and click  in the local toolbar.
7. (Optional) You can add condition tags to the topics not linked. To add condition tags, do the following.
  - a. Select **Topics Not Linked** from the drop-down menu in the Unused Items window pane.
  - b. Do one of the following.
    - Right-click the unlinked topic and from the context menu, select **Properties**.
    - Right-click the unlinked topic and press **CTRL+SHIFT+P** on the keyboard.  
The Properties dialog opens.

- c. In the Properties dialog, click the **Conditional Text** tab.
  - d. Select condition tags, then click **OK**.
8. You can open any topic in the list to view or modify it in the XML Editor. You can open the topic 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 Unused Content Files

You can view a list of the content files (e.g., topics, images, multimedia, page layouts, master pages, snippets) within your project that are not being used. For example, if an image file is added to your project but not yet inserted into any topic, it is considered an unused file. Also, if you have created a topic, but no other files link to that topic (or if no index keywords or concepts have been inserted into it), the topic is considered unused. You can quickly delete any of the files that you do not plan to use. You can also add condition tags to the content files.



## HOW TO VIEW UNUSED CONTENT FILES

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.

The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Content Files**. The unused content files in the project are listed.
4. 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 content file not being used.
  - **Folder** Displays the folder where the file is found.
5. 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).
6. If you want to remove any unused content files from Analyzer, as well as from the project being analyzed, select the content file in the list and click  in the local toolbar.
7. (Optional) You can add condition tags to the unused content files .To add condition tags, do the following.
  - a. Select **Unused Content Files** from the drop-down menu in the Unused Items window pane.
  - b. Do one of the following.
    - Right-click the content file and from the context menu, select **Properties**.
    - Right-click the content file and press **CTRL+SHIFT+P** on the keyboard.The Properties dialog opens.

- c. In the Properties dialog, click the **Conditional Text** tab.
  - d. Select condition tags, then click **OK**.
8. You can open any content file in the list to view or modify it in the appropriate editor. You can open the content 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 3

---

# Viewing Unused Images

You can view a list of all images that have been created in your project but have not yet been used in any topics or other files. You can quickly delete any of the images that you do not plan to use. You can also add condition tags to the images. For more information about images, see the online Help in Flare.

## HOW TO VIEW UNUSED IMAGES

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Images**. The unused images in the project are listed.
4. 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 image file not being used.
  - **Folder** Displays the folder where the file is found.
5. 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).
6. If you want to remove any unused images from Analyzer, as well as from the project being analyzed, select the image in the list and click  in the local toolbar.
7. (Optional) You can add condition tags to the unused images. To add condition tags, do the following.
  - a. Select **Unused Images** from the drop-down menu in the Unused Items window pane.
  - b. Do one of the following.
    - Right-click the image and from the context menu, select **Properties**.
    - Right-click the image and press **CTRL+SHIFT+P** on the keyboard.  
The Properties dialog opens.
  - c. In the Properties dialog, click the **Conditional Text** tab.
  - d. Select condition tags, then click **OK**.

8. You can open the image file for any picture in the list to view it in the Image Viewer. You can open the image 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 4

---

# Viewing Unused Variables

You can view a list of all variables that have been created in your project but have not yet been used in any topics or other files. You can quickly delete any of the variables that you do not plan to use.

## HOW TO VIEW UNUSED VARIABLES

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Variables**. The unused variables in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Variable** Displays the name of the variable not being used.
  - **File** Displays the name of the variable set where the variable is located.
  - **Definition** Displays the text associated with the variable.
5. 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).
6. If you want to remove any unused variables from Analyzer, as well as from the project being analyzed, select the variable in the list and click  in the local toolbar.
7. You can open the set file for any variable in the list to view or modify it in the Variable Set Editor. You can open the variable set 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 5


---

# Viewing Unused Condition Tags

You can view a list of all condition tags that have been created in your project but have not yet been used in any topics or other files. You can quickly delete any of the condition tags that you do not plan to use. For more information about condition tags and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW UNUSED CONDITION TAGS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.

The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Condition Tags**. The unused condition tags in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Condition Tag** Displays the name of the condition tag not being used.
  - **File** Displays the name of the condition tag set file where the condition tag is located.
5. 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).
6. If you want to remove any unused condition tags from Analyzer, as well as from the project being analyzed, select the condition tag in the list and click  in the local toolbar.
7. You can open the set file for any condition tag in the list to view or modify it in the Condition Tag Set Editor. You can open the condition tag set 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 6

---

# Viewing Unused CSH IDs

You can view a list of all context-sensitive Help (CSH) identifiers that have been created in your project but have not yet been assigned to any topics. You can double-click a row to open the alias file in the Analyzer interface, which lets you assign the unused CSH ID to a topic. You can also select the row and click **File > Send to Flare** to open the alias file in the Flare project. For more information about CSH, see the online Help in Flare.

## HOW TO VIEW UNUSED CSH IDS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused CSH IDs**. The unused CSH IDs in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **CSH ID** Displays the CSH identifier that is not being used.
  - **File** Displays the alias file where the CSH ID is located. You can use the alias file to assign the unused CSH ID to a topic, unless you prefer to delete the CSH ID.
  - **Definition** Displays the unique numerical value associated with the CSH ID.
5. 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).
6. If you want to remove any unused CSH IDs from Analyzer, as well as from the project being analyzed, select the CSH ID in the list and click  in the local toolbar.
7. You can open the alias file for any CSH ID in the list to view or modify it in the Alias Editor. You can open the alias 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 7


---

# Viewing Unused File Tags

You can view a list of all file tags that have been created in your project but have not yet been used in any files. You can quickly delete any of the file tags that you do not plan to use.

For more information about file tags and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW UNUSED FILE TAGS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused File Tags**. The unused file tags in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **File Tag** Displays the name of the file tag not being used.
  - **Type** Displays the type of file tag (e.g., Status, Author).
  - **File** Displays the name of the file.
5. 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).
6. If you want to remove any unused file tags from Analyzer, as well as from the project being analyzed, select the file tag in the list and click  in the local toolbar.
7. You can open the set file for any file tag in the list to view it in the File Tag Set Editor. You can open the file tag set 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 8

---

# Viewing Unused Styles

You can view a list of styles in your project that have not yet been applied to content in any files. If you do not use a particular style class, you can remove it from the stylesheet. You can also use the "disable" feature to hide styles that you do not want to be displayed in the stylesheet; you can access this feature from the Options drop-down button in the local toolbar of the Stylesheet Editor.

## HOW TO VIEW UNUSED STYLES

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Styles**. The unused styles in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Selector** Displays the name of the parent style, followed by a period and the name of the class under that style (e.g., p.tip).
  - **Declarations** Displays any property settings that you have set for the style class.
  - **File** Displays the name of the file.
5. 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).
6. If you want to remove any unused styles from Analyzer, as well as from the project being analyzed, select the style in the list and click  in the local toolbar.
7. You can open the stylesheet for any style in the list to view or modify it in the Stylesheet Editor. You can open the stylesheet 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 9

---

# Viewing Empty Content Folders

You can scan for empty content folders in a project with the Unused Items window pane. Empty content folders are those that have been created, but do not contain files of any type. You can quickly delete any empty content folders in the Unused Items window pane.

## HOW TO VIEW EMPTY CONTENT FOLDERS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Empty Content Folders**. The empty content folders in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Folder** Displays the name of the empty content folder.
5. 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).
6. If you want to remove any empty content folders from Analyzer, as well as from the project being analyzed, select the empty content folder in the list and click  in the local toolbar.


## CHAPTER 10

---

# Viewing Unused Bookmarks

You can view a list of all bookmarks that have been inserted in content files, but there are no links in that file or any others pointing to that bookmark. You can quickly delete any of the bookmarks that you do not plan to use. You can also double-click a row to open the file where the bookmark is inserted. For more information about bookmarks and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW UNUSED BOOKMARKS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.  
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused Bookmarks**. The unused bookmarks in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Bookmark** Displays the name of the bookmark.
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.
5. 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).
6. If you want to remove any unused bookmarks from Analyzer, as well as from the project being analyzed, select the bookmark in the list and click  in the local toolbar.



## 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*