

MADCAP CENTRAL

Snippets Guide

Copyright © 2024 MadCap Software. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of MadCap Software.

MadCap Software
1660 17th Street, Suite 201
Denver, Colorado 80202
858-320-0387
www.madcapsoftware.com

THIS PDF WAS CREATED USING MADCAP FLARE.

CONTENTS

CHAPTER 1

Introduction	4
--------------------	---

CHAPTER 2

General Information for Snippets	6
Benefits of Snippets	7
Snippet Files	7
Text and Block Snippets	8
Appearance of Snippets	9

CHAPTER 3

Main Activities for Snippets	10
Editing Snippets in a Popup	11
Inserting Snippets	14
Changing Snippets	16
Removing Snippets	17

APPENDIX

PDFs	18
------------	----

CHAPTER 1

Introduction

Supported In:



A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. Snippets are not usually intended for single words or very short phrases that change frequently. In those cases, you probably want to use variables instead.

General Information

- "Benefits of Snippets" on page 7
- "Snippet Files" on page 7
- "Text and Block Snippets" on page 8
- "Appearance of Snippets" on page 9

Main Activities

- "Editing Snippets in a Popup" on page 11
- "Inserting Snippets" on page 14

- "Changing Snippets" on page 16
- "Removing Snippets" on page 17



NOTE For more information about snippets, see the Flare online Help.

General Information for Snippets

There are various pieces of general information you should know if you plan to use this feature.

This chapter discusses the following:

Benefits of Snippets	7
Snippet Files	7
Text and Block Snippets	8
Appearance of Snippets	9

I Benefits of Snippets

The major benefit of using snippets is that you only have to create your content once, rather than having to type the same information in each topic (or in another snippet) where you want to use it. If you need to modify the content of a snippet, you only need to change it in one place and the change is made automatically in every file where the snippet has been inserted.

I Snippet Files

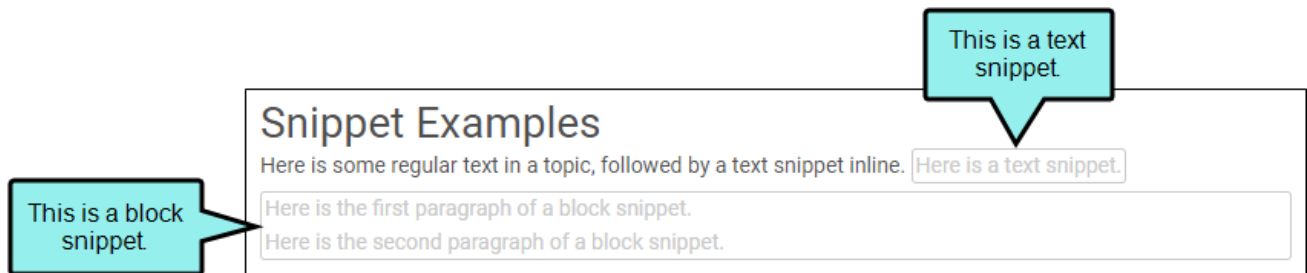
Snippets are contained in their own files (using an `.flsnp` file extension). The recommended location to store a snippet in a Flare project is Contents > Resources > Snippets folder. However, in the Flare project, you can store it anywhere in the Content Explorer that you like.

I Text and Block Snippets

There are two types of snippets: text and block. This is determined by the way you insert the snippet.

- **Text Snippet** If you insert a snippet on a line where other content exists (i.e., inline), it is inserted as a text snippet. Therefore, if you want to insert a snippet on a blank line and also type other text before or after it, you need to type the text first and then insert the snippet afterward.
- **Block Snippet** If you insert a snippet on a blank line in a topic, it is inserted as a block snippet and takes up all of the room so that no other content can be added in front of it or behind it. (The exception to this is if you have created a snippet containing only a `<body>` tag and no block tags, such as `<p>`; in that case, the snippet inserted on an empty line becomes a text snippet.)

When a snippet has multiple "blocks" of content (e.g., paragraphs, lists, images), it is best to insert it as a block snippet on an empty line, because it doesn't work well when inserted as a text snippet (i.e., inline with other content). Conversely, a snippet containing a single line of content (e.g., one sentence, one paragraph) can be inserted as a block snippet on an empty line, or as a text snippet inline with other content.



I Appearance of Snippets

Snippets (both text and block) are represented in the Central editors by a border (in most browsers), which does not display in the output. In the output, snippets are rendered appropriately according to the formatting from your stylesheet.

HOW SNIPPETS MIGHT LOOK IN THE SOURCE FILE

Snippet Examples

Here is some regular text in a topic, followed by a text snippet inline. Here is a text snippet.

Here is the first paragraph of a block snippet.

Here is the second paragraph of a block snippet.

HOW SNIPPETS MIGHT LOOK IN THE OUTPUT

Snippet Examples

Here is some regular text in a topic, followed by a text snippet inline. Here is a text snippet.

Here is the first paragraph of a block snippet.

Here is the second paragraph of a block snippet.

CHAPTER 3

Main Activities for Snippets

Some activities are particularly common and important when it comes to this feature.

This chapter discusses the following:

Editing Snippets in a Popup	11
Inserting Snippets	14
Changing Snippets	16
Removing Snippets	17

I Editing Snippets in a Popup

You can open snippets from their point of insertion in a file and make edits in a popup window. This means you do not need to interrupt the flow of editing the topic (or another snippet) in order to edit a snippet within it.

Permission Required?

Editing content and project files is an activity available to users with the Author status. By default, users with Author status have the following permissions set:

- Create/Edit Files


If this is deselected, then viewing files in a read-only mode is allowed. On the left side of the page, the Files vertical three-dot menu is not available.

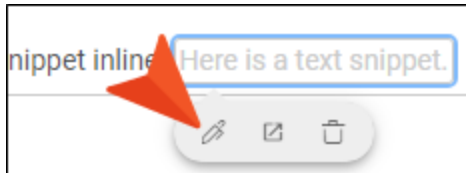
- Edit Code

If this is deselected, the XHTML in the Code view is read-only.

Editing code is regarded as a capability for an advanced user. If not done properly, the code can become malformed quickly. Administrators can prevent users from editing the code by deselecting the Edit Code permission.


How to Edit a Snippet in a Popup


1. Open a project, and select the **Files** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. In the upper-right of the Content Editor, click **Edit**.
4. In the Content Editor click the inserted snippet.
5. In the toolbar popup under the snippet, click .

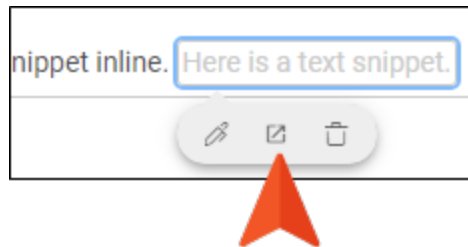


 **NOTE** You can also right-click the snippet and select **Edit Snippet**.

6. In the popup editor, make changes to the snippet.
7. Click **Commit**.
8. In the Create New Commit dialog, enter a **Commit Message**.
9. Click **Commit**.

 **NOTE** You can also open a snippet file in the full editor.


1. In the editor click the inserted snippet.
2. In the toolbar popup under the snippet, click . (You can also right-click the snippet and select **Open Snippet File.**)



If the current file has uncommitted changes, you will see a message reminding you of this. You can either keep the file open and commit the edits first, or you can discard the changes.

I Inserting Snippets

Authors can insert snippets in Central's Content Editor.

 **NOTE** Inserting snippets is available only for authors, and only in the Content Editor accessed from the project's Files page. It is not available in the editor that is used for topic reviews.

Permission Required?

Editing content and project files is an activity available to users with the Author status. By default, users with Author status have the following permissions set:

- **Create/Edit Files**


If this is deselected, then viewing files in a read-only mode is allowed. On the left side of the page, the Files vertical three-dot menu is not available.

- **Edit Code**

If this is deselected, the XHTML in the Code view is read-only.

Editing code is regarded as a capability for an advanced user. If not done properly, the code can become malformed quickly. Administrators can prevent users from editing the code by deselecting the Edit Code permission.


How to Insert a Snippet

1. Open a project, and select the **Files** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. In the upper-right of the Content Editor, click **Edit**.
4. In the Content Editor place your cursor where you want to insert the snippet.
5. From the Content Editor's local toolbar, click .
6. In the Insert Snippet dialog, navigate to the snippet you want to insert (usually it is under Resources > Snippets).
7. Select the snippet and click **Insert**.

Changing Snippets

If a snippet has already been inserted into a topic or another snippet, you can change it to a different snippet.


How to Change a Snippet

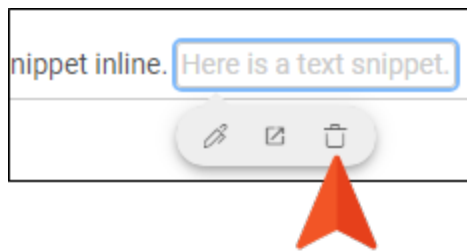
1. Open a project, and select the **Files** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. In the upper-right of the Content Editor, click **Edit**.
4. In the Content Editor click the snippet.
5. From the Content Editor's local toolbar, click .
6. In the Insert Snippet dialog, navigate to a different snippet.
7. Select the snippet and click **Insert**.

I Removing Snippets

You can quickly remove any snippets that have been inserted in a topic or another snippet. This does not remove the snippet from the project.

How to Remove a Snippet

1. Open a project, and select the **Files** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. In the upper-right of the Content Editor, click **Edit**.
4. In the Content Editor click the snippet.
5. Do one of the following:
 - On your keyboard, press **DELETE**.
 - In the toolbar popup, click .



APPENDIX

PDFs

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

AI Assist Guide

Analytics Guide

Authoring Guide

Branding Guide

Building Output Guide

Checklists Guide

Conditions Guide

Getting Started Guide

*Images and Multimedia
Guide*

*License Management and
Purchasing Guide*

Navigation Links Guide

Projects Guide

Reports Guide

Reviews Guide

Security Whitepaper

Sites Guide

Snippets Guide

Source Control Guide

Targets Guide

Tasks Guide

Users and Teams Guide

Variables Guide

What's New Guide

Widgets Guide