

MadCap Software

# Variables Guide

Flare 12



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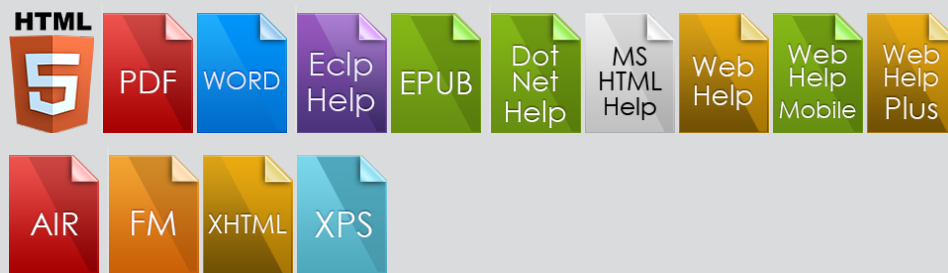


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# CHAPTER 1

## Introduction

Supported In:



Variables are used for brief, non-formatted pieces of content (such as the name of your company's product or your company's phone number) that you need to use in your project over and over. 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.

This chapter discusses the following:

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## Variable Components

A variable has two main components—the variable *name* and the variable *definition*.

### EXAMPLE

An example of a variable name is "CompanyName." The definition for that variable name might be "ACME Incorporated." Using that example, if you were to insert the CompanyName variable into a paragraph of a topic, the phrase "ACME Incorporated" would be added at that spot and shown in the output.

# Types of Variables

Following are the main categories of variables that you can use.

## ***CUSTOM BASIC VARIABLES***

These are basic variables that you can create in variable sets. They can be used for virtually any purpose (product names, company information, terms that are used frequently). See "Creating Variables" on page 17.

## ***CUSTOM DATE/TIME VARIABLES***

You can create date and time variables based on Microsoft's "Custom Date and Time Format Strings." You can include custom date/time variables in master pages, which is useful for showing when each topic in your output was created. See "Creating Custom Date/Time Variables" on page 23.

## ***SYSTEM VARIABLES***

Flare lets you insert the system date and time as variables. The global format in windows controls the format dates and times in variables. To insert a system variable, simply select **Insert>Variable**. Then select **System** and choose the specific variable. In addition, for Adobe PDF, Microsoft XPS, and XHTML output, you can insert system variables in page layout frames that display your chapter, section, or volume numbers (if you are using autonumbers to identify the various parts of a manual). See "Chap/Sec/Vol Variables in Frames" on page 37.

## ***HEADING VARIABLES***

You can insert Heading variables into page layouts or master pages in order to automatically display text based on the mc-heading-level style property, which by default is applied to the h1 through h6 heading styles that you use in your project. Like Running Head variables, they are useful when creating print-based output. It's an easy way, for example, to automatically display a chapter title in the header of a chapter. For Adobe PDF, Microsoft XPS, and XHTML output, you can also use Heading variables to automatically display glossary headings/terms and index headings/terms in a page layout frame. See "Heading Variables" on page 45.

## ***RUNNING HEAD VARIABLES***

In addition to system variables and those you can create (from the "MyVariables" template), you can also add Running Head variables (using the "Running HF" template). A Running Head (or Running HF) variable is a special variable that you can insert into a header or footer in a page layout or a print master page. It lets you display certain text in the header or footer automatically, based on the style associated with the variable. For example, Running Head variables are useful if you want to include the title of each chapter in a document in a header or footer without having to type them into multiple pages. For more information see "Running Head Variables" on page 61.





**Note:** Running Head variables are supported only in Adobe FrameMaker and Microsoft Word output.

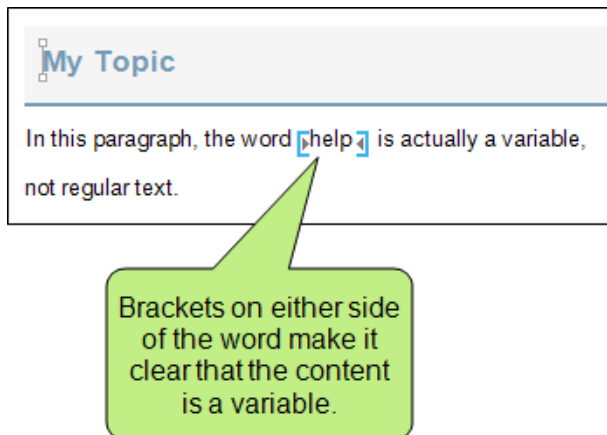
## Visual Cues for Variables

When you insert variables into content, there are a few ways to discern that certain content is actually a variable, as opposed to regular text.


### MARKERS

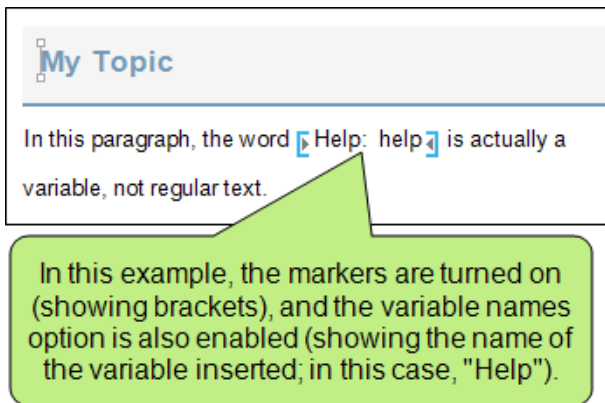
First, markers can be turned on or off, providing a visual cue about the content in the form of brackets. When you insert a variable into a topic with markers turned on, the variable definition is displayed in a marker represented by brackets on either side of the definition. If you cannot see all of the information in a marker, you can adjust the marker width. (Click the down arrow next to the **Show tags** button  in the XML Editor. The marker width field is at the bottom of the drop-down menu.)

Here is an example of a variable with markers turned on. (To turn markers on, click the down arrow next to the **Show tags** button  in the XML Editor. Then select **Show Markers**.)




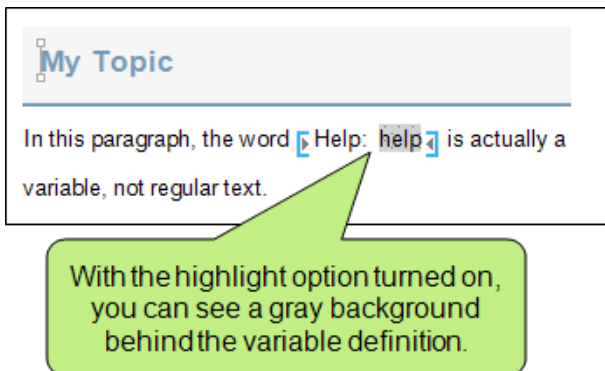
## VARIABLE NAMES

In addition to markers, you can select an option to show variable names. Here is an example of a variable with variable names turned on. (To show variable names, click the down arrow next to the **Show tags** button  in the XML Editor. Then select **Show Variable Names**.)



## HIGHLIGHTED NAMES

You can also select an option to display variables with a highlighted background. (To highlight variables, click the down arrow next to the **Show tags** button  in the XML Editor. Then select **Show Highlight Variables**.) Here is an example.



# More About Variables

Here is some more information about variables.

## **INITIAL VARIABLES**

There are usually some initial custom variables (e.g., `CompanyName` and `PhoneNumber`) already provided when you start a new project or add a new variable set (using the "MyVariables" template). You can use these variables, modifying their names and/or definitions to meet your needs. You can also create additional variables. A variable set file has an `.flvar` extension and is stored in the Project Organizer under the Variables folder.

## **MULTIPLE DEFINITIONS**

You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, your company might have multiple phone numbers. You can associate them all with the same variable and use the appropriate one wherever necessary.

## **OVERRIDING VARIABLE DEFINITIONS**

You can create new variables in the Variable Set Editor. The variables that you create and define in the Variable Set Editor are available to your entire project. However, if you want the definition for a variable to be different in a particular target, you can override the project-level definition for that target in the Target Editor. If you preview a topic, the variable definition associated with the primary target is displayed. See "Overriding Variable Definitions in Targets" on page 77.

You can also override variable definitions only for variables that appear in snippets ("snippet variables"). You can override the snippet variable definition for an entire topic or for a single snippet. When you do this, topic-level variable definitions override project or target variable definitions. Snippet-level variable definitions override topic-level variable definitions. See "Overriding Variable Definitions in Snippets" on page 81.

## **CONDITIONS**

You can apply a condition tag to a variable so that it is included in some targets but not in other targets.

## **AUTO SUGGESTION**

In addition to inserting variables the "old-fashioned" way, you can also insert variables when using Auto Suggestion (a popup window that predicts content as you type).

## MANUAL VARIABLE LINKS

You can also add variables to content (e.g., TOC entries, browse sequence entries, hyperlinks) manually. For example, you can rename a TOC entry and replace it with a variable from a variable set. To do this, click on the entry and highlight the text. Then replace it with this syntax: `mcvariable:VariableSet.VariableName`. That syntax works if the variable is the only content in the entry. If you want the entry to have text plus a variable, you would instead use this syntax:

`%=VariableSet.VariableName%`.

### EXAMPLE

For example, if your variable set is called "MyVariables" and you want to use a variable called "CompanyName," you would enter this as the name of the TOC entry: `mcvariable:MyVariables.CompanyName`. But if you want the entry to display as "Contact My Company" (where "Contact" is simply text you add manually and "My Company" is the variable definition), you would enter this as the name of the TOC entry: Contact `%=MyVariables.CompanyName%`. Follow these same steps for browse sequence entries.



**Note:** Please note that if you insert variable syntax, the variable text may not always show up in search results. Of course, if you also insert the variable into the header in the actual topic, search results will find it. Another way to ensure that search finds the variable text is to enter the following syntax as the topic title in the Properties dialog: `%=VariableSet.VariableName%` (e.g., `%=MyVariables.CompanyName%`).

Similarly, you can use variables in hyperlinks by using this syntax:

`<a href="mcvariable:VariableSet.VariableName">My hyperlink text</a>`.

# Tasks Associated with Variables

Following are the main tasks involved with using variables.

- » **Add Set** You can use the initial variable set provided in a template, but you can add more variable sets if necessary. Each variable set can hold multiple variables. See "Adding Variable Sets to Projects" on page 15.
- » **Create** You can create custom variables within a variable set. See "Creating Variables" on page 17 and "Creating Custom Date/Time Variables" on page 23.
- » **Insert** You can insert variables into topics (as well as other elements, such as snippets or page layout frames). See "Inserting Variables" on page 35, "Chap/Sec/Vol Variables in Frames" on page 37, "Inserting Heading Variables Into Frames" on page 47, and "Inserting Running Head Variables into Frames" on page 66.
- » **Edit** After you create a variable, you can easily edit it in the Variable Set Editor. If you change the definition for a variable that has been inserted into topics, the changes will automatically be reflected in all those topics. See "Editing Variables" on page 19 and "Editing Date/Time Variables" on page 28.
- » **Update** When you create a custom date/time variable, you can set it to update at specific times, such as when you save the file or build the project. Some date/time variables can also be updated manually so they reflect the current date and time. See "Editing Date/Time Variables" on page 28 and "Updating Manual Date/Time Variables" on page 33.



# CHAPTER 2

## Adding Variable Sets to Projects



You can add a new variable set to your project. You can then open the variable set and create new variables.



## HOW TO ADD A VARIABLE SET TO A PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Variable Set**.
  - » **Right-Click** In the Project Organizer, right-click on the **Variables** folder and from the context menu select **Add Variable Set**.

The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Variable Set** is selected.
3. In the **Source** area select one of the following:
  - » **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
  - » **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the variable set.
6. Click **Add**. The variable set is added to the Variables folder in the Project Organizer. The Variable Set Editor opens to the right, with the variable entries shown.


# CHAPTER 3


## Creating Variables



You can create a new variable within a variable set.



## HOW TO CREATE A NEW VARIABLE

1. Open the Project Organizer.
2. Double-click the **Variables** folder.
3. Double-click a variable set. If you do not have any variable sets in the folder, you can easily add one using the File ribbon. The Variable Set Editor opens to the right, with the variables page shown. If you use the "MyVariables" template, Flare provides you with two variables (CompanyName and PhoneNumber) to get you started. You can delete these variables or modify them to suit your needs.
4. To create an additional variable, click  in the local toolbar. A new variable row is added, with a temporary name for the variable.
5. To enter a new name, definition, or comment for a new variable (or for the variables already provided by Flare), do one of the following.
  - » Double-click in a field and type the name, definition, or comment.
  - » Click once in a field and press **F2** on your keyboard. Then type the name, definition, or comment.

If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.


 **Note:** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Definition," which determines the actual text of the variable.

6. Click  to save your work.

## Editing Variables

After you create a variable, you can edit it in the Variable Set Editor, changing the name, definition, or comment. If you change the definition for a variable that has been inserted into topics, the changes will automatically be reflected in all those topics. You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, your company might have multiple phone numbers. You can associate them all with the same variable and use the appropriate one wherever necessary.


### HOW TO EDIT A VARIABLE

1. Open the Project Organizer.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the custom variable set (such as **MyVariables**) that contains the variable you want to modify. The Variable Set Editor opens to the right, with the variables page shown.
4. Double-click in a field and type the name, definition, or comment. (You can also click once in a field, press **F2** on your keyboard. Then type the name, definition, or comment.) If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.




**Warning:** If you rename a variable (e.g., PhoneNumber), giving it the same name as an existing variable (e.g., CompanyName), you will see a warning message. If you click OK to accept the new name, this will result in multiple definitions for the variable (e.g., CompanyName will contain both its original definition and the one that had been associated with PhoneNumber). Do *not* click OK, then undo after saving. This changes all instances of the unchanged variable (e.g., CompanyName) to the one you first started to change (e.g., PhoneNumber) throughout the project. This undesired action cannot be undone.





**Note:** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Definition," which determines the actual text of the variable.



**Note:** You cannot change system or Heading variables. If you are working with Running Head variables, you should not change the first part of the definition, but you can change the style within the definition. See "Running Head Variables" on page 61.

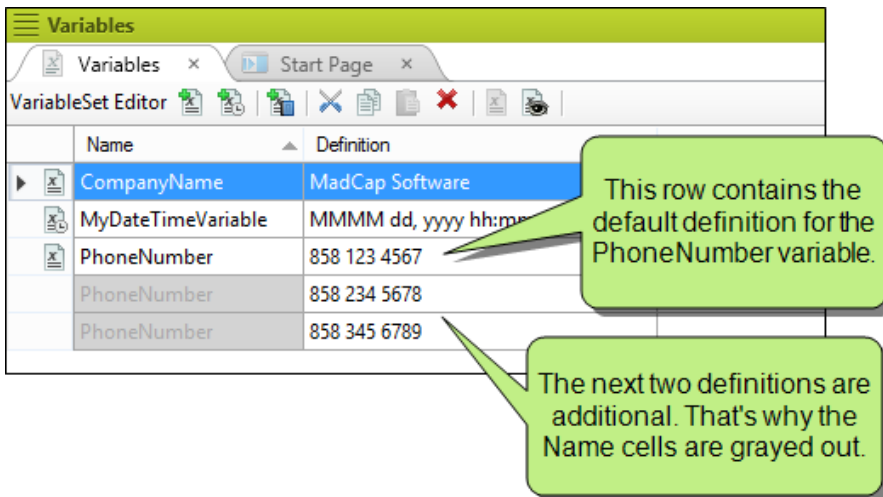
5. Click  to save your work.

## HOW TO ADD VARIABLE DEFINITIONS

1. In the Project Organizer, double-click the **Variables** folder.
2. Double-click a variable set. The Variable Set Editor opens.
3. Click on a row where you want to provide an additional definition.
4. In the local toolbar click . A new row is added for the new definition.
5. In the empty cell that is added, type the definition and press **Enter**. If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

When a variable has multiple definitions, cells of the non-default definitions are grayed out (except for the definition cell).

The default definition is determined by the order of creation. The first definition created is the default.





Name	Definition
CompanyName	MadCap Software
MyDateTimeVariable	MMM dd, yyyy hh:mm
PhoneNumber	858 123 4567
PhoneNumber	858 234 5678
PhoneNumber	858 345 6789


This row contains the default definition for the PhoneNumber variable.


The next two definitions are additional. That's why the Name cells are grayed out.

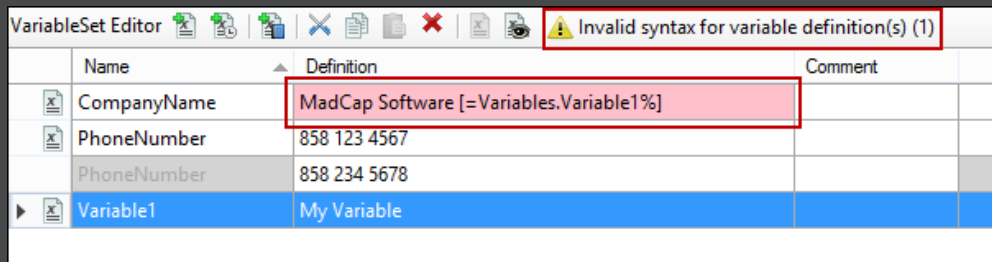


**Note:** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Definition," which determines the actual text of the variable.

6. Click  to save your work.

 **Note:** If you want to change how variables look when they're inserted in the XML Editor, you can change the MadCap|variable style in the Stylesheet Editor. This does not affect the output. For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.

 **Note:** If there is a variable inserted within another variable in the Variable Set Editor, a warning will show if it is invalid. Also, the cell containing the invalid syntax is shown in pink.



The screenshot shows the VariableSet Editor interface. At the top, a warning message states: "Invalid syntax for variable definition(s) (1)". Below this is a table with three columns: Name, Definition, and Comment. The table contains four rows: CompanyName, PhoneNumber, PhoneNumber (highlighted in grey), and Variable1 (highlighted in blue). The Definition for CompanyName is "MadCap Software [=Variables.Variable1%]", which is highlighted in pink to indicate invalid syntax. The Definition for PhoneNumber is "858 123 4567", and the Definition for the second PhoneNumber is "858 234 5678". The Definition for Variable1 is "My Variable".

Name	Definition	Comment
CompanyName	MadCap Software [=Variables.Variable1%]	
PhoneNumber	858 123 4567	
PhoneNumber	858 234 5678	
Variable1	My Variable	


# CHAPTER 4

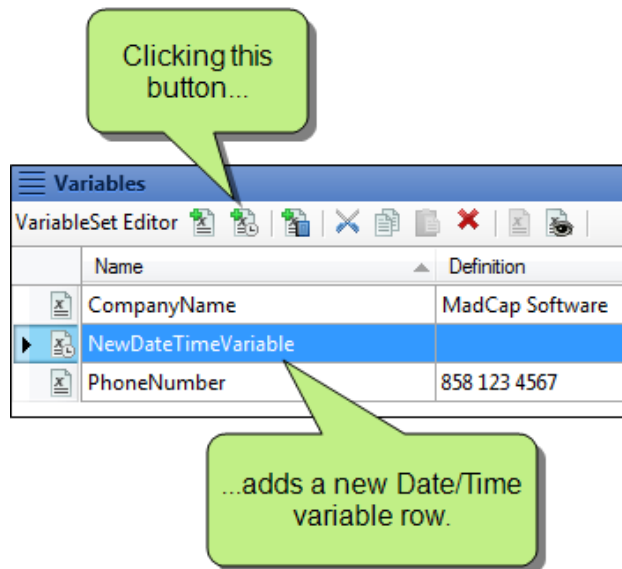
## Creating Custom Date/Time Variables

You can create date and time variables based on Microsoft's "Custom Date and Time Format Strings." You can add date/time variables in a topic or a master page. See "Custom Date/Time Variables In Master Pages" on page 41.



## HOW TO CREATE CUSTOM DATE/TIME VARIABLES

1. In the Project Organizer, expand the **Variables** folder and double-click a variable set. The Variable Set Editor opens.
2. In the local toolbar click . A new row is added for the date/time variable.



3. To enter a new name or comment, do one of the following:
  - » Double-click in the appropriate cell and type the name or comment.
  - OR
  - » Click once in the appropriate cell and press **F2** on your keyboard. Then type the name or comment.
4. Click in the **Definition** cell. The Edit Format dialog opens.
5. In the field, enter a combination of format specifiers. As you do this, the current date and time are displayed below the field in that format.

Specifiers are based on Microsoft's custom date and time format strings. For details of the specifiers available, see <http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx>.

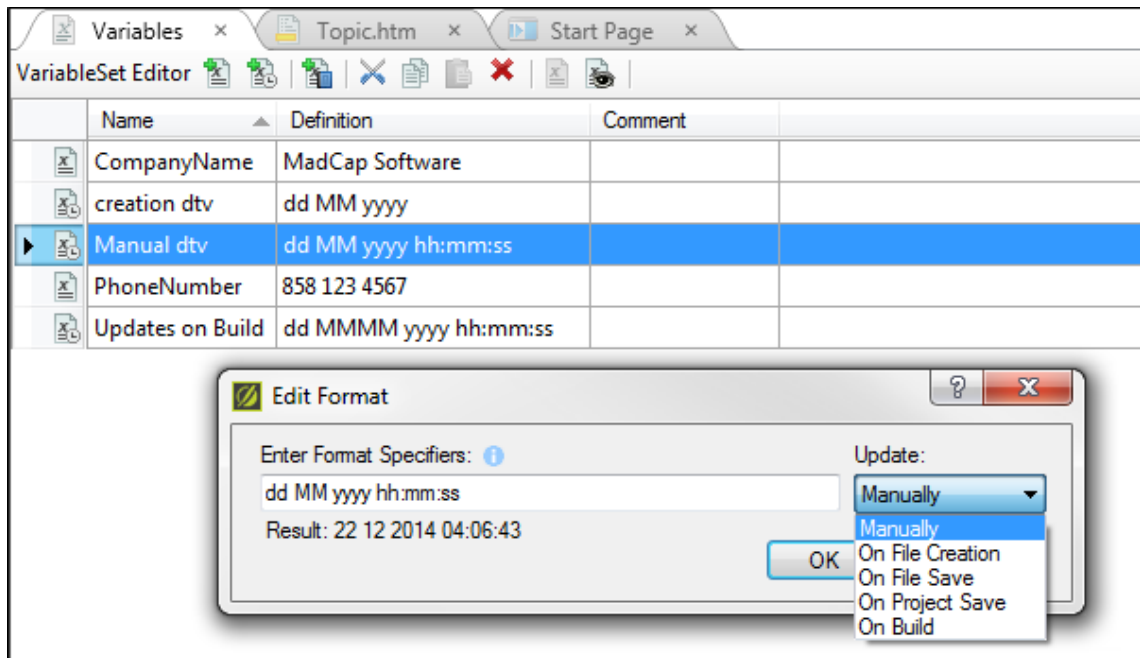
Here are some of the more common specifier combinations:

Specifier Combination	Result
MMMM dd, yyyy hh:mm:ss tt	July 09, 2013 03:55:53 PM
hh:mm:ss tt dd MMMM, yyyy	03:55:53 PM 09 July, 2013
dddd MMMM dd, yyyy	Tuesday July 09, 2013
ddd MM/dd/yy	Tue 07/09/13

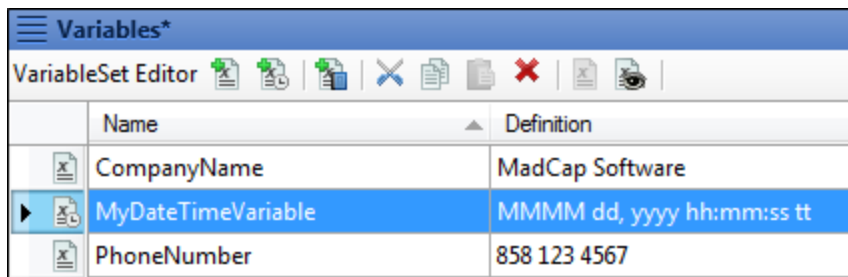



**Note:** You can make a word part of the definition. For example, you might want the word Date with a colon and a space before a date string (e.g., Date: October 25, 2014). The issue is that certain characters are translated automatically as specifiers. So just typing the word Date wouldn't work. The easiest solution is to put the non-specifier characters within quotation marks. Therefore, you might enter "Date:" MMMM dd, yyyy.

6. In the **Update** field, select how you want the variable to display the date and time. You can choose any of the following:
  - » **Manually** The variable displays the date and time when the variable was created. You can update the variable manually, and it will display the date and time when it was most recently updated. See "Updating Manual Date/Time Variables" on page 33.
  - » **On File Creation** The variable displays the date and time that you created the file.
  - » **On File Save** The variable displays the date and time that you last saved the file.
  - » **On Project Save** The variable displays the date and time that you last saved all the files in the project.
  - » **On Build** The variable displays the date and time of the most recent project build. This is the default date/time variable type.



7. Click **OK**. It might look something like this:



8. Click  to save your work.



**Note:** System variables use the language set in a tag, in the target, or at the project level. For example, you might have an English operating system, but in a Flare target you have French set as the language. If you insert a date/time variable, the day and month will display in French when you generate that target. Flare will also adjust the format of the variable if necessary (e.g., date first vs. month first).



**Note:** Like standard variables, you can override custom date/time variables in a target.



**Note:** If you want to edit a date/time variable, click on the **Definition** cell in the Variable Set Editor and make changes in the Edit Format dialog. You can also add multiple definitions to a variable, using them as a way to override variables on a target.



**Note:** You can add custom date/time variables to your master pages to show when each topic in your output was created. These variables will update as if they are part of the topic, so you do not need to add a variable to each individual topic in your output. See "Custom Date/Time Variables In Master Pages" on page 41.



**Note:** If you output your project to FrameMaker, the custom date/time variables will be accurate for the date and time that you built the output (e.g., the last file save time, the build time). However, variables in Framemaker output are marked as FrameMaker variables, which use a different format. Because of this, they will no longer update dynamically.

## Editing Date/Time Variables

You can edit the format for a custom variable to change how the system date and time are displayed. You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, you might want to use different date/time variables for audiences in different time zones. You can associate multiple definitions with the same variable and use the appropriate one wherever necessary.

### HOW TO EDIT A DATE/TIME VARIABLE

1. Open the Project Organizer.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the custom variable set (such as **MyVariables**) that contains the variable you want to modify. The Variable Set Editor opens to the right, with the variables page shown.
4. Click in the **Definition** cell for a date/time variable. The Edit Format dialog opens.
5. In the field, enter a combination of format specifiers. As you do this, the current date and time are displayed below the field in that format.

Specifiers are based on Microsoft's custom date and time format strings. For details of the specifiers available, see <http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx>.

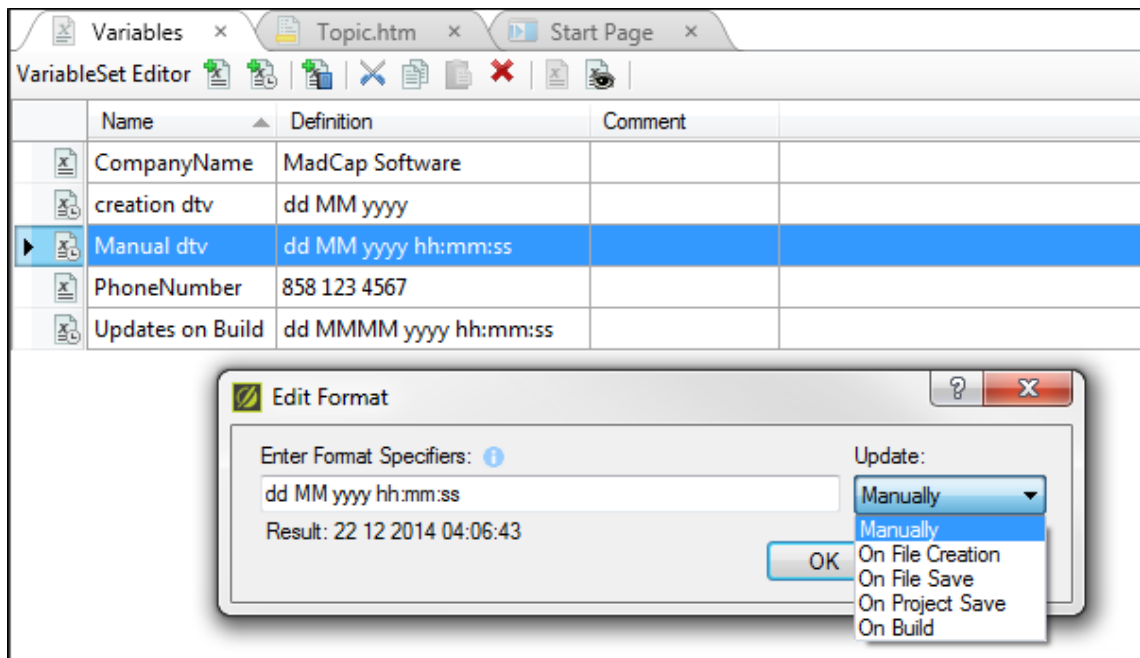
Here are some of the more common specifier combinations:

Specifier Combination	Result
MMMM dd, yyyy hh:mm:ss tt	July 09, 2013 03:55:53 PM
hh:mm:ss tt dd MMMM, yyyy	03:55:53 PM 09 July, 2013
dddd MMMM dd, yyyy	Tuesday July 09, 2013
ddd MM/dd/yy	Tue 07/09/13

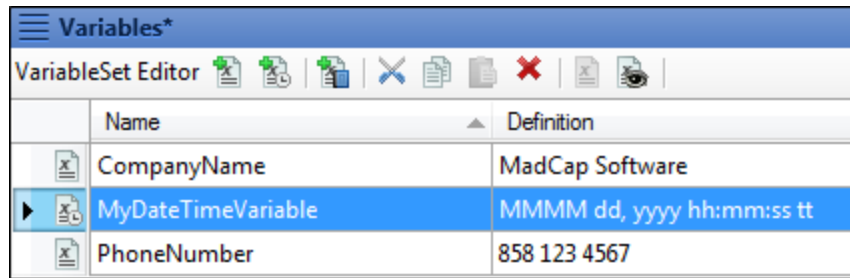


**Note:** You can make a word part of the definition. For example, you might want the word Date with a colon and a space before a date string (e.g., Date: October 25, 2014). The issue is that certain characters are translated automatically as specifiers. So just typing the word Date wouldn't work. The easiest solution is to put the non-specifier characters within quotation marks. Therefore, you might enter "Date:" MMMM dd, yyyy.


6. In the **Update** field, select how you want the variable to display the date and time. You can choose any of the following:
- » **Manually** The variable displays the date and time when the variable was created. You can update the variable manually, and it will display the date and time when it was most recently updated. See "Updating Manual Date/Time Variables" on page 33.
  - » **On File Creation** The variable displays the date and time that you created the file.
  - » **On File Save** The variable displays the date and time that you last saved the file.
  - » **On Project Save** The variable displays the date and time that you last saved all the files in the project.
  - » **On Build** The variable displays the date and time of the most recent project build. This is the default date/time variable type.





7. Click **OK**. It might look something like this:



Variables*	
VariableSet Editor	
Name	Definition
CompanyName	MadCap Software
MyDateTimeVariable	MMMM dd, yyyy hh:mm:ss tt
PhoneNumber	858 123 4567

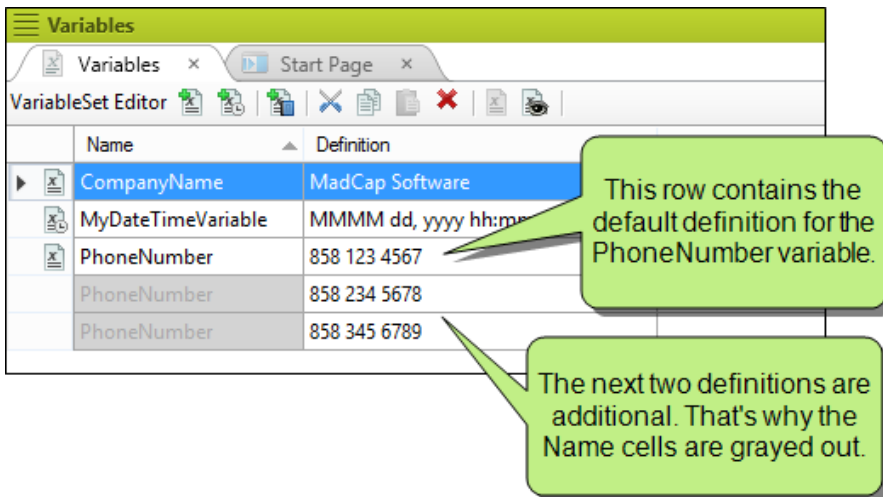
8. Click  to save your work.

## HOW TO ADD VARIABLE DEFINITIONS

1. In the Project Organizer, double-click the **Variables** folder.
2. Double-click a variable set. The Variable Set Editor opens.
3. Click on a row where you want to provide an additional definition.
4. In the local toolbar click . A new row is added for the new definition.
5. In the empty cell that is added, type the definition and press **Enter**. If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

When a variable has multiple definitions, cells of the non-default definitions are grayed out (except for the definition cell).

The default definition is determined by the order of creation. The first definition created is the default.





Name	Definition
CompanyName	MadCap Software
MyDateTimeVariable	MMMM dd, yyyy hh:mm
PhoneNumber	858 123 4567
PhoneNumber	858 234 5678
PhoneNumber	858 345 6789

This row contains the default definition for the PhoneNumber variable.

The next two definitions are additional. That's why the Name cells are grayed out.



**Note:** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Definition," which determines the actual text of the variable.

6. Click  to save your work.



**Note:** Like standard variables, you can override custom date/time variables in a target.



**Note:** When naming or editing a variable, you must enter a unique name.



**Note:** If you want to change how variables look when they're inserted in the XML Editor, you can change the MadCap|variable style in the Stylesheet Editor. This does not affect the output. For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.



**Note:** You can add custom date/time variables to your master pages to show when each topic in your output was created. These variables will update as if they are part of the topic, so you do not need to add a variable to each individual topic in your output. See "Custom Date/Time Variables In Master Pages" on page 41.



**Note:** System variables use the language set in a tag, in the target, or at the project level. For example, you might have an English operating system, but in a Flare target you have French set as the language. If you insert a date/time variable, the day and month will display in French when you generate that target. Flare will also adjust the format of the variable if necessary (e.g., date first vs. month first).




**Note:** If you output your project to FrameMaker, the custom date/time variables will be accurate for the date and time that you built the output (e.g., the last file save time, the build time). However, variables in Framemaker output are marked as FrameMaker variables, which use a different format. Because of this, they will no longer update dynamically.

# Updating Manual Date/Time Variables

When you first add a manual date/time variable to your project, it displays the date and time the variable was initially created. However, you can update these variables at any time so they display the current date and time. You can update each manual variable individually, or you can update all of the manual variables in the project at once.

## HOW TO UPDATE MANUAL DATE/TIME VARIABLES

1. Open the content file (e.g., topic, snippet).
2. Right-click the manual date/time variable.
3. From the context menu, do one of the following, depending on if you want to update only the selected variable or all of the manual date/time variables in the project:
  - » **Selected Date/Time Variable** Select **Update DateTime Value**. The manual date/time variable updates to the current date and time.
  - » **All Date/Time Variables** Select **Update All DateTime Values**. All manual date/time variables in the project update to the current date and time.
4. Click  to save your work.



**Note:** Like standard variables, you can override custom date/time variables in a target.



**Note:** If you want to change how variables look when they're inserted in the XML Editor, you can change the MadCap|variable style in the Stylesheet Editor. This does not affect the output. For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.




# CHAPTER 5

## Inserting Variables


After you create or modify variables, you can insert them into any content file (e.g., topic, snippet) in your project. You can insert variables by dragging them from the Project Organizer, or you can use the Variables dialog.

### *HOW TO INSERT A VARIABLE BY DRAGGING AND DROPPING*

1. Open the content file (e.g., topic, snippet).
2. Open the Project Organizer.
3. Expand the **Variables** folder and expand the appropriate variable set under it.
4. Click on the variable and drag it to the XML Editor.
5. Click  to save your work.



## HOW TO INSERT A VARIABLE BY USING THE VARIABLES DIALOG


1. Open the content file (e.g., topic, snippet).
2. Place your cursor where you want to add a variable.
3. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.
  - » **Right-Click** Right-click in the editor and select **Insert>Variable**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.



**Note:** If a variable contains multiple definitions, the default definition is displayed in the Definitions column. The additional definitions are not shown. You can view and select alternative definitions from a drop-down list in the Target Editor when overriding definitions.

4. On the left, select the appropriate variable set.
5. On the right, select the variable you want to insert.
6. Click **OK**. The variable is added, with brackets surrounding it. The bracket shows the variable name and the variable definition (as long as markers are turned on and the set marker width allows it).

You can adjust the marker width from the **Show tags** button  to see more or less of the variable information, and you can also tell Flare to turn off the variable names so that you only see the variable definition. For more details about markers see the online Help.

7. Click  to save your work.

# CHAPTER 6

## Chap/Sec/Vol Variables in Frames

Supported In:



For Adobe PDF, Microsoft XPS, and XHTML output, you can insert variables in page layout frames that display your chapter, section, or volume numbers (if you are using autonumbers to identify the various parts of a manual).



## HOW TO INSERT A CHAPTER, SECTION, OR VOLUME NUMBER VARIABLE INTO A PAGE LAYOUT FRAME

1. Open a page in a page layout.
2. Click on the frame to which you want to add text or other content.



**Note:** You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics). You can use image frames to insert images that use all of the space in the frame.


3. Do one of the following, depending on the part of the user interface you are using:
  - » **Keyboard Shortcut** Press **F2** on your keyboard.
  - » **Right-Click** Right-click the frame and select **Edit Text**.

A message opens, asking if you want to pick content from a template (e.g., a page number).

4. Click **No**. The Frame Contents window pane opens.



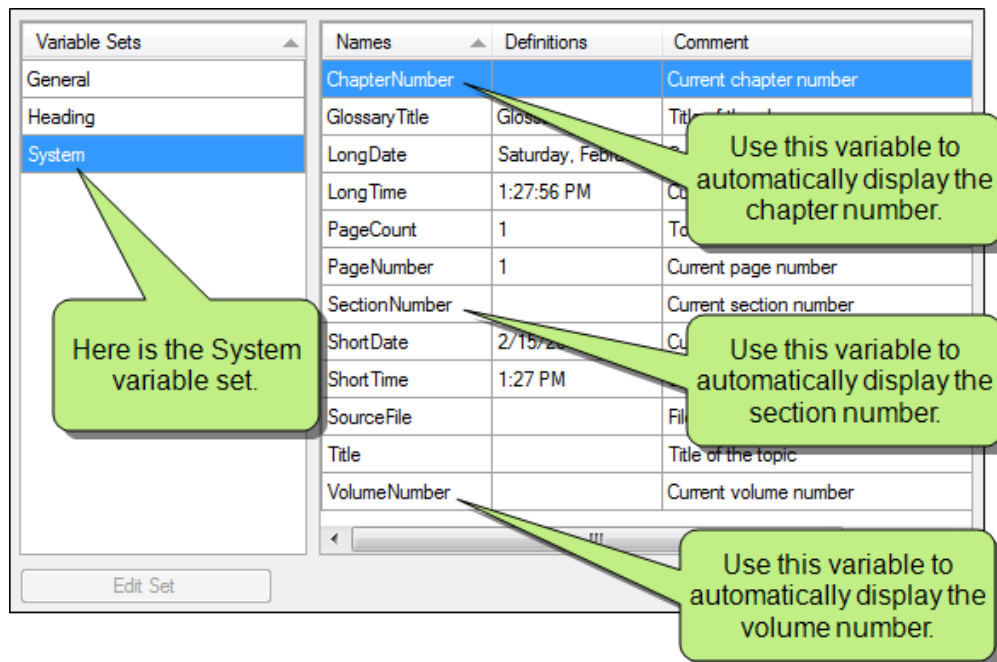
**Note:** If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.


5. Click in the Frame Contents window pane.
6. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

7. Select the **System** variable set.

8. Select the appropriate variable: **ChapterNumber**, **SectionNumber**, or **VolumeNumber**.



9. Click **OK**. The variable is added to the Frame Contents window pane.
10. Click  to save your work. The variable can now be seen in the frame.

In addition to completing the these steps, make sure you also perform the necessary tasks for creating the autonumbers in your topics and specifying where new chapters, sections, or volumes should begin.

- » To generate **chapter** numbers, you need to create an autonumber format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC. For more information see the online Help or the Flare *Printed Output Guide*.
- » To generate **section** numbers, you need to create an autonumber format that includes the {secnum} command. Then specify section breaks in the outline TOC. For more information see the online Help or the Flare *Printed Output Guide*.
- » To generate **volume** numbers, you need to create an autonumber format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the autonumber flow for each volume, resetting the volume number to a specific number. For more information see the online Help or the Flare *Printed Output Guide*.

# CHAPTER 7

## Custom Date/Time Variables In Master Pages


Supported In:



In addition to any type of regular content (e.g., text, images) and page numbers, you can also insert custom date/time variables into master pages. This allows you to display the date and time on each page of your output. These variables update as if they are part of the topic, so you do not need to add a variable to each individual topic in your output.



## **HOW TO INSERT A CUSTOM DATE/TIME VARIABLE INTO A MASTER PAGE**

1. From the Content Explorer, open the master page.
2. Place your cursor in the master page where you want to insert a custom date/time variable. If you insert it above the Topic Body proxy, the date and time are shown in the header (above the topic content). If you insert it below the Topic Body proxy, the date and time are shown in the footer (below the topic content).
3. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

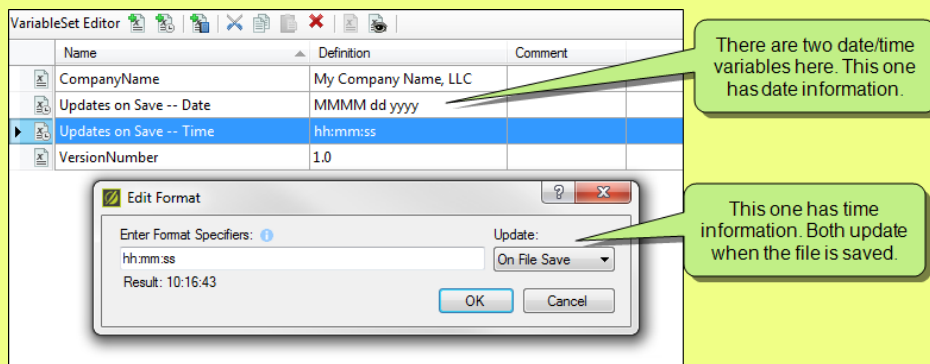
The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

4. On the left side of the dialog, select the variable set that you created.

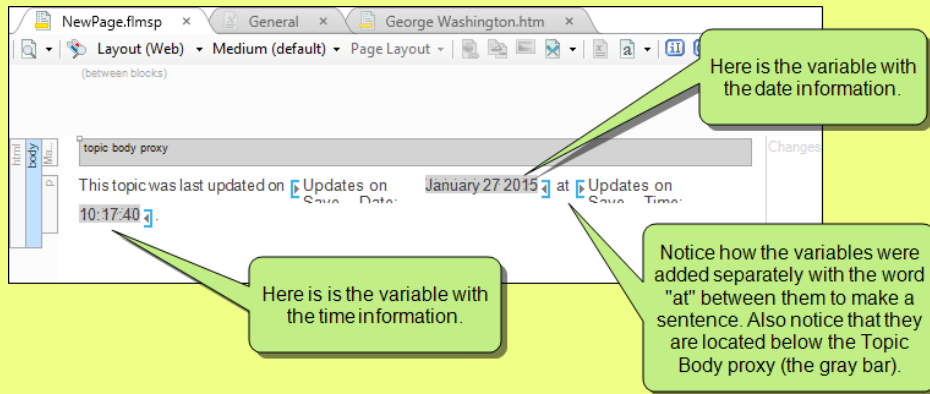
5. On the right side of the dialog, select the custom/date time variable that you want to insert. When you insert a custom date/time variable into a master page, Flare will insert the appropriate date and time (based on your variable's update settings) into the topic as if it were part of the topic itself.

## EXAMPLE

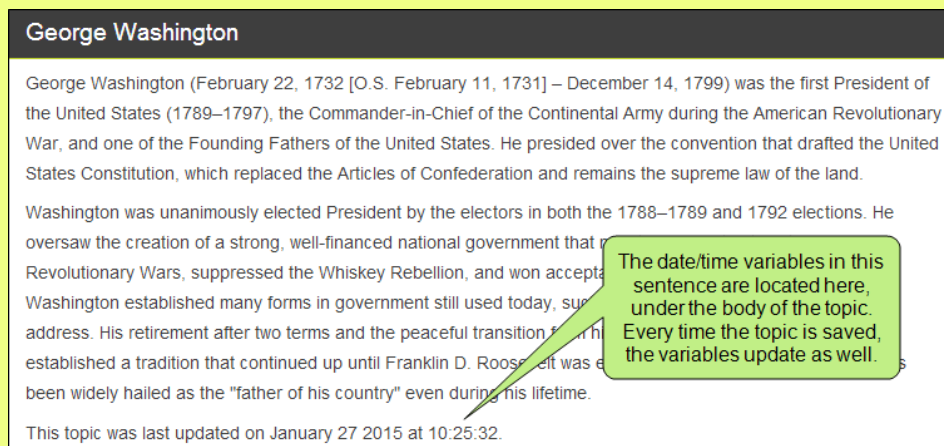
Let's say you want each topic in your online output to display the time the file was saved so your users know exactly when your Help topics were updated. You create a custom date/-time variable that updates each time a file is saved.




Then add it to the footer area of the master page.



When you build your online output, each topic shows the date and time that it was last saved at the bottom of the output.



6. Click **OK**. The custom date/time variable is added to the master page.
7. Click  to save your work.

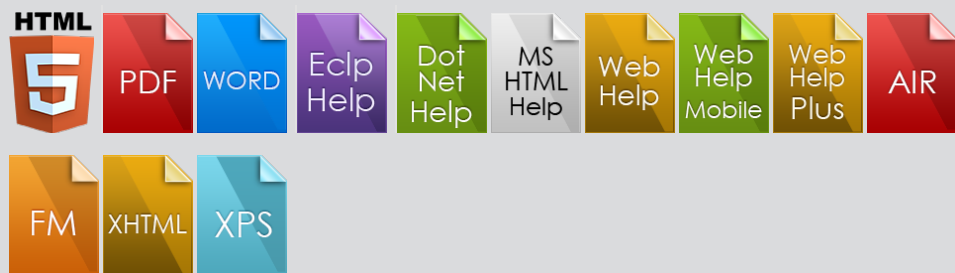


**Note:** Custom date/time variables are not supported in page layouts.

# CHAPTER 8

## Heading Variables

Supported In:



You can insert Heading variables into page layouts or master pages in order to automatically display text based on the mc-heading-level style property, which by default is applied to the h1 through h6 heading styles that you use in your project. Like Running Head variables, they are useful when creating print-based output. It's an easy way, for example, to automatically display a chapter title in the header of a chapter. For Adobe PDF, Microsoft XPS, and XHTML output, you can also use Heading variables to automatically display glossary headings/terms and index headings/terms in a page layout frame.

Heading variables are very similar to Running Head variables. The key appeal of Running Head variables is that they are supported in FrameMaker and help with the transition of authors from FrameMaker to Flare. So people who are familiar with FrameMaker might prefer to use Running Head variables because they are used to them. However, Heading variables are somewhat easier to use and therefore are recommended for people who do not have a FrameMaker background.



When you insert a variable, simply select the **Heading** variable set to access the available variables. You can then choose the appropriate variable on the right side of the dialog. For more information and explanations of the different Heading variables, see "Inserting Heading Variables Into Frames" on the following page and "Inserting Heading Variables Into Master Pages" on page 57.

Here is the Heading variable set.

Variable Sets	Names	Definitions	Comment
Heading	AnyLevel		First heading (h1-...
MyVariables	FirstGlossaryPageHeading		First glossary hea...
NewVariableSet	FirstGlossaryPageTerm		First glossary term...
System	FirstIndexHeading		First index headin...
	FirstIndexTerm		First index term o...
	LastGlossaryPageHeading		Last glossary hea...
	LastGlossaryPageTerm		Last glossary ter...
	LastIndexHeading		Last index headin...
	LastIndexTerm		Last index term o...
	Level1		First h1 on page
	Level2		First h2 on page
	Level3		First h3 on page
	Level4		First h4 on page

Here are the system variables that you can select from the Heading variable set.



**Note:** Although Heading variables can be used in all online and print outputs, there are some limitations. First, the index and glossary variables are not designed for and cannot be used in online outputs. Second, you can use the other Heading variables in online outputs, but they must be inserted into a topic or snippet; they do not work if you insert them into a master page.

# Inserting Heading Variables Into Frames

Supported In:



Following are steps for inserting a Heading variable into a page layout frame.

## **HOW TO INSERT A HEADING VARIABLE INTO A PAGE LAYOUT FRAME**

1. Open a page in a page layout.
2. Click on the frame to which you want to add text or other content.



**Note:** You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics). You can use image frames to insert images that use all of the space in the frame.

3. Do one of the following, depending on the part of the user interface you are using:
  - » **Keyboard Shortcut** Press **F2** on your keyboard.
  - » **Right-Click** Right-click the frame and select **Edit Text**.


A message opens, asking if you want to pick content from a template (e.g., a page number).

4. Click **No**. The Frame Contents window pane opens.



**Note:** If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.

5. Click in the Frame Contents window pane.

6. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

7. Select the **Heading** variable set.
8. Select the variable you want to add. Much of the information that follows pertains to projects and are primarily for the authors of those projects.
  - » **AnyLevel** Automatically displays the text in the first heading on a page that uses any of the h1 through h6 styles.
  - » **FirstGlossaryPageHeading** Automatically displays the first glossary heading (e.g., A, B, C, D, E) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a Glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

## EXAMPLE

Let's say that you want to include a generated glossary in a PDF manual. So you create a topic called "MyGlossary" and insert a Glossary proxy into it. Then you add that topic to the outline TOC being used to produce the manual. Next, you open the page layout you want to use for the topic holding that Glossary proxy. Let's call it "GlossaryPL." Suppose you open the page in the layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstGlossaryPageHeading" variable. Perhaps you want to show the complete range of glossary headings on each page. So you type the word "through" and also insert the "LastGlossaryPageHeading" variable. Therefore, you would have something like this:

```
[ FirstGlossaryPageHeading: ] through [ LastGlossaryPageHeading: ]
```

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the Glossary proxy, specifying that the entry should use the "GlossaryPL" layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated glossary. Let's say the first glossary heading you see on the page is **F**, with all of the terms beginning with the letter "f" following it. Toward the bottom of that page, you see the glossary heading **H**, and terms starting with the letter "h" are listed below it. In that case, when you look to the very top of the page, you will see this:

**F through H**

- » **FirstGlossaryPageTerm** Automatically displays the first glossary term (e.g., Ants, Bugs, Cats, Dogs, Elephants) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a Glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

#### EXAMPLE

Let's say that you want to include a generated glossary in a PDF manual. So you create a simple topic called "MyGlossary" and insert a Glossary proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that Glossary proxy. Let's call it "GlossaryPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstGlossaryPageTerm" variable. Perhaps you want to show the complete range of glossary terms on each page. So you type the word "through" and also insert the "LastGlossaryPageTerm" variable. In addition, you type quotation marks around each of the variables so that the terms will stand out in the output. Therefore, you would have something like this in the frame:

```
" [ FirstGlossaryPageTerm: ] " through " [ LastGlossaryPageTerm: ] "
```

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the Glossary proxy, specifying that the entry should use the "GlossaryPL" layout.

Generate the PDF. Scroll down to the first left-handed page showing the generated glossary. Let's say the first glossary term on the page is **Moose**. The last term on the page is **Sharks**. When you look to the very top of the page, you will see this:

**"Moose" through "Sharks"**

- » **FirstIndexHeading** Automatically displays the first index heading (e.g., A, B, C, D, E) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an Index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available with Adobe PDF, Microsoft XPS, or XHTML output.

#### EXAMPLE

Let's say that you want to include a generated index in a PDF manual. So you create a simple topic called "MyIndex" and insert an Index proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that Index proxy. Let's call it "IndexPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstIndexHeading" variable. Perhaps you want to show the complete range of index headings on each page. So you type the word "through" and also insert the "LastIndexHeading" variable. Therefore, you would have something like this in the frame:

```
[ FirstIndexHeading: ] through [ LastIndexHeading: ]
```

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the Index proxy. When doing this, you specify that the entry should use the "IndexPL" page layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated index. Let's say the first index heading you see on the page is **C**, with all of the index entries beginning with the letter "c" following it. Toward the bottom of that page, you see the glossary heading **J**, and index entries starting with the letter "j" are listed below it. In that case, when you look to the very top of the page, you will see this:

**C through J**

- » **FirstIndexTerm** Automatically displays the first index term (e.g., Ants, Bugs, Cats, Dogs, Elephants) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an Index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

#### **E X A M P L E**

Let's say that you want to include a generated index in a PDF manual. So you create a simple topic called "MyIndex" and insert an Index proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that Index proxy. Let's call it "IndexPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstIndexTerm" variable. Perhaps you want to show the complete range of index terms on each page. So you type the word "through" and also insert the "LastIndexTerm" variable. In addition, you type quotation marks around each of the variables so that the

terms will stand out in the output. Therefore, you would have something like this in the frame:

```
"[ FirstIndexTerm: ]" through "[ LastIndexTerm: ]"
```

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the Index proxy. You specify that the entry should use the "IndexPL" layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated index. Let's say the first index term you see on the page is **Moose**. The last term on the page is **Sharks**. When you look to the very top of the page, you will see this:

**"Moose" through "Sharks"**

- » **LastGlossaryPageHeading** Automatically displays the last glossary heading (e.g., U, V, W, X, Y, Z) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a Glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- » **LastGlossaryPageTerm** Automatically displays the last glossary term (e.g., Sharks, Tigers, Wombats, Zebras) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a Glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- » **LastIndexHeading** Automatically displays the last index heading (e.g., U, V, W, X, Y, Z) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an Index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inser-

ted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

- » **LastIndexTerm** Automatically displays the last index term (e.g., Sharks, Tigers, Wombats, Zebras) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an Index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.


- » **Level1** Automatically displays the first text on a page that uses the mc-heading-level style property set at 1. By default, the h1 style has the mc-heading-level set to 1 (that's why it's called a first-level heading), but you can change it, and you can set the mc-heading-level to 1 for other styles if you want.

### EXAMPLE

Let's say you are using the keep the mc-heading-level set to 1 for the h1 style. Furthermore, you use the h1 style only for your chapter titles at the beginning of each chapter. If you insert the Heading.Level1 variable into the heading frames in the page layout that you are using for chapters, the appropriate chapter title will display automatically at the top of each chapter in the output.

- » **Level2** Automatically displays the first text on a page that uses the mc-heading-level style property set at 2. By default, the h2 style has the mc-heading-level set to 2 (that's why it's called a second-level heading), but you can change it, and you can set the mc-heading-level to 2 other styles if you want.
- » **Level3** Automatically displays the first text on a page that uses the mc-heading-level style property set at 3. By default, the h3 style has the mc-heading-level set to 3 (that's why it's called a third-level heading), but you can change it, and you can set the mc-heading-level to 3 for other styles if you want.
- » **Level4** Automatically displays the first text on a page that uses the mc-heading-level style property set at 4. By default, the h4 style has the mc-heading-level set to 4 (that's why it's called a fourth-level heading), but you can change it, and you can set the mc-heading-level to 4 for other styles if you want.
- » **Level5** Automatically displays the first text on a page that uses the mc-heading-level style property set at 5. By default, the h5 style has the mc-heading-level set to 5 (that's why it's called a fifth-level heading), but you can change it, and you can set the mc-heading-level to 5 for other styles if you want.
- » **Level6** Automatically displays the first text on a page that uses the mc-heading-level style property set at 6. By default, the h6 style has the mc-heading-level set to 6 (that's why it's

called a sixth-level heading), but you can change it, and you can set the mc-heading-level to 6 for other styles if you want.

9. Click **OK**. The variable is added to the Frame Contents window pane.
10. Click  to save your work. The variable can now be seen in the frame.


# Inserting Heading Variables Into Master Pages

Supported In:



In addition to any type of regular content (e.g., text, images) and page numbers, you can insert Heading variables or Running Head variables into master pages.

## **HOW TO INSERT A HEADING VARIABLE INTO A MASTER PAGE**

1. From the Content Explorer, open the master page.
2. Place your cursor inside a particular page header or Page Footer proxy.
3. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

4. Select the **Heading** variable set.
5. Select the variable you want to add:
  - » **AnyLevel** Automatically displays the text in the first heading on a page that uses any of the h1 through h6 styles.
  - » **Level1** Automatically displays the first text on a page that uses the mc-heading-level style property set at 1. By default, the h1 style has the mc-heading-level set to 1 (that's why it's called a first-level heading), but you can change it, and you can set the mc-heading-level to 1 for other styles if you want.

### EXAMPLE


Let's say you are using the keep the mc-heading-level set to 1 for the h1 style. Furthermore, you use the h1 style only for your chapter titles at the beginning of each chapter. If you insert the `Heading.Level1` variable into the heading frames in the page layout that you are using for chapters, the appropriate chapter title will display automatically at the top of each chapter in the output.

- » **Level2** Automatically displays the first text on a page that uses the mc-heading-level style property set at 2. By default, the h2 style has the mc-heading-level set to 2 (that's why it's called a second-level heading), but you can change it, and you can set the mc-heading-level to 2 other styles if you want.
- » **Level3** Automatically displays the first text on a page that uses the mc-heading-level style property set at 3. By default, the h3 style has the mc-heading-level set to 3 (that's why it's called a third-level heading), but you can change it, and you can set the mc-heading-level to 3 for other styles if you want.
- » **Level4** Automatically displays the first text on a page that uses the mc-heading-level style property set at 4. By default, the h4 style has the mc-heading-level set to 4 (that's why it's called a fourth-level heading), but you can change it, and you can set the mc-heading-level to 4 for other styles if you want.
- » **Level5** Automatically displays the first text on a page that uses the mc-heading-level style property set at 5. By default, the h5 style has the mc-heading-level set to 5 (that's why it's called a fifth-level heading), but you can change it, and you can set the mc-heading-level to 5 for other styles if you want.
- » **Level6** Automatically displays the first text on a page that uses the mc-heading-level style property set at 6. By default, the h6 style has the mc-heading-level set to 6 (that's why it's called a sixth-level heading), but you can change it, and you can set the mc-heading-level to 6 for other styles if you want.



**Note:** The glossary and index variable options are available only in Adobe PDF, Microsoft XPS, and XHTML output.

Variable Sets	Names	Definitions	Comment
Heading	AnyLevel		First heading (h1-...
MyVariables	FirstGlossaryPageHeading		First glossary hea...
NewVariableSet	FirstGlossaryPageTerm		First glossary term...
System	FirstIndexHeading		First index headin...
	FirstIndexTerm		First index term o...
	LastGlossaryPageHeading		Last glossary hea...
	LastGlossaryPageTerm		Last glossary ter...
	LastIndexHeading		Last index headin...
	LastIndexTerm		Last index term o...
	Level1		First h1 on page
	Level2		First h2 on page
	Level3		First h3 on page
	Level4		First h4 on page

6. Click **OK**. The variable is added to the master page.
7. Click  to save your work.



# CHAPTER 9

## Running Head Variables

Supported In:



A Running Head (or Running HF) variable is a special variable that you can insert into a header or footer in a page layout or a print master page. It lets you display certain text in the header or footer automatically, based on the style associated with the variable. For example, Running Head variables are useful if you want to include the title of each chapter in a document in a header or footer without having to type them into multiple pages.

Heading variables are very similar to Running Head variables. The key appeal of Running Head variables is that they are supported in FrameMaker and help with the transition of authors from FrameMaker to Flare. So people who are familiar with FrameMaker might prefer to use Running Head variables because they are used to them. However, Heading variables are somewhat easier to use and therefore are recommended for people who do not have a FrameMaker background.



## Default Running Head Variables

Flare provides the following default Running Head variables.

Variable Name	Variable Definition
Running H/F 1	<\$paratext[h1]>
Running H/F 2	<\$paratext[h2]>
Running H/F 3	<\$paratext[h3]>
Running H/F 4	<\$paratext[h4]>
Running H/F 5	<\$paratext[h5]>
Running H/F 6	<\$paratext[h6]>

You can add an additional six variables like this so that there are 12 all together (Adobe FrameMaker supports 12). If you add more variables than the six provided, they should follow the same naming convention (i.e., Running H/F 7, Running H/F 8, Running H/F 9, and so on).

## Using Other Styles in Running Head Variables

As you can see by looking at the variable definitions in the list, these variables are based on the h1 through h6 heading styles provided in Flare. You should not change the variable name or the first part of the definition. However, you can change the style within the definition if you want to use something other than one of the h1 through h6 heading styles provided (e.g., you can change `<$paratext[h1]>` to `<$paratext[someOtherStyle]>`). The style name used in the variable definition must match the style name that results from generating the output. If you create a style class, this means using an underscore in the variable definition.

### EXAMPLE

If you have an `<h1>` tag with a class called "title" in Flare, the style name generated for the corresponding paragraph in FrameMaker will be "h1\_title" (not h1.title, as it is in Flare). Therefore, you would change the variable definition to `<$paratext[h1_title]>`.

## Which Style Text is Displayed?

When you insert a Running Head variable into a page layout frame or master page, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

### EXAMPLE

If you want the header in chapters to display content that is using the h1 style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first <h1> content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the h1 style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.

## Steps for Using Running Head Variables

If you want to incorporate Running Head variables into your output, use the following steps.

1. **Add Variable Set** When you do this, make sure to select the Running HF template. See "Adding Variable Sets to Projects" on page 15.
2. **Insert Running Head Variables** You can insert these variables into headers or footers within page layout frames or print master pages. See "Inserting Running Head Variables into Frames" on the next page or "Inserting Running Head Variables Into Master Pages" on page 68.



**Note:** An alternative to Running Head variables, and perhaps an easier one, is to use Heading variables. See "Heading Variables" on page 45.

# Inserting Running Head Variables into Frames

If you want certain content to be inserted into a frame automatically (rather than typing the text manually), you can use a Running Head variable. For example, you might want to automatically include the first h1 heading of each chapter into the header for certain pages. By using a Running Head variable, you can use just one page layout for all of your chapters, rather than having to create a new page layout for each chapter.

## **HOW TO INSERT A RUNNING HEAD VARIABLE INTO A PAGE LAYOUT FRAME**

1. Add a variable set to the project, selecting the Running HF template. See "Adding Variable Sets to Projects" on page 15.
2. Open a page in a page layout.
3. Click on the frame to which you want to add text or other content.



**Note:** You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics).

4. Do one of the following, depending on the part of the user interface you are using:
  - » **Local Toolbar** Click
  - » **Keyboard Shortcut** Press **F2** on your keyboard.
  - » **Right-Click** Right-click the frame and select **Edit Text**.


A message opens, asking if you want to pick content from a template (e.g., a page number).

5. Click **No**.



**Note:** If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.

6. Click in the Frame Contents window pane.

7. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Insert** ribbon. In the **Single Source** section select **Variable**.
  - » **Local Toolbar** Click .
  - » **Keyboard Shortcut** Press **CTRL+SHIFT+V**.


The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

8. On the left side of the dialog, select the Running Head variable set that you created.
9. On the right side of the dialog, select the variable that you want to insert. Unless you edit the variable definitions to change the style classes within them, each variable is associated with one of the six heading styles (h1 through h6).

When you insert a Running Head variable into a page layout frame, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

#### EXAMPLE

If you want the header in chapters to display content that is using the h1 style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first h1 content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the h1 style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.

10. Click **OK**. The variable is added to the Frame Contents window pane.
11. Click  to save your work. The variable can now be seen in the frame.

# Inserting Running Head Variables Into Master Pages

In addition to any type of regular content (e.g., text, images) and page numbers, you can insert Heading variables or Running Head variables into master pages.

## HOW TO INSERT A RUNNING HEAD VARIABLE INTO A MASTER PAGE

1. Add a variable set to the project, selecting the Running HF template.
2. From the Content Explorer, open the master page.
3. Place your cursor in the master page where you want to insert a Running head variable (i.e., in a page header or Page Footer proxy).
4. Do one of the following, depending on the part of the user interface you are using:

» **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.

» **Local Toolbar** Click .

» **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

5. On the left side of the dialog, select the Running Head variable set that you created.
6. On the right side of the dialog, select the variable that you want to insert. Unless you edit the variable definitions to change the style classes within them, each variable is associated with one of the six heading styles (h1 through h6). When you insert a Running Head variable into a master page, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

### EXAMPLE

If you want the header in chapters to display content that is using the h1 style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first h1 content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the h1 style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.

7. Click **OK**. The Running Head variable is added to the master page.

8. Click  to save your work.



## Additional Variable Tasks

In addition to the many features already covered in this guide, there are many more variable-related tasks that you can perform in Flare.

This chapter discusses the following:


Converting Variables to Text .....	72
Deleting Variables .....	73
Hiding and Showing Variable Names .....	74
Importing Variable Sets .....	75
Opening a Variable Set .....	76
Overriding Variable Definitions in Targets .....	77
Overriding Variable Definitions in Snippets .....	81
Renaming Variable Sets .....	86



## Converting Variables to Text

If you have inserted a variable into a topic and then decide you would rather have the variable inserted as text, you can easily convert the variable to text.


### ***HOW TO CONVERT A VARIABLE TO TEXT***

1. Open the content file (e.g., topic, snippet).
2. Right-click the variable.
3. From the context menu, select **Convert to text**. The variable is removed and the variable definition now is displayed as regular text.
4. Click  to save your work.

## Deleting Variables

If necessary, you can delete a variable from the Variable Set Editor.


### ***HOW TO DELETE A VARIABLE***

1. Open the Project Organizer.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the variable set (such as **MyVariables**) that contains the variable you want to delete. The Variable Set Editor opens to the right, with the variables page shown.
4. Select the variable you want to delete.
5. On your keyboard press **DELETE**. The variable is removed from the Variable Set Editor.
6. Click  to save your work.


## Hiding and Showing Variable Names

When you insert a variable into a topic, the variable is displayed with brackets surrounding it. The bracket shows the variable set name, the variable name, and the variable definition (as long as your markers are turned on and the set marker width allows it). You can adjust the marker width to see more or less of the variable information. You can also tell Flare to turn off the variable names so that you only see the variable definition.

### **HOW TO HIDE VARIABLE NAMES**

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Variable Names** to remove the check mark next to it. The variable name is hidden.

### **HOW TO SHOW VARIABLE NAMES**

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Variable Names** to add the check mark next to it. The variable name is shown.



# Importing Variable Sets

Not only can you add a new variable set, but you can also import an existing variable set (FLVAR file).

## HOW TO IMPORT A VARIABLE SET

1. Do one of the following, depending on the part of the user interface you are using:
  - » **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Variable Set**.
  - » **Right-Click** In the Project Organizer, right-click on the **Variables** folder and from the context menu select **Add Variable Set**.

The Add File dialog opens.

2. Select **New from existing** and click .
3. Find and select the FLVAR file that you want to import.
4. Click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
5. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
6. If you want to give the variable set a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The variable set is added and opens in the Variable Set Editor.



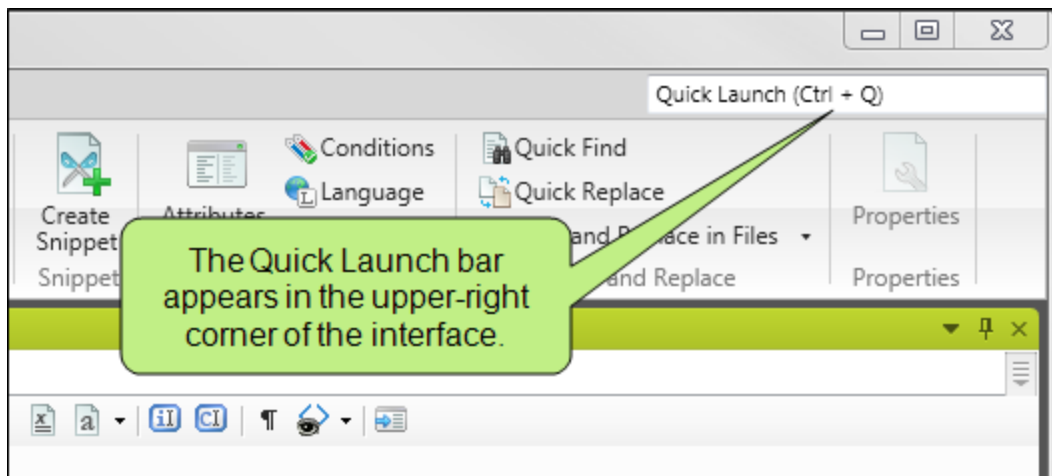
**Note:** As an alternative to importing single files from another location, you can import linked files from a Flare source project using a feature called "Global Project Linking." This is different than a simple import process, because in this case, the imported files remain linked to the source project. This allows you to make future updates to those files in just one place—in the source project file. When you perform ongoing imports using your previous settings, Flare recognizes changes to the source files. Therefore, the new files can be brought over, replacing the outdated files. For more information see the online Help.

## Opening a Variable Set

The following steps show you how to open a variable set that you have added to your project.

### **HOW TO OPEN A VARIABLE SET FROM THE QUICK LAUNCH BAR**

The Quick Launch bar allows you to search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

### **HOW TO OPEN A VARIABLE SET FROM THE PROJECT ORGANIZER**

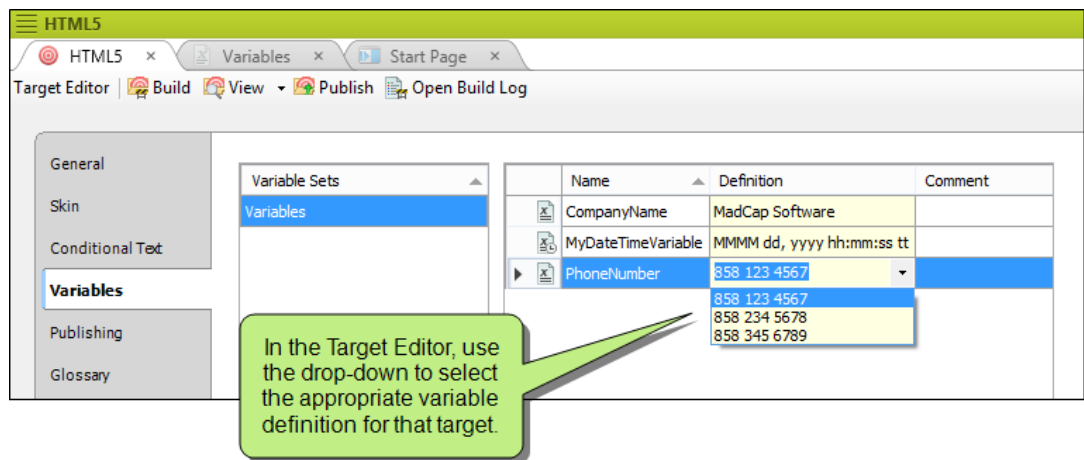
1. Open the Project Organizer.
2. Double-click the **Variables** folder. The variable sets in your project are displayed.
3. Double-click the variable set that you want to open. The Variable Set Editor opens to the right.


# Overriding Variable Definitions in Targets

The variables that you create and define in the Variable Set Editor are available to your entire project. However, if you want the definition for a variable to be different in a particular target, you can override the project-level definition for that target in the Target Editor.

## HOW TO OVERRIDE A VARIABLE DEFINITION IN A TARGET

1. Open the Project Organizer.
2. Double-click the **Targets** folder. The available targets are shown.
3. Double-click the target for which you want to override a variable definition. The Target Editor opens to the right, with tabs that you can use to customize that specific target.
4. Click the **Variables** tab. The Variables tab shows all of the variable sets in your project and their associated variables.
5. Select the appropriate variable set.
6. Do one of the following, depending on whether the variable has only one or multiple definitions in the Variable Set Editor. For information on adding multiple definitions, see "Editing Variables" on page 19 and "Editing Date/Time Variables" on page 28.
  - » **Single Definition** Click in the **Definition** cell for the variable that you want to override and press **F2** on your keyboard. Then type a different definition and press **Enter** on your keyboard.
  - » **Multiple Definitions** In the **Definition** cell, click the down arrow and select an alternative definition.



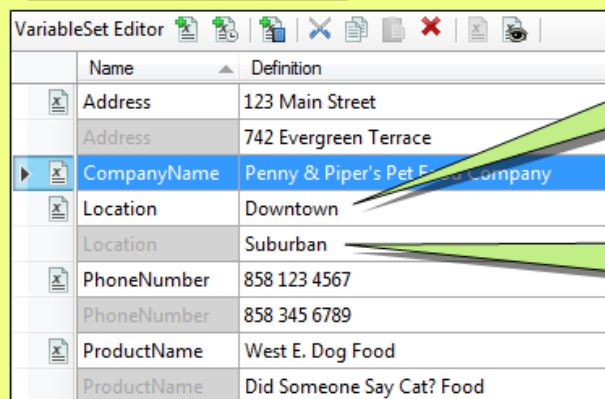
7. Click  to save your work. The alternative variable definition will be used in the output for this target. However, for other targets in your project, the original variable definition will be used.










## EXAMPLES — DIFFERENT TYPES OF VARIABLE DEFINITIONS

Use the examples below to help you determine which type of variable definition you should use.

- » **Original Variable Definitions** Used in most cases. These are the variable definitions you enter in the Variable Set Editor. You can enter primary and alternate variable definitions.

These are the original variable definitions.

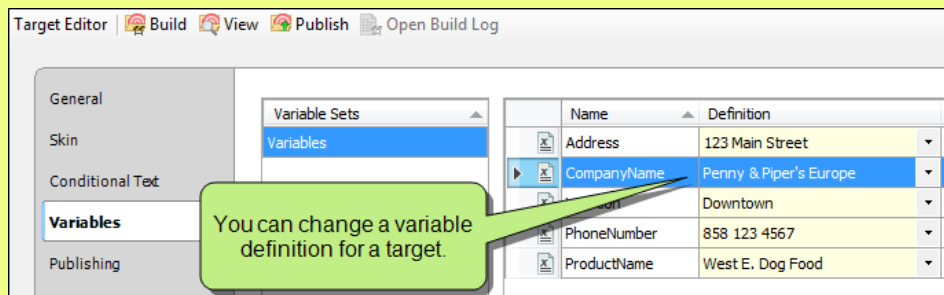


	Name	Definition
	Address	123 Main Street
	Address	742 Evergreen Terrace
	CompanyName	Penny & Piper's Pet Food Company
	Location	Downtown
	Location	Suburban
	PhoneNumber	858 123 4567
	PhoneNumber	858 345 6789
	ProductName	West E. Dog Food
	ProductName	Did Someone Say Cat? Food

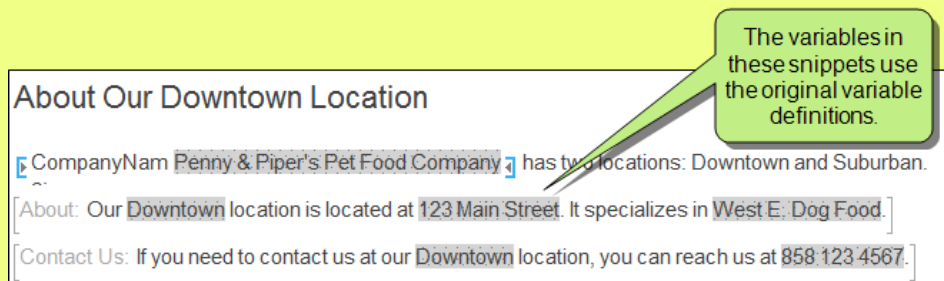
The first entry for a variable is the primary definition.

The second entry is an alternate definition.

- » **Target-Level Variable Definitions** Used when generating output for specific targets. Overrides the project-level variable definition, but only for the defined target. For example, if you use a company name variable in your documents, you may want to change it to say "ABC Corporation" in one document and "XYZ Company" in another.



- » **Topic-Level Variable Definitions** Used to change a variable definition in a single topic. Applies only to variables in snippets, and overrides project-level and target-level variable definitions. For example, if you use a phone number variable throughout your project, but a handful of topics are about a different location (and therefore use a different phone number), you can set a different variable definition that applies only to those topics.



### About Our Suburban Location

[ CompanyName Penny & Piper's Pet Food Company ] has two locations: Downtown  
[ About: Our Suburban location is located at 742 Evergreen Terrace. It specializes in Did Someone Say Cat? Food. ]  
[ Contact Us: If you need to contact us at our Suburban location, you can reach us at 858.345.6789. ]

You can edit the variable definitions at the topic level if you want to use the same snippets in multiple topics.

- » **Snippet-Level Variable Definitions** Used to change a variable definition in a single snippet. Applies only to variables in snippets, and overrides project- and target-level variable definitions, as well as topic-level snippet variable definitions. For example, if you use a product name variable throughout your project but a few snippets refer to a different product, you can set a different variable definition that applies only to those snippets.

### Our Products

[ CompanyName Penny & Piper's Pet Food Company ] makes delicious dog and cat food. We specialize in West E. Dog Food and Did Someone Say Cat? Food.  
[ Product: Our Downtown location makes West E. Dog Food. ]  
[ Product: Our Suburban location makes Did Someone Say Cat? Food. ]

This snippet uses the original variable definitions.

This snippet uses variable definitions edited at the snippet level.



**Note:** If you preview a topic, the variable definition associated with the primary target is displayed.




**Note:** If you click the **Edit Set** button at the bottom of the tab, the Variable Set Editor opens. When you use that editor, you are editing variables for all targets, not those for a specific target or snippet.

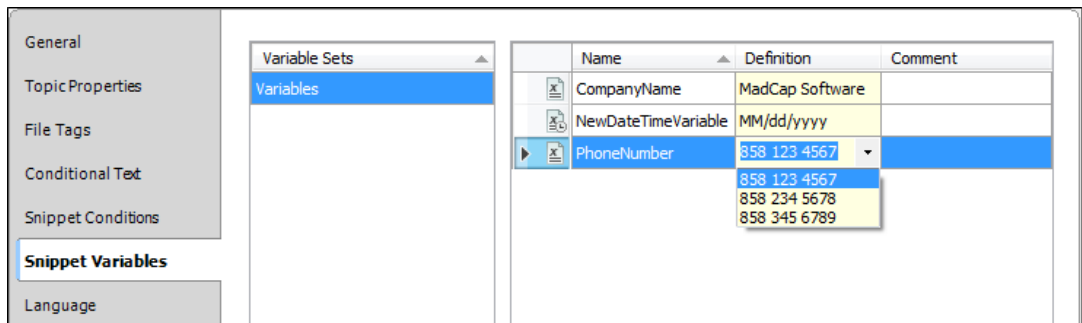
# Overriding Variable Definitions in Snippets

The variables that you create and define in the Variable Set Editor are available to your entire project. However, if you want the definition for a variable to be different for one or more snippets in a topic, you can override the topic- or snippet-level definition of the variable.


## HOW TO OVERRIDE A SNIPPET VARIABLE DEFINITION IN A TOPIC

Use this option if you want to change the definition of all of the variables that appear in snippets in a single topic. Topic-level snippet variable definitions take priority over your original variable definitions or target-level variable definitions.

1. Open the Content Explorer.
2. Locate the topic in which you want to override a variable definition.
3. In the local toolbar, click . The Properties dialog for the topic opens.
4. Click the **Snippet Variables** tab. The Snippet Variables tab shows all of the variable sets in your project and their associated variables.
5. Select the appropriate variable set.
6. Do one of the following, depending on whether the variable has only one or multiple definitions in the Variable Set Editor. For information on adding multiple definitions, see "Editing Variables" on page 19 and "Editing Date/Time Variables" on page 28.
  - » **Single Definition** Click in the **Definition** cell for the variable that you want to override and press **F2** on your keyboard. Then type a different definition and press **Enter** on your keyboard.
  - » **Multiple Definitions** In the **Definition** cell, click the down arrow and select an alternative definition.



7. Click **OK**.

8. Click  to save your work. The alternative variable definition will be used for all instances of the variable that appear in snippets in this topic. However, if the variable appears elsewhere in the topic (i.e., not in a snippet), or in other topics in the project, the original variable definition (or the target-level variable definition, if applicable) will be used.

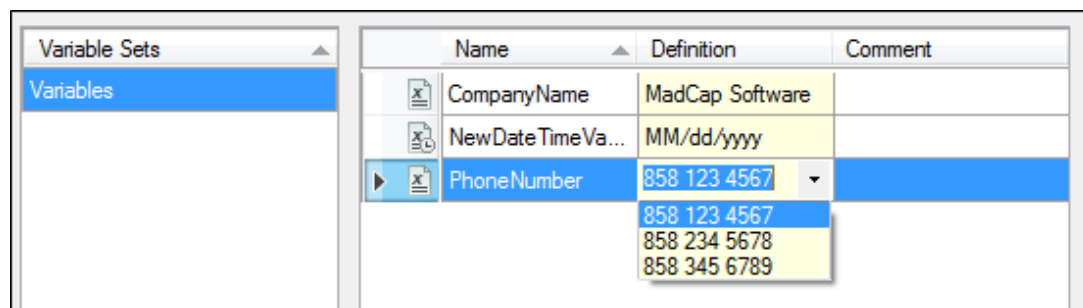
### HOW TO OVERRIDE A SNIPPET VARIABLE DEFINITION IN A SNIPPET

Use this option if you want to change the definition of a variable within a specific snippet. Snippet-level snippet variable definitions take priority over topic-level snippet variable definitions.


1. Open the Content Explorer.
2. Locate the topic in which you want to override a variable definition.
3. In the topic, right-click the instance of the snippet in which you want to override the variable definition and select **Snippet Variables** from the context menu.

The Snippet Variables dialog opens. The Snippet Variables dialog shows all of the variable sets in your project and their associated variables.

4. Select the appropriate variable set.
5. Do one of the following, depending on whether the variable has only one or multiple definitions in the Variable Set Editor. For information on adding multiple definitions, see "Editing Variables" on page 19 and "Editing Date/Time Variables" on page 28.
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  - » **Multiple Definitions** In the **Definition** cell, click the down arrow and select an alternative definition.



6. Click **OK**.

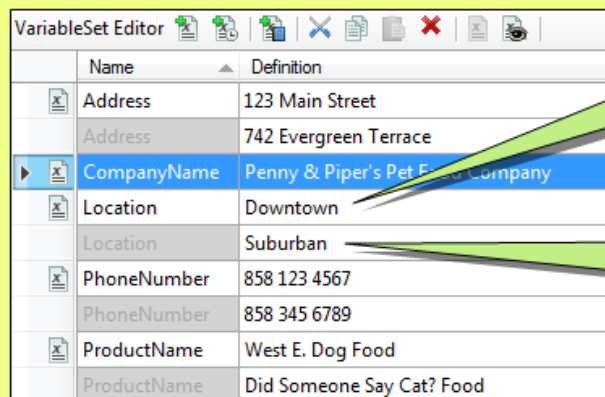
7. Click  to save your work. The alternative variable definition will be used for all instances of the variable that appear in the selected snippet. However, if the variable appears elsewhere in the topic (i.e., in other snippets or outside of snippets) or in other topics, the topic-level snippet variable definition, the target-level variable definition (if applicable), or the original variable definition will be used.










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- » **Original Variable Definitions** Used in most cases. These are the variable definitions you enter in the Variable Set Editor. You can enter primary and alternate variable definitions.

These are the original variable definitions.

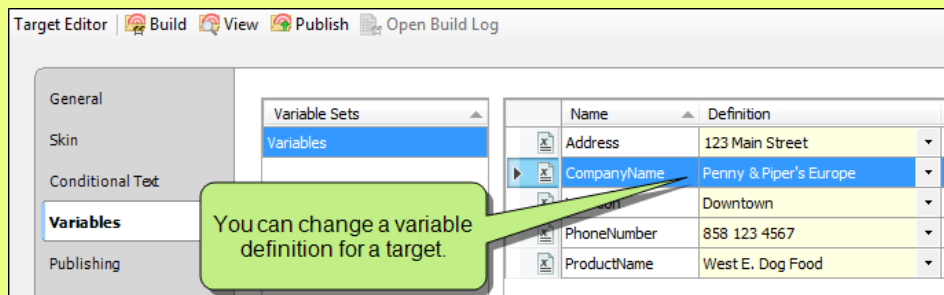


	Name	Definition
	Address	123 Main Street
	Address	742 Evergreen Terrace
	CompanyName	Penny & Piper's Pet Food Company
	Location	Downtown
	Location	Suburban
	PhoneNumber	858 123 4567
	PhoneNumber	858 345 6789
	ProductName	West E. Dog Food
	ProductName	Did Someone Say Cat? Food

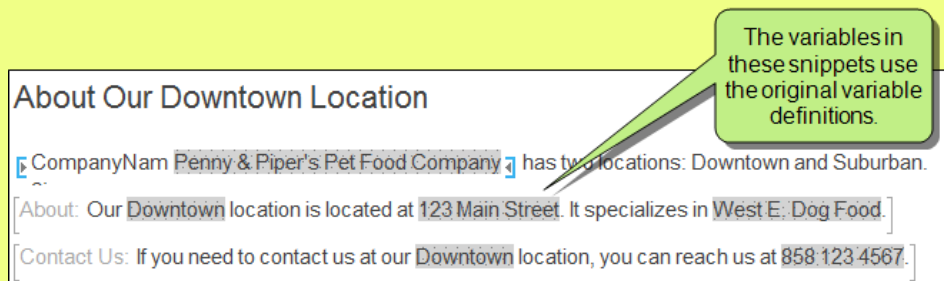
The first entry for a variable is the primary definition.

The second entry is an alternate definition.

- » **Target-Level Variable Definitions** Used when generating output for specific targets. Overrides the project-level variable definition, but only for the defined target. For example, if you use a company name variable in your documents, you may want to change it to say "ABC Corporation" in one document and "XYZ Company" in another.



- » **Topic-Level Variable Definitions** Used to change a variable definition in a single topic. Applies only to variables in snippets, and overrides project-level and target-level variable definitions. For example, if you use a phone number variable throughout your project, but a handful of topics are about a different location (and therefore use a different phone number), you can set a different variable definition that applies only to those topics.



### About Our Suburban Location

[ CompanyName Penny & Piper's Pet Food Company ] has two locations: Downtown  
[ About: Our Suburban location is located at 742 Evergreen Terrace. It specializes in Did Someone Say Cat? Food. ]  
[ Contact Us: If you need to contact us at our Suburban location, you can reach us at 858.345.6789. ]

You can edit the variable definitions at the topic level if you want to use the same snippets in multiple topics.

- » **Snippet-Level Variable Definitions** Used to change a variable definition in a single snippet. Applies only to variables in snippets, and overrides project- and target-level variable definitions, as well as topic-level snippet variable definitions. For example, if you use a product name variable throughout your project but a few snippets refer to a different product, you can set a different variable definition that applies only to those snippets.

### Our Products

[ CompanyName Penny & Piper's Pet Food Company ] makes delicious and cat food. We specialize in West E. Dog Food and Did Someone Say Cat? Food.  
[ Product: Our Downtown location makes West E. Dog Food. ]  
[ Product: Our Suburban location makes Did Someone Say Cat? Food. ]

This snippet uses the original variable definitions.

This snippet uses variable definitions edited at the snippet level.



**Note:** If you click the **Edit Set** button at the bottom of the tab, the Variable Set Editor opens. When you use that editor, you are editing all variables, not those for a specific snippet or target.

## Renaming Variable Sets

You can rename a variable set in your project.

### **HOW TO RENAME A VARIABLE SET**

1. Open the Project Organizer.
2. Double-click the **Variables** folder. The variable sets in your project are displayed.
3. Click on the variable set that you want to rename.
4. Press **F2** on your keyboard. The variable set name is highlighted.
5. Type a new name for the variable set and press **Enter**.
6. If your file contains links to other files, you will be asked if you want to retain those links. If so, click **Update Links**.



**Note:** For more information about renaming variables within a variable set, see "Editing Variables" on page 19.

# APPENDIX

## PDFs

The following PDFs are available for download from the online Help.

### TUTORIALS

*Getting Started Tutorial*

*Product Foldout Tutorial*

*Top Navigation Tutorial*

*Tripane and PDF Tutorial*

### USER GUIDES

*Accessibility Guide*

*Analyzer Guide*

*Autonumbers Guide*

*Condition Tags Guide*

*Context-sensitive Help Guide*

*DotNet Help Guide*

*Eclipse Help Guide*

*Getting Started Guide*

*Global Project Linking Guide*

*HTML Help Guide*

*HTML5 Guide*

*Images Guide*

*Importing Guide*

*Index Guide*

*Key Features Guide*

*Language Support Guide*



*Movies Guide*

*Navigation Links Guide*

*Print-based Output Guide*

*Project Creation Guide*

*Pulse Guide*

*QR Codes Guide*

*Reports Guide*

*Reviews & Contributions Guide*

*Search Guide*

*SharePoint Guide*

*Skins Guide*

*Snippets Guide*

*Source Control Guide: Git*

*Source Control Guide: Perforce*

*Source Control Guide: Subversion*

*Source Control Guide: Team Foundation Server*

*Source Control Guide: Visual SourceSafe*

*Styles Guide*

*Tables Guide*

*Tables of Contents Guide*

*Targets Guide*

*Templates Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Transition From FrameMaker Guide*

*Variables Guide*

*WebHelp Outputs Guide*

*What's New Guide*

## **CHEAT SHEETS**

*Folders and Files Cheat Sheet*

*Print Output Cheat Sheet*

*Shortcuts Cheat Sheet*

*Structure Bars Cheat Sheet*

*Styles Cheat Sheet*