



---

MADCAP CONTRIBUTOR 9 r3

# Getting Started

Copyright © 2023 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  
9171 Towne Center Drive, Suite 335  
San Diego, California 92122  
858-320-0387  
[www.madcapsoftware.com](http://www.madcapsoftware.com)

THIS PDF WAS CREATED USING MADCAP FLARE.

# CONTENTS

---

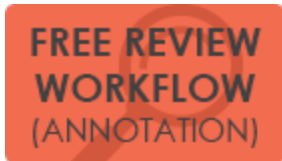
- CHAPTER 1
  - Introduction ..... 4
  
- CHAPTER 2
  - Review Workflow ..... 6
    - Reviewing Documents–Full Registered Mode ..... 7
    - Reviewing Documents–Free Annotation-Only Mode ..... 10
    - Regular Document Files vs. Lingo Translation Files ..... 11
    - What’s Noteworthy? ..... 12
    - Inserting Annotations ..... 13
    - Returning Documents to Authors ..... 15
  
- CHAPTER 3
  - Contribution Workflow ..... 16
    - Saving Contribution Templates ..... 20
    - Creating New Documents ..... 22
    - Sending Documents to Authors ..... 25
  
- APPENDIX
  - PDFs ..... 27
    - Cheat Sheets ..... 27
    - User Guides ..... 27

# Introduction

Welcome to Contributor: a single-document authoring tool that is tightly integrated with MadCap Flare. Contributor is the perfect tool for light content development.



Using Contributor, you can review and edit documents sent to you by Flare authors. This workflow is for registered users, as opposed to those using the free annotation-only review mode. See "Review Workflow" on page 6.



Using Contributor, you can review documents sent to you by Flare authors. With this workflow, you can add annotations to documents, but you cannot edit them. See "Review Workflow" on page 6.



You can create original content that can be contributed to MadCap Flare projects, printed, or saved in formats such as PDF and XHTML. See "Contribution Workflow" on page 16.



You can create and original content that can be printed, or saved in formats such as PDF and XHTML, for purposes other than contributing to a MadCap Flare project. See "Creating New Documents" on page 22.



**NOTE** Contributor's Annotation-Only Mode is free to use after the trial version expires. You will be able to add and remove text annotations after the trial version expires, but all other features will be disabled.

# Review Workflow

If you are using a full registered mode of Contributor, you can review and edit documents sent to you by others.

If you are using the free review mode, you can review documents sent to you by others and add annotations (comments). However, you cannot edit the documents.

**This chapter discusses the following:**

Reviewing Documents—Full Registered Mode .....	7
Reviewing Documents—Free Annotation-Only Mode .....	10
Regular Document Files vs. Lingo Translation Files .....	11
What’s Noteworthy? .....	12
Inserting Annotations .....	13
Returning Documents to Authors .....	15

# I Reviewing Documents—Full Registered Mode

1. **Open** You can open the review package file from your email, or from a link sent to you by the author. The files in the review package are listed in the Review Packages window pane at the bottom. Double-click a row to review and edit a particular file.

If the review package contains topics as well as snippet files, you can open the snippets too. You can open snippets by double-clicking them in the Review Packages window pane. Another approach is to right-click the snippet where it is inserted in a topic (or in another snippet) and from the context menu select **Open Snippet File**.

2. **(Optional) Insert Comments** You can insert annotations (comments) that are associated with specific areas of text in the document. These annotations do not become part of the content within the document, but rather are intended for internal use between you and others. (Do not select more than one paragraph or click at the very end of paragraphs; otherwise, the "Insert Annotation" option will not be enabled.) See "Inserting Annotations" on page 13.
3. **Return** You can return the review package to the author in various ways. Work with the author to determine how he or she wants to be notified. If the author is using a built-in email feature, this might simply entail clicking **Return to Sender** in the Review Packages window pane. Otherwise, you might need to manually inform the author via another method (e.g., email, chat). See "Returning Documents to Authors" on page 15.

This is a typical document sent for review by an author.

The screenshot shows the Microsoft Word interface with the Review tab selected. The ribbon includes options for Review Packages, Track Changes, Accept Change, Reject Change, Show Changes, Previous Change, Next Change, Insert Annotation, Delete Annotation, and Review Options. The document content includes a heading 'Company' and several lines of placeholder text with red squiggly lines indicating tracked changes. A 'Changes' pane is visible on the right side of the document.

This file is one of several sent for review in the same package.

When you are finished reviewing all files in the package, you can click this button to return the package to the author if you are using the built-in email feature. Otherwise, simply let the author know in some other way that you are finished.

All of the files in the review package are listed in this window pane. You can double-click any row to open a particular file.

File	Folder
Basic-Steps.htm	Content/A-Intr...
Company.htm	Content/D-Ref...
FAQs.htm	Content/D-Ref...
Feature1.htm	Content/B-Fea...
Feature2.htm	Content/B-Fea...
Feature3.htm	Content/B-Fea...



You can insert an annotation (comment) into the document by clicking this button.

This is the text for the document. You can make the text area wider by enlarging the program window or turning off the sidebar (by clicking "Show Changes" in the Review ribbon).

The screenshot shows the Microsoft Word interface with the Review ribbon active. The document title is 'Company.htm (Please Review.ftrev)\*'. The ribbon includes buttons for 'Track Changes', 'Accept Change', 'Reject Change', 'Show Changes', 'Previous Change', 'Next Change', and 'Insert Annotation'. The document content shows a form with fields for 'Company Name', 'Street Address', 'City/State/Zip', 'Phone Number', and 'Email'. Red wavy lines indicate tracked changes. A right-hand sidebar shows a list of changes: 'Added [PS]', 'Deleted [PS]', and 'Annotation [PS]'. The annotation text reads 'The new phone number is 555-867-5309'. A 'Review Packages' pane at the bottom shows a list of files, with 'Company.htm' selected.

Your changes are tracked.

This is an annotation inserted into the document.

File	Folder
Basic-Steps.htm	Content/A-Intr...
Company.htm	Content/D-Ref...
FAQs.htm	Content/D-Ref...
Feature1.htm	Content/B-Fea...
Feature2.htm	Content/B-Fea...
Feature3.htm	Content/B-Fea...

# I Reviewing Documents—Free Annotation-Only Mode

1. **Open** You can open the review package file (e.g., from your email or a link sent by the author). The files in the review package are listed in the Review Packages window pane. Double-click a row to review and edit a particular file.

If the review package contains topics as well as snippet files, you can open the snippets too. You can open snippets by double-clicking them in the Review Packages window pane. Another approach is to right-click the snippet where it is inserted in a topic (or in another snippet) and from the context menu select **Open Snippet File**.

2. **(Optional) Insert Comments** You can insert annotations (comments) that are associated with specific areas of text in the document. These annotations do not become part of the content within the document, but rather are intended for internal use between you and others. (Do not select more than one paragraph or click at the very end of paragraphs; otherwise, the "Insert Annotation" option will not be enabled.) See "Inserting Annotations" on page 13.
3. **Return** You can return the review package to the author in various ways. Work with the author to determine how he or she wants to be notified. If the author is using a built-in email feature, this might simply entail clicking **Return to Sender** in the Review Packages window pane. Otherwise, you might need to manually inform the author via another method (e.g., email, chat). See "Returning Documents to Authors" on page 15.

# Regular Document Files vs. Lingo Translation Files

For MadCap Lingo review package (LIREV) files, the XML Editor works a bit differently than it does for regular document files from products such as Flare or Word. That's because Lingo is a translation tool, so only text segments are important, and in particular, the target language segments. When you open a file from an LIREV package, the editor shows a table containing text segments from that file in the source and target languages. The status of each segment—which indicates how closely the target segment matches a translated segment in translation memory—is also shown.

The screenshot shows the MadCap Lingo XML Editor interface. At the top, there are three callout boxes pointing to the table columns: 'Text segments in the original language.' points to the 'source text' column, 'Translated text segments in the target language.' points to the 'target text' column, and 'Matching percentage from translation memory.' points to the 'status' column.

ID	source text	target text	status
1	Humpty Dumpty	Humpty Dumpty	100%
2	Humpty Dumpty sat on a wall	Humpty Dumpty sentado en una pared	100%
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	100%
4	All the King's horses, And all the King's men		0%
5	Couldn't put Humpty together again		0%

Below the table, the 'Review Packages' pane shows a list of files in a review package named 'review2.lirev'. A callout box points to this list, stating 'This Lingo review package contains three files.'

File	Folder
Little Miss Muff...	Content/Content
Jack and Jill_es...	Content/Content
Humpty Dump...	Content/Content

You can make changes only to the target segment, as well as insert annotations. In addition, you can make certain formatting edits to the target segment (e.g., bold, underline, color), but many other features (e.g., insert image, hyperlink, table) are disabled for Lingo review files.

The screenshot shows a Lingo review window with a table of segments. The table has columns for ID, source text, target text, and status. Callouts highlight that editing is limited to the target segment, that changes are tracked, and that annotations can be added.

ID	source text	target text	status
1	Humpty Dumpty	Humpty Dumpty	100%
2	Humpty Dumpty sat on a wall	Humpty Dumpty se sentó en una pared	100%
3	Humpty Dumpty had a great fall	Humpty Dumpty tuvo una gran caída	100%
4	All the King's horses, And all the King's men	Todos los caballos del Rey, y todos los hombres del Rey	0%
5	Couldn't put Humpty together again	No se pudo unir a Humpty de nuevo	0%

Annotation [KS]  
You forgot to translate the final two segments.

## What's Noteworthy?

**!** **IMPORTANT** You cannot use the Internal Text Editor when working with review packages.

# Inserting Annotations


Supported In:



You can insert an annotation (comment) into a document. These annotations do not become part of the actual content, but rather are intended for internal use between you and others.

## How to Insert an Annotation

1. Open the document or topic.
2. Highlight the content that you want to associate with the annotation, or place your cursor on it.

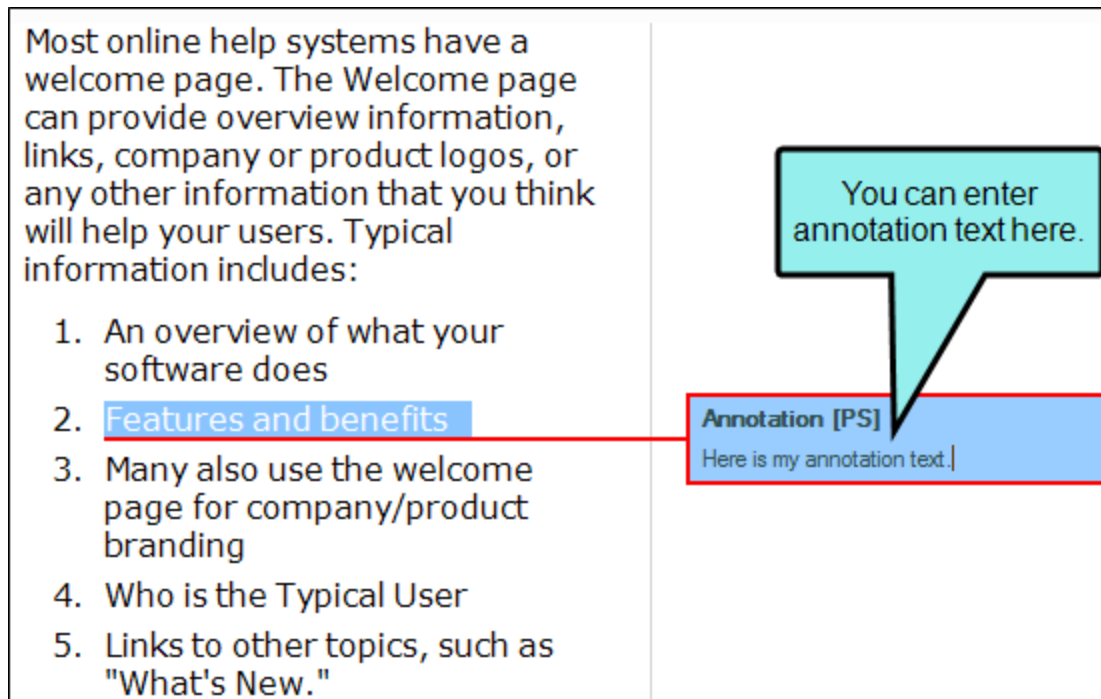
 **NOTE** Do not highlight more than one paragraph.

3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Review > Insert Annotation**.
  - **Right-Click** If the track changes feature is enabled, you can right-click and select **Insert Annotation**.

A rectangle extends to a sidebar on the right, with a line pointing to the selected content. This rectangle will hold the annotation text after you type it.

Also, the selected content is shaded, indicating that the annotation refers to that text. However, the shading will not be displayed in the output; it is for internal use only.

4. Type your comment in the annotation rectangle.




The screenshot shows a help system interface with a list of items. The second item, "Features and benefits", is highlighted in blue. A red line connects this item to a blue annotation box on the right. The annotation box contains the text "Annotation [PS]" and "Here is my annotation text.". A speech bubble above the annotation box says "You can enter annotation text here.".


Most online help systems have a welcome page. The Welcome page can provide overview information, links, company or product logos, or any other information that you think will help your users. Typical information includes:

1. An overview of what your software does
2. **Features and benefits**
3. Many also use the welcome page for company/product branding
4. Who is the Typical User
5. Links to other topics, such as "What's New."

You can enter annotation text here.

Annotation [PS]  
Here is my annotation text.]

5. Click  to save your work.


 **NOTE** When you insert an annotation, your initials are displayed next to it. The initials are the first two letters of your login user name. However, you can change the user name and initials (for use in Contributor) to something else. For more information see the online Help.

# I Returning Documents to Authors

Supported In:




After reviewing documents sent from an author, you can return the documents in various ways. Work with the author to determine how he or she wants to be notified. If the author is using a built-in email feature, this might simply entail clicking **Return to Sender** in the Review Packages window pane (see below). Otherwise, you might need to manually inform the author via another method (e.g., email, chat).

 **NOTE** There is more than one way to transfer files between individuals using Flare and Contributor. For example, you can: (1) use the integrated email feature with Microsoft Outlook, (2) add files to SharePoint or External Resources where others can access them, or (3) save files to your computer (**File > Save**, then **Save As** or **Save To**) and then manually transfer them using some method (e.g., email). If you want to use the integrated email feature, you must have matching versions of Contributor and Outlook. If you are using 64-bit Contributor, you need 64-bit Outlook. Likewise, if you are using 32-bit Contributor, you need 32-bit Outlook.

## How to Return Documents to Authors (via Built-In Email Feature)

The following steps include the integrated Outlook email method. If your systems are not set up for this feature, you can use one another method (e.g., or save to your computer and manually email).

1. Open the review package containing the documents you reviewed. If you do not see the Review Packages window pane, select **Review > Review Packages**.
2. In the local toolbar of the Review Packages window pane, click  **Return to Sender...**
3. In the email message, click **Send**.

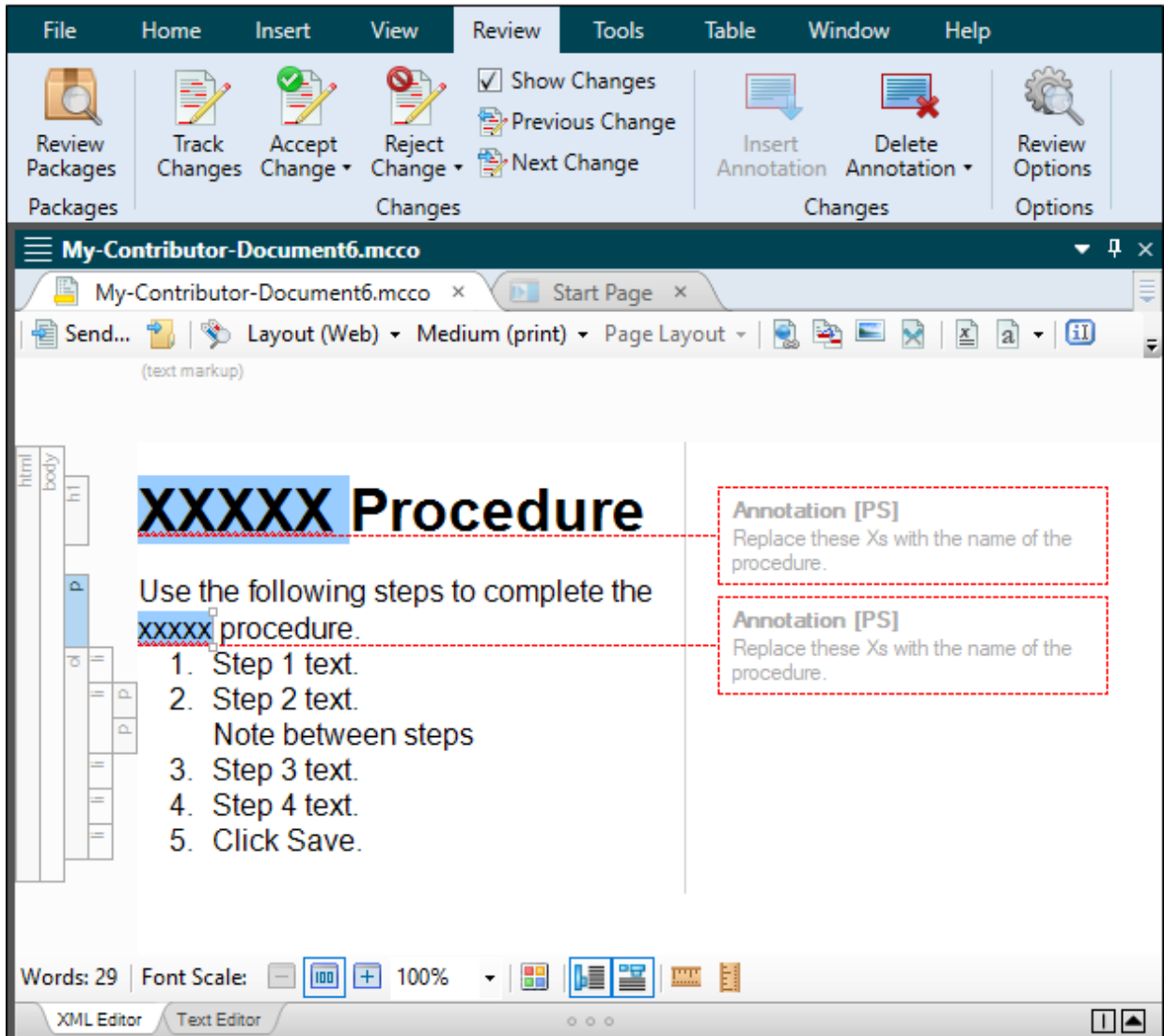
# Contribution Workflow

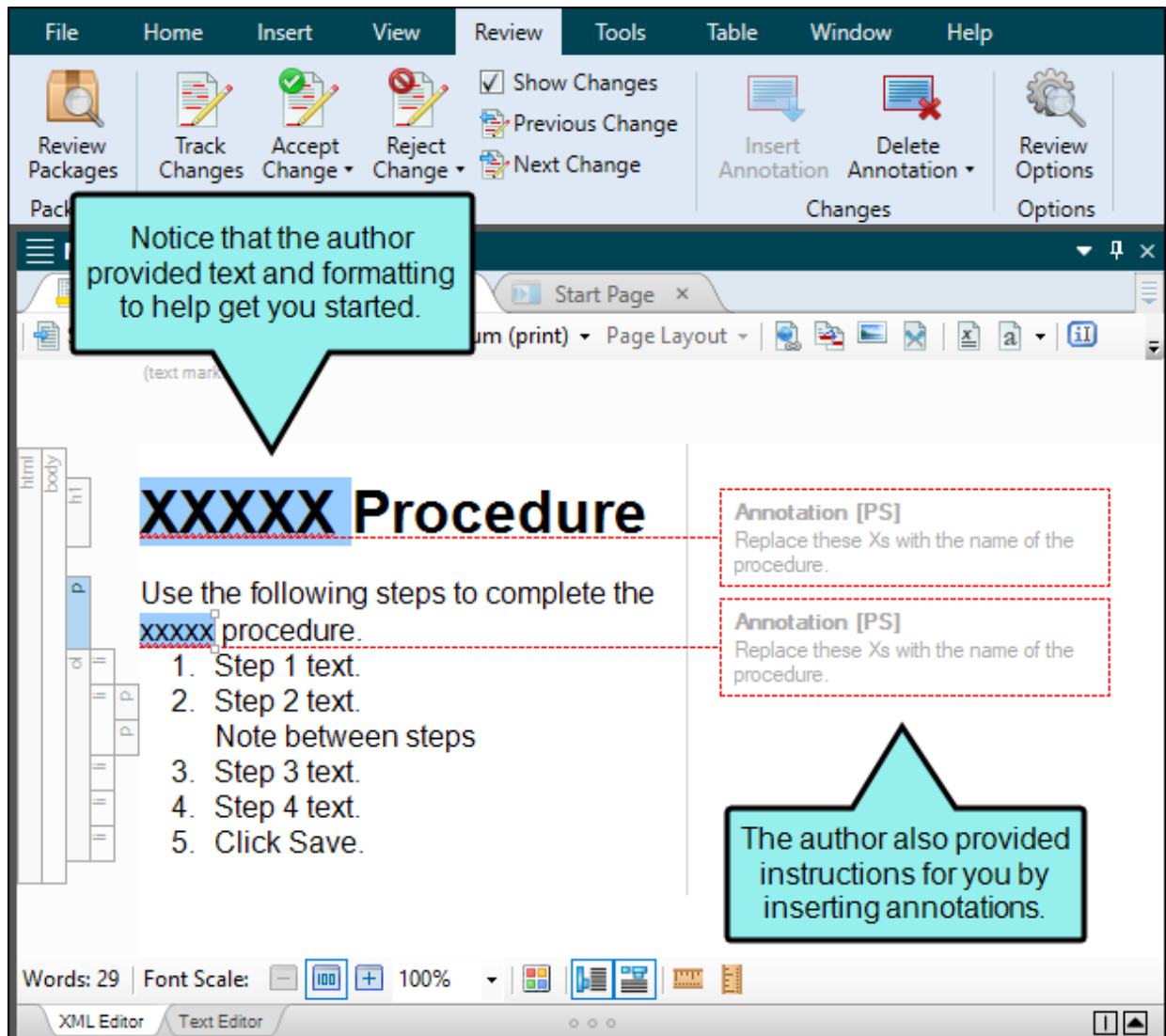
Following is the basic workflow if you are creating original content to be contributed to a MadCap Flare project.

1. **(Optional) Save Contribution Template** A Flare author might email you a contribution template for you to use when creating new documents. Contribution templates are simply files with certain settings already in place. They are a quick way to create and edit documents in a pre-set format that the author wants you to use. You can save a contribution template and then use it later whenever you need to create new documents to send to a Flare author. By saving the template file in a folder called "Documents\My Templates\Contributor" you can easily select it when you create a new document. See "Saving Contribution Templates" on page 20.



This is how a new topic created from a contribution template might look.





2. **Create** You can create new documents from the Contributor interface. See "Creating New Documents" on page 22.
3. **(Optional) Insert Comments** You can insert annotations (comments) that are associated with specific areas of text in the document. These annotations do not become part of the content in the document, but rather are intended for internal use between you and others.
4. After you finish a document, you can do the following.
  - **Send** You can send a finished document to a Flare author so that it can be incorporated into a project. See "Sending Documents to Authors" on page 25.
  - **PDF** You can save the document as an Adobe PDF document.

- **XPS** You can save the document as a Microsoft XPS document (similar to a PDF document).
- **XHTML** You can save the document as an XHTML file (with an .htm extension).
- **Print** You can print the document directly from the Contributor interface.



**NOTE** Because documents in Contributor are often used as part of Flare projects, you may sometimes see them referred to as "topics."

# Saving Contribution Templates


Supported In:



A Flare author might email you a contribution template for you to use when creating new documents. Contribution templates are simply files with certain settings already in place. They are a quick way to create and edit documents in a pre-set format that the author wants you to use. You can save a contribution template and then use it later whenever you need to create new documents to send to a Flare author. By saving the template file in a folder called "Documents\My Templates\Contributor" you can easily select it when you create a new document.

## How to Save Contribution Templates

1. In the Documents folder on your computer, create a subfolder and name it **My Templates**. This subfolder can be used to hold all of the contribution templates that an author sends to you.
2. In the **My Templates** folder, create a subfolder and name it **Contributor**.
3. Open the email message that the Flare author has sent to you, with the contribution template as an attachment.
4. Double-click the attachment.
5. In the dialog that opens, click **Save**.
6. Navigate to the Documents\My Templates\Contributor folder and click **Save**.

 **NOTE** In addition to contribution template files (those with an .mccot extension), Contributor lets you select other types of files from the template folder as well. This includes document template files (.mcdoct), XHTML files (.htm), stylesheet files (.css), and page layout files (.mcpplt).



**NOTE** Any templates that you created in the past for X-Edit can still be used in Contributor, but those files will need to be relocated to the new Contributor folder location in order to use them when creating new documents.

# Creating New Documents

Supported In:




You can create new documents (or topics) from the Contributor interface. If a Flare author has sent you a contribution template that you have saved, you can select that template when creating the new document.


## How to Create a New Document

1. Select **File > New**.
2. Select a file to use as a basis for your new document, either from a template or from another existing file.
  - **Factory Templates** If you selected Factory Templates, you can choose from various templates provided by Contributor.
    - **Document.mcdoct** This template creates a basic document with a header and a little body text. You will end up with a document that has an .mcdoc extension. Select this option if you want to create a standalone document, rather than a contribution topic that will be sent to a Flare author.
    - **Topic.mccot** This template creates a very basic topic file with a header and a little body text. You will end up with a document that has an .mcco extension. An MCCO file is the same as an MCDOC file, with the exception that it indicates the file was created specifically for use as a contribution topic. If you create an MCCO document, you can quickly email it to Flare authors for incorporation into their projects.


- **XHTML Document.htm** This template creates a very basic document with a header and a little body text. You will end up with an XHTML document that has an .htm extension. An HTML file is a good option if you want to post the file on the internet or an intranet, where others can view it in a browser window.

 **NOTE** You can quickly create a new XHTML document by pressing **CTRL+N** on the keyboard.


- **Stylesheet.css** This template creates a cascading stylesheet (CSS). You will end up with a file that has a .css extension, and it will open in the Stylesheet Editor. A CSS file can be used to create elements with formatting. You can then apply the formatted styles to content in a document to change how it looks.




 **NOTE** If a Flare author has provided you with a contribution template, chances are that you will use the styles provided by the author, rather than creating your own stylesheet.

- **Page Layout.mcpplt** This template creates a page layout file. You will end up with a file that has an .flppl extension, and it will open in the Page Layout Editor. A page layout is an element that you can create in order to determine page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to your document for print-based output. Page layouts allow for easy configuration through the use of content frames, a snap-to grid, dragging and dropping, alignment features, and more.

 **NOTE** If a Flare author has provided you with a contribution template, chances are that you will use the page layout provided by the author, rather than creating your own page layout.

- **My Templates** If you selected My Templates, you can choose from any templates that you have saved in your "Documents\My Templates\Contributor" folder. This would likely include any contribution templates that a Flare author has sent to you. See "Saving Contribution Templates" on page 20.

 **NOTE** Any templates that you created in the past for X-Edit can still be used in Contributor, but those files will need to be relocated to the new Contributor folder location in order to use them when creating new documents.

- **New from existing** This lets you choose an existing file of the same type—that you've already created and stored somewhere—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.
3. In the **Folder** field, select a folder for the new document. You can browse for a folder by clicking the browse button . The Open File dialog, will open, allowing you to find a file.
  4. In the **File Name** field, enter a file name.
  5. Click **OK**.
  6. For most document types, add any content, formatting, or annotations as necessary. If you created a stylesheet or page layout, you can use the respective editors to make changes to those types of files as well.
  7. Click  to save your work.




# I Sending Documents to Authors

Supported In:




You can send a finished contribution document (MCCO file) to a Flare author so that it can be incorporated into a larger project. You can do this in various ways. Work with the author to determine how he or she wants to be notified and receive files. If the author is using a built-in email feature, this might simply entail clicking a **Send** button in the Contributor interface (see "How to Send a New Document to an Author" on the next page).


 **NOTE** There is more than one way to transfer files between individuals using Flare and Contributor. For example, you can: (1) use the integrated email feature with Microsoft Outlook, (2) add files to SharePoint or External Resources where others can access them, or (3) save files to your computer (**File > Save**, then **Save As** or **Save To**) and then manually transfer them using some method (e.g., email). If you want to use the integrated email feature, you must have matching versions of Contributor and Outlook. If you are using 64-bit Contributor, you need 64-bit Outlook. Likewise, if you are using 32-bit Contributor, you need 32-bit Outlook.

# How to Send a New Document to an Author

The following steps include the integrated Outlook email method. If your systems are not set up for this feature, you can use one another method (e.g., or save to your computer and manually email).

1. Create or open the MCCO file.

 **NOTE** If you have just created a new document, you must save it before you can send it.

2. In the local toolbar of the editor click .
3. Complete the email message with the address of the recipient(s) and any message text. Then send it.

# PDFs

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

## I Cheat Sheets

*Shortcuts Cheat Sheet*

## I User Guides

*Getting Started Guide*

*Contributor Workflow Guide*

*Review Workflow Guide*

*What's New Guide*