



MadCap Flare Basic/Intermediate 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

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

Locating a Topic in the Content Explorer

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

Project Links and External Resources

- About Project Links
- 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, WebHelp, or Clean XHTML Target
- Configuring an HTML5, WebHelp, or Clean XHTML Target
- Building HTML5, WebHelp, or Clean XHTML
- Creating a Publishing Destination for HTML5, WebHelp, or Clean XHTML
- 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