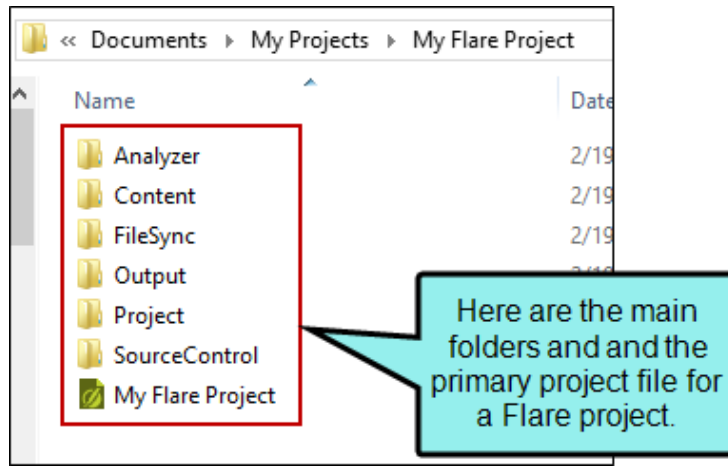


# Folders and Files



## Folders

You will always see Content and Project folders (which hold content and project files, respectively). In addition to those, you might see other folders, depending on the actions you take in your project.




Folder	Description
.git .gitignore	The .git folder is displayed when your project is bound to Git (e.g., via MadCap Central). The contents of this folder are updated automatically when you perform source control tasks. The additional .gitignore file is necessary to make sure that certain folders (e.g., Analyzer, FileSync, Output, Project/Users) are ignored when you push and pull files. You do not need to do anything with the .git folder or .gitignore file.
Analyzer	This holds files that are automatically created with each Flare project. They are database files used behind the scenes when you use Analyzer features in Flare. You do not need to do anything with these files. However, if you are experiencing issues in Flare it is sometimes useful to close your project and delete this folder in Windows. A new Analyzer folder when you re-launch Flare.
Content	This holds all content files (e.g., topics, images, stylesheets, snippets) in your project. These files are stored in the Content Explorer in Flare.
FileSync	This holds files that are automatically created when you create mappings between external files and copies in your project (e.g., if you are working with external resources or SharePoint integration). You do not need to do anything with these files.






Folder	Description
Output	This holds files that are created when you build the final output for a Flare project. You can then distribute these files to end users.
Project	This holds all project-related files (e.g., glossaries, targets, skins, TOCs, condition tag sets. These files are stored in the Project Organizer in Flare.
SourceControl	This holds files that are used for the source control cache. This folder only pertains to some source control providers. You do not need to do anything with these files.








## Main Files and Icons






All Flare files are separate XML documents—topics, TOCs, browse sequences, page layouts, targets, skins, snippets, glossaries, destinations, condition tag sets, variable sets, and more. This means that Flare projects are completely open, transparent, and accessible. They can easily be used in other projects, shared with other authors, and modified with any XML editor.










Following are the primary files used in Flare.




















































Icon	Extension	Description
	CSS	Regular stylesheets and table stylesheets. These are content files stored in the Content Explorer (Resources > Stylesheets and Resources > TableStyles folders by default).  A regular stylesheet lets you store styles for general content in your project, including tables, to control how that content looks. A table stylesheet, on the other hand, is used <i>only</i> for tables.
	FLAIX	Auto index sets. These are project files stored in the Project Organizer (Advanced folder).  Auto-indexes let you automatically add words in your project to a generated index, rather than inserting all of the index markers manually. To do this, you can add phrases and corresponding index entries to an auto-index file. When you generate the output, Flare scans the auto-index file and adds the words it finds to the generated index.
	FLALI	Alias files. These are project files stored in the Project Organizer (Advanced folder).  An alias file is used to populate a header file with the information necessary for producing context-sensitive Help (CSH). In Flare, you can open an alias file and use the Alias Editor to create and assign identifiers for the header file. You can use a single alias file in a project for multiple header files, or you can create a separate alias file to go with each header file.






Icon	Extension	Description
	FLBAT	<p>Batch targets. These are project files stored in the Project Organizer (Targets folder).</p> <p>The batch target is a simple file that points to other targets and stores information such as whether to build or publish targets, as well as scheduling commands. After creating the file, you can specify its settings in the Batch Target Editor.</p>
	FLBRS	<p>Browse sequences. These are project files stored in the Project Organizer (Advanced folder).</p> <p>A browse sequence is kind of like an alternative table of contents (TOC) for online output. For example, if you have several topics that you think end users should read in order, you can create a browse sequence. Another way to use a browse sequence is to create an alphabetical list of all of the topics. So readers can use your regular TOC for a structured method of navigation (with folders and subfolders), or they can use the browse sequence for a more flattened, alphabetical way to find topics.</p>
	FLCTS	<p>Condition tag sets. These are project files stored in the Project Organizer (Conditional Text folder).</p> <p>A condition tag set is used to hold condition tags you create for your project. Flare's factory templates may provide you with an initial condition tag set, which contains different condition tags (depending on which template you select) to help get you started. You can create as many additional condition tags as you want for that condition tag set. However, if for some reason you want more condition tag sets to hold even more condition tags, you can easily add them. Any condition tag sets that you add can be used in the same project and in the same outputs (e.g., if you have 18 condition tag sets, you can use conditions from all of those 18 condition tag sets in the same output generated from a project).</p>
	FLDES	<p>Destinations. These are project files stored in the Project Organizer (Destinations folder).</p> <p>The first step to setting up your project for publishing output is to create a destination. You can create as many destinations in your project as necessary, depending on how many locations you need to send your output files.</p>
	FLEXP	<p>Export files. These are project files stored in the Project Organizer (Exports folder).</p> <p>You can export an entire Flare project, or parts of one, to another location. One reason you might want to use this feature is to quickly and easily archive projects, especially if you have an extremely large Flare project and need to archive only parts of it. Another use for this feature is translation. If you only need a portion of a master project to be translated, you don't want to send the translator all of the files, but rather a smaller version of the project containing only the files requiring translation.</p>

Icon	Extension	Description
	FLFTS	File tag sets. These are project files stored in the Project Organizer (Advanced folder). You can assign "tags" to files in Flare, even folders. File tags can be assigned to new files when you create them (i.e., in the Add File dialog) or to existing files. You can use file tags for many different purposes, such as assigning authors or milestones to topics. Flare lets you generate reports based on the tags that are assigned. This makes project development easier to track, manage, and schedule.
	FLGLO	Glossaries. These are project files stored in the Project Organizer (Glossaries folder). A glossary is a feature that you can add to your output to help users understand the meaning of individual terms. You can include a glossary in both online and print-based output.
	FLIMP	Word import files. These are project files stored in the Project Organizer (Imports folder). You can import Microsoft Word files into Flare.
	FLIMPDITA	DITA import files. These are project files stored in the Project Organizer (Imports folder). You can import DITA files into Flare.
	FLIMPFL	Flare project import files. These are project files stored in the Project Organizer (Imports folder). You can import Flare project files into Flare.
	FLIMPFM	FrameMaker import files. These are project files stored in the Project Organizer (Imports folder). You can import Adobe FrameMaker files into Flare.
	FLIMPHTML	HTML import files. These are project files stored in the Project Organizer (Imports folder). You can import HTML files into Flare.
	FLIXL	Index links. These are project files stored in the Project Organizer (Advanced folder). In addition to creating regular index entries that point to a specific place in your project, you can also create index links. An index link is an entry in a generated index that points to another entry. There are three kinds of index links—"See," "See Also," and "Sort As."



Icon	Extension	Description
	FLLNG	<p>Language skins. These are project files stored in the Project Organizer (Advanced folder).</p> <p>Flare provides language skins for certain languages, such as French, German, and Spanish (i.e., many values are already translated). These are languages that are already identified as being "localized" skins. However, you can edit these default translations by creating a language skin for the language. For languages that do not provide default translations, you can create language skins so that they can be applied to the output too.</p>
	FLMSP	<p>Master pages. These are content files stored in the Content Explorer (Resources folder by default).</p> <p>A master page is an element that you can create in your project in order to apply certain content to multiple topics. A master page is primarily used in online outputs, but it can be used in Word and FrameMaker outputs as well. Depending on the output type, you might use a master page in online output to apply features such as breadcrumbs, menus, toolbars, search bars, mini-TOCs, or footer text to multiple topics, or even all topics in a target. For Word and FrameMaker output, a master page allows you to determine page specifications (such as size or orientation) and to apply certain content (such as header text or page numbers) to many topics in a manual. For print-based outputs other than Word and FrameMaker, page layouts are used instead of master pages.</p>
	FLPGL	<p>Page layouts. These are content files stored in the Content Explorer (Resources &gt; PageLayouts folder by default).</p> <p>A page layout is an element that you can create in your project in order to determine page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. Page layouts are similar to master pages, but are more flexible and easier to use. The general rule of thumb is that page layouts are recommended for <i>print-based output</i> (when possible), and master pages continue to be the best method for automatically adding headers, footers, and breadcrumbs in multiple topics for <i>online output</i>. Another difference between page layouts and master pages is that page layouts can be used for any of the print-based outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML Book), whereas master pages can be used only for Microsoft Word and FrameMaker when creating print-based output.</p>
	FLPRJ	<p>Main project file. This is stored at the root level of the project folder in Windows. You can open the project in Flare by double-clicking this file.</p> <p>The first step in developing a project after you launch Flare is to start a project.</p>
	FLPRJZIP	<p>Zipped project files. You can store these files anywhere you want, then send them to others, who can unpack the zipped files.</p> <p>If you want to send your project to another location or person, you can package (zip) the project into a single file that is much smaller than the entire project in its normal state. The zipped project can then be easily unzipped by anyone who also uses Flare, retuning the project to its normal state so that it can be edited. Zipping a project is also a great way to create and store a backup of your project.</p>

Icon	Extension	Description
	FLREP	<p>Reports. These are project files stored in the Project Organizer (Reports folder).</p> <p>You can generate custom reports based on the information contained in your project, for just about any type of information that MadCap Analyzer captures. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).</p>
	FLRTB	<p>Relationship table files. These are project files stored in the Project Organizer (Advanced folder).</p> <p>A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.</p>
	FLSFS	<p>Search filter sets. These are project files stored in the Project Organizer (Advanced folder).</p> <p>A filter can be included in the search feature to let users narrow their search based on concepts that you have inserted into topics. Concepts are simply markers that you add to topics that have some kind of relationship with each other. They are also used for inserting concept links into topics.</p>
	FLSKN	<p>Skins. These are project files stored in the Project Organizer (Skins folder).</p> <p>A skin is a file that contains information about the appearance of an online output window.</p> <p><b>SKIN FILE TYPES</b></p> <ul style="list-style-type: none"> <li> HTML5</li> <li> HTML5 component</li> <li> WebHelp</li> <li> WebHelp Mobile</li> </ul>
	FLSNP	<p>Snippets. These are content files stored in the Content Explorer (Resources &gt; Snippets folder by default).</p> <p>A snippet is an important file used for single-sourcing that acts sort of like a miniature topic. In a snippet, you can insert and format text, tables, pictures, and whatever else can be included in a normal topic. We're not usually talking about single words or phrases; that's what variables are for. A snippet can be inserted into one or more topics throughout your project. You can even insert them into other snippets, creating nested snippets.</p>

Icon	Extension	Description																
	FLTAR	<p>Targets. These are project files stored in the Project Organizer (Targets folder).</p> <p>There are several types of online output and print-based output that you can produce in Flare. HTML5 is the recommended online output type, and for print-based output, PDF and Word are preferred. Each output type has its own set of advantages.</p> <p><b>TARGET TYPES</b></p> <table border="0"> <tr> <td> HTML5</td> <td> FrameMaker</td> </tr> <tr> <td> PDF</td> <td> HTML Help</td> </tr> <tr> <td> Word</td> <td> WebHelp</td> </tr> <tr> <td> Clean XHTML</td> <td> WebHelp Mobile</td> </tr> <tr> <td> DITA</td> <td> WebHelp Plus</td> </tr> <tr> <td> Eclipse</td> <td> XHTML Book</td> </tr> <tr> <td> EPUB</td> <td> WebHelp AIR</td> </tr> <tr> <td> DotNet Help</td> <td> XPS</td> </tr> </table>	 HTML5	 FrameMaker	 PDF	 HTML Help	 Word	 WebHelp	 Clean XHTML	 WebHelp Mobile	 DITA	 WebHelp Plus	 Eclipse	 XHTML Book	 EPUB	 WebHelp AIR	 DotNet Help	 XPS
 HTML5	 FrameMaker																	
 PDF	 HTML Help																	
 Word	 WebHelp																	
 Clean XHTML	 WebHelp Mobile																	
 DITA	 WebHelp Plus																	
 Eclipse	 XHTML Book																	
 EPUB	 WebHelp AIR																	
 DotNet Help	 XPS																	
	FLTBX	<p>Auto-suggestion sets. These are project files stored in the Project Organizer (Advanced folder).</p> <p>When you first start typing content, a popup may display below your text as you type. This is the Auto Suggestion feature, which analyzes text as you type and compares it to other content (e.g., phrases, variables, snippets) that already exists in the project.</p>																
	FLTOC	<p>Tables of contents. These are project files stored in the Project Organizer (TOCs folder).</p> <p>A table of contents (TOC) is a common way for end users to find specific information in your project.</p>																





Icon	Extension	Description
	FLTREV	<p>Review package files. You can store these files anywhere you want, then send them to others, who can open and review the files.</p> <p>You can email review package files containing topics and/or snippets to other individuals for their feedback and/or changes. Alternatively, you can use SharePoint integration or the external resources feature to store the review package files. The reviewer's changes are always automatically tracked so you can see what edits were made. After inserting annotations (comments) or making changes to a file with Flare or with Contributor (for non-Flare users), reviewers can send the package back to you. You can then view those comments and accept or reject the edits so that they are added to the source file(s).</p>
	FLVAR	<p>Variable sets. These are project files stored in the Project Organizer (Variables folder).</p> <p>Variables are brief, non-formatted pieces of content (such as the name of your company's product or phone number) that can be edited in one place but used in many places throughout your project. They're especially good for text that might change frequently, such as version numbers and dates. Variables are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets and variables as you like.</p>
	H	<p>Header files. These are project files stored in the Project Organizer (Advanced folder).</p> <p>A header file is a simple text file that contains basic information about connecting the dialogs or windows in a software application to the corresponding topics in the Help system. Both you and the software developer need access to this file.</p>
	HTM	<p>Topics. These are content files stored in the Content Explorer, either at the root level or in custom subfolders that you create.</p> <p>A topic is simply a chunk of information about a particular subject. Topics are the most important part of a Flare project. Everything else is contained within topics (e.g., cross-references, text, images) or points toward topics (e.g., tables of contents, indexes, browse sequences). The very reason end users open a Help system or manual is to find information, a little direction. They find that help within individual topics.</p>
	MCIGN	<p>Ignored words. These are project files stored in the Project Organizer (Advanced folder).</p> <p>You can open the Ignored Words dialog and manually add specific words to a list. This means that if other occurrences of the word are found in any other files in future sessions, they will not be flagged as questionable spellings. This is similar to adding words to a dictionary. The difference is that this feature simply ignores questionable spellings of certain words, whereas a dictionary also lists spellings as suggestions.</p>













Icon	Extension	Description
	<b>MCLOG</b>	<p>Build logs. These are automatically generated when you build a target. They are stored by default in your Output folder, but you can choose to place them in the Reports folder in the Project Organizer, or in a custom folder you set up.</p> <p>Anytime you build a target, a build log is automatically created. By default it is stored at the root level of the output folder. However, in the Options dialog (<b>File &gt; Options</b>) you can choose where your log file will be stored when you build a target. As an alternative to the default location, you can choose to place it in the Reports folder of the Project Organizer, or you can select a custom location.</p>
	<b>MCSYNS</b>	<p>Synonym files. These are project files stored in the Project Organizer (Advanced folder).</p> <p>If users enter search phrases in your online output and those phrases are not returning results, this does not need to be the end of the story. You can make improvements to your output so that, in the future, users are able to find the search results they need. One way to make an enhancement is to add the information that your users are looking for (if that information does not yet exist in your Flare project). Another way to enhance your output is to create synonyms for search phrases.</p>

# More File Icons

Depending on the tasks you perform in Flare, you may see other icons in the interface.

Icon	Type	Description
	Global Project Linking	<p>This icon is visible in the Content Explorer and Project Organizer.</p> <p>If you use global project linking, this icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.</p>
	External Resources SharePoint	<p>This icon is visible in the Content Explorer and Project Organizer.</p> <p>This indicates that the file is mapped to an external resource or SharePoint file.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <ul style="list-style-type: none"><li>■ <b>Git and Subversion</b> This indicates that the file has been modified. You can commit the file when you are ready. If your project is bound to Subversion, you can commit the file when you are ready (if you are the user who has modified it, or if you have stolen the lock on the file from another user).</li><li>■ <b>Perforce</b> This indicates that the file has been checked out from source control. You can submit the file when you are ready (if you are the user who has checked it out).</li><li>■ <b>TFS and VSS</b> This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).</li></ul> <p>You will see this icon for all source control providers.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select <b>Source Control &gt; Add</b>.</p> <p>You will see this icon for all source control providers.</p>

Icon	Type	Description
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Microsoft Visual SourceSafe, or Perforce.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that another user has locked the file. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file. You can make changes to this file even if another user has locked it.</p> <p>If your project is bound to Subversion and you need to commit the file in while another user is working on it, you can steal their lock. To do this, right-click on the file and select <b>Source Control &gt; Lock</b>. In the Lock dialog, select <b>Steal the lock</b>, then click <b>Lock</b>.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Microsoft Visual SourceSafe, or Perforce, or Subversion.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that you have locked the file. You will often see this icon in conjunction with the  icon, indicating that you have both locked and modified the file. Other users can make changes to this file even if you have locked it.</p> <p>If your project is bound to Subversion, other users can steal your lock.</p> <p>If you are using Team Foundation Server or Visual SourceSafe, you can lock a file when you check it out.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Microsoft Visual SourceSafe, or Perforce, or Subversion.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <ul style="list-style-type: none"> <li>■ <b>Perforce and Subversion</b> This indicates that the file is currently being modified by another user. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file.</li> <li>■ <b>TFS and VSS</b> This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.</li> </ul> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Microsoft Visual SourceSafe, Perforce, or Subversion.</p>

Icon	Type	Description
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen, for example, if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Microsoft Visual SourceSafe, Perforce, or Subversion.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that a file has been renamed, but not modified in any other way. If you make any additional changes to the file, such as editing the text or adding a condition tag, the renamed  icon is replaced by a  icon.</p> <p>You will see this icon if your project is bound to Subversion.</p>
	Source Control	<p>This icon is visible in the Content Explorer, Project Organizer, File List, and Pending Changes window pane.</p> <p>This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server or Microsoft Visual SourceSafe.</p>