



# MadCap Training

## Project Management and Team Authoring

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### Course Overview

Welcome  
Audience  
Course Overview  
Preparing Your Computer for the Course

## Planning

### Project Management Overview

About Project Management in Flare  
Project Development Workflow  
Conducting a High-level User and Task Analysis  
Creating an Outline  
Setting Usability Goals  
Estimating Projects  
Job Roles  
Information Plan  
Best Practices  
Discussion

## Content Specification

### Setting up a Global Project

About Project Linking  
Setting Up a Global Project  
File Naming Conventions  
Creating a Template  
Creating a Style Guide  
Disabling Styles  
About Condition Tags  
Creating a Tag

- Applying a Condition Tag to a File or Folder
- Applying a Condition Tag to Content
- About File Tags
- Creating a File Tag
- Content Specification
- Best Practices for Using Global Projects
- Discussion

## **Setting up a Project**

- About Projects
- Creating a Project
- Importing a Flare Project
- Applying a Master Stylesheet to All Topics
- Best Practices for Creating Projects
- Discussion

## **External Resources and SharePoint**

- About Linking to External Resources
- Importing an External Resource
- About SharePoint Integration
- Connecting to a SharePoint Server
- Checking Out a File from SharePoint
- Checking in a File to SharePoint
- Copying and Mapping SharePoint Files
- Synchronizing SharePoint Files
- Best Practices
- Discussion

## **Implementation**

## **Development and Team Authoring**

- About Working as a Team
- Workflow for Teams
- Applying a File Tag to a File or Folder
- Adding an Annotation to a Topic
- Viewing and Hiding Annotations in a Topic
- About Source Control
- Binding a Project to Source Control
- Checking In a File
- Checking Out a File
- Getting the Latest Version of a File

- Rolling Back to a Previous Version of a File
- Adding a File to Source Control
- Viewing Differences Between Versions
- Viewing the Source Control Status
- Project Tracking
- Getting a Report
- Best Practices for Working as a Team
- Discussion

## **Reviews**

- About Track Changes
- Tracking Changes
- About Reviews and Contributions
- Locking Elements
- Sending a Topic for Review
- Reviewing Tracked Changes
- Accepting or Discarding Review Annotations and Changes
- Creating a Contribution Template
- Best Practices for Reviews
- Discussion

## **Production**

### **Multi-channel Publishing**

- About Multi-channel Publishing
- Duplicating a Target
- Creating a Publishing Destination
- Reviewing Project Reports
- Batch Generating Targets
- Best Practices for Publishing
- Discussion

## **Evaluation**

### **MadCap Pulse**

- About MadCap Pulse
- Including the Community Tab in a Skin
- Enabling Pulse for a Target
- Viewing a Report

Asking and Answering Questions  
Best Practices for Using MadCap Pulse

## **Resources**

Books

Websites