

**MADCAP CENTRAL**

# What's New Guide

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## CHAPTER 1

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# Introduction

Following are new features available in Central.

For more information about each feature discussed in this manual, open the online Help and refer to the "What's New" topic. Links are provided in some feature descriptions, taking you to topics that contain additional information and steps.



### "Inserting and Changing Snippets" on page 7

- Snippet is a chunk of formatted content that is heavily used in single-sourcing; can include text, tables, images, and whatever else can be included in a normal topic
- Authors can insert and change snippets in Content Editor
- Insert snippets into one or more topics throughout your project, reusing content that is maintained in one place
- Replace inserted snippet with a different one



### "Editing Snippets in a Popup" on page 15

- Click button or use right-click menu to open snippet where it is inserted
- Edit changes to snippet in a popup window
- Available to authors in Content Editor; also available to subject matter experts in Review Editor
- Makes the review process easier

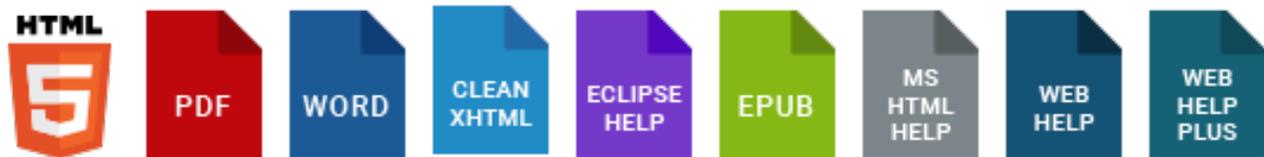


### "Inserting and Editing Drop-Downs" on page 19

- Drop-down is a feature that lets users click a hotspot in online output to expand and collapse specified content below it
- Authors can insert and edit drop-downs in Content Editor

# Inserting and Changing Snippets

Supported In:



Authors can now insert and change snippets in Central's Content Editor.

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.

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# I Permission Required?

Authoring is 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.

For more information about permissions, see the Central online Help.

# 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.

# I How to Insert a Snippet

1. In Central 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**.

# I How to Change a Snippet

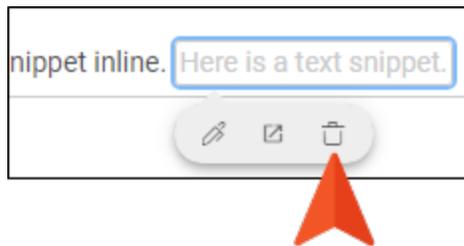
If a snippet has already been inserted into a topic or another snippet, you can change it to a different snippet.

1. In the upper-right of the Content Editor, click **Edit**.
2. In the Content Editor click the snippet.
3. From the Content Editor's local toolbar, click .
4. In the Insert Snippet dialog, navigate to a different snippet.
5. Select the snippet and click **Insert**.

# How to Remove a Snippet

Use the following steps to remove a snippet from its place of insertion. This does not remove the snippet from the project.

1. In the upper-right of the Content Editor, click **Edit**.
2. In the Content Editor click the snippet.
3. Do one of the following:
  - On your keyboard, press **DELETE**.
  - In the toolbar popup, click .



## What's Noteworthy?

 **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.

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

## CHAPTER 3

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# Editing Snippets in a Popup

Supported In:



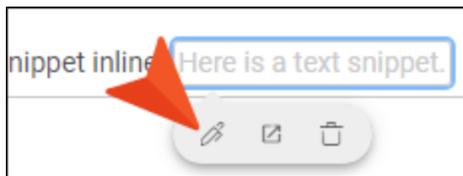
You can now open snippets from their point of insertion and make edits in a popup window. This can be done by authors in Central's Content Editor, and it can also be done by reviewers (authors or subject matter experts) in the Review Editor. This means you do not need to spend time locating the standalone snippet file in other parts of the interface to open it. Instead, you can edit a snippet during the process of modifying the topic where it is inserted.

This chapter discusses the following:

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# I How to Edit a Snippet in a Popup in the Content Editor

1. In Central 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 .



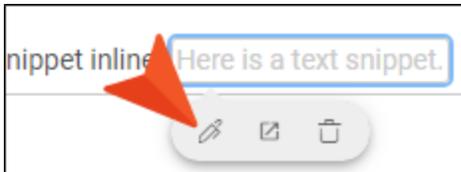
 **NOTE** You can also right-click the snippet and select **Edit Snippet**.

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

 **NOTE** Opening and editing snippets in the Content Editor (accessed from the project's Files page) is available only for authors who have the appropriate permissions.

# I How to Edit a Snippet in a Popup in the Review Editor

1. In Central open a file in a review package.
2. Open a review file that has a snippet inserted into it.
3. In the Review Editor click the inserted snippet.
4. In the toolbar popup under the snippet, click .



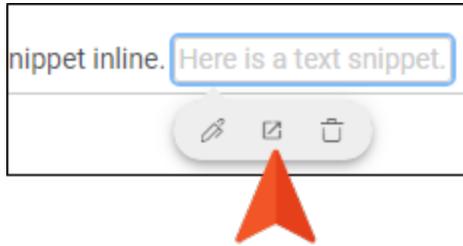
 **NOTE** You can also right-click the snippet and select **Edit Snippet**.

5. In the popup editor, make changes to the snippet.
6. Click **Submit** and close the popup window.

# What's Noteworthy?

 **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 you are working in the Content Editor and 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.

# Inserting and Editing Drop-Downs

Supported In:



Authors can now insert and edit drop-downs in Central's Content Editor.

A drop-down is a feature that lets you click a hotspot to expand and collapse specified content (paragraphs, lists, images, tables, videos, etc.) below it.

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# I Permission Required?

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- Edit Code

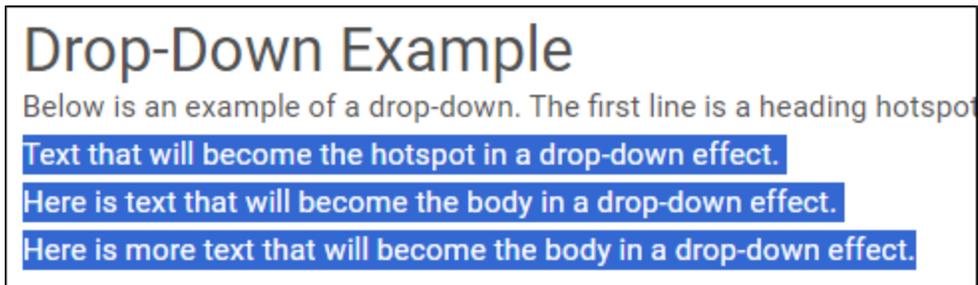
If this is deselected, the XHTML in the Code view is read-only.

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.

For more information about permissions, see the Central online Help.

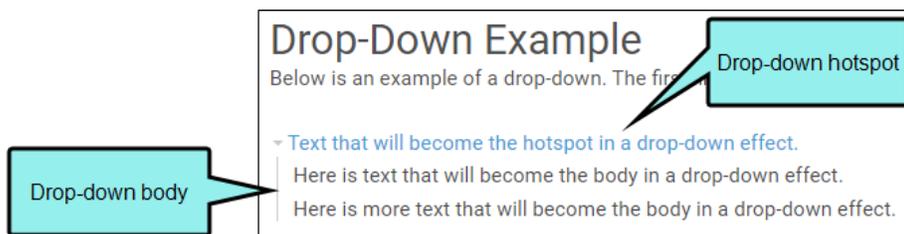
# I How to Insert a Drop-Down

1. In Central 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 type and format the content that will become the drop-down hotspot and the drop-down body.
5. Highlight all of the paragraphs that you want to be part of the drop-down effect, including the first paragraph, which will contain the hotspot.



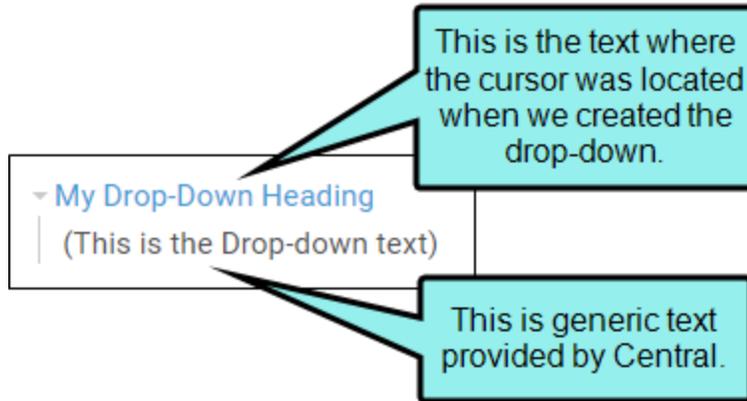
6. From the Content Editor's local toolbar, click .

The selected content is converted to a drop-down effect. By default, the hotspot displays in the editor with blue text and the body appears indented with a vertical bar to the left of it.



However, in the output the drop-down hotspot and body will display according to the design from your stylesheet.

 **NOTE** If you only selected one paragraph when creating a drop-down, Central adds some generic text after the heading for you to replace.



# I How to Edit a Drop-Down

You can edit the content in a drop-down that you have inserted into a file. Simply click in the hotspot or in the body area (next to the vertical line to the left), and add your content.

# I How to Exit From a Drop-Down

If you have been adding content within a drop-down body tag and want to exit that container to add content outside of it, press the down arrow on your keyboard. The cursor moves below the drop-down, where you can continue to type or insert other content.

# I What's Noteworthy?

 **NOTE** Inserting drop-downs 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.

 **NOTE** Simply editing the text in a drop-down can be done by authors as well as subject matter experts (if the file is in the Review Editor) without any special permission required.

 **NOTE** For more information about drop-downs, see the Flare online Help.

## APPENDIX

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# PDFs

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

*Getting Started Guide*

*Authoring Guide*

*License Management and Purchasing Guide*

*Projects and Builds Guide*

*Security Whitepaper*

*Sites Guide*

*Tasks Guide*

*Users and Teams Guide*

*What's New Guide*

*Widgets Guide*