



MadCap Flare Training

Course Overview

Welcome
Audience
Course Overview
Preparing Your Computer for the Course

Flare Overview

What Is Flare?
Getting Around in Flare
User Interface Ribbon or Toolbars
Practice

Projects

What Is a Project?
About the Practice Project
Opening a Project

Topics

About Topics
About Folders
About Templates
About the XML Editor
Creating a Topic
Editing a Topic
Using the Block and Span Bars
Renaming a Topic
Creating a Bulleted List
Creating a Numbered List
Closing All Windows
Previewing a Topic
Deleting a Topic
Finding and Replacing Text
Spell Checking a Topic
Spell Checking Your Project

HTML, Word, and FrameMaker Files

- About Importing Files
- Importing an HTML File
- Importing a Word Document
- Importing a FrameMaker Document
- Practice

Images and Movies

- About Images and Movies
- Inserting an Image into a Topic
- Inserting a Video or Sound into a Topic
- Inserting a YouTube or Vimeo Video into a Topic
- Practice

Table of Contents

- About the TOC
- Multiple TOCs
- TOC Editor
- Creating a TOC Book
- Creating a TOC Page
- Using Drag-and-Drop to Add Books and Pages to a TOC
- Re-arranging Items in the TOC Editor
- Deleting a TOC Book or Page
- Finding Topics that Are Not in the TOC
- Practice

Index and Full-text Search

- About the Index
- About the Full-text Search
- Inserting Index Entries
- Adding an Index Term Using the “Quick Term” Method
- Adding Index Terms Using the Index Entry Window
- Automatically Adding Index Terms
- Deleting an Index Entry
- Finding Topics that Are Not in the Index
- Creating a Search Synonym File
- Adding a Directional Synonym
- Adding a Group Synonym
- Removing a Topic from the Full-text Search
- Practice

Glossary

About the Glossary

Glossary Editor

Adding Glossary Terms to the Glossary

Reviewing the Glossary and Glossary Links

Practice

Links

About Links

Linking to a Topic with a Cross Reference

Linking to a Topic with a Hyperlink

Linking to a Bookmark

Linking with a Popup

Linking to a Document

Linking to a Website

Viewing Links

Finding and Fixing Broken Links

Practice

Drop-down, Expanding, and Toggler Links

Inserting a Drop-down Link

Inserting an Expanding Text Link

Inserting a Toggler Link

Practice

Stylesheets

About Styles

Inline Styles and Stylesheets

Creating a Stylesheet

Modifying a Style

Applying a Stylesheet to All Topics

Applying a Topic-level Stylesheet

Creating a Style

Applying a Style

Using Medium Types

Learning More

Practice

Tables

About Tables

Creating a Table

Working with Tables in the XML Editor

About Table Stylesheets

Creating Table Stylesheets

Modifying a Table Stylesheet

Applying a Table Stylesheet to a Table

Assigning a Table Stylesheet to All Tables

Practice

Master Pages and Page Layouts

About Master Pages

Adding a Master Page

Adding a Footer to a Master Page

Applying a Master Page to a Target

About Page Layouts

Adding a Page Layout

Adding a Footer for a Page Layout

Setting the Page Size and Margins

Viewing Topics in a Page Layout Mode

Applying a Page Layout to a Target

Practice

Skins

About Skins

Creating a Skin

Editing a Skin

Applying a Skin to a Target

Practice

Condition Tags

About Condition Tags

Creating a Tag

Applying a Tag to a File or Folder

Applying a Tag to a TOC Book or Page

Applying a Tag to Content

Viewing a Topic Using Tags

Previewing a Topic Using Tags

Practice

Variables and Snippets

About Variables and Snippets

Creating a Variable

Modifying a Variable

Inserting a Variable

Hiding Variable Names and Highlighting Definitions

Creating a Snippet from Existing Content

Creating a Snippet

Inserting a Snippet into a Topic

Editing a Snippet

Practice

Linking Projects and External Resources

About Project Linking

Importing Files from a Flare Project

About External Resource Linking

Importing an External Resource

Synchronizing External Resources

Targets and Output Types

About Targets and Output Types

Selecting an Output Type

Scenarios for Output Types

Determining How Many Targets You Need

Scenarios for Targets

Creating and Configuring Targets

Generating Targets

Distributing the Targets

HTML5, WebHelp, and Clean XHTML

About HTML5, WebHelp, and Clean XHTML

Browser Compatibility

Adding Meta Descriptions for SEO

Creating an HTML5 or WebHelp Target

Configuring an HTML5 or WebHelp Target

Building HTML5 or WebHelp

Creating a Publishing Destination for HTML5 or WebHelp

Distributing HTML5 or WebHelp

Practice

HTML Help

About HTML Help

Creating an HTML Help Target

Configuring an HTML Help Target

Building HTML Help

Creating a Publishing Destination for HTML Help

Distributing HTML Help

DotNet Help and Eclipse Help

About DotNet Help and Eclipse Help

Creating a DotNet Help or Eclipse Help Target

Configuring a DotNet Help or Eclipse Help Target

Building DotNet Help or Eclipse Help

PDF, EPUB, XPS, and XHTML

About PDF, EPUB, XPS, and XHTML Documents

Converting Online Features to Print

Creating an PDF, EPUB, XPS, or XHTML Target

Configuring an PDF, EPUB, XPS, or XHTML Target

Building an PDF, EPUB, XPS, or XHTML Target

Microsoft Word

About Creating a Word Document

Converting Online Features to Print

Creating a Word Target

Configuring a Word Target

Building a Word Target

Adobe FrameMaker

About Creating a FrameMaker Document

Converting Online Features to Print

Creating a FrameMaker Target

Configuring a FrameMaker Target

Building a FrameMaker Target

Course Summary

Starting a New Project

Adding Content

Helping Users Find the Answers

Creating Links

Designing Online and Print Targets

Single Sourcing

Making Content Available to Users

Appendices

Appendix A Source Control

Appendix B SharePoint Integration

Appendix C Context-sensitive Help

Appendix D DITA

Appendix E Track Changes, Topic Reviews and Contributions

Appendix F MadCap Pulse

Appendix G File Tags and Project Reports

Appendix H Help Controls

Appendix I Importing RoboHelp Projects

Appendix J Importing Doc-to-Help Projects

Appendix K Browse Sequences