madcap software

USER GUIDE

MADCAP FLARE ONLINE

Images and Multimedia Guide

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CHAPTER 1

Introduction

When authoring in Flare Online, you have the ability to add images and other types of multimedia to your files.

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CHAPTER 2

Images

When you open a topic or snippet, you can insert an image into it.

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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 Images

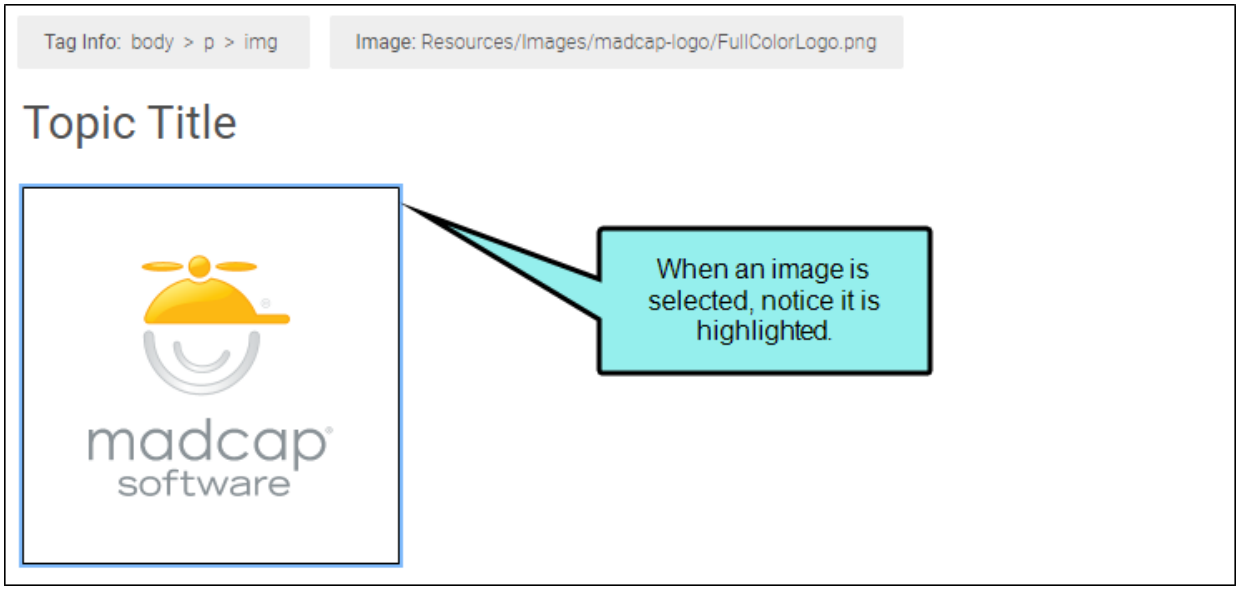
1. Open a project, and select the **Workspace** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. From the Content Editor's local toolbar, depending on the size of your screen, click , or select  and choose .
4. In the Insert Image dialog, select whether you want to insert a new image from the **Project** (i.e., a file you have already added to your project), **Web** (e.g., an image link), or **Data URI** (e.g., a base64 encoded string).
5. If you selected Project, click in the **File** field, then navigate to and choose the file from your project. If you selected Web, enter or paste the link path.

   If you selected Web, click in the **Web** field, and enter or paste the link path. Be advised that the link only points to the Web and the image will not be copied to the project.

   If you selected Data URI, click in the **Data URI** field, enter or paste a data URI (Uniform Resource Identifier) string. Instead of linking to an image file, the data URI scheme lets you embed the image directly into the document (e.g., HTML). Data URIs allow for fast and reliable image loading, and are supported by most Web browsers.
6. (Optional) You can add alternate text (i.e., alt text) to the image. Alternate text is used to display when the image is not available, such as when a disabled individual is using a screen reader. Click the **Alternate Text** field and enter a description.
7. (Optional) You can change the size of the image. Select  to make selections in a popup. The Height or Width field at the top of the popup lets you select a variety of settings. The Unit field at the bottom of the popup lets you select a variety of absolute and relative units of measurement..
8. Click **Insert**.

How to Edit Image Properties

1. Open a project, and select the **Workspace** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. Select an image that you want to edit.

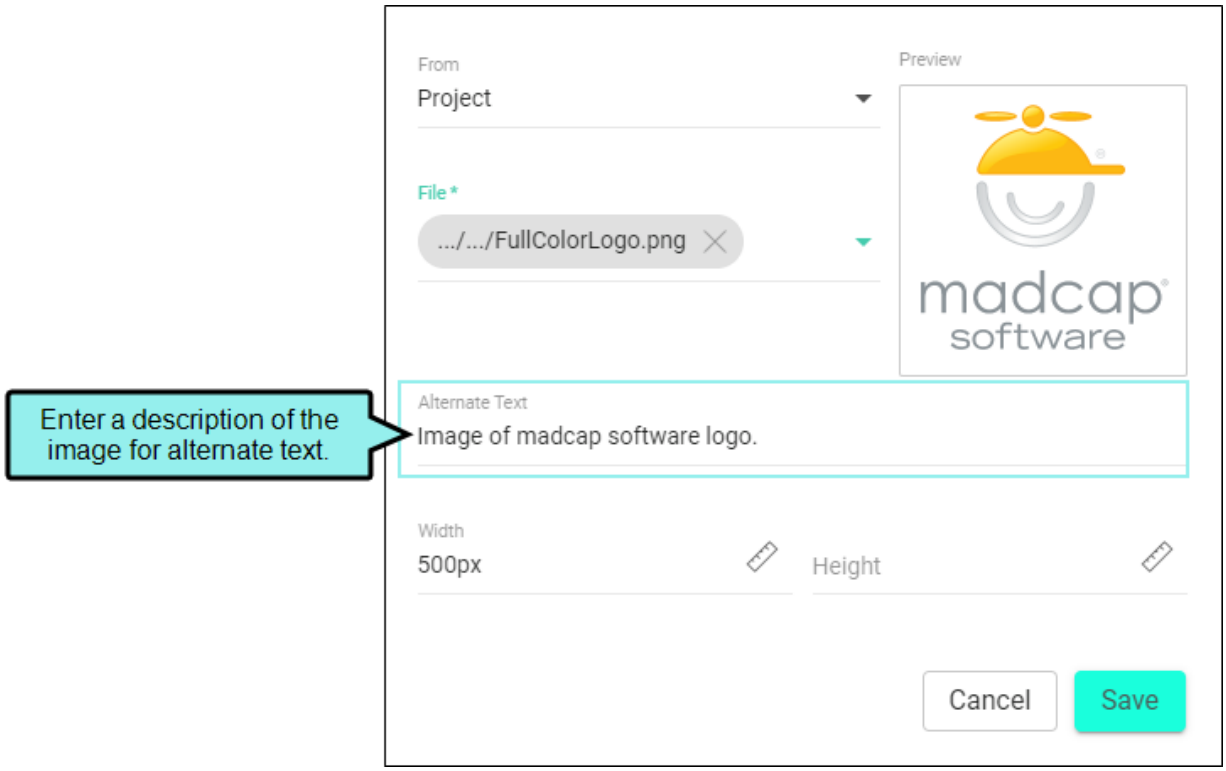


4. From the Content Editor's local toolbar, depending on the size of your screen, click , or select  and choose .
5. In the dialog, select whether you want to insert a new image from the **Project** (i.e., a file you have already added to your project), **Web** (e.g., an image link), or **Data URI** (e.g., a base64 encoded string).
6. If you selected Project, click in the **File** field, then navigate to and choose the file from your project.

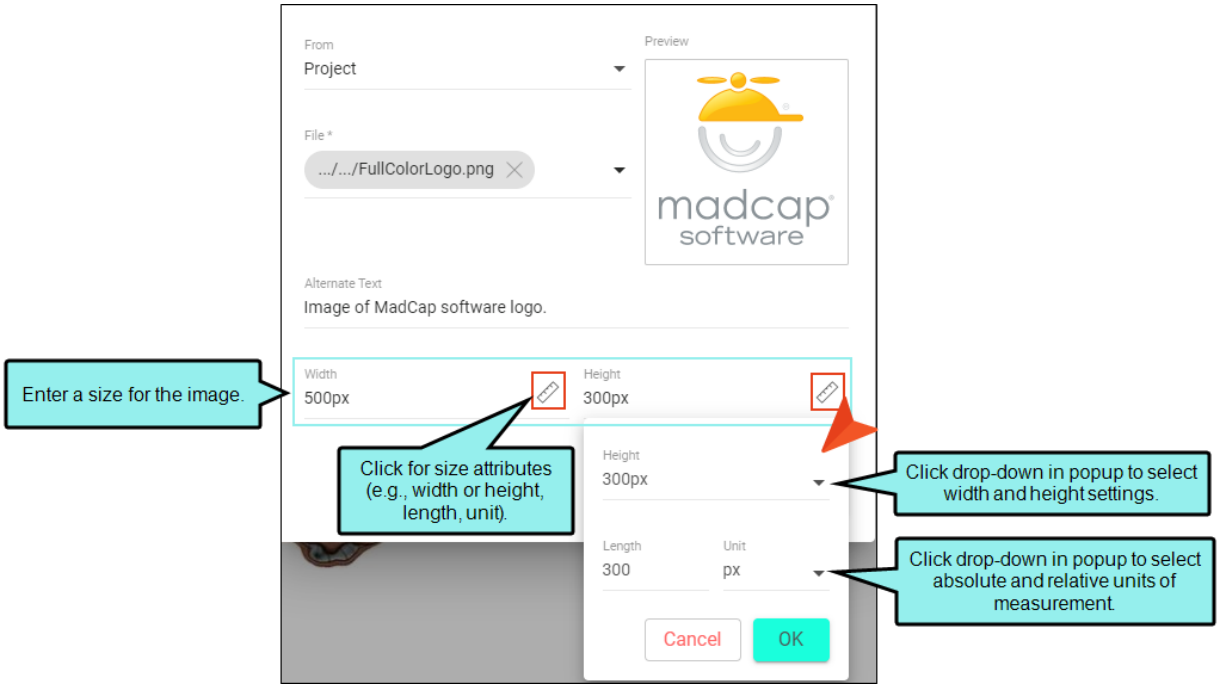
   If you selected Web, click in the **Web** field, and enter or paste the link path. Be advised that the link only points to the Web and the image will not be copied to the project.

If you selected Data URI, click in the **Data URI** field, enter or paste a data URI (Uniform Resource Identifier) string. Instead of linking to an image file, the data URI scheme lets you embed the image directly into the document (e.g., HTML). Data URIs allow for fast and reliable image loading, and are supported by most Web browsers.

7. (Optional) You can add alternate text (i.e., alt text) to the image. Alternate text is used to display when the image is not available, such as when a disabled individual is using a screen reader. Click the **Alternate Text** field and enter a description.



8. (Optional) You can change the size of the image. Select to make selections in a popup. The Height or Width field at the top of the popup lets you select a variety of settings. The Unit field at the bottom of the popup lets you select a variety of absolute and relative units of measurement.



9. Click **Save**.

NOTE When resizing objects, you can ensure the aspect ratio is maintained. For example, if you want certain objects to be resized so that each is exactly 3 inches high, you can make sure the width of each object is adjusted accordingly to stay in proportion. To do this, first set the height at 3 inches. You would not set the width property at all. In the same way, if you were to specify an exact width, you could maintain the aspect ratio by not setting the height.

NOTE Please be aware that if you are using percentage for the size of an object, the percentage refers to the block containing that object, not to the object itself. For example, if you have an object in a topic and set the width to 60%, this does not mean that the object will be reduced to 60% of its size. Instead, it means that the object will be resized so that its width is 60% of the "container" where it is inserted.

NOTE By default, a new image does not contain an alternate text attribute, unless you specifically add alt text in the Insert Or Edit Image dialog. However, alt attributes on images are required for Section 508 compliance, even if the string is empty or null (alt="").

File Types Supported

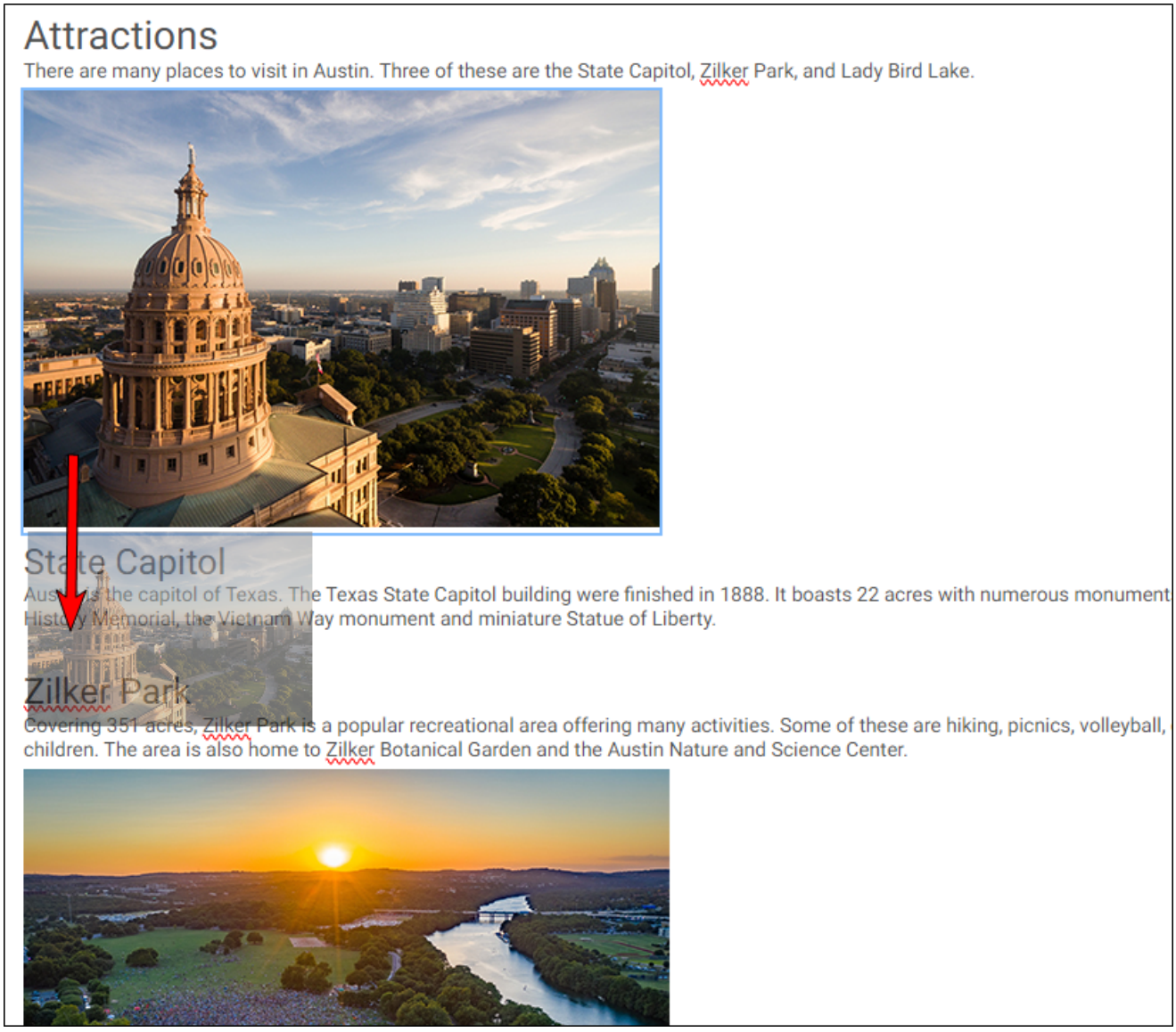
- PNG
- GIF
- JPG
- BMP
- SVG
- TIFF

File Size Limit

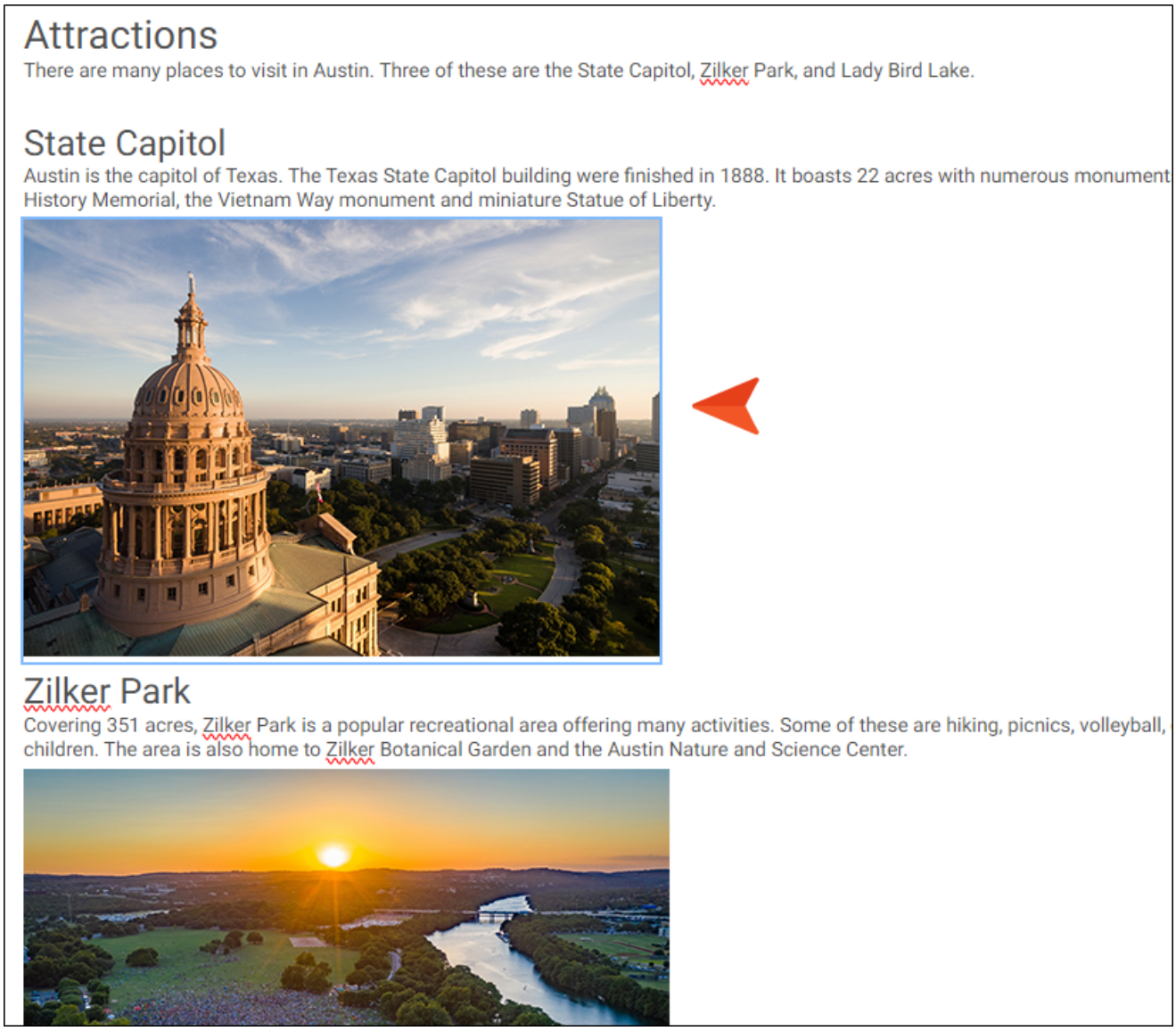
15 MB

Dragging and Dropping Images

You can drag and drop images inside a topic or snippet in Flare Online. When you click on an image and begin dragging, you'll notice a somewhat transparent version of the image following your mouse.



After releasing the mouse button, the image is settled into its new location.



Copying and Pasting Images

You can copy and paste images, but only when you are doing so within the same topic or snippet. It does not work from outside sources.

CHAPTER 3

Multimedia

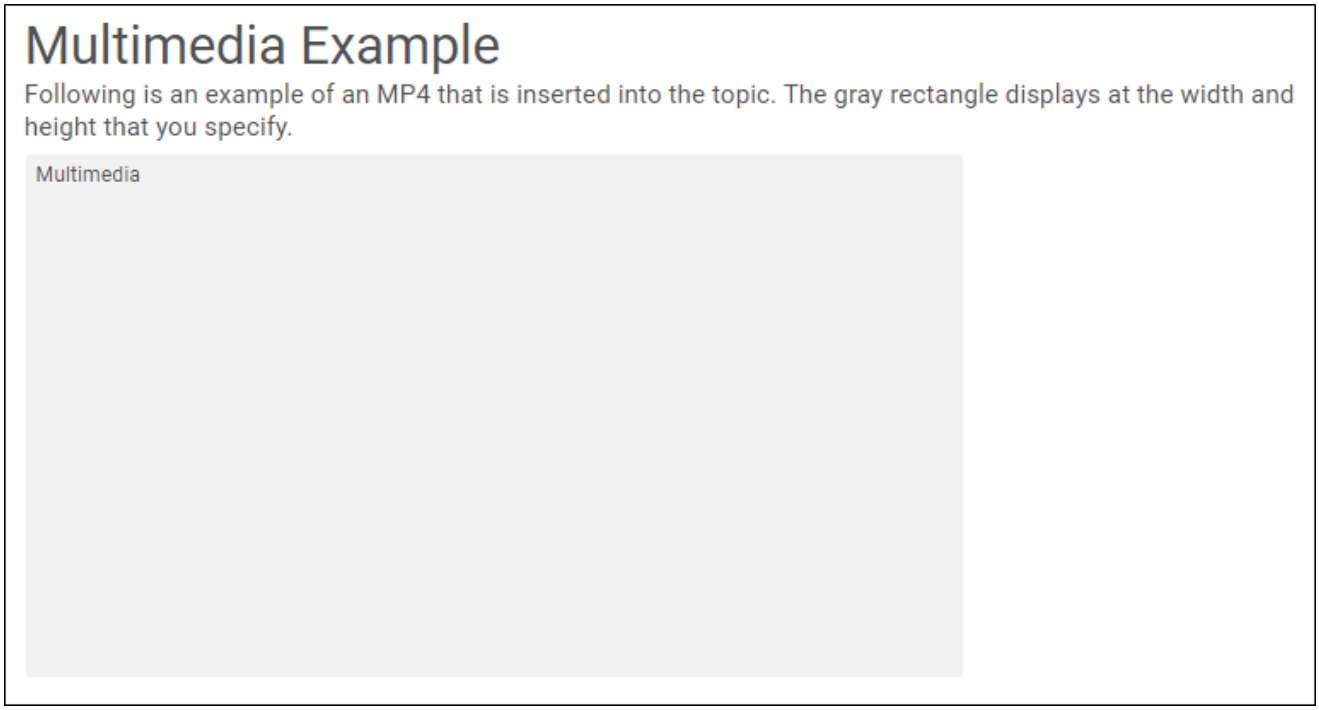
You can include various kinds of multimedia elements (videos most common) in content files. Multimedia elements are supported in online outputs, but in many cases they are also supported in PDF output (when viewing the PDF in electronic format). See "Inserting and Editing Multimedia Elements" on page 18.

This chapter discusses the following:

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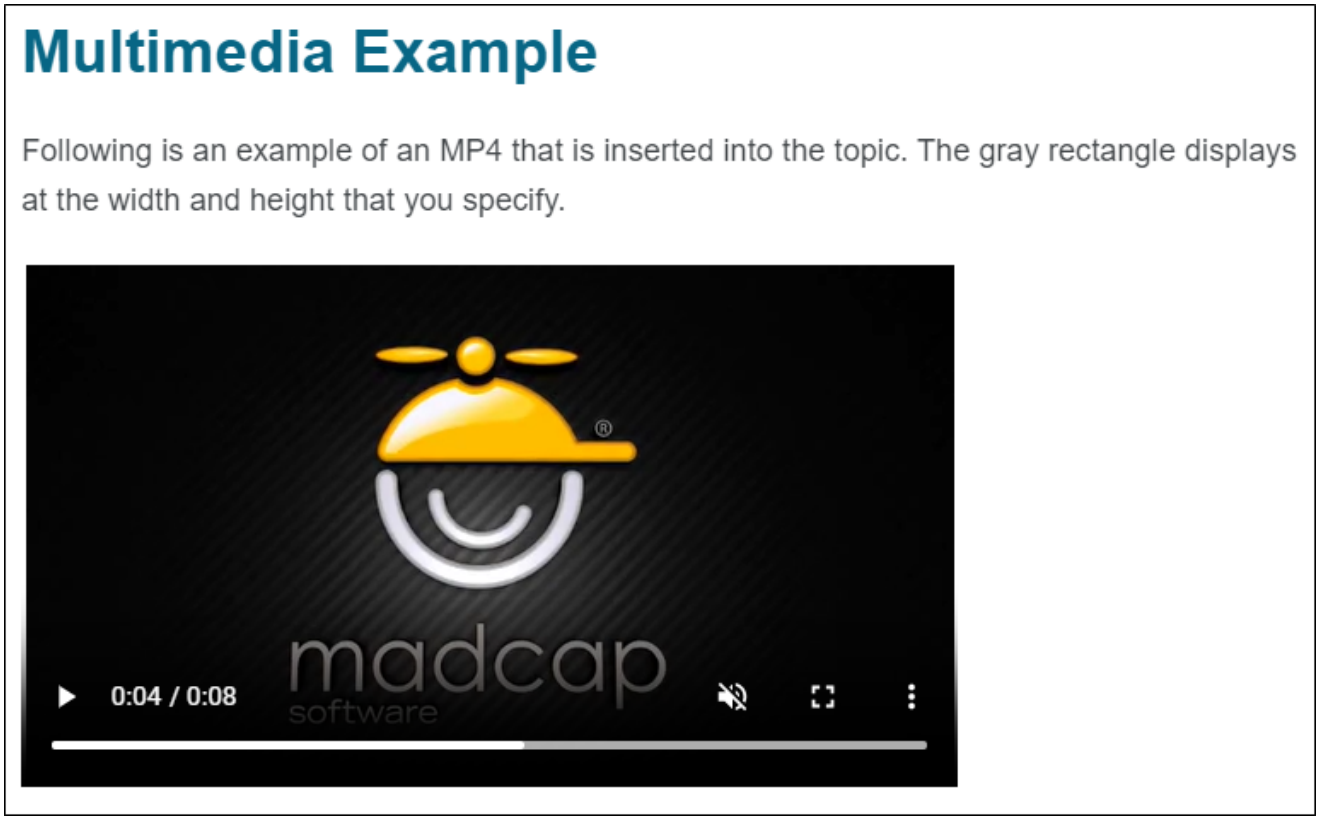
How Multimedia Might Look in the Source File

In the editor, a gray rectangle represents the multimedia element.



How Multimedia Might Look in the Output

In the output, the multimedia element is rendered appropriately so that users can interact with it.



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

NOTE For more information about multimedia, see the Flare Desktop Help system.

Inserting and Editing Multimedia Elements

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.

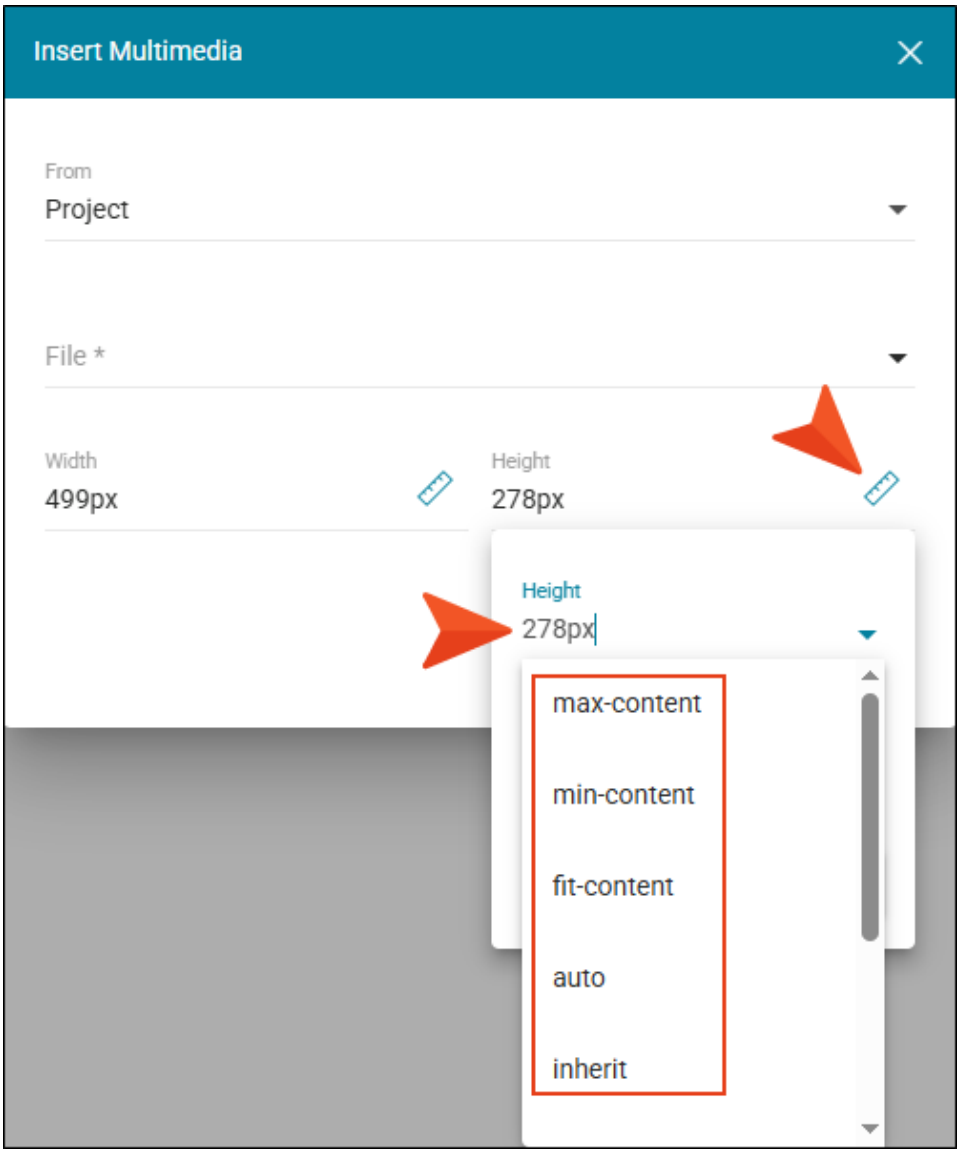
  Editing code is regarded as a capability for an advanced user. If not done properly, the code can become malformed quickly. Administrators can prevent users from editing the code by deselecting the Edit Code permission.

How to Insert a Multimedia Element

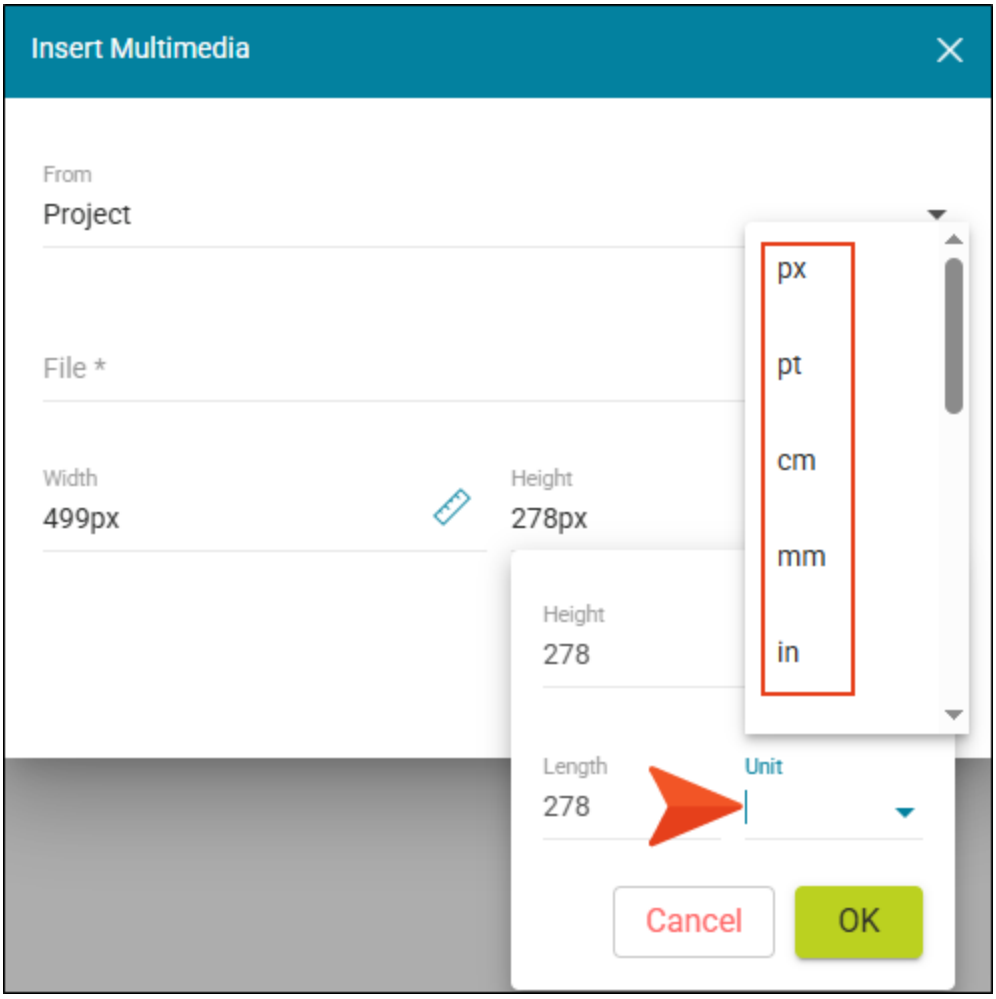
1. Open a project, and select the **Workspace** tab at the top.
2. On the left, navigate to a topic or snippet file. The file contents display on the right.
3. In the Content Editor place your cursor where you want to insert the multimedia element.
4. From the Content Editor's local toolbar, depending on the size of your screen, click , or select  and choose .
5. Select whether you want to insert the element from the **Project** (i.e., a file you have already added to your project) or the **Web** (e.g., a YouTube video).
6. If you selected Project, click in the **File** field, then navigate to and choose the file from your project. If you selected Web, enter or paste the link path.

7. (Optional) You can use the fields at the bottom to enter a width and height for the element. You can either type it directly or you can click and make selections in a popup.

NOTE The Height or Width field at the top of the popup lets you select a variety of settings.



NOTE The Unit field at the bottom of the popup lets you select a variety of absolute and relative units of measurement.



8. Click **Insert**.

How to Edit a Multimedia Element

1. In the Content Editor click an inserted multimedia element that you want to edit.
2. From the Content Editor's local toolbar, depending on the size of your screen, click , or select  and choose .
3. You can change the inserted element and/or the size.
    - Change Element Either select Project (i.e., a file you have already added to your project) or Web (e.g., a YouTube video). Then find and choose the file from your project, or paste the link web path.
    - Change Size You can use the fields at the bottom to enter a width and height for the element.
4. Click Save.

Multimedia File Types Supported

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB[1]	HTML Help	PPTX
3D Models (U3D)	✓	✓[2]	✗	✓	✓	✗	✓[3]	✗
Audio/Video								
ASF	✓	✗	✗	✓	✓	✗	✓	✓
ASX	✓	✗	✗	✓	✓	✗	✓	✗
AU	✓	✗	✗	✓	✓	✗	✓	✗
AVI[4]	✓	✓	✗	✓	✓	✗	✓	✓
M4V[4]	✓	✓	✗	✓	✓	✗	✗	✗
MID	✓	✓	✗	✓	✓	✗	✓	✗
MIDI	✓	✓	✗	✓	✓	✗	✓	✗
MP3	✓	✓	✗	✓	✓	✓	✓	✗
MP4[4]	✓	✓	✗	✓	✓	✓	✗	✓
MPA	✓	✓	✗	✓	✓	✗	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB[1]	HTML Help	PPTX
MPE	✓	✓	✗	✓	✓	✗	✓	✓
MPEG	✓	✓	✗	✓	✓	✗	✓	✓
MPG	✓	✓	✗	✓	✓	✗	✓	✓
OGG[4]	✓	✗	✗	✓	✗	✓	✗	✗
OGV[4]	✓	✗	✗	✓	✗	✓	✗	✗
OPUS	✓	✗	✗	✓	✗	✗	✗	✗
SWF	✓	✓	✗	✓	✓	✗	✓	✗
WAV	✓	✓	✗	✓	✓	✗	✓	✗
WEBM[4]	✓	✗	✗	✓	✗	✗	✗	✗
WMA	✓	✗	✗	✓	✓	✗	✓	✗
WMV	✓	✗	✗	✓	✓	✗	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB[1]	HTML Help	PPTX
Web Videos								
Vimeo Embedded Videos	✓	✗	✗	✓	✓	✗	✓[4]	✗
YouTube Embedded Videos	✓	✗	✗	✓	✓	✗	✓[4]	✗

[1]EPUB support for each element or file type depends on if a particular reader supports it.

[2]PDF support for 3D Models requires Adobe Reader 7.0+.

[3]For this output, the 3D Model opens in a separate window.

[4]If you generate Microsoft HTML Help, YouTube videos are rendered smaller than in other outputs and Vimeo Advanced settings are not supported.

PDFs

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

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 Guide

Links Guide

Projects Guide

Reports Guide

Reviews Guide

Security Whitepaper

Sites Guide

Snippets Guide

Source Control Guide

Styles Guide

Targets Guide

Tasks Guide

TOC Guide

Topics Guide

Translation Guide

Users and Teams Guide

Variables Guide

What's New Guide

Widgets Guide