



MADCAP FLARE 2021

Images

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CHAPTER 1

Introduction

Supported In:





You can insert images into content files (e.g., topics, snippets). Flare supports the following types of raster and vector image files: BMP, EMF, EPS, EXPS, GIF, HDP, JPG, JPEG, PDF, PNG, PS, SVG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS.


Main Activities	Other Information	Other Activities	
<ul style="list-style-type: none"> ■ "Adding Images to Projects" on page 9 ■ "Inserting Images" on page 11 ■ "Managing Screen Captures" on page 22 ■ "Editing Images" on page 38 ■ "Linking Images" on page 53 	<ul style="list-style-type: none"> ■ "Raster vs. Vector Images" on page 77 ■ "PDF Files as Images" on page 81 	<ul style="list-style-type: none"> ■ "Selecting an Image for the About Box" on page 86 ■ "Deleting and Removing Images" on page 88 ■ "Creating a List of Images" on page 98 ■ "Opening Images" on page 100 ■ "Adding Images to Page Layout Frames" on page 101 ■ "Pasting Images From Other Programs" on page 103 	<ul style="list-style-type: none"> ■ "Pinning Images" on page 105 ■ "Regenerating Images" on page 111 ■ "Viewing Unused Images" on page 113 ■ "Showing and Hiding Web Images in the XML Editor" on page 115 ■ "Generating Web-Safe Images" on page 116 ■ "Embedding Images in Word Output" on page 117


✓ **TIP** For print-based output, you should try to use images with a high DPI (dots per inch) quality (300 is typically recommended). The higher the DPI for an image, the more it shrinks in the output, so you should try to obtain as large as an image as possible to begin with. If that doesn't work, a lower DPI (e.g., 250, 200, 150) may produce acceptable results in print output. By contrast, online output is usually displayed at 72 or 96 DPI, so a lower DPI image is okay for those outputs. To produce the best possible images for both online and print-based outputs, you might consider using different images for those outputs and applying conditions to them. Another option is to use single-sourcing features with MadCap Capture,

- ✓ which lets you accomplish the same thing with only one image for both online and print outputs.

 **NOTE** When you insert an image from outside your project into a topic, a copy of the image file is added to your project. The image file is stored in the Resources > Images folder of the Content Explorer, unless you specify another location.

 **NOTE** If you import Microsoft Word documents containing embedded images into a project, Flare places copies of those image files in subfolders within the Resources > Images folder. This is done in order to avoid naming conflicts with embedded images from other Word documents that you might import. The subfolders are named after the Word documents being imported.

 **NOTE** If you apply certain special effects or artwork (e.g., arrows) to images in Word and then import them into Flare, those effects will not be retained. For example, a rotated image will return to its straight, original state. However, there are some workarounds that may allow you to keep the effects or artwork. One solution is to apply another effect such as a shadow or 3-D to the image in Word (e.g., add a shadow to a rotated image that you want to keep). This forces Word to save the image as an entirely new image with the effects. Another possible solution is to save the Word document as a web page, manually copy that HTML file into the Flare folder, and then open it within Flare. As for text floating around images, this effect is not supported in Flare. When you import from Word, the text is added below the image.

 **NOTE** If you have used non-web-safe image formats (e.g., WMF, EMF, BMP, TIF, TIFF) in your project and want those images to be converted to web-safe formats (e.g., GIF, JPEG, PNG) when you generate online output—e.g., HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, WebHelp Plus—you can use an option on the Advanced tab of the Target Editor. For print-based output types (Adobe PDF, Microsoft Word), the original image file formats will be used when you generate output.

CHAPTER 2

Main Activities for Images

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

This chapter discusses the following:

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I Adding Images to Projects

The following steps show you how to add an image to your project, without inserting it into a content file. If you follow the steps for inserting an image, the image file is added to the project as well.



How to Add an Image File to a Project

1. Do one of the following, depending on the part of the user interface you are using:
 - **(Recommended) Right-Click** In the Content Explorer, right-click on a folder and from the context menu select **New > Image**.

✓ **TIP** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the **New** menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

- **Ribbon** Select **Project > New > Image**.
2. Click the **File Type** field at the top of the dialog and select **Image**.
 3. In the **Source** area select to add a new file from a template or choose an existing one. For images, you most likely will select **New From Existing**, then click  to select the file.
 4. (Optional) The **Folder** field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.


Non-Topic File Type	Recommended Default Folder in Content Explorer
Image	Resources > Images
Master Page	Resources > MasterPages
Micro Content	Resources > MicroContent
Multimedia	Resources > Multimedia
Page Layout	Resources > PageLayouts
Snippet	Resources > Snippets
Stylesheet	Resources > Stylesheets
Table Stylesheet	Resources > TableStyles


5. In the **File Name** field, type a new name for the image file.
6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
8. Click **Add**. The image file is added to the Content Explorer.

I Inserting Images

The following steps show you how to insert an image into a content file (e.g., topic, snippet), adding the image file to the project as well if necessary. If instead you follow the steps for adding an image to a project, the image file is added to the project, but not inserted into a topic.

How to Insert an Image—Dialog Method

1. Open the content file.
2. In the XML Editor place your cursor where you want to insert the image.
3. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Insert > Image**.
 - **Keyboard Shortcut** Press **CTRL+G**.
 - **Local Toolbar** Click the face of the  button.
 - **Right-Click** Right-click in the editor and select **Insert > Image**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).
4. Select the **General** tab.

5. Navigate to the image that you want to insert and select it. By using the buttons in the local toolbar, you can view all image files in a list, view files in their folder structure, and use other options. If you want to add one of your 20 most recently used images to the project, you can select an image from the Recently Used Images group. If you want to add one of your pinned—or favorite—images to the project, you can select an image from the Pinned Images group. You also can click  to find and select an image file outside of the project.




Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




Shows or hides the folders that the files are stored in.



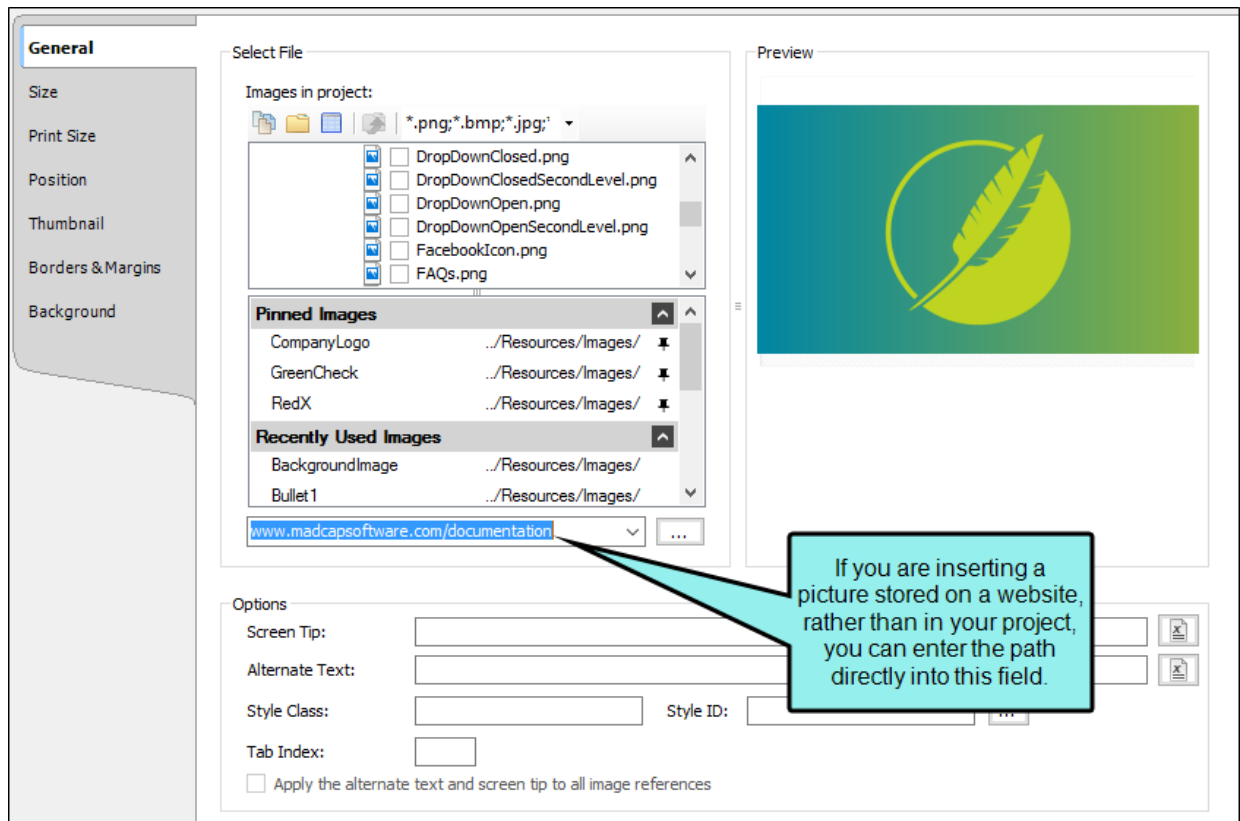
Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.



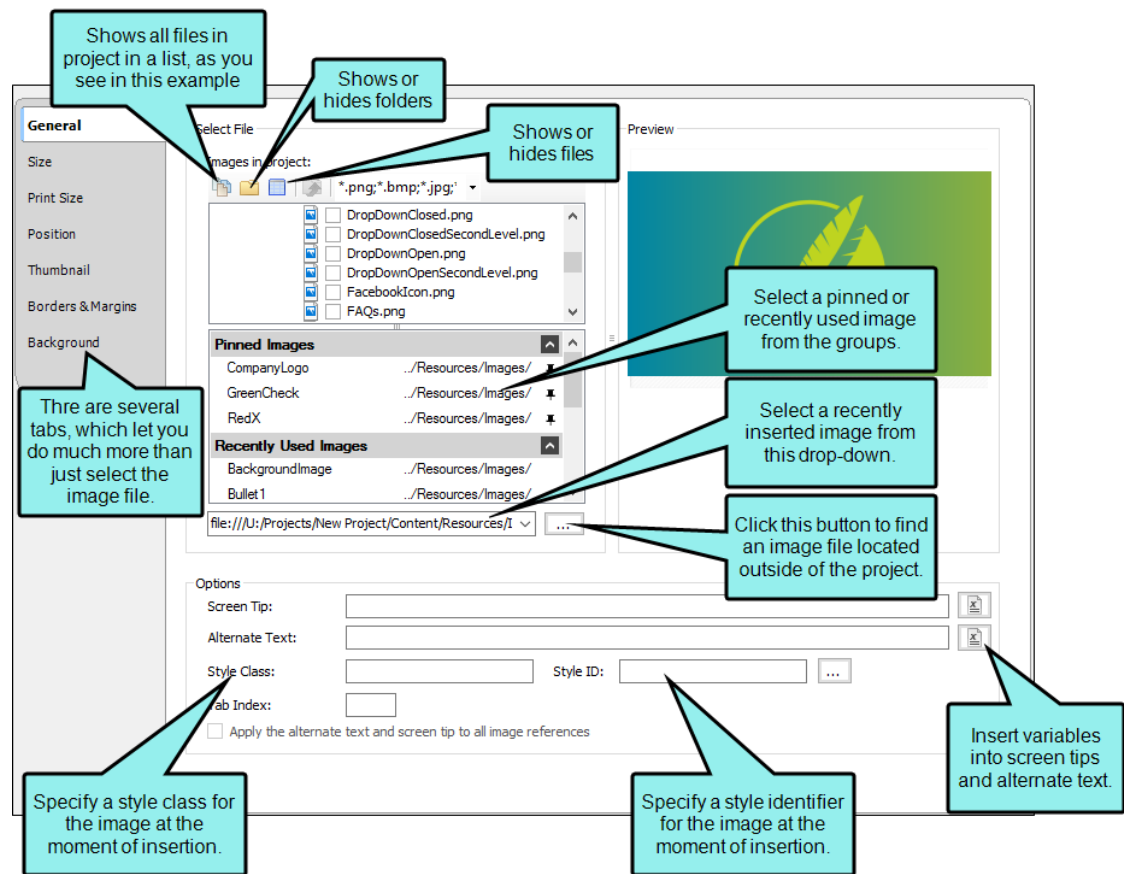
If the Show Files button  is the only one selected, you can click this button to move up one folder level.



Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

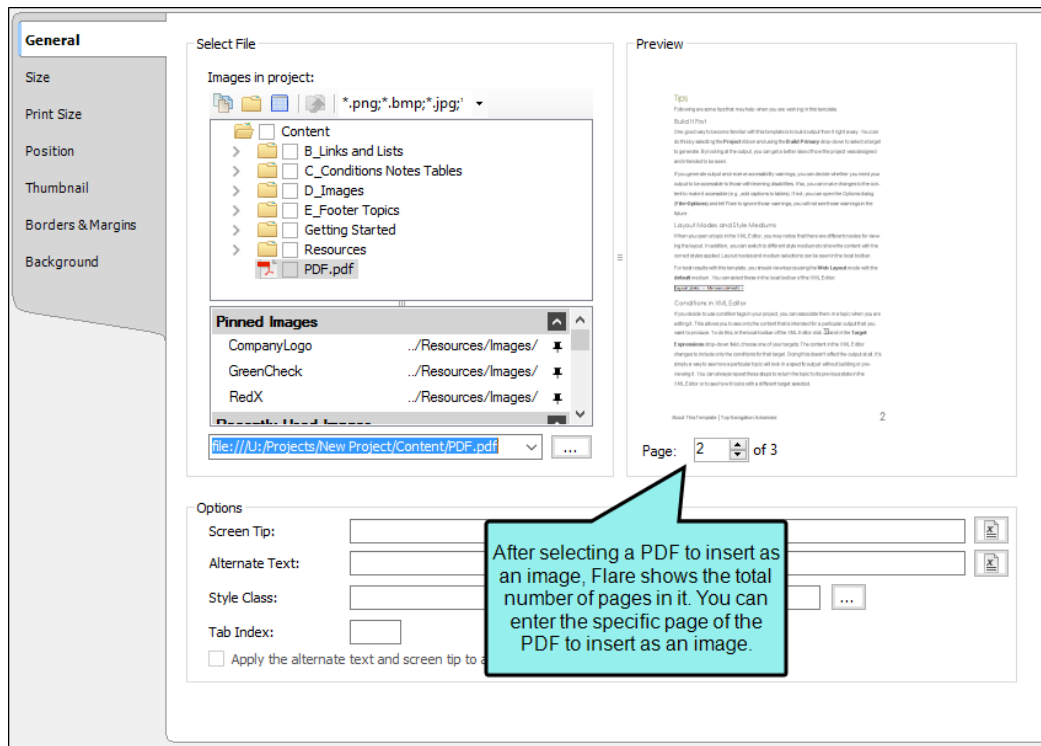


☆ **EXAMPLE** When you insert an image, the dialog might look something like this:



📄 **NOTE** If you select an image outside the project, that file is then copied and placed inside the project. The image file is stored in the Resources\Images folder of the Content Explorer.

6. (PDF Images Only) If you selected a PDF file to insert as an image, the **Preview** section shows a **Page** field. In this field, select the specific page you want to insert from the PDF file.



7. (Optional) If you want to apply a specific style class to the image, you can select it from the **Style Class** field.

☆ **EXAMPLE** You have created in your stylesheet a class of the img style called "button" (i.e., img.button) and you have set a maximum size on that style class. The idea is that you want to use that style class whenever you insert an image of a button, ensuring that the image always displays in a very small size. Rather than using the default parent img style when you insert the image, you select img.button from the Style Class drop-down.

8. (Optional) In the **Screen Tip** field you can type a phrase that will appear when the end user hovers over the image.

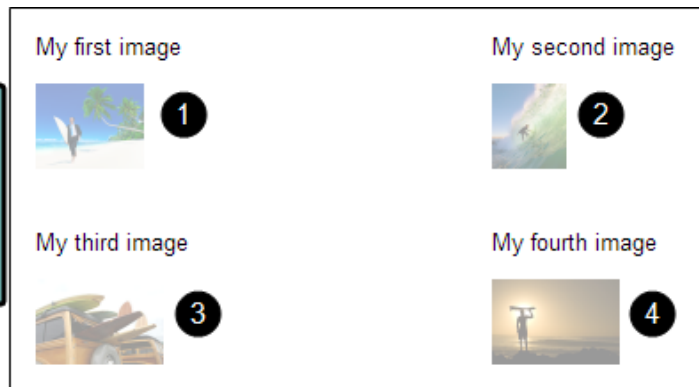
9. (Optional) In the **Alternate Text** field you can type alternate text to display when the image is not available, such as when a disabled individual is using a screen reader.

For more information see the online Help.

10. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through images in a topic. So when a user presses the TAB key the first time in a topic, the image with an index value of 1 will be selected first, the image with a value of 2 will be selected next, and so on. If you want to skip an image, enter -1 in that field.

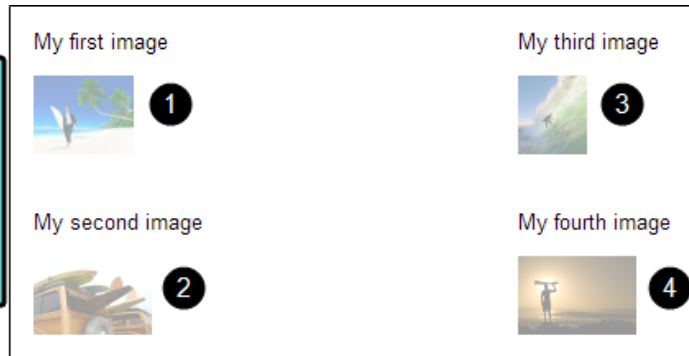
☆ **EXAMPLE** You have a table with two columns and two rows, with an thumbnail image in each cell. You want users to be able to quickly browse through them using the TAB key, so that they can select an image and then press ENTER to temporarily enlarge the thumbnail to full size. Without tab indexes set, the images will be selected in a horizontal order as the user presses the TAB key (i.e., the image in the first cell is selected first, followed by the image in the cell to the right, followed by the image in the first cell of the second row, and finally the second image in the second row).


In this example, no tab indexes are set, so the images will be selected in a horizontal order.



- ☆ However, you want the images do be selected downward (i.e., selecting those in the first column before those in the second column). Therefore, you edit each image and enter the appropriate tab index value on it.

In this example, we set tab indexes on the images as shown, because we want them to be selected in a vertical order when the TAB key is pressed.



 **NOTE** This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.


11. (Optional) Select **Apply the alternate text and screen tip to all image references** if you want the same alternate and screen tip text to be used everywhere the image is used in the project. However, this option will not affect new insertions of the image in the project; you would need to add the alternate or screen tip text to those images manually.
12. (Optional) Use any of the other tabs to provide additional settings for the image.

SIZE AND PRINT SIZE TABS

You can use these tabs to resize the image. If you want to provide only one group of settings for the image, select the Size tab. If you want to provide two groups of settings, use both the Size and Print Size tabs. The Size tab is for targets that are using the default medium or a custom medium. The Print Size tab is for targets that are using the print medium.

POSITION TAB

You can use this tab to adjust the positioning of the image on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text. See

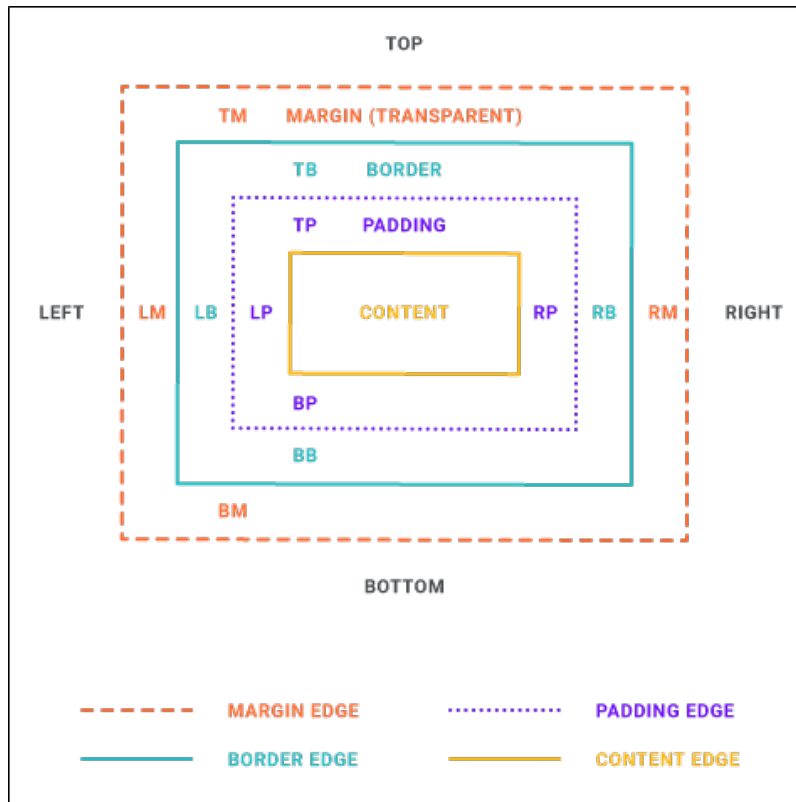
 **NOTE** You can also use absolute position (i.e., text wrap) on images via the context (right-click) menu.

THUMBNAIL TAB

You can use this tab to create a thumbnail version of the image in the output.


BORDERS & MARGINS TAB

You can use this tab to set borders, margins, or padding for the image.



BACKGROUND TAB

You can use this tab to add background settings (e.g., color, image) for the image.

13. Click **OK**.
14. Click  to save your work.


How to Insert an Image—Drag and Drop Method

You can insert images by dragging and dropping the image file from the Content Explorer or File List window pane to the XML Editor.



With this method, you can specify any necessary advanced settings for that image only after it is inserted (to do this, right-click on the inserted image and select **Image Properties**).

1. Open the Content Explorer or File List window pane.


If necessary, make sure you float and position the window pane or editor so that you can see both it and XML Editor at the same time.

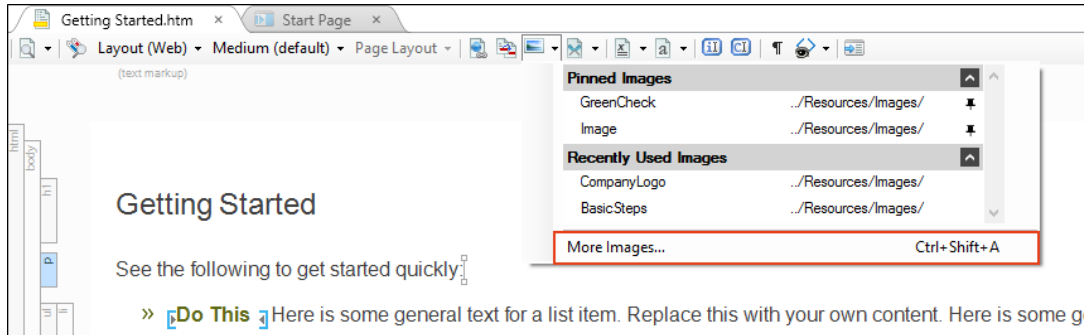
2. Click and drag the image file from the Content Explorer or File List window pane to the location where you want it in the XML Editor and drop it.
3. Click  to save your work.


How to Insert an Image—Toolbar Method


1. Open the content file.
2. Place your cursor where you want to insert the image.
3. In the local toolbar at the top of the XML Editor click the down arrow next to . This expands the Insert Image drop-down, where you can see your pinned images and the 20 most recently used images.
4. Navigate to the image that you want to insert and select it.
5. Click  to save your work.


What's Noteworthy?


-  **NOTE** If you need to insert an image that does not appear in the Pinned Images or Recently Used Images groups, you can select **More Images** to open the Insert Image dialog.



-  **NOTE** Images must appear in the Recently Used Images group before they can be pinned. If the image you want to pin does not appear in the Recently Used Images group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Image dialog.

-  **NOTE** The Recently Used Images and Pinned Images groups show the relative path location of each image. Hover over any image to see its full file path.

-  **NOTE** You can expand or collapse the Recently Used Images and Pinned Images groups by clicking the arrows next to each group name.

-  **NOTE** You can also make any image in your online Help interactive by linking it to another topic, bookmark within a topic, or an external file such as a website.



NOTE If you import Microsoft Word documents containing embedded images into a project, Flare places copies of those image files in subfolders within the Resources > Images folder. This is done in order to avoid naming conflicts with embedded images from other Word documents that you might import. The subfolders are named after the Word documents being imported.



NOTE If you are using the "generate web-safe images" option in WebHelp targets, images that link to external locations, such as websites, are not affected by that option. See "Generating Web-Safe Images" on page 116.



NOTE You can use a global setting in the XML Editor tab of the Options dialog (**File > Options**). This automatically adds an empty alt tag to images when you insert them into a topic or snippet (unless you specifically add an alt tag to an image).

I Managing Screen Captures

You can manage screen captures through the following:

Adding Screen Capture Files to Projects

Capture is MadCap's screen capture and editing tool, which is tightly integrated with Flare. If you have Capture installed on your computer, you can use it to do any of the following from within Flare.

You can capture an image on your screen and add the image file to the project (without inserting the picture into a topic).

How to Add a Screen Capture File to a Project

1. Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **Project > New > Screen Capture**.
- **Right-Click** In the Content Explorer, right-click on a folder and from the context menu select **New > Screen Capture**.

The Screen Capture dialog opens.

2. Complete the appropriate setup fields in the dialog:

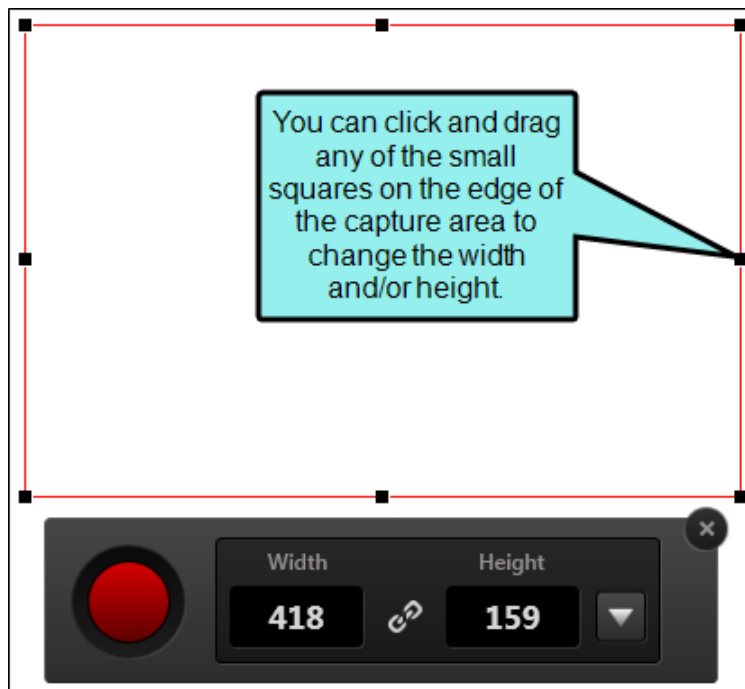
- **File name** Enter a name for the image that you are capturing, or you can use the default name provided.
- **Folder** Select the folder where you want the captured image to be stored in the Content Explorer.
- **Profile or Format** Select the profile or file format that you would like to use when capturing the image. If you select a file format (BMP, GIF, JPEG, PNG, TIFF), the image will automatically be saved in that format. A profile (created in MadCap Capture) lets you capture the image with many additional settings applied to the image in advance.
- **Launch MadCap Capture Editor** Select this check box if you want MadCap Capture to be launched when you capture an image. The image will be displayed in MadCap Capture. This is a useful option if you want to edit the image (e.g., add callouts, lines, borders) after you capture it. When you edit and save the image in Capture, the changes will automatically be reflected in Flare.

3. Select the capture option that you want to use, and complete the steps for each one as necessary:


- **Capture UI Element** Captures a fixed area of a window (e.g., menu bar, toolbar, editor, individual button, entire window), depending on where you move your mouse and click. As you move the mouse in an application, a red border surrounds each separate region.
- **Capture Application** Captures an open application. When you click this button, the Select window opens, displaying a list of all open applications. You can select the application that you want to capture.
- **Capture Region** Captures a rectangular region of your computer screen. When you click this button, a rectangle with a red border displays over your screen. You can move and resize this rectangle in several ways.

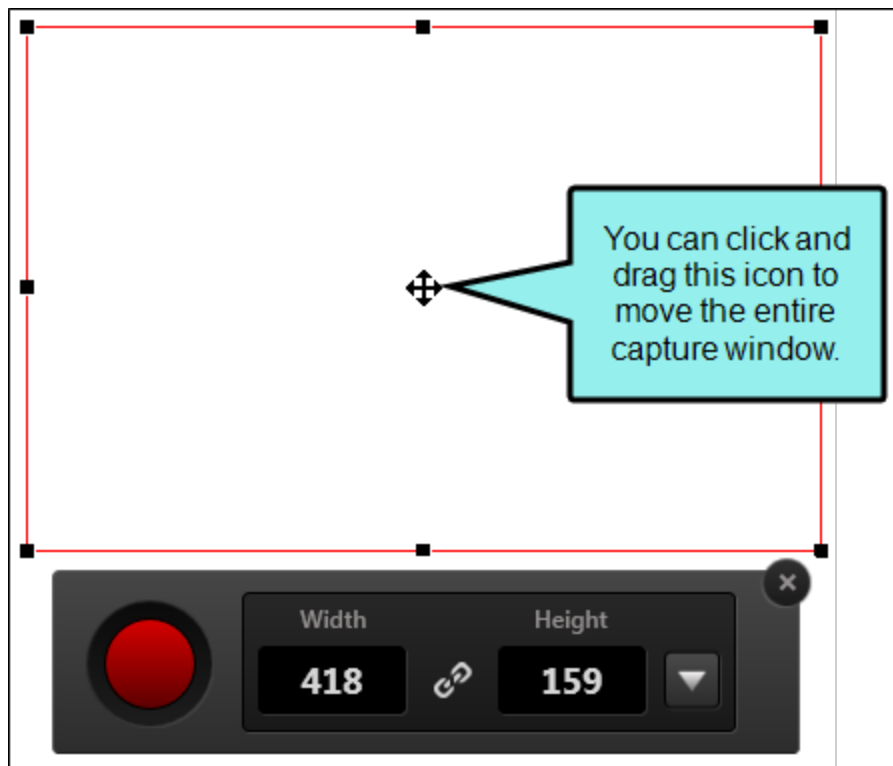
DRAG EDGE

You can resize the capture area manually by clicking any of the handles (small squares) around the edge of the rectangle and dragging them to resize the width and/or height.



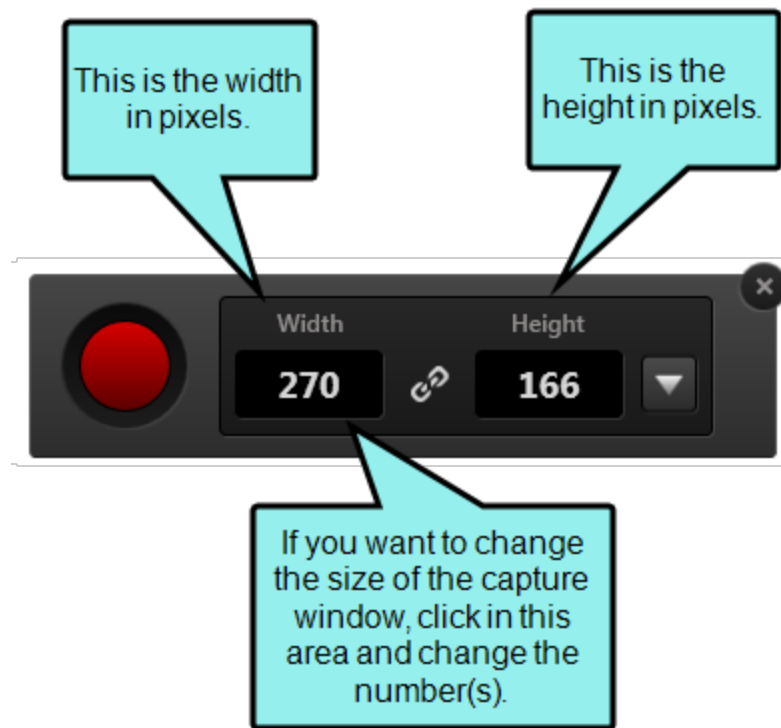
MOVE ENTIRE CAPTURE AREA

You can move the entire capture area by clicking the size-all icon in the center of the area  and dragging the area to a new location on your screen.



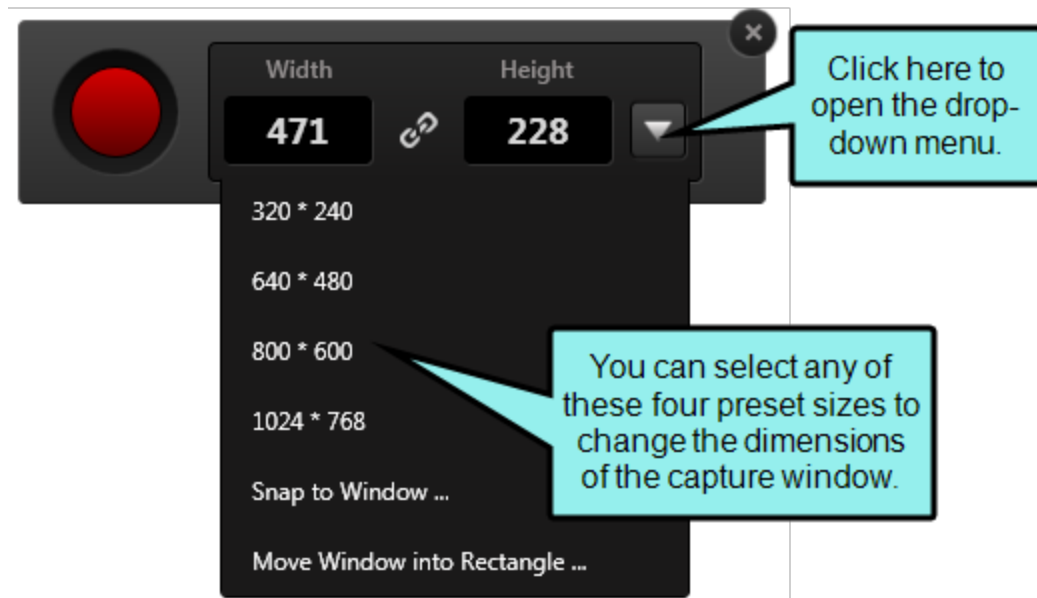
TYPE WIDTH OR HEIGHT

You can click in the number fields in the task bar to manually change the width and/or height of the capture window in pixels.



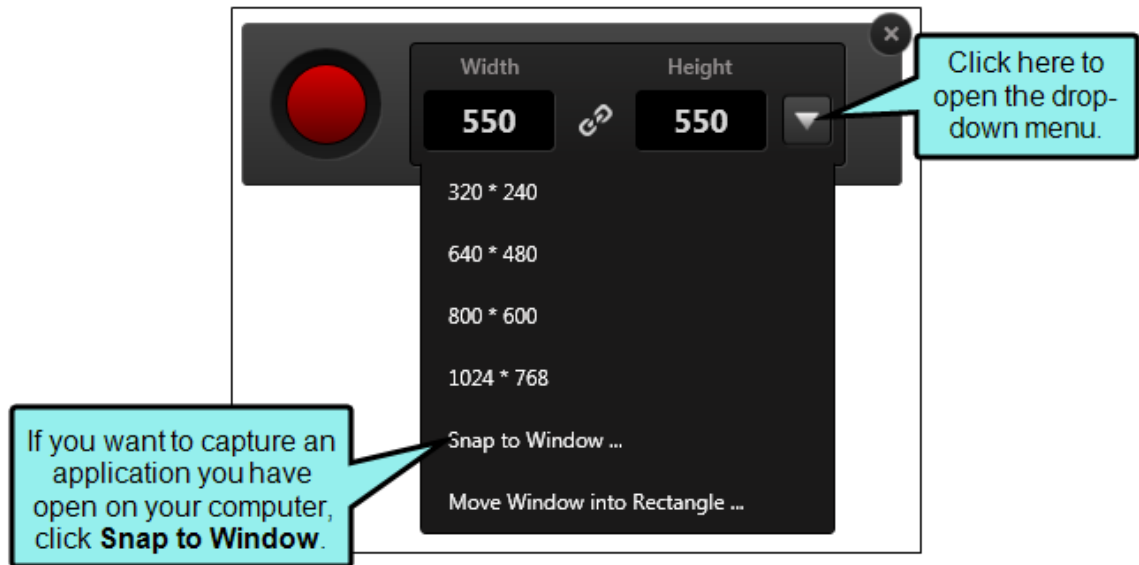
SELECT CAPTURE SIZE


You can click the drop-down arrow and select a preset size for the capture window.



SELECT AN APPLICATION

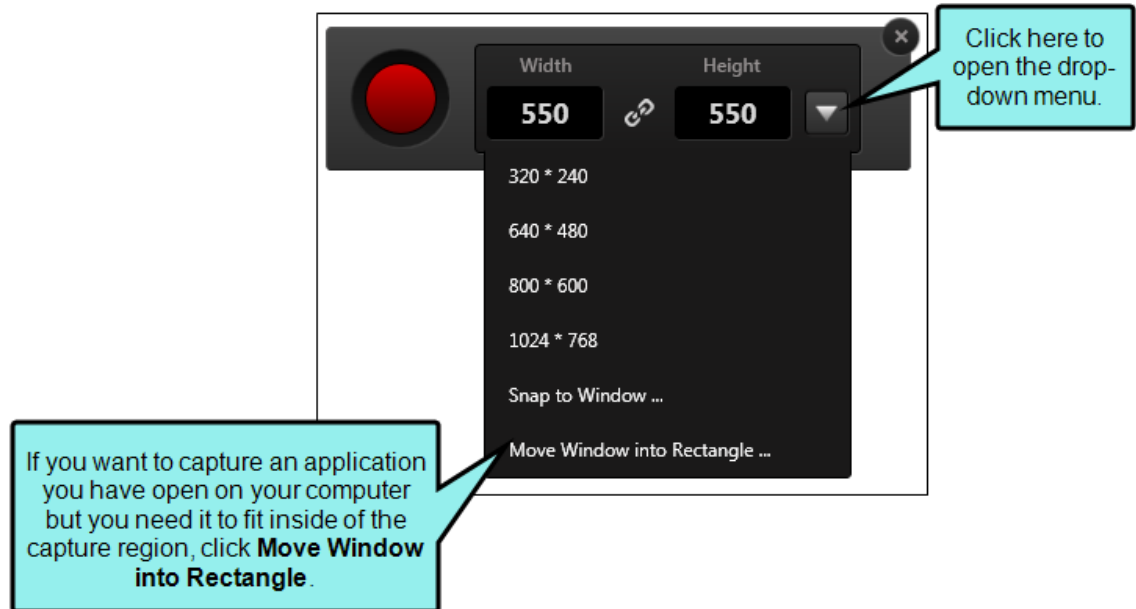
You can click the down arrow and select **Snap to Window** to choose an application to capture. This option will capture the application at its current size.




 **NOTE** Capture will ignore applications that have been minimized. If you want these applications to appear as selections in the Select Window dialog, ensure they are open and have not been minimized.

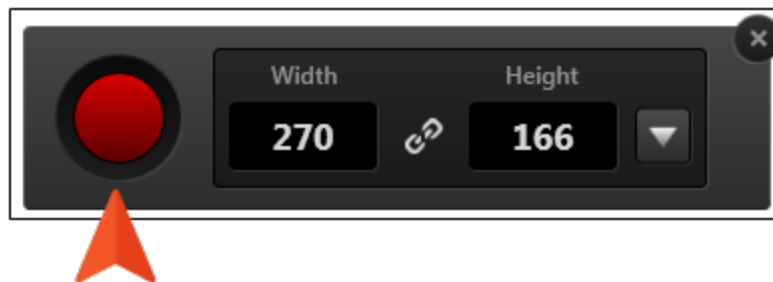
SELECT MOVE WINDOW INTO RECTANGLE

You can click the down arrow and select **Move Window into Rectangle** to choose an application to capture. This option will minimize the application window to fit into the capture area you drew.



 **NOTE** Capture will ignore applications that have been minimized. If you want these applications to appear as selections in the Select Window dialog, ensure they are open and have not been minimized.

To capture the region, click the red capture button on the task bar.



- **Capture Regions Consecutively** Lets you capture multiple images without having to select the capture option each time. The most recent capture region is shown each time. In between each consecutive capture, you can relocate and resize the region as well as manipulate the onscreen content you want to capture. When you are done capturing images, click the **X** to finish.



NOTE This feature is available only when adding screen captures, not inserting them.

Inserting Screen Capture Images

If you have MadCap Capture installed on your computer, you can use it to capture an image from your screen and insert it into a topic at the same time.

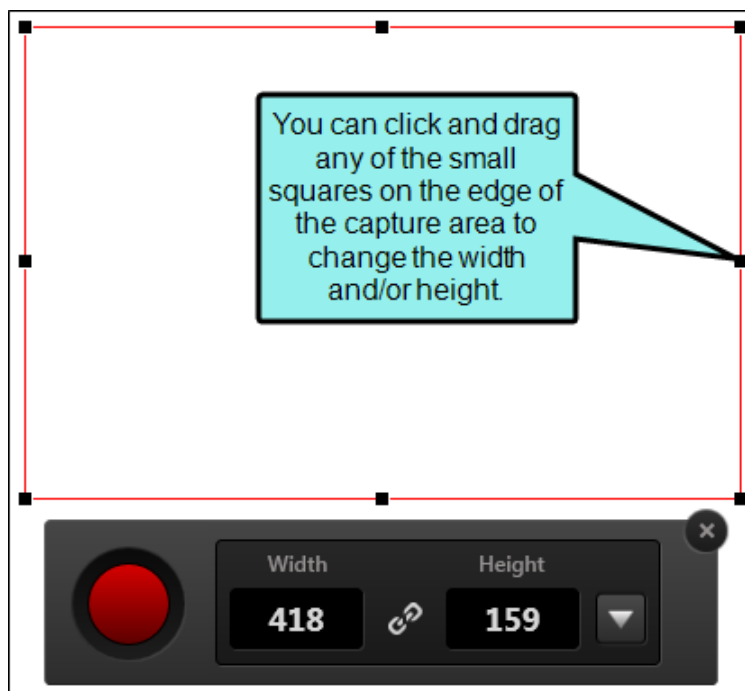
How to Insert a Screen Capture

1. Open the content file.
2. In the XML Editor, place your cursor where you want to insert the image.
3. Select **Insert > Screen Capture**. The Screen Capture dialog opens.
4. Complete the appropriate setup fields in the dialog.
 - **File name** Enter a name for the image that you are capturing, or you can use the default name provided.
 - **Folder** Select the folder where you want the captured image to be stored.
 - **Profile or Format** Select the profile or file format that you would like to use when capturing the image. A profile (created in MadCap Capture) lets you capture the image with many additional settings applied to the image in advance.
 - **Launch MadCap Capture Editor** Select this check box if you want MadCap Capture to be launched when you capture an image. The image will be displayed in MadCap Capture. This is a useful option if you want to edit the image (e.g., add callouts, lines, borders) after you capture it. When you edit and save the image in Capture, the changes will automatically be reflected in Flare.


5. Select the capture option that you want to use, and complete the steps for each one as necessary.
- **Capture UI element** Captures a fixed area of a window (e.g., menu bar, toolbar, editor, individual button, entire window), depending on where you move your mouse and click. As you move the mouse in an application, a red border surrounds each separate region.
 - **Capture application** Captures an open application. When you click this button, the Select window opens, displaying a list of all open applications. You can select the application that you want to capture.
 - **Capture region** Captures a rectangular region of your computer screen. When you click this button, a rectangle with a red border displays over your screen. You can move and resize this rectangle in several ways.

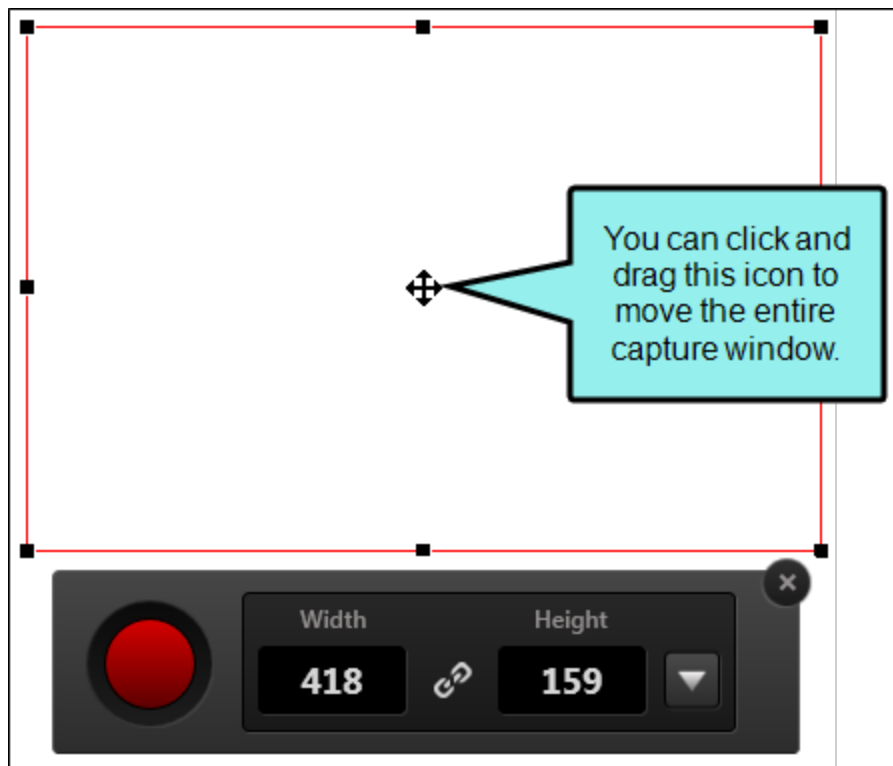
DRAG EDGE

You can resize the capture area manually by clicking any of the handles (small squares) around the edge of the rectangle and dragging them to resize the width and/or height.



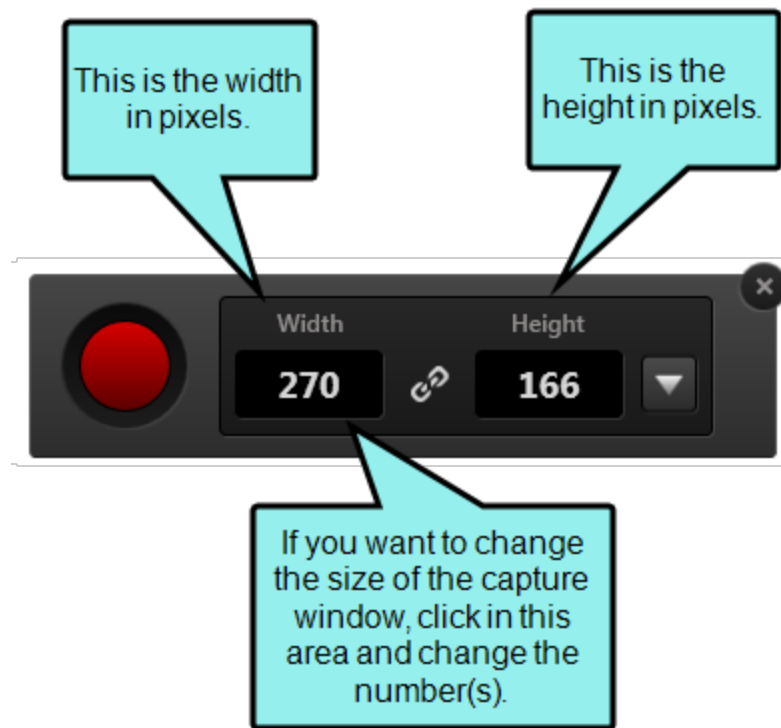
MOVE ENTIRE CAPTURE AREA

You can move the entire capture area by clicking the size-all icon in the center of the area  and dragging the area to a new location on your screen.



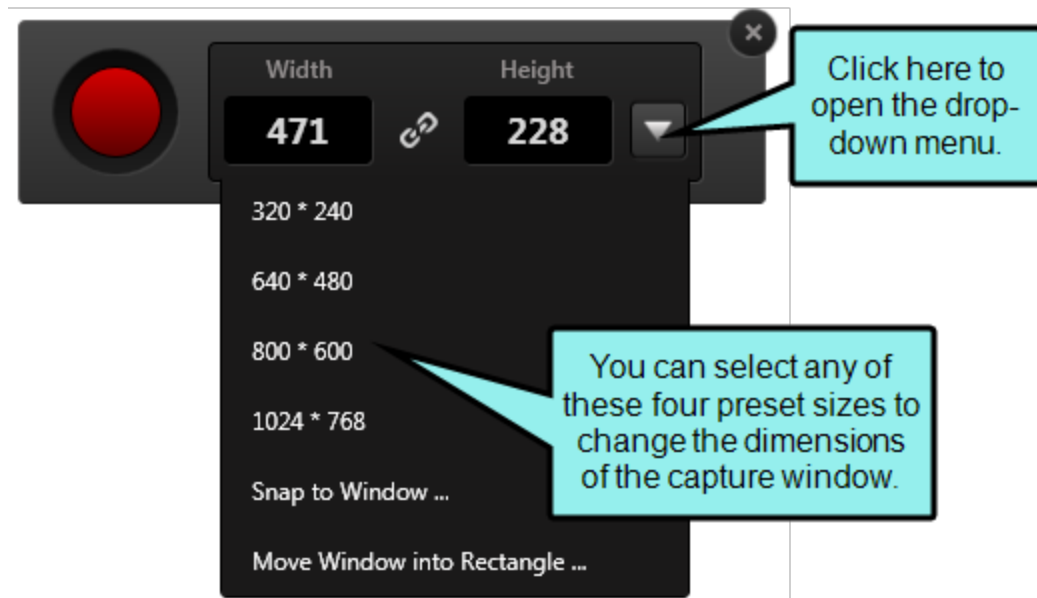
TYPE WIDTH OR HEIGHT

You can click in the number fields in the task bar to manually change the width and/or height of the capture window in pixels.



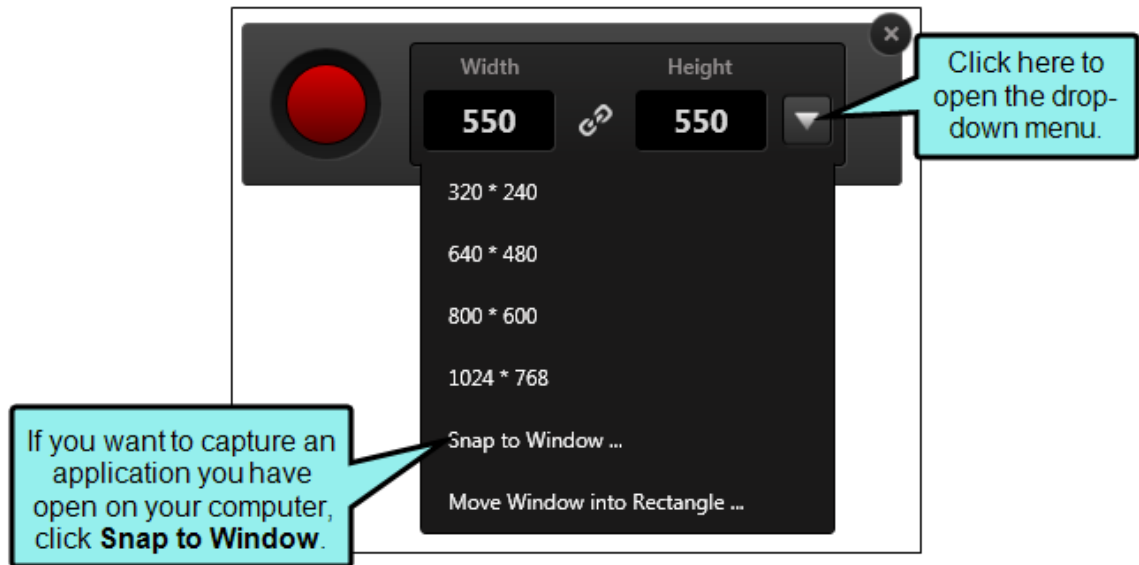
SELECT CAPTURE SIZE


You can click the drop-down arrow and select a preset size for the capture window.



SELECT AN APPLICATION

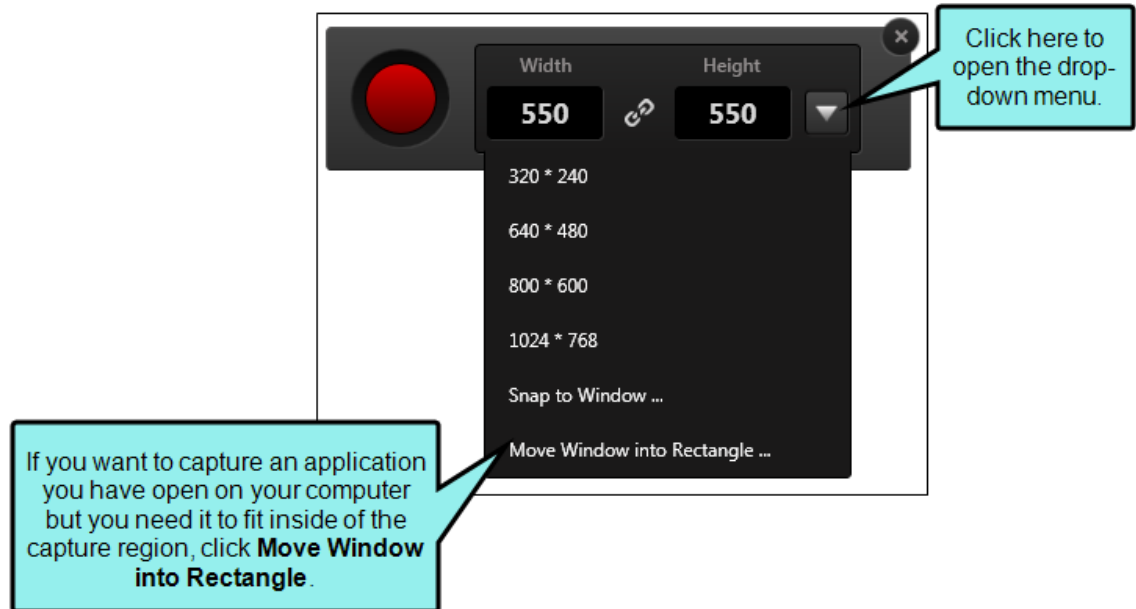
You can click the down arrow and select **Snap to Window** to choose an application to capture. This option will capture the application at its current size.




 **NOTE** Capture will ignore applications that have been minimized. If you want these applications to appear as selections in the Select Window dialog, ensure they are open and have not been minimized.

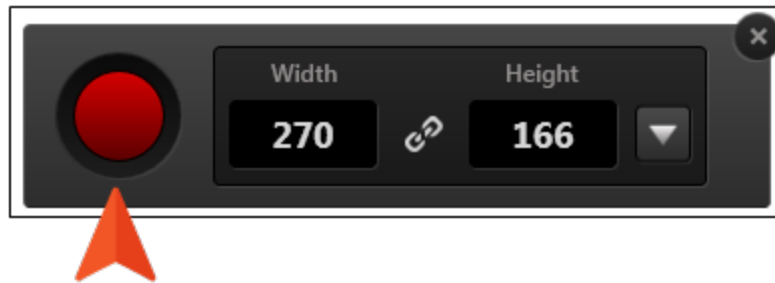
SELECT MOVE WINDOW INTO RECTANGLE


You can click the down arrow and select **Move Window into Rectangle** to choose an application to capture. This option will minimize the application window to fit into the capture area you drew.




 **NOTE** Capture will ignore applications that have been minimized. If you want these applications to appear as selections in the Select Window dialog, ensure they are open and have not been minimized.

To capture the region, click the red capture button on the task bar.







6. Click  to save your work.

 **NOTE** When you insert a screen capture into a topic, the image file is added to your project. The image file is stored in the Resources\Images folder of the Content Explorer. If the screen capture image has a .props file (used for storing layer information for the image), that file is included in the project as well, although it is hidden.

I Editing Images

You can edit images in various ways.

How to Use a Style to Edit Image Properties

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. From the area below, select the **img** style. If you created classes of the style, you can expand **img** and select the class instead.
5. Use the properties section on the right side of the editor to apply settings for the style. See the online Help for more details.
6. Click  to save your work.
7. If you made the style changes to an image style class, apply that class to the image where it is inserted.

How to Open Images in MadCap Capture for Editing

1. Do one of the following:
 - Open a topic where the image is inserted. Right-click on the image.
OR
 - In the Content Explorer, locate and right-click the image file that you want to edit (e.g., Resources > Images > NameOfFile.png).
2. From the context menu select **Edit With MadCap Capture**. The image opens in MadCap Capture.
3. Edit the image in Capture. For details, see Capture's online Help.
4. Save your work in Capture.

Resizing Images




You can resize images with various methods.

How to Resize Images via Styles (Recommended)


1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.



Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.


3. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.

☆ **EXAMPLE** You are creating a PDF manual that is 8 inches wide and you want to ensure that none of your largest images are wider than 6 inches. You can create a class of the img style and name it "MaxWidth6Inches." For most of your images, you can use the parent img style, but for the large ones, you can use the img.MaxWidth6Inches style class. The large images will automatically be resized if necessary so that they are no wider than 6 inches.

6. From the **Show** drop-down list on the upper-right side of the editor, select .


7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. In the **Box** group, you can specify a precise **width** or **height** for the style. Alternatively, in the **Unclassified** group, you can specify a maximum or minimum width or height (**max-height**, **max-width**, **min-height**, **min-width**).

TO SET A PRECISE WIDTH AND/OR HEIGHT

- a. If you are using the group view, expand the **Box** group.
- b. To the right of **height** and/or **width**, click , and complete the fields in the popup. Enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.


TO SET THE MAXIMUM WIDTH AND/OR HEIGHT


If the original image is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original image is smaller than the maximum width or height, it will not be resized.

- a. If you are using the grouped view, expand the **Unclassified** group.
- b. To the right of **max-height** and/or **max-width**, click , and complete the fields in the popup. Enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

To Set the Minimum Width and/or Height

If the original image is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original image is larger than the minimum width or height, it will not be resized.

- a. If you are using the grouped view, expand the **Unclassified** group.
- b. To the right of **min-height** and/or **min-width**, click , and complete the fields in the popup. Enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when finished.

9. Click  to save your work.

To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

How to Resize Images via Local Properties

1. Open the content file.
2. Right-click on the image.
3. From the context menu, select **Image Properties**. The Image Properties dialog opens.
4. If you want to provide only one group of settings for the image, use the **Size** tab. If you want to provide two groups of settings, use both the **Size** and **Print Size** tabs. When you generate a target that is using the default or a custom medium (specified on the Advanced tab in the Target Editor), the settings on the Size tab will be used; when you generate a target that is using the print medium, the settings on the Print Size tab will be used.

TO SET A PRECISE WIDTH AND/OR HEIGHT

In the **Width** and/or **Height** field of the **Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.

TO SET THE MINIMUM WIDTH AND/OR HEIGHT


If the original image is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original image is larger than the minimum width or height, it will not be resized.

In the **Width** and/or **Height** field of the **Minimum Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.



TO SET THE MAXIMUM WIDTH AND/OR HEIGHT

If the original image is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original image is smaller than the maximum width or height, it will not be resized.


In the **Width** and/or **Height** field of the **Maximum Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.

5. Click **OK**.
6. Click  to save your work.


How to Resize Images Locally via Dragging


1. Open the content file.
2. Hover over the image. An icon  displays in the lower-right corner of the image.
3. Click on the icon and drag your mouse either up and to the left (to reduce the size of the image) or down and to the right (to increase the size of the image).
4. Click  to save your work.


How to Reset the Size of an Image


1. Open the content file.
2. Right-click on the image.
3. From the context menu, select **Reset Size**. The image returns to its original size.
4. Click  to save your work.

What's Noteworthy?

 **NOTE** When you click on an image file in the user interface (e.g., Content Explorer or File List window pane), its resolution and dimensions are displayed at the bottom. If you have set the online or print DPI for an image using MadCap Capture, these values are also shown.

 **NOTE** You can also use show images as small thumbnails in the output (either by using styles or locally). End users can see the full size of the image by hovering over it or clicking it. See "Showing Images as Thumbnails in Output" on page 46.

 **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 When you use Flare's resizing features to scale images, you can specify whether you want Flare to pre-compile the resized images. You can do this for the online outputs (HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, WebHelp Plus), as well as for Microsoft Word output. What does this mean? It means that Flare will create new copies of images wherever you have specified resizing, rather than relying on the browser to render the new size from the original. This means better quality images, but it also means more image files in the output. It is recommended that you leave the default pre-compile setting as it is (enabled). However, if you want to disable it, you can open the Target Editor, select the **Advanced** tab, and select **Generate resized copies of scaled images** to remove the check mark. (For Adobe PDF output, the resized images will always be pre-compiled, whether this option is enabled or not.)

Showing Images as Thumbnails in Output



Supported In:




When you insert images into Flare content, you can specify that the images should be displayed as thumbnails (i.e., much smaller versions of the image) in the output. This is a way to condense topics so that images are not taking up as much real estate. When you use this feature, you can specify ways that the user can enlarge the image to see its full size (e.g., by hovering over the thumbnail, by clicking the thumbnail).

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.




How to Show Images as Thumbnails by Using Styles

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. Select the appropriate image style. For example, you can select the parent **img** tag, or you can expand the **img** style select a class that you may have created.

☆ **EXAMPLE** You are creating a Help system that contains small images (e.g., less than 48 pixels high) as well as bigger images (e.g., larger than 48 pixels high). Suppose you want all of the bigger images to appear as thumbnails in the output. In that case, you might create a class of the **img** style and name it "BigImages." For the smaller images, you can use the parent **img** style (or even a style class), but for the larger ones, you can use the **img.BigImages** style class. The large images will automatically be displayed as thumbnails in the output, until the end user performs an action to see the image in its full size.


5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Thumbnail** group.

8. To the right of **mc-thumbnail**, click  and select one of the following:

- **hover** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
- **link** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
- **popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.




NOTE If you enter **none**, the image will not be shown as a thumbnail. If you enter **normal**, the image will be replaced with its thumbnail.

9. If you want to set a maximum height or width for thumbnail images, click  to the right of **mc-thumbnail-max-height** or **mc-thumbnail-max-width** and complete the fields. You probably only need to complete one of these areas.

The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.


If you want to change either the maximum width or height settings, click to the right of either field and enter the appropriate width or height (e.g., 60px, 1in).

10. Click  to save your work.

To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

How to Show Images as Thumbnails Locally by Using Properties


1. Open the content file.
2. Right-click on the image.
3. From the context menu, select **Image Properties**. The Image Properties dialog opens.
4. Select the **Thumbnail** tab.
5. In the area on the left, select one of the options.
 - **Mouse Over** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
 - **Hyperlink** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
 - **Popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.

 **NOTE** If you select **None**, the image will not be shown as a thumbnail. If you select **Inherit**, the image will use whatever thumbnail settings are applied to the parent `` tag.


6. If you want to set a maximum width or height for thumbnail images, complete the **Max Width** or **Max Height** fields. You probably only need to complete one of these areas.

The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.

If you want to change either the maximum width or height settings, first click in the upper-right drop-down and select **Length**. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

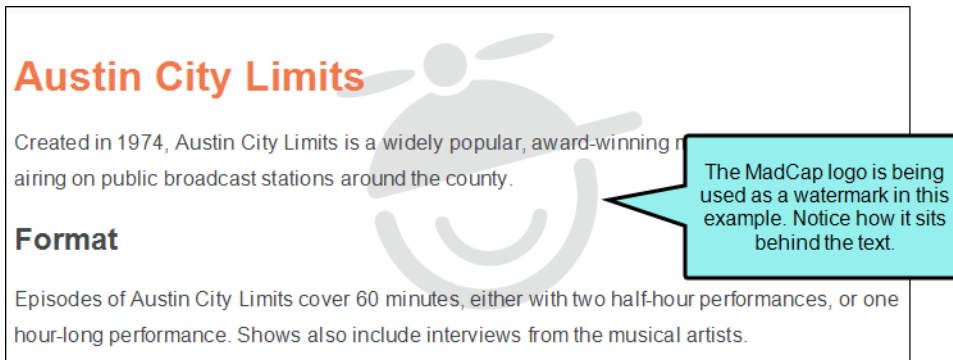
7. Click **OK**.
8. Click  to save your work.

What's Noteworthy?





 **NOTE** For Clean XHTML output, thumbnail images that are set as popups are converted to linked thumbnail images (i.e., the enlarged image opens in a new window instead of in a popup).





Creating Watermarks

A watermark is an image that is set in the background behind all your other content. You can make watermarks for both online and print-based output.





How to Create a Watermark


1. Create an image with the watermark you want to use. Using your graphics software, you may need to edit the image to lighten appropriately for background use.
2. Open the stylesheet you want to modify.
3. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
4. In the upper-left of the editor, make sure the drop-down field is set to .
5. On the left side of the editor, find and select the **body** tag.
6. From the **Show** drop-down list on the upper-right side of the editor, select .

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **Background** group.
9. To the right of **background-image**, click .
10. Select an image file to insert. You can do this in one of the following ways.
 - Select an image already in the project by finding and selecting it in the built-in tree.
 - Click  to find and select an image file outside of the project.



NOTE If you want to select an image file recently inserted into your project, click the down arrow in the field next to the  button, and select the file from the list.

11. If you want a specific position for the background image, click  to the right of **background-position** and enter the appropriate command (definitions from <http://www.w3.org>).
 - **percentage** A percentage X aligns the point X% across (for horizontal) or down (for vertical) the image with the point X% across (for horizontal) or down (for vertical) the element's padding box. For example, with a value pair of '0% 0%', the upper left corner of the image is aligned with the upper left corner of the padding box. A value pair of '100% 100%' places the lower right corner of the image in the lower right corner of the padding box. With a value pair of '14% 84%', the point 14% across and 84% down the image is to be placed at the point 14% across and 84% down the padding box.
 - **length** A length L aligns the top left corner of the image a distance L to the right of (for horizontal) or below (for vertical) the top left corner of the element's padding box. For example, with a value pair of '2cm 1cm', the upper left corner of the image is placed 2cm to the right and 1cm below the upper left corner of the padding box.
 - **top** Equivalent to '0%' for the vertical position.
 - **right** Equivalent to '100%' for the horizontal position.
 - **bottom** Equivalent to '100%' for the vertical position.
 - **left** Equivalent to '0%' for the horizontal position.
 - **center** Equivalent to '50%' for the horizontal position if it is not otherwise given, or '50%' for the vertical position if it is.

12. If you want the background image to repeat, click  to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).

- **no-repeat** The image is not repeated. Only one copy of the image is drawn.
- **repeat** The image is repeated both horizontally and vertically.
- **repeat-x** The image is repeated horizontally only.
- **repeat-y** The image is repeated vertically only.

13. Click  to save your work.



NOTE By default, most internet browsers do not automatically enable settings to print background images. You will usually need to manually select an option to print background images, such as watermarks.

I Linking Images

You can manage your image linking through the following:

Inserting Image Hyperlinks

After you insert an image, you can turn that picture into a hyperlink, connecting it to another topic, a topic in an imported HTML Help file, an external file (such as a website), or an email.

How to Insert an Image Hyperlink

1. Open the content file.
2. In the XML Editor, right-click the image that you want to use as a hyperlink.
3. In the context menu, select **Hyperlink Image**. The Insert Hyperlink dialog opens.
4. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




Shows or hides the folders that the files are stored in.




Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.



If the Show Files button  is the only one selected, you can click this button to move up one folder level.



Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog.



You can also select  if you have selected a PDF file.


PLACE IN THIS DOCUMENT

This option displays any bookmarks, headings, and other elements in the current file. Expand the appropriate section and select the element to which you want to link. If you select anything other than an existing bookmark, Flare will insert a new bookmark at that destination in the file.

EXTERNAL FILE


This option lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. After you select this option, enter the path to the file in the field next to the External File button.

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file.

 **NOTE** Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the field, rather than clicking the External File button.

WEBSITE

This option lets you enter the path to an external file, such as the URL for a website. After you click this option, simply type the path in the field next to the **Website** field (e.g., `http://www.acme.com`).

If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

You can create links to specific topics in HTML5, WebHelp, or WebHelp Plus output. This includes the ability to incorporate search strings and skin references (for some outputs).

EMAIL

This option lets you add email addresses and subject line so that the user can quickly send an email. To add multiple email addresses, separate them with semi-colons.

☆ **EXAMPLE** You might use this feature to help the end user send an email to your company's technical support department. When users click the link, it opens their email program and begins a new email message for them, inserting the email address and subject line for them. After you click this option, complete the **E-mail address** and **Subject** fields to the right (or select a recent email address from the list below).

The screenshot shows a web form for sending an email. It includes a 'Link to:' dropdown menu set to 'Email'. Below it is an 'Email address:' text field containing 'techsupport@mycompany.com;bob@mycompany.com'. A callout bubble points to this field with the text 'Use semi-colons to separate multiple email addresses.' Below the email address field is a 'Subject:' text field containing 'Need Tech Support'. At the bottom is a 'Recent Email Addresses' list box containing 'sally@mycompany.com' and 'bob@mycompany.com'. A callout bubble points to this list with the text 'You can select recent email addresses.'

HTML HELP FILE


This option lets you search for a topic within an HTML Help (CHM) file that you have added to your project. After you select this option, click the **External File** button. In the Link to HTML Help dialog, you can do one of the following.

- Select **Project Files** and then use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows or hides the folders that the files are stored in.



Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

- Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

After the CHM file is selected, in the Topic field click . In the dialog that opens, find and double-click the topic that you want to link to.


When you are finished, click **OK** in the Link to HTML Help dialog.


5. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output. This is added not only a "title" attribute, but as an "alt" (alternate text) attribute as well.
6. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent "a" style.)


7. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
8. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through links. So when a user presses the TAB key the first time, the hyperlink with an index value of 1 will be selected first, the link with a value of 2 will be selected next, and so on. If you want to skip a link, enter -1 in that field.




NOTE This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.

9. Click **OK**. The hyperlink is added to the image in the topic. When a user hovers the cursor over the image in the output, the cursor changes to a hand.
10. Click  to save your work.

 **WARNING** It is recommended that you avoid creating links to snippets. This is primarily due to the nature of snippets, which are designed to be inserted into multiple files. Let's say you have a heading style in a snippet and that snippet is then inserted into 12 different topics. In another topic, you might decide to create a cross-reference that points to the heading in that snippet. But which of those 12 topics is it supposed to point to in the output? There is no way for Flare to know this, so you could end up with some very undesirable results. For this reason, it's a good idea not to link to any content in a snippet.

 **NOTE** You can also create an image map on top of a picture. This lets you insert multiple hyperlinks for specific sections of the image, as opposed to creating one hyperlink for the entire image.

 **NOTE** You can edit image hyperlinks that you have inserted into a topic in the following ways: (1) edit the destination and properties of the hyperlink, and (2) remove the hyperlink from the image. For more information see the online Help.

Editing Image Hyperlinks

You can edit image hyperlinks that you have inserted into a topic in the following ways: (1) edit the destination and properties of the hyperlink, and (2) remove the hyperlink from the image.

How to Edit the Destination and Properties of an Image Hyperlink

1. Open the content file.
2. In the XML Editor, right-click the image.
3. In the context menu, select **Hyperlink Image**. The Insert Hyperlink dialog opens.
4. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




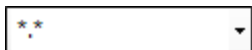
Shows or hides the folders that the files are stored in.




Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.



If the Show Files button  is the only one selected, you can click this button to move up one folder level.



Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog.



You can also select  if you have selected a PDF file.

PLACE IN THIS DOCUMENT

This option displays any bookmarks, headings, and other elements in the current file. Expand the appropriate section and select the element to which you want to link. If you select anything other than an existing bookmark, Flare will insert a new bookmark at that destination in the file.

EXTERNAL FILE

This option lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. After you select this option, enter the path to the file in the field next to the External File button.


You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file.



NOTE Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the field, rather than clicking the External File button.

WEBSITE

This option lets you enter the path to an external file, such as the URL for a website. After you click this option, simply type the path in the field next to the **Website** field (e.g., `http://www.acme.com`).

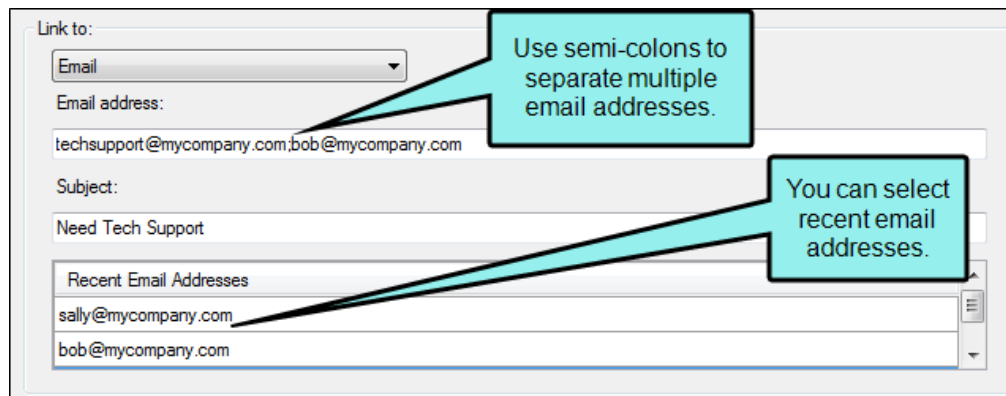
If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

You can create links to specific topics in HTML5, WebHelp, or WebHelp Plus output. This includes the ability to incorporate search strings and skin references (for some outputs).

EMAIL

This option lets you add email addresses and subject line so that the user can quickly send an email. To add multiple email addresses, separate them with semi-colons.

☆ **EXAMPLE** You might use this feature to help the end user send an email to your company's technical support department. When users click the link, it opens their email program and begins a new email message for them, inserting the email address and subject line for them. After you click this option, complete the **E-mail address** and **Subject** fields to the right (or select a recent email address from the list below).



The screenshot shows a web form for configuring an email link. It includes a 'Link to:' dropdown menu set to 'Email', an 'Email address:' field containing 'techsupport@mycompany.com;bob@mycompany.com', and a 'Subject:' field containing 'Need Tech Support'. Below these is a 'Recent Email Addresses' list with 'sally@mycompany.com' and 'bob@mycompany.com'. Two callout boxes provide instructions: one points to the email address field stating 'Use semi-colons to separate multiple email addresses.', and the other points to the recent email addresses list stating 'You can select recent email addresses.'

Link to:
Email

Email address:
techsupport@mycompany.com;bob@mycompany.com

Subject:
Need Tech Support

Recent Email Addresses
sally@mycompany.com
bob@mycompany.com

Use semi-colons to separate multiple email addresses.

You can select recent email addresses.

HTML HELP FILE


This option lets you search for a topic within an HTML Help (CHM) file that you have added to your project. After you select this option, click the **External File** button. In the Link to HTML Help dialog, you can do one of the following.

- Select **Project Files** and then use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows or hides the folders that the files are stored in.



Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

- Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

After the CHM file is selected, in the Topic field click . In the dialog that opens, find and double-click the topic that you want to link to.


When you are finished, click **OK** in the Link to HTML Help dialog.

5. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.
6. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent "a" style.)
7. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup. The other options are typically used by advanced users.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.

- **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
8. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through links. So when a user presses the TAB key the first time, the hyperlink with an index value of 1 will be selected first, the link with a value of 2 will be selected next, and so on. If you want to skip a link, enter -1 in that field.




NOTE This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.

9. Click **OK**. The hyperlink is changed in the topic.
10. Click  to save your work.

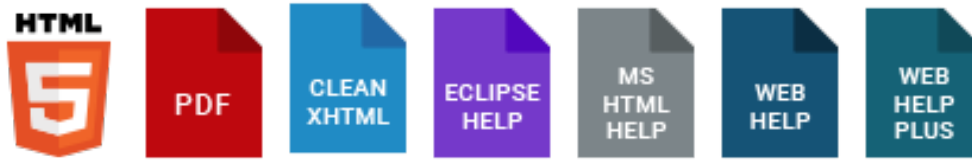
How to Remove the Hyperlink From the Image

Another way to edit an image hyperlink is to remove the hyperlink effect. If you decide that you no longer want the image to serve as a hyperlink, you can use the steps below to remove the hyperlink. When you are finished, the image will remain in the topic, but the hyperlink effect will be removed.

1. Open the content file.
2. In the XML Editor, right-click the image.
3. In the context menu, select **Hyperlink Image**. The Insert Hyperlink dialog opens.
4. In the bottom-left section of the dialog, click the **Remove Link** button. The hyperlink effect is removed.
5. Click  to save your work.

Creating Image Maps

Supported In:



After you insert an image, you can create multiple hyperlinks for specific sections of the image. This is called an "image map."

How to Create an Image Map

1. Open the topic.
2. In the XML Editor, right-click the image on which you want to create an image map.
3. In the context menu, select **Image Map**. The Image Map Editor opens, with the image displayed.
4. In the Standard toolbar of the Image Map Editor, click one of the shape drawing buttons, depending on the area of the image that you want to use as a hyperlink.



Click this button if you want to draw an odd shape over a section of the image.



Click this button if you want to draw a rectangle over a section of the image.



Click this button if you want to draw a circle over a section of the image.

5. In the image, click and drag your mouse over the area to be used as a hyperlink. Release the mouse button when you are satisfied with the size and location of the shape. You should now see the shape on top of the image, connected by a series of points.
6. In the toolbar, click

7. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




Shows or hides the folders that the files are stored in.




Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.



If the Show Files button  is the only one selected, you can click this button to move up one folder level.



Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog.



You can also select  if you have selected a PDF file.


PLACE IN THIS DOCUMENT

This option displays any bookmarks, headings, and other elements in the current file. Expand the appropriate section and select the element to which you want to link. If you select anything other than an existing bookmark, Flare will insert a new bookmark at that destination in the file.

EXTERNAL FILE


This option lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. After you select this option, enter the path to the file in the field next to the External File button.

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file.

 **NOTE** Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the field, rather than clicking the External File button.

WEBSITE

This option lets you enter the path to an external file, such as the URL for a website. After you click this option, simply type the path in the field next to the **Website** field (e.g., `http://www.acme.com`).

If you want to insert a variable, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

You can create links to specific topics in HTML5, WebHelp, or WebHelp Plus output. This includes the ability to incorporate search strings and skin references (for some outputs).

EMAIL

This option lets you add email addresses and subject line so that the user can quickly send an email. To add multiple email addresses, separate them with semi-colons.

☆ **EXAMPLE** You might use this feature to help the end user send an email to your company's technical support department. When users click the link, it opens their email program and begins a new email message for them, inserting the email address and subject line for them. After you click this option, complete the **E-mail address** and **Subject** fields to the right (or select a recent email address from the list below).

The screenshot shows a web form for sending an email. It includes a 'Link to:' dropdown menu set to 'Email'. Below it is an 'Email address:' field containing 'techsupport@mycompany.com;bob@mycompany.com'. A callout points to this field with the text 'Use semi-colons to separate multiple email addresses.' The 'Subject:' field contains 'Need Tech Support'. At the bottom is a 'Recent Email Addresses' list with 'sally@mycompany.com' and 'bob@mycompany.com'. A callout points to this list with the text 'You can select recent email addresses.'

Link to:
Email

Email address:
techsupport@mycompany.com;bob@mycompany.com

Subject:
Need Tech Support

Recent Email Addresses
sally@mycompany.com
bob@mycompany.com

Use semi-colons to separate multiple email addresses.

You can select recent email addresses.

HTML HELP FILE


This option lets you search for a topic within an HTML Help (CHM) file that you have added to your project. After you select this option, click the **External File** button. In the Link to HTML Help dialog, you can do one of the following.

- Select **Project Files** and then use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.




Shows or hides the folders that the files are stored in.



Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

- Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

After the CHM file is selected, in the Topic field click . In the dialog that opens, find and double-click the topic that you want to link to.

When you are finished, click **OK** in the Link to HTML Help dialog.


8. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output. This is added not only a "title" attribute, but as an "alt" (alternate text) attribute as well.

9. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
10. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through hyperlinks in the image. So when a user presses the TAB key the first time in a topic, the hyperlink with an index value of 1 will be selected first, the hyperlink with a value of 2 will be selected next, and so on. If you want to skip a hyperlink, enter -1 in that field.














NOTE This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.

11. Click **OK**. The hyperlink is added to the image map.
12. If you want to add more hyperlinks to the image, select a shape button again and repeat the steps above.
13. When you are finished creating hyperlinks on the image, click **OK** in the Image Map Editor.

Notice that when the object is selected in the Image Map Editor, the link property fields at the bottom are populated with the information you provided.
14. Click  to save your work.

Buttons and Sections in the Image Map Editor

Following are descriptions of buttons and sections found in the Image Map Editor.

Edit	Use this menu to select basic editing options (such as undo, redo, cut, copy, and paste). You can also open the properties for an object or apply conditions to it.
	Click this button to toggle between seeing a clear image of the picture and a faded image.
	Click this button to hide the shapes that you draw over areas of the image.
	Click this button to fill the shapes that you draw over areas of the image.
	Click this button to open the Area Properties dialog, which lets you find and select a destination file to link to a shape that you've drawn. You must select a shape before this button is enabled.
	Click this button to delete a selected point in the editor.
	Click this button to enable "Select" mode so that you can click on shapes that you have drawn in the editor.
	Click this button to draw a polygon shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to draw a rectangle shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to draw a circle shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to bring a shape up one layer (if it is overlapped by one or more other shapes).
	Click this button to bring a shape up to the top layer (if it is overlapped by one or more other shapes).



Click this button to move a shape down one layer (if it is overlapped by one or more other shapes).




Click this button to move a shape down to the bottom layer (if it is overlapped by one or more other shapes).




Opens the Condition tags dialog, which lets you apply condition tags to content.

Link

Displays the path to the linked destination file for the selected object. This field is automatically populated after you click  to find and select a destination file.

**Screen
Tip**

Displays the screen tip (or "alt" text) for the selected object. An alt tag provides a textual equivalent for the image. This code allows the page to be usable by persons with graphics turned off or who are blind and using a screen reader. This field is automatically populated after you click  and enter the screen tip text.

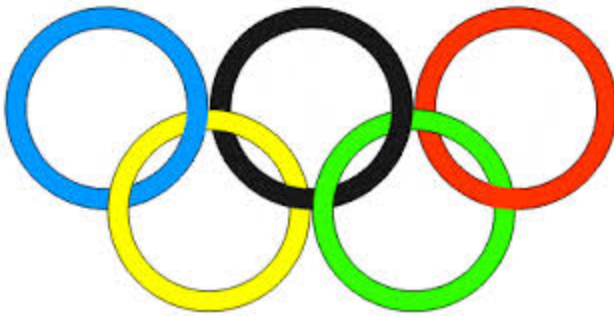
Tab Index

Displays the tab index value that you entered in the Area Properties dialog for the selected object. The tab index is a value to specify the order in which users can tab through links on an image. So when a user presses the TAB key the first time, the link with an index value of 1 will be selected first, the link with a value of 2 will be selected next, and so on. If you want to skip a link, enter -1 in that field. This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.

Overlapping Objects and PDF Output

PDFs are limited to rectangular-shaped image map objects. Therefore, if you have an image map with circle or polygon objects, those will be redrawn as rectangles in the PDF output. If this occurs, Flare will include a compile warning. Also, keep in mind that if objects overlap one another, the one on the top layer (usually the last one drawn) takes precedence.

☆ **EXAMPLE** You have an image of the Olympic circles inserted into a topic:

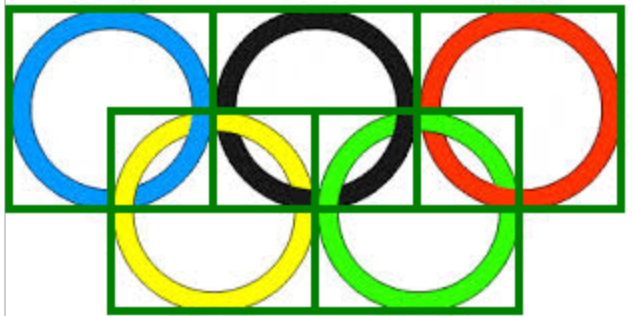


You create an image map, drawing round objects around each of the five circles, and you link each of these objects to a different website. For the purposes of this example, we're showing dark green circles to represent each image map object:



Notice that the circles overlap in some places. In those locations, the circle object that is on the top layer will win. Therefore, if the user clicks in that area, the website linked to the object on top will be opened.

- ☆ Now, if you generate online output, such as HTML5, the circle shapes on the image map will be retained, just as you see them above. But if you generate PDF output, each of the circle objects will be converted to a rectangle, like this:



Therefore, the link areas (as well as the overlapping areas) are adjusted accordingly.

What's Noteworthy?

- ⚠ **WARNING** It is recommended that you avoid creating links to snippets. This is primarily due to the nature of snippets, which are designed to be inserted into multiple files. Let's say you have a heading style in a snippet and that snippet is then inserted into 12 different topics. In another topic, you might decide to create a cross-reference that points to the heading in that snippet. But which of those 12 topics is it supposed to point to in the output? There is no way for Flare to know this, so you could end up with some very undesirable results. For this reason, it's a good idea not to link to any content in a snippet.

Other Information for Images

In addition to the primary concepts, there is some additional information that might help you when working with this feature.

This chapter discusses the following:

Raster vs. Vector Images	77
PDF Files as Images	81

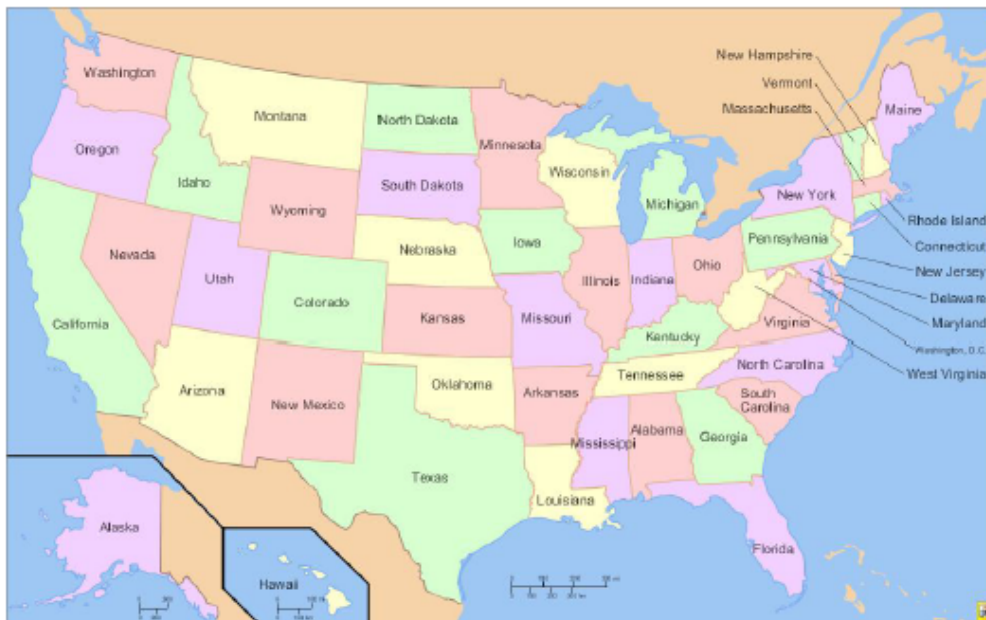
I Raster vs. Vector Images

Flare supports common raster image formats such as BMP, GIF, JPG, and PNG. In addition, it supports vector image formats such as EPS, PS, and SVG.

A vector image comprises geometric elements such as lines, points, and curves, based on mathematical equations. On the other hand, raster graphics are made up of pixels. A vector image is ideal for print-based output because the clarity is maintained even when you reduce the size of the graphic. Vector images are supported in PDF output. If you generate another type of output, you may find that some vector formats (e.g., SVG) are supported while others (e.g., EPS) are not due to limitations of the browser or application. When a vector image is not supported in an output, it is converted to PNG.

It is sometimes difficult to tell the difference between a vector and raster graphic when viewing it at 100%. But if you zoom in the difference becomes apparent. Following is an example of a PDF document with the same image in JPEG and SVG format.

JPEG



SVG



The text in the SVG image is a little more readable. And if we zoom in, we can see why.

Here is what the JPEG image looks like when we zoom in at 300%. Notice that the pixels look blurry when enlarged.

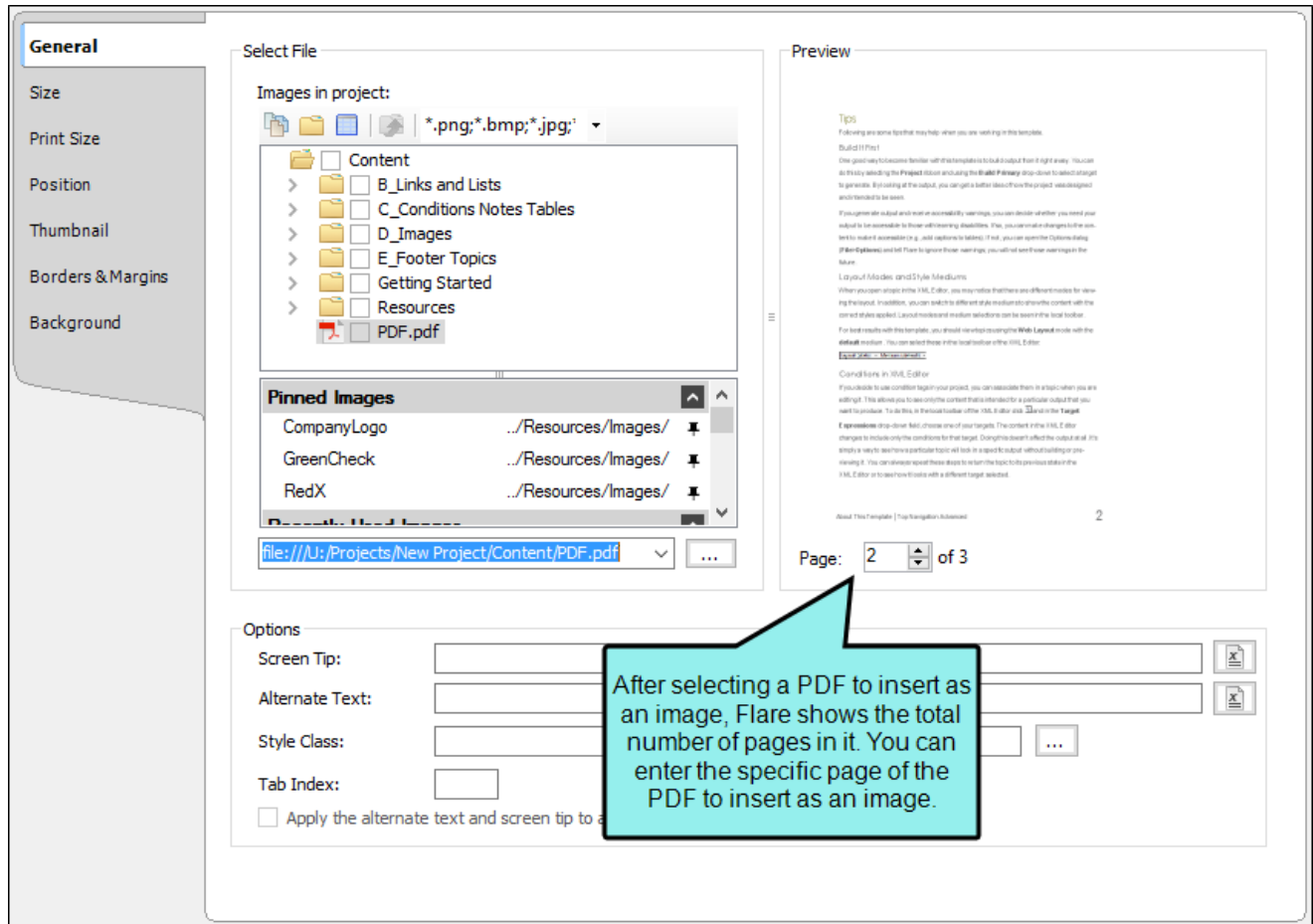


And here is what the SVG image looks like. Notice that the text still looks as clear as it does at a much smaller size.



PDF Files as Images

You can insert pages from PDFs as images. When you select a PDF file, you can choose the specific page from it to be inserted as an image.



PDF images are supported in all outputs. However, the way these files are treated depends on the output format:

- **PDF** If you generate PDF output, the page you inserted is kept as a PDF. So it's sort of like a one-page PDF within a big PDF. You'll find that you can select text in that PDF image, just like you can in the larger PDF.

Following is a PDF inserted as an image.

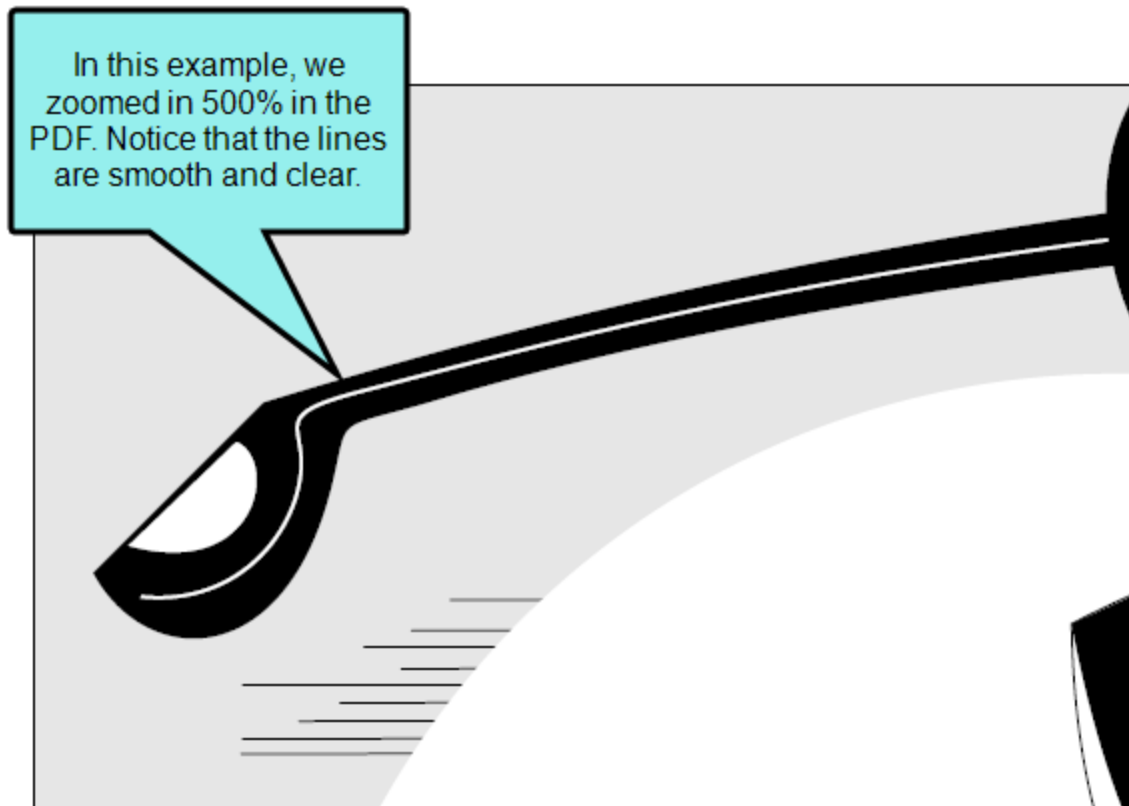
Vector image pdf

eps

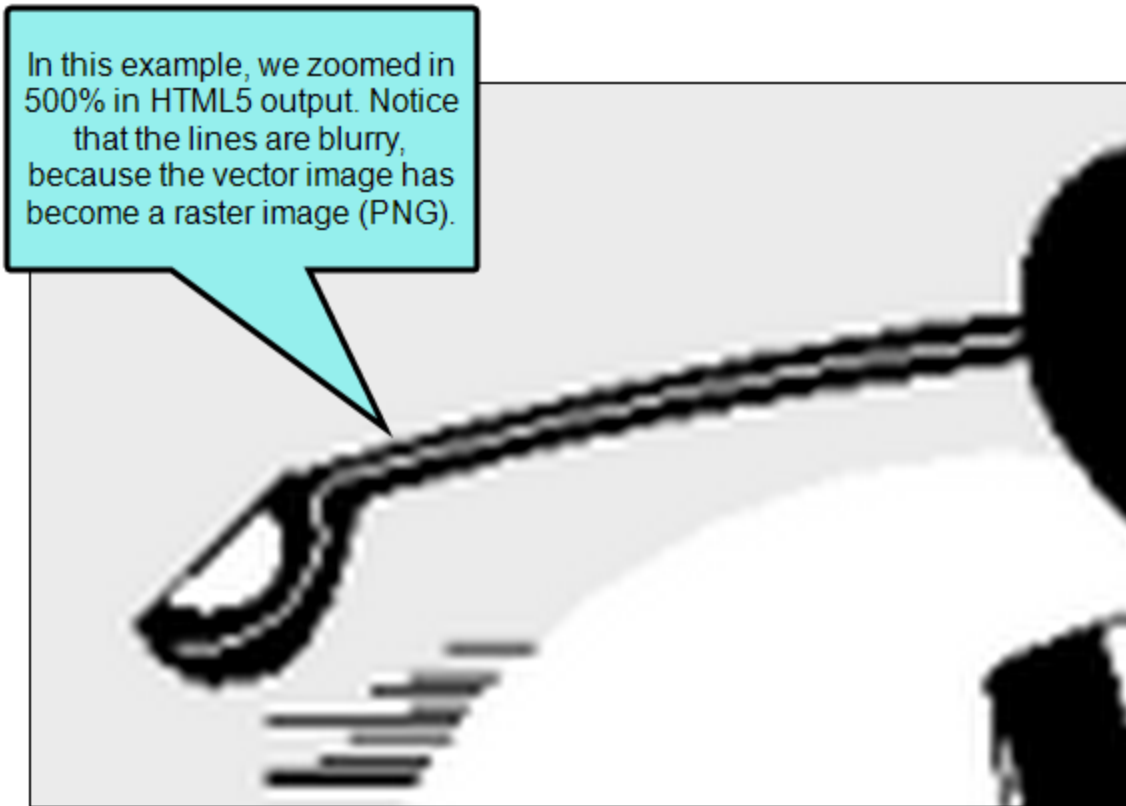


Notice that text within the inserted PDF can be selected in Flare's output.

Also, any vector-based information is retained, therefore retaining the quality and clarity you expect. This is especially useful if you inserted a PDF that contains Microsoft Visio diagrams or vector drawings from CAD (computer-aided design) software.



- **All Other Outputs** If you generate any output other than PDF, the PDF page you inserted is converted to a PNG file, even if it contains vector-based drawings. That's largely due to the fact that browser-based output types do not support vector images. Because the image displays in a raster format, you will find that it is not as crisp as its vector counterpart in PDF output.



CHAPTER 4

Other Activities for Images

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

This chapter discusses the following:

- Selecting an Image for the About Box86
- Deleting and Removing Images 88
- Creating and Editing Image Tooltips96
- Creating a List of Images 98
- Opening Images 100
- Adding Images to Page Layout Frames 101
- Pasting Images From Other Programs 103
- Pinning Images105
- Regenerating Images 111
- Viewing Unused Images113
- Showing and Hiding Web Images in the XML Editor 115
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Selecting an Image for the About Box

Supported In:





You can select an image to be used for the "About box" in the output window. You can use this About box for any purpose you like. When users click the icon...




... your image is displayed. When users click the image, it disappears.

How to Select an Image for the About Box

1. Open a Standard or Mobile skin.
2. Select the **About** tab.
3. Click **Include About in output**.
4. Click the **Browse** button.
5. In the Open dialog, find and select the image file that you want to use for the About box. A preview of the image is shown at the bottom of the tab.
6. Click  to save your work.

 **NOTE** If you want to remove the image, click the **Reset** button.


 **NOTE** This feature is available for Microsoft HTML Help only if you add a web toolbar to the skin being used for that target. For more information see the online Help.

How to Select a Different Image for the Icon

What if you want to use an image other than the default MadCap icon (the image that users click to open the "About" box image)?



Use the following steps to accomplish this.

1. In the skin select the **Styles** tab.
2. In the Styles section, expand the **Toolbar Item** node.
3. Under it, click **Logo**.
4. Select the **Property Groups** option.
5. In the **Properties** section, click in the cell to the right of **Icon**.
6. Select **Browse for Image**.
7. In the dialog that opens, find and double-click the image that you want to use.
8. Click  to save your work.

I Deleting and Removing Images

You can also do the following tasks to delete and remove images from your project:

Deleting Image Files From the Project

Use the following steps to remove an image file from a project. Image files are added to the project automatically when you insert an image into a topic.


How to Delete an Image File From the Project

1. Open the Content Explorer.
2. Expand the **Resources** folder, and double-click the **Images** folder to open it (unless you stored the image in a custom folder somewhere).
3. Locate and select the image file that you want to delete.
4. On your keyboard press **DELETE**.
5. You may be asked if you are certain you want to send the file to the recycle bin. If so, click **Yes**.

Deleting Images From Content Files

Use the following steps to delete an image that you previously inserted into a content file.

How to Delete an Image From a Content File

1. Open the content file.
2. In the XML Editor, right-click the image.
3. From the context menu, click **Delete**. The image is deleted from the file.
4. Click  to save your work.

Removing Images From Headings in a Generated TOC

Supported In:



If you have inserted images into the headings in your topics, you can make sure those images do not appear in the generated TOC of the printed output.

This option works somewhat differently depending on the output type.


Word

- If the option is disabled, images appear in both content headings and the print TOC.
- If the option is enabled, images are removed from both content headings and the print TOC.

PDF

- If the option is disabled, images appear in content headings only.
- If the option is enabled, images are removed completely.

How to Remove Images From Headings in a Generated TOC

1. Open the target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Generated TOC** section, select **Remove images from paragraphs with heading levels**.
4. Click  to save your work.

What's Noteworthy?



NOTE Keep in mind that, with this feature, the images are also removed from the heading in the content of the document. Therefore, if you want to have the images in the content, but not in the print TOC, you should not use this feature. Instead, you must remove the images from the print TOC manually after generation (if you compile an editable output, such as Word).


Removing Unreferenced Embedded Images From Skins

Supported In:

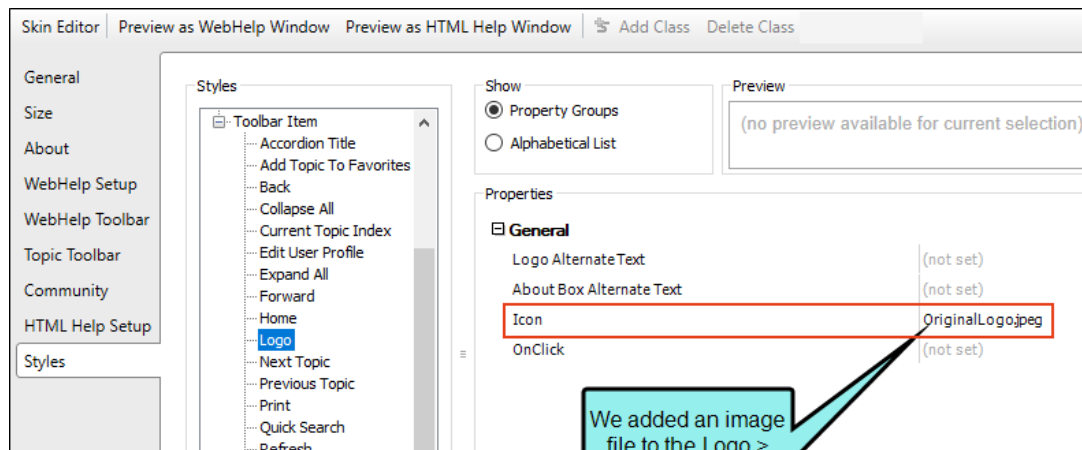


When you add an image in a skin (e.g., your company logo), that image becomes embedded in the skin file using binary code. If you later replace that image, it remains embedded in the skin, even though it is no longer being used (i.e., it is unreferenced). When you click the field to select an image, you can still see the old image listed with others. This adds unnecessary size to your skin file. However, you can select an option on the General tab of the Skin Editor to automatically remove unreferenced images from the skin when you save the skin.

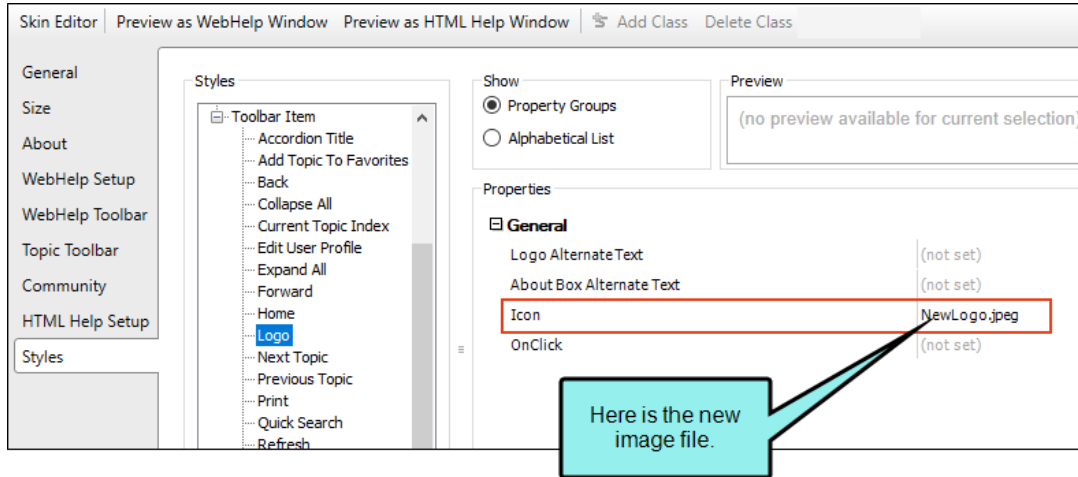
How to Remove Unreferenced Embedded Images From a Skin

1. Open a skin.
2. On the **General** tab of the Skin Editor, select **Remove On Save**.
3. Click  to save your work.

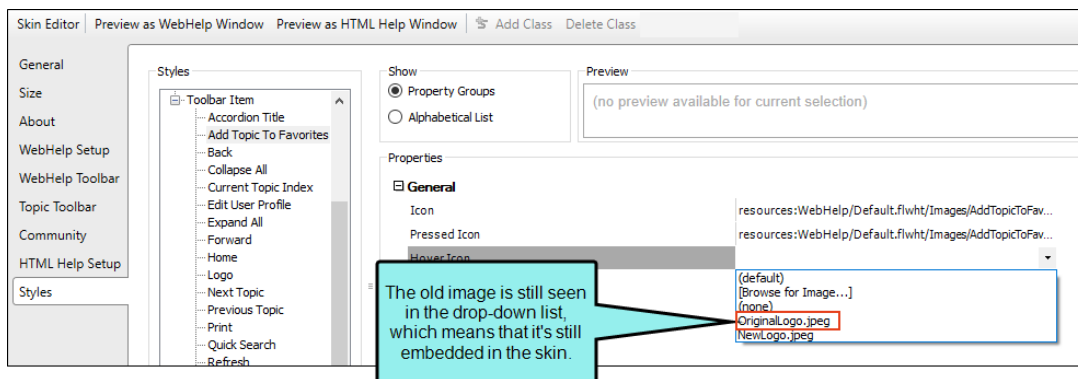
☆ **EXAMPLE** You add your company's logo to a skin, like this.



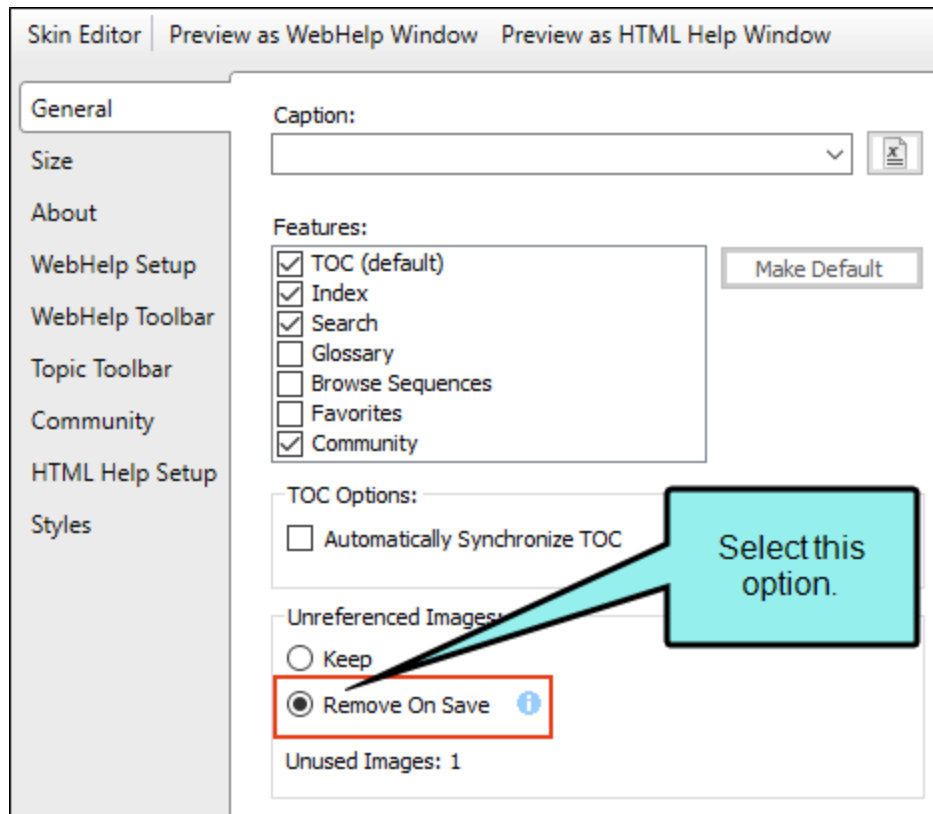
☆ Later you replace that image with another.



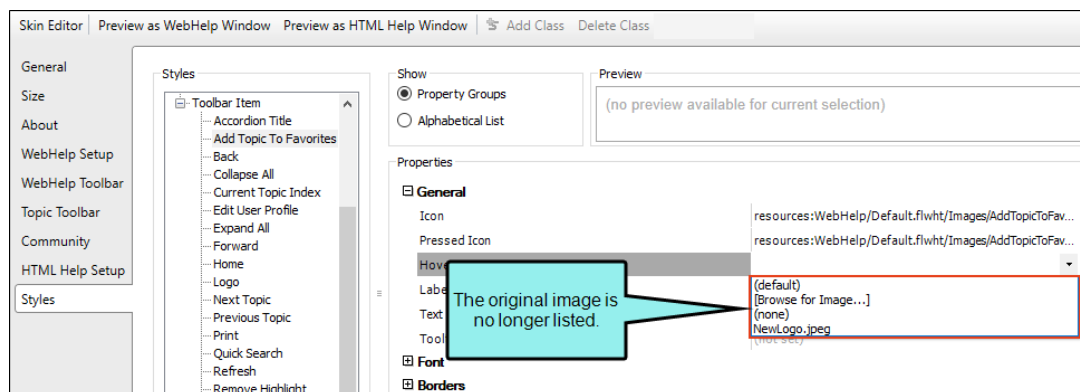
Even though you are no longer using the original image, you still see it whenever you try to select an image from a field anywhere in the Skin Editor.



- ☆ Therefore, you open the General tab in the Skin Editor and select the option to remove unreferenced images the next time you save.



Then you save the skin. Now when you try to select an image in the skin, you will no longer see the original image listed, because it's been removed from the skin.



What's Noteworthy?



NOTE Removing unreferenced embedded images from skins is an action that cannot be undone.



NOTE This option is not available in HTML Top Navigation skins. It is available only in HTML5 Tripane skins.

I Creating and Editing Image Tooltips


When inserting or editing an image, you can add a tooltip (or screen tip), which displays in a popup when end users hover over the image in the output. You can also use a generic style class named "tooltip" to control the look of that popup and its text.

How to Create an Image Tooltip

1. Right-click on an image that has been inserted into a topic (or other content file), and select **Image Properties**. The Image Properties dialog opens.



NOTE You can also use this dialog during the process of inserting a new image. See "Inserting Images" on page 11.

2. In the **Screen Tip** field, type a phrase that you want to appear when the end user hovers over the image.
3. (Optional) Select **Apply the alternate text and screen tip to all image references** if you want the same screen tip text to be used everywhere the image is already inserted in the project. However, this option will not affect new insertions of the image in the project; you would need to add the screen tip text to those images manually.
4. Click **OK**.
5. If you selected the check box, click **Yes** to save the changes. Otherwise, click  to save your work.

How to Edit the Look of Image Tooltips


1. From the Content Explorer, open your stylesheet.
2. In the local toolbar, click **Add Selector**.
3. Either clear the **HTML Element** field, or select **(generic)** in it.
4. In the **Class Name** field, type `tooltip`.
5. Click **OK**.

The new class is located under the "(Generic Classes)" node on the left side of the editor. You might need to filter for All Styles to see it.

6. With the **tooltip** class selected on the left, set any properties for it on the right.



NOTE This is one case where you do not need to apply this style class to your images manually, because Flare is designed to use it automatically whenever an image has a screen tip added.

7. Click  to save your work.

Creating a List of Images

Supported In:



You can use the List-Of proxy to generate a list (or "table") of various types of elements (e.g., tables, images) in your output, with links to the corresponding content.

How to Create a List of Images

1. At the top of a topic, enter a main heading for your list (e.g., "List of Figures"), and under it add any other text or content you want.
2. Select **Insert > Proxy > Insert List-Of Proxy**. The List-Of Proxy dialog opens.
3. In the **Tag Name** field, select the parent tag to be used for creating the list.

☆ **EXAMPLE** You have added a caption below each image in your project (e.g., Figure 5: My Image Caption). Perhaps you created a class of the p style called "ImageCaption" (i.e., p.ImageCaption). In a case such as this, you would select p from the Tag Name field when inserting the List-Of proxy.

4. (Optional) In the **Tag Class** field, select the style class to be used for creating the list.


☆ **EXAMPLE** Using the example above, you would select "ImageCaption" from this field.

5. (Optional) In the **Stylesheet class for each generated entry** field, you can select yet another style class to determine how each item in the generated list looks.

You would use this style class, for example, if you want to change the font of the entries or add a leader (e.g., series of dots) between the entries and the page numbers. For more information about using styles, including steps, see the online Help or the *Flare Styles Guide*.

6. (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire list.


You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the list will use the style settings from the parent MadCap\listOfProxy style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the MadCap\listOfProxy style and in the local toolbar click Add Selector to create a class. The class will then be available from this field.

7. Click **OK**. The proxy is added to the topic.
8. Click  to save your work.

I Opening Images

You can open an image that you have added to your project. When you open the image, it displays in the Image Viewer within Flare.

How to Open an Image

1. Open the Content Explorer.
2. Expand the **Resources** folder, and double-click the **Images** subfolder. Traditionally, image files are displayed under the Images subfolder (although they can also be placed in custom folders).
3. Do one of the following:
 - Locate and double-click the image file that you want to open.
 - Locate and click the image file that you want to open. In the local toolbar, click .

The image opens in the Image Viewer.



NOTE You can also right-click on an image where it has been inserted and select **Open Link** from the context menu.



NOTE If you have inserted a PDF file as an image, the actual PDF file opens. This is different from other image formats, where the image opens by itself in the Image Viewer.



NOTE If you have imported a project that already contained images, Flare keeps the images in the file structure of the source project (as opposed to placing the image files in the Resources folder).



I Adding Images to Page Layout Frames



Supported In:





If you want to insert an image so it automatically appears in several (or all) pages in the output, you can create an image frame in a page layout.

How to Add Images to Page Layout Frames

1. Open the page layout. The Page Layout Editor displays.
2. In the local toolbar, click the **New Frame** button .
3. In the drop-down, select **New Image Frame**. The Insert Image dialog opens, prompting you to provide an image file.
4. Select an image file to insert. You can do this in one of the following ways.
 - Select an image already in the project by finding and selecting it in the built-in tree.
 - Click  to find and select an image file outside of the project.

 **NOTE** If you want to select an image file recently inserted into your project, click the down arrow in the field next to the  button, and select the file from the list.

5. Click **OK**. The image is added to a frame of the same size, which you can place on the page as necessary.
6. Click  to save your work.

 **NOTE** In addition to using image frames, you can open other content frames (header, footer, decoration) and insert images as you normally would.

I Pasting Images From Other Programs

You can copy and paste an image from another program, such as Microsoft Word, into a content file (e.g., topic, snippet). When you do this, a copy of the image file is added in PNG format to your project with a name that you provide.

✓ **TIP** Before copying an image from another application, you should set its size to 100%. This enables you to resize the image later within Flare without loss of quality. On the other hand, let's say you resized the image to 50% in Microsoft Word and then pasted the image into Flare. Later, you decide to enlarge the image in Flare. But in the output the quality does not look very good because it was necessary to add pixels.


How to Paste Images From Other Programs

1. After copying the image in the other program, open a content file (e.g., topic, snippet) in Flare.
2. Place your cursor where you want to paste the image.
3. Press **CTRL+V** on your keyboard.
4. In the Save Image dialog that opens, find and select the folder where you want to add the copy of the image in your project (the default location is the Resources\Images folder). You can use the buttons in the local toolbar to navigate.



Shows or hides the folders that the files are stored in.





Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.



Shows or hides hidden files and folders.



If the Show Files button  is the only one selected, you can click this button to move up one folder level.

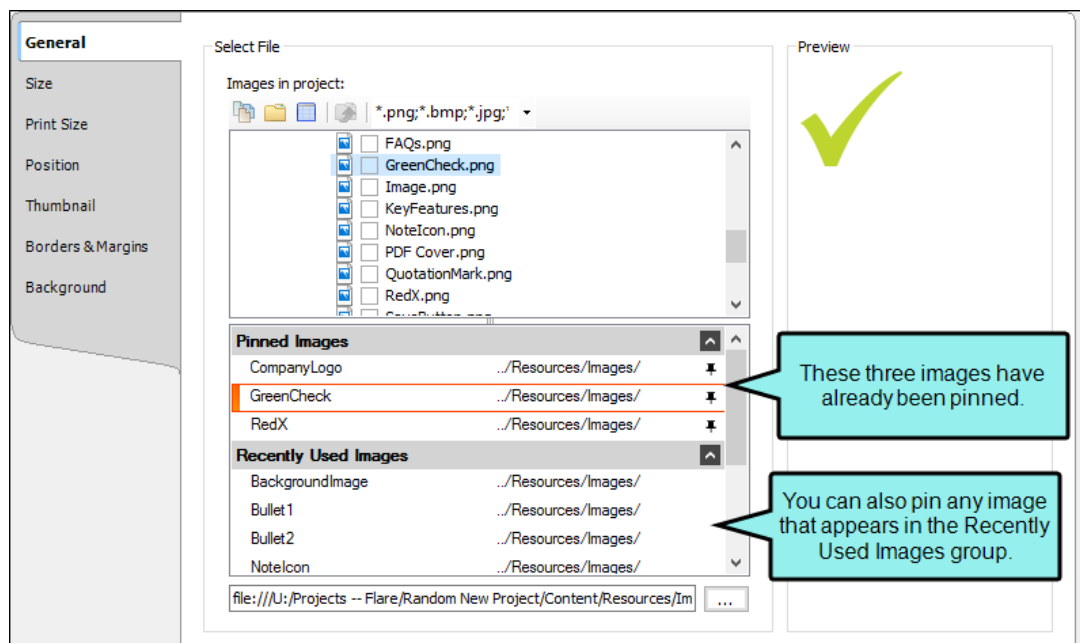
5. In the **File name** field, enter a name for the image.
6. Click **Save**. The image is added.
7. Click  to save your work.

I Pinning Images


You can pin your favorite images so you can easily find them again later. Pinned images appear in a group that you can expand or collapse. This is a way to limit the list of images to those that you use the most.

You can pin any image that appears in the Recently Used Images group. This group lists your 20 most recently used images.


☆ **EXAMPLE** Three images have been added to the Pinned Images group. Other recently used images can still be seen in the Recently Used Images group; you can add any of these images to the Pinned Images group at any time.




How to Pin an Image—Insert Image Dialog


1. Open the content file.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Insert > Image**.
 - **Local Toolbar** Click the face of the  button.



OR

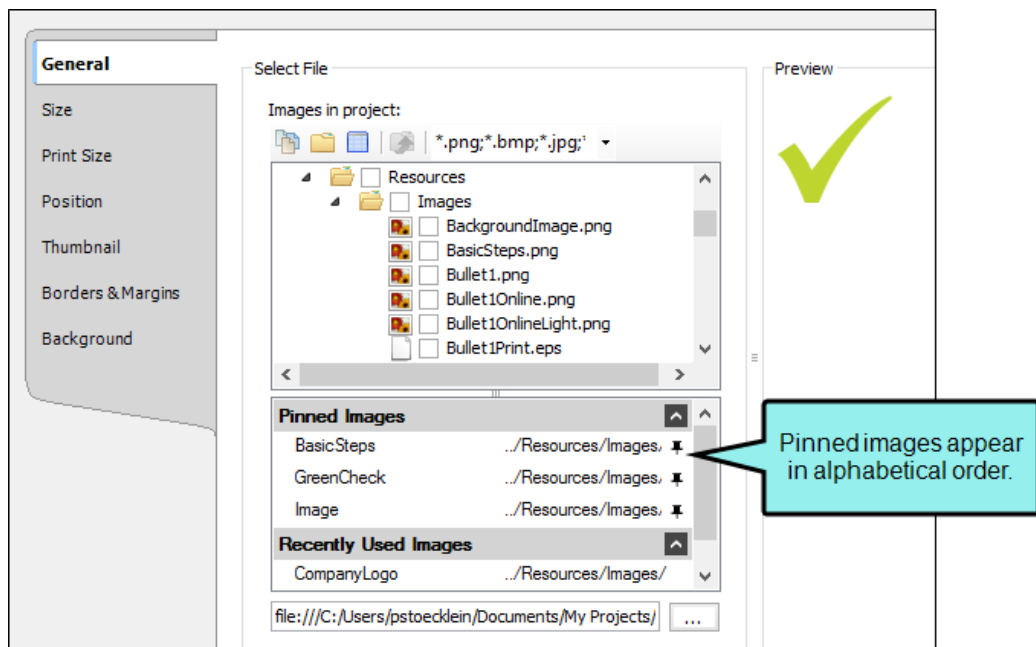
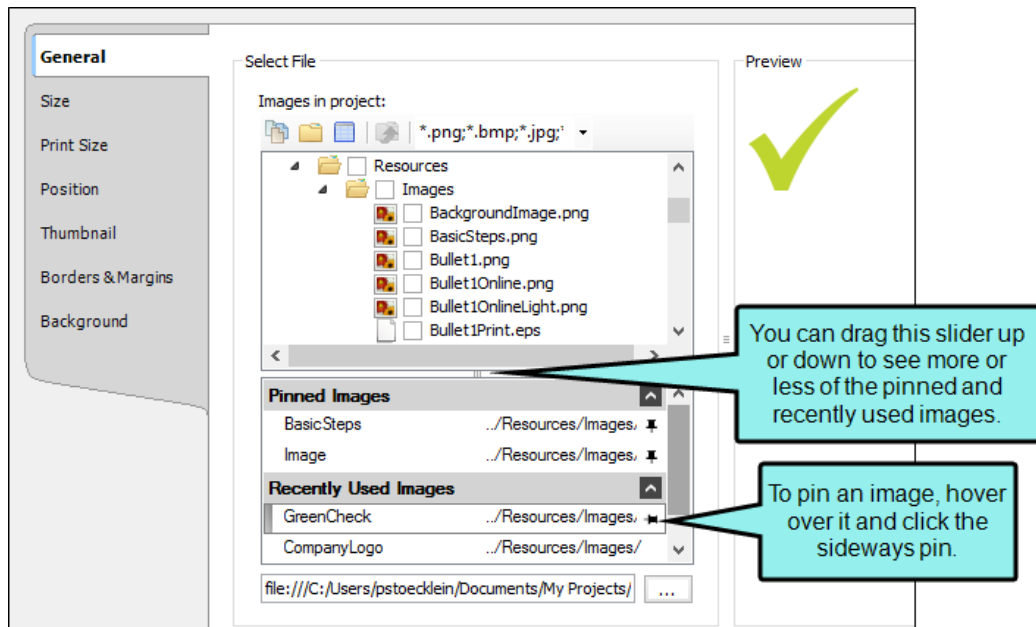
Click the down arrow next to , then select **More Images**.
 - **Keyboard Shortcut** Press **CTRL+G**.
 - **Right-Click** Right-click in the editor and select **Insert > Image**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).

The Insert Image dialog opens.

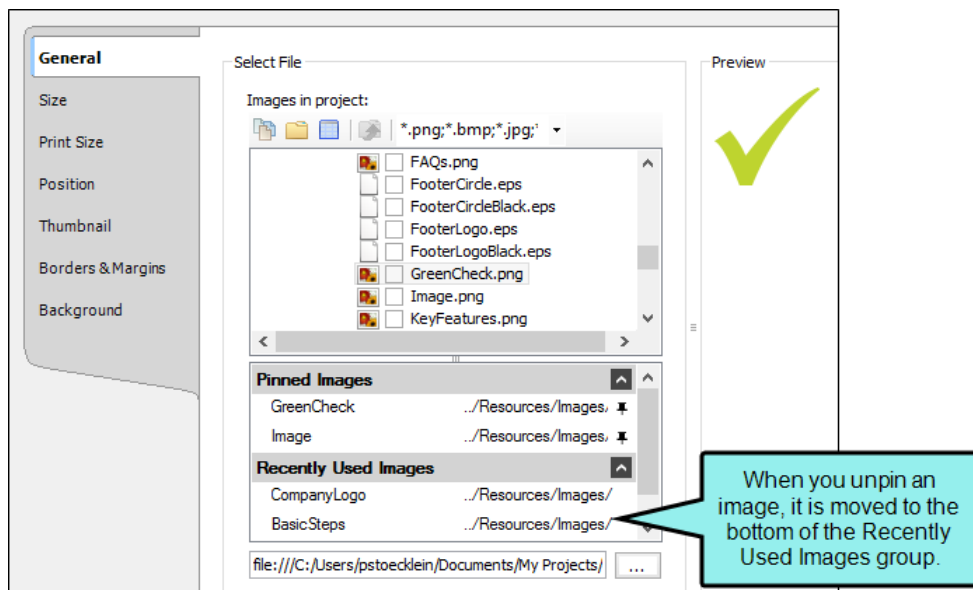
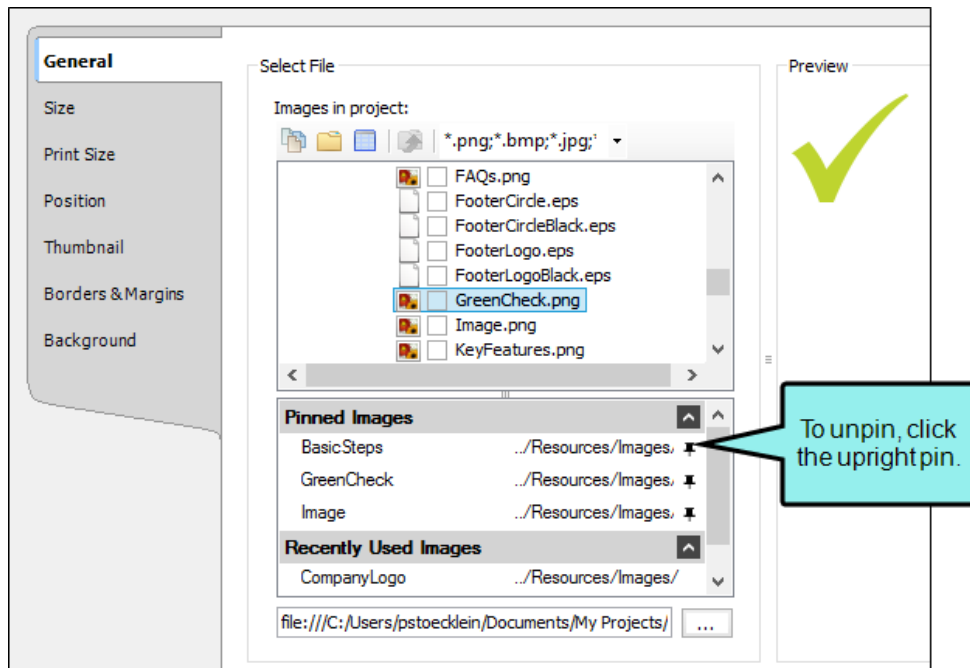
3. From the **Recently Used Images** group, select the image you want to pin. A pin  appears to the right of the image.

 **NOTE** Images must appear in the Recently Used Images group before they can be pinned. If the image you want to pin does not appear in the Recently Used Images group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Image dialog.

4. To pin the image, click . The pin changes to  to show that the image has been pinned to the list. Pinned images are added to the Pinned Images group in alphabetical order.




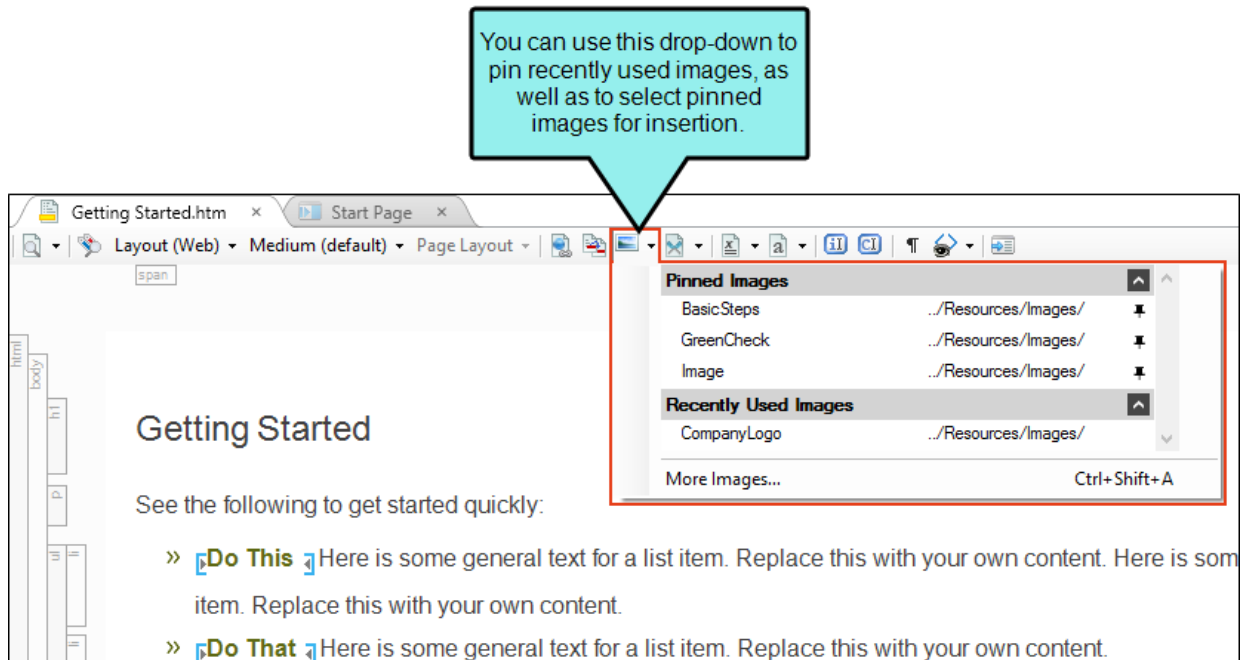
- To unpin the image, click the pin again and it will be moved back to the bottom of the Recently Used Images group.





- Click OK.



How to Pin an Image—Local Toolbar Drop-Down

1. Open the content file.
2. In the local toolbar at the top of the XML Editor click the down arrow next to . This expands the Insert Image drop-down.



3. From the **Recently Used Images** group, select the image you want to pin. A pin  appears to the right of the image.

 **NOTE** Images must appear in the Recently Used Images group before they can be pinned. If the image you want to pin does not appear in the Recently Used Images group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Image dialog.

4. To pin the image, click . The pin changes to  to show that the image has been pinned to the list. Pinned images are added to the Pinned Images group.
5. To unpin the image, click the pin again and it will be moved back to the bottom of the Recently Used Images group.

What's Noteworthy?



NOTE The Recently Used Images and Pinned Images groups show the relative path location of each image. Hover over any image to see its full file path.



NOTE You can expand or collapse the Recently Used Images and Pinned Images groups by clicking the arrows next to each group name.

I Regenerating Images

You can quickly regenerate (update) all of the images in your project.

How to Regenerate Images

Select **Tools > Regenerate Captured Images**.

The two primary reasons for using this option are:

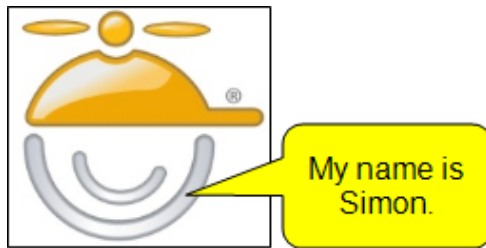
- **Remove Trial Watermarks** If you install Flare on a trial basis before purchasing the product, watermarks appear on all images that you capture and insert during the trial period. After you become a licensed user, you can use this option to remove the watermarks on all images.
- **Modify PROPS Files** If you manipulate the PROPS file that accompanies an image file, the image file becomes out of sync with the PROPS file. The "Regenerate Captured Images" option updates the images based on the latest PROPS files.

What is a PROPS (or "Properties") file? It is a file created along with an image file in MadCap Capture to hold all of the property information about that image.

☆ **EXAMPLE** You use MadCap Capture to create a JPG image and you name it "MyImage." You add a text callout to the image in Capture. Therefore, when you are finished you will have one file called "MyImage.jpg," which is the raw image file. Along with this file, you will have another file called "MyImage.jpg.props," which contains the information about the text callout that you added to the image.

One reason to manipulate the PROPS file is to translate the text into another language.

☆ **EXAMPLE** You write an English version of your Flare project, and you have it translated into Spanish as well. This includes any text found in your images, such as this one.



You make a copy of this image file and the associated PROPS file, and you add them to the Spanish version of your Flare project. Now you need to translate the callout text for the image. So you open the PROPS file in Notepad and you change the text.

But when you look at the image in the Spanish version of the Flare project, the callout text for the image is still in English. Therefore, you select **Tools > Regenerate Captured Images**. The image is updated and now looks like this in your project.



📄 **NOTE** If you need to translate image callouts in a Flare project, it is recommended that you use MadCap Lingo, rather than manually editing each PROPS file in an editor such as Notepad.


I Viewing Unused Images


You can view a list of all images that have been created in your project but have not yet been used in any topics or other files. You can quickly delete any of the images that you do not plan to use. You can also add condition tags to the images. For more information about images, see the *Flare Images Guide* or the Flare online Help.

How to View Unused Images

1. Select **Analysis > More Reports > Unused Items**.

The Unused Items window pane opens, which lets you view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).

2. Click the drop-down field at the top of the window pane and select **Unused Images**. The unused images in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
 - **Condition Tag** Displays the condition tag for the image not being used.
 - **File** Displays the name of the image file not being used.
 - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items.
5. If you want to remove any unused images from Flare, as well as from the project being analyzed, select the image in the list and click  in the local toolbar.

6. (Optional) You can add condition tags to the unused images. To add condition tags, do the following.
 - a. Select **Unused Images** from the drop-down menu in the Unused Items window pane.
 - b. Do one of the following:
 - Click the  button in the local toolbar.
 - Right-click the image and from the context menu, select **Properties**.
 - Right-click the image and press **CTRL+SHIFT+P** on the keyboard.The Properties dialog opens.
 - c. In the Properties dialog, click the **Conditional Text** tab.
 - d. Select condition tags, then click **OK**.
7. (Optional) You can open the image file for any picture in the list to view it in the Image Viewer.

Showing and Hiding Web Images in the XML Editor

You might have many image tags that link to websites, rather than linking to images.

For example: ``

Keep in mind that slow website response times may slow down your work. Therefore, you might want to disable the rendering of such images in the XML Editor.

How to Show and Hide Web Images in the XML Editor

1. Select **File > Options**.

The Options dialog opens.

2. Select the **XML Editor** tab.

3. Click **Show web images**. A check mark in the box indicates that the feature is enabled.



NOTE If you are using the "generate web-safe images" option in WebHelp targets, images that link to external locations, such as websites, are not affected by that option. See "Generating Web-Safe Images" on the next page.


Generating Web-Safe Images


Supported In:



If you have used non-web-safe image formats (e.g., WMF, EMF, BMP, TIF, TIFF) in your project and want those images to be converted to web-safe formats (e.g., GIF, JPEG, PNG) when you generate online output—e.g., HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, WebHelp Plus—you can use an option on the Advanced tab of the Target Editor. For print-based output types (Adobe PDF, Microsoft Word), the original image file formats will be used when you generate output.

How to Generate Web-Safe Images

1. Open a target.
2. Select the **Advanced** tab.
3. Select **Generate "web-safe" images**.
4. From the drop-down list, select the image format that you want to use.
5. Click  to save your work.

 **NOTE** If you are using this option, images that link to external locations (such as websites), rather than to images within the project, are not affected.


I Embedding Images in Word Output

Supported In:



An option on the Advanced tab of the Target Editor lets you ensure that images are embedded in Microsoft Word output.

How to Embed Images in Word Output

1. Open the target being used for Word output.
2. Select the **Advanced** tab.
3. Click the check box next to **Embed images in output** so that it contains a check mark.
4. Click  to save your work.

APPENDIX

PDFs

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

I Tutorials

Getting Started Tutorial

Autonumbers Tutorial

Context-Sensitive Help Tutorial

Image Tooltips Tutorial

JavaScript Tutorials

Lists Tutorial

Micro Content Tutorial

Product Foldout Tutorial

Responsive Output Tutorial

Single-Sourcing Tutorial

Snippet Conditions Tutorial

Styles Tutorials

Tables Tutorial

Word Import Tutorial

I Cheat Sheets

Context-Sensitive Help Cheat Sheet

Folders and Files Cheat Sheet

Lists Cheat Sheet

Micro Content Cheat Sheet

Print-Based Output Cheat Sheet

Search Cheat Sheet

Shortcuts Cheat Sheet

Structure Bars Cheat Sheet

Styles Cheat Sheet

User Guides

Accessibility Guide

Analysis and Reports Guide

Architecture Guide

Autonumbers Guide

Condition Tags Guide

Context-Sensitive Help Guide

Eclipse Help Guide

Getting Started Guide

Global Project Linking Guide

HTML5 Guide

Images Guide

Import Guide

Indexing Guide

Key Features Guide

Lists Guide

MadCap Central Integration Guide

Master Pages Guide

Micro Content Guide

Movies Guide

Navigation Links Guide

Plug-In API Guide

Print-Based Output Guide

Project Creation Guide

QR Codes Guide

Reviews & Contributions Guide

Scripting Guide

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