

**MADCAP FLARE 2024**

# Autonumbers

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## CHAPTER 1

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# Introduction

Supported In:



Autonumbering is a feature where content is numbered automatically. It is often used to place numbers on headings, chapter titles, table captions, image captions, and so on.

### 3.2 Austin City Limits

Created in 1974, Austin City Limits is a widely popular, award-winning music television show airing on public broadcast stations around the county.

#### 3.2.1 Format

Episodes of Austin City Limits cover 60 minutes, either with two half-hour performances, or one hour-long performance. Shows also include interviews from the musical artists.

##### 3.2.1.1 Performances

Here is some placeholder text that we will replace later.

##### 3.2.1.2 Interviews

Here is some placeholder text that we will replace later.

#### 3.2.2 Venue

The show was taped for its first 36 seasons on the University of Texas campus, in Studio 6A of the Communications Building. This venue could only support an audience of 300. In 2011, the show was moved to the Moody Theater, which as a capacity of 2,750.

## General Information

- "Autonumbers in Print vs. Online Output" on page 8
- "Why Use Autonumbers?" on page 9
- "Autonumber Formats and Commands" on page 12
- "Autonumbers and FrameMaker" on page 17
- "Autonumber Format Examples" on page 21

## Process

1. "Creating Autonumbers for Styles" on page 29
2. "Applying Styles to Content" on page 40
3. "Autonumbering Flow for Output" on page 41
4. (Optional) "Page Autonumbers in Print Indexes" on page 45

# General Information for Autonumbers

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

This chapter discusses the following:

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# I Autonumbers in Print vs. Online Output

It is possible to use autonumbering in online outputs, but only in a limited way. For example, if you have notes throughout your project, you can create an autonumber format on a paragraph style class that simply has the text "Note:" followed by a space. Then whenever you want to apply that style class to note content, it will automatically start with "Note:" so that you don't have to type it each time. However, in the traditional sense where autonumbering is used to increment numbers for elements such as chapters, figures, and tables, it is really only intended for print-based outputs. If you are creating both online and print output and want the autonumbering to be used only for content in the print output, you can use a print medium to specify the autonumbering settings for the print output.




# Why Use Autonumbers?


Autonumbering can technically be used for both online and print-based output, but it is usually intended for print-based output.


Following are just a few reasons for using autonumbering. For samples of formats that you might use for these purposes, see "Autonumber Format Examples" on page 21.


## Chapter, Section, and Volume Numbers


If you are producing output that is organized into multiple chapters, sections, and/or volumes, you can apply autonumbers to those different elements. Not only does this let you produce numbers automatically for chapter, section, and volume headings, but you can also incorporate this numbering into other content (e.g., page numbers, figure captions, table headings).


 **NOTE** To generate *chapter* numbers, you need to create an autonumber format that includes the `{chapnum}` command. Then specify chapter breaks in the outline TOC.

 **NOTE** To generate *section* numbers, you need to create an autonumber format that includes the `{secnum}` command. Then specify section breaks in the outline TOC.

 **NOTE** To generate *volume* numbers, you need to create an autonumber format that includes the `{volnum}` command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the autonumber flow for each volume, resetting the volume number to a specific number.


 **NOTE** You can also insert Chapter, Section, or Volume Number variables into page layout headers. By doing this, you can automatically display the correct chapter, section, or volume number at the top or bottom of pages in the output.

 **NOTE** If you are using chapter or volume autonumbers and want them to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout).

 **NOTE** If you are creating PDF or Word output, you do not necessarily need to create multiple documents, but you do need to create chapter breaks for the output. For more information see the online Help.

## Paragraphs

You can apply autonumbering to different levels of paragraphs in your project.

 **EXAMPLE** You might specify that the first-level paragraphs contain number formats such as 1.0, 2.0, 3.0, and so on. Maybe your second level paragraphs would be formatted as 1.1, 1.2, 1.3, 2.1, 2.2, and so on. And finally, the third level paragraphs might be formatted as 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, and so on.

## Image Captions

Perhaps you have inserted multiple images into your project, with a caption under each image. If you want the captions for each chapter to be numbered (e.g., "Image1-1," "Image 1-2," "Image 1-3," "Image 2-1," "Image 2-2"), you can apply autonumber formats to that content. If you insert a new figure caption with that format between existing captions, Flare will renumber them automatically.

## Table Headings

Another way to make use of autonumbering is to apply them to headings for tables in your project (e.g., Table 1, Table 2, Table 3).

# Page Numbering

You can easily include page numbers in content for print-based output without creating autonumber formats. However, if you want to incorporate volume, chapter, or section numbers into your pages numbers, you can so by using autonumber formats.

## Lists

As an alternative to using Flare's quick list drop-down options, you can use autonumbering to create numbered lists for purposes such as step-by-step procedures or outlines.

## And More...

If you can apply a paragraph style to it, you can include autonumbering in it.

# I Autonumber Formats and Commands

When you incorporate autonumbering into content, you do so by creating an autonumbering format, which consists of one or more commands. Some examples of commands are: CH:, {n+}, {chapnum}, {b}, and {/b}. In addition, you can add text next to commands.

The different kinds of commands available include: autonumber commands, file commands, format commands, page commands, and text commands.

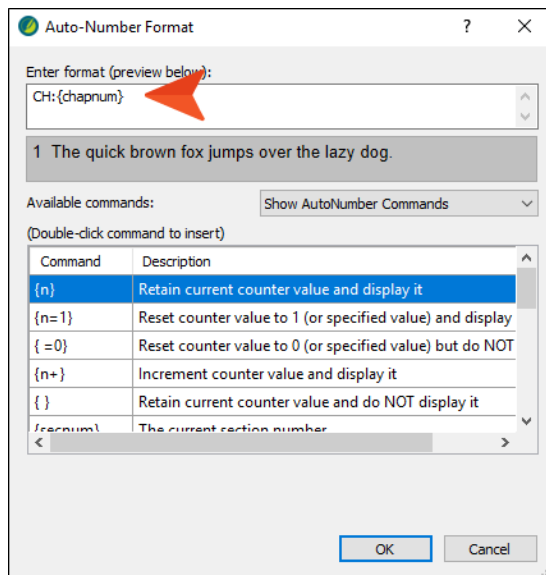
☆ **EXAMPLE** You want to apply autonumbering to figure captions. Furthermore, let's say you want the beginning of each caption to contain the word "Figure" followed by the chapter number, a dash, and the next incremented number (e.g., Figure 1-5, Figure 1-6, Figure 1-7). To accomplish this, you might create an autonumbering format that looks like this:  
CH:Figure {chapnum}-{n+}.

# Autonumber Commands

These include commands such as chapter, section, and volume numbers; counters; and series labels.

## Chapter, Section, and Volume Number

Commands such as (`{chapnum}`, `{secnum}`, `{volnum}`) let you organize your output into different areas and apply number sequences to them (e.g., Chapter 1, Chapter 2, Chapter 3).



## Counters

These are commands (such as `{n}`, `{n=1}`, `{n+}`, `{r}`, `{A}`, and `{Gn}`) that provide information about what types of numbers should be used and how they should be incremented.

# Series Labels

These are prefixes to a format (composed of one or two letters and a colon) that provide a way to limit numbering sequences for different purposes.

☆ **EXAMPLE** If you are creating autonumbers for procedures and figure captions in the same content flow, you do not want them to use the same numbering sequence. Otherwise, you might have something like:

Step 1.

Step 2.

Step 3.

Figure 4.

Figure 5.

Figure 6.

When what you really want is:

Step 1.

Step 2.

Step 3.

Figure 1.

Figure 2.

Figure 3.

To keep something like this from happening, you can add series labels to the format (e.g., start the step format with S: and start the figure format with F:).


Although Flare includes H: in the list of available commands, that is simply one example of a series label. The letter that you use as a series label is arbitrary. You can replace H and choose any letter of the alphabet, followed by a colon. The exception to this is a two-letter series label, in which the first letter represents a series that encompasses more than just one topic. For example, CH is an example of a series label that applies across an entire chapter. The H can be replaced with another letter, but you must keep the C in order to use this command. Finally, it's important to note that a series label must always be the first element in an autonumber format.

# File Commands

These include commands that let you incorporate different parts of a file (such as the file name, file path, and file extension) in an autonumber format.

# Format Commands

These include commands such as {b}, {i}, {color red}, and {size 12pt}, which let you determine how an autonumber format will look. Many of these commands require a beginning command (e.g., {b}) and an ending command (e.g., {/b}).

 **NOTE** If you plan to generate Word output from your project, you should not use the format commands provided in the grid, since they are not supported in Word. Instead, create and apply a span class to the autonumber format to change its look. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for adding a selector (e.g., span.BoldRed). Then on the style using the autonumber, enter the name of the class in the **mc-auto-auto-number-class** field.

So instead of doing this...

AutoNumber		
mc-auto-number-class:		
mc-auto-number-format:	{b}{color red}Figure {n+}:{/color}{/b}	...
mc-auto-number-offset:	0	...
mc-auto-number-position:	inside-head	...

Do this instead...

AutoNumber		
mc-auto-number-class:	BoldRed	
mc-auto-number-format:	Figure {n+}:	...
mc-auto-number-offset:	0	...
mc-auto-number-position:	inside-head	...

# Page Commands

These are commands that let you include the page number and page count into an autonumber format.

# Text Commands

This includes a command that lets you incorporate the title of a document into the autonumber format.



# I Autonumbers and FrameMaker

When you import FrameMaker files, the autonumbers in those documents are retained in Flare. You can then edit future content for your project (including autonumbers) either in Flare or in FrameMaker.

If you are an experienced FrameMaker user, you will notice many similarities and differences between Flare and FrameMaker when it comes to autonumbers.

## Similarities

- Many of the commands (i.e., building blocks) for autonumbers are much alike.
- You can use series labels in both Flare and FrameMaker.
- The basic steps are similar. In both Flare and FrameMaker, you need to (a) create autonumber formats, (b) apply styles with autonumber formats to content, and (c) specify how autonumber formats work in volumes and chapters.

## Differences

- **User Interface** There are some commands in Flare that are not seen in FrameMaker.
- **Workflow** Although some of the basic steps might be similar, the way to accomplish them in Flare is sometimes different.

☆ **EXAMPLE** In FrameMaker, you specify an autonumber format for a paragraph format in the Paragraph Designer. In Flare, however, you can do this in cascading stylesheets, which let you provide numerous other settings for a style, as well as share the CSS file with others. You can also create autonumber formats for individual paragraphs only.

- **Numbered Lists** FrameMaker requires you to create two distinct paragraph tags to handle numbered lists. Because Flare uses standard HTML code for ordered lists and list items, content developers frequently choose not to take the extra steps to create distinct paragraph styles to handle list numbering. Because FrameMaker handles list numbering using paragraph tags, Flare converts those tags to the standard p style during the import. You then apply the desired ordered list and list item tags to the existing numbered steps in Flare.

☆ **EXAMPLE** In FrameMaker, you must create two distinct paragraph tags to handle automatic list numbering—one tag to apply to the first step in the list and another tag to apply to the remaining steps.

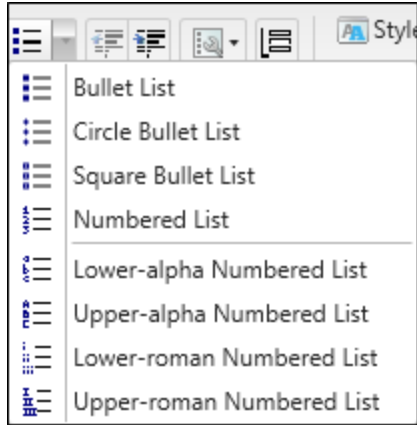
Apply the **Step1** paragraph tag to the first item in the list.

To create numbered lists in FrameMaker, users typically create two unique paragraph tags:

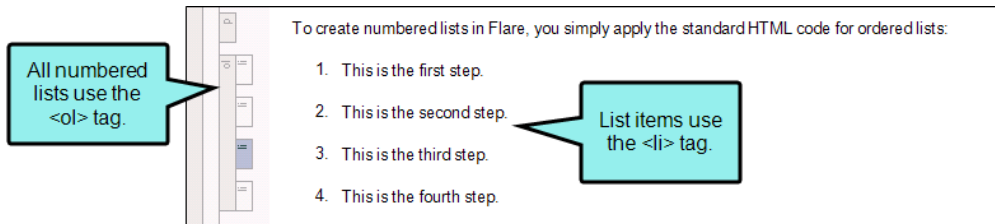
1. This is the **Step1** paragraph tag, which is applied to the first step.
2. This is the **StepNext** paragraph tag, which is applied to the remaining steps.
3. This is the **StepNext** paragraph tag, which is applied to the remaining steps.
4. This is the **StepNext** paragraph tag, which is applied to the remaining steps.

Apply the **StepNext** paragraph tag to the remaining list items.

☆ Because Flare uses standard HTML code (where an ordered list starts with the `<ol>` tag and each list item starts with the `<li>` tag), there is no need to create distinct paragraph styles to handle list numbering. You simply apply the desired numbered list format using the quick list drop-down menu shown below.



Once the list numbering is set, you don't need worry about it again. The example below shows you a simple numbered list in the Flare XML Editor:



☆ The Flare Text Editor lets you see how ordered lists and list items are formatted in HTML:

```
1 <?xml version="1.0" encoding="utf-8"?>
2 <html xmlns:MadCap="http://www.madcapsoftware.com/Schemas/MadCap"
  lastHeight="231" MadCap:lastWidth="836">
3   <head>
4     <link href="../Resources/Stylesheets/styles.css" rel="stylesheet">
5   </head>
6   <body>
7     <h1>Creating Numbered Lists in Flare</h1>
8     <p>To create numbered lists in Flare, you simply apply
9     <ol>
10      <li>This is the first step.</li>
11      <li>This is the second step.</li>
12      <li>This is the third step.</li>
13      <li>This is the fourth step.</li>
14    </ol>
15  </body>
16 </html>
```

All numbered lists use the <ol> tag.

List items use the <li> tag.

- **Autonumbers** In Flare there is no need to update numbering manually, as there is in FrameMaker. All numbering in Flare is automatically updated when you generate the output.
- **CSS** In FrameMaker, you need to import paragraph formats from one document to another in order to use them. In Flare, the topics just need to be associated with the same stylesheet; they can then use the same paragraph style containing the necessary autonumber format.

# I Autonumber Format Examples

Following are examples of some common uses of autonumbering and how you might create autonumber formats for them. For examples of autonumbers in action, you can create a test project using one of Flare's factory templates.

Autonumber Format	How It Will Look in Output	Where You Might Use It
GH:VOLUME {volnum}:	VOLUME 1: [My Volume Title]	A heading to display the volume number and title.
CH:Chapter {chapnum} -	Chapter 1 - [My Chapter Title]	A heading to display the chapter number and title.
CH:{chapnum}. {n+}	1.1 [My Subheading]	A subheading within a chapter, where the first number reflects the chapter number. The second number is simply incremented. Additional subheadings using this same format would be numbered like this:  1.2  1.3  1.4

Autonumber Format	How It Will Look in Output	Where You Might Use It
A:{n+}.0	1.0 [My Paragraph Text]	<p>A paragraph at the first level of your content, where you are not concerned about using the chapter number. You simply want to begin counting at 1. The second number is simply 0 for each paragraph using the style. Additional paragraphs using this same format would be numbered like this:</p> <p>2.0</p> <p>3.0</p> <p>4.0</p> <p>In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.</p>

---

Autonumber Format	How It Will Look in Output	Where You Might Use It
A:{n}. {n+}	1.1 [My Paragraph Text]	<p>A paragraph at the second level of your content, where you are not concerned about using the chapter number. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this:</p> <pre> 1.0     1.1     1.2 2.0     2.1     2.2     2.3 </pre> <p>In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.</p>

Autonumber Format	How It Will Look in Output	Where You Might Use It
-------------------	----------------------------	------------------------

A:{n}.{n}.{n+}

1.1.1 [My Paragraph Text]

A paragraph at the third level of your content, where you are not concerned about using the chapter number. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level and second-level paragraphs and numbered like this:

- 1.0
  - 1.1
    - 1.1.1
    - 1.1.2
- 2.0
  - 2.1
    - 2.1.1
    - 2.1.2
    - 2.1.3

In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.



Autonumber Format	How It Will Look in Output	Where You Might Use It
-------------------	----------------------------	------------------------

O:{R+}.

I. [My Paragraph Text]

A paragraph at the first level of an outline. Additional paragraphs using this same format would be numbered like this:

II.

III.

IV.

In this example, "O" at the beginning of the format is arbitrary. You can use any letter you want.

O:{{A+}.

A. [My Paragraph Text]

A paragraph at the second level of an outline. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this:

I.

A.

B.

II.

A.

B.

C.

In this example, "O" at the beginning of the format is arbitrary. You can use any letter you want.

Autonumber Format	How It Will Look in Output	Where You Might Use It
CF: FIGURE {chapnum}-{n+}:	FIGURE 1-1: [My Figure Caption Text]	<p>A paragraph below an image to describe the contents of the image. In this example, the first number refers to the chapter number where the image is included, and the second number simply increments by 1 each time the autonumber format is applied to content.</p> <p>So the first few figure captions of Chapter 1 would be numbered like this:</p> <p>FIGURE 1-1:</p> <p>FIGURE 1-2:</p> <p>FIGURE 1-3:</p> <p>And the first few figure captions of Chapter 2 would be numbered like this:</p> <p>FIGURE 2-1:</p> <p>FIGURE 2-2:</p> <p>FIGURE 2-3:</p> <p>In this example, the "C" at the beginning of the format is necessary to increment based on the chapter. The "F" that comes after it is arbitrary. You can use any letter you want (e.g., CP).</p>

Autonumber Format	How It Will Look in Output	Where You Might Use It
T:Table {n+} -	Table 1 - [My Table Caption Text]	<p>A caption for a table, where you are not concerned about using the chapter number. The autonumbers would increment like this:</p> <p>Table 1 -</p> <p>Table 2 -</p> <p>Table 3 -</p> <p>In this example, "T" at the beginning of the format is arbitrary. You can use any letter you want.</p>
{n+}.	1. [My Paragraph Text]	<p>A paragraph that is part of step-by-step procedures, which would look like this:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
{R+}.	I. [My Paragraph Text]	<p>A paragraph that is the first level of an outline. In this example, we've used uppercase Roman numerals for the first level, so it would look like this:</p> <ol style="list-style-type: none"> <li>I.</li> <li>II.</li> <li>III.</li> </ol>

**CHAPTER 3**

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# Process for Autonumbers

Certain tasks must be completed in order when using this feature.

This chapter discusses the following:

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- Applying Styles to Content ..... 40
- Autonumbering Flow for Output ..... 41
- Page Autonumbers in Print Indexes ..... 45

# Creating Autonumbers for Styles

Supported In:



When you incorporate autonumbering into content, you do so by creating an autonumbering format, which consists of one or more commands. Some examples of commands are: CH:, {n+}, {chapnum}, {b}, and {/b}. In addition, you can add text next to commands. For several samples, see "Autonumber Format Examples" on page 21.

☆ **EXAMPLE** You want to apply autonumbering to figure captions. Furthermore, let's say you want the beginning of each caption to contain the word "Figure" followed by the chapter number, a dash, and the next incremented number (e.g., Figure 1-5, Figure 1-6, Figure 1-7). To accomplish this, you might create an autonumbering format that looks like this:  
CH:Figure {chapnum}-{n+}.

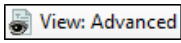

📄 **NOTE** It is possible to use autonumbering in online outputs, but only in a limited way. For example, if you have notes throughout your project, you can create an autonumber format on a paragraph style class that simply has the text "Note:" followed by a space. Then whenever you want to apply that style class to note content, it will automatically start with "Note:" so that you don't have to type it each time. However, in the traditional sense where autonumbering is used to increment numbers for elements such as chapters, figures, and tables, it is really only intended for print-based outputs. If you are creating both online and print output and want the autonumbering to be used only for content in the print output, you can use a print medium to specify the autonumbering settings for the print output.

The following steps show you how to create an autonumber format for a style class. This is the recommended method. A style lets you apply the same format to multiple paragraphs throughout your project, and any changes to the format are applied automatically to all the paragraphs using that style. Alternatively, you can create an autonumber format for a single paragraph. For steps see the online Help.

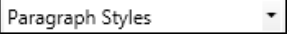




# Simplified or Advanced View

You can perform this task in the Stylesheet Editor, using either the Simplified view or the Advanced view. The following steps show you how to create autonumber formats with the Advanced view. For steps on using the Simplified view, see the online Help.

## How to Create an Autonumber Format for a Style Using the Advanced View

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

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

3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. On the left side of the Stylesheet Editor, select the style. Usually, it is a paragraph or heading style (e.g., h1, p.Figure). If you do not yet have a style that you want to use, you can create one.
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 grouped view, expand the **AutoNumber** group.
8. To the right of **mc-autonumber-format**, click . The Auto-Number Format dialog opens.
9. (Optional) From the **Available commands** drop-down list, you can filter the autonumber commands shown in the area below by selecting one of the options.
  - **Show All** Displays all of the commands in the area below.
  - **Show AutoNumber Commands** Displays only the autonumber commands in the area below. These include commands such as chapter, section, and volume numbers; counters; and series labels.

- **Chapter, Section, and Volume Number Commands** These commands (`{chapnum}`, `{secnum}`, `{volnum}`) let you organize your output into different areas and apply number sequences to them (e.g., Chapter 1, Chapter 2, Chapter 3).
  - **Counters are Commands** These commands (such as `{n}`, `{n=1}`, `{n+}`, `{r}`, `{A}`, and `{Gn}`) provide information about what types of numbers should be used and how they should be incremented.
  - **Series Labels** These are prefixes to a format (composed of one or two letters and a colon) that provide a way to limit numbering sequences for different purposes. Although Flare includes H: in the list of available commands, that is simply one example of a series label. The letter that you use as a series label is arbitrary. You can replace H and choose any letter of the alphabet, followed by a colon. The exception to this is a two-letter series label, in which the first letter represents a series that encompasses more than just one topic. For example, CH is an example of a series label that applies across an entire chapter. The H can be replaced with another letter, but you must keep the C in order to use this command. Finally, it's important to note that a series label must always be the first element in an autonumber format.
- **Show File Commands** Displays only the file commands in the area below. These include commands that let you incorporate different parts of a file (such as the file name, file path, and file extension) in an autonumber format.
  - **Show Format Commands** Displays only the format commands in the area below. These include commands such as `{b}`, `{i}`, `{color red}`, and `{size 12pt}`, which let you determine how an autonumber format will look. Many of these commands require a beginning command (e.g., `{b}`) and an ending command (e.g., `{/b}`).
  - **Show Page Commands** Displays only the page commands in the area below. These let you include the page number and count in an autonumber format.
  - **Show Text Commands** Displays only the text commands in the area below. These commands let you incorporate text from an area of your output into the autonumber format.
10. In the **Enter format** field, provide the autonumber format for the style. This format can be a combination of text that you type and automated commands that you select. To add a command to the "Enter format" field, double-click it from the list in the area below.


☆ **EXAMPLE** If you want the autonumber to include text (such as "Table" or "Figure"), simply type it in this field. You can also double-click any of the commands below to add them to this field. For example, you might want to add a counter that increments the autonumbers by one (e.g., Figure 1, Figure 2, Figure 3). The command for this is {n+}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the autonumber format be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your autonumber format might include a combination of text and multiple commands, such as: {b}Table {n+} - {/b}.

Following are descriptions of the commands that are available.



 **NOTE** If you plan to generate Word output from your project, you should not use the format commands provided in the grid, since they are not supported in Word. Instead, create and apply a span class to the autonumber format to change its look. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for adding a selector (e.g., span.BoldRed). Then on the style using the autonumber, enter the name of the class in the **mc-auto-auto-number-class** field.

So instead of doing this...


AutoNumber		
mc-auto-number-class:		
mc-auto-number-format:	{b}{color red}Figure {n+};{/color}/b}	...
mc-auto-number-offset:	0	...
mc-auto-number-position:	inside-head	...


Do this instead...

AutoNumber		
mc-auto-number-class:	BoldRed	
mc-auto-number-format:	Figure {n+}:	...
mc-auto-number-offset:	0	...
mc-auto-number-position:	inside-head	...


## AUTONUMBER COMMANDS


- **{n}** Retains the current counter value and displays it. You might use this command, for example, if you are applying autonumber formats to multi-level paragraphs, where one paragraph acts as the "parent" to another. Let's say the first-level paragraphs are numbered like this: 1.0, 2.0, 3.0. If you want the second level paragraphs to keep the first number of its parent paragraph and increment the second number (e.g., 1.1, 1.2, 1.3), you would enter the {n} command to continue displaying that first number, which represents the parent paragraph (in this case, 1).
- **{n=1}** Resets the counter value to 1 and displays it. You can replace the number 1 with any other number that you want to use.
- **{=0}** Resets the counter value to 0 but does not display it. You can replace the number 0 with any other number that you want to use.
- **{n+}** Increments the counter value and displays it. You might use this command, for example, to increment a list of step-by-step procedures (e.g., 1., 2., 3.).
- **{ }** Retains the current value and does not display it. Make sure to include a space between the brackets. You might use this command, for example, if you are creating an outline with Roman numerals at the first level and uppercase alpha numerals at the second level. If you are creating the format for the second level, you want the autonumber format to keep track of the fact that it is a "child" of the first level paragraph, but you do not want to display the Roman numeral from it (e.g., IV.A.). Instead, you only want to display the uppercase alpha letter (e.g., A). In order to do this, you would insert the { } command at the place where the Roman numeral would normally be displayed.
- **{secnum}** Displays the current section number. You can use this command if you are creating online output, or Word or PDF output.

 **NOTE** To generate *section* numbers, you need to create an autonumber format that includes the {secnum} command. Then you need to specify section breaks in the outline TOC.

 **NOTE** You can also insert Section Number variables into page layout headers. By doing this, you can automatically display the correct section number at the top or bottom of pages in the output.

- **{chapnum}** Displays the current chapter number.

 **NOTE** To generate *chapter* numbers, you need to create an autonumber format that includes the `{chapnum}` command. Then you need to specify chapter breaks in the outline TOC.

 **NOTE** You can also insert Chapter Number variables into page layout headers. By doing this, you can automatically display the correct chapter number at the top or bottom of pages in the output.

- **{r}** This is the same as the `{n}` command, except it displays the counter as a lowercase Roman numeral. You can replace the "n" with an "r" in any of the commands listed above.
- **{R}** This is the same as the `{n}` command, except it displays the counter as an uppercase Roman numeral. You can replace the "n" with an "R" in any of the commands listed above.
- **{a}** This is the same as the `{n}` command, except it displays the counter as a lowercase alpha letter. You can replace the "n" with an "a" in any of the commands listed above.
- **{A}** This is the same as the `{n}` command, except it displays the counter as an uppercase alpha letter. You can replace the "n" with an "A" in any of the commands listed above.
- **{Sn}** This is a counter to be used over the course of an entire section. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with `{n}`. For example, you might want to use `{Sn+}` or `{Sn=1}`.
- **{Cn}** This is a counter to be used over the course of an entire chapter. This specific command retains the current counter value and displays it. However, you can modify it

to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Cn+} or {Cn=1}.

- **{Gn}** This is a counter to be used globally in your content. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Gn+} or {Gn=1}.
- **H:** Specifies a series labeled H. However, you can use any letter of the alphabet for a series label, and you can use several different series labels throughout your content. For example, you might want to use F: for a series of figure captions, or T: for a series of table captions. If you use a series label, it must be first in the autonumber format.
- **SH:** Specifies a section-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use SF: for a section-wide series of figure captions, or ST: for a section-wide series of table captions. If you use a series label, it must be first in the autonumber format.
- **CH:** Specifies a chapter-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use CF: for a chapter-wide series of figure captions, or CT: for a chapter-wide series of table captions. If you use a series label, it must be first in the autonumber format.
- **GH:** Specifies a global series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use GF: for a global series of figure captions, or GT: for a global series of table captions. If you use a series label, it must be first in the autonumber format.

## FILE COMMANDS

- `{ext}` Displays the file extension.
- `{file}` Displays the file name, including the extension.
- `{filename}` Displays the file name, without the extension.
- `{path}` Displays the path of the file.
- `{url}` Displays the path of the file, URL syntax.

## FORMAT COMMANDS

- `{b}` Starts bold text.
- `{/b}` Ends bold text.
- `{bg red}` Starts new background color. You can replace "red" with another color.
- `{/bg}` Ends the background color.
- `{color red}` Starts new text color. You can replace "red" with another color.
- `{/color}` Ends the text color.
- `{default}` Resets all font changes.
- `{family Courier New}` Starts a new font family. You can replace "Courier New" with another font family.
- `{/family}` Ends font family.
- `{i}` Starts italic text.
- `{/i}` Ends italic text.
- `{size 12pt}` Starts font size. You can replace "12pt" with another font size.
- `{/size}` Ends font size.
- `{sub}` Starts subscript text.
- `{/sub}` Ends subscript text.
- `{sup}` Starts superscript text.
- `{/sup}` Ends superscript text.

- `{u}` Starts underline text.
- `{/u}` Ends underline text.

## PAGE COMMANDS

- `{page}` Displays the page number.
- `{pagecount}` Displays the page count.

## TEXT COMMANDS

- `{title}` Displays the title of the document (from the Properties dialog).

11. Click **OK**. The dialog closes.

12. You can enter settings for the other autonumber format properties in the Stylesheet Editor.

- **mc-autonumber-class** You can enter a span style class for the autonumber format.
- **mc-autonumber-offset** You can specify the amount of space that you want to create between a format's content and the paragraph content. Select **Length** in the top drop-down list. You can then enter an amount and choose from several different units of measurement (points, pixels, centimeters, etc.). Click **OK** when you are done.
- **mc-autonumber-position** You can select the position for the autonumber format in the paragraph.
  - **float-left** The autonumber format is placed to the left of the paragraph content, in alignment with the left side of the page frame.
  - **float-right** The autonumber format is placed to the right of the paragraph content, in alignment with the right side of the page frame.
  - **inside-head** The autonumber format is placed before the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
  - **inside-tail** The autonumber format is placed after the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
  - **none** The autonumber functionality (autonumbers, counters, and formatting) are removed from the class, while the other class properties are preserved.
  - **outside-frame** The autonumber format is placed outside the page layout frame holding the paragraph.

- **outside-head** The autonumber format is placed before the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "mc-autonumber-offset" property.
- **outside-tail** The autonumber format is placed after the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "mc-autonumber-offset" property.

13. Click  to save your work.

# I Applying Styles to Content

After creating styles with autonumbering, you need to apply those styles to the appropriate content. For details and steps on applying styles to content, see the online Help.



# I Autonumbering Flow for Output

Supported In:



If you have created autonumber formats that include volume, chapter, or section numbers (i.e., those using `{chapnum}`, `{secnum}`, and `{volnum}` commands), you need to specify how they will flow from one to another. You can determine whether to (a) start a particular volume, section, or chapter at a specific number; (b) use the same number as the previous instance; or (c) continue with the next number in the sequence. In addition, you can specify the type of number format (e.g., Roman, alpha, uppercase, lowercase, text) to use for volume, chapter, or section numbers.

☆ **EXAMPLE** The outline TOC that you have created to dictate the contents of your print-based output looks like this:

.....		<input type="checkbox"/>	Title Page
.....		<input type="checkbox"/>	Copyright
.....		<input type="checkbox"/>	Table Of Contents
.....		<input type="checkbox"/>	Chapter 1
.....		<input type="checkbox"/>	Chapter 2
.....		<input type="checkbox"/>	Chapter 3
.....		<input type="checkbox"/>	Chapter 4

In order to specify different page layouts for different parts of the output, you might create a chapter break on "Title Page," another on "Table of Contents," another on "Chapter 1," another on "Chapter 2," another on "Chapter 3," and another on "Index."

What does this have to do with autonumbers? Well, let's say that you have created an autonumber format with the `{chapnum}` command (which is used for incrementing chapters), and you have applied this autonumber format on the first heading for the topics that start Chapters 1, 2, and 3. The problem is that you have already created chapter breaks on "Title Page" and "Table of Contents," which come before your "real" chapters. Therefore, unless you specify otherwise, Flare will consider "Chapter 1" to actually be the third chapter, and the autonumbers will reflect this.


☆ So in order to ensure that the autonumber in "Chapter 1" actually starts with the number 1, you need to tell Flare to reset the autonumber to 1.

The following steps are especially useful if you have created chapter autonumbers and need to ensure that they begin with the correct number at the correct location, after any front matter.

## How to Specify Autonumbering Flow for Output


1. Open the Project Organizer.
2. Double-click the **TOCs** folder.
3. Double-click the TOC that you are using for the print-based output. The TOC Editor opens to the right.
4. Select the entry in the TOC for which you want to specify autonumber settings.

For example, if a particular entry in the TOC is linked to a topic that contains a format with a {chapnum} or {volnum} command, you may want to specify the settings for that entry.

5. In the local toolbar, click . The Properties dialog for the TOC entry opens.
6. (Optional) Click the **Printed Output** tab.
  - **If You are Creating Chapters** In the **Break Type** field, select **Chapter Break** to specify that a chapter break should be created at this location. Next, use the **Page Layout** field to assign a page layout for the content starting at that point. Wherever a chapter break occurs in the output, chapter and volume autonumbers will be incremented. (For PDF or Word output, this merely creates chapter breaks. If you want this to produce multiple PDF or Word documents in the output, you also need to select the **Generate Multiple Documents for native PDF output** check box in the Advanced tab of the Target Editor.)
  - **If You are Creating Sections in Word Output** Place a check mark in the **Start a new section** box if you want this location to start a new section break in the content. Wherever a section break occurs in the output, section autonumbers will be incremented. Another reason to select this option is to include a template page for that section of the document for Microsoft Word output. Template pages are not used for PDF output.
7. Click the **Auto-numbers** tab.

8. Complete the fields on the tab. Make sure you select the option in the appropriate area (**Chapter Number**, **Volume Number**, or **Section Number**).

- **Reset to** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at a specific number. Enter the number in the blank field. If you select the "text" option from the Format field, you can type any kind of text into this field. That text will be used instead of numbering.
- **Format** Select the type of numbering to be used for the section, chapter, or volume autonumbers (e.g., decimal, Roman, uppercase, lowercase, text). If you select the "text" option, you can type any kind of text into the "Reset to" field. That text will be used instead of numbering.
- **Same as previous** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the same number as the previous section, chapter, or volume.
- **Increment number** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the next number after the previous section, chapter, or volume.

 **NOTE** When setting the autonumber flow a TOC entry that you intend to be the start of a new volume, you should pay attention to the setting in the Chapter Number section, as well as the Volume Number section. For example, let's say you want the numbers in the output to go like this:

**Vol 1**

Ch 1


Ch 2

Ch 3

**Vol 2**

Ch 4

Ch 5

 Suppose you select the TOC entry that you intend to be the start of Vol 2. You set the Volume Number to "Increment number" because you want it to follow Vol 1 in the numbering sequence. If the Chapter Number section above it is set to "Same as previous," you'll get the end result that you want. But if the Chapter Number section above is set to "Increment number," you may end up with something like this:

**Vol 1**

Ch 1


Ch 2

Ch 3

**Vol 2**

Ch 5

Ch 6

9. Click **OK**.
10. Click  to save your work.

# I Page Autonumbers in Print Indexes

There are two basic methods for adding page autonumbers (i.e., page numbers that also include the chapter or volume autonumber) to print-based output—(1) by inserting variables into page layout frames or (2) by setting the autonumbers on the outline TOC entries where new "chapters" start. With the first method, the autonumbers are shown on your main content pages, but they are not included in a generated print index. With the second method, the autonumbers are shown both on your main content pages and in a generated index. You would use the first method if you want a quicker process and are not including a print index, but you would use the second method if you need the autonumbers to show up in an index.

## Methods

- **Insert Variables into Page Layout Frames (Not Supported in Print Index)** With this method, you can insert the appropriate autonumber variables in your page layouts. This is the fastest and easiest solution if you are not also creating a print index.

☆ **EXAMPLE** You have a project with chapter autonumbers in topics that you have designed to be the start of new chapters in your output. In order to include those same chapter numbers in the page numbering, you opened your page layout, selected the footer frame, and pressed F2 to edit it.

Inside that footer frame, you inserted a chapter number variable, typed a period, and then inserted a page number placeholder. Like this:

`[ ChapterNumber: 1 ] . [ PageNumber: 1 ]`

When you view the generated output, you see the page numbers displayed correctly as 1.1, 1.2, 1.3, 2.1, 2.2, and so on. Unfortunately, if you also include a print index in the output, the page numbers are displayed as 1, 2, 3, 4, etc. In other words, the page numbers are shown in the index, but the chapter autonumbers are not.

- **Set Autonumbers on Outline TOC Entries (Supported in Print Index)** If you intend to include a print index in the output, you should not insert the autonumber variable in the page layout. Instead, you should set the chapter or volume autonumbers in the TOC Editor, at the same locations where you create chapter breaks for the output. The following steps show you how to do this.

# How to Set Autonumbers on Outline TOC Entries and Include in an Index

1. Set up your topics to use chapter or volume autonumbers where appropriate (e.g., on the heading for a topic that will come first in a new chapter).
2. Create your page layout(s). In the appropriate header or footer frames, insert a page number placeholder. *Do not* insert a chapter or volume number variable.

☆ **EXAMPLE** You have a project with chapter autonumbers in topics that you have designed to be the start of new chapters in your output. You want to include those same chapter numbers in the page numbering at the bottom of pages, and you also want them to display in a print index that you are creating.

First, open your page layout, select the footer frame, and press F2 to edit it. Inside that footer frame, you insert a page number placeholder. When finished, it should look something like this:

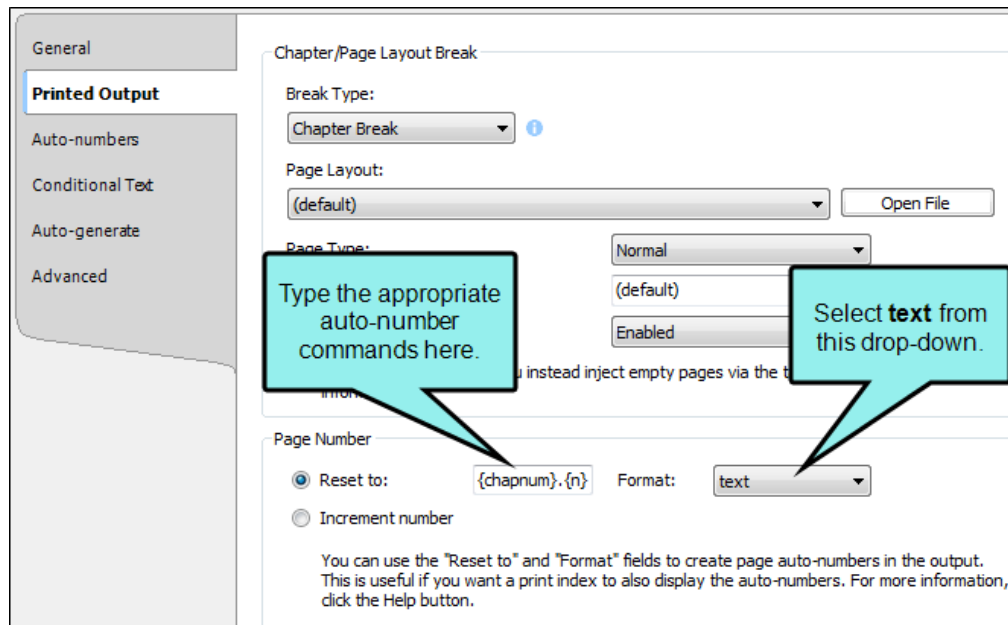
[ PageNumber: 1 ]

3. Open your outline TOC and double-click an entry where you want to start a new chapter or volume. The Properties dialog opens.
4. Select the **Printed Output** tab.
5. In the Break Type field select **Chapter Break** and complete the other fields in that area as necessary.
6. In the **Page Number** area, click in the **Format** field and select **text**.

7. In the **Reset to** field, enter the appropriate commands. For a chapter autonumber, you can use {chapnum}. For a volume autonumber, you can use {volnum}. You can also insert any text, such as a period or dash, as well as a counter command, such as {n}.

☆ **EXAMPLE** You want to display the chapter autonumber, followed by a period and then the page number. In that case, you would type the following:


```
{ chapnum } . { n }
```



The {chapnum} command indicates a chapter autonumber. If you had wanted to show the volume autonumber instead, you would have used the {volnum} command.

Because you want a period to separate the chapter autonumber and the incremented page number, you simply type it. Then you add the page number command, which is {n}.

8. Select the **Autonumbers** tab.
9. For the first chapter or volume in your output, you will most likely want to select the appropriate **Reset to** option and enter 1. For subsequent chapters or volumes, you will probably want to select **Increment number**. See "Autonumbering Flow for Output" on page 41.
10. Click **OK**.

11. Repeat steps 3-10 for each TOC entry that is designed to start a new chapter or volume. By holding down the CTRL or SHIFT key, you can select multiple entries in the outline TOC and provide the settings for all of them at one time.
12. Click  to save your work.
13. Create a topic to hold your print index and add it to your outline TOC .
14. Build and view the output.

When you view the generated output, you will see the page numbers displayed correctly (e.g., 1.1, 1.2, 1.3, 2.1, 2.2, and so on). In the generated print index, you will see the same autonumber/page number combination—as long as your topics include index keywords.

## What's Noteworthy?



**NOTE** Only chapter and volume autonumbers are supported. Section autonumbers are not supported in this feature.



## APPENDIX

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# PDFs

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

## I Tutorials

*Getting Started Tutorial*

*Autonumbers Tutorial*

*Back-to-Top Button Tutorial*

*Context-Sensitive Help Tutorial*

*Custom Toolbar Tutorial*

*eLearning Tutorial—Basic*

*eLearning Tutorial—Advanced*

*Image Tooltips Tutorial*

*Lists Tutorial*

*Meta Tags Tutorial*

*Micro Content Tutorial—Basic*

*Micro Content Tutorial—Advanced*

*Responsive Output Tutorial*

*Single-Sourcing Tutorial*

*Snippet Conditions Tutorial*

*Styles Tutorials*

*Tables Tutorial*

*Word Import Tutorial*

# | Cheat Sheets

*Context-Sensitive Help Cheat Sheet*

*Folders and Files Cheat Sheet*

*Learning & Development 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*

# I User Guides

*Accessibility Guide*

*Analysis and Reports Guide*

*Architecture Guide*

*Autonumbers Guide*

*Branding Guide*

*Condition Tags Guide*

*Context-Sensitive Help Guide*

*Eclipse Help Guide*

*eLearning 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*

*Meta Tags Guide*

*Micro Content Guide*

*Navigation Links Guide*

*Plug-In API Guide*

*Print-Based Output Guide*

*Project Creation Guide*

*QR Codes Guide*

*Reviews & Contributions With  
Contributor Guide*

*Scripting Guide*

*Search Guide*

*SharePoint Guide*

*Skins Guide*

*Snippets Guide*

*Source Control Guide: Git*

*Source Control Guide:  
Perforce Helix Core*

*Source Control Guide:  
Subversion*

*Source Control Guide: Team  
Foundation Server*

*Styles Guide*

*Tables Guide*

*Tables of Contents Guide*

*Targets Guide*

*Template Pages Guide*

*Templates Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Transition From FrameMaker  
Guide*

*Translation and Localization  
Guide*

*Variables Guide*

*Videos Guide*

*What's New Guide*