

MADCAP FLARE 2024

Importing

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MadCap Software
9171 Towne Center Drive, Suite 335
San Diego, California 92122
858-320-0387
www.madcapsoftware.com

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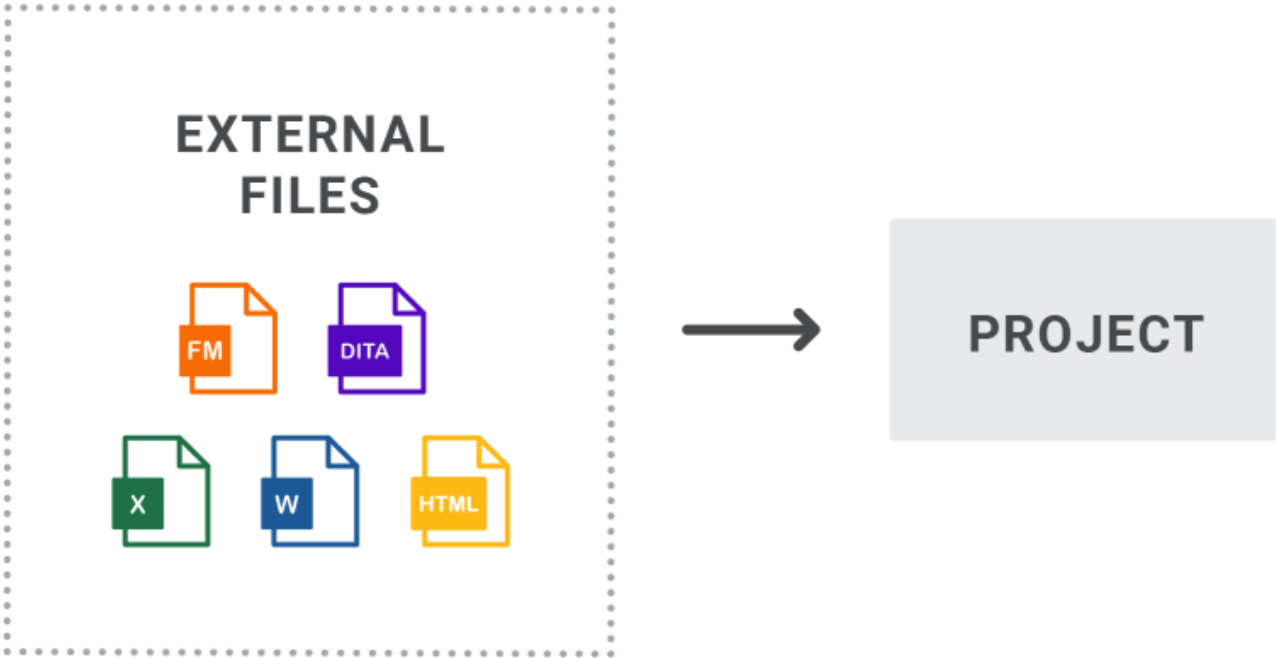
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CHAPTER 1

Introduction

You can import common file types, such as DITA or HTML. Also, you can import files from other applications, such as Word or FrameMaker, or even other Flare projects.



Files From Other Applications

- "Converting Author-it Files" on page 200
- "Importing CHM Files" on page 187
- "Importing Confluence Files" on page 81
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- "Importing a Doc-To-Help Project" on page 179
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Files From Other Flare Projects

- "Importing a Project From Source Control" on page 9
- "Global Project Linking—Importing From Other Projects" on page 207
- "Importing Projects From Central" on page 215


Importing a Project From Source Control


This chapter focuses on importing a Flare project from source control. You might use this method, for example, if you are working on a multi-author project and another member of the team has placed the Flare project in source control.

This chapter discusses the following:

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I How to Import a Project From Subversion

1. Select **File > New Project > Import Project**. The Import Project from Source Control Wizard dialog opens.
2. From the drop-down, select **Subversion**.
3. In the **Server** field, enter the name of the computer or server IP address.
4. Click **Next**.
5. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens. (You may need to log in with your user name and password.)
6. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
7. Click **OK**.
8. Click **Next**.
9. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
10. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
11. Click **Finish**. The project is imported and loaded into Flare.


 **NOTE** When a project is dual bound to Central and a non-Git third-party provider, keep the following in mind if you (i.e., the second user) want to access this setup. After importing the project from Perforce Helix Core, Subversion, or Team Foundation Server, you will have to re-bind the project to Central. In Flare's MadCap Central window pane, click to upload (or bind) the project to Central. In the Bind Project dialog, it is important to enter the exact name of the project as it currently exists on Central. When you click **OK**, a message displays asking if you want to bind to the existing project. Select **Yes**. This re-establishes the existing Flare/Central connection; note that it does not create a new binding.

I How to Import a Project From Git



1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New Project > Import Project**.
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.


The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Git**.
3. In the **Remote** drop-down, enter the remote repository where the project is located.

 **NOTE** You may need to obtain this information from your system administrator.

4. In the **Name** field, enter your name.
5. In the **Email** field, enter your email address.
6. From the **Save Per** drop-down, select how you want to save your files.
 - **User** Saves the files in your local folder. Select this option if you are working with other tools (e.g., Tortoise) or if you want to use the same user identity across multiple projects.
 - **Project** Saves the files locally to your project. Select this option if you want to use different identities for each project.
7. Click **Next**.
8. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens. (You may need to log in with your user name and password.)

9. (Optional) If the remote you selected in Step 3 requires an SSH certificate, the Certificate Specification dialog opens. In the dialog, do the following:
 - a. In the **Public key** field, enter your public SSH key, or use  to browse for the key on your network.
 - b. In the **Private key** field, enter your private SSH key, or use  to browse for the key on your network.
 - c. If you want Flare to remember your key information so you do not need to enter it again later, select the check box next to **Save certificate information**.

 **NOTE** SSH keys allow you to establish a secure connection between your computer and your Git source control provider (likewise, using an SSH URL is more secure than an HTTP URL; you need to use SSH keys if you want to use an SSH URL). If you do not have a public and private SSH key, you can generate these keys using your Git source control provider (e.g., Gitlab). Follow the directions provided by your source control provider to add these keys to your Git account. Once you generate these keys, they are typically found in the **C:\Users\[username]\.ssh** folder on your computer.

Public keys typically have a .pub extension. Private keys use the same file name as the public key, but without the file extension.

 **EXAMPLE** Use the following as guides when setting up your URLs and keys.

SSH URL

```
git@gitlabomnibus.mycompany.corp:MyUserName/myproject.git
```

HTTP URL


```
http://gitlabomnibus.mycompany.corp/MyUserName/myproject.git
```

☆ SSH Private Key

mycompanySSHkey_id_rsa

SSH Public Key



mycompanySSHkey_id_rsa.pub


10. Find and click the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
11. Click **OK**.
12. Click **Next**..
13. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
14. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
15. Click **Finish**. The project is imported and loaded into Flare.


I How to Import a Project From Team Foundation Server


1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New Project > Import Project**.
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.


The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Microsoft Team Foundation Server**.
3. In the **Server** field, enter the name of the computer or the IP address of the server. You can also click  to select a "Team Project Collection." If you click this button, the Select Team Foundation Server Project Collection dialog opens, and you can do the following.
 - a. To add a server, click . The Add Team Foundation Server dialog opens.
 - b. Enter the name or URL of the server.
 - c. Enter the path and port number.
 - d. Select the protocol (HTTP or HTTPS).

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.

4. Next to the **Team Project** field, click . If the Log In dialog opens, complete the **User name** and **Password** fields.
5. Click on the Team Foundation project.
6. Click **Next**.
7. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens.

8. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
9. Click **OK**.
10. Click **Next**.
11. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
12. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
13. Click **Finish**. The project is imported and loaded into Flare



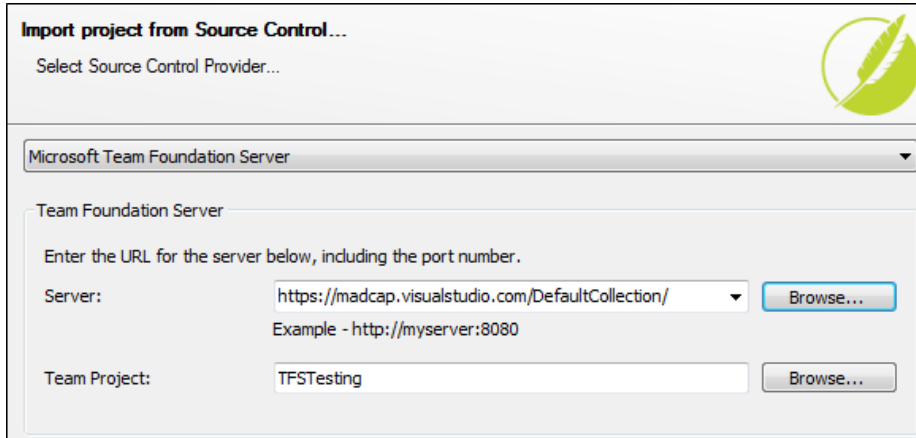
NOTE When a project is dual bound to Central and a non-Git third-party provider, keep the following in mind if you (i.e., the second user) want to access this setup. After importing the project from Perforce Helix Core, Subversion, or Team Foundation Server, you will have to re-bind the project to Central. In Flare's MadCap Central window pane, click to upload (or bind) the project to Central. In the Bind Project dialog, it is important to enter the exact name of the project as it currently exists on Central. When you click **OK**, a message displays asking if you want to bind to the existing project. Select **Yes**. This re-establishes the existing Flare/Central connection; note that it does not create a new binding.

I How to Import a Project From Microsoft Visual Studio Team Services

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New Project > Import Project**.
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.

The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Microsoft Team Foundation Server**.
3. In the **Server** field, enter the URL of the project's "Default Collection."



Import project from Source Control...

Select Source Control Provider...

Microsoft Team Foundation Server


Team Foundation Server


Enter the URL for the server below, including the port number.


Server:


Example - http://myserver:8080

Team Project:


 **NOTE** When binding to a VSTS project using TFS, you must manually enter the URL in the **Server** field. You can only browse for a server location when binding to a local project using TFS.

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.


4. Next to the **Team Project** field, click . You may need to log in to Microsoft VSTS. If the Log In dialog opens, complete the **User name** and **Password** fields.

The Browse Team Foundation Server dialog appears.

 **NOTE** When you use Visual Studio Team Services with Flare, you will be prompted to log in to Visual Studio Team Services via a dialog in Flare. Your login credentials are stored in a cookie in the Internet Explorer Temporary Internet Files folder:

C:\Users\[username]\AppData\Local\Microsoft\Windows\INetCache



When this cookie expires, you will be logged out of Visual Studio Team Services, and Flare will prompt you to log in again.


5. Click on the Team Foundation project.
6. Click **OK**.
7. Click **Next**.
8. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens.
9. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
10. Click **OK**.
11. Click **Next**.
12. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
13. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
14. Click **Finish**. The project is imported and loaded into Flare.

I How to Import a Project From Perforce Helix Core

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New Project > Import Project**.
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.

The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Perforce Helix Core**.
3. In the **Server** field, enter the server address.
4. Next to the **User** field, click .
5. Select a user and click **OK**. (Users are set up separately in Perforce Helix Core.)
6. Next to the **Location** field, click **Browse**. The Browse Depots and Streams dialog opens.
7. Select a depot or stream (i.e., the name of your Flare project).
8. Click **OK**.
9. Click **Next**.
10. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens. (You may need to log in with your user name and password.)
11. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
12. Click **OK**.
13. Click **Next**.
14. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
15. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
16. Click **Finish**. The project is imported and loaded into Flare.

 **NOTE** When a project is dual bound to Central and a non-Git third-party provider, keep the following in mind if you (i.e., the second user) want to access this setup. After importing the project from Perforce Helix Core, Subversion, or Team Foundation Server, you will have to re-bind the project to Central. In Flare's MadCap Central window pane, click to upload (or bind) the project to Central. In the Bind Project dialog, it is important to enter the exact name of the project as it currently exists on Central. When you click **OK**, a message displays asking if you want to bind to the existing project. Select **Yes**. This re-establishes the existing Flare/Central connection; note that it does not create a new binding.

CHAPTER 3

Importing Word

There are various tasks you can perform when importing Word documents.

This chapter discusses the following:

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Adding a Word Import File	50
Enabling Import/Export Without Word Installed	52
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Specifying Custom File Names for Word Imports	55
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I Importing Word Files


You can import Microsoft Word files into a new project or an existing one.

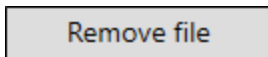
Specifying Custom File Names for Word Imports

Before you begin, please note you can control the file names given to new topics that are created from imported Word documents. To do this, apply "Private" field codes to the appropriate headings in the Word documents where new topics will be created (see "Specifying Custom File Names for Word Imports" on page 55). You also have the option of renaming the new topic file names after the import process is finished.

How to Import Word Documents

The following steps describe how to import Word files using the Import Word Wizard. However, you also have the option of adding a Word import file (see "Adding a Word Import File" on page 50) and then using the Word Import Editor (see "Word Import Editor—Import and Re-Import" on page 45).

1. Select **Project > Import > MS Word Documents**.
2. In the wizard, choose either **Import into a new project** (and complete the fields below) or **Import into this project**. However, if you do not have a project currently open, the file(s) will automatically be imported into a new project.
 - **Project name** Type a name for the new Flare project that will be created after you perform the import.
 - **Project folder** Accept the default location for the new project or click  to find and select a folder.
 - **Output type** Select the primary target for your project.
3. Click **Add file** to choose Word documents. You can also select other options as necessary.



This removes the selected file(s) from the list.




This moves the selected file or folder lower in the list (if you have more than one to import).



This moves the selected file or folder higher in the list (if you have more than one to import). The file at the top is used for the name of the Flare TOC that is created as a result of the import. Also, the order determines how the imported files are arranged in the TOC as topics.




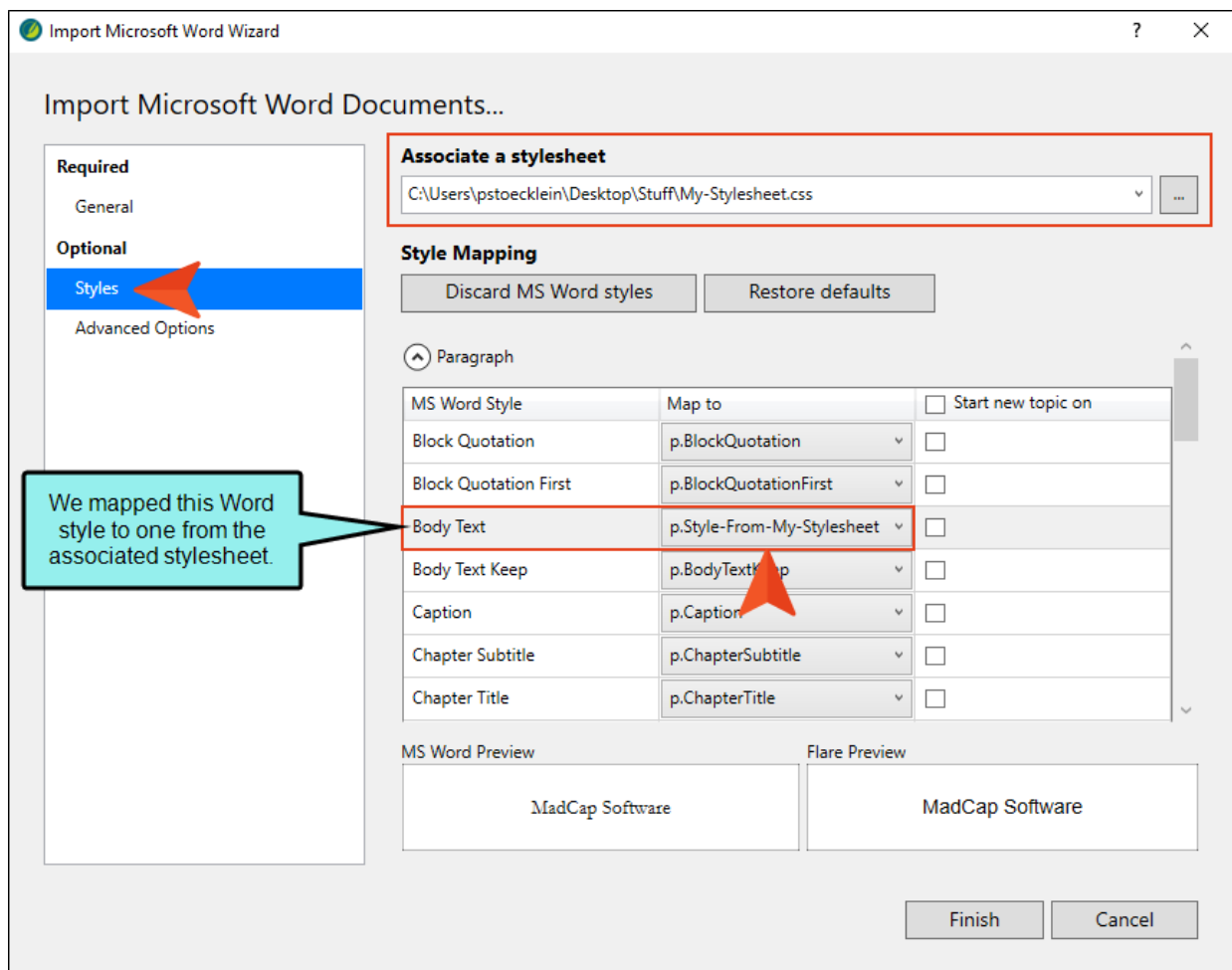
This opens the file that is selected in the list.

 **NOTE** DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 or later installed in order to import this file type. You also must have Word installed on your computer, as opposed to using the feature on the Options dialog (**File > Options**) to import without Microsoft Office.

- (Optional) On the left, select **Styles**. You can use this page for various style settings.

ASSOCIATE A STYLESHEET

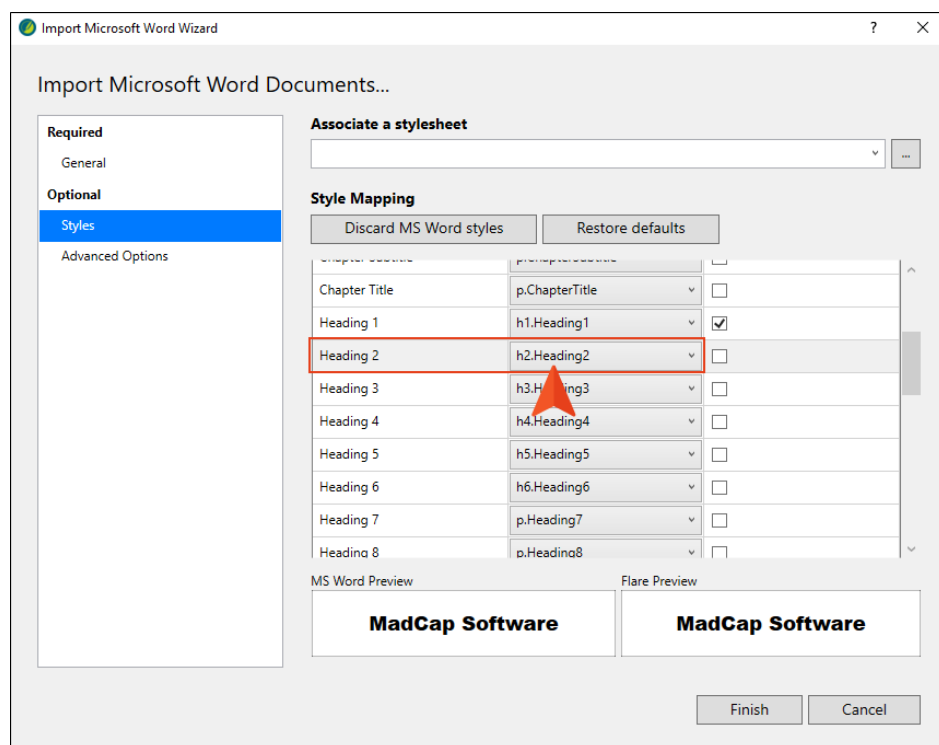
This is purely optional. You can choose an existing stylesheet by clicking . After doing this, styles from that stylesheet become available in the mapping drop-down fields below, so that you can map Word styles to those from the stylesheet you chose.



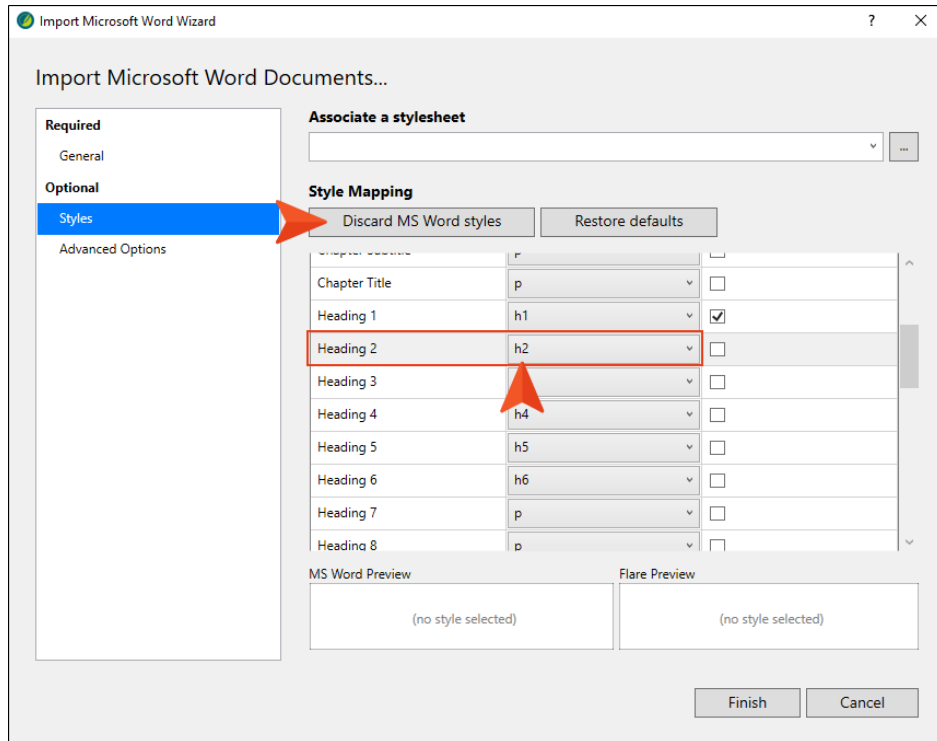
STYLE MAPPING

- **Discard MS Word styles** By default, styles from the Word documents are mapped in such a way that their names are retained and appended to Flare styles. However, you can click this button, which will map to the Flare style but not keep the Word style name or its formatting.
- **Restore defaults** If you change your mind, you can click this button, which will once again retain the Word style names.

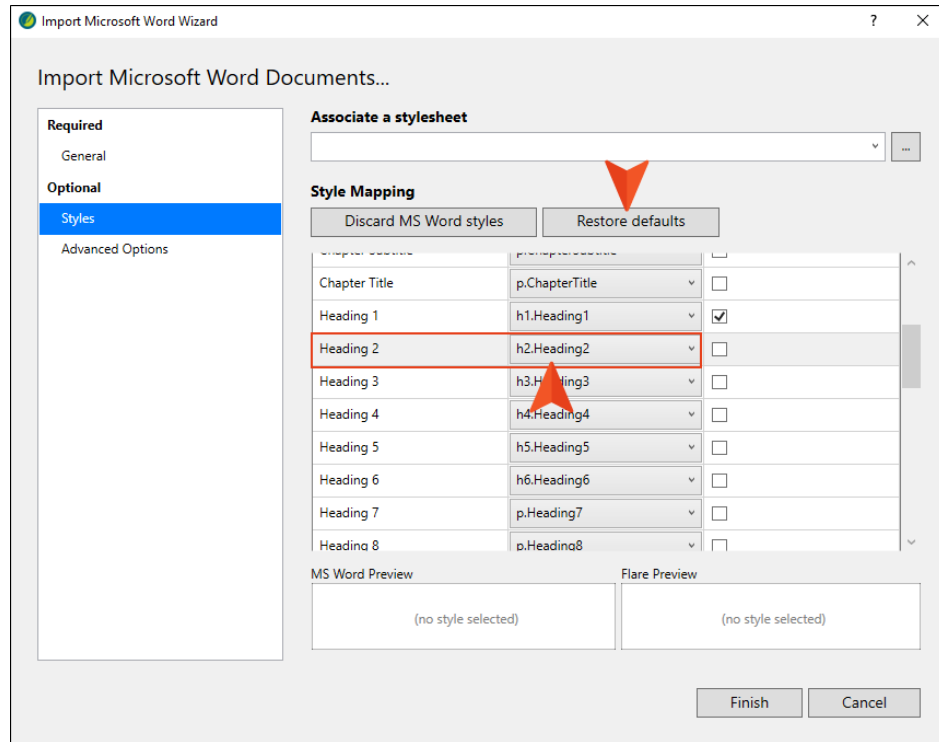
☆ **EXAMPLE** In your Word document, second-level headings use the “Heading 2” style. But in Flare, it is named “h2.” So when the Word style is mapped to the Flare style, the resulting name will be “h2.Heading2.”



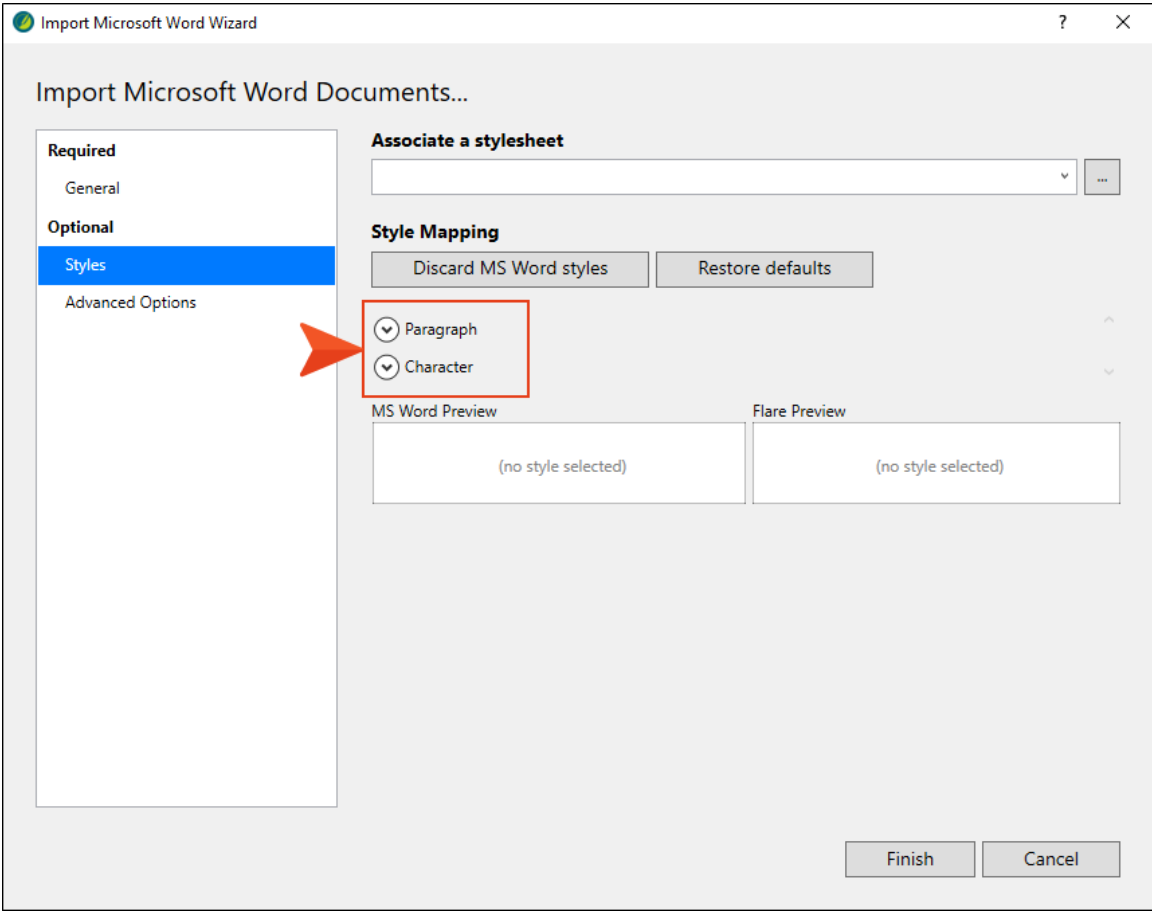
- ☆ If you click **Discard MS Word styles**, the mapping remains in place, but now the resulting name will be “h2” and any formatting from Word for that style is not retained.



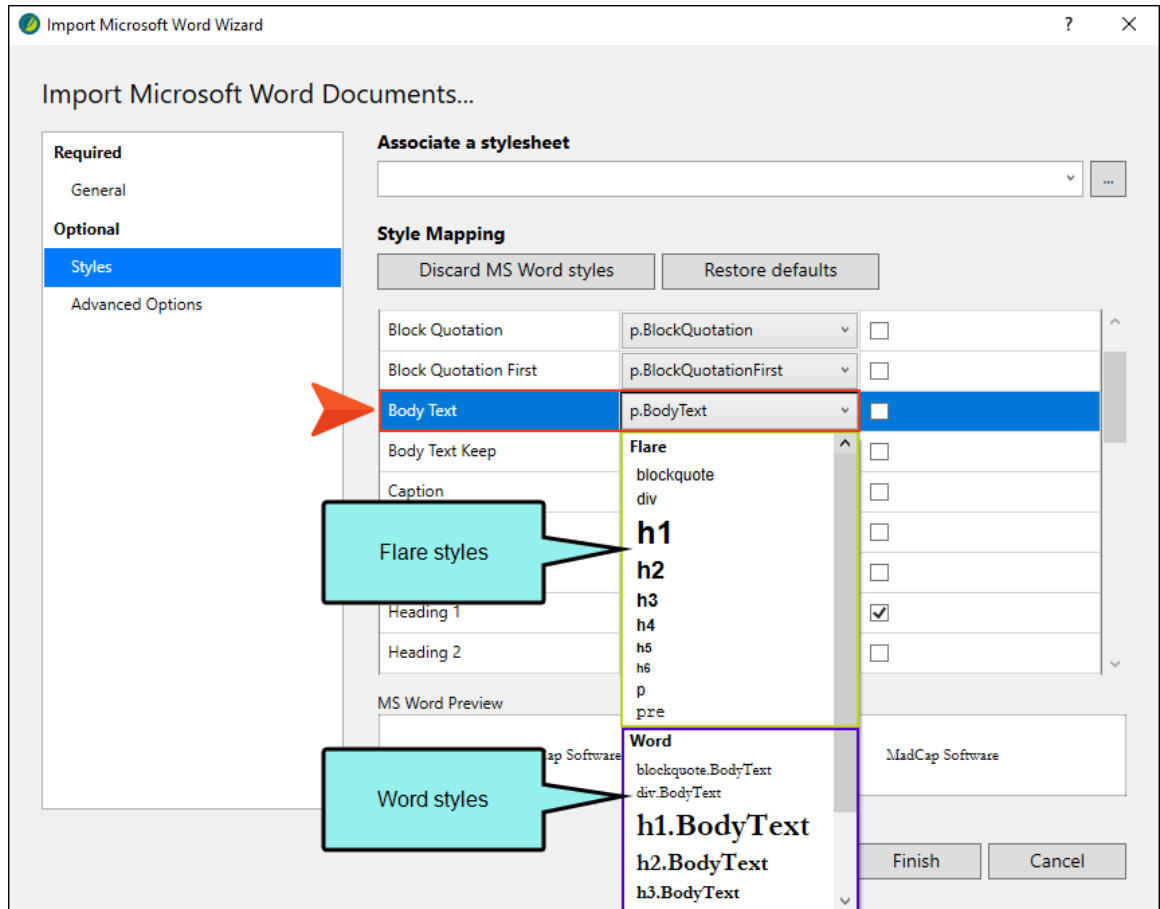
- ☆ If you click **Restore defaults**, the mapping will once again result in the name “h2.Heading2” and its formatting will be retained.



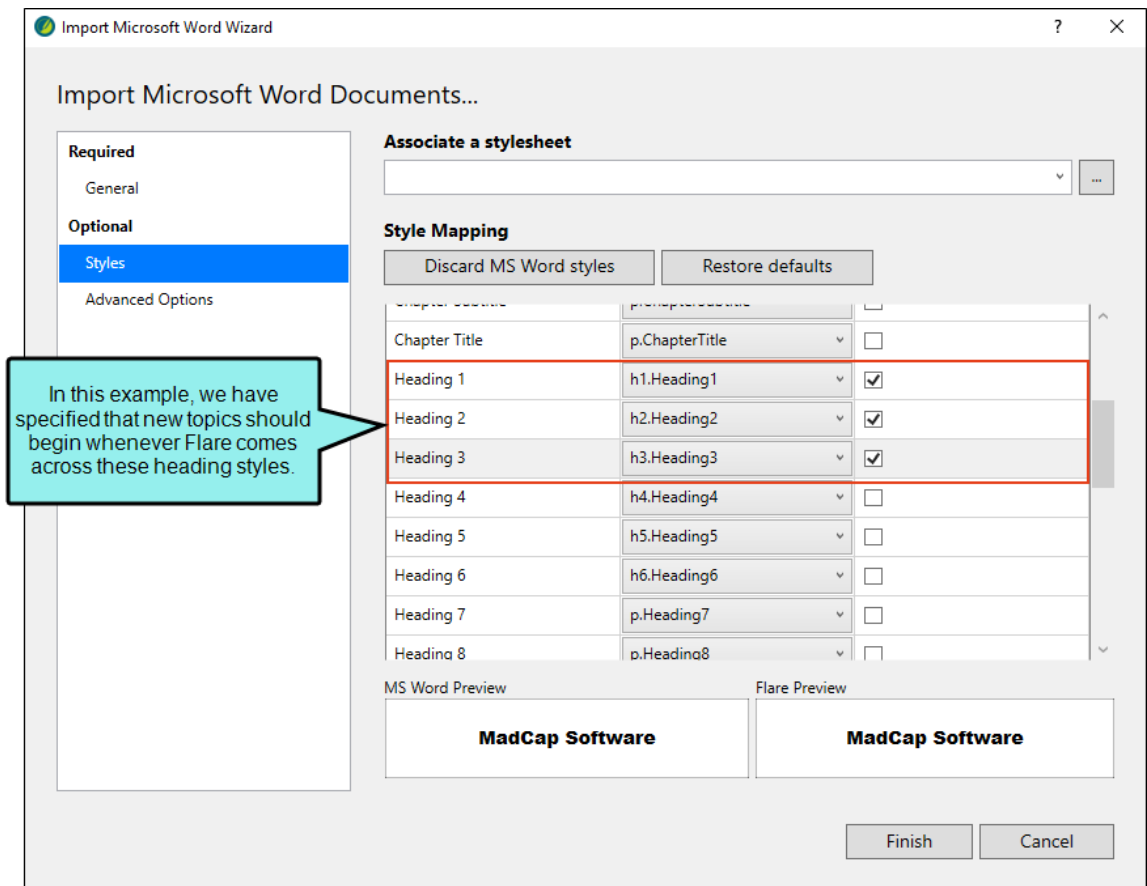
- **Paragraph/Character** You can expand these sections to see the styles found in the Word document(s).



In these sections, you can map a paragraph or character style from the Word document (s) to another style. Click the drop-down in a cell to select a style. Flare styles are listed in the top part of the drop-down menu, while Word styles are listed on the bottom.

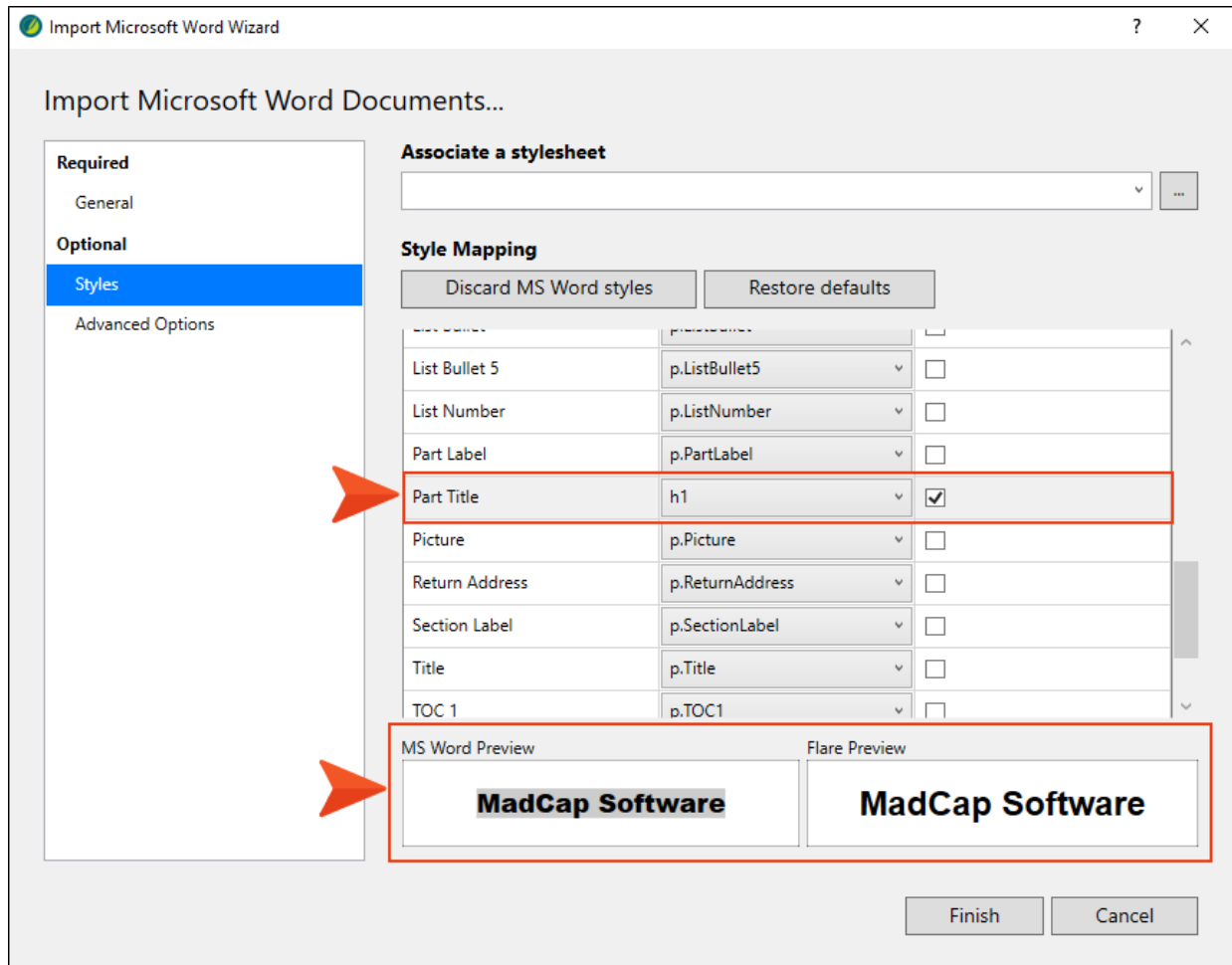


If you want to specify that new topics should start with certain paragraph styles, simply click the check box next to that style. The h1 style is selected by default (most authors start new topics on heading styles), but you can choose any paragraph-level styles that you like.



PREVIEW

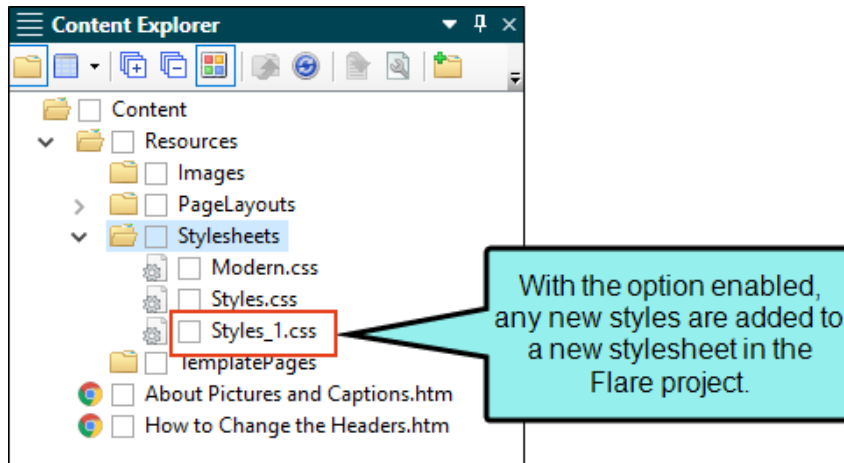
When you select a style row in either the Paragraph or Character section, a preview is shown at the bottom so you can see how it looks. The design of the original Word style is shown on the left, and the look of the mapped style is shown on the right.



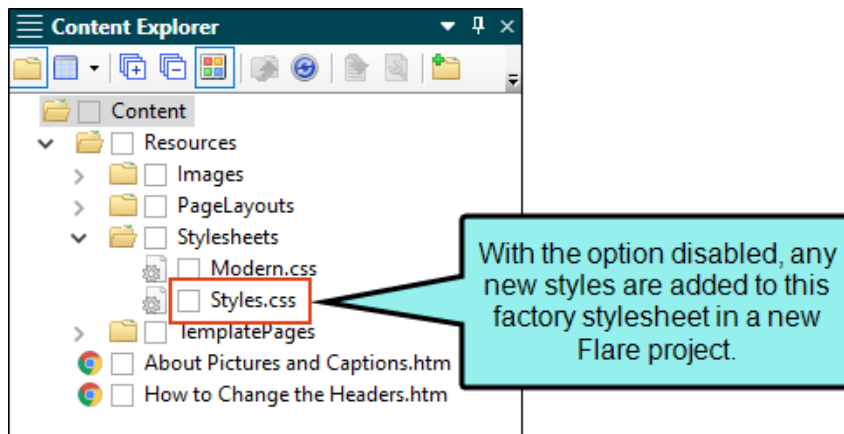
- (Optional) On the left, select **Advanced Options**. You can use this page to set various options.

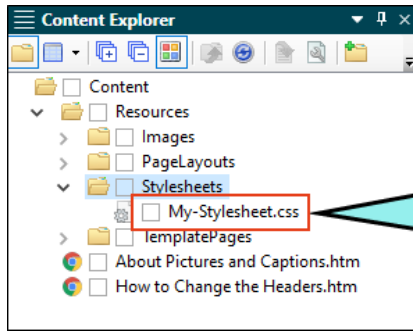
STYLES

- **Create new stylesheet** This creates a new stylesheet based on the settings you choose.



If you disable this option, the styles resulting from the import will be added to the project's primary stylesheet.



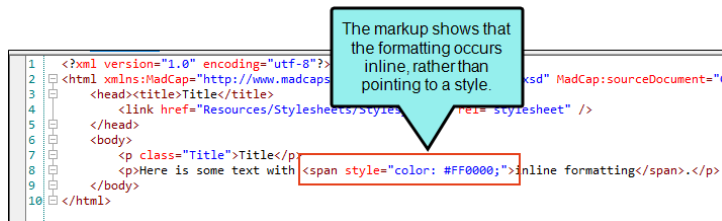
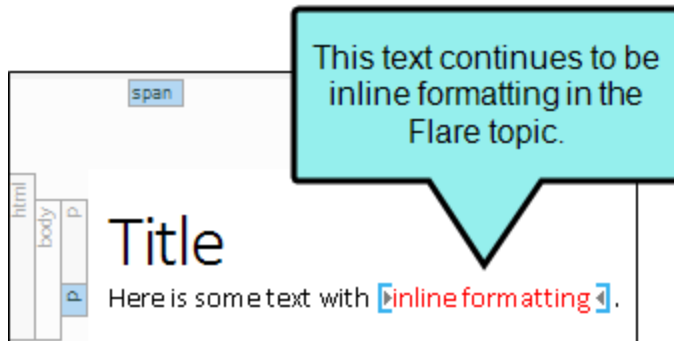


With the option disabled, any new styles are added to the primary stylesheet in an existing Flare project.

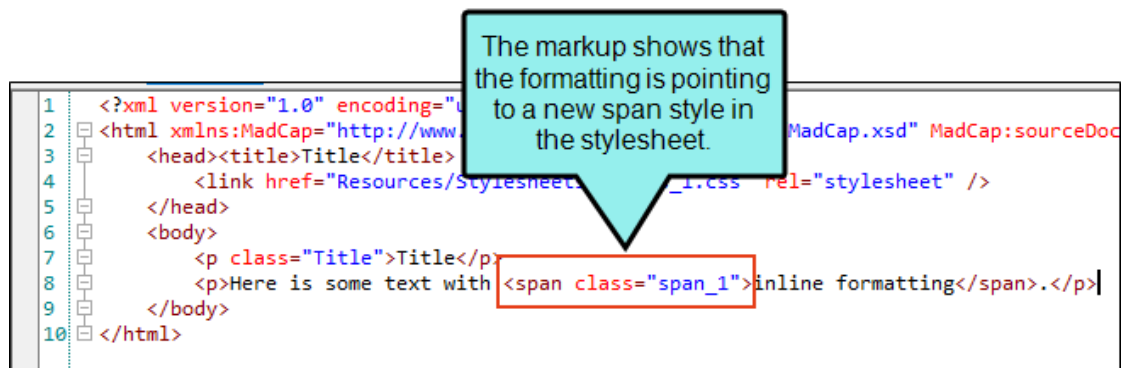
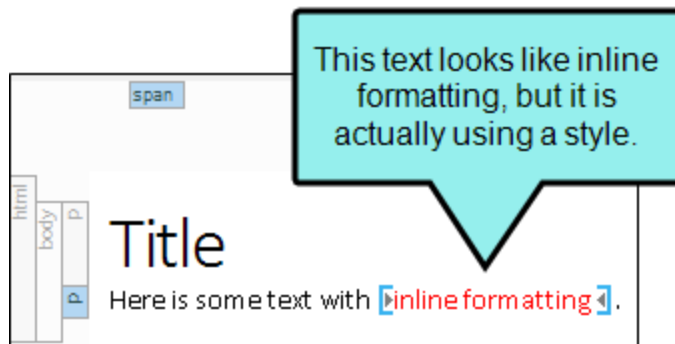
NOTE If you choose to create a stylesheet when importing Word documents into a new project, that stylesheet will be automatically selected in the project properties. If you then open the Word Import Editor, deselect the option to create a new stylesheet, and reimport the documents, that stylesheet will continue to exist in the project.

■ [Inline formatting]

- **Keep inline formatting** This retains inline formatting found in the Word documents.



- **Convert inline formatting to CSS styles** This converts inline styles found in the Word documents to styles in the Flare project.



- **Remove inline formatting** This removes any inline formatting found in the Word documents, displaying it as regular text instead.

TOPICS

- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.
- **Avoid empty topics threshold** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content. Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Split long topics threshold** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic). Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Add continued links** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
- **Add continued from links** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
 - **(continued in/from {title})** Use these fields to specify the format for the "(continued in)" and "(continued from)" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
- **Approximate filename length** Enter the maximum number of characters to use for naming topic files. The default is 24.

TABLES

- **Convert all tables to "auto-fit to contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This ensures that column widths are not specified on the imported tables.
- **Set first row of each table as a header row** Select this option if you want Flare to convert the first row of every table into a header row. This makes styling tables more efficient. If you do not select this option, only tables that already have header rows in the Word document will become header rows in Flare. Tables without header rows will be imported just as they are.

☆ **EXAMPLE** You have a Word document with two tables.

In the first table, the first row has been set to repeat as a header row.

In the second table, the first row has not been set to repeat as a header row.

Table 1 – First Row **Is** Set to Repeat as a Header Row

PROJECT PHASE	STARTING	ENDING
PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

Table 2 – First Row **Is Not** Set to Repeat as a Header Row

PROJECT PHASE	STARTING	ENDING
PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

- ☆ First, you import the Word document but you *do not enable* the option to set the first row of each table as a header row. As a result, the first row in the first table continues to be a header row, just as it was in the Word document. And the first row in the second table continues to be a regular row, just as it was in the Word document.

Notice the "head" structure bar. This means the row to the right is a header row.

Table 1 – First Row Is Set to Repeat as a Header Row

PROJECT PHASE	STARTING	ENDING
PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

Table 2 – First Row Is Not Set to Repeat as a Header Row

PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

Notice the lack of a "head" structure bar. There is only a "tr" bar. This means the row to the right is a regular row.

- ☆ Next, you import the Word document but you *do enable* the option to set the first row of each table as a header row. As a result, the first row of each table is now a header row.

The first row of the first table still has the "head" structure bar.

Table 1 – First Row Is Set to Repeat as a Header Row

PROJECT PHASE	STARTING	ENDING
PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

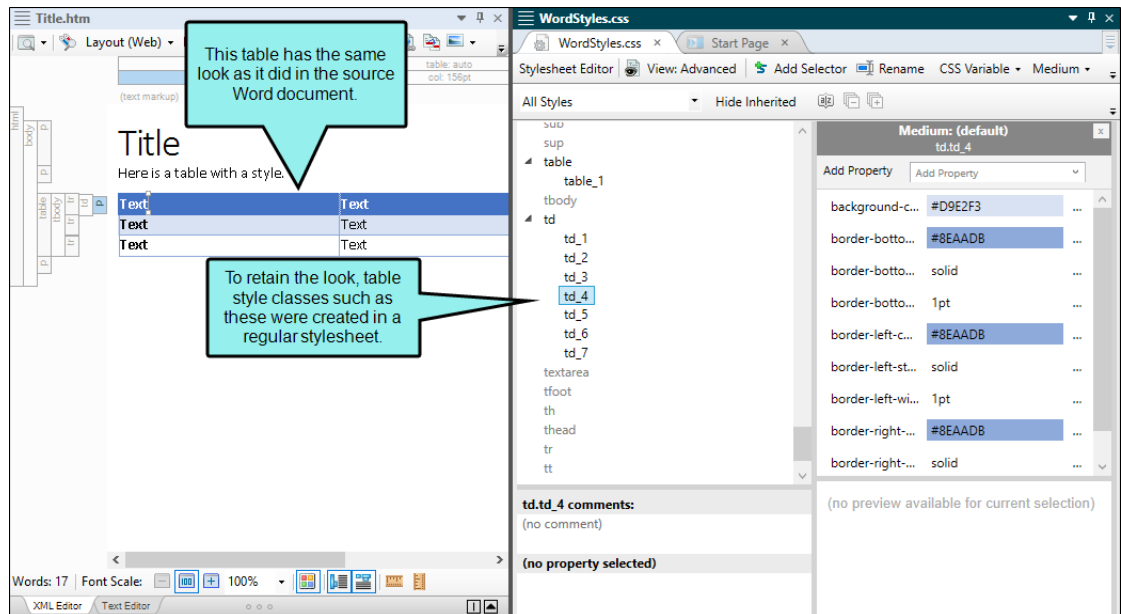
Table 2 – First Row Is Not Set to Repeat as a Header Row

PROJECT PHASE	STARTING	ENDING
PHASE 1	[Select Date]	[Select Date]
PHASE 2	[Select Date]	[Select Date]
PHASE 3	[Select Date]	[Select Date]
PHASE 4	[Select Date]	[Select Date]

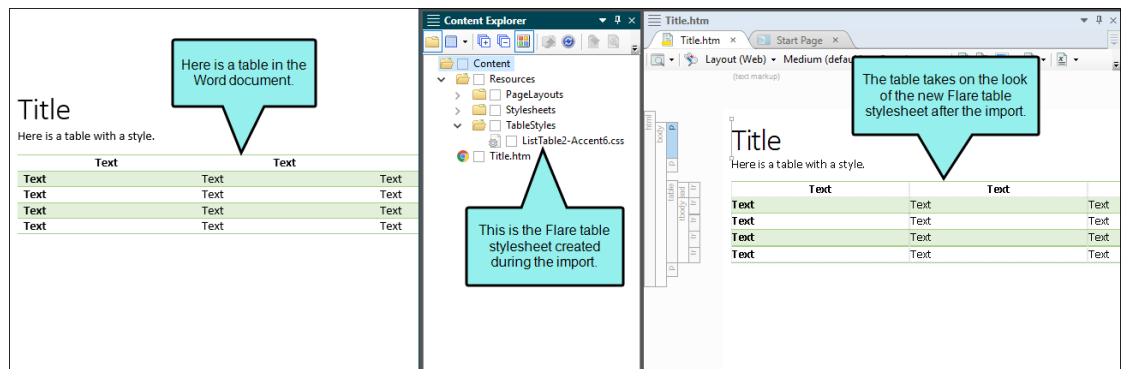
And now the first row of the second table has it as well.

- [Table styles]

- Create CSS table styles as regular stylesheet This finds table formatting in the Word documents and creates styles accordingly in the regular stylesheet in Flare.

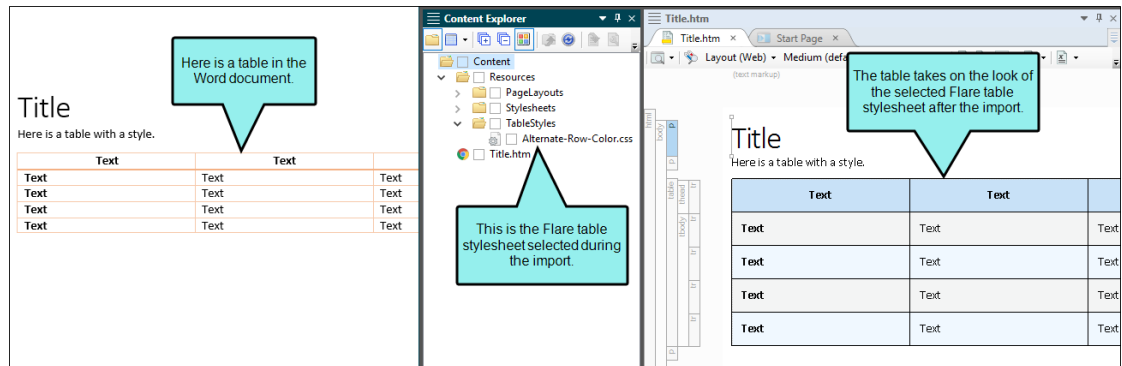


- Convert table styles to Flare table styles This finds table formatting in the Word documents and creates a special table stylesheets accordingly in Flare.



NOTE To use this feature, the table must have been created in Microsoft Word 2007 or later. Also, open the Options dialog (**File > Options**), select the **General** tab, and make sure that **Import/Export Word Files without MS Office** is *disabled*.

- **Apply a selected table stylesheet to all imported tables** This lets you select an existing Flare table stylesheet and apply it to all imported tables.



- **Remove all table styles** This removes styling from all tables found in the Word documents. You can keep them as plain tables in Flare or apply styles to them later.

LISTS

Use standard list style type This will use standard bullets (e.g., square, disc) and numbering (e.g., decimal), whether they were used in the Word documents or not.

If this is not enabled, lists are imported with the characters or symbols used for the lists in the Word documents. However, these are contained within span tags in the Flare topics. This allows you to keep special elements, (e.g., Wingdings) that you might have used in Word for custom lists.

☆ **EXAMPLE** You have a Word document with lists, and it looks like this:

Title

Here is a standard bulleted list.

- Item
- Item

Here is a custom bulleted list.

- ❖ Item
- ❖ Item

Here is a standard numbered list.

1. Item
2. Item

Here is a custom numbered list.

- 1) Item
- 2) Item

☆ If the option to use standard list style types is enabled, the topic in Flare will look like this:

Title

Here is a standard bulleted list.

- Item
- Item

Here is a custom bulleted list.

- Item
- Item

Here is a standard numbered list.

1. Item
2. Item

Here is a custom numbered list.

1. Item
2. Item

☆ If the option is disabled, the topic will look like this:

Title

Here is a standard bulleted list.

- Item
- Item

Here is a custom bulleted list.

- ◆ Item
- ◆ Item

Here is a standard numbered list.


1. Item
2. Item

Here is a custom numbered list.

- 1) Item
- 2) Item

EQUATIONS

Convert equations to MathML When importing Microsoft Word files that contain equations, you can convert them from Office Math Markup Language (the format used in Word) to MathML (the web standard and Flare format). If you disable this option, equations from Word are converted to images.

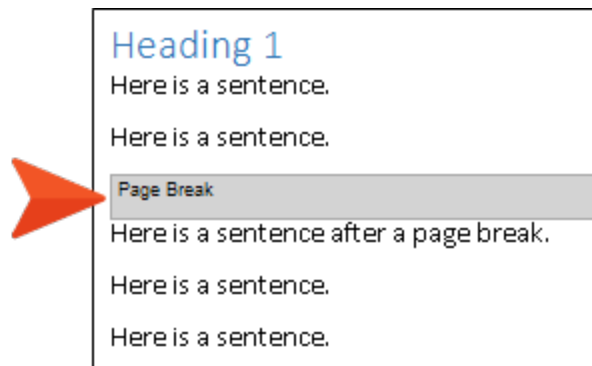
 **NOTE** To use this feature, the equation must have been created in Microsoft Word 2007 or later. Also, open the Options dialog (**File > Options**), select the **General** tab, and make sure that **Import/Export Word Files without MS Office** is *disabled*.

PAGE LAYOUTS

Create a page layout for each section header/footer Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.

PAGE BREAKS

- **Preserve and create new topics on page breaks** This keeps any page breaks found in the Word documents.
- **Preserve and convert to MadCap page breaks** This keeps any page breaks found in the Word documents, but it will convert them to the special page break tags (MadCap\pageBreak) used by Flare. This page break element displays as a gray bar in the XML Editor, but it is not shown in the output; a page break simply occurs at that spot.



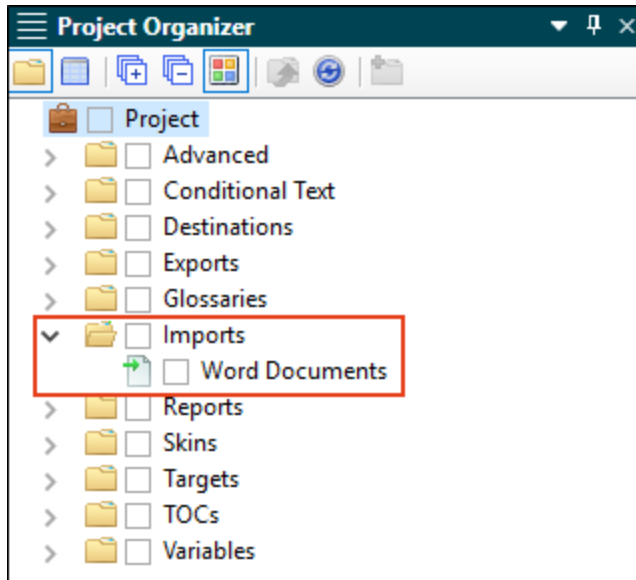
- **Ignore page breaks** This will not keep any page breaks found in the Word documents.

REIMPORT

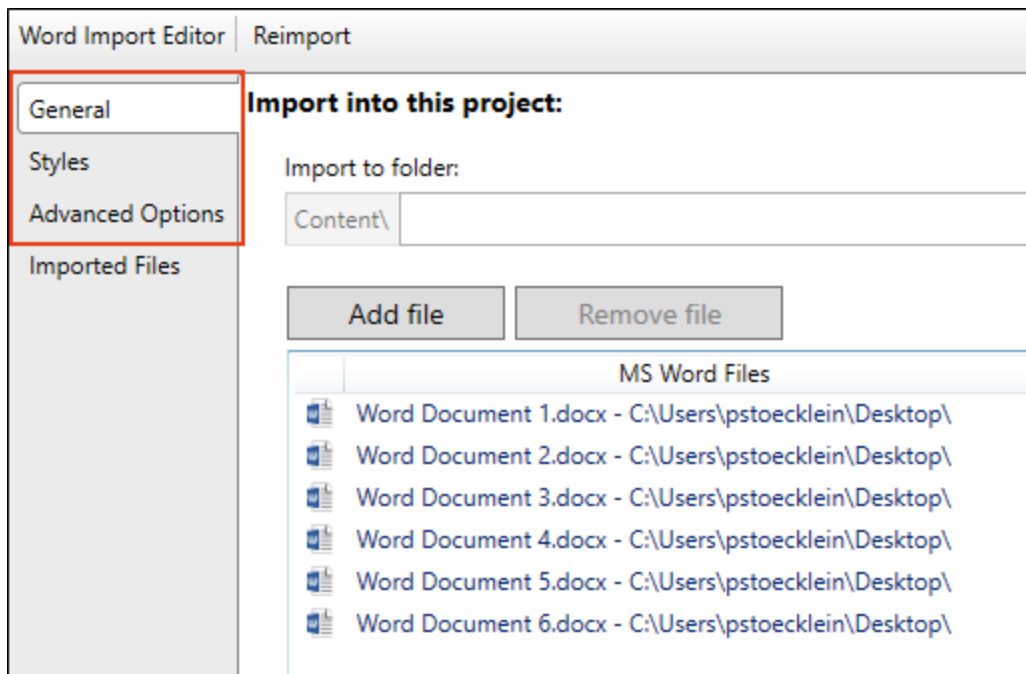
- **Link generated files to source files** Enable this if you want to continue editing in Word and reimport as needed. Deselect it if you want to edit the imported files in Flare going forward, severing the connection to the source files.
 - **Auto-reimport before generate output** If you selected “Link generated files to source files,” you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can use this option instead and let Flare reimport the files automatically when you attempt to build output.
6. Click **Finish**, then **Accept**.

Word Import Editor—Import and Re-Import

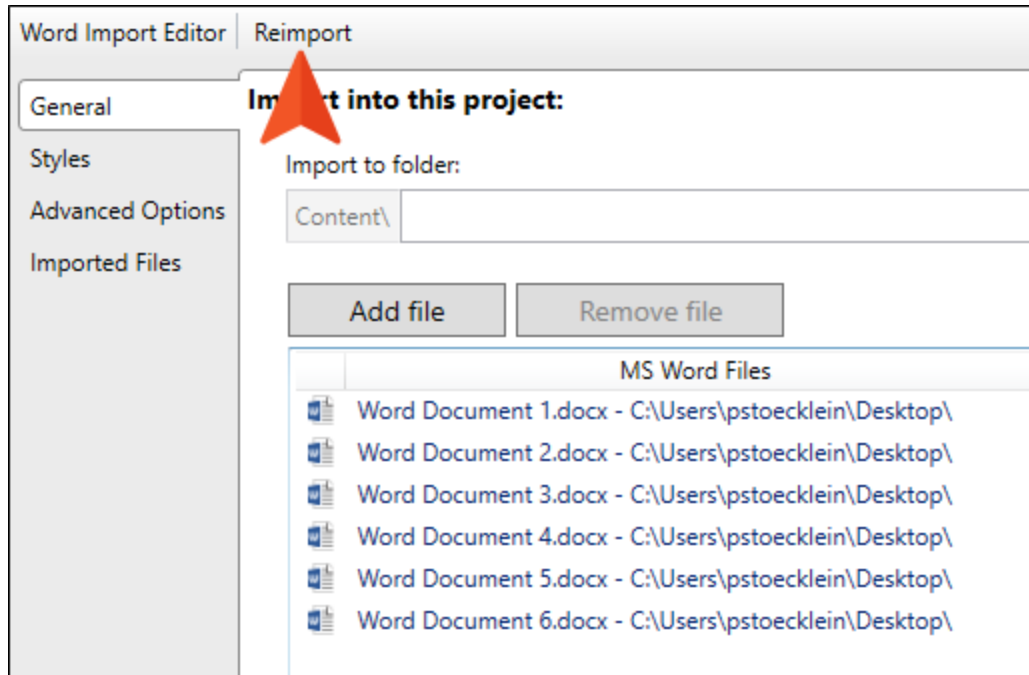
If you add a Word import file (see "Adding a Word Import File" on page 50) or if you have previously imported Word files using the wizard, a file is added to the Imports folder in the Project Organizer.



When you double-click this file, it opens in the Word Import Editor. This editor contains most of the same fields and options as the Import Word Wizard.



After completing or changing any of these fields, you can click **Reimport** in the toolbar.



How Word Features are Treated When Imported

The following table shows some Word features how what happens to them when you import documents into Flare.

Word Feature	Result After Import
Artwork and Special Effects	<p>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.</p>
File Names	<p>Image file names are treated in the following ways for linked and embedded images:</p> <ul style="list-style-type: none">▪ Linked Images If you have inserted a picture as a <i>linked</i> image in a Word document, the file name for the image is <i>preserved</i> when imported into Flare. The image file is stored by default at the root of the Resources > Images subfolder in the Content Explorer.▪ Embedded Images If you have inserted a picture as an <i>embedded</i> image in a Word document, the file name for the image is <i>based on the topic name</i> when imported into Flare. The image file is stored by default in the Resources > Images > [Word Document Name] subfolder in the Content Explorer.

Word Feature

Result After Import

Image Alt Text and Description

If you have an image in a Word document that contains alt text or a description, both are brought in to Flare. After the Word document is imported, you can open the topic containing the image, right-click on the image, and select **Image Properties**. In the Image Properties dialog, the description for the image is shown in the Screen Tip field, and the alt text is shown in the Alternate Text field.

Linked Images

When you insert an image in Word, one of the options is to insert it as a linked image.



NOTE If you received a Word document with linked images from another person—rather than creating the document yourself—you need to also get the images themselves from that individual. Then you need to re-link the images in the document. Otherwise, Word (and therefore also Flare) will not be able to find them.

Videos


If you import a Word document that contains a direct link to a video, it is brought into the Flare project.

This only works for direct video links. For example, if you have Word 2013, you can look for and insert videos from Bing or YouTube. These are direct link videos that are supported. But those from video embed codes are not supported.



NOTE Flare supports Microsoft Word 2003 and newer versions.



NOTE A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.




I Adding a Word Import File


The following steps show you how to add an MS Word import file, which is used to import Word documents into a project. If you go through the Import MS Word Documents Wizard (**Project > Import > MS Word Documents**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.


How to Add a Word Import 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 > Import File > Add MS Word Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add MS Word Import File**.

The Add File dialog opens.

2. In the **File Type** field at the top, make sure **MS Word Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import 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 import file is added to the Imports folder in the Project Organizer. The Word Import Editor opens to the right.

 **NOTE** Flare supports Microsoft Word 2003 and newer versions.

I Enabling Import/Export Without Word Installed

Flare supports the import and export of Microsoft Word documents without the need to have Word installed locally. For example, a user of Microsoft Office 365 (a subscription-based software solution) would not have Microsoft Word installed locally (via Microsoft Office). However, Flare lets Office 365 users build Word output, or import Word files in the DOCX, DOC, or RTF format, even if they do not have Microsoft Word installed on the same machine.

It is still recommended that you work with Word installed locally, which is a more robust process. However, if you are an Office 365 user without a local installation of Word, you can use the following steps to enable this feature. (This option is disabled by default.)

How to Enable the Import/Export Process Without Word Installed

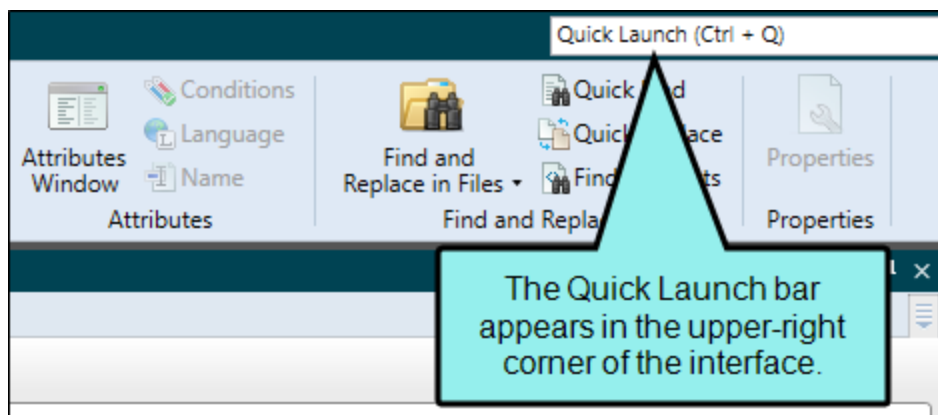
1. Select **File > Options**.
2. Select the **General** tab.
3. Select **Import/Export Word Files Without MS Office**.
4. Click **OK**.

Opening a Word Import File

The following steps show you how to open an MS Word import file that you have added to a project. You can then use this file to create topics by importing Word documents into the project. See "Importing Word Files" on page 21.

How to Open a Word Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open a Word Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The MS Word import files in your project are displayed.
3. Double-click the import file that you want to open. The Word Import Editor opens to the right.

What's Noteworthy?

 **NOTE** Flare supports Microsoft Word 2003 and newer versions.

I Specifying Custom File Names for Word Imports

If you import Microsoft Word documents, you can split those documents into multiple topics based on the styles in them. For example, you might decide to create a new topic at each "Heading 1" style in the Word document. You can also control the file names given to the new topics that are created from the imported Word documents. To do this, you need to apply "Private" field codes to the appropriate headings in the Word documents where new topics will be created. The following format should be used when applying the field: PRIVATE:MADCAP:FILENAME:<custom filename>.

How to Specify Custom File Names for Word Imports

The following steps are based on Microsoft Word 2003 and 2007. For more details on creating Private fields in Microsoft Word in other versions, please refer to the documentation provided with that application.

1. Open the Word document.
2. Place your cursor on a heading where you want to start a new topic in Flare.
3. Do one of the following:
 - For Word 2003 Select **Insert > Field**.
 - For Word 2007 Select **Insert > Quick Parts > Field**.

The Field dialog opens.

4. In the **Field name** section, scroll down and select **Private**.

5. In the **Field codes** section, enter the code using the following format:
PRIVATE:MADCAP:FILENAME:<custom filename>.

☆ **EXAMPLE** You have a place in a Word document that is using the "Heading 1" style and contains the text "All About Rabbits." You want a new topic to be created at that point when you import the document. However, you also want to make sure that the file name for that new topic is simply "Rabbits." Therefore, you open the Word document and apply a Private field on that heading, using the following format:

```
PRIVATE:MADCAP:FILENAME:Rabbits
```

When you import the Word document, you select to split new topics on certain styles, including the "Heading 1" style. After the import is finished, one of the topics created is named "Rabbits.htm."


6. Click **OK**.
7. Save the Word document.
8. In Flare, go through the process for importing the Word document. When you arrive at the "New Topic Styles" page in the Import Microsoft Word Wizard or the "New Topic Styles" tab in the Word Import Editor, make sure you select the style(s) where you inserted Private fields in the Word document.

I Disabling Auto-Sync of Import Files

Let's say you have imported Microsoft Word, Adobe FrameMaker, Microsoft Excel, or Flare files from another project, and when doing so, you selected the "Easy Sync" option to automatically reimport the files when you generate output. If you want to override that Easy Sync setting for a specific target, you can do so by using the steps below. Therefore, if you want to reimport any of the files, you will need to do so manually. See "Importing Word Files" on page 21, "How to Import FrameMaker Files" on page 145, and "Importing Excel Files" on page 60.

You might decide to use this option, for example, if you are testing the generation of output and do not want to wait the extra time for the files to be imported. After you finish your testing, you can deselect this option to return to the automatic imports of the files.

How to Disable Auto-Sync of Import Files

1. Open the target.
2. In the Target Editor, select the **General** tab.
3. Select the check box labeled **Disable auto-sync of all import files**.
4. Click  to save your work.

I Overwriting Imported Documents

If you have imported Microsoft Word or Adobe FrameMaker documents and maintained a link with the source documents, you receive a warning when you try to save changes in the imported document. One of the options that you can select is to save the document and ignore the warning. In this case, the local file remains linked to the source file, even though it is different. When you attempt to reimport that file from the source, you are given the opportunity to overwrite the local file.

How to Overwrite Imported Documents

1. From the Imports folder in the Project Organizer, open an import file, and attempt to reimport a file that you have changed locally. The Confirm Overwrite Documents dialog opens.
2. Click the **Overwrite** check box next to any files that you want to overwrite with the source file. You can use the options at the bottom of the dialog to quickly select multiple files.
 - **Select All** Use this button to automatically add check marks next to all files in the list.
 - **Clear All** Use this button to automatically remove check marks from all files in the list.
 - **Check Selected** Use this button to automatically add check marks next to all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
 - **Clear Selected** Use this button to automatically remove check marks from all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. Click **OK**.
4. In the dialog that opens, click either **Yes** or **Yes All** to replace the files.

CHAPTER 4

Importing Excel

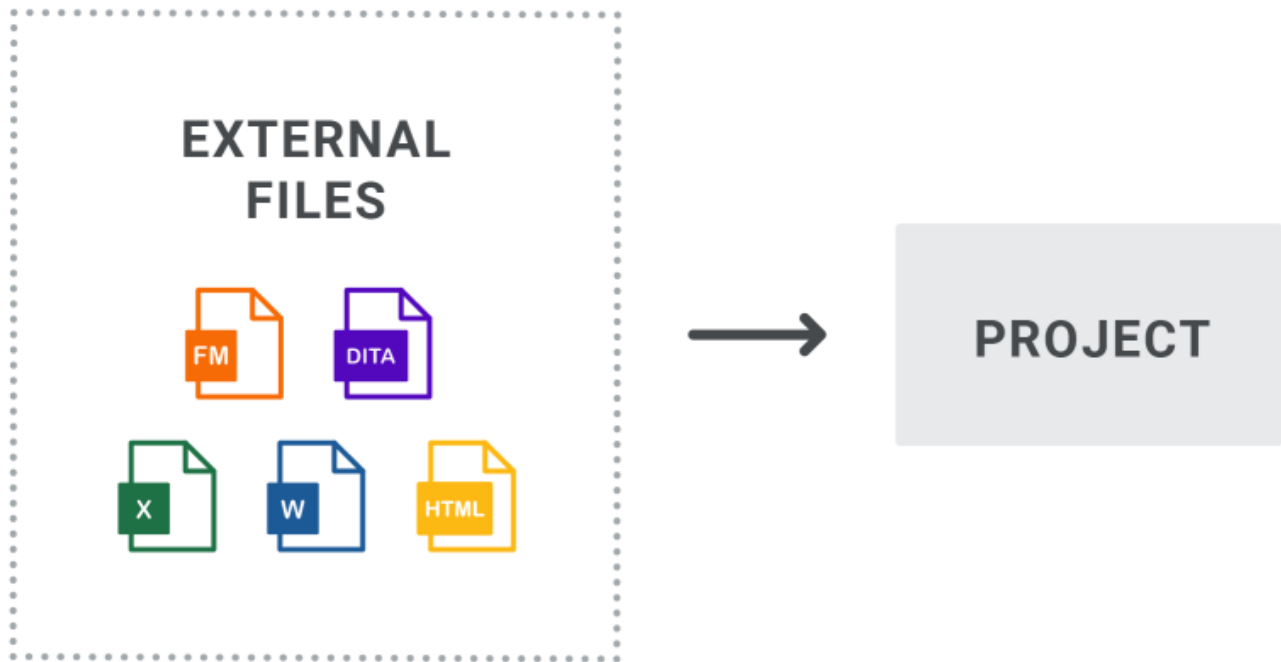
There are various tasks involved with importing Excel files.

This chapter discusses the following:

Importing Excel Files	60
Adding an Excel Import File	67
Opening an Excel Import File	69


Importing Excel Files

You can import Microsoft Excel files into Flare projects. They can be imported into existing projects or when creating a new project. The spreadsheet content will be added to tables in Flare when the import is finished.



How to Import Excel Files


1. Select **Project > Import > MS Excel Workbooks**.
2. In the wizard, choose either **Import into a new project** (and complete the fields below) or **Import into this project**. However, if you do not have a project currently open, the file(s) will automatically be imported into a new project.
 - **Project name** Type a name for the new Flare project that will be created after you perform the import.
 - **Project folder** Accept the default location for the new project or click to find and select a folder.
 - **Output type** Select the primary target for your project.

3. Click **Next**.
4. Click  to choose Excel files. You can select XLS, XLSX, or CSV files. When finished, click **Next**. (You can also select other options as necessary.)



This opens the file that is selected in the list.

**Link
Generated
Files to
Source Files**

This creates a connection between the original files and the files that are created as a result of the import. This is useful if you want to continue editing the content outside of Flare, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to reimport the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon  is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.



This removes the selected file(s) from the list.



This moves the selected file higher in the list (if you have more than one file to import). The file at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported files are arranged in the Flare TOC that is created as a result.




This moves the selected file lower in the list (if you have more than one file to import).

5. Select from various options as necessary, then click **Next**.


- **Import Worksheets as** Select the type of Flare file where you want your spreadsheets to be imported.
 - **Topics** Flare will convert your content and place worksheets into topics. Title text on a worksheet tab will become a heading in the Flare topic.
 - **Snippets** Flare will convert your content and place each worksheet into a separate snippet.


If you selected “Snippets” above, you can also choose from the following options:


- **Include tab titles as headings** Any title text on your worksheet tabs will become headings in the Flare snippets.
 - **Create a topic with snippets** Flare will create a topic and place the snippets within it. Otherwise, only the snippets will be created.
- **Organize worksheets into different folders per workbook** Select this option if you are importing multiple workbooks and want the resulting files to be stored in separate folders in Flare. If you do not select this option when importing multiple workbooks, the files will all be placed in the same folder in Flare.
 - **Import hidden rows/columns** This includes any hidden rows and columns in the import. Otherwise, they will not be part of the imported content.
 - **Use first row as column header** Select this option if you want Flare to convert the first row of every spreadsheet into column headers in the Flare tables. If you do not select this option, the first row will be treated like all the other rows.
 - **Import equations based on settings** When importing Excel files that contain equations, you can select this option to convert them to MathML (the web standard) or images. If you disable this option, equations from Excel are not converted to Flare.

 **NOTE** The conversion of equations to MathML versus images depends on whether you have Excel installed:


- **If Excel is Installed** Equations will be imported as MathML.
- **If Excel is not Installed** Equations will be imported as PNG images.

 **NOTE** There is an option in Excel that must be enabled in order for equations to be imported into Flare. In Excel, select an equation that you've inserted, open the **Design** ribbon, and in the **Tools** section, click the small option in the lower-right. Then in the dialog, select **Copy MathML to the clipboard as plain text**.

 **NOTE** If you choose to convert equations to MathML, they are automatically stored in snippets in Flare. Otherwise, equations will be converted to images. A snippet or image displaying an equation is automatically placed below the worksheet (in the topic or snippet where the worksheet was converted to a table).

 **NOTE** To use this feature, the equation must have been created in Microsoft Excel 2010 or newer.

- **Import charts as** Any charts in your spreadsheets will be imported as images. Use this field to select the type of image format to be used.

 **NOTE** An image displaying an imported chart is automatically placed below the worksheet (in the topic or snippet where the worksheet was converted to a table).

- **Split topics or snippets by maximum rows** You can select this option if you have spreadsheets with a lot of rows and want to divide them into multiple topics or snippets (rather than one very long topic or snippet). After enabling this option, enter the number of rows that you want to allow in each topic or snippet before a new topic or snippet is created.
- **Auto-reimport before 'Generate Output'** If you selected "Link Generated Files to Source Files" earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can also tell Flare to do this for you automatically, so

that you do not have to. Select this option if you want Flare to automatically reimport files when you attempt to build output.

6. Use the next page to specify how you want the formatting of the Excel files to be treated upon import. Choose whether the imported files should retain their look and feel from Excel, or if you want to associate them with a table stylesheet that you've already created in Flare. When finished, click **Next**.
 - **Preserve MS Excel Styles** This retains any formatting from your spreadsheets so that you can continue to use that look and feel in Flare.

If you have Excel installed, all styles (factory and custom) and local formatting are retained in Flare. If you do not have Excel installed, only custom styles and local formatting are preserved; factory styles are not retained. Also, if you are using more than one table style in a worksheet, only one of them will be retained in Flare.
 - **Don't Preserve MS Excel Styles** This does not keep the formatting used in the Excel spreadsheets. You can click in the field below this if you want to associate the imported spreadsheets with a table stylesheet that you've already created in Flare. If you do not choose a table stylesheet, the files will be imported with plain text.
7. You can use this page to exclude certain worksheets, or even specific rows and columns, from the import. By default, all workbooks, worksheets, rows, and columns are selected for import. You can click the corresponding check boxes to remove check marks, which excludes items from the import. If you click on a particular worksheet, the area to the right displays the rows and columns within it. You can then remove check marks for any rows or columns that you want to exclude.

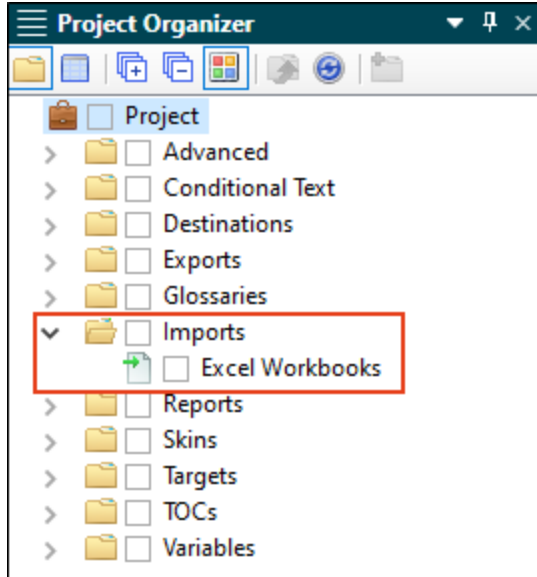


NOTE If your worksheets have any hidden rows or columns that you did not include in the import, you may see that those rows or columns are skipped on this page. For example, you might see columns A, B, C, and E (where D is hidden).

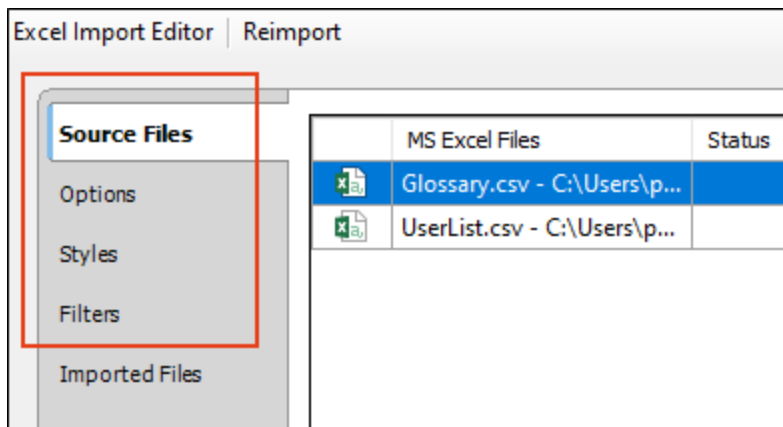
8. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
9. When you are finished previewing the files to be created, click **Accept**.

Excel Import Editor—Import and Re-Import

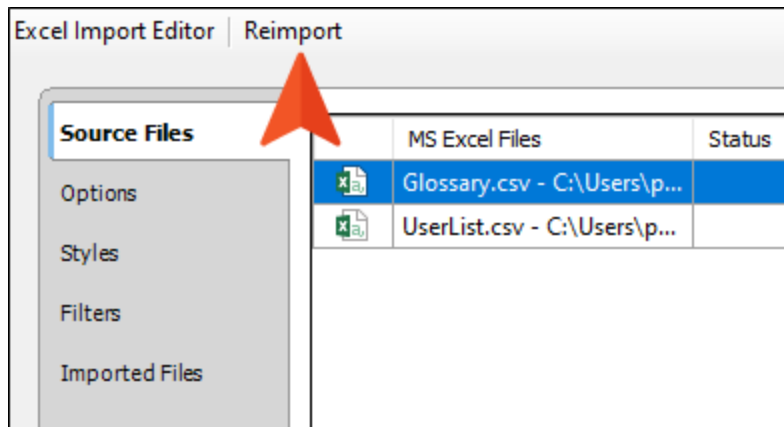
If you add an Excel import file (see "Adding an Excel Import File" on page 67) or if you have previously imported Excel files using the wizard, a file is added to the Imports folder in the Project Organizer.




When you double-click this file, it opens in the Excel Import Editor. This editor contains most of the same fields and options as the Import Microsoft Excel Wizard.






After completing or changing any of these fields, you can click **Reimport** in the toolbar.



What's Noteworthy?

 **NOTE** There is a limit of 256 columns per worksheet that can be imported from Excel into Flare.

 **NOTE** Flare supports Microsoft Excel 2010 and newer versions. However, if you have an older version of Excel, you can open the Options dialog (**File > Options**), select the **General** tab, and choose **Import Excel Files Without MS Office**.

 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.





I Adding an Excel Import File

The following steps show you how to add an Excel import file, which is used to import Excel files into a project. If you go through the Import Microsoft Excel Wizard (**Project > Import > MS Excel Workbooks**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add an Excel Import 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 > Import File > Add MS Excel Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add MS Excel Import File**.

The Add File dialog opens.

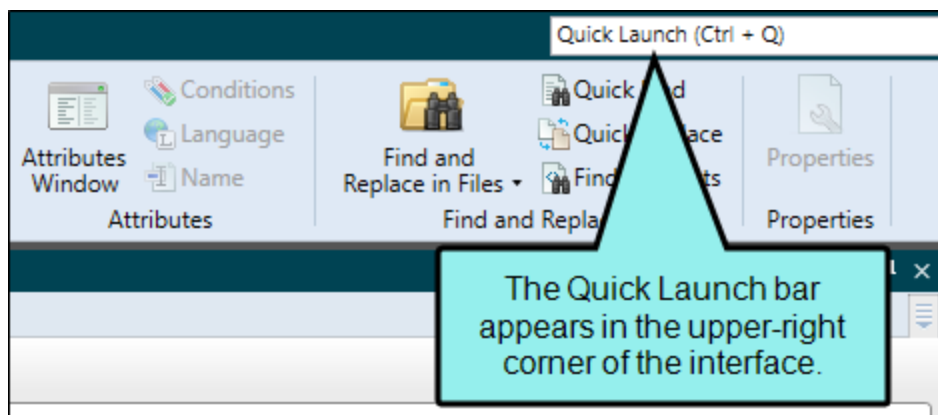
2. In the **File Type** field at the top, make sure **MS Excel Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import 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 import file is added to the Imports folder in the Project Organizer.

Opening an Excel Import File

The following steps show you how to open an Excel import file that you have added to a project. You can then use this file to import Excel files into the project. See "Importing Excel Files" on page 60.

How to Open an Excel Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open an Excel Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The Excel import files in your project are displayed.
3. Double-click the import file that you want to open. The Excel Import Editor opens to the right.

CHAPTER 5

Importing HTML

There are various tasks involved with importing HTML files.




This chapter discusses the following:

Importing HTML Files	72
Adding an HTML Import File	76
Opening an HTML Import File	78

I Importing HTML Files

You can import XHTML and HTML files (automatically converting them to XHTML).

How to Import HTML Files

1. Select **Project > Import > HTML File Set**.
2. In the wizard, choose either **Import into a new project** (and complete the fields below) or **Import into this project**. However, if you do not have a project currently open, the file(s) will automatically be imported into a new project.
 - **Project name** Type a name for the new Flare project that will be created after you perform the import.
 - **Project folder** Accept the default location for the new project or click  to find and select a folder.
 - **Output type** Select the primary target for your project.
3. Click **Next**.
4. Click  to choose HTML files. You can also click  to find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later reimport HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

5. (Optional) You can use the other options on the page if necessary.




This opens the file that is selected in the list.



This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.

**Link
Generated
Files to
Source Files**

This creates a connection between the original files and the files that are created as a result of the import. This is useful if you want to continue editing the content outside of Flare, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to reimport the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon  is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.



This removes the selected file(s) from the list.



This moves the selected file higher in the list (if you have more than one file to import). The file at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported files are arranged in the Flare TOC that is created as a result.



This moves the selected file lower in the list (if you have more than one file to import).

6. Click **Next**.

7. (Optional) You can use more import options as necessary.
 - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
 - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
 - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
 - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
 - **Auto-reimport before 'Generate Output'** If you selected "Link Generated Files to Source Files" earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically reimport files when you attempt to build output.
8. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
9. When you are finished previewing the files to be created, click **Accept**.



Import Editor—Import and Re-Import

If you add an HTML import file (see "Adding an HTML Import File" on the next page) or if you have previously imported HTML files using the wizard, a file is added to the Imports folder in the Project Organizer.

When you double-click this file, it opens in the Import Editor. This editor contains most of the same fields and options as the Import HTML Files Wizard.

After completing or changing any of these fields, you can click **Reimport** in the toolbar.

What's Noteworthy?

 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.





I Adding an HTML Import File

The following steps show you how to add an HTML import file, which is used to import HTML files into a project. If you go through the Import HTML Files Wizard (**Project > Import > HTML File Set**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add an HTML Import 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 > Import File > Add HTML Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add HTML Import File**.

The Add File dialog opens.

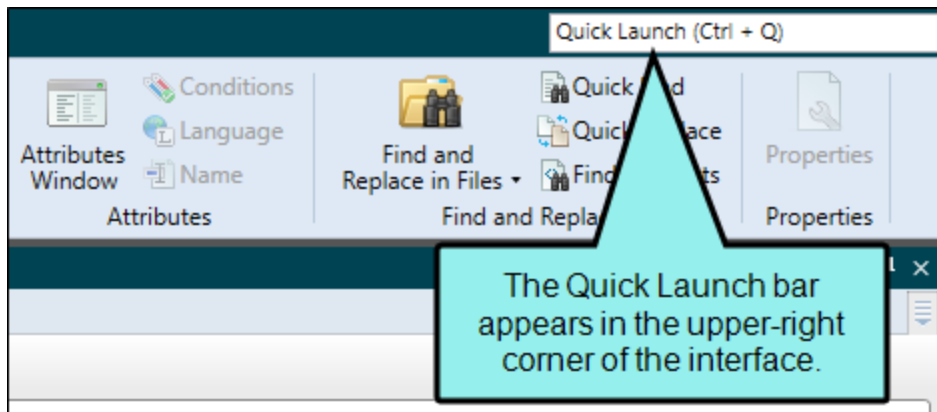
2. In the **File Type** field at the top, make sure **HTML Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import 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 import file is added to the Imports folder in the Project Organizer. The HTML Import Editor opens to the right.

Opening an HTML Import File

The following steps show you how to open an HTML import file that you have added to a project. You can then use this file to import HTML files into the project. See "Importing HTML Files" on page 72.

How to Open an HTML Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open an HTML Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The HTML import files in your project are displayed.
3. Double-click the import file that you want to open. The HTML Import Editor opens to the right.

CHAPTER 6

Importing Confluence

There are various tasks involved with importing Confluence files.

This chapter discusses the following:

- Importing Confluence Files 81
- Adding a Confluence Import File 93
- Opening a Confluence Import File 95

I Importing Confluence Files

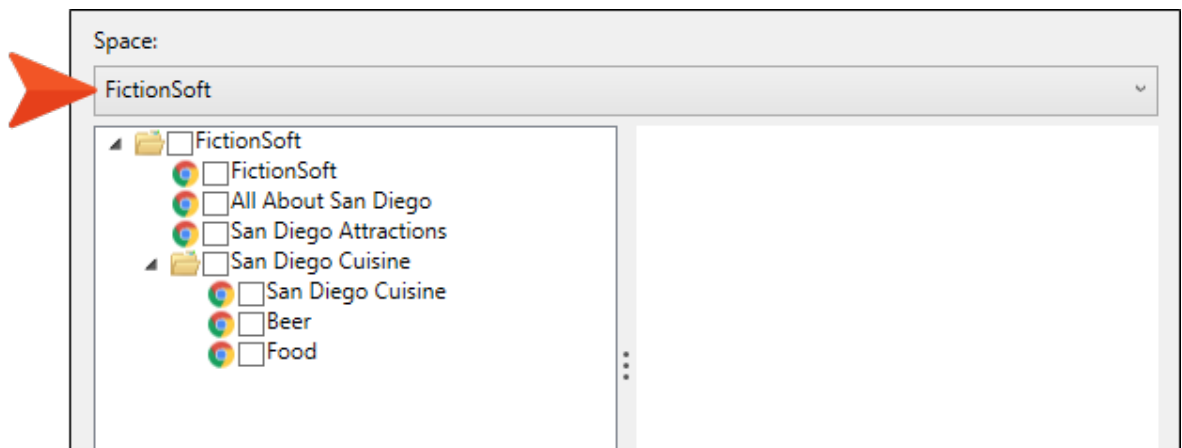
If you have an Atlassian Confluence account, you can import pages (HTML and resource files) into Flare projects. You can import these files into a new Flare project or an existing one. Flare supports both the cloud and local versions of Confluence.

How to Import Confluence Pages

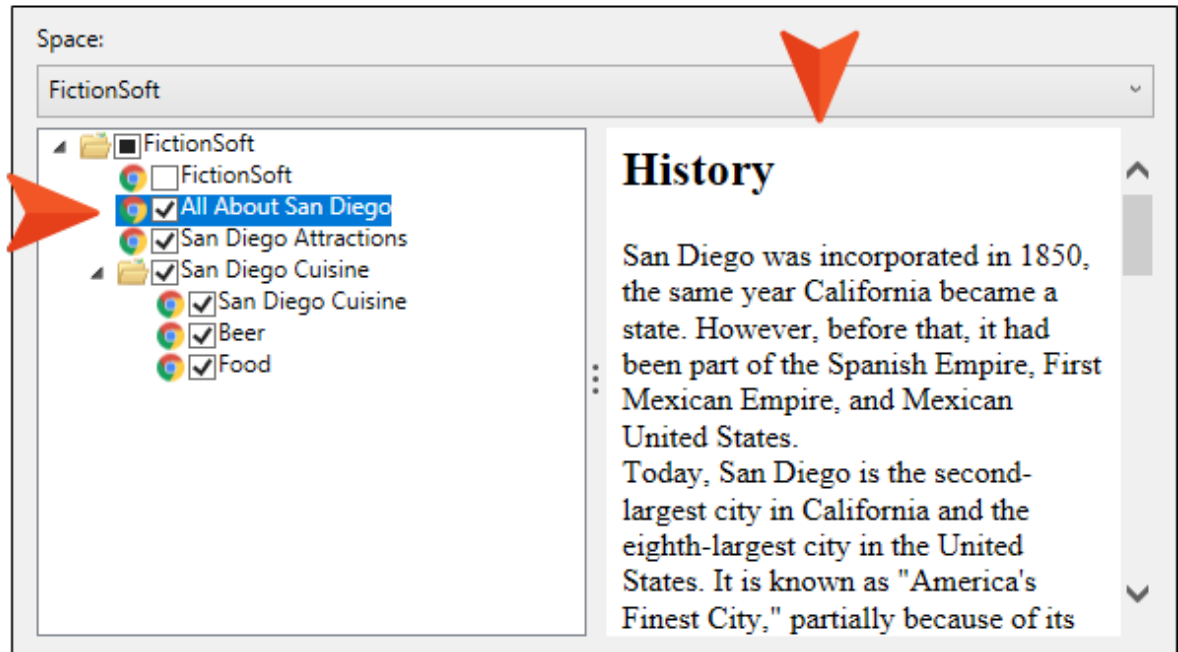
1. Select **Project > Import > Confluence Pages**.
2. In the wizard, choose either **Import into a new project** (and complete the fields below) or **Import into this project**. However, if you do not have a project currently open, the file(s) will automatically be imported into a new project.

PROJECT FIELDS

- **Project name** Type a name for the new Flare project that will be created after you perform the import.
 - **Project folder** Accept the default location for the new project or click to find and select a folder.
 - **Output type** Select the primary target for your project.
3. Complete the **Confluence Server**, **Username**, and **Password** fields. Then click **Submit**. The Workspace Selection page should open automatically.
 4. From the drop-down, select the space from which you want to import.



- In the tree, select the pages to be imported. If you click on an item, a preview for it displays to the right.



- (Optional) On the left, select **Advanced Options** and choose options as necessary.

TOPICS

- **Import linked pages** Select this if you want to automatically bring in other files that are linked to those you selected from the tree. For example, if you choose to import a page called "Beer," which contains a link to a page called "Food," this option imports both pages.
- **Remove inline formatting** Select this if you do not want to keep any inline formatting in the pages. If you do not select this option, the formatting will be retained. However, keep in mind that styles, rather than inline (local) formatting, is recommended in Flare projects.
- **Remove style classes** Select this if you want to remove any style classes that Confluence might have added to elements (such as tables and images). Otherwise, you might have some undefined styles after the pages are imported into Flare.

RESOURCES

- **Import resources** Select this option if you want to include any supporting resource files (e.g., images, multimedia) in the import. In Flare, these will be added to the Resources folder in the Content Explorer, and they will link to the appropriate topics.

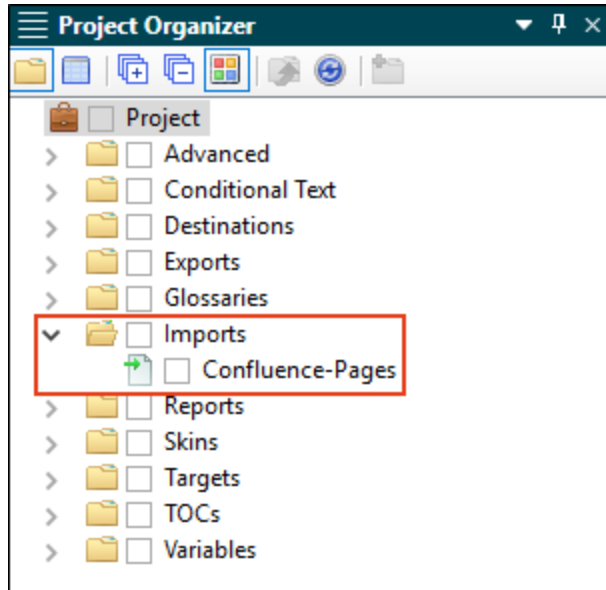
REIMPORT

- **Link generated files to source files** Select this option if you want to continue editing in Confluence and reimport as needed. Deselect it if you want to edit the imported files in Flare going forward.

7. Click **Finish** and **Accept**.

Confluence Import Editor—Import and Re-Import

If you add a Confluence import file (see "Adding a Confluence Import File" on page 93) or if you have previously imported Confluence files using the wizard, a file is added to the Imports folder in the Project Organizer.



When you double-click this file, it opens in the Confluence Import Editor. This editor contains most of the same fields and options as the Import Confluence Wizard.

Confluence Import Editor | Import

General
Workspace Selection
Advanced Options
Imported Files

Import into this project:

Import to folder:
Content\ My-Imported-Pages

Login

Confluence Server:
https://myconfluence.mycompany.com/

Username:
myusername

Password / API Token: ⓘ
●●●●●●●●

After completing or changing any of these fields, you can click **Import** or **Reimport** in the toolbar.

Confluence Import Editor | Reimport

General
Workspace Selection
Advanced Options
Imported Files

Space
FictionSoft

- ✓ FictionSoft
 - ✓ FictionSoft
 - ✓ All About San Diego
 - ✓ San Diego Attractions
 - ✓ San Diego Cuisine
 - ✓ San Diego Cuisine
 - ✓ Beer
 - ✓ Food

How Elements are Converted From Confluence to Flare

Certain elements from Confluence are converted to their closest counterparts in Flare. The following table describes this.

Confluence	Flare
Paragraph Styles	
Article title	H1
Heading 1 through Heading 6	H1 through H6
Preformatted	Text surrounded by <pre> tags
Quote	Text surrounded by <blockquote> tags
Character Styles	
Bold	Text surrounded by tags
Font color	Text surrounded by tags
Italic	Text surrounded by tags
Monospace	Text surrounded by <code> tags
Strikethrough	Text surrounded by <s> tags
Subscript	Text surrounded by <sub> tags

Confluence	Flare
Superscript	Text surrounded by <sup> tags
Underline	Text surrounded by <u> tags
Lists	
Bulleted list	Bullet list
Numbered list	Numbered list
Task list	Bullet list
Alignment	
Center	Center
Left	Left
Indent	Indent
Outdent	Outdent
Right	Right
Content	
Date	Text

Confluence	Flare
Emoticon	SVG image
Gallery	Table containing images
Horizontal rule	Horizontal rule
Info	Text surrounded by <div> tags
Link	Link
Markup	Text
Status	Text surrounded by <div> tags
Symbol	Symbol
Table of contents	Links in bulleted list
Task list	Bulleted list
User mention	Link
Other Macros	
Blog post	Text surrounded by <div> tags
Change history	Links in table


Confluence	Flare
Content by label	Text surrounded by <div> tags
Content by user	Links in table
Content report table	Text in table
Contributor	Link
Contributor summary	Text and links in table
Create from template	Link
Except include	Text
Favorite pages	Text and links
Include pages	Text
Labels list	Links
Microsoft Office Excel	File added to Content Explorer
Microsoft Office PowerPoint	File added to Content Explorer
Microsoft Office Word	File added to Content Explorer
Multimedia	Multimedia file with image as placeholder

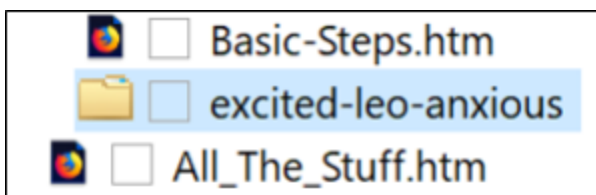
Confluence	Flare
PDF	File added to Content Explorer
Popular labels	Links in bulleted list
Recently updated	Links and text
Recently updated dashboard	Links
Related labels	Text
Space attachments	Links and text in table
Space details	Text
Spaces list	Links in table
Status	Text
Task report	Text and links in table
User profile	Links
Formatting	
Code block	Text surrounded by <div> tags
Column	Text surrounded by <div> tags



Confluence	Flare
Expand	Text surrounded by <div> tags
Info	Text surrounded by <div> tags
No format	Text surrounded by <div> tags
Note	Text surrounded by <div> tags
Panel	Text surrounded by <div> tags
Section	Text surrounded by <div> tags
Tip	Text surrounded by <div> tags
Warning	Text surrounded by <div> tags
Navigation	
Children display	Link
Livesearch	Search bar in output
Page index	Link in table
Search results	Text and links
Table of content zone	Text

Confluence	Flare
Table of contents	Links
Reporting	
Global reports	Links and text in table
Page properties	Text
Page properties report	Text in table
Popular labels	Links

What's Noteworthy?

-  **NOTE** If you import a GIF image using the GIPHY integration in Confluence, the file will be imported without an extension and will resemble a folder in the Content Explorer.



-  **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.



I Adding a Confluence Import File



The following steps show you how to add a Confluence import file, which is used to import Confluence pages into a project. If you go through the Import Confluence Wizard (**Project > Import > Confluence Pages**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add a Confluence Import 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 > Import File > Add Confluence Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add Confluence Import File**.

The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Confluence Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import file.

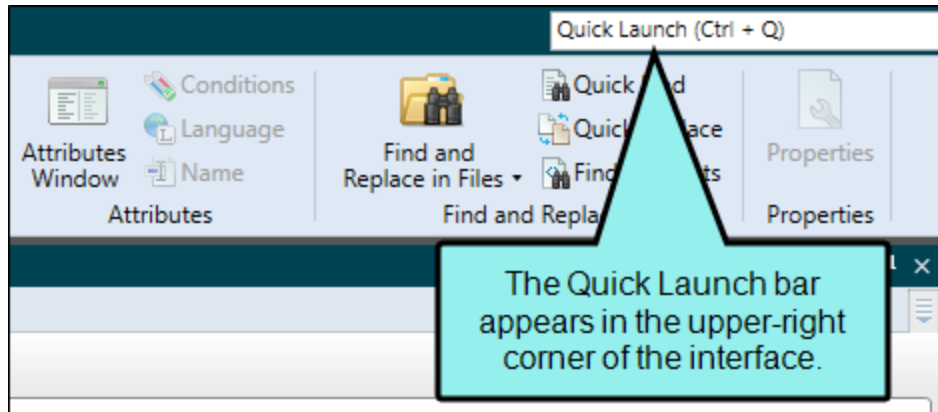
6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
7. (Optional) If you want to apply file tags, expand the **Attributes** 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 import file is added to the Imports folder in the Project Organizer. The Confluence Import Editor opens to the right.

Opening a Confluence Import File

The following steps show you how to open a Confluence import file that you have added to a project. You can then use this file to import Confluence files into the project.

How to Open a Confluence Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open a Confluence Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The Confluence import files in your project are displayed.
3. Double-click the import file that you want to open. The Confluence Import Editor opens to the right.

CHAPTER 7

Importing Markdown

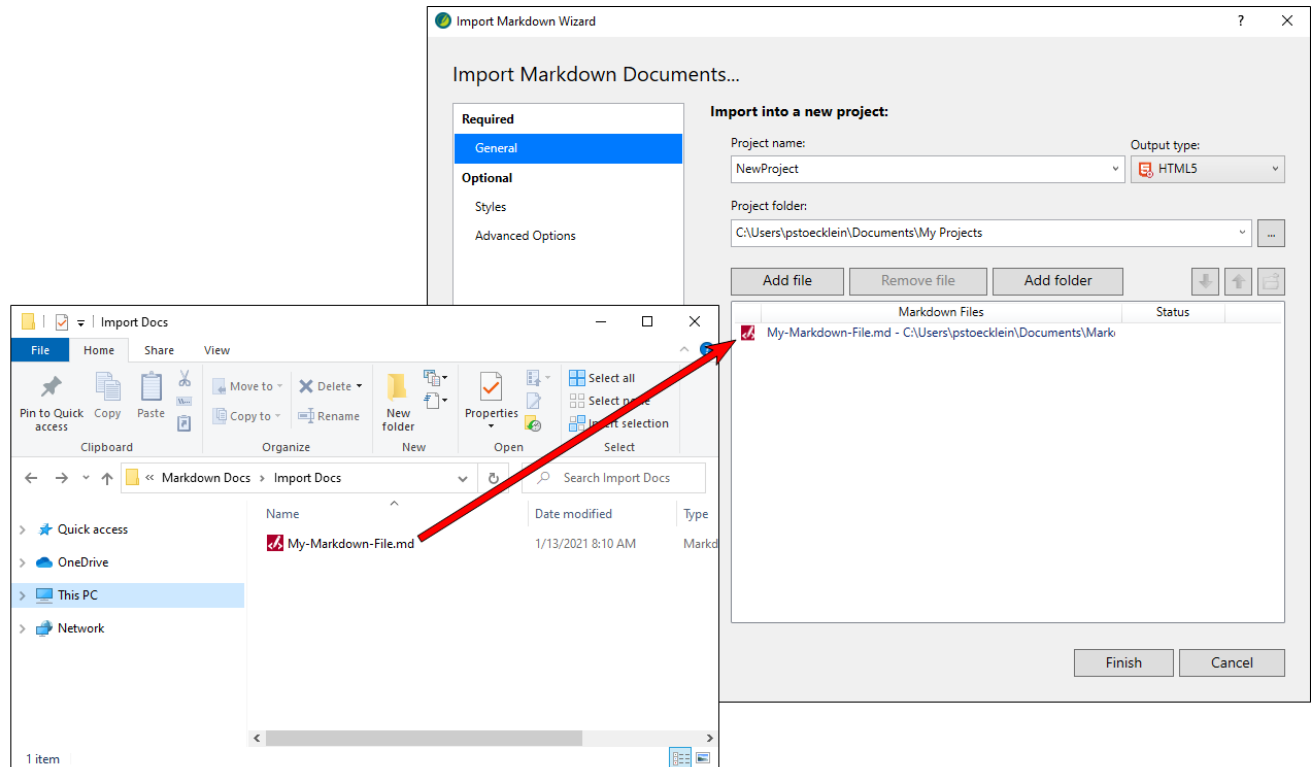
There are various tasks you can perform when importing Markdown documents.

This chapter discusses the following:

Importing Markdown Files	98
Adding a Markdown Import File	113
Opening a Markdown Import File	115

Importing Markdown Files

Markdown is a markup language using plain formatting syntax. You can import Markdown (.md) files into Flare projects. This might be necessary, for example, if software developers or subject matter experts write content in Markdown and you want to include that information in your Flare project.



Flavors

There are multiple variations, or "flavors," of Markdown.

- **CommonMark** This is a standardized syntax of Markdown, and Flare supports this flavor entirely.
- **Other Flavors** A variety of other Markdown implementations have been created over the years to support additional features beyond the most common HTML elements. Flare may import extra markup from those flavors, but some might not be fully supported.

Markdown Syntax and Flare Results

Depending on the Markdown flavor, various syntax and tags will be converted in Flare in different ways. The following resources are helpful to understand Markdown's basic and extended syntax:

- **Basic Syntax**

<https://www.markdownguide.org/basic-syntax/>

- **Extended Syntax**

<https://www.markdownguide.org/extended-syntax/>

Usually the conversion is straightforward because there is an obvious HTML counterpart.

☆ EXAMPLES

Markdown Syntax	HTML Result in Flare
## My Second-Level Heading	<h2>My Second-Level Heading</h2>
I am really serious!	<p>I am really serious!</p>
- First thing	
- Second thing	First thing
- Third thing	Second thing
	Third thing
	



NOTE If you add regular HTML into Markdown files, it will be imported properly into Flare as HTML.

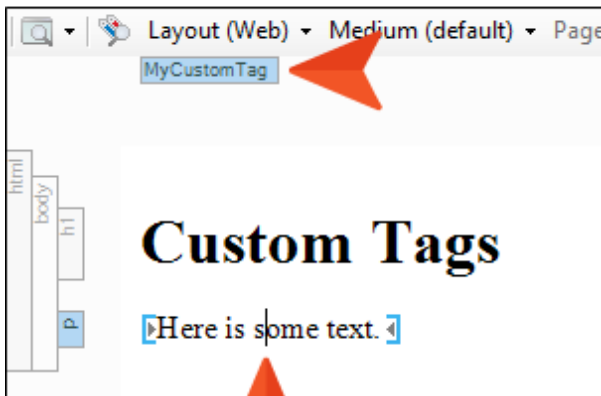
Custom Tags

Flare is able to import custom tags that you add to Markdown files.

☆ **EXAMPLE** A person writes the following in a Markdown document.

```
1 # Custom Tags
2
3 <MyCustomTag>Here is some text.</MyCustomTag>
4
```


After this document is imported into Flare, it will look as follows. Notice the structure bar at the top indicates the custom code tag name when you click inside the content below.

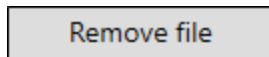


📄 **NOTE** At this time, MadCap-specific tags (e.g., markup for a drop-down effect) cannot be imported from Markdown into Flare.

How to Import Markdown Documents

The following steps describe how to import Markdown files using the Import Markdown Wizard. However, you also have the option of adding a Markdown import file (see "Adding a Markdown Import File" on page 113) and then using the Markdown Import Editor (see "Markdown Import Editor—Import and Re-Import" on page 111).

1. Select **Project > Import > Markdown Documents**.
2. In the wizard, choose either **Import into a new project** (and complete the fields below) or **Import into this project**. However, if you do not have a project currently open, the file(s) will automatically be imported into a new project.
 - **Project name** Type a name for the new Flare project that will be created after you perform the import.
 - **Project folder** Click  to find and select a folder.
 - **Output type** Select the primary target for your project.
3. Click **Add file** to choose Markdown documents. You can also select other options as necessary.



This removes the selected file(s) from the list.



This lets you choose a folder, so that all files in that folder are added for the import.



This moves the selected file or folder lower in the list (if you have more than one to import).




This moves the selected file or folder higher in the list (if you have more than one to import). The file at the top is used for the name of the Flare TOC that is created as a result of the import. Also, the order determines how the imported files are arranged in the TOC as topics.

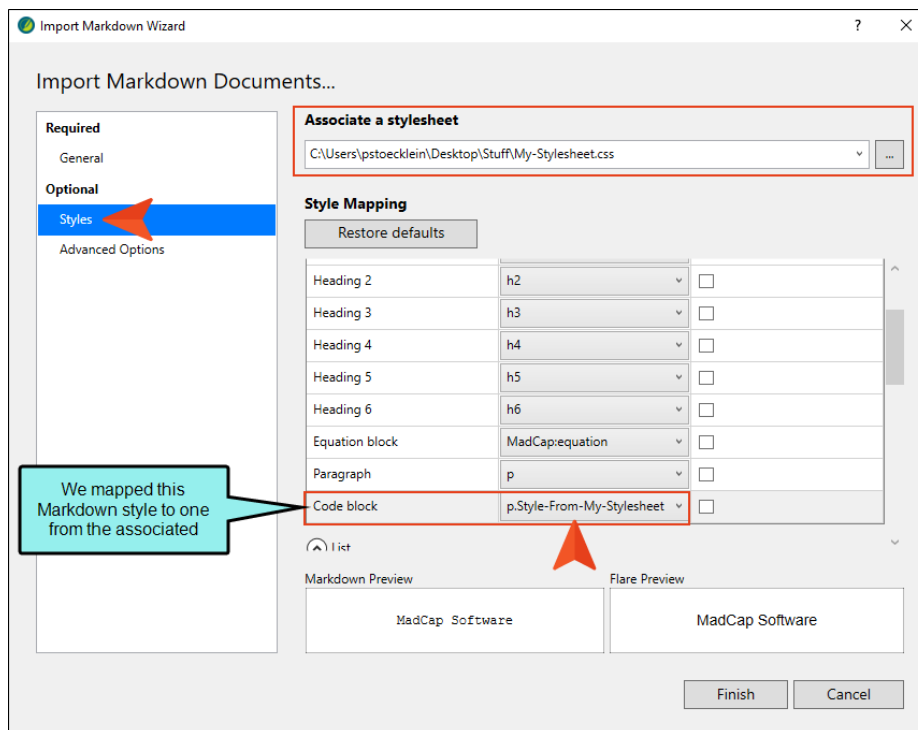


This opens the file that is selected in the list.

- (Optional) On the left, select **Styles**. You can use this page for various style settings.

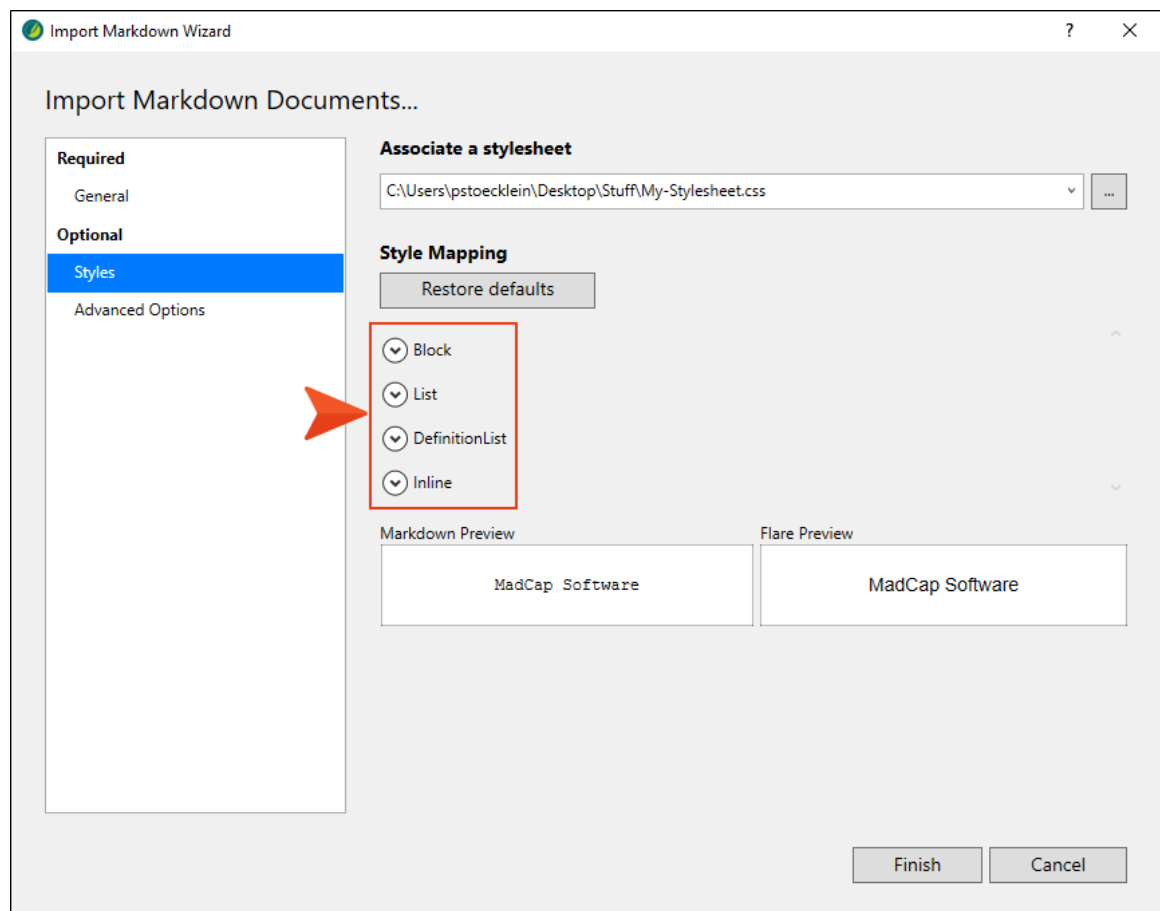
ASSOCIATE A STYLESHEET

This is purely optional. You can choose an existing stylesheet (such as one in the Flare project you are importing files into) by clicking . After doing this, styles from that stylesheet become available in the mapping drop-down fields below, so that you can map Markdown tags to those from the stylesheet you chose.



STYLE MAPPING

- **Restore defaults** If you make mapping selections in the fields below but then change your mind, you can click this button, which will return the default settings.
- **[Drop-Downs]** You can expand these sections to see the styles found in the Markdown document(s).
 - **Block** These are styles that take up the entire space in a line (e.g., paragraphs, headings)
 - **List** These are styles that are used to create bulleted and numbered lists.
 - **Definition List** These are styles that are used to create definition lists, which are typically groups of terms and definitions.
 - **Inline** These are character-level styles that are applied only to certain words within a block (e.g., hyperlinks, bold text).



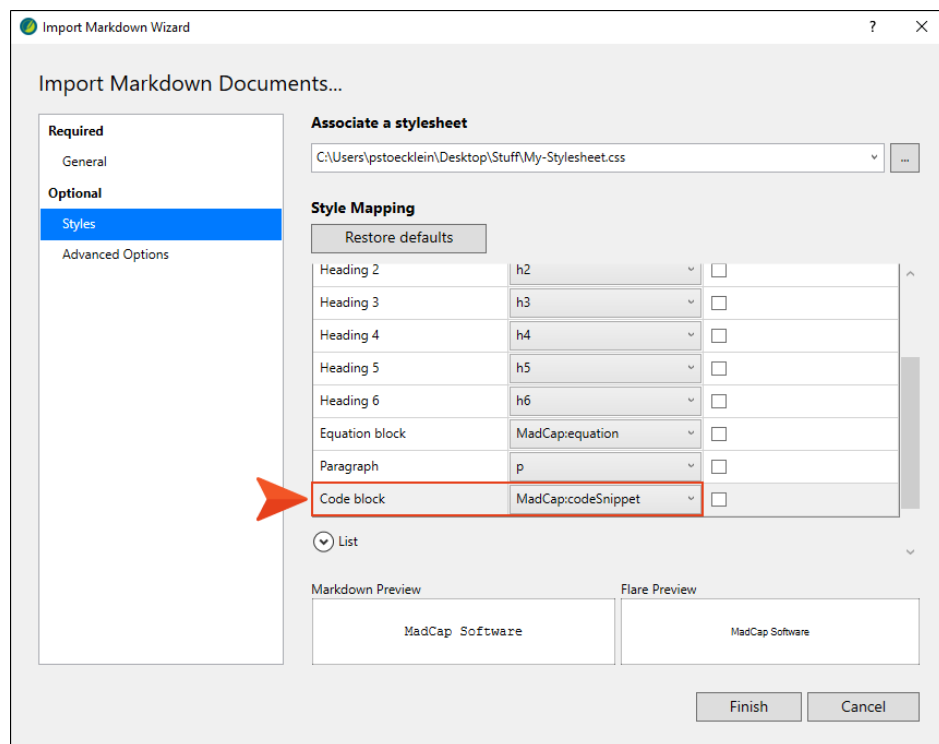
SELECTING STYLES

In these drop-down sections, you can map a style from the Markdown document(s) to another style.

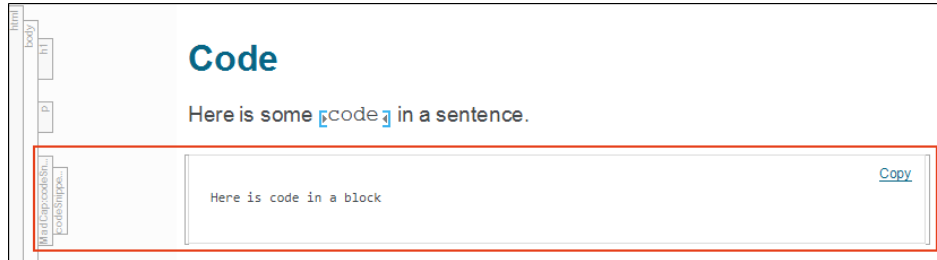
Flare automatically populates the "Map to" column with the recommended style. For example, if Heading 1 is found in the Markdown document, the recommended style to map to is h1 in Flare. Therefore, you often don't need to choose a different style. However, sometimes you might want something different. If you want to map the style to something other than what is recommended, click the drop-down in a cell to select a style.

☆ EXAMPLE — Code Blocks

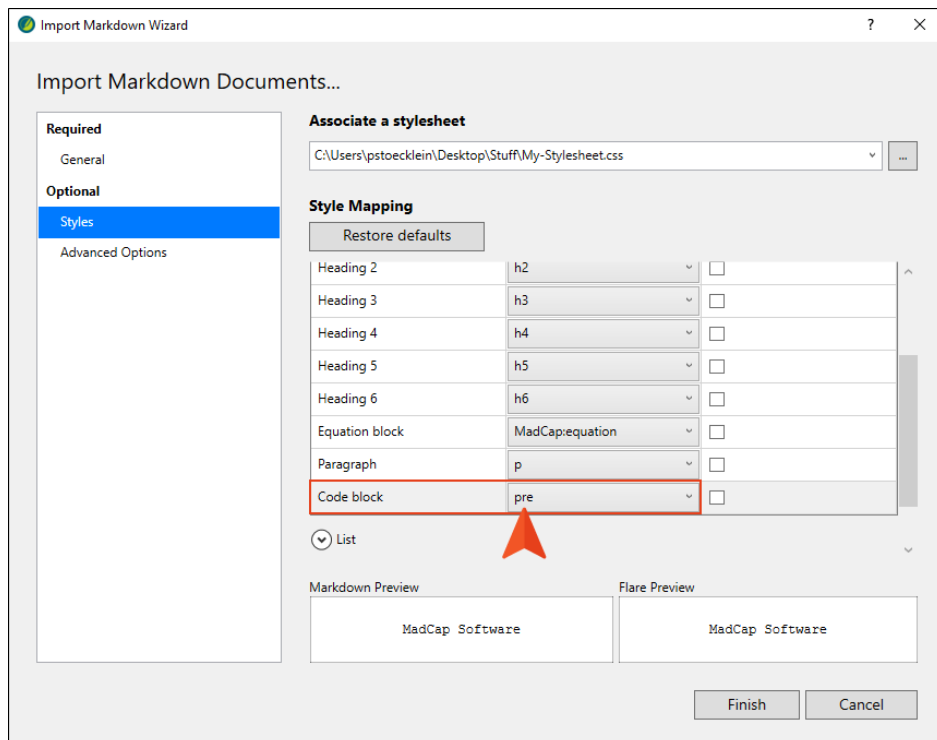
You have a code block in the Markdown document, Flare initially maps it to the MadCap:codeSnippet style.



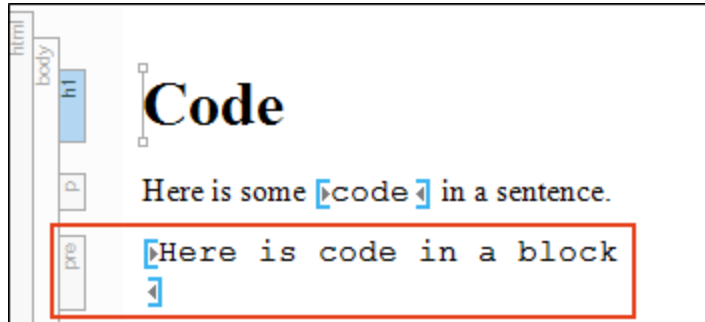
☆ If you leave this setting, the content will be brought in to Flare like this:



However, you might want to map code blocks to the "pre" style instead.

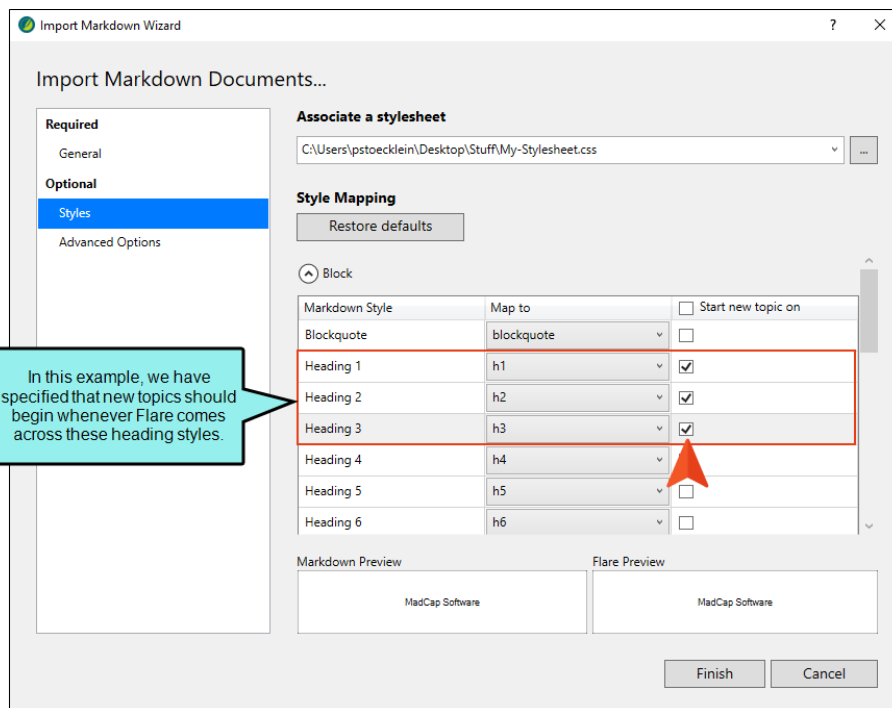


☆ In that case, the content will be imported like this:



SPECIFYING NEW TOPICS

If you want to specify that new topics should start with certain styles, expand the **Block** section and click the check box next to that style. The h1 style is selected by default (most authors start new topics on heading styles), but you can choose any block styles that you like.



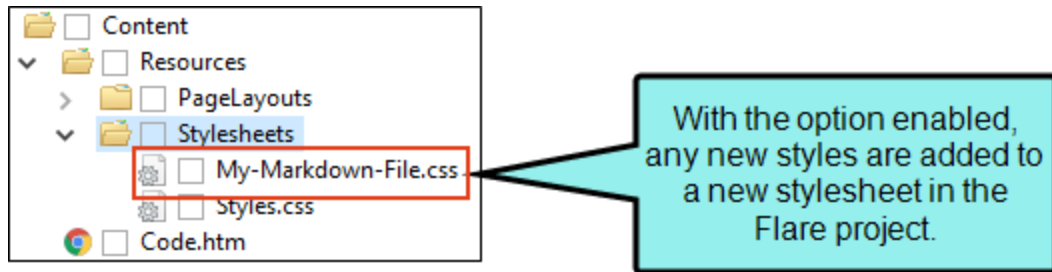
PREVIEW

When you select a style row, a preview is shown at the bottom so you can see how it looks.

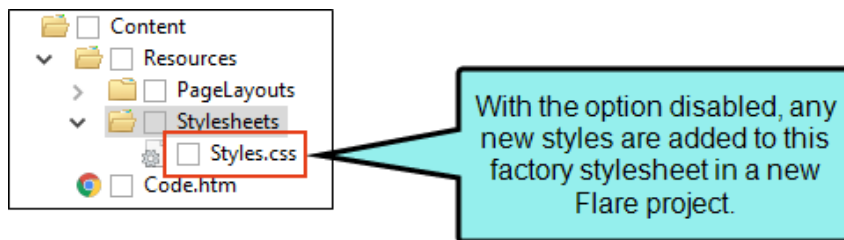
5. (Optional) On the left, select **Advanced Options**. You can use this page to set various options.


STYLES

- **Create new stylesheet** This creates a new stylesheet based on the settings you choose.




If you disable this option, the styles resulting from the import will be added to the project's primary stylesheet.



 **NOTE** If you choose to create a stylesheet when importing Markdown documents into a new project, that stylesheet will be automatically selected in the project properties. If you then open the Markdown Import Editor, deselect the option to create a new stylesheet, and reimport the documents, that stylesheet will continue to exist in the project.

TOPICS

- **Convert all simple lists to paragraph lists** If you leave this option disabled, bulleted and numbered lists will be imported so that each item in the list just has an `` tag. If you enable this option, `<p>` tags will be added within each `` tag. However, you can add `<p>` tags later manually for list items where you want them. The benefit of having `<p>` tags within list items is that you can easily add paragraphs or other content within that item before the next bullet or number is shown.

 **NOTE** Markdown supports both simple and paragraph lists. Although you can import simple lists as paragraph lists using this option, the reverse is not true. If you have paragraph lists in Markdown, they will not be converted to simple lists if you deselect the option. Those will just be imported as paragraph lists regardless of the option setting.

- **Convert all definition lists to definition paragraph lists** If you leave this option disabled, definition lists will be imported so that each item in the list just has a `<dd>` or `<dt>` tag. If you enable this option, `<p>` tags will be added within each `<dd>` or `<dt>` tag. However, you can add `<p>` tags later manually for definition or term items where you want them. Most authors tend to create definition lists without `<p>` tags, but you can add them if you want.
- **Approximate filename length** Enter the maximum number of characters to use for naming topic files. The default is 24.

RESOURCES

- **Resources** If the Markdown files have links to other files, such as images, you can select this option to include those files in the import. However, the files need to be located on your computer in order to be imported.
 - **To project resources folder** Select this to automatically import any extra files to the Resources folder in your project.
 - **To folder** Select this if you want to import the extra files into a specific folder, such as a subfolder under Resources, or even in a different folder in the Content Explorer. Then use the field below to choose the folder.

TABLES

- **Leave table styles as is** This imports tables in a plain format with no styling.
- **Apply a selected table stylesheet to all imported tables** This lets you select an existing Flare table stylesheet and apply it to all imported tables. That way, the imported tables will automatically have the look and feel associated with that table stylesheet.

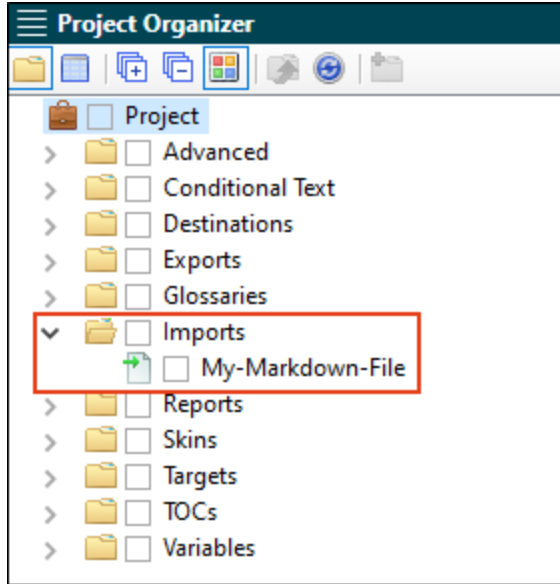
REIMPORT

- **Link generated files to source files** Enable this if you want to continue editing in Markdown and reimport as needed. Deselect it if you want to edit the imported files in Flare going forward, severing the connection to the source files.
- **Auto-reimport before generate output** If you selected “Link generated files to source files,” you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can use this option instead and let Flare reimport the files automatically when you attempt to build output.

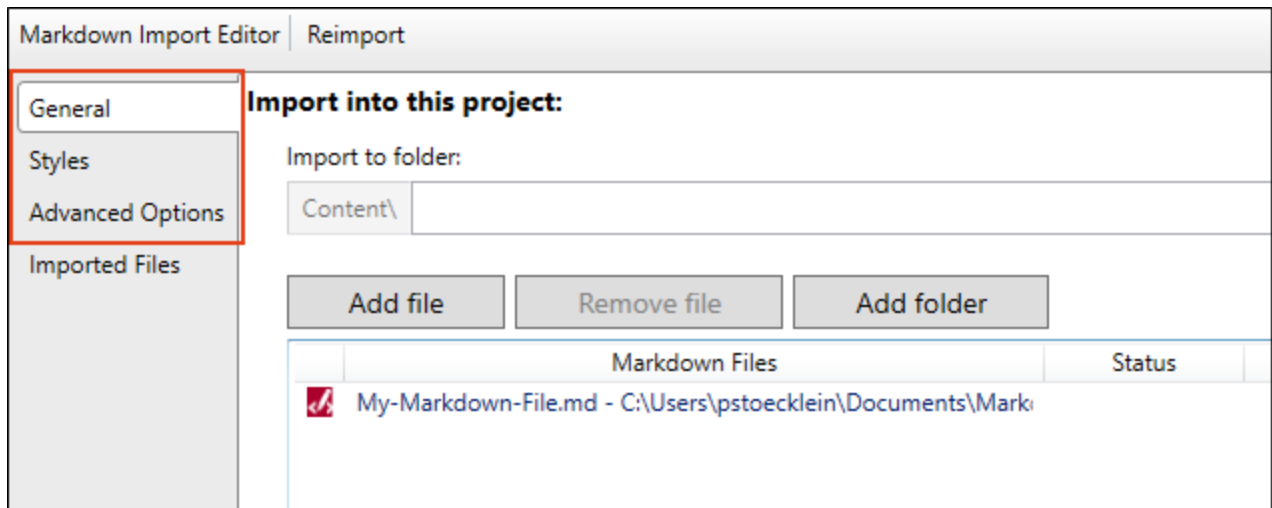
6. Click **Finish**, then **Accept**.

Markdown Import Editor—Import and Re-Import

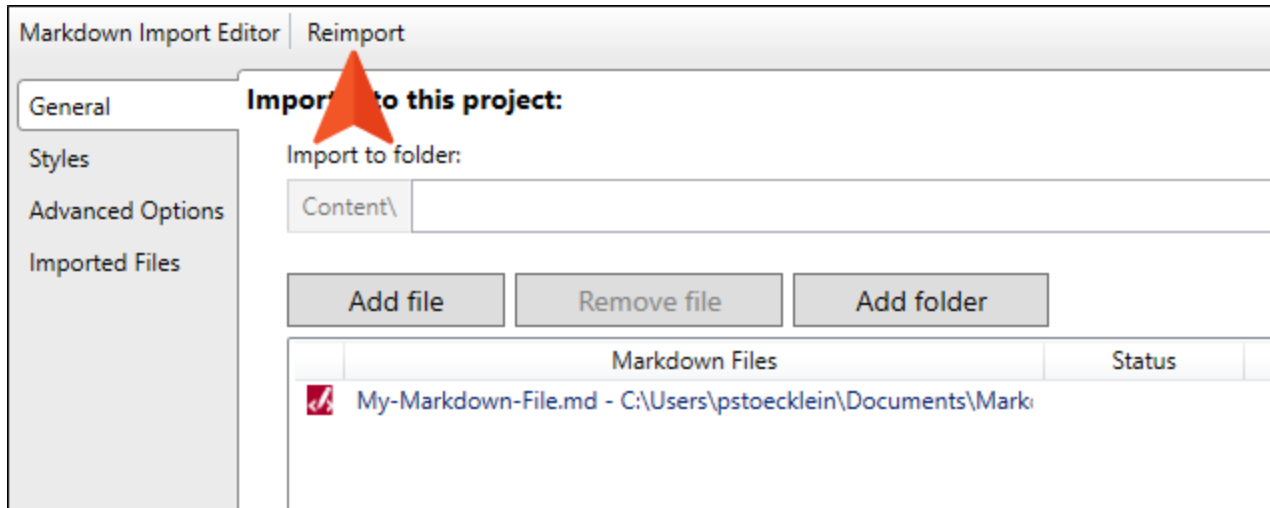
If you add a Markdown import file (see "Adding a Markdown Import File" on page 113) or if you have previously imported Markdown files using the wizard, a file is added to the Imports folder in the Project Organizer.





When you double-click this file, it opens in the Markdown Import Editor. This editor contains most of the same fields and options as the Import Markdown Wizard.



After completing or changing any of these fields, you can click **Reimport** in the toolbar.



 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.



I Adding a Markdown Import File



The following steps show you how to add a Markdown import file, which is used to import Markdown documents into a project. If you go through the Import Markdown Wizard (**Project > Import > Markdown Documents**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add a Markdown Import File to a Project

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Project > New > Import File > Add Markdown Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add Markdown Import File**.

The Add File dialog opens.

3. In the **File Type** field at the top, make sure **Markdown Import File** is selected.
4. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
5. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
6. In the **File Name** field, type a new name for the import file.

7. (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**.
8. (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**.
9. Click **Add**. The import file is added to the Imports folder in the Project Organizer. The Markdown Import Editor opens to the right.



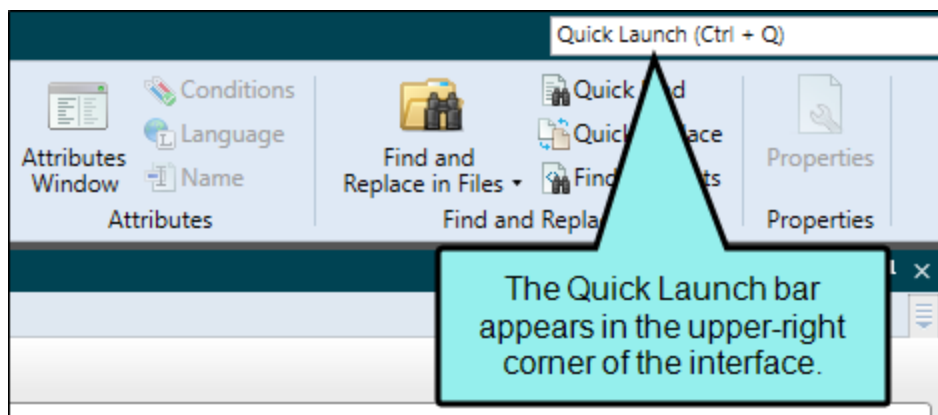
NOTE Flare fully supports CommonMark for Markdown imports. Results of importing other Markdown flavors may vary.

Opening a Markdown Import File

The following steps show you how to open a Markdown import file that you have added to a project. You can then use this file to create topics by importing Markdown documents into the project. See "Importing Markdown Files" on page 98.

How to Open a Markdown Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.




1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open a Markdown Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The Markdown import files in your project are displayed.
3. Double-click the import file that you want to open. The Markdown Import Editor opens to the right.

What's Noteworthy?

 **NOTE** Flare fully supports CommonMark for Markdown imports. Results of importing other Markdown flavors may vary.

Importing FrameMaker

When importing and moving from Adobe FrameMaker to Flare, you should do some planning before you start to get the best results.

This chapter discusses the following:

General Information for FrameMaker	118
How to Import FrameMaker Files	145
Other Activities and Information for FrameMaker	160

I General Information for FrameMaker

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

Flare and FrameMaker

Flare is different than Adobe FrameMaker, not just because it's a different product, but because Flare thinks about content differently than FrameMaker.

In FrameMaker, you use a book with files to define your content. The smallest chunk of information is typically the file, or chapter. You assemble a group of files into a book, which is your deliverable. You can use Flare the same way, in that you can open a topic and write a 50-page Chapter 4, but the real power of Flare will be missed.

In Flare, you don't work initially with chapters; rather, you work with topics. Similar to FrameMaker, you assemble the topics into the deliverable, but you will have many more topics than you had chapters in FrameMaker.

Topics are the unit of content that you should be working with in Flare. They are usually 2 to 4 pages of text, including any graphics. In most cases, topics will probably map to the headings (Heading 1, Heading 2, and so on) in your FrameMaker files.

Not all the information in every heading section should be a topic, though. For example, the information in your heading level 4s may not be able to stand on their own—this information may need the context of the information in the heading level 3 above it to make sense to the reader.

There are no hard and fast rules about the size of the chunks of information and how to break it up. In general, a topic should be able to stand on its own. This is where knowing the structure of your FrameMaker files is going to help you a lot.

Before You Import

The import process will require less work overall if you prepare your files before you start. Just to be safe, make a backup of all FrameMaker files first.

Special Markers

If you are used to importing your FrameMaker documents into Quadralay WebWorks, you may have used special markers in FrameMaker when doing so. You can continue doing the same for importing into Flare. All special markers supported by WebWorks are also supported by Flare. The following are some of the more common types of markers.

- **Filename** This marker lets you control the file names given to the new topics that are created from the imported documents. It is highly recommended that you use this marker. See "Specifying Custom File Names for FrameMaker Imports" on page 165.

☆ **EXAMPLE** You have a place in a FrameMaker document that is using the Heading 1 style and contains the text "All About Rabbits." You want a new topic to be created at that point when you import the document. However, you also want to make sure that the file name for that new topic is simply "Rabbits." Therefore, you open the FrameMaker document and insert a filename marker at that heading, using the text "Rabbits" for the marker.

When you import the FrameMaker document, you select to split new topics on certain styles, including the Heading 1 style. After the import is finished, one of the topics created is named "Rabbits.htm."

- **Hyperlink** If you are importing Adobe FrameMaker documents and you have created hyperlinks by using "Specify Named Destination" and "Jump to Named Destination" markers, Flare will automatically convert them to links in your project. See "Creating Hyperlinks in FrameMaker Source Documents" on page 169.
- **Topic Alias** A topic alias marker is a special marker that you can insert into your FrameMaker source content wherever you want a new context-sensitive Help (CSH) identifier to be created in Flare (after you import the FrameMaker document). After the developer "hooks" the CSH identifier with the appropriate user interface element in the application, that imported FrameMaker content will display when a user opens the CSH in the application's user interface. See "Creating Topic Alias Markers in FrameMaker for CSH" on page 175.

Cleanly Formatted FrameMaker Files With No Style Overrides

The more your FrameMaker files consistently use defined styles, the more smoothly the import process will be. Use character, paragraph, and table formats consistently and with no manual overrides.

Character Tags

If you hand-bolded text throughout your book, but the bold isn't a character style, it may be worth your while to create a Bold character style and apply it to all instances of hand-bolded text.

Paragraph Tags—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.

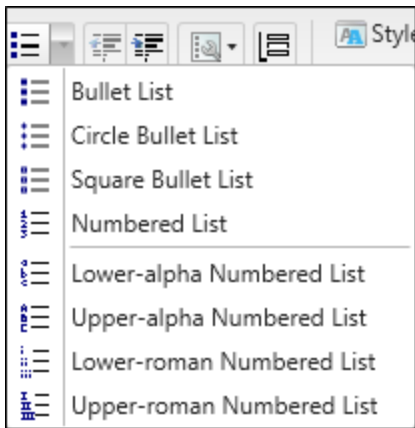
Apply the **Step1** paragraph tag to the first item in the list.

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 tag and each list item starts with the 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:

To create numbered lists in Flare, you simply apply the standard HTML code for ordered lists:

1. This is the first step.
2. This is the second step.
3. This is the third step.
4. This is the fourth step.

Callouts: "All numbered lists use the tag." (pointing to the list), "List items use the tag." (pointing to a list item).

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"
3   lastHeight="231" MadCap:lastWidth="836">
4   <head>
5     <link href="../Resources/Stylesheets/styles.css" rel="stylesheet" type="text/css"/>
6   </head>
7   <body>
8     <h1>Creating Numbered Lists in Flare</h1>
9     <p>To create numbered lists in Flare, you simply apply
10    <ol>
11      <li>This is the first step.</li>
12      <li>This is the second step.</li>
13      <li>This is the third step.</li>
14      <li>This is the fourth step.</li>
15    </ol>
16  </body>
17 </html>


```

Callouts: "All numbered lists use the tag." (pointing to the opening tag), "List items use the tag." (pointing to a list item).

If you want to map numbered lists from FrameMaker to a paragraph style in Flare, the option is available. Before importing your FrameMaker document into Flare, create comparable p styles in the Flare stylesheet and ensure that those styles are set to use the appropriate mc-auto-number-format command.


Create This Style in Flare	mc-auto-number-format	To Map It to This FrameMaker Paragraph Tag
p.Step1	{n=1}	Step1 (or your equivalent)
p.StepNext	{n+}	StepNext (or your equivalent)

The next step is to import your FrameMaker document into Flare. During the import process, you can map your FrameMaker paragraph tags to the corresponding tags in Flare.

 **NOTE** The import process does not support mapping numbered lists from FrameMaker to CSS list item li styles.

Logically Structured FrameMaker Files

The more logically you structure the information in your FrameMaker files, the easier the information will be to work with in Flare.

 **EXAMPLE** The information tagged Heading 1 should all share the same kind of information.

Let's say you have the following:

H1: Opening Files

H3: Editing Files

H2: Saving Files

H4: Printing Files

H3: Archiving Files

These are probably all first-level headings and should be moved to be at the same level. You can do this in FrameMaker or you can use an outlining FrameMaker utility called Enhance, available at <http://www.sandybrook.com>.

Consistently Use and Apply Paragraph, Character, and Table Formats

Over time, it's easy for FrameMaker files to include many formats, some used and some not. It's also easy to have several formats that look identical and serve the same purpose. This can cause confusion after importing into Flare.

You should delete the unused formats in your FrameMaker files. You can do this manually, or use tools like the following to help.

To Delete	Use This Tool	Available From
Unused Character Formats	Character Tools	http://www.siliconprairiesoftware.com/
Unused Paragraph Formats	Paragraph Tools	http://www.siliconprairiesoftware.com/
Unused Table Formats	Table Tools	http://www.siliconprairiesoftware.com/

Make sure you understand how your files were designed. It's possible that you or someone else tagged different kinds of information with tags that look identical. You may not want to undo this.

If you have a lot of identical formats in your FrameMaker files and they serve no purpose, you should consolidate these.

To help you identify identical tags, it might be useful to list all tag settings. Table tools, Character Tools, and Paragraph Tools, listed above, will create these lists.

After you identify the formats you want to change, you can go to the following website and get FindChangeSpecial:

<http://www.frameexpert.com/plugins/findchangespecial/index.htm>

You can find and change format names in FrameMaker, so this tool is not essential, but it makes the process faster.

After the import process, you may still need to clean up the formats in Flare. If so, you should utilize Flare's analysis tool. It can show you unused styles, identical styles, and other issues in your stylesheets. You can delete, rename, and modify your imported files based on the analysis.

All Cross-References and Referenced Files Need Targets

To import your files, Flare (and FrameMaker) should be able to find all the files used. In FrameMaker, this is pretty easy—generate/update your book so it finds all the files the book. Even if you're only going to import one file from a book, this lets FrameMaker know where everything is and how to find it.

If FrameMaker reports it cannot find files or cross-references, sort this out before you start your import in Flare.

Update TOCs

If you are importing a book file that has a book-level table of contents (TOC), the TOC is used to create a Flare TOC. This saves you a lot of time and effort in re-creating your FrameMaker TOC.

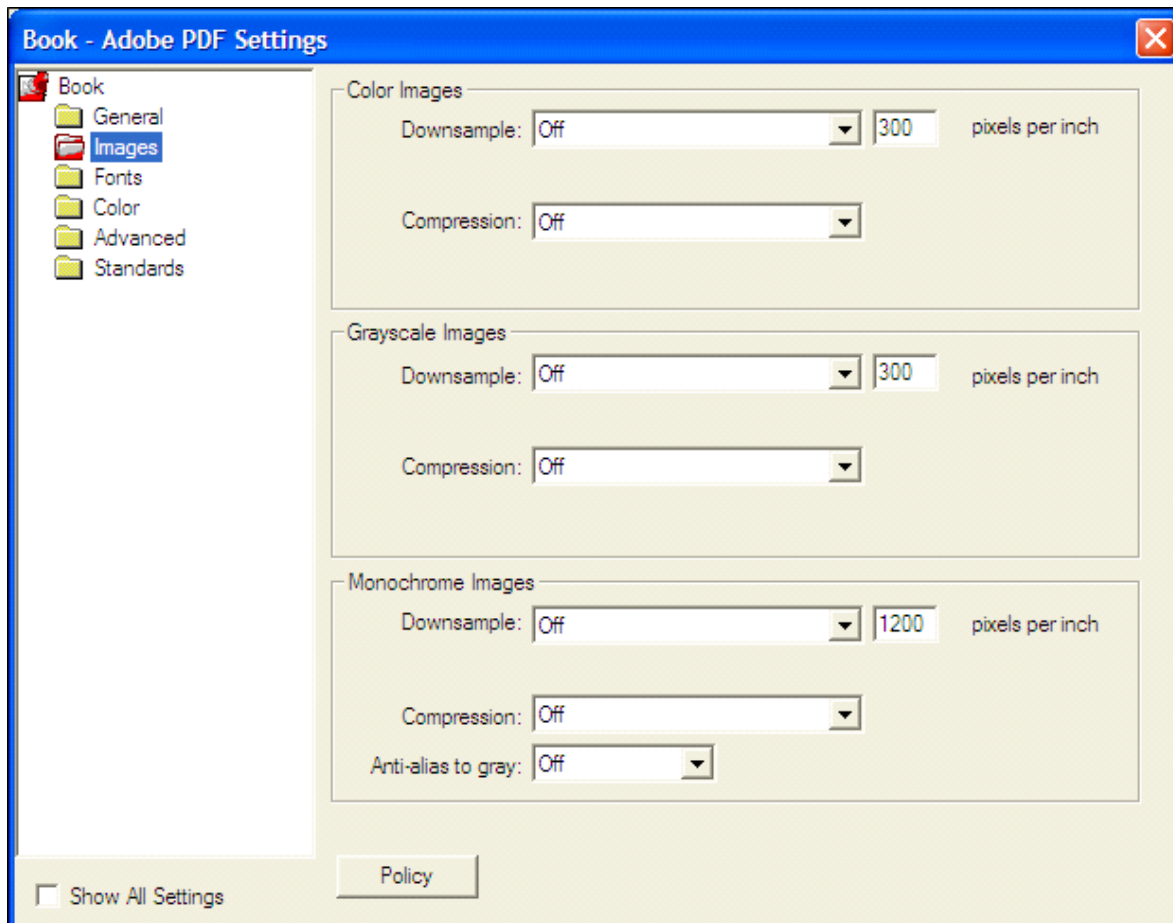
Before you start the import in Flare, make sure the FrameMaker book-level TOC includes the headings you want in the eventual Flare TOC. After you import into Flare, you can add topics to the Flare TOC, but making sure the FrameMaker TOC is correct saves you work after the import.

Distiller Settings for Importing Graphics

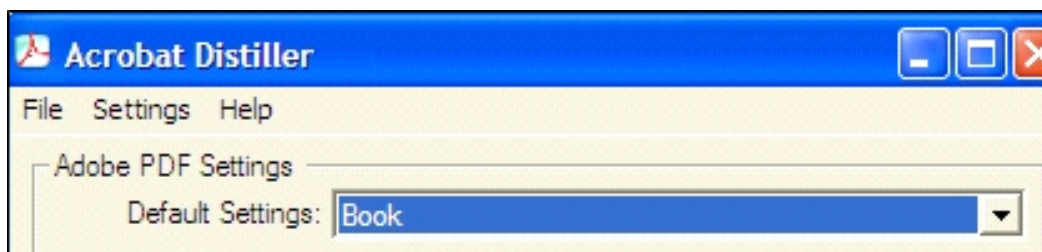
Selecting the right import options in Flare is half the process in getting graphics that look good. The other half is selecting the correct Adobe Distiller options.

Why the correct Distiller options? Because Flare uses Distiller to convert graphics from FrameMaker. This ensures the best quality graphics when you import into Flare. Therefore, it's important to get the settings right in Distiller before you start the import process.

Open Distiller on your computer, find the Images settings, and set all Downsampling to **Off** or **None**. This prevents the Distiller from reducing the number of pixels in your graphics, making the resulting graphic look much cleaner. The following example shows Distiller 8 but the same settings can be found in other versions of Distiller. For more information about Distiller, please refer to its documentation.



When you're done, save the Distiller settings as a .joboptions file. When you return to the Distiller interface, make sure you select the .joboption file that you just created.



When you close Distiller, it automatically uses the settings last selected when it was closed. So make sure you select the .joboption file that you created before you close it.

As You Import

All of your file preparation is going to pay off in the import process. This section assumes you've followed the best practices in the previous Quick Start topics ("Flare and FrameMaker" on page 118 and "Before You Import" on page 119). You should have clean FrameMaker files that can locate all linked files.

Pay Attention and Be Patient

If you rush into opening the Import FrameMaker Wizard, specify a FrameMaker file, and click Finish, you're likely to hate the results.

The import process requires that you make decisions about what you want, based on what you have. Because the structure of the information in FrameMaker files can vary wildly, pay attention to the decisions you're being asked to make and take the time to make them.

Try It Several Ways

Because Flare offers you a lot of options on import, you may be uncertain what you need to select and why. At the end of the import process, we show you a preview of what your files look like. Take the time to scroll through the results and look at what happened.

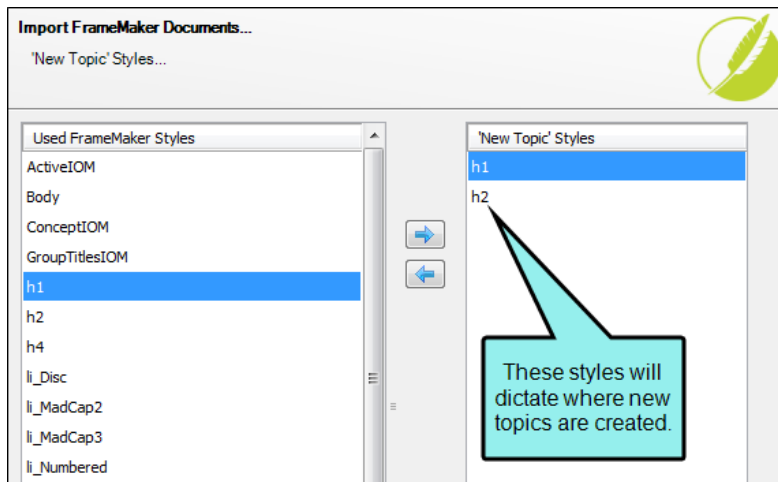
If what you see is not what you wanted, click **Cancel** and try other options. Rinse and repeat until what you see in the preview looks like what you want. We provide the preview so you can make an informed decision about your content before you bring it into Flare. Use that option and don't be afraid to cancel many times if needed to get what you want.

Slice Your Information Into Reasonable Chunks

The New Topics Styles page in the Import FrameMaker Wizard is one of the most important places to stop and think when you are importing FrameMaker files into Flare.

What you're doing is telling Flare that you want your FrameMaker files chopped into topics, based on the paragraph formats you move to the right side of the screen. This is where the logically structured documents that you prepared will pay off.

☆ **EXAMPLE** In the example below, Flare will make topics out of sections that start with BookTitle, ChapterTitle, Heading1, and Heading2. No other formats will be used to create topics.



At the end of the import process, carefully review the topics to see if the formats you selected are the information chunks you want. If they are too large or too small, cancel and select other formats to see if you like those better.

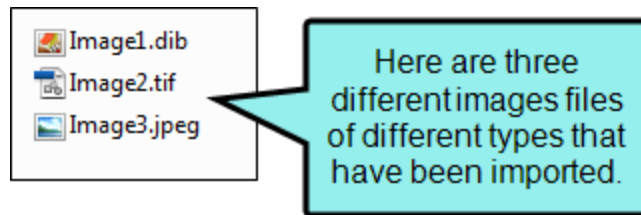
Use Special Settings When Importing Graphics

Technical manuals typically use many graphics. It's important these come through the conversion process as clean as possible, and you can use special settings on the Options page of the Import FrameMaker Wizard to help things along.

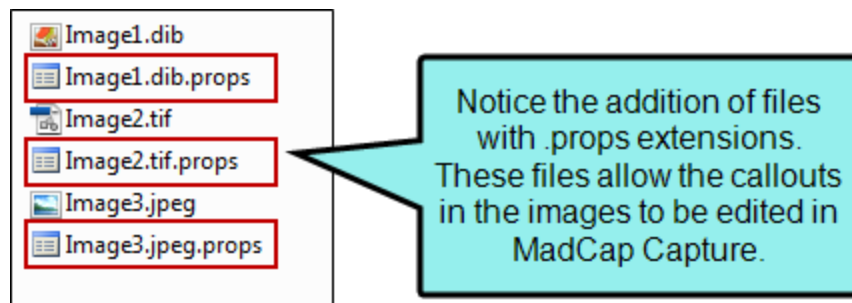
When you import, you have a few options for graphics. What you select depends on what you want to do and how your FrameMaker files are set up. The result also depends on settings in the Adobe Distiller. See "Distiller Settings for Importing Graphics" on page 125.

- If your document contains graphics with callouts, you can select one of three options to determine how the images are imported.
 - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
 - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

☆ **EXAMPLE** If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.

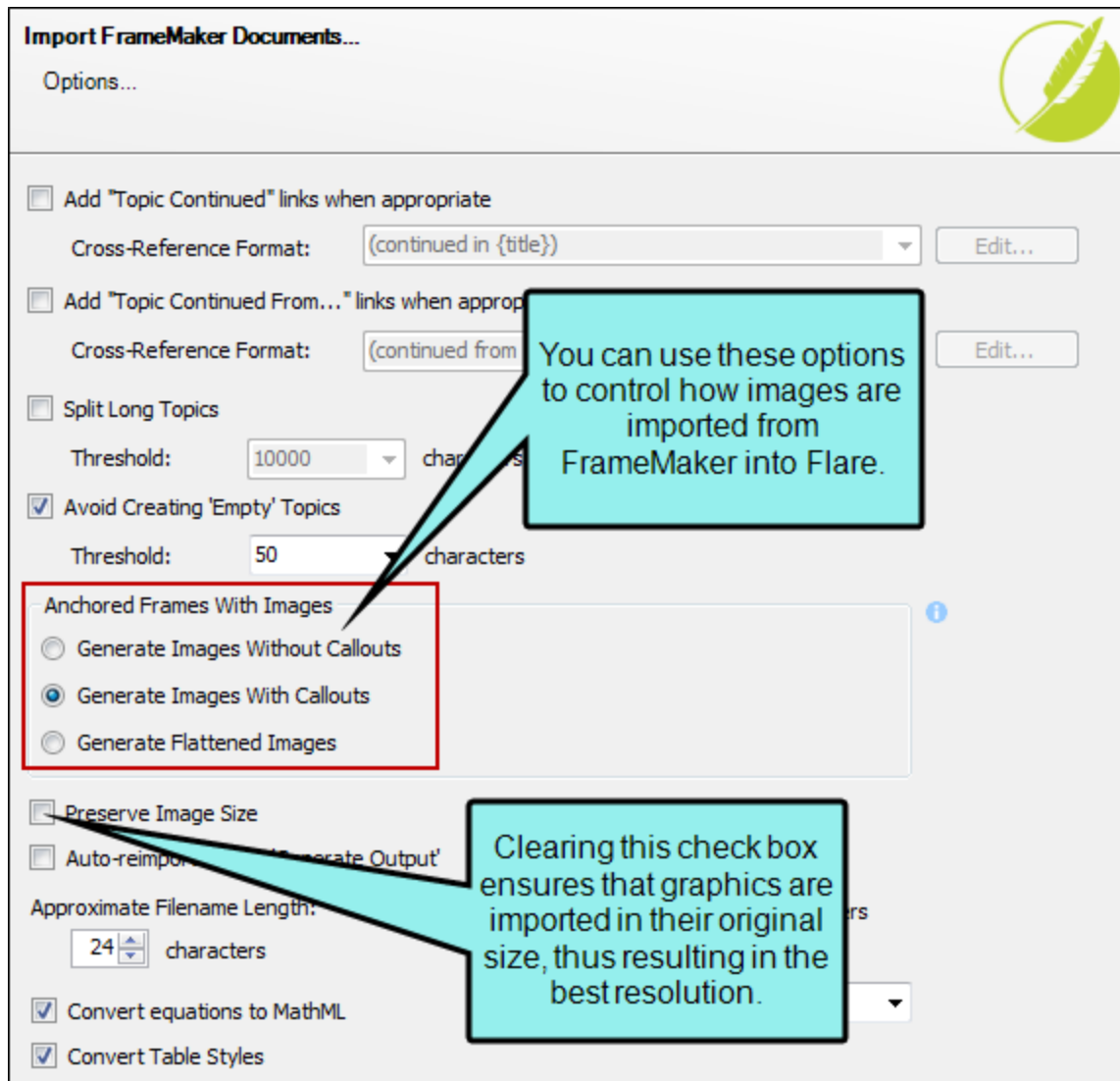


On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



📄 **NOTE** Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.
- To get the best resolution in the graphics after the import, clear the **Preserve Image Size** check box. If you select this option, the original image is imported. However, the tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. If you *do not* select this option, the tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value. You might then need to manually resize the image in Flare. But this will give you the cleanest looking graphic because it wasn't reduced in size in the import process. For more information about resizing your graphics in Flare, see the online Help.




Like so many options when you import, review the graphics in the Preview before you commit to the import. Make sure the graphics look the way you want. If not, click **Cancel** and change the options. Also understand that some cleanup may be required, so factor that into your time estimates.

Preserve FrameMaker Styles

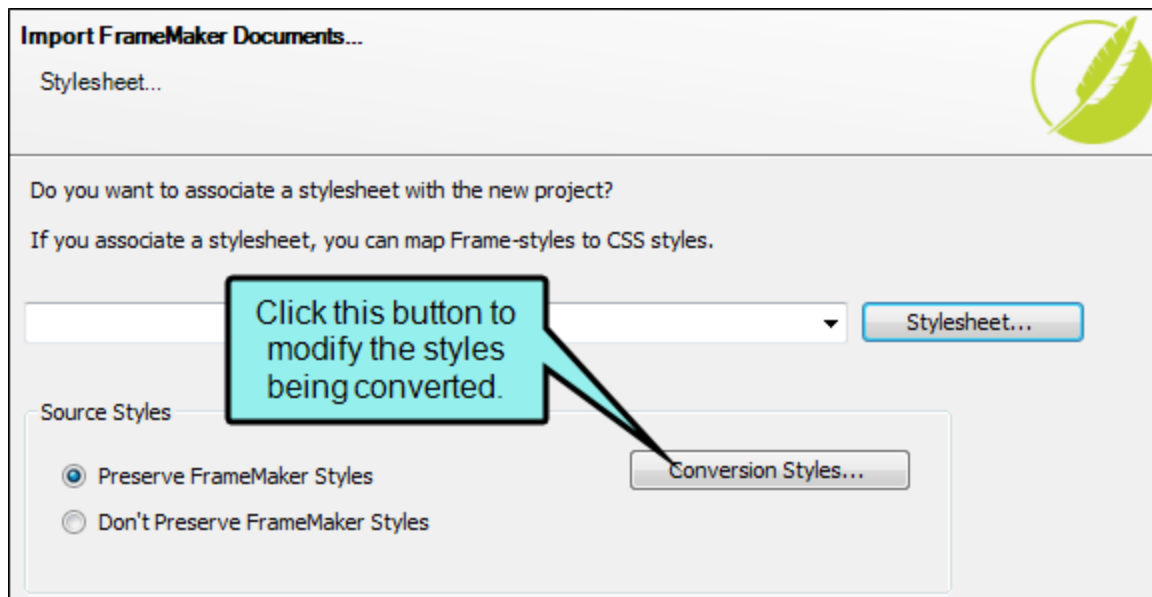
If you have a robustly styled FrameMaker file that you like, and this is your first FrameMaker import, you probably want to preserve FrameMaker styles on import.

This serves two functions: (1) It makes your Flare documents look very similar to your FrameMaker documents, and (2) it creates a template that you can easily reuse in future projects. While it may be some work up front, it results in less work down the line—always a good practice.

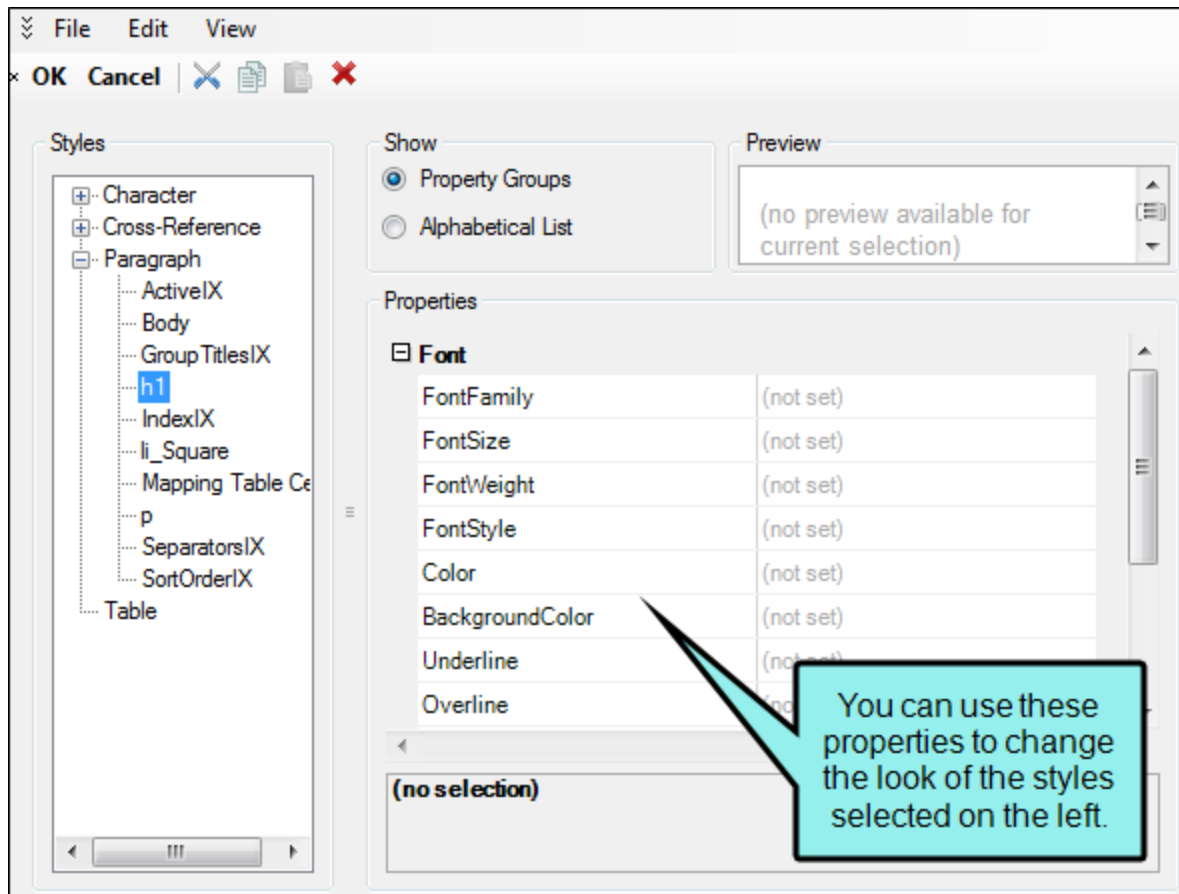
 **NOTE** If you select this import option, you will get a lot of "child" formats in your eventual stylesheet. The names look like h1.Heading1 or h2.Heading2, where the part after the period comes from the style names in your FrameMaker files. These formats inherit some or all of their formatting from the parent (h1, h2, and so on) style.

Define Your Styles If You are Not Using an Existing Stylesheet

If you opted to preserve FrameMaker styles, you can edit the styles to look as you want them before you finish the import. Click the **Conversion Styles** button if you want to change the formats.



You do not have to make the changes to the formats here—you can always do it after you import using the Stylesheet Editor, but it will seem easier to do it now. Your content will come through looking more like you expect.



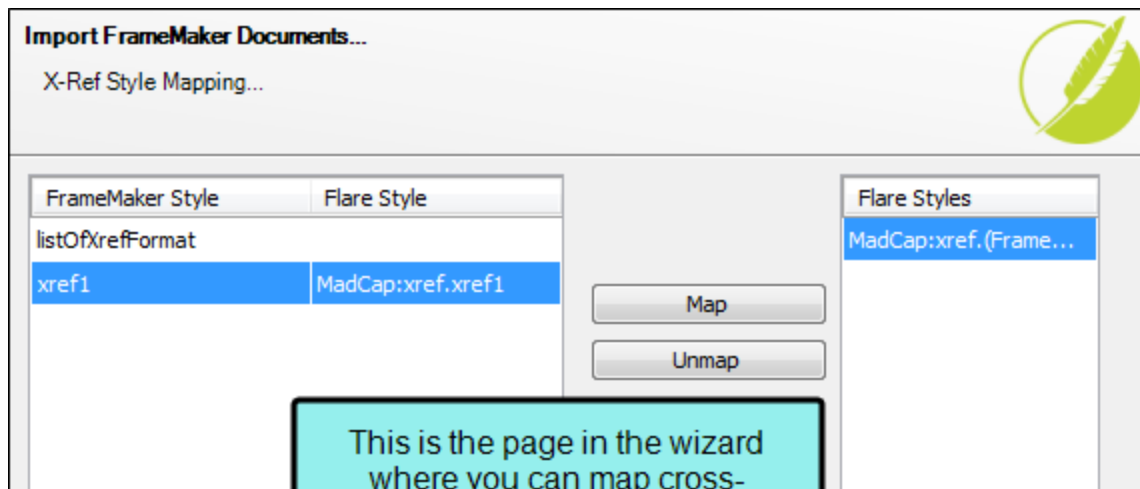
Map and Create Cross-Reference Formats

Most technical material includes a lot of cross-references. This is a great practice because it helps the reader know where related information is in the manual. Flare has a fairly robust cross-reference feature set.

You have two ways of managing cross-references: standard mapping and preservation styles conversion.

Using the Standard Mapping During Import

This is in the Import FrameMaker Wizard, on the Cross-References page. This setting overrides any other settings you may use. The downside to using this area is that you have little control over the exact cross-reference structure. It's best if your cross-references are heading and page style references. You can always change them later.

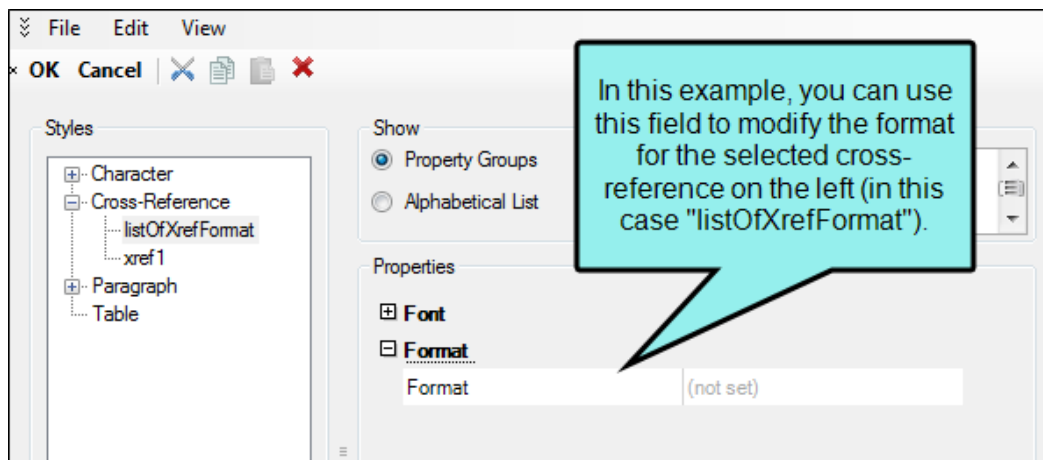


This is the page in the wizard where you can map cross-reference formats in your FrameMaker documents (listed on the left) to Flare cross-reference formats (displayed on the right).

Using the Frame Styles Conversion Settings

On the Stylesheet page of the Import FrameMaker Wizard, you can click the Conversion Styles button if you are preserving FrameMaker styles. This opens the Import Styles Editor, which you can use to change the cross-reference formats in your FrameMaker files, mapping them to exactly what you want in Flare. This is a better method if you have a lot of unique cross-reference formats, such as Step # or other references.

When you expand the Cross-Reference node, you see the cross-reference formats in your FrameMaker document(s). You can specify how these look when they come through the conversion.



Conversion Table

The following table will help you understand how and what you are converting.

Command	Description	Similar to FrameMaker's Format
<code>{b}</code>	Start bold text	Managed in Character formats
<code>{/b}</code>	End bold text	Managed in Character formats
<code>{bg}</code>	Start new background color	None
<code>{/bg}</code>	End background color	None
<code>{color}</code>	Start new text color	Managed in Character formats
<code>{/color}</code>	End text color	Managed in Character formats
<code>{default}</code>	Reset all font changes	[default]
<code>{ext}</code>	File extension	None
<code>{family}</code>	Start new font family	None
<code>{/family}</code>	End font family	None
<code>{file}</code>	File name, including extension	[fullfilename]
<code>{filename}</code>	File name, without extension	[filename]

Command	Description	Similar to FrameMaker's Format
{h1}	Text of first heading 1 paragraph in topic	None, although the running header/footer system variable comes close
{h2}	Text of first heading 2 paragraph in topic	None, although the running header/footer system variable comes close
{h3}	Text of first heading 3 paragraph in topic	None, although the running header/footer system variable comes close
{h4}	Text of first heading 4 paragraph in topic	None, although the running header/footer system variable comes close
{h5}	Text of first heading 5 paragraph in topic	None, although the running header/footer system variable comes close
{h6}	Text of first heading 6 paragraph in topic	None, although the running header/footer system variable comes close
{i}	Start italic text	Managed in Character formats
{/i}	End italic text	Managed in Character formats
{page}	Page number	[pagenumonly]
{pagecount}	Page count	

Command	Description	Similar to FrameMaker's Format
{pageref}	Context-sensitive page reference automatically adjusts from a page number to "above," "below," "next," or "previous."	None
{paranum}	The autonumber text of bookmarked paragraph The bookmark is automatically added to the heading when you insert the cross-reference.	[paranum]
{paranumonly}	The autonumber only of bookmarked paragraph The bookmark is automatically added to the heading when you insert the cross-reference.	[paranumonly]
{paratext}	Text of bookmarked paragraph The bookmark is automatically added to the heading when you insert the cross-reference.	[paratext]
{paraxml}	Text and markup of bookmarked paragraph The bookmark is automatically added to the heading when you insert the cross-reference.	None
{path}	File path	None
{size}	Start new font size	Managed in Character formats

Command	Description	Similar to FrameMaker's Format
<code>{/size}</code>	End font size	Managed in Character formats
<code>{sub}</code>	Start subscript text	Managed in Character formats
<code>{/sub}</code>	End subscript text	Managed in Character formats
<code>{sup}</code>	Start superscript text	Managed in Character formats
<code>{/sup}</code>	End superscript text	Managed in Character formats
<code>{title}</code>	Title of document	None
<code>{u}</code>	Start underlined text	Managed in Character formats
<code>{/u}</code>	End underlined text	Managed in Character formats
<code>{url}</code>	File path, URL syntax	None, but HTML marker is close

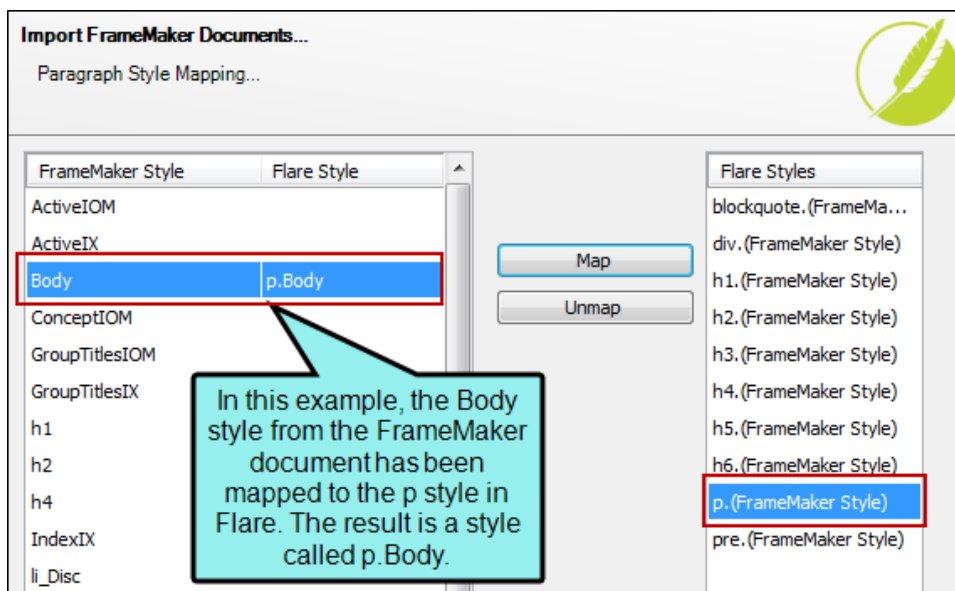
Remember, when you import cross-references, they show the page number from FrameMaker. Until you put the topics together into a TOC and create a target in Flare, the topics know nothing about pages and page numbering, except within a single topic.

Map All Your FrameMaker Styles to Those in Your Stylesheet

When you reach the import pages for mapping your existing FrameMaker styles to Flare styles, make sure you map all of them. You can map paragraph styles, character styles, and cross-reference styles.

Unmapped paragraph styles come through as p.whateverthestylewas, unmapped character styles come through as span.whateverthestylewas, and unmapped cross-reference styles come through as MadCap|xref.whateverthenamewas. This may result in lots of formats you did not actually want in the stylesheet and can take a lot to clean up. It is better to control the mapping up front and reduce the cleanup afterwards.

☆ **EXAMPLE** You might have a paragraph style called "ChapterTitle." When you import this style, you might want it to be mapped to an h1 style in Flare. Therefore, if you map it to h1, the result will be a style called h1.ChapterTitle. If you do not map it, the result will be a style called p.ChapterTitle.



After You Import

After you clean up your source files and import into Flare, you may need to clean up or re-create certain elements.

Set Up Your Page Layouts

Master pages from FrameMaker are not converted in Flare. You need to re-create them as page layouts. The good news is that page layouts are more flexible than master pages in FrameMaker. For example, FrameMaker master pages do not allow different sized pages in the same file.

Flare lets you have many pages defined in page layouts, and they can be different sizes. For example, this lets you have an 8 x 11 page layout that includes an 11 x 14 page, which allows for the fold-out schematic that you need in the middle of a chapter.

You can also have multiple sets of page layouts, something that FrameMaker does not allow. This lets you define one set of page layouts for the 8 x 11 PDF book that you put on your website for customers to download. You can also define 7 x 9 page layouts for the book you will send to the printer that needs to fit in the product box.

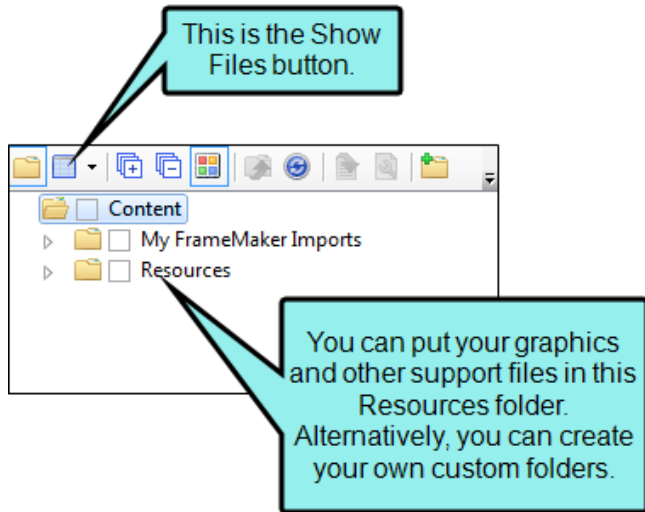
Reference Pages


There are no equivalents to reference pages in Flare. The formatting and other tasks you are used to performing are done in the Stylesheet Editor, the Page Layout Editor, or both.

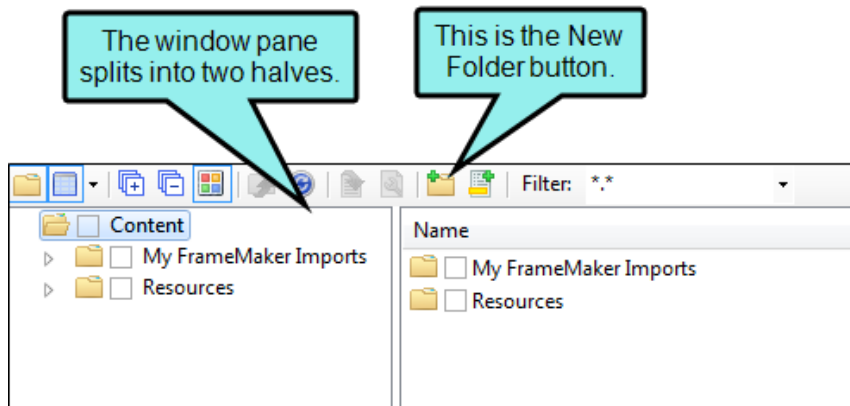
Organize Your Files

After you import, any graphics in your FrameMaker files are put in the same folder as your converted FrameMaker files. This looks messy and probably isn't what you wanted. You can easily fix this.

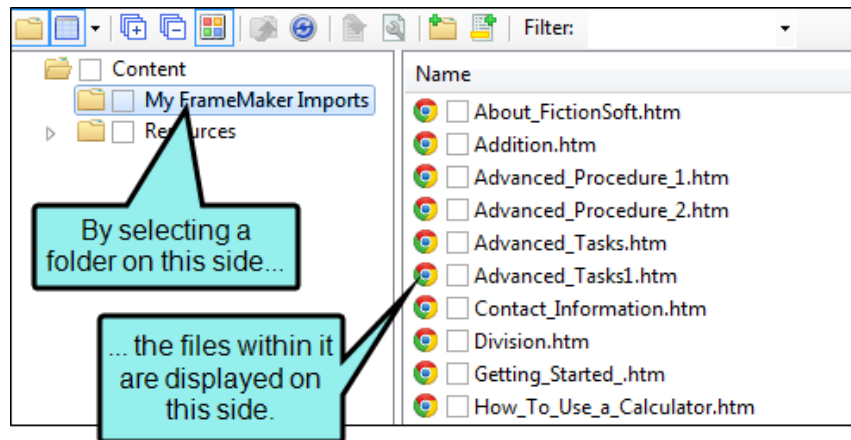
In the Content Explorer, click the **Show Files** button .



After you click the Show Files button, a two-pane view opens. You can expand your folders or create a new folder by clicking the **New Folder** button .



On the right side, select one or more files you want to move. Drag them to the folder on the left where you want to store them. The Resources\Images folder is the default location for new images that you create in Flare, so you may want to drag all of your graphic files to that folder (you may need to manually create the "Images" subfolder first). All of the standard Windows multi-select options are available.



You are prompted to update links when the files are moved. Make sure you click **Update** so that Flare knows where these files have been moved to and how to find them.

Move and Resize Your Graphics

Your graphics came through but, as with any conversion, there will be some tweaking to get them placed exactly where you want them, especially if your graphics were in the left margins in FrameMaker.

There are no anchored frames in Flare. To select a graphic, right-click it and choose **Select**. You can also right-click the image and select **Image Properties** to format and position the graphic the way you want it; you can also right-click and use the **Text Wrap** context menu and position images absolutely by dragging them around. For more information see the topics "Using Floats for Positioning Elements" and "Using Absolute Positioning on Elements" in the online Help.

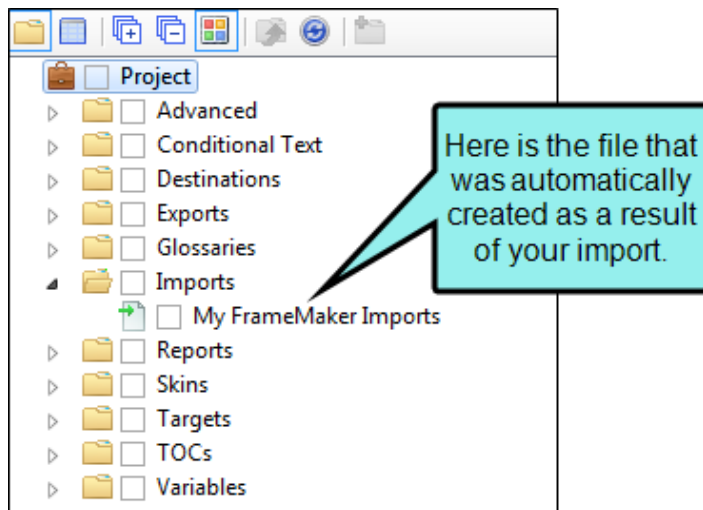
Reuse Your Stylesheet in the Next Project

The next time you need to import another FrameMaker project, all the time and work you put into perfecting your stylesheet will pay off.

During your next import process, browse and select the stylesheet you already like. This reduces all the effort in defining and mapping styles. All you have to do is map styles and account for any new FrameMaker formats not mapped or created in your stylesheet.

Reuse Your Import File


When you finish importing FrameMaker documents, an import file is created and stored in the Project Organizer in Flare. This file contains all of the settings ("rules") that you entered in the Import FrameMaker Wizard when you imported the documents. If you need to reimport the files, you can simply open this file so that you don't have to redo all of your settings. You can also make copies of this file and tweak it for importing other FrameMaker books and files (i.e., remove selected files from the Source Files list and add other files that you want to import with the same rules).




What's Next?

Now that you've completed the first step (creating a project), you can add more topics, create snippets, develop tables of contents, edit targets, and work your way through all of the other steps that are part of producing online and/or print-based output.

I How to Import FrameMaker Files

1. Select **Project > Import > FrameMaker Documents**.
2. Select **Import into a new project** or **Import into this project** (if you already have a project open). If it is a new project, enter a project name, and select a folder location (if different from the default) and primary output type. Then click **Next**.
3. Click .
4. Find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

You can select BOOK, FM, or MIF files.


 **TIP** When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flare locate and import all the associated document files within the Adobe FrameMaker book.

5. (Optional) Use other options on the page as necessary. Then click **Next**.



This opens the file that is selected in the list.

Link Generated Files to Source Files

This creates a connection between the original files and the files that are created as a result of the import. This is useful if you want to continue editing the content outside of Flare, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to reimport the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon  is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.



This removes the selected file(s) from the list.



This moves the selected file higher in the list (if you have more than one file to import). The file at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported files are arranged in the Flare TOC that is created as a result.



This moves the selected file lower in the list (if you have more than one file to import).

6. (Optional) Split the FrameMaker documents into smaller topics during the import based on styles. Double-click any of the styles on the left, moving them to the right. Then Click **Next**.

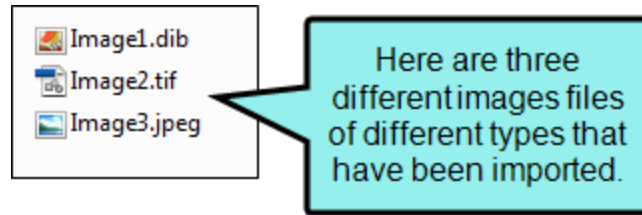


EXAMPLE If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

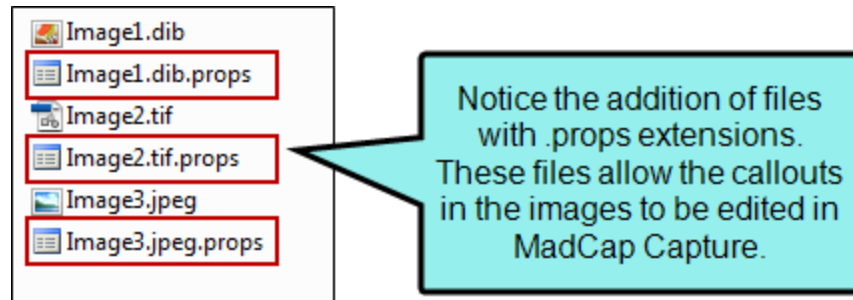
7. (Optional) Use any options to further customize the import. Then click **Next**.
 - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
 - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
 - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.

- **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.
- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
 - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
 - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
 - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
 - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

☆ **EXAMPLE** If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.



On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



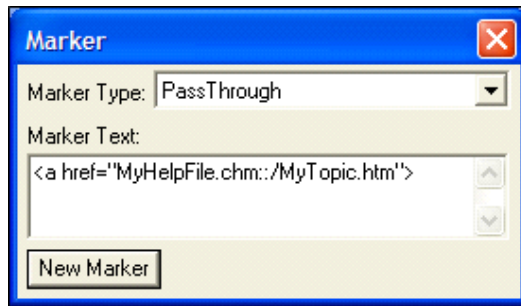
📄 **NOTE** Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

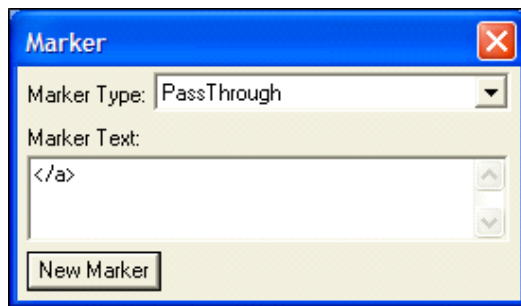
- **Preserve Image Size** This option affects how the size of imported images are handled.
 - **Option Selected** The original image is imported. However, the tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
 - **Option NOT Selected** The tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.
- **Auto-reimport before 'Generate Output'** If you selected “Link Generated Files to Source Files” earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically reimport files when you attempt to build output.
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents. A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or “passed through,” leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag——but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

☆ **EXAMPLE** You plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
 - **text** The marker content will be imported as regular text (default setting).
 - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag——but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
 - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Convert Table Styles** If you have tables in your FrameMaker documents that you have formatted in a certain way, select this check box if you want to create matching table styles as a result of the import. In the Flare project, the new table styles will be named after the format named applied to the table in FrameMaker (e.g., "Format_A.css," "Format_B.css," and so on). You can rename these table stylesheets in Flare after the import finishes. Even if you do not use this mapping feature, the table formatting still comes across when you import the documents. The only difference is that table stylesheets make it easier to maintain the formatting of your tables within Flare.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you reimport. You might want to keep this check box selected for some reimports, but other times you might want to deselect it when reimporting.

☆ **EXAMPLE** You want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to reimport the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "reimport" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you reimported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the reimported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

8. (Optional) Specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files. Then click **Next**.
- **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
 - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
 - **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).

- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

☆ **EXAMPLE** You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

9. (Optional) Map paragraph styles from the FrameMaker documents to Flare's paragraph styles. Then click **Next**.

Your FrameMaker style will adopt the name of that style. To map a style, click the style in the FrameMaker Styles column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

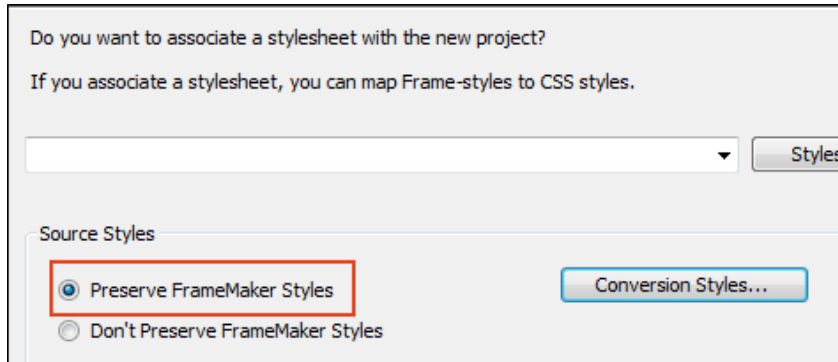
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

☆ EXAMPLE – Preserve Styles

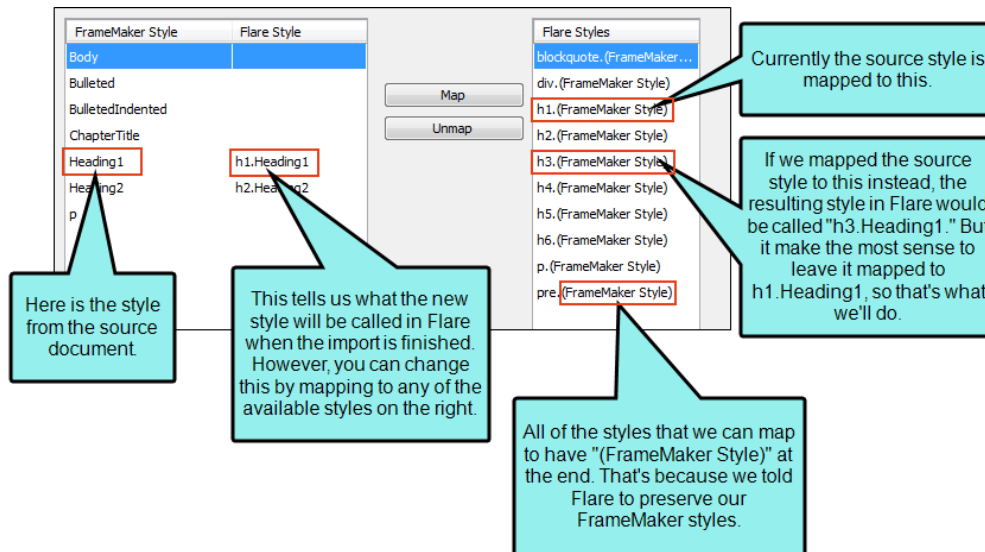
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this:



☆ When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

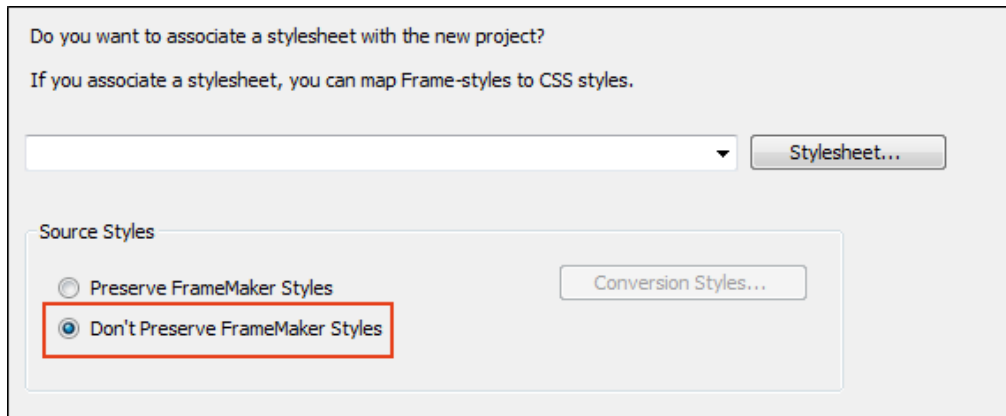
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

☆ EXAMPLE – Do Not Preserve Styles

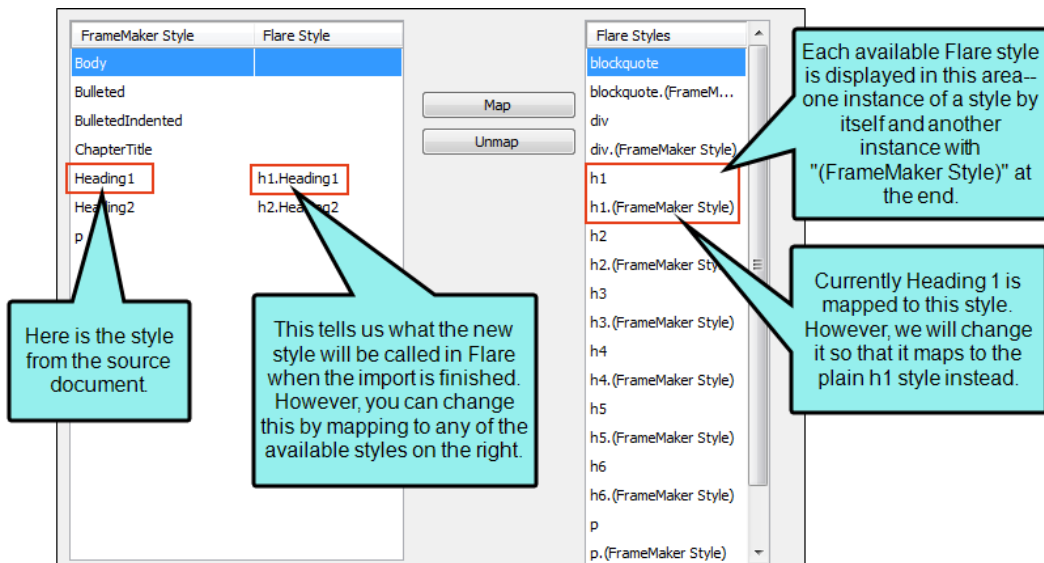
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



☆

When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

- (Optional) Map character styles from the source documents to Flare's character styles. Then click **Next**.

Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.


11. (Optional) Map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles. Then click **Finish**.

In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.



The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the MadCap|xref style. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.

12. When you are finished previewing the files to be created, click **Accept**.

 **NOTE** For each template page used in your FrameMaker documents, a corresponding page layout is automatically created in your Flare project. You can use the page layouts to configure pages for print-based output. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.

 **NOTE** Flare supports FrameMaker 7.0 and newer versions.

 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

I Other Activities and Information for FrameMaker

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





Adding a FrameMaker Import File

The following steps show you how to add a FrameMaker import file, which is used to import FrameMaker documents into a project. If you go through the Import FrameMaker Documents Wizard (**Project > Import > FrameMaker Documents**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add a FrameMaker Import 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 > Import File > Add FrameMaker Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add FrameMaker Import File**.

The Add File dialog opens.

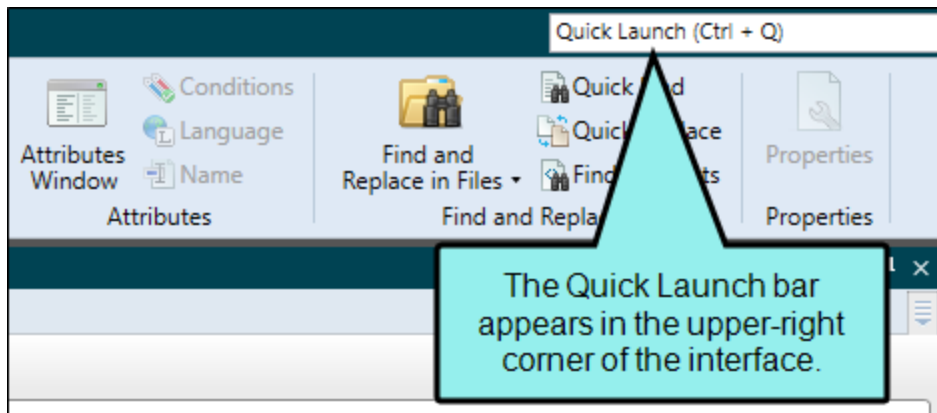
2. In the **File Type** field at the top, make sure **FrameMaker Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import 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 import file is added to the Imports folder in the Project Organizer. The Frame Import Editor opens to the right.

Opening a FrameMaker Import File

The following steps show you how to open a FrameMaker import file that you have added to a project. You can then use this file to import FrameMaker documents into the project.

How to Open a FrameMaker Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open a FrameMaker Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The FrameMaker import files in your project are displayed.
3. Double-click the import file that you want to open. The Frame Import Editor opens to the right.

What's Noteworthy?

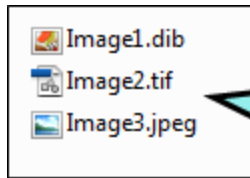
 **NOTE** Flare supports FrameMaker 7.0 and newer versions.

Anchored Frames With Images in FrameMaker Imports

When you import FrameMaker documents, you can specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).

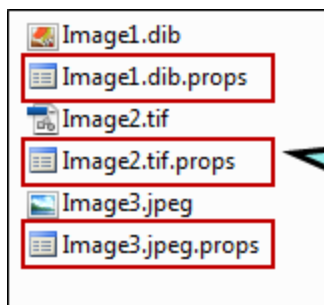
- **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
- **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

☆ **EXAMPLE** If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.



Here are three different images files of different types that have been imported.

On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



Notice the addition of files with .props extensions. These files allow the callouts in the images to be edited in MadCap Capture.

📄 **NOTE** Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

Specifying Custom File Names for FrameMaker Imports

If you import Adobe FrameMaker documents, you can split those documents into multiple topics based on the styles in them. For example, you might decide to create a new topic at each "Heading 1" style in the FrameMaker document. You can also control the file names given to the new topics that are created from the imported Imported documents. To do this, you need to insert a custom "Filename" marker at the appropriate headings in the FrameMaker documents where new topics will be created.

How to Specify Custom File Names for FrameMaker Imports

Following are steps for creating these markers in Adobe FrameMaker. For more information, please refer to the documentation provided with FrameMaker. The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the filename marker type that is required for this feature. This is a one-time step in the document. Afterwards, you can simply select the newly created marker type when applying it to content. To create the filename marker type, do the following:
 - a. In FrameMaker, select **Special > Marker**. The Marker dialog opens.
 - b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
 - c. In the field, replace the existing text and type `Filename`.
 - d. Click **Add**.
 - e. Click **Done**.
3. In the FrameMaker document, place your cursor at the heading where you want to create a new file during the import.
4. If it is not already displayed, open the Marker dialog (**Special > Marker**).
5. If the filename marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **Filename**.

6. In the **Marker Text** field, enter the name you want to assign to the file (without the file extension).

☆ **EXAMPLE** You have a place in a FrameMaker document that is using the Heading 1 style and contains the text "All About Rabbits." You want a new topic to be created at that point when you import the document. However, you also want to make sure that the file name for that new topic is simply "Rabbits." Therefore, you open the FrameMaker document and insert a filename marker at that heading, using the text "Rabbits" for the marker.

When you import the FrameMaker document, you select to split new topics on certain styles, including the Heading 1 style. After the import is finished, one of the topics created is named "Rabbits.htm."

7. Click **New Marker**.
8. Save the FrameMaker document.
9. In Flare, import the FrameMaker document. When you arrive at the "New Topic Styles" page in the Import FrameMaker Wizard or the "New Topic Styles" tab in the FrameMaker Import Editor, select the style(s) where you inserted filename markers in the FrameMaker document.

Creating Drop-Down Effects in FrameMaker Source Documents

The following steps show you how to create a new drop-down effect in a FrameMaker source document (if you plan to import that document into Flare). After you import the document, the drop-down effect will automatically be created in the XML Editor.

How to Create a Drop-Down Effect in a FrameMaker Source Document

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the two drop-down paragraph styles that are required for producing this effect. This is a one-time step in the document. Afterwards, you can simply select the newly created styles when specifying drop-down text. To create the two styles, do the following.
 - a. In FrameMaker, select **Format > Paragraphs > Designer**. The Paragraph Designer opens.
 - b. From the **Commands** field, click the down arrow and select **New Format**. The New Format dialog opens.
 - c. In the **Tag** field, type `PullDownButton`.
 - d. Make sure that the **Store in Catalog** check box has a check mark.
 - e. Make sure that the **Apply to Selection** check box does NOT have a check mark in it (unless you want the style to immediately be applied to the paragraph where your cursor is placed).
 - f. Click **Create**.
 - g. Follow these same steps to create a paragraph style called `PullDownBody`.
 - h. Close the Paragraph Designer.
3. In the FrameMaker document, place your cursor in the paragraph that you want to serve as the drop-down hotspot in the online output (i.e., when the user clicks that hotspot, the text below that is identified as the drop-down body will be shown or hidden).
4. From the styles drop-down menu or from the paragraph catalog, select **PullDownButton**.
5. Highlight the paragraph(s) that you want to serve as the drop-down body in the online output.
6. From the styles drop-down menu or from the paragraph catalog, select **PullDownBody**.
7. Save the FrameMaker document.

Creating Hyperlinks in FrameMaker Source Documents

If you are importing Adobe FrameMaker documents and you have created hyperlinks by using "Specify Named Destination" and "Jump to Named Destination" markers, Flare will automatically convert them to links in your project. Following are steps for creating these hyperlinks in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

How to Create a Hyperlink in a FrameMaker Source Document

The following steps may vary in different versions of FrameMaker.

1. Open the Adobe FrameMaker document.
2. In Adobe FrameMaker, place your cursor at the spot to be used as the destination for a link. This might be a heading that will become a new topic when you import the document. When a user clicks on the hyperlink (created below), this is the content that will be displayed to end users.
3. Select **Special > Hypertext**. The Hypertext dialog opens.
4. From the **Command** field, select **Specify Named Destination**. The text "newlink" is added to the area below.
5. After the text "newlink," type a name to identify the destination (perhaps the name of the heading).
6. Click **New Hypertext Marker**.
7. Locate the area that you want to serve as the hyperlink. Prepare the area to become a hyperlink, according to the documentation provided with Adobe FrameMaker.
8. Place your cursor in the prepared hypertext area.
9. From the **Command** field of the Hypertext dialog, select **Jump to Named Destination**. The text "gotolink" is added to the text area below.
10. After the text "gotolink," type the name that you gave to the destination marker.
11. Click **New Hypertext Marker**.
12. Close the Hypertext dialog.
13. Save the Adobe FrameMaker document.

Creating Passthrough Markers in FrameMaker Source Documents

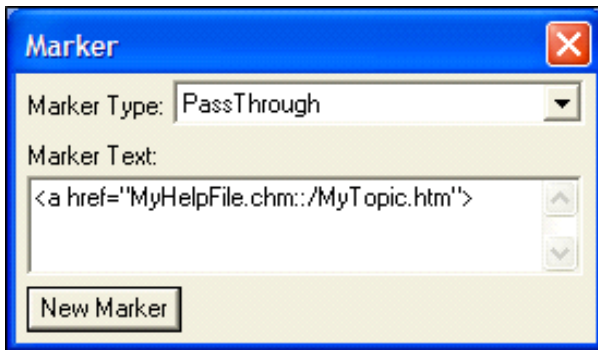
A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code.

You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—``—but not the second part). The third option is that you can import the marker content as a complete XML tag.

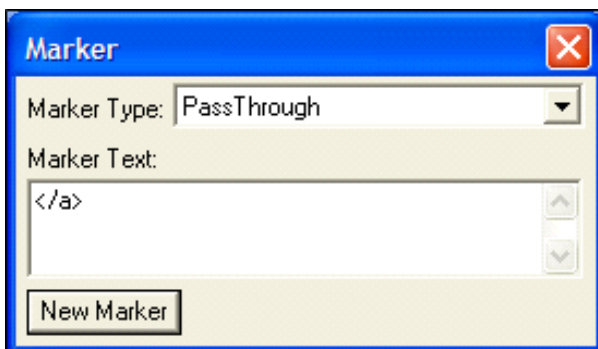
You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

☆ **EXAMPLE** You plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

How to Create a Passthrough Marker

Following are steps for creating these markers in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the passthrough marker type that is required for this feature. This is a one-time step in the document. Afterward, you can simply select the newly created marker type when applying it to content. To create the passthrough marker type, do the following.
 - a. In FrameMaker, select **Special > Marker**. The Marker dialog opens.
 - b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
 - c. In the field, replace the existing text and type `PassThrough`.
 - d. Click **Add**.
 - e. Click **Done**.
3. In the FrameMaker document, place your cursor at the location where you want to insert a passthrough marker.
4. If it is not already displayed, open the Marker dialog (**Special > Marker**).
5. If the passthrough marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **PassThrough**.
6. In the **Marker Text** field, enter the text and/or code that you want to be included in the marker.
7. Click **New Marker**.
8. Save the FrameMaker document.

9. In Flare, go through the process for importing the FrameMaker document. When you arrive at the "Options" page in the Import FrameMaker Wizard or the "Options" tab in the Frame Import Editor, make sure **Enable 'Passthrough' Markers** is selected. Then from the **Passthrough Marker Format** field, select one of the options:
 - **text** The marker content will be imported as regular text (default setting).
 - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag——but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
 - **xml** The marker content is imported as a complete XML tag.

Creating Topic Alias Markers in FrameMaker for CSH

A topic alias marker is a special marker that you can insert into your FrameMaker source content wherever you want a new context-sensitive Help (CSH) identifier to be created in Flare (after you import the FrameMaker document). After the developer "hooks" the CSH identifier with the appropriate user interface element in the application, that imported FrameMaker content will display when a user opens the CSH in the application's user interface.

You can use these markers as an alternative to creating the identifiers in Flare. For more information see the online Help.

Following are steps for creating these markers in Adobe FrameMaker. For more information, please refer to the documentation provided with FrameMaker.

How to Create a Topic Alias Marker for Context-Sensitive Help

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the topic alias marker type that is required for this feature. This is a one-time step in the document. Afterward, you can simply select the newly created marker type when applying it to content. To create the topic alias marker type, do the following:
 - a. In FrameMaker, select **Special > Marker**. The Marker dialog opens.
 - b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
 - c. In the field, replace the existing text and type `TopicAlias`.
 - d. Click **Add**.
 - e. Click **Done**.
3. In the FrameMaker document, place your cursor at the location where you want to insert a topic alias marker.

Usually you will place the cursor at the beginning of a heading that you want to be the start of a new online topic in Flare.

4. If it is not already displayed, open the Marker dialog (**Special > Marker**).

5. If the topic alias marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **TopicAlias**.

6. In the **Marker Text** field, enter the text to be used as the topic ID.

You might simply type the same text that occurs in the paragraph heading. That way, it will be easily identified by both you and the developer. When typing the topic ID, make sure you use underscores between words, because spaces are not allowed (e.g., Properties_Dialog).

7. Click **New Marker**.

8. Close the Marker dialog.

9. Save the FrameMaker document.

Importing a RoboHelp Project

You can create a project by importing a RoboHelp project.

I How to Import a RoboHelp Project

1. Select **File > New Project > RoboHelp Project**.
2. In the dialog that opens, browse for and double-click the RoboHelp project file (MPJ or XPJ file) to be imported. The Import Project Wizard opens.
3. In the **Project name** field, type a name for the new Flare project that will be created after you import the RoboHelp project.
4. In the **Project folder** field, either accept the default location for the new project or click to browse for and select a folder.
5. Click **Next**.
6. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XML. Also, if this option is not selected, Flare will not import index keywords from the source files.

7. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the RoboHelp project files.



EXAMPLE If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

8. Click **Next**.
9. Select a language for the project.
10. Click **Finish**. A message tells you that the project was converted successfully and will be opened.
11. Click **OK**.

Importing a Doc-To-Help Project

You can create a project by importing a Doc-To-Help project.

This chapter discusses the following:


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I How to Import a Doc-To-Help Project

1. Select **File > New Project > Doc-To-Help Project**.
2. In the dialog that opens, browse for and double-click the Doc-To-Help project file (D2H file) to be imported. The Import Project Wizard opens.
3. Click **Next**.




NOTE If you want to import Doc-To-Help projects to a 64-bit version of Flare, you will need to download Microsoft Access Database Engine 2010 x64 edition. If you do not already have this add-in, Flare will prompt you to install it from the Microsoft Download Center.

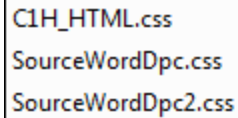
4. In the **Project name** field, type a name for the new Flare project that will be created after you import the Doc-To-Help project.
5. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
6. Click **Next**.
7. If you convert Word source documents to HTML5 source files in Doc-To-Help, and then build a target, stylesheets are created as a result and saved in the output folder. You can save those stylesheets in a different folder and then use this page of the wizard to point to them, bringing them into Flare in one merged CSS file.

TO SAVE DOC-TO-HELP STYLESHEETS AND SELECT THEM WHEN IMPORTING TO FLARE


- a. Make a backup copy of your Doc-To-Help project.
- b. Open your Doc-To-Help project that contains Word source files.
- c. Select or create a NetHelp target and build the output.

- d. Open the project output folder and browse to **[Project Name]\NetHelp\LinksExt**.

 **NOTE** The LinksExt folder might contain several stylesheets (separate ones for each topic), because each time a Word topic uses a style not already used in a previous topic, Doc-To-Help creates a new stylesheet to account for it. It might look something like this:



```
C1H_HTML.css
SourceWordDpc.css
SourceWordDpc2.css
```

- e. Move the LinksExt folder to a new location outside of the NetHelp parent folder, because this folder will be overwritten when you generate output again. Then rename the folder to whatever you want your imported stylesheet to be named.
 - f. In your Doc-To-Help project, click **Convert Multiple Documents to HTML5** and proceed with the wizard to convert all files.
 - g. Word closes the project when there are no DOC or DOCX files in the project. Therefore, in Windows navigate to your **Program Files\MadCap Software\DocToHelp** folder and double-click the **DocToHelp** EXE file. Then build a target to update links.
 - h. In Flare, import your Doc-To-Help project, and on the "Select CSS folders..." page of the wizard, click .
 - i. In the dialog that opens, locate and select the folder that you moved and renamed earlier in this process. Then finish importing the project. If the folder contains multiple stylesheets, Flare merges them into one CSS file.
8. Click **Next**.
 9. Select an option for how to import links. You can import links as cross-references or as hyperlinks.
 10. Select a language for the project.
 11. Click **Finish**.

Doc-To-Help Features and Flare Equivalents

The following table shows many of the Doc-To-Help features and their equivalents in Flare. For a few of these features, the settings are not imported from Doc-To-Help to Flare.

Doc-To-Help Feature	Flare Feature	Notes/Limitations
Attributes	Conditions	Doc-To-Help allows conditions on platforms (e.g., all Word targets). However, Flare does not support that feature; therefore conditions on platforms are not imported.
Bookmarks	Bookmarks	
Carousel Widgets	Slideshows	
CodeHighlighter Widgets	Div Tags	
Collapsible Sections	Togglers	
Comments	Annotations	
CSS	Stylesheet	
Gallery Widgets	Slideshows	

Doc-To-Help Feature	Flare Feature	Notes/Limitations
Glossaries	Glossaries and Proxies	<p>Glossary terms are added to a Flare glossary file. Glossary topics are changed to include Flare's Glossary proxy.</p> <p>Flare does not support images and text formatting in glossaries, so those elements are not included in the import.</p>
Groups	Concepts and Concept Links (A-links)	<p>Groups are similar to Flare's concepts, which can be used for a couple of things, including the creation of concept links (also called "See Also links" or "A-links"). When you import a Doc-To-Help project, groups are converted to concepts in a couple of different ways, depending on how they are created in Doc-To-Help:</p> <ul style="list-style-type: none"> ▪ If you insert a group in Doc-To-Help by dragging the topic from the Topics pane to the Groups pane, Flare converts the group to a concept and adds it at the very top of the topic. ▪ If you insert a group in Doc-To-Help from the ribbon, you are adding it inline, as well as adding it to the Groups pane. Flare converts the group to a concept and adds it inline as well as at the very top of the topic. This means that when you have an A-link, that group might be listed twice in the output. Therefore, you may need to clean up your topics, removing the excess concepts. <p>If you already have a group link in Doc-To-Help, it is imported as a concept link in Flare.</p>

Doc-To-Help Feature	Flare Feature	Notes/Limitations
Inline Text: Expanded, Drop down, Pop Up	Expanding Text Drop-Down Text Text Popups	
Keywords	Index Keywords	<p>Keywords are similar to Flare's index keywords, which can be used for a couple of things, including the creation of keyword links (also called "K-links"). When you import a Doc-To-Help project, keywords are converted to index keywords in a couple of different ways, depending on how they are created in Doc-To-Help:</p> <ul style="list-style-type: none"> ■ If you insert a keyword in Doc-To-Help by dragging the topic from the Topics pane to the Index pane, Flare converts the keyword to an index keyword and adds it at the very top of the topic. ■ If you insert a keyword in Doc-To-Help from the ribbon, you are adding it inline, as well as adding it to the Index pane. Flare converts the keyword to an index keyword and adds it inline as well as at the very top of the topic. This means that when you have a K-link, that index keyword might be listed twice in the output. Therefore, you may need to clean up your topics, removing the excess index keywords. <p>If you already have an index link in Doc-To-Help, it is imported as a keyword link in Flare.</p>
Lightbox Widgets	Slideshows	

Doc-To-Help Feature	Flare Feature	Notes/Limitations
Link Tags	Bookmarks	
Note Widgets	Div Tags	
Plain Text Variables	Variables	Flare does not support conditioned multiple variable definitions. Those definitions are imported as multiple variable definitions.
Related Topics	Related Topics Links	
Rich Content Variables	Snippets	
Tabs Widgets	Div Tags	
Targets	Targets	Flare does not import any target settings.
Themes	Skins	Flare does not import any theme settings to skins.
TOCs	TOCs	If a TOC is not customized, it is not imported. An auto-generated TOC is not in the database when you import, so it is not considered customized. However, you can make a simple change in a TOC (e.g., move a TOC topic up and then down, not actually changing it). The TOC will then be considered customized and will import correctly.

Doc-To-Help Feature	Flare Feature	Notes/Limitations
Topic Contents Widgets	Mini-TOC Proxies	Although topic contents widgets in Doc-To-Help are similar to Flare's mini-TOC proxies, they are not identical. Therefore, you may see some discrepancies after the import conversion.

Importing CHM Files

You can create a project by importing an HTML Help (CHM) file.

I How to Import an HTML Help (CHM) File

1. Select **File > New Project > HTML Help File (CHM)**.
2. In the dialog that opens, browse for and double-click the CHM file to be imported, then click **Next**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you import the CHM file.
4. In the **Project folder** field, either accept the default location for the new project or click to find and select a folder. Then click **Next**.
5. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XHTML. Also, if this option is not selected, Flare will not import index keywords from the source files.

6. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the HTML Help file. Then click **Next**.



EXAMPLE If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.




NOTE This may result in dozens of new style classes being generated in your project.

7. Select a language for the project.
8. Click **Finish**.
9. Click **OK**.

Importing an HTML Help Project

You can create a project by importing an HTML Help project (HHP file).

I How to Import an HTML Help Project

1. Select **File > New Project > HTML Help Project (HHP)**.
2. In the dialog that opens, browse for and double-click the HTML Help file (HHP file) to be imported. The Import Project Wizard opens.
3. In the **Project name** field, type a name for the new Flare project that will be created after you import the HTML Help project.
4. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
5. Click **Next**.
6. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XHTML. Also, if this option is not selected, Flare will not import index keywords from the source files.

7. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the HTML Help project files.

☆ **EXAMPLE** If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

8. Click **Next**.
9. Select a language for the project.
10. Click **Finish**. A message tells you that the project was converted successfully and will be opened.
11. Click **OK**.

CHAPTER 13

Importing DITA

There are various tasks involved with importing DITA files.

This chapter discusses the following:

Importing DITA Files	192
Adding a DITA Import File	197
Opening a DITA Import File	199

I Importing DITA Files


Darwin Information Typing Architecture (DITA) file content is supported in Flare. DITA is an XML-based markup language with its own schema for authoring, producing, and delivering technical information. It is a standard of the Organization for the Advancement of Structured Information Standards (OASIS), and it consists of a set of design principles for creating "information-typed" modules at a topic level and for using that content in various delivery modes.

You can import DITA files in the a few ways.

How to Import DITA Files

1. Do the following, depending on how you are importing your files:

TO IMPORT INTO A NEW PROJECT

- a. Select **Project > Import > DITA Document Set**.
The Import DITA Wizard opens.
- b. Select **Import into a new project**.
- c. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
- d. In the **Project folder** field, either accept the default location for the new project or click  to find and select a folder.
- e. From the **Output Type** field, select the primary target for your project.

TO IMPORT INTO AN EXISTING PROJECT (WIZARD)

- a. Select **Project > Import > DITA Document Set**.
The Import DITA Wizard opens.
- b. Select **Import into this project**.


TO IMPORT INTO AN EXISTING PROJECT (IMPORT EDITOR)

Do one of the following:

IF YOU DO NOT YET HAVE A DITA IMPORT FILE

- a. Complete the steps for adding an import file. See "Adding a DITA Import File" on page 197.
- b. Open the file in the DITA Import Editor.

IF YOU ALREADY HAVE A DITA IMPORT FILE

- a. In the Project Organizer, expand the **Imports** subfolder.
 - b. Double-click the appropriate import file. The file opens in the DITA Import Editor to the right.
2. Do one of the following, depending on the part of the interface you are using:
 - **Wizard** Click **Next**.
 - **Import Editor** Select the **Source Files** tab.
 3. Click .
 4. Find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

You can select DITA or DITAMAP files.




NOTE You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

5. You can use the following options as necessary.



This opens the file that is selected in the list.

**Link
Generated
Files to
Source Files**

This creates a connection between the original files and the files that are created as a result of the import. This is useful if you want to continue editing the content outside of Flare, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to reimport the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon  is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.



This removes the selected file(s) from the list.



This moves the selected file higher in the list (if you have more than one file to import). The file at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported files are arranged in the Flare TOC that is created as a result.



This moves the selected file lower in the list (if you have more than one file to import).


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

- **Wizard** Click **Next**.
- **Import Editor** Select the **Options** tab.

7. You can use the following options as necessary.
 - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
 - **Auto-reimport before 'Generate Output'** If you selected “Link Generated Files to Source Files” earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be reimported into the project so that they can be included in the output. You have the option of reimporting the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically reimport files when you attempt to build output.
 - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
8. Do one of the following, depending on the part of the interface you are using:
 - **Wizard** Click **Next**.
 - **Import Editor** Select the **Stylesheet** tab.

9. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.

- **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.



 **NOTE** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

- **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.

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

- **Wizard** Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
- **Import Editor** In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.

11. When you are finished previewing the files to be created, click **Accept**.

 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.





I Adding a DITA Import File

The following steps show you how to add a DITA import file, which is used to import DITA file content into a project. If you go through the Import DITA Wizard (**Project > Import > DITA Document Set**), this file is created automatically and added to the Imports folder in the Project Organizer; you do not need to do this separately.

How to Add a DITA Import 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 > Import File > Add DITA Import File**.
 - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add DITA Import File**.

The Add File dialog opens.

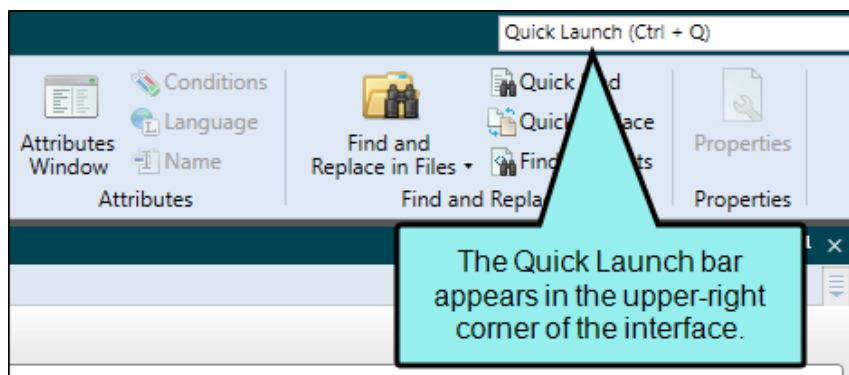
2. In the **File Type** field at the top, make sure **DITA Import File** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
 - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
 - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the import 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 import file is added to the Imports folder in the Project Organizer.

Opening a DITA Import File

The following steps show you how to open a DITA import file that you have added to a project. You can then use this file to import DITA file content into the project. See "Importing DITA Files" on page 192.

How to Open a DITA Import File From the Quick Launch Bar

The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.

How to Open a DITA Import File From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Imports** folder. The DITA import files in your project are displayed.
3. Double-click the import file that you want to open. The DITA Import Editor opens to the right.

Converting Author-it Files

MadCap Software has an Author-it[®] Converter, which lets you create a new Flare project based on Author-it Files. This utility uses the published XML output from Author-it and converts it to a Flare project, while maintaining all project and source files.

This chapter discusses the following:

System Requirements	201
How to Download and Install the Author-it Converter	202
How to Use the Author-it Converter	203
How Elements are Converted From Author-it to Flare	204
What's Noteworthy?	206

I System Requirements

- MadCap Flare 10 or newer
- Microsoft .Net 4.5.1 (installed with the software if needed)
- Microsoft Visual C++ Redistributables (installed with the software if needed)
- Minimum 2048 MB memory (RAM)
- Minimum 150 MB available hard drive space (additional space depending on size of XML files to be converted)
- Microsoft Windows 7 or newer, 32- or 64-bit, including all required updates

I How to Download and Install the Author-it Converter

1. Click the following to download and save the installation file locally:

[Download Author-it Converter Utility](#)

2. Unzip the archive:

a. Right-click **AuthorItConverterSetup.exe** and choose **Properties**.

b. Verify the EXE file is not being blocked (located on the **General** tab). This often happens with network and Windows security.

- If the option to unblock the EXE is available, check the option and click **OK**.

- If no option to unblock exists, the above steps are not needed.

3. Run **AuthorItConverterSetup.exe** with elevated privileges (Run as Administrator).

4. Follow the prompts to install the utility.

I How to Use the Author-it Converter

1. From the MadCap Software program group, launch **Author-it to Flare Converter**.
2. Select the location and the Author-it XML file by clicking the browse button [...].
3. Select a location where the Flare project should be saved by clicking the browse button [...].
4. Select **Content Path Options** and choose one of the following:
 - **Author-it** Keeps the existing folder structure outlined in the XML
 - **Flat** Puts all topics at the root level under the Content folder
 - **Condensed** Removes all empty folders from the XML structure; maintains only folders with topics in the Content Explorer
5. Click **Convert**. The utility begins. A log report will be sent to the Flare project folder for troubleshooting purposes.
6. When the conversion process is complete, click **Yes** to open the folder.
7. Double-click the **project.flprj** file to open the project in Flare.

I How Elements are Converted From Author-it to Flare


Certain elements from Author-it are converted to their closest counterparts in Flare. The following table describes this.

Author-it Element	Flare Element	Notes
Context IDs	Context IDs	Context IDs and values are converted to alias and header files.
Embedded topics	Converted to snippets	These are placed in Resources folder in Flare.
Glossaries	Glossaries	
Images	Images	These are placed in Resources folder in Flare.
Index keywords	Index keywords	
Styles	Styles	Stylesheets are placed in Resources folder in Flare.
Table of contents of Author-it books	Converted to topics	

Author-it Element	Flare Element	Notes
Variables	Variables	<p>Variables and all permutations are converted.</p> <p>Variables embedded in variables are not supported in Flare at this time. In this case, each definition is added as a permutation of the variable.</p>

I What's Noteworthy?

 **NOTE** The XML files from Author-it are from the Publish option in the Author-it software.


 **NOTE** Topics without headings will be named "Topic####.htm" where the # is the Object ID of the topic in the XML.

Global Project Linking— Importing From Other Projects

You can import files from another Flare project using Global Project Linking.

I How to Import Files Using the Import Flare Project Wizard

The Import Flare Project Wizard guides you through the steps for importing Flare files from another project. When you use this wizard, an import file is created automatically and placed in the Imports folder in the Project Organizer.

1. Select **Project > Import > Flare Project**. The Import Flare Project Wizard opens.
2. Next to the **Project file** field click .
3. In the dialog find and double-click the Flare project file (.flprj extension) from which you will be importing files.
4. (Optional) If you want future changes to the files in the source project to be reimported automatically, click the **Auto-reimport before "Generate Output"** check box. If you select this "Easy Sync" option, the changes to the source files will be reimported automatically when you generate output. If you do not select this option, you can reimport future changes from the other project manually.

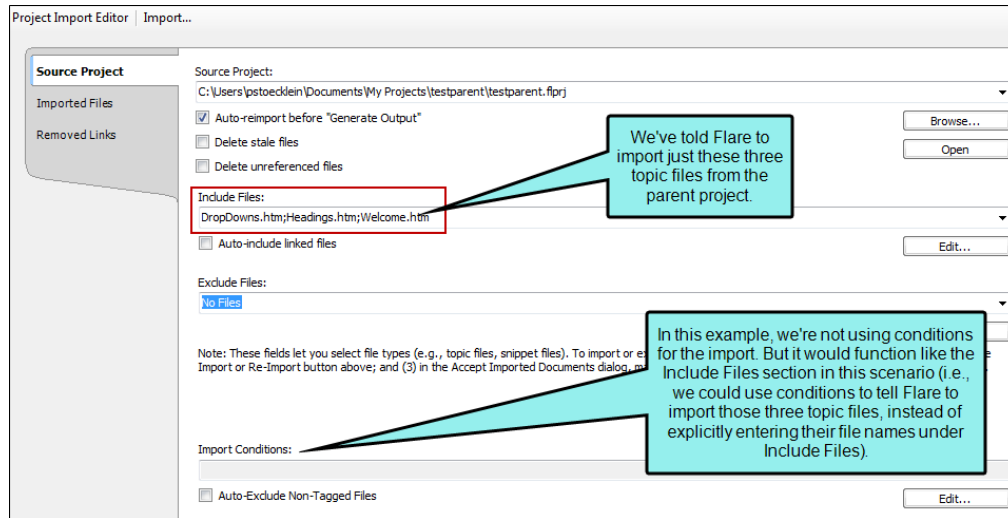
5. (Optional) If you want outdated files (e.g., files that have been deleted, renamed, or moved in the parent project) to be deleted from the child project automatically, click the **Delete stale files** check box.

☆ **EXAMPLE** You import a group of files from a parent project into a child project. Later, you delete some of the files from the parent project. Selecting this option will remove the stale files from the child project automatically when you reimport files. The stale files will be deleted when you reimport either manually (by clicking **Reimport** in the Project Import Editor) or automatically when you generate output (if you have selected **Auto-reimport before "Generate Output"** in the Project Import Editor).

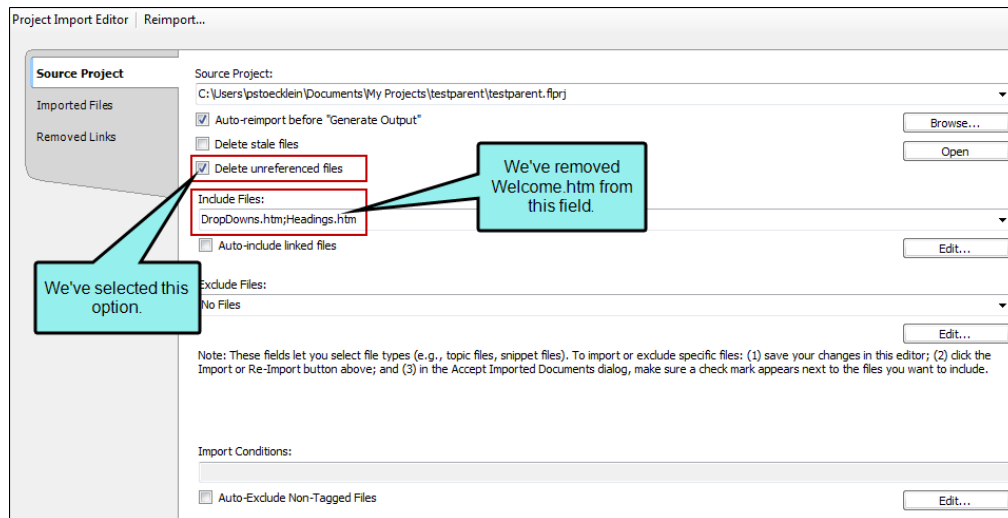
⚠ **WARNING** If you do not use this option, you must remember to delete the stale files in the child project manually. Otherwise, the files in the parent and child projects will not match.

6. (Optional) You can select **Delete unreferenced files**. This means that any files that were previously imported—but are not specified to be included (either under the Include Files or Import Conditions filters) in the reimport—will be marked for deletion in the Accept Imported Documents dialog and removed from the child project upon confirmation.

☆ **EXAMPLE** Previously you had the Project Import Editor set up like this, where you are importing three topic files from a parent project:



Later, after you've made lots of changes to the parent project, you open the child project again to import the latest files into it. However, you decide you no longer want to import the Welcome.htm topic into the child project (although it still exists in the parent project). So in the Project Import Editor, you remove it from the Include Files field. You also click **Delete unreferenced files**.



☆ When you tell Flare to reimport, the Accept Imported Documents dialog opens, showing the following:

The first two topics have been changed in the parent and are therefore newer. So they are marked to be re-imported, replacing the older versions of those topics in the child project.

But Flare sees that you've removed the reference to the Welcome.htm topic, so it is marked to be deleted.

Import	File	Status	Type
<input checked="" type="checkbox"/>	DropDowns.htm	Source is Newer	htm
<input checked="" type="checkbox"/>	Headings.htm	Source is Newer	htm
<input checked="" type="checkbox"/>	Welcome.htm	Delete unreferenced	htm

Welcome

Here is some xxgene
a topic. Replace this
own content. Here is
general text for a top
this with your own c


After you click **Accept** in that dialog, the changed files are replaced and Welcome.htm is removed from the child project.

If you had not selected the "Delete unreferenced files" check box, the two changed files would still have been imported, but the old Welcome.htm topic would still remain in the child project.

This feature is slightly different from "Delete stale files." When you tell Flare to delete stale files, you automatically sync the parent project with the child project when you've removed files in the parent. So in the example above, the Welcome.htm file would automatically be removed from the child project if you had also removed it from the parent project.

7. Click **Next**.
8. Use the **Include Files** and **Exclude Files** fields to select the type of files to be included in the import or excluded from it. Click the down arrow next to the appropriate field and select the type of files. Completing the Include Files field is mandatory. Completing the Exclude Files field is optional.

If you want to import all of the files from the global project, select **All Files (*.*)**.

 **NOTE** You are not limited to importing all files of a single file type. The following steps explain how to add more than one file type to the field, as well as how to select specific files to be imported while excluding others.

9. (Optional) If you want to add more file types to one of the fields, click the **Edit** button under the appropriate field and use the following steps.
 - a. In the Import File Filter dialog click **Add**. The Import File Filter Designer dialog opens.
 - b. Select the file type that you want to add. You can also use standard wildcards (text between asterisks) to enter patterns directly into the **Pattern** field (or into the Include Files or Exclude Files fields).

☆ **EXAMPLE** You want to import only topic files that contain the word "Interface" in the file name. Rather than selecting to import all topic files and then later systematically deselecting the ones you do not really want in the import (via the Accept Imported Documents dialog), you can enter the following:

```
*Interface*.htm;*Interface*.html
```

Or maybe you want to import only files that have an extension starting with "fl," such as TOC files (.fltoc) and snippet files (.flsnp). In order to do this, you could enter *.fl* in the field, like the following:

```
*.fl*
```

- c. Click **OK**.
 - d. In the Import File Filter dialog, click **OK**.
10. (Optional) Let's say that the files you are importing contain links to other files. If you want Flare to automatically import those files as well, click **Auto-include linked files**. Not only will the immediate linked files be included, but any linked files from those files as well, and so on. It is a "domino" effect until no more linked files are found.
11. (Optional) In addition to specifying certain files or file types to include or exclude from the import, you can go a level deeper through the use of condition tags. If you have applied condition tags to files in your project, you can use the **Import Conditions** field to tell Flare to include or exclude certain files, depending on the condition tags that are applied to them at the file level. Simply click the **Edit** button to choose the conditions. In the Conditional Text dialog for this feature, you can use the Basic or Advanced mode for creating condition tag expressions. For more information about condition tags, see the online Help.
12. (Optional) If you use the "Import Conditions" option, you may want to make sure that files without condition tags in the source project are not included in the import. If that is the case, click **Auto-Exclude Non-Tagged Files**.

13. Click **Finish**. The Accept Imported Documents dialog opens. The files in the source project are listed (depending on whether the file types were included or excluded from the import in the previous steps).
14. (Optional) The Accept Imported Documents dialog provides you with one last look at the files to be imported, allowing you to make sure everything is correct and letting you change your mind on any of the files. If you recognize files in the dialog that should not be imported, you can click the check boxes next to the files you want to exclude (removing the check marks).

You can use the Select All and Clear All buttons as necessary. For example, if you only want to include a very small number of the files listed, you can click the **Clear All** button and then manually click the check boxes next to the files you want to include (this is quicker than individually deselecting each file that you want to exclude).



NOTE If the current project already contains a file with the same name, the Status cell may be highlighted in green or red. Green shading indicates that the source file is newer. Red shading indicates that the local (or current) file is newer. If the file is identical in both projects, the check box is deselected by default.



TIP You might find it useful to click on the column headings in the Accept Imported Documents dialog. Doing this reorganizes the contents in alphabetical order of the column that you click. For example, by clicking the **Status** column, you can easily group together all of the files that have red or green backgrounds (i.e., files that are newer in the local project or newer in the source project). This can be especially useful when reimporting project files.

15. Click **Accept**. If the current project already contains files with the same names, you may be asked if you want to replace the local copies. Select **Yes** if you do.






NOTE When you manually import files from the parent project, you will see the Accept Imported Documents dialog. This dialog lets you manually check or uncheck the files to be imported or excluded from the import. It is sort of a last chance to take a look at the files and make changes (include or exclude) before the actual import takes place. It also remembers whether you have checked or unchecked certain files during previous imports. However, when you use the "auto-reimport before generate output" feature, the import takes place automatically, so you do not see the Accept Imported Documents dialog. This means that *all files will be imported automatically based on the criteria you provide, regardless of whether you have previously deselected a file during a manual import*. This is one reason it is recommended you use conditions during Global Project Linking; with conditions, you are more assured of importing the correct files during an automatic import.


For example, let's say you have four topics—TopicA, TopicB, TopicC, and TopicD—and you have not conditioned any of them before importing. In your project import file, you specify that all topic files should be imported. You then perform the import. The Accept Imported Documents dialog opens, listing all four of your topics with check marks next to each one. However, you decide that you really do not want to import TopicD, so you remove the check mark next to it. After completing the manual import, TopicA, TopicB, and TopicC are imported, but TopicD is not. Later, let's say you have made changes to your files and need to reimport. After you click **Reimport**, you again see the Accept Imported Documents dialog. Again, check marks are automatically shown next to TopicA, TopicB, and TopicC. However, Flare remembered that you removed the check mark next to TopicD previously, so the check mark remains absent from it. You finish the reimport and everything goes according to plan.

Now let's say that after a few manual reimports, you decide to use the "auto-reimport" feature. Therefore, in your import file, you click the check box next to **Auto-reimport before "Generate Output"** and save. When you build the output, which topics are imported? The answer is TopicA, TopicB, TopicC, and TopicD.

In this example, one of the best ways to use the auto-reimport feature and be assured that the correct topics are included and excluded is to use condition tags at the file level. Therefore, in your source project, you create one condition tag (let's say you name it "YesImport") and you apply it to TopicA, TopicB, and TopicC. Then you create a second condition tag (let's say you name it "NoImport") and apply it to TopicD. Then in the child project, you open your import file. You click the **Edit** button next to **Import Conditions**, and within the dialog that opens you tell Flare to include the "YesImport" condition and exclude the "NoImport" condition. Now, the next time you build the output, which topics are imported? The answer is TopicA, TopicB, and TopicC.

 **NOTE** A link icon  displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

 **NOTE** The Imported Files tab in the Import Editor displays the files that have been imported previously.


 **NOTE** In the Project Import Editor, the Removed Links tab displays any files that were previously imported, but the link to the source project has since been removed. For example, let's say that you have imported several files from a source project. After awhile, you open one of those files in the project where the files were imported. You make a few changes and attempt to save it. Because Flare sees that a connection exists between the file and the source project, it prompts you with some options. One of the options is to continue to save your changes and remove the link from the source project. This means that future changes to the file need to be made in the current project, rather than in the source project. When you remove a link to a file in this way, that file is added to the Removed Links tab.

Importing Projects From Central

If another user uploads a Flare project to your MadCap Central license and you do not yet have that project on your computer, you can import it.


In order to import a project, you must be associated with that project in Central. For more information, see the Central online Help.

! **IMPORTANT** If you are using a Git-Central dual-binding, you can import projects from Git (using the Import Project From Source Control Wizard) or from Central. The project will be the same. However, if you import from Central, you will only be able to push changes to and pull changes from Central. If you import from Git, you will be able to push changes to and pull changes from Central *as well as* your main Git repository. This is because the project in Central has no connection to the original Git repository, and if you import from Central you will not have those source control bindings.

 **NOTE** If your project is already bound to a third-party source control provider other than Git (i.e., you are working in a dual-bound model as opposed to a single-bound model), the Import option in the MadCap Central window pane will be disabled. This is because you should import your project directly from source control using your non-Central binding.

If you already have the project on your machine, you do not need to reimport the project from source control. Instead, you can get the latest version from source control by using the Flare Source Control ribbon.

Be sure that you have the latest version of the project.

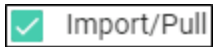
 **NOTE** When a project is dual bound to Central and a non-Git third-party provider, keep the following in mind if you (i.e., the second user) want to access this setup. After importing the project from Perforce Helix Core, Subversion, or Team Foundation Server, you will have to re-bind the project to Central. In Flare’s MadCap Central window pane, click to upload (or bind) the project to Central. In the Bind Project dialog, it is important to enter the exact name of the project as it currently exists on Central. When you click **OK**, a message displays asking if you want to bind to the existing project. Select **Yes**. This re-establishes the existing Flare/Central connection; note that it does not create a new binding.

This chapter discusses the following:

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I Permission Required?

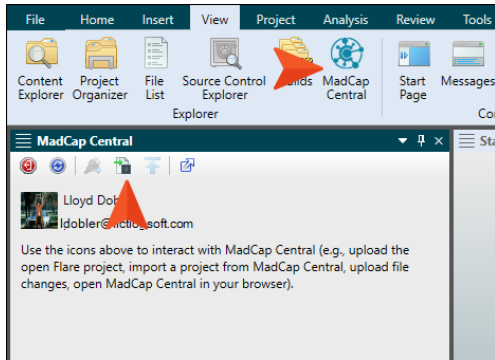
For this activity, you must have the following permission setting in Central:




For more information about permissions, see the Central online Help.


I How to Import a Project from Central

1. Select **View > MadCap Central**. The MadCap Central window pane opens.
2. Be sure to log in if you aren't already.
3. Click .



 **TIP** If this button is disabled, try clicking in the window pane first.

The Import Project dialog opens.

4. From the **My Projects** field, select the project you want to import.
5. Next to the **Destination folder** field, click  and choose the folder where you want the imported project to be stored on your computer.
6. Click **OK**.
7. When the import is finished, you can click **Open** to launch the project in Flare. Otherwise, you can click **Cancel**.

Removing Import Links

When using importing some kinds of files (e.g., Word, HTML), you can use an option to keep the generated (i.e., imported) files linked to the source files. This means you would continue editing the source files and re-import when necessary.




When using Global Project Linking, a similar link connection occurs automatically (without any such option to select).

If you decide you want to break the links so that you can edit the imported files and no longer re-import them, complete the following steps.

This chapter discusses the following:

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I How to Remove the Link for a Single Imported File

1. In Flare, open a file (e.g., topic) that has been imported.
2. Make edits to the file and click . (For Global Project Linking files, you do not save at this point.)
3. In the dialog that opens, do one of the following:

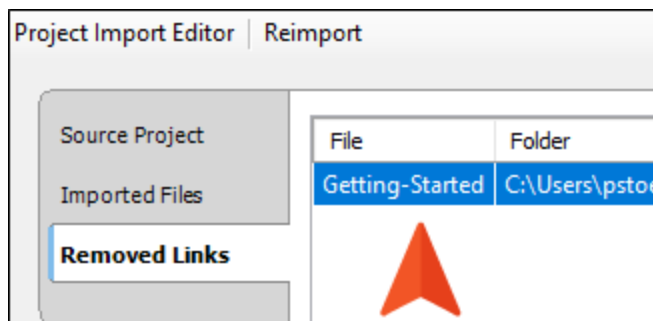
MOST KINDS OF IMPORT FILES

- a. Select **Save the document and remove the link**.
- b. Click **Continue**.


GLOBAL PROJECT LINKING

- a. Select **Remove the link and continue the operation**.
- b. Click **OK** twice.
- c. Click  to save your work.

If you open the import file from the Project Organizer, you will see that the file has been added to the "Removed Links" tab.



I How to Remove Links for All Files (Most Kinds of Imports)

1. In Flare, open the Project Organizer, expand the **Imports** folder, and open the import file.
2. Disable the option **Link generated files to source files**. The location of this option in the editor depends on the type of files imported.
3. Click  to save your work.
4. In the toolbar click **Reimport**.
5. Click **Accept**.

I How to Remove Links for All Files (Global Project Linking)

1. In Flare, open the Project Organizer, expand the **Imports** folder.
2. Delete the import file.

APPENDIX

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

I 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