madcap software

USER GUIDE

MADCAP FLARE ONLINE

Variables Guide

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CHAPTER 1

Introduction

A variable is a small piece of plain text or auto-generated content that can be edited in one place but used in many places throughout your project. Variables are especially useful for text that might change frequently, such as version numbers and dates.



General Information

- "Types of Variables" on page 8
- "Variable Components" on page 10
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Main Activities

- "Adding Variable Sets to a Project" on page 15
- "Creating Variables" on page 20
- "Inserting Variables" on page 26
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- "Editing Text Variables" on page 28
- "Editing Date/Time Variables" on page 37
- "Overriding Variable Definitions in Targets" on page 46

Other Activities

- "Removing Variables" on page 49
- "Renaming Variable Sets" on page 51
- "Deleting Variable Sets" on page 53

NOTE There are many more uses for variables in a project besides just inserting them into topics and snippets. For more information, see the Flare Desktop Help system.

CHAPTER 2

General Information for Variables

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

This chapter discusses the following:

Types of Variables 8
Variable Components 10
Appearance of Variables 11
Initial Variables 13

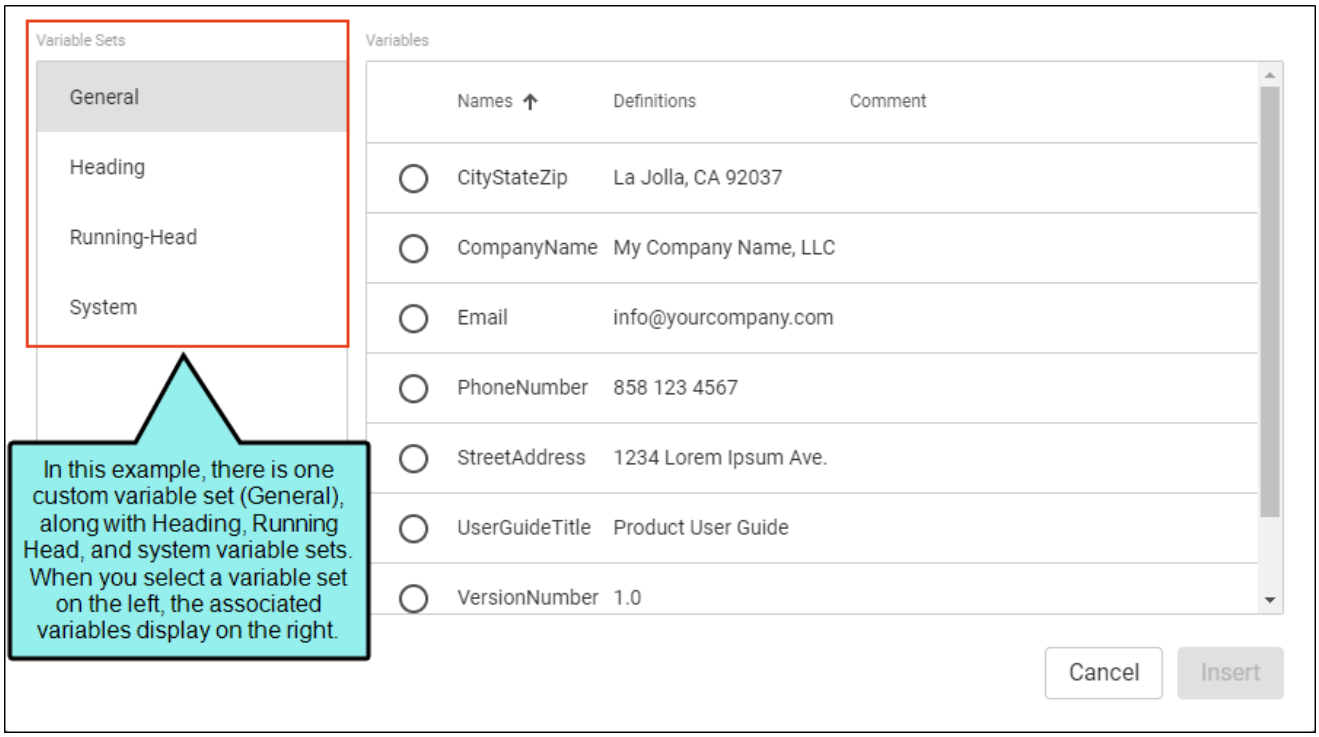
Types of Variables

You can use multiple types of variables in a project:

- Custom (i.e., Text, Date/Time)
- System
- Heading
- Running Head

> NOTE For more details about each of these types of variables, see the Flare Desktop Help system.

When you insert a variable in Flare Online, you can access any of these types of variables. The custom variables can be created in the project in Flare Online or locally in Flare Desktop. The Running Head variables must first be added manually in the synchronized local project in Flare Desktop. The system and Heading variables show up automatically.



Custom 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). In addition to Text variables, you can create Date/Time variables based on Microsoft's "Custom Date and Time Format Strings."

System Variables

System variables are part of a factory variable set that displays automatically.

- Chapter/Section/Volume Number For Adobe PDF output, you can insert system variables in page layout frames that display your chapter, section, or volume numbers.
- Date/Time The global format in windows controls the format dates and times in variables. For example, LongDate: Thursday, December 8, 2017 and ShortDate: 12/8/2017.
- Linked Title/Header/File These system variables ensure that your table of contents entries are always in sync with your topic titles, headers, or file names.
- Page For print-based outputs, you can use variables to show the page count (total number of pages in the output) or the page number.
- SourceFile This displays the name of the file where the variable is inserted.
- Title This lets you display the title of a glossary, if you've added one, or the title of a topic.

Heading Variables

You can insert Heading variables into page layouts 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. They are useful when creating print-based output. At this time, page layouts can only be edited in Flare Desktop, not in Flare Online.

Running Head Variables

A Running Head (or Running HF) variable is a special variable that you can insert into a header or footer in a page layout for print-based output (e.g., Microsoft Word). It lets you display certain text in the header or footer automatically, based on the style associated with the variable. The variables defined in this set should not be renamed. At this time, page layouts can only be edited in Flare Desktop, not in Flare Online.

Variable Components

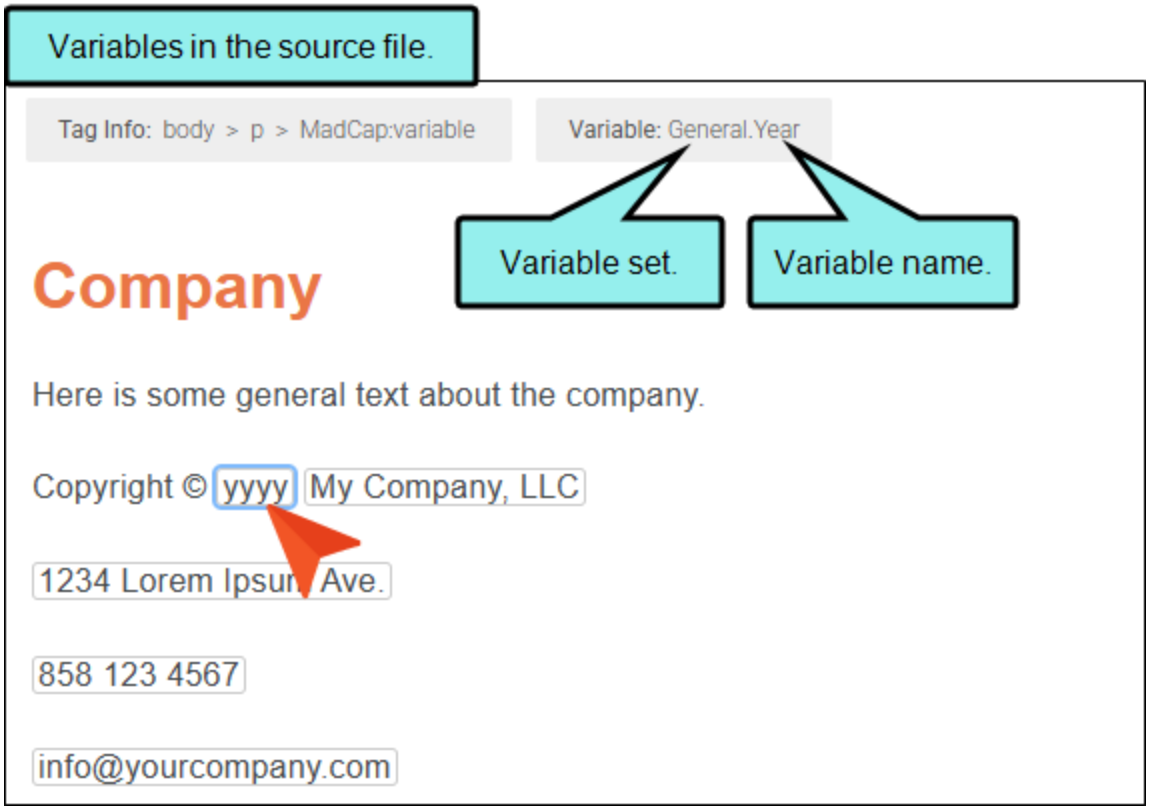
A variable has two main components—the variable *name* and the variable *definition*.

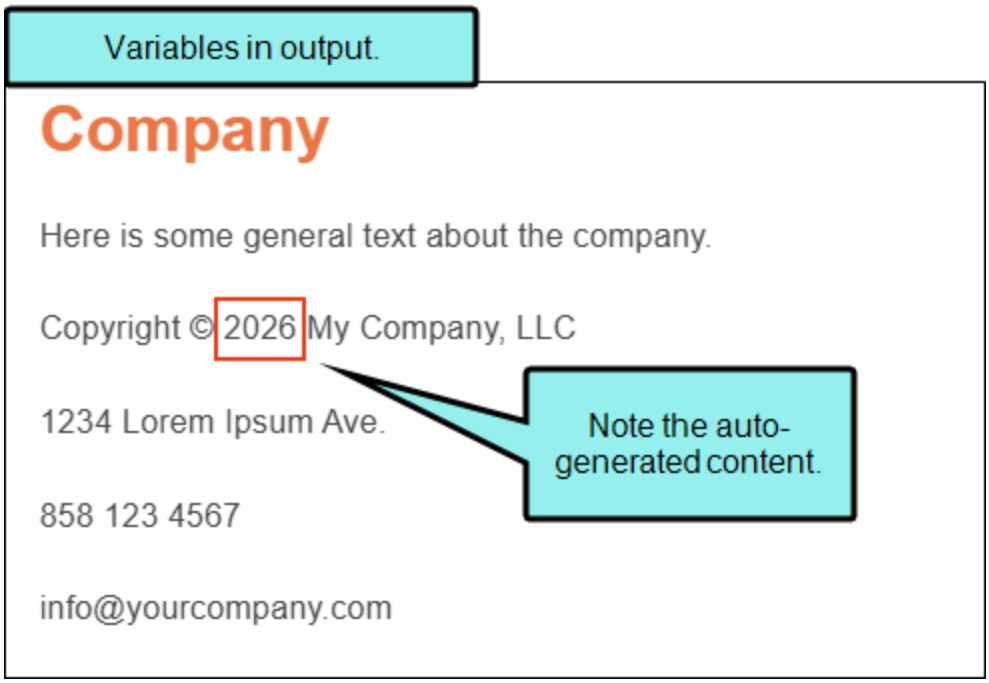
> ☆ EXAMPLE An example of a variable name is "CompanyName." The definition for that variable name might be "ACME Incorporated." Using that example, if you were to insert the CompanyName variable into a paragraph of a topic, the phrase "ACME Incorporated" would be added at that spot and shown in the output.

Appearance of Variables

In the editors in Flare Online, variables render appropriately to the formatting from your stylesheet. Sometimes variables have formats that produce auto-generated content (e.g., yyyy, which automatically displays the current year) instead of plain text.

If you click an inserted variable, the selected variable's solid border highlights blue. You can see the relevant variable set and name in the info bar.




Variables in output.
Company
Here is some general text about the company.
Copyright © 2026 My Company, LLC
1234 Lorem Ipsum Ave.
858 123 4567
info@yourcompany.com
Note the auto-generated content.

Initial Variables

The variable set(s) you see by default in your project depends on what template is used to create your project and what is added to your project. A variable set file has an .FLVAR extension.

- General This is a default variable set file that you might see if you create a project from a project template. Some variables it can include are: CityStateZip, CompanyName, Email, PhoneNumber, StreetAddress, UserGuideTitle, VersionNumber, and Year.
- MyVariables This is a factory variable set file that you might see if you add another variable template to your project. It includes the variables: CompanyName and PhoneNumber.

You can use these variables, create additional variables, and modify their names and definitions to meet your needs.

> NOTE There are other factory variable set files, such as Heading, System, and Running HF.

CHAPTER 3

Main Activities for Variables

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

This chapter discusses the following:

Adding Variable Sets to a Project 15
Creating Variables 20
Inserting Variables 26
Changing Variables 27
Editing Text Variables 28
Editing Date/Time Variables 37
Overriding Variable Definitions in Targets 46

Adding Variable Sets to a Project

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

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:

- 

  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.

- 

  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.

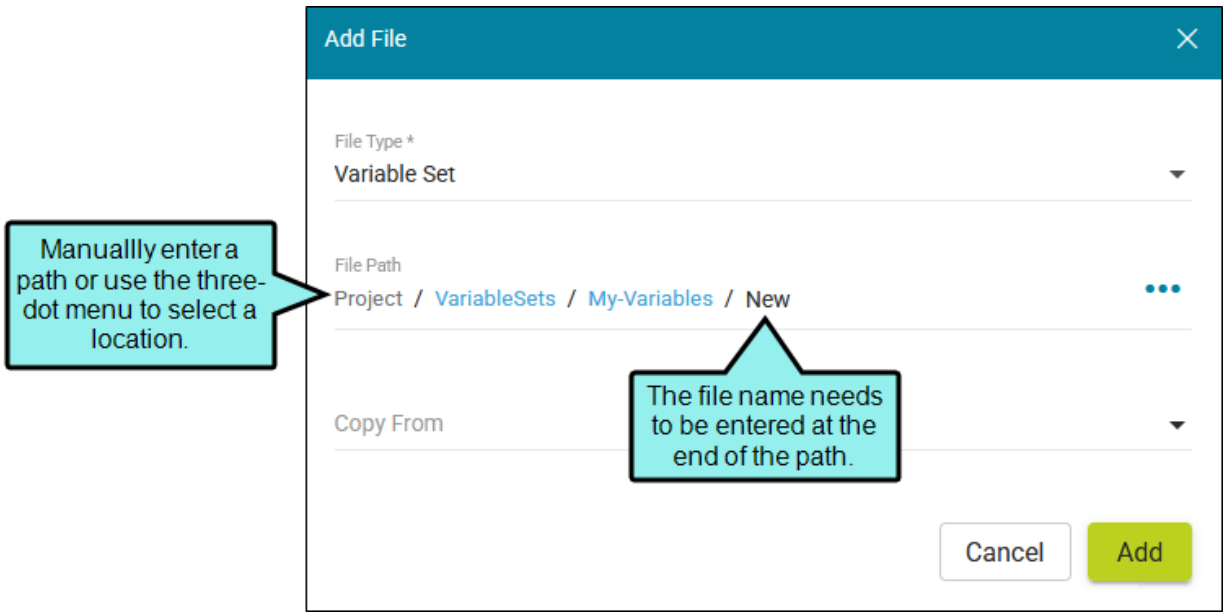
How to Add a Variable Set

1. Open a project, and select the **Workspace** tab at the top.
2. From the main toolbar, click  to add a new file.

   > NOTE Alternatively, you can upload an external file into your project.

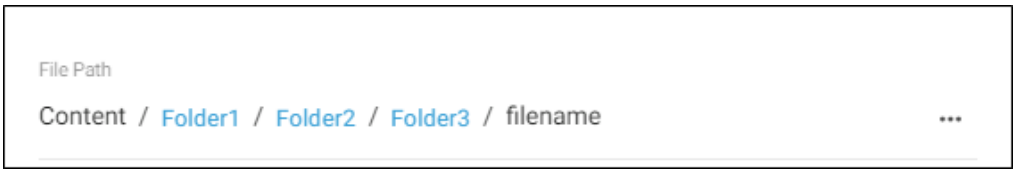
3. In the Add File dialog, click the **File Type** drop-down, and select **Variable Set**.
4. In the **File Path** field, enter a path and a name for the new file.

   Alternatively, click  to select a location for the file in the project, and **Accept** the file path. Then in the **File Path** field, enter a name for the file.



NOTE You might notice the File Path displays black or blue lettering. The blue items are folders, and you can click the item to jump to that folder.

For example, in the Add File dialog, a file path contains several folders (indicated by blue lettering) before the filename.



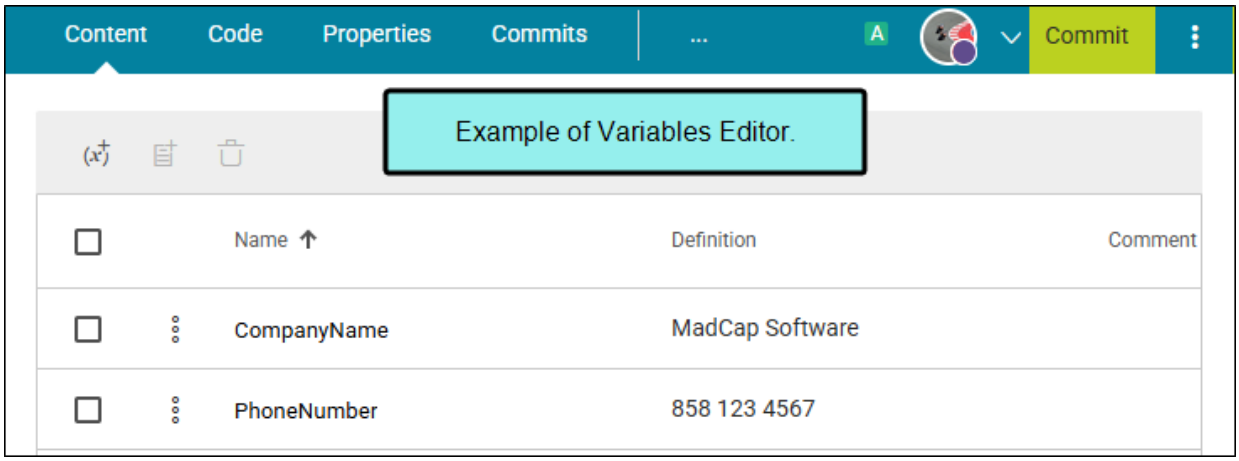
If the "Folder1" item is clicked, you know longer see the subfolders.



5. (Optional) In the Add File dialog, from the **Copy From** drop-down, you can select an existing variable file to use. This copies all the variables from the existing file to the new file, providing a base of variables to start with for your file. If you choose not to do this, then your new variable file is populated with a set of factory default variables (e.g., CompanyName, PhoneNumber).



6. Click **Add**. A new file is created and opens in the Variables Editor.



7. Click **Commit**.
8. In the Create New Commit dialog, verify the new file path, and enter a **Commit Message**.
9. Click **Commit**. (Or click **Cancel**, to back out of the process.) The new variables set is added to the project.

Creating Variables

You can create a new variable within a variable set. A variable can be a Text type or a Date/Time type.

Permission Required?

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- 

  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.

- 

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

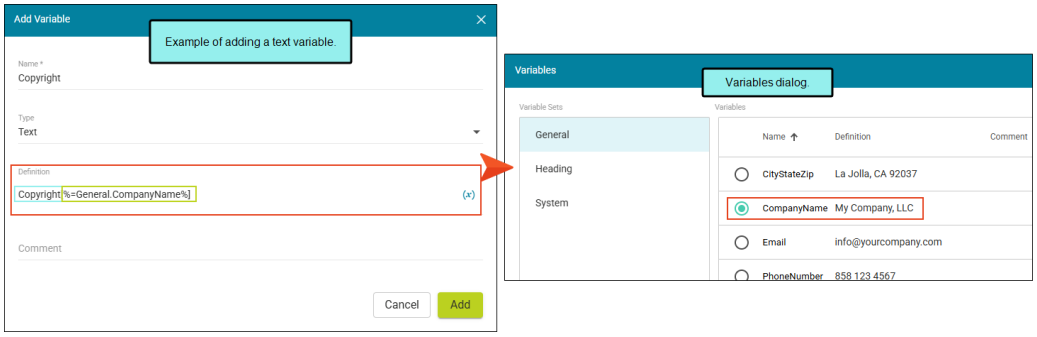
  Editing code is regarded as a capability for an advanced user. If not done properly, the code can become malformed quickly. Administrators can prevent users from editing the code by deselecting the Edit Code permission.

How to Create a Text Variable

1. Open a project, and select the **Workspace** tab at the top.
2. .From the left side of the page, expand the existing folders to navigate to a file. You can also click to search for a specific file.

> TIP Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

3. In the local toolbar, depending on the size of your screen, click , or select and choose .
4. In the Add Variable dialog, populate the fields.
   - **Name** Enter a unique name.
   - **Type** From the drop-down, select **Text**.
   - **Definition** Enter a definition for the new variable. If you want to insert another variable as part of the definition, click . The variable displays as syntax, but in the output the variable definition is shown.



   - **Comment** (Optional) Enter a comment to associate with the variable.
5. Click **Add**.
6. Click **Commit**.

7. In the Create New Commit dialog, enter a **Commit Message**.
8. Click **Commit**. (Or click **Cancel**, to back out of the process.)

How to Create a Date/Time Variable

1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, with **All Files** showing, navigate to and select a variable file.

   > **TIP** Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

3. In the local toolbar, depending on the size of your screen, click , or select  and choose .

4. In the Add Variable dialog, populate the fields.
    - Name Enter a unique name.
    - Type From the drop-down, select DateTime.
    - Definition For a date and time definition, enter a combination of format specifiers.

      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
      ```

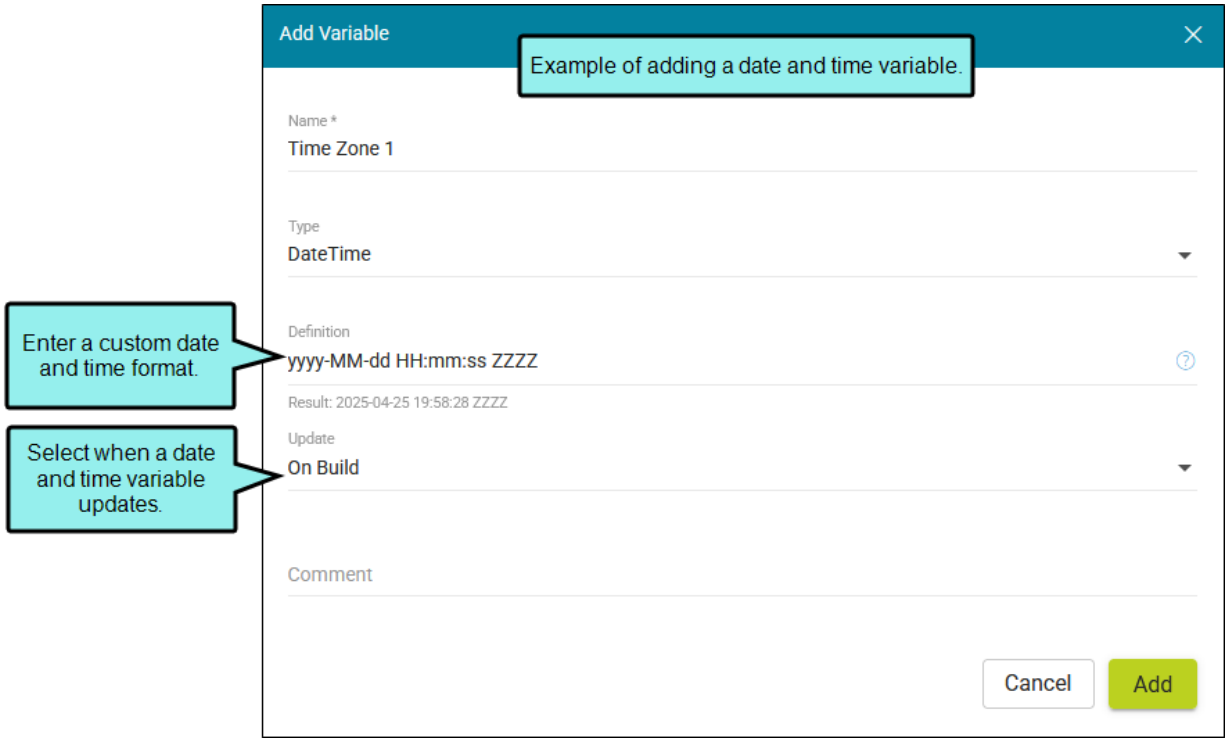
      Here are some of the more common specifier combinations:

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

    - Update From the drop-down select how you want the variable to display the date and time.
        - 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.
        - 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.

- **Comment** (Optional) Enter a comment to associate with the variable.



5. Click **Add**.
6. Click **Commit**.
7. In the Create New Commit dialog, enter a **Commit Message**.
8. Click **Commit**. (Or click **Cancel**, to back out of the process.)

Inserting Variables

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 Variable

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 variable.
4. From the Content Editor's local toolbar, depending on the size of your screen, click (x^+), or select and choose (x^+).
5. On the left, select the appropriate variable set.
6. On the right, select the variable you want to insert.
7. Click **Insert**.

Changing Variables

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

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:

- 

  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.

- 

  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 Change a Variable

1. In the Content Editor click the variable. A blue rectangle displays around the brackets and variable.
2. From the Content Editor's local toolbar, depending on the size of your screen, click , or select  and choose .
3. On the left, select the appropriate variable set.
4. On the right, select the variable you want to insert.
5. Click **Insert**.

Editing Text Variables

After you create a variable, you can edit it in the Variable Editor. You can also add multiple alternate 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 by choosing it in a particular target. If you change the definition for a variable that has been inserted into topics, the changes will automatically be reflected in all those topics.

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:

- 

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How to Edit a Text Variable

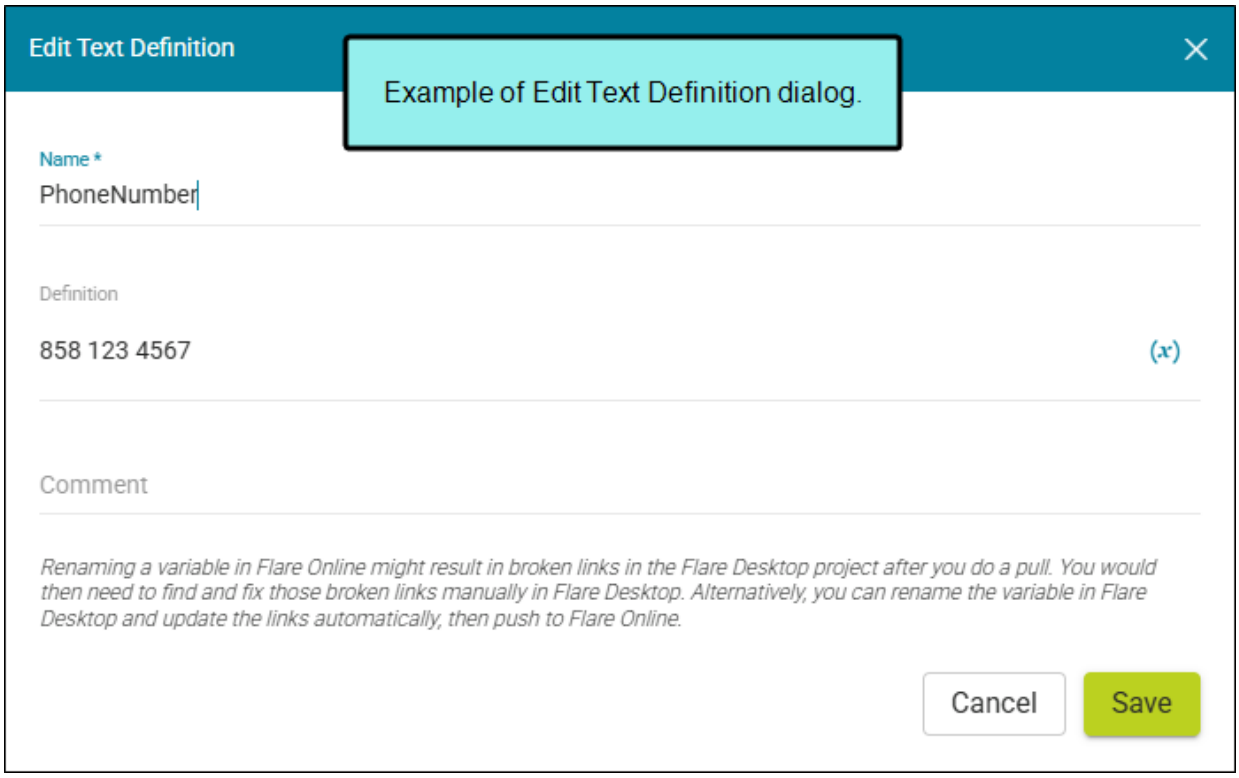
1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, expand the existing folders to navigate to a file. You can also click  to search for a specific file.

   > TIP Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

   > TIP From the left side of the page, if you right-click the variable set, you can open it from the popup. From this menu, you can also do other tasks.

3. From a variable row, click  and select **Edit Definition**, or you can right-click the variable row for the same list.

4. In the Edit Text Definition dialog, you can change the name, definition, or comment of the definition.



- **Name** Edit the name of the variable.
- **Definition** Edit the definition for the variable. If you want to insert another variable as part of the definition, click (x). The variable displays as syntax, but in the output the variable definition is shown.



- **Comment** (Optional) Enter a comment to associate with the variable.

5. Click **Save**.
6. (Optional) You can further edit a variable definition by removing it. From a variable row, click and select **Delete Definition**, or you can right-click the row and select **Delete Definition**. This removes only the selected definition from the Variables Editor. (If there are multiple definitions defined, and you remove a primary definition for the variable, the next alternate definition becomes the primary definition.)

> NOTE To remove a variable and all its definitions from the Variables Editor, do one of the following.
>
> - From a variable row, select the check box, and from the local toolbar click .
> - Click and select **Delete Variable**.
> - Right-click the variable row, and select **Delete Variable**.

7. Click **Commit**.
8. In the Create New Commit dialog, enter a **Commit Message**.
9. Click **Commit**. (Or click **Cancel**, to back out of the process.)

How to Add an Alternate Text Variable Definition

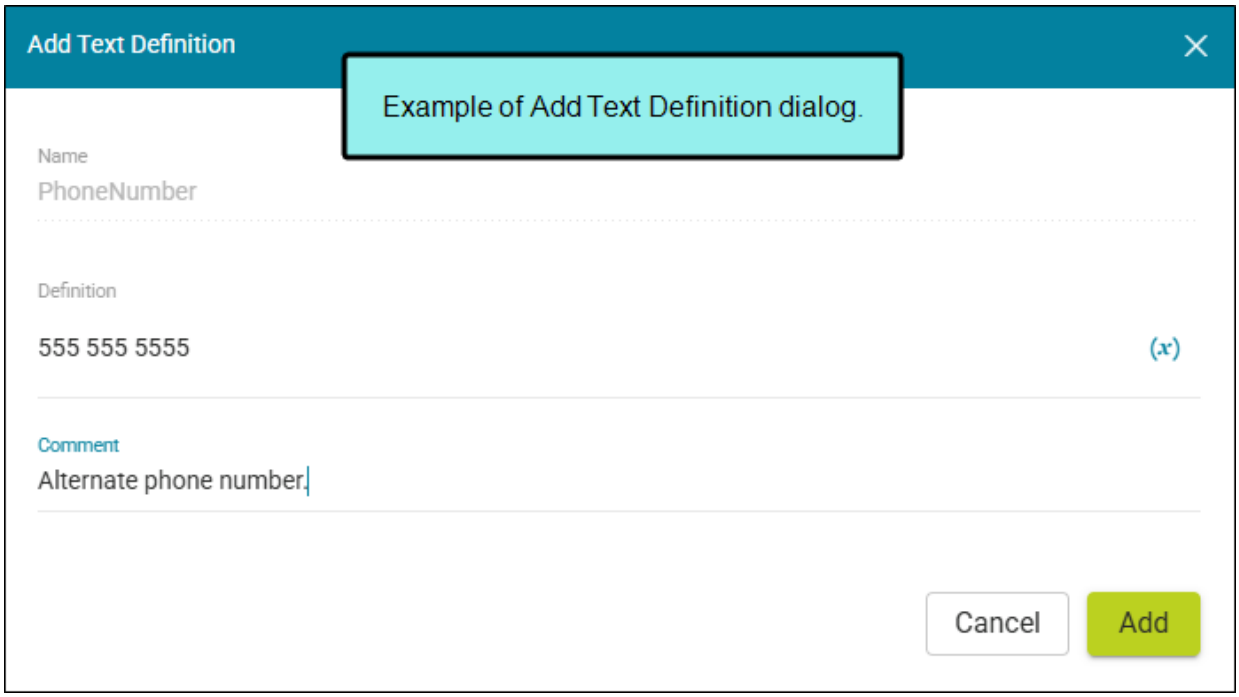
1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, expand the existing folders to navigate to a file. You can also click  to search for a specific file.

   > TIP Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

3. Select a variable row, select the check box, and from the local toolbar click . Be sure to select an existing Text type variable row.

   > NOTE Alternatively, from a variable row, click  and select **Add Definition**, or you can right-click the variable row for the same list.

4. In the Add Text Definition dialog, populate the fields.



- **Definition** Enter a definition for the new variable. If you want to insert another variable as part of the definition, click (x). The variable displays as syntax, but in the output the variable definition is shown.

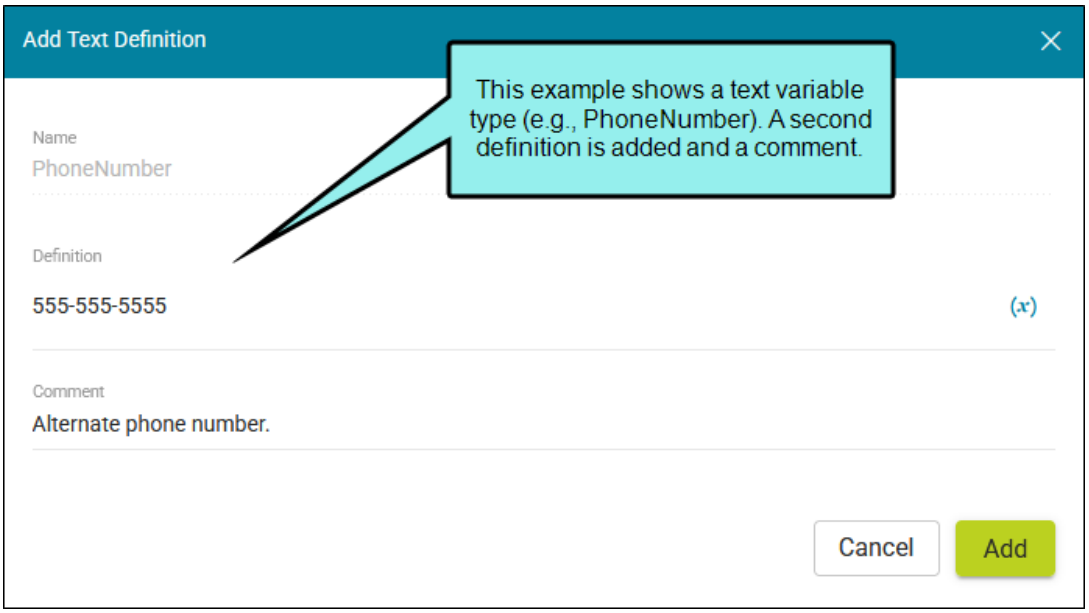


- **Comment** (Optional) Enter a comment to associate with the variable.

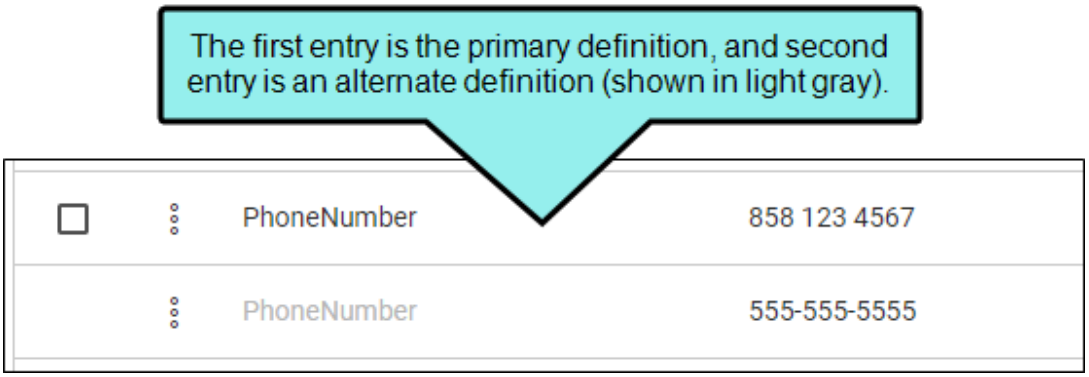
5. Click **Add**.
6. Click **Commit**.
7. In the Create New Commit dialog, enter a **Commit Message**.
8. Click **Commit**. (Or click **Cancel**, to back out of the process.)

EXAMPLE The following illustrates how to add multiple text variable definitions. You might do this if you want a different variable definition for a particular audience. For example, a client has two targets, and a unique phone number is needed in the documentation for each one.

You select a variable to add a definition to it, the Add Text Definitions dialog displays. You enter another text definition and a comment.



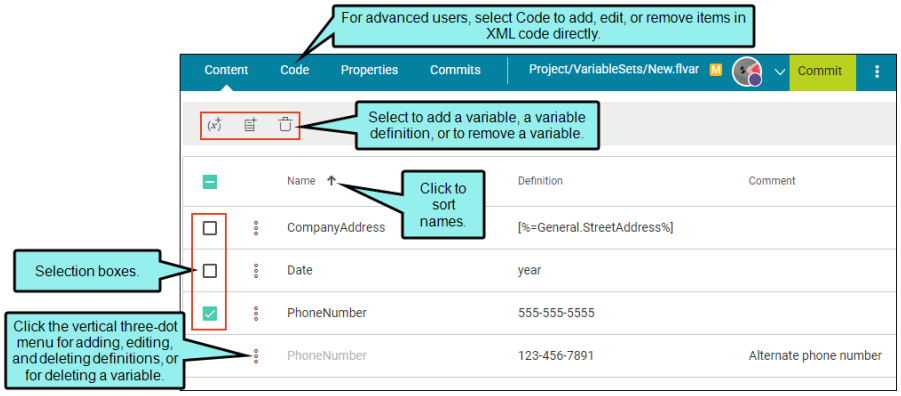
When you select Add, the new definition is added to the variables list in the editor. Notice one variable now includes multiple definitions.



What's Noteworthy?

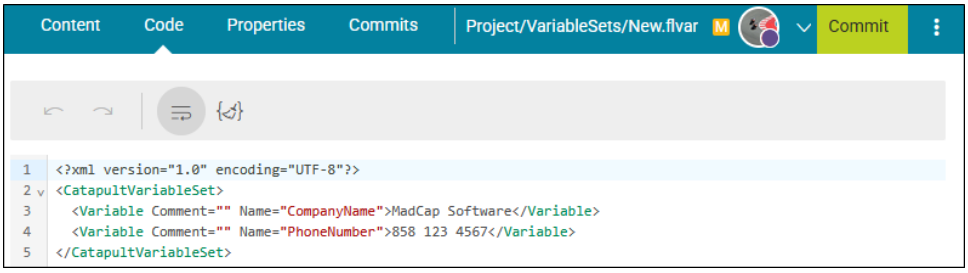
NOTE Keep the following in mind when editing variables:

- In the Content tab, you can sort the order of the Name column in three ways: ascending, descending, and not set (items order in file).
- Selection of the variables determines the state of the items in the local toolbar. For example, an empty selection (no boxes selected) only enables the Add Variable button. A single selection enables all buttons. A multi-selection enables the Add Variable and Remove Variable buttons.



NOTE If you make edits to a variable, the state of your variable file changes to In Progress (meaning that the file is uncommitted). If you close the file, it stays in that state until it is committed to the repository. You also have the option to set your user status for the variable file to In Progress or Ready to Commit.

NOTE From the top of the interface, you can select **Code** to add, edit, or remove items in the XML code directly. The editor only displays properties that it can edit. It is recommended that only more advanced authors use this editing mode.



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 alternate definitions to a variable. For example, you might want to use different date and time variables for audiences in different time zones. You can associate multiple definitions with the same variable and use the appropriate one wherever necessary by choosing it in a particular target.

Permission Required?

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- 

  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.

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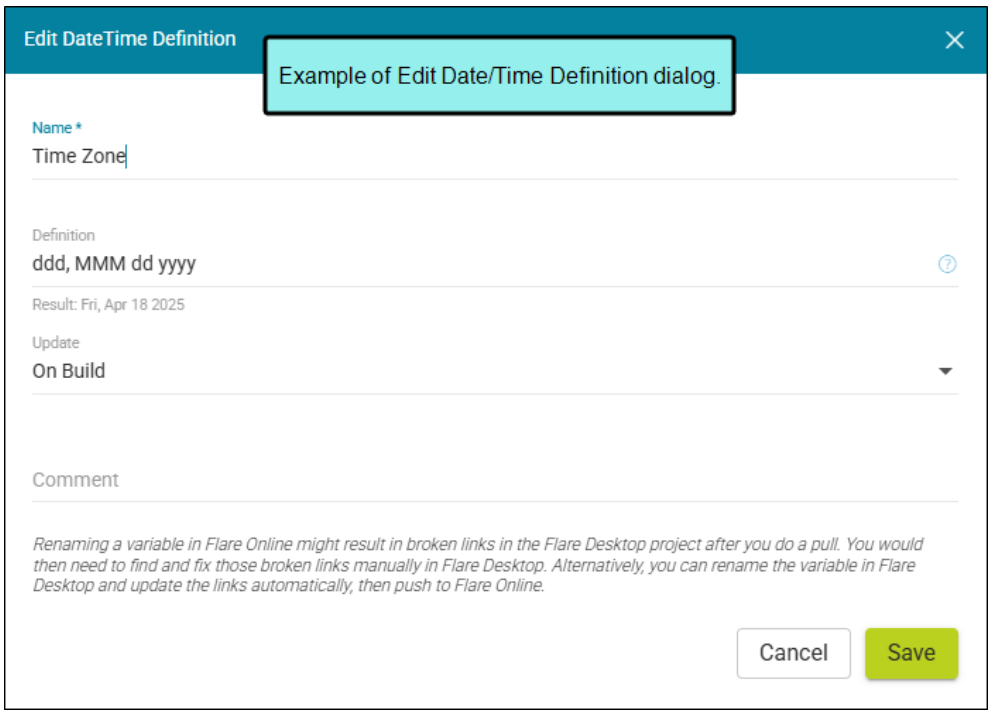
How to Edit a Date/Time Variable

1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, expand the existing folders to navigate to a file. You can also click  to search for a specific file.

> TIP Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

> TIP From the left side of the page, you can right-click to select and open a variable set directly in editing mode. From this menu, you can also do other tasks.

3. From a variable row, click ⋮ and select **Edit Definition**, or you can right-click the variable row for the same list.
4. In the Edit DateTime Definition dialog, you can change the name, definition, update, or comment of the definition.



- **Name** Edit the name of the variable.
- **Definition** For a date and time definition, enter a combination of format specifiers.

  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

- Update From the drop-down select how you want the variable to display the date and time.
  - 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.
  - 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.
- Comment (Optional) Enter a comment to associate with the variable.

5. Click Save.

6. (Optional) You can further edit a variable definition by removing it. From a variable row, click and select **Delete Definition**, or you can right-click the row and select **Delete Definition**. This removes only the selected definition from the Variables Editor. (If there are multiple definitions defined, and you remove a primary definition for the variable, the next alternate definition becomes the primary definition.)

   > NOTE To remove a variable and all its definitions from the Variables Editor, do one of the following.
   >
   > - From a variable row, select the check box, and from the local toolbar click .
   > - Click and select **Delete Variable**.
   > - Right-click the variable row, and select **Delete Variable**.

7. Click **Commit**.
8. In the Create New Commit dialog, enter a **Commit Message**.
9. Click **Commit**. (Or click **Cancel**, to back out of the process.)

How to Add an Alternate Date/Time Variable Definition

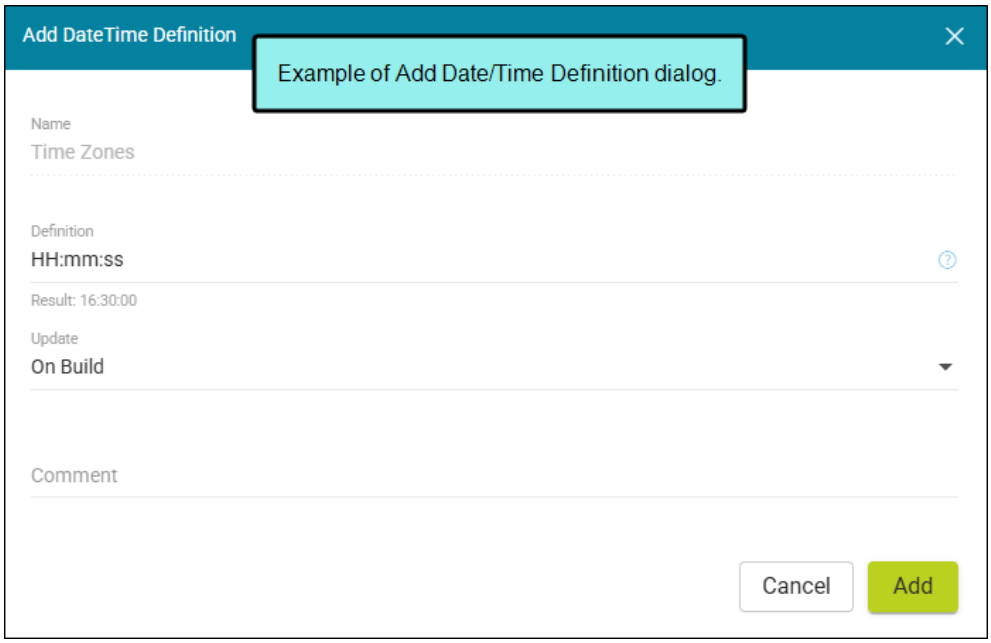
1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, expand the existing folders to navigate to a file. You can also click  to search for a specific file.

   > TIP Click the **All Files** drop down, and select **Variable Sets**. This filters only the variable files to display in the files panel. Click the **Open Filters** button, and select from the **File Type** drop-down **Variable Sets**. This filters only the variable files to display in the files panel.

3. Select a variable row, select the check box, and from the local toolbar click . Be sure to select an existing Date/Time type variable row.

   > NOTE Alternatively, from a variable row, click  and select **Add Definition**, or you can right-click the variable row for the same list.

4. In the Add DateTime Definition dialog, populate the fields.



- **Definition** For a date and time definition, enter a combination of format specifiers.

  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

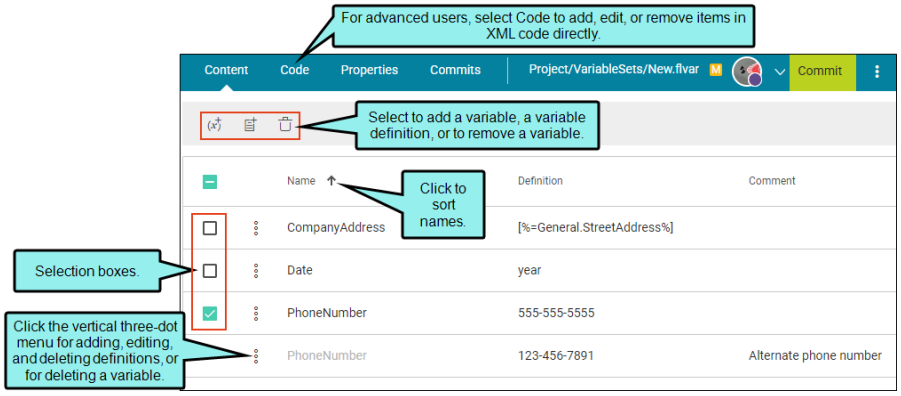
- Update From the drop-down select how you want the variable to display the date and time.
  - Manually The variable displays the date and time when the variable was created. You can update the variable manually, and it will display the date and time when it was most recently updated.
  - On File Creation 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.
- Comment (Optional) Enter a comment to associate with the variable.

5. Click Add.
6. Click Commit.
7. In the Create New Commit dialog, enter a Commit Message.
8. Click Commit. (Or click Cancel, to back out of the process.)

What's Noteworthy?

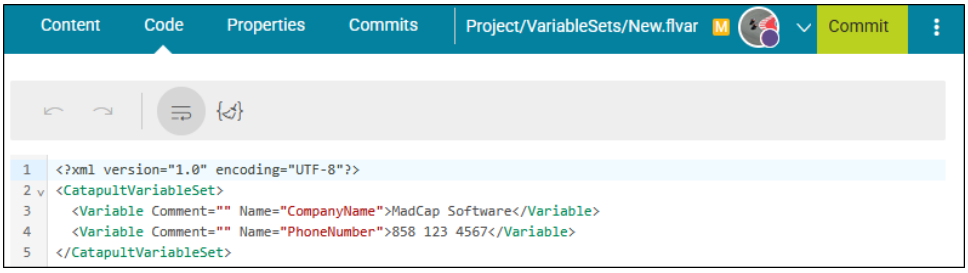
NOTE Keep the following in mind when editing variables:

- In the Content tab, you can sort the order of the Name column in three ways: ascending, descending, and not set (items order in file).
- Selection of the variables determines the state of the items in the local toolbar. For example, an empty selection (no boxes selected) only enables the Add Variable button. A single selection enables all buttons. A multi-selection enables the Add Variable and Remove Variable buttons.



NOTE If you make edits to a variable, the state of your variable file changes to In Progress (meaning that the file is uncommitted). If you close the file, it stays in that state until it is committed to the repository. You also have the option to set your user status for the variable file to In Progress or Ready to Commit.

NOTE From the top of the interface, you can select **Code** to add, edit, or remove items in the XML code directly. The editor only displays properties that it can edit. It is recommended that only more advanced authors use this editing mode.



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.

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:

- 

  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.

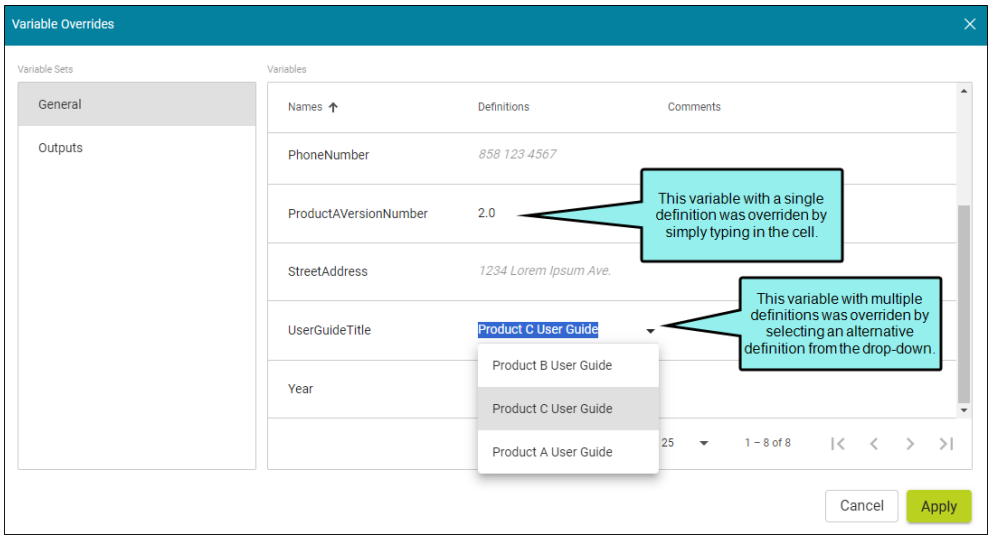
- 

  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 Override a Variable Definition in a Target

1. From the **Projects** page (**Workspace** tab), open a target.
2. On the left, make sure **General** is selected.
3. On the right side of the **Variable Overrides** field, click ⋯. The Variable Overrides dialog shows all of the variable sets in your project and their associated variables.
4. On the left, 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.
    - **Single Definition** Click in the **Definition** cell for the variable that you want to override. Then type a different definition.
    - **Multiple Definitions** In the **Definition** cell, click the down arrow and select an alternative definition.



6. Click **Apply**. 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.
7. Click **Commit**.
8. In the Create New Commit dialog, enter a **Commit Message**.
9. Click **Commit**. (Or click **Cancel**, to back out of the process.)

CHAPTER 4

Other Activities for Variables

In addition to the main activities, there are some other tasks you might perform regarding this feature.

This chapter discusses the following:

Removing Variables 49
Renaming Variable Sets 51
Deleting Variable Sets 53

Removing Variables

You can remove any variables that have been inserted in a topic or snippet, or from the Variables Editor.

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:

- 

  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.

- 

  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 Remove a Variable (Topic or Snippet)

You can quickly remove any variables that have been inserted in a topic or snippet.

1. In the Content Editor click the variable. A blue rectangle displays around the brackets and variable.
2. On your keyboard, press DELETE.

How to Remove a Variable from the Variable Editor

You can remove variables from a variable set using the Variables Editor.

1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, click **Open Filters**.
3. From the Filters **File Type** drop-down, select **Variable Sets**, and select a variable file to display on the right.
4. Select a variable row, select the check box, and from the local toolbar click .
5. Click **Commit**.
6. In the Create New Commit dialog, enter a **Commit Message**.
7. Click **Commit**. (Or click **Cancel**, to back out of the process.)

Renaming Variable Sets

You can rename a variable set in your project.

> WARNING If you want to rename a variable in Flare Online it is better to do the renaming before inserting the variable anywhere in the content. Otherwise, renaming a variable can result in broken links. If you end up with broken links, try:
>
> - Re-inserting the variables manually in Flare Online (if you have a only a few applied).
> - Pulling the changes down to Flare Desktop, and performing a global find and replace to update the broken links in the code.

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:

- 

  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.

- 

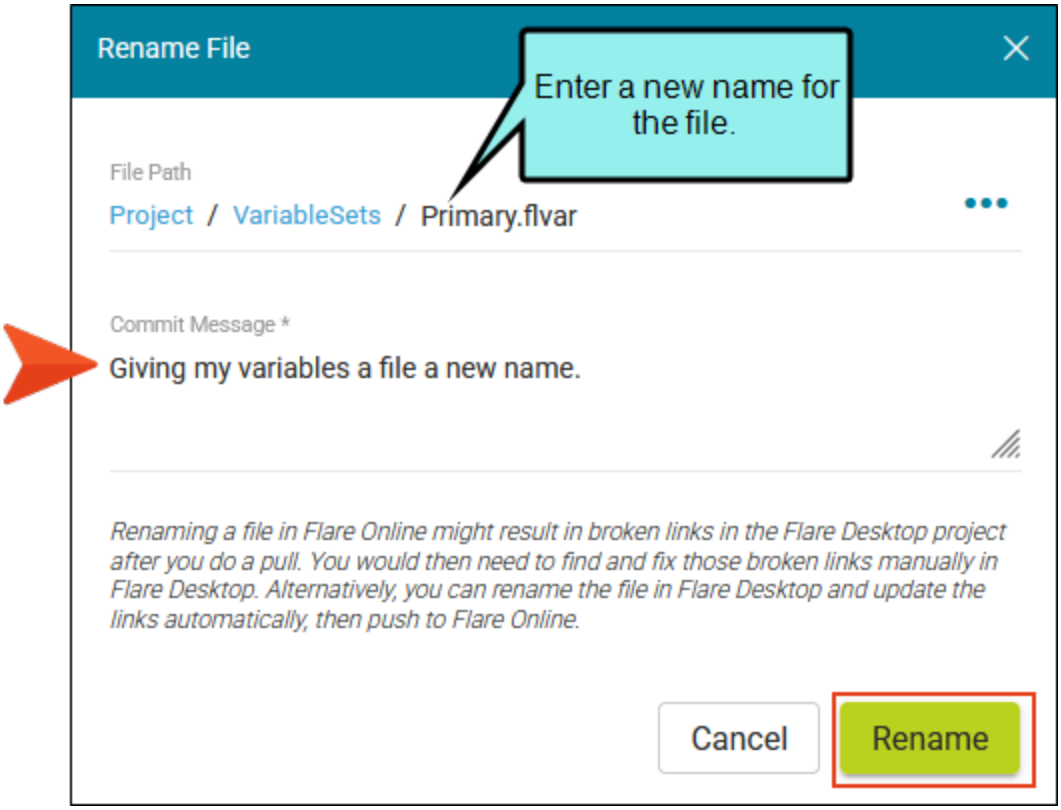
  If this is deselected, the XHTML in the Code view is read-only.

  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 Rename a Variable Set

1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, navigate to the variable you want to rename. (You can also click to search for a specific file.) Right-click the variable set file, and from the menu select **Rename**.
3. In the Rename File dialog, enter a new name for the file, enter a **Commit Message**, and select **Rename**.

   You can optionally click to select a location for the file in the project.



Deleting Variable Sets

You can delete a variable set from your project.

> **WARNING** Use caution when deleting a file. If it has been previously linked to other files, deleting it can result in broken links. You would need to locate those broken links in Flare Desktop to fix them.

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.

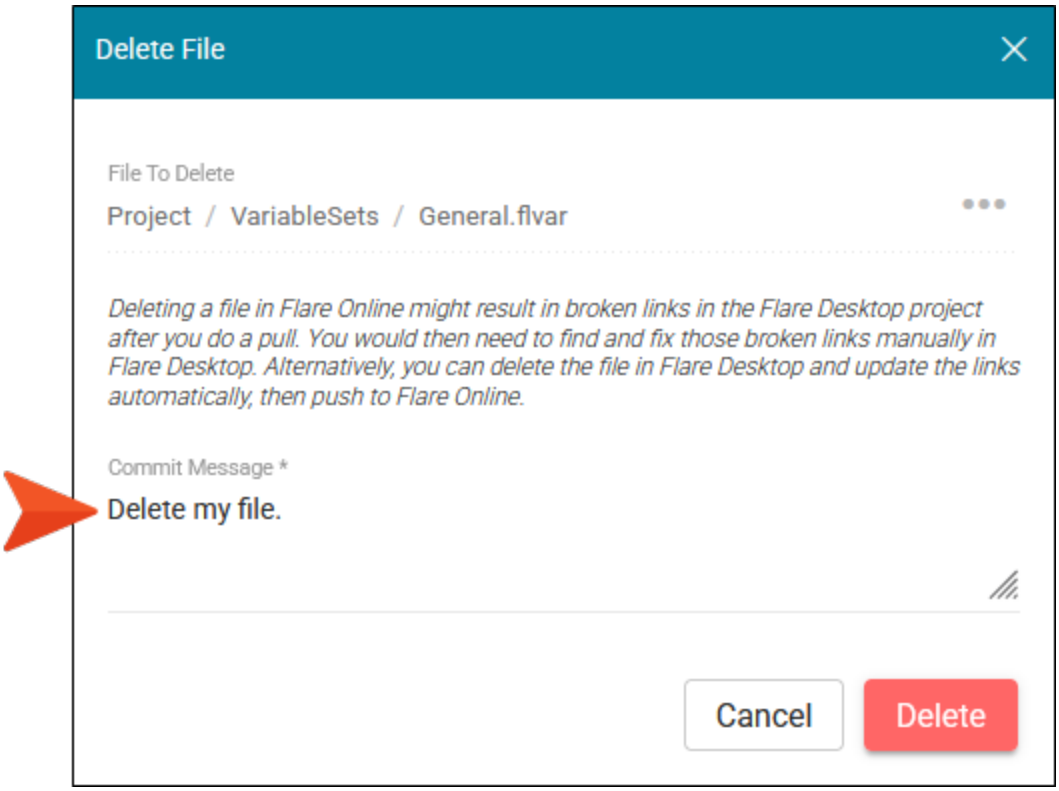
- ☑ Edit Code

  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 Delete a Variable Set File

1. Open a project, and select the **Workspace** tab at the top.
2. From the left side of the page, navigate to the variable you want to rename. (You can also click  to search for a specific file.) Right-click the variable set file, and from the menu select **Delete**.
3. In the Delete File dialog, enter a **Commit Message**, and select **Delete**.



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