

MADCAP FLARE 2024

Navigation Links

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Introduction

A link is a feature that points to additional information from a specific area in a topic. The link may open information in the same topic, a different topic, or even a file outside of the project altogether. With print-based output the link can electronically open the destination if the user is viewing the manual online, depending on the type of output you create (e.g., PDF, Word). In addition, cross-reference links can be customized to refer to specific content and page numbers in the printed manual (e.g., See "My Topic" on page 32).

Types of Navigation Links

- "Bookmarks" on page 11
- "Concepts" on page 20
- "Cross-References" on page 55
- "Drop-Downs" on page 92
- "Expanding Text" on page 104
- "External Links—HTML, PDF, Microsoft Office" on page 113
- "Inserting Image Hyperlinks" on page 120
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- "Text Hyperlinks" on page 238
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- "Togglers" on page 261
- "Toolbars" on page 269
- "Inserting Topic Popups" on page 366

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

CHAPTER 2

Bookmarks

A bookmark is a marker, or flag, that lets you create hyperlinks to specific locations within topics (rather than to another topic file in general). You can insert a bookmark at a specific location in your topic (e.g., at a subheading) and then insert a hyperlink that "connects" to that bookmark. This is a useful feature, for example, if you have a somewhat lengthy topic and want the user to be able to locate a specific place in the topic quickly.

This chapter discusses the following:

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Inserting Bookmarks

Supported In:






The main task involved with bookmarks is inserting them.

How to Insert a Bookmark

1. Click in the topic where you want to insert a bookmark (e.g., in front of a subheading or a specific paragraph).
2. Select **Insert > Bookmark**.
3. In the **New bookmark** field, type a name for your bookmark (do not use spaces).

☆ **EXAMPLE** If the bookmark is being placed at the beginning of a bulleted list of product features, you might type `ProductFeatures` as the bookmark name.

4. Click **Add**. A bookmark icon  and the name of the bookmark are displayed at the appropriate location in the topic (as long as your markers are turned on). You can hide the bookmark name if you want.
5. Click  to save your work.
6. Now you can insert a cross-reference or another kind of hyperlink elsewhere in this topic or in another topic that links to this bookmark.

 **NOTE** You can also move an existing bookmark to a new location in the topic. To do this, place your cursor in the topic where you want the bookmark to be moved. Select **Insert > Bookmark**. In the Manage Bookmarks dialog, select the existing bookmark that you want to move (instead of typing the name of a new bookmark). Then click **Move**.




NOTE When you insert anchor tags (i.e., bookmarks) in your project, the name attribute is used in those locations. There is an option in the Advanced tab of the Target Editor for HTML5 to use IDs on anchor tags such as these. This option copies existing anchor name attributes to ID attributes.

I Renaming Bookmarks

If you want to rename one of the bookmarks that you have inserted in a content file (e.g., topic, snippet), you can easily change the name.


How to Rename a Bookmark

1. Open the content file.
2. Right-click the bookmark, and from the context menu select **Rename Bookmark**. The Manage Bookmarks dialog opens, with the bookmarks in that topic listed.
3. Select the bookmark that you want to rename.
4. In the **New bookmark** field, type a new name for the bookmark.
5. Click **Rename**. This changes the bookmark name in the topic.
6. Click  to save your work.


I Deleting Bookmarks

If you inserted a bookmark and no longer need it, you can permanently remove it.


How to Delete a Bookmark

1. Open the content file.
2. Right-click the bookmark to remove and select **Delete** from the context menu.
3. Click  to save your work.

Hiding and Showing Bookmark Names

When you insert a bookmark into a content file (e.g., topic, snippet), both the bookmark icon  and the bookmark name display on screen. You can show or hide the bookmark name from your screen display. When hidden, the screen displays shows only the bookmark icon at the insertion point.

How to Hide or Show Bookmark Names

1. Open the content file.
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Bookmark Names** to add or remove the check mark next to it.

I Viewing Broken Bookmarks

You can view a list of files with broken bookmarks, including the bookmark destination that the link is trying to find, the link text, the link tag, and other information. Also, you can open the file where the broken link is located so that you can fix it.

How to View and Fix Broken Bookmarks

1. Open a content file (e.g., topic).
2. Select **Analysis > Links > Broken Bookmarks**.

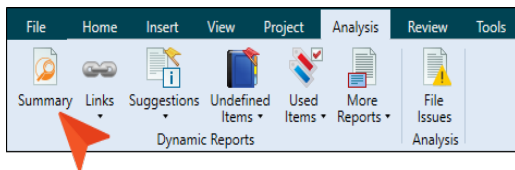
The Broken Bookmarks window pane opens. The area at the bottom of the window pane displays all files that contain bookmark links to the open file that are broken.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
 - **File** Displays the name of the file where the broken link occurs.
 - **Folder** Displays the folder where the file is found.
 - **Link** Displays the link that is broken (e.g., the path and name of the topic in question).
 - **Type** Displays the type of broken link (e.g., missing file).
 - **Link Text** Displays the text in the source topic that is being used as the link.
 - **Link Tag** Displays the style used for the link. For example, if a regular text hyperlink is used, you will see "a" in this column.
 - **Extension** Displays the file extension that the link is not finding (e.g., .htm, .jpg).
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.
5. Double-click the row that you want to correct. The file opens in the appropriate editor or dialog. For example, if the link appears in a topic, the XML Editor opens with the broken link highlighted.
6. Redirect the link as necessary (e.g., right-click on the link and select **Edit Hyperlink** or **Edit Cross-Reference**).


Viewing Broken Links

You can view a list of files in your project where a broken link is located, including which file it is trying to find, the link text, the link tag, and other information. Also, you can open the file where the broken link is located. The broken link is highlighted so that you can easily fix it.




How to View and Fix Broken Links

1. From the **Analysis** ribbon, click the **Summary** button.



2. If you see a row indicating broken links in red, double-click it.
3. In the grid listing all broken links, double-click one.
4. In the file that opens, the broken link is highlighted.
5. Edit the broken link or remove it.
6. Click  to save your work.

How to Fix Links Directly in the Broken Links Window Pane

1. In the Broken Links window pane, click the row that you want to correct, then click . The Fix Broken Links dialog opens.
2. In the Fix Broken Links dialog, do one of the following.
 - Click  or right-click a file and from the context menu, select **Select file for linking**. This option opens a dialog, from which you can select a new link.
 - Click  or right-click a file and from the context menu, select **Scan for Potential Links**. This option scans the project for potential matches to the broken link. When this option is selected, the Search for Similar Files dialog opens, which lists the similar files that the analysis tool has found. You can then select a file from that list.

The name of the file you select to fix the broken link will be displayed in the File field at the bottom of the Fix Broken Links dialog.

3. Click **Apply**.

CHAPTER 3

Concepts

Supported In:



A concept is a marker that you can insert into related topic files in order to “tie them together.”

This chapter discusses the following:

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I Concept Link Example

The following example is designed to help make the idea of concept links clearer and guide you through the steps for creating your own concept links.

Scenario


Let's say we have a Flare project called "Pets." In this project, we have dozens of topics about all kinds of animals (cats, dogs, parrots, hamsters, and so on). We have written five topics about dogs.

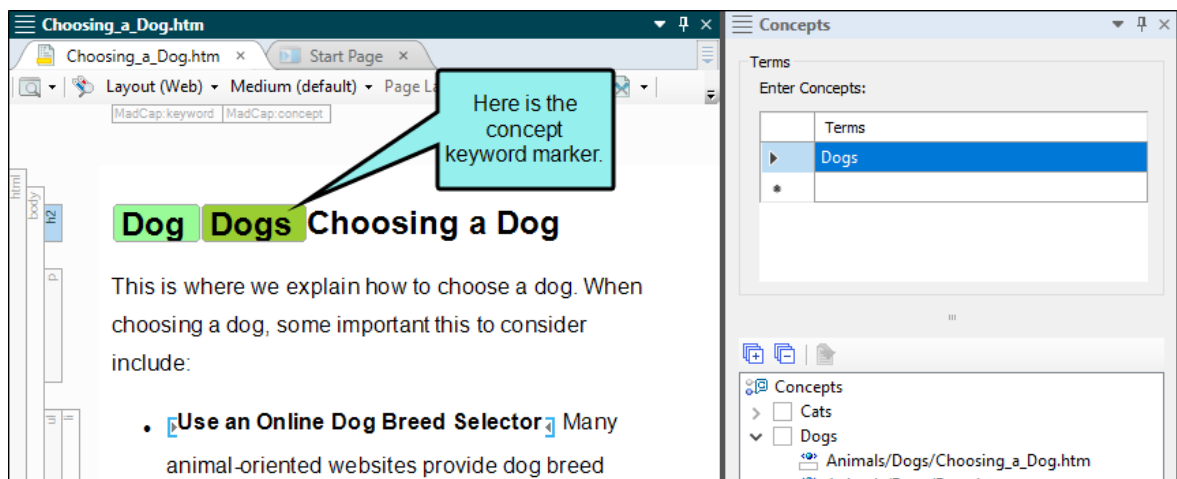
- Choosing a Dog
- Feeding a Dog
- Training a Dog
- Grooming a Dog
- Walking a Dog

Because these five topics all have something in common (i.e., they're all about dogs), we want to include a link at the bottom of each of those five topics that lets users quickly jump to any of the other "dog" topics.

Step 1—Create and Insert a Concept

First, we need to create a concept to tie these five topics together. We can create a concept with any name that we want, but it helps to name the keyword something that is obvious and all topics have in common. Therefore, we'll give our concept the name "dogs."

1. Open any of the five topics. In this example, we'll open the topic "Choosing a Dog."
2. Click in the location in the topic where you want to insert the concept. Typically, you'll insert the concept somewhere near the top of the topic. In our example, we will click right before our topic title "Choosing a Dog."
3. Select **View > Concept Window** or press **SHIFT+F9** on your keyboard. The Concept window pane opens.
4. The cursor should already be placed in the **Terms** cell. If not, click in that cell. Type `Dogs` and press **ENTER**. A concept marker labeled "Dogs" is added before the topic title. If you cannot see the marker, turn your markers on by clicking the down arrow next to the **Show tags** button  in the XML Editor. Then select **Show Markers**.



Step 2—Copy and Paste the Concept Marker Into All Relevant Topics

Next, we need to place the same concept in our other four "dog" topics. We could repeat the same steps above for each topic, but we'll copy and paste our first concept marker instead.

1. In the "Choosing a Dog" topic, right-click on the concept marker and choose **Copy**.
2. Open another "dog" topic ("Feeding a Dog," "Training a Dog," etc.). Click in front of the topic title (or somewhere near the top of the topic), and press **CTRL+V** on your keyboard.

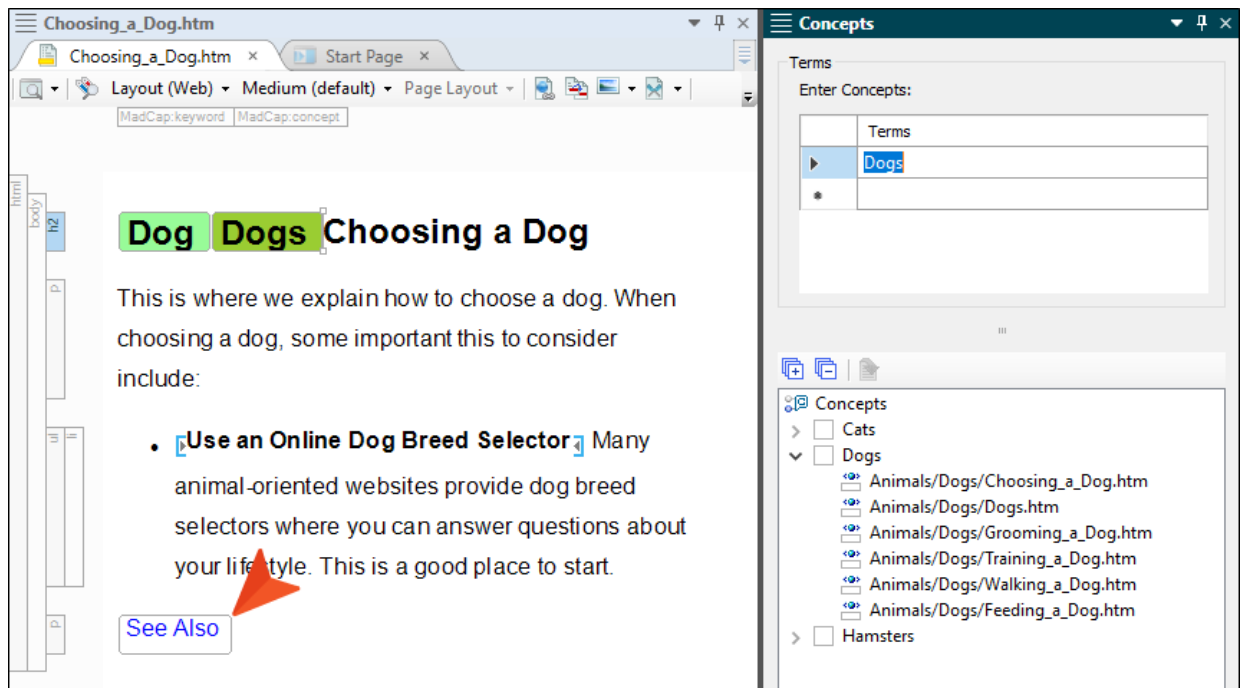
Repeat this until you've pasted the concept marker into all five of the "dog" topics.

3. Click  to save all files.

Step 3—Insert a Concept Link

Now that we have the concepts in place, we can insert a concept link into each of the five "dog" topics. This is the link that users will see and click in the output. They will not see the concepts that we created at the top of each topic (those are simply markers).

1. In one of the "dog" topics, place your cursor at the end of the last piece of content (e.g., after the final paragraph). Then press **ENTER** to create a new paragraph.
2. Select **Insert > Concept Link (A-link)**. The Insert Concept Link Control dialog opens. The "Dogs" concept that we inserted is listed on the right side of the dialog.
3. In the **All Concepts** section, double-click **Dogs**. This concept is now listed in the "Selected Concepts" section on the left.
4. Click **OK**. The concept link is added to the topic.



Step 4—Copy and Paste the Concept Link Into All Relevant Topics

Finally, we need to place the same concept link in our other four "dog" topics. We could repeat the same steps above for each topic, but we'll copy and paste our first concept link instead.

1. In the topic where the first link has been inserted, right-click on the concept link and choose **Copy**.
2. Open another "dog" topic ("Feeding a Dog," "Training a Dog," etc.). Place your cursor at the end of the last piece of content (e.g., after the final paragraph). Then press **ENTER** to create a new paragraph.
3. Press **CTRL+V** on your keyboard.

Repeat this until you've pasted the concept link into all five of the "dog" topics.


4. Click  to save all files.

I Adding Concepts

You can use the bottom area of the Concept window pane to add concepts and assign topics to them. The major benefit of this method is that it is an easy and quick way to place the same concept marker at the beginning of multiple topics and maintain better consistency.

How to Add a Concept

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > Concept Window.**
 - **Keyboard Shortcut** Press **SHIFT+F9**.

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.


2. In the explorer area at the bottom of the window pane, right-click on **Concepts** and from the context menu select **Add Concept**.
3. Type the concept keyword and press **ENTER**.

I Assigning Topics to Concepts

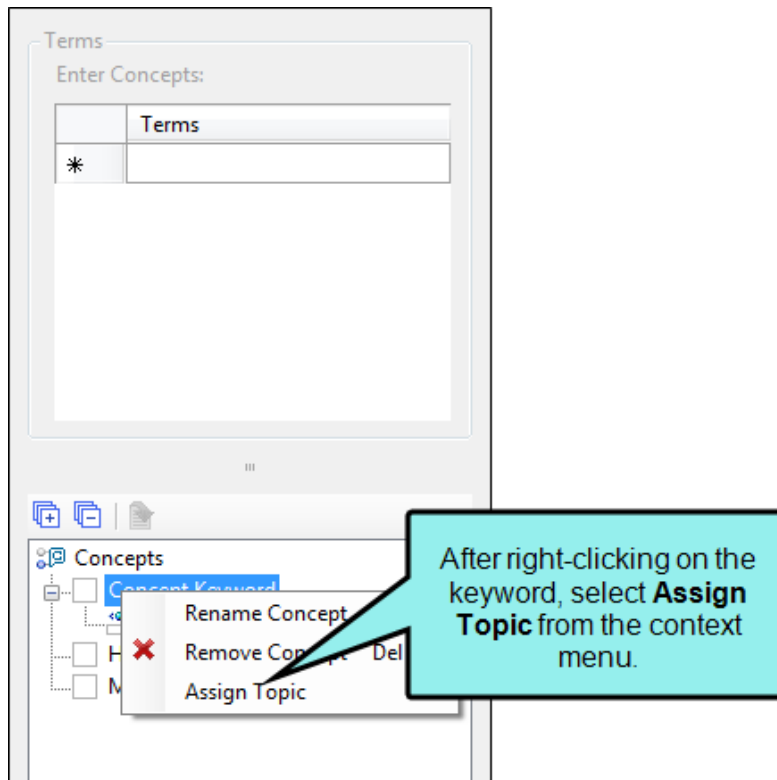
After you add concepts in the Concept window pane, you can assign topics to them. There are two methods for doing this.


How to Assign Topics to a Concept—Context Menu in Concept Window Pane

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > Concept Window.**
 - **Keyboard Shortcut** Press **SHIFT+F9**.

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

2. Right-click on the concept and from the context menu select **Assign Topic**.





3. In the dialog that opens, find and select the topic(s). If you want to select multiple items, click the **Show Files** button  then hold the **SHIFT** key to select a range or hold the **CTRL** key to select individual items.
4. In the dialog, click **Close**.

Paths to the selected topics are displayed in the Concept window pane after the keyword. And a concept marker is added at the beginning of each topic.

How to Assign Topics to a Concept—Drag From Content Explorer

1. Open the Content Explorer.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > Concept Window.**
 - **Keyboard Shortcut** Press **SHIFT+F9**.

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

3. In the local toolbar of the Content Explorer, click the **Show Files** button . The window pane splits into left and right halves.
4. In the left half of the Content Explorer, click the folder holding the topics that you want to assign to a concept.
5. In the right half of the Content Explorer, select the topics. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
6. Drag the selected topics and drop them on the concept keyword that is displayed the bottom (explorer) portion of the Concept window pane.

Paths to the selected topics are displayed in the Concept window pane after the keyword. And a concept marker is added at the beginning of each topic.

I Inserting Concepts

You can open a topic and use the top area of the Concept window pane to insert concepts into that file.


Drag-and-Drop Method

Use this method to quickly insert a concept that already exists in your project.

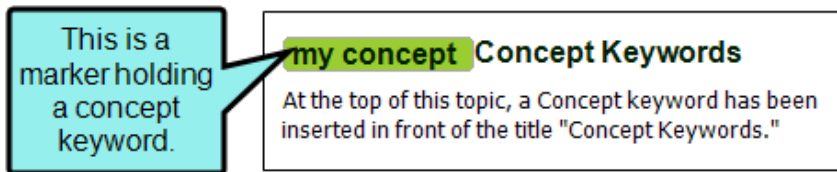
- **Advantage** It is extremely fast.
- **Disadvantage** The concept that you want to insert must already exist in the project. This means you must first insert the concept into a topic using one of the other methods.

How to Insert a Concept Using the Drag-and-Drop Method

1. Open the content file.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > Concept Window.**
 - **Keyboard Shortcut** Press **SHIFT+F9**.

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

3. In the bottom (explorer) area of the Concept window pane, click the concept and drag it to the location in the topic where you want to insert it. As you drag the concept into the topic, a vertical red bar acts as a guide to help you place the concept in the topic. The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one concept per marker.



4. Click  to save your work.

Concept Window Pane Method

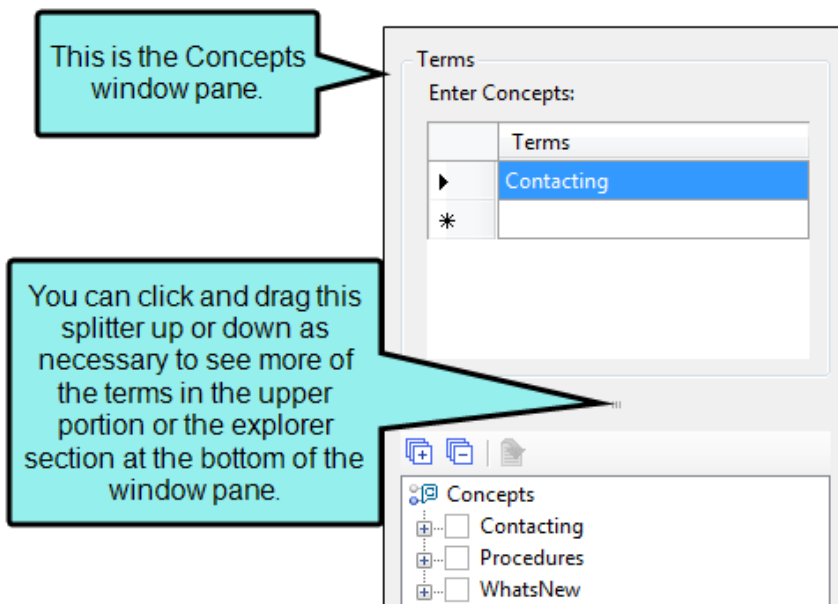
Use this method to insert a concept in the Concept window pane.

- **Advantage** It lets you continue to perform other tasks in the topic without having to "switch modes."
- **Disadvantage** It is not quite as fast as the other methods.

How to Insert a Concept Using the Concept Window Pane Method

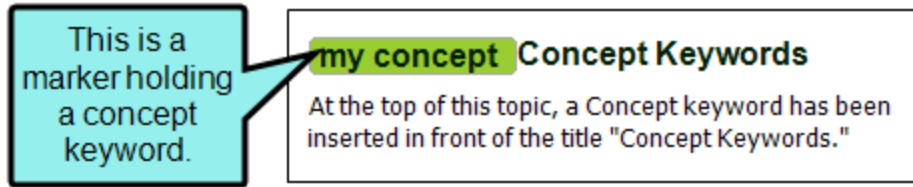
1. Open the content file.
2. Click at the location where you want to insert a concept.
3. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select View > Concept Window.**
 - **Keyboard Shortcut Press SHIFT+F9.**

The Concept window pane opens.



4. Click in an empty field in the **Terms** column.

5. Type the concept as you want it to appear.
6. Press **ENTER**. The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one keyword per topic.




7. Click  to save your work.

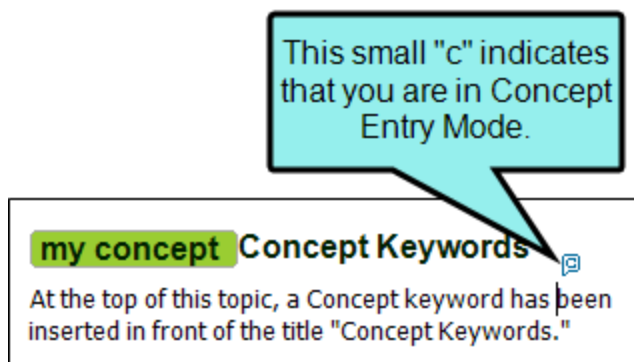
Concept Entry Mode Method

Use this method to accomplish the same thing as the Concept window pane method. The difference is that, with this method, you do not need to move your cursor from the topic to the Concept window pane. You simply click at the spot in the text where you want to insert the keyword and start typing. The words you type are added directly into the Concept window pane. This is a good method to use if you plan to create concepts in a lot of topics all at once, without performing any other tasks in the topic.

- **Advantage** It is extremely fast.
- **Disadvantage** If you are adding a concept as you work on a topic, you need to remember to switch off the Concept Entry Mode so that you can return to editing your topic.


How to Insert a Concept Using the Concept Entry Mode Method

1. Open the content file.
2. In the local toolbar of the XML Editor click .

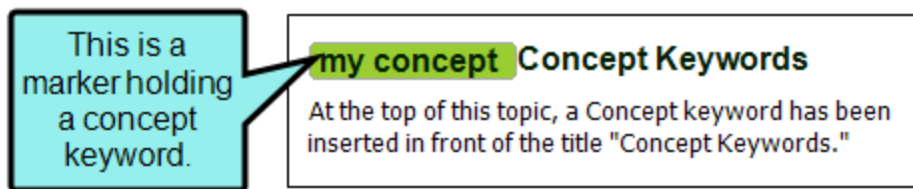



3. Click at the place in your topic where you want to add a concept.
4. Type the phrase that you want to add as the concept.

As you start typing, the Concept window pane opens (if it was not previously opened), and the phrase is added to the first empty field under the Terms column.

 **NOTE** As you type in the Concept window pane, notice that the cursor does not lose focus in the XML Editor. It merely turns gray so that you know for certain where you are adding the concept. When you return to the XML Editor, the cursor returns to its previous state.


5. Press **ENTER**. The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one keyword per topic.



6. If you want to add more concepts in the topic, repeat steps 3-5.
7. Click  to save your work.

To turn off the Concept Entry Mode and return to regular editing, you can click  again.

What's Noteworthy?


 **NOTE** If you want to see all of the concepts that you have inserted in your project, they are displayed in the bottom portion of the Concept window pane.


I Inserting Concept Links

After you create concepts keywords, you can insert concept (or See Also) links.


A concept link is a Help control that lets users open topics that you've determined are related to the current topic. It is similar to the related topics link. However, whereas you associate a related topics link with specific individual topics (usually for a one-time use), you associate a concept link with a group of topics (to be reused in different topics). One great benefit of this type of link is that, if you later want to add or delete topics from the group, you only need to do so in one place and the changes are applied to every topic containing that concept link.

How to Insert a Concept Link

1. Insert concepts into the appropriate topics.
2. Open the content file.
3. In the XML Editor, click in the topic where you want to insert the link (usually at the bottom of the topic).
4. Select **Insert > Concept Link (A-link)**. The Insert Concept Link Control dialog opens. The concepts that you have inserted into topics are listed on the left side of the dialog.
5. Do one of the following:
 - In the **All Concepts** section, double-click a concept that you want to add to the concept link.
 - In the **All Concepts** section, click on a concept that you want to add to the concept link. Then click .
6. The concept is added to the "Selected Concepts" section on the right side of the dialog. Do this for each concept that you want to add to the link. However, a concept link usually has only one keyword associated with it (or just a few at the most). Remember, every topic containing any of those concepts will show up in the concept link in the output. A good practice is to limit the number of topics per concept link. Otherwise, the link tends to lose its significance.

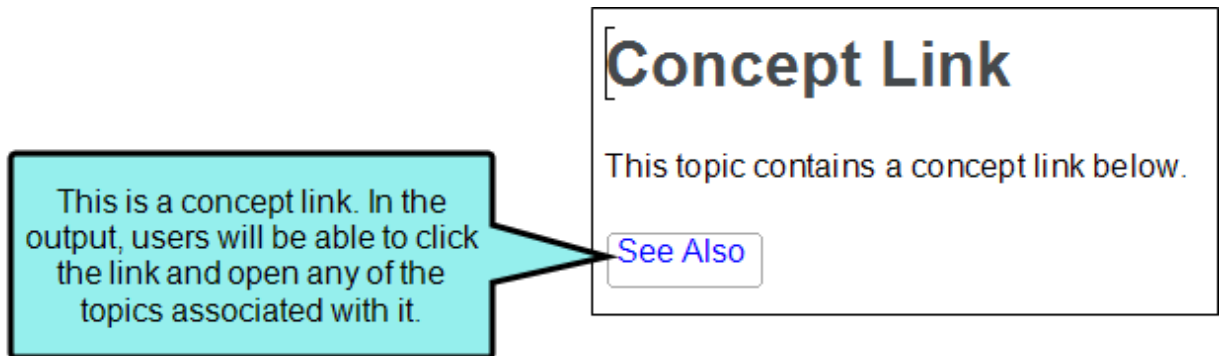
7. (Optional) If you want to specify other options for the control, click  and in the Concept Link Options dialog select any of the following. Click **OK** to close the dialog when you are finished.

- **Style Class** You can select the style class to be used for the control.
- **Label** You can change the text shown on the control.
- **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.


 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.


- **Target Frame** You can choose the type of frame used when a link is clicked.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

8. Click **OK**. The concept link is added to the topic.



9. Click  to save your work.

 **NOTE** Another type of automated link that can be added to topics is a relationship link, which has a similar result but works a bit differently than Help controls. One benefit of a relationship link is that you can create all of your link information in one place, in a single relationship table. Another benefit is that you can have multiple types of links at the bottom of topics (e.g., one for "Related Information," one for "Related Tasks," and one for "Reference Materials"). See "Relationship Tables and Links" on page 193.

 **NOTE** When people click a link like this in the output, the text shown for each of the topics depends on whether the topic in question has a title or heading. The title set in the Properties dialog has the highest level of precedence. If there is no topic title specified in the Properties dialog, Flare uses text associated with h1 through h6 heading styles. If there is no topic title or headings in a topic, Flare uses the topic file name.


I Editing Concepts

After you insert a concept, you might decide later that the concept keyword needs to be altered. You can modify a concept simultaneously for all topics where that keyword is located, or you can modify it in a specific topic.

How to Edit a Concept in All Topics Where It is Located

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


- **Ribbon Select View > Concept Window.**
- **Keyboard Shortcut Press SHIFT+F9.**


The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

2. In the explorer area at the bottom of the window pane, right-click on the concept that you want to rename. From the context menu select **Rename Keyword**. The concept is renamed in all topics where it had been inserted


How to Edit a Concept in a Specific Topic

1. Open the content file.
2. In the XML Editor, right-click on the marker holding the concept that you want to modify. From the context menu, select **Edit the Concept Association**.

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

3. In the **Terms** column of the Concept window pane, click in the cell containing the keyword that you want to change.
4. Type the concept and press **ENTER**. The concept is modified.
5. Click  to save your work.

What's Noteworthy?

 **NOTE** If you want to change how concepts look when they're inserted in the XML Editor, you can change the MadCapIconcept style in the Stylesheet Editor. This does not affect the output.



Editing Concept Links

You can edit a concept link that you have inserted into a topic.


How to Change the Concepts Associated With a Concept Link

The first way to edit a concept link is to change the concepts associated with the link, as well as specify various other optional settings.


☆ **EXAMPLE** You have a concept link that has two concepts ("Projects" and "Systems") associated with it. You might want to remove the "Projects" keyword from the link so that it only contains the "Systems" keyword. The steps below show you how to do this.

1. Open the content file.
2. In the XML Editor, right-click the concept link.
3. In the context menu, select **Edit Concept Link**. The Insert Concept Link Control dialog opens.
The concepts currently associated with the link are listed on the right side of the dialog. The concepts that you have inserted into all other topics are listed on the left side of the dialog.
4. If you want to add a concept to the link, click on that keyword on the left (**All Concepts**) side of the dialog. Then click . If you want to remove a concept from the link, click on that keyword on the right (**Selected Concepts**) side of the dialog. Then click .

Repeat this for each keyword that you want to add to or remove from the link. When you are finished, the keywords associated with the link should be in the Selected Concepts section, and the keywords not associated with the link should be in the All Concepts section. However, a concept link usually has only one keyword associated with it (or just a few at the most). Remember, every topic containing any of those concepts will show up in the concept link in the output.

5. (Optional) If you want to specify other options for the control, click  and in the Concept Link Options dialog select any of the following. Click **OK** to close the dialog when you are finished.

- **Style Class** You can select the style class to be used for the control.
- **Label** You can change the text shown on the control.
- **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

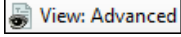
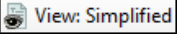
- **Target Frame** You can choose the type of frame used when a link is clicked.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

6. Click **OK**. The Insert Concept Link Control dialog closes, and the link is now changed.

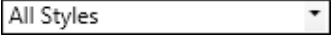
7. Click  to save your work.

How to Edit the Style of a Concept Link


You can edit the style of a concept link. When you do this, the style changes for all concept links in any topics in your project. Also, keep in mind the various rules that pertain to concept links.





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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
4. On the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "conceptLink") if you want to modify only concept links in your project.
 - **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
 - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
 - **MadCap|conceptLink** Edit this style to change the look of the heading for concept links. The following three concept link styles inherit properties from this style.

- **MadCap|conceptLinkControlList** Edit this style to change the look of the entire list (element) when concept links are displayed in a list, rather than in a popup.
- **MadCap|conceptLinkControlListItem** Edit this style to change the look of individual items in the list (elements) when concept links are displayed in a list, rather than in a popup.
- **MadCap|conceptLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when concept links are displayed in a list, rather than in a popup.

 **NOTE** You can also change a pseudo class of a link style (e.g., **MadCap|conceptLink.focus** or **MadCap|conceptLink.hover**) if you want to modify the look of the concept link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
9. Click  to save your work.

Rules

Keep in mind the following rules when working with these types of styles.

Font Color on Link Styles Only

You can set many different properties on Help controls. However, font color can be set only on styles that deal specifically with links (e.g., `a`, `helpControlListItemLink`, `conceptLinkControlListItemLink`).

☆ **EXAMPLE** You want to use red on concept links. You can set that color on `MadCap|conceptLinkControlListItemLink`, because it controls the links specifically. But if you set the color on `MadCap|conceptLinkControlList` or `MadCap|conceptLinkControlListItem`, the color setting will have no effect because those styles deal with lists and list items, not links.

Inheritance From Main List and Link Styles

Because these Help control styles are based on the main styles for unnumbered lists (`ul`), list items (`li`), and hyperlinks (`a`), they inherit properties from those standard styles.

☆ **EXAMPLE** You set a purple font on the "a" style. If you do not make any changes to your Help control styles, all of the links will use a purple font. But suppose you want concept links to use a green font instead. In that case, you can set the `MadCap|conceptLinkControlListItemLink` style to green. If you do that, regular text hyperlinks, keyword links, and related topic links will all display in purple, but concept links will display in green.

📄 **NOTE** If setting a property on the "a" style does not seem to have an effect on the Help control links, check the heading style. For example, if you set purple on the "a" style but `MadCap|conceptLink` has blue, then `MadCap|conceptLinkControlListItemLink` will use blue. That's because `MadCap|conceptLink` overrules "a."

Inheritance From General Help Control Styles

Because the general "helpControl" styles (helpControlList, helpControlListItem, helpControlListItemLink) are used to determine the look of all three types of Help control links, the more specific styles (e.g., conceptLinkControl, keywordLinkControl, relatedTopicsControl) inherit properties from them.

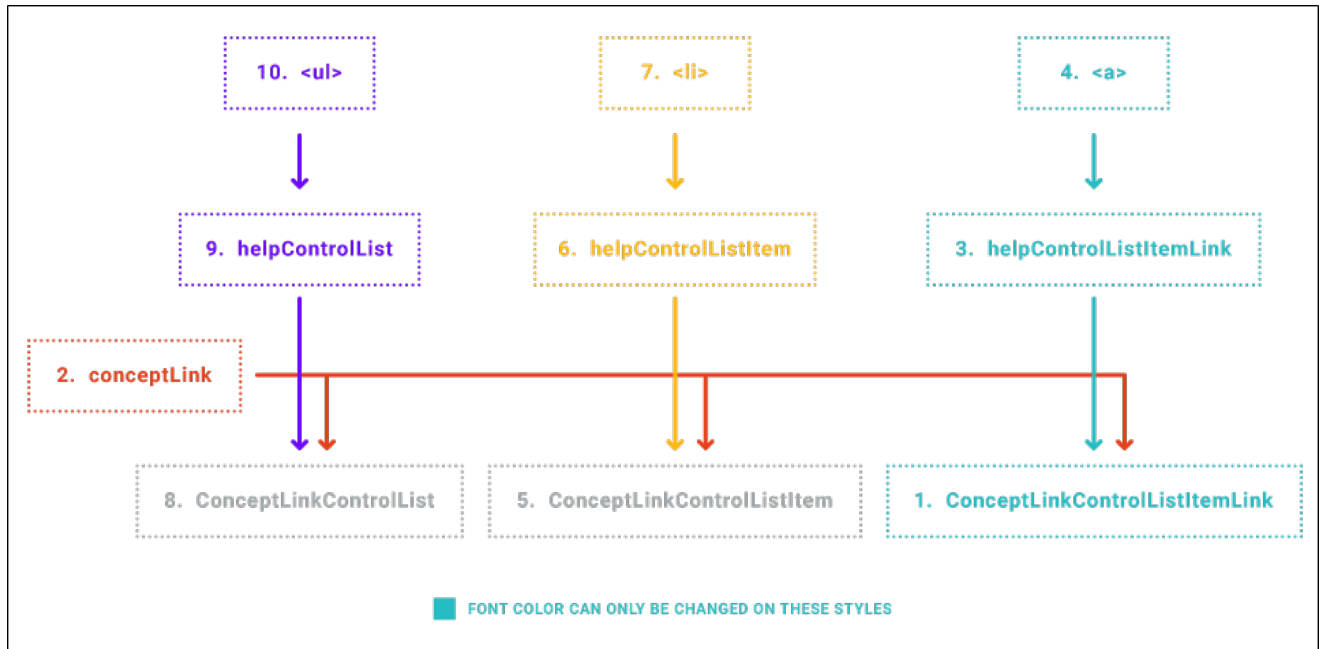
☆ **EXAMPLE** You set a 12-pt font on the MadCap|helpControlListItem style. If you do not make changes to any of the more specific styles (MadCap|conceptLinkControlListItem, MadCap|keywordLinkControlListItem, MadCap|relatedTopicsControlListItem), all of them will use a 12-pt font. But suppose you want concept links to use a 14-pt font instead. In that case, you can set the MadCap|conceptLinkControlListItem style to 14 pt. If you do that, keyword links and related topic links will display in 12 pt, but concept links will display in 14 pt.

No Inheritance Between Specific Styles

As shown, there is inheritance from main styles (e.g., a, li) and from the general "helpControl" styles. That's because the main styles are at a higher level than all of the Help control link styles, and the general "helpControl" styles are at a higher level than the more specific styles. But all of the specific Help control styles are at the same level; therefore, none of them inherit properties from any of the others.

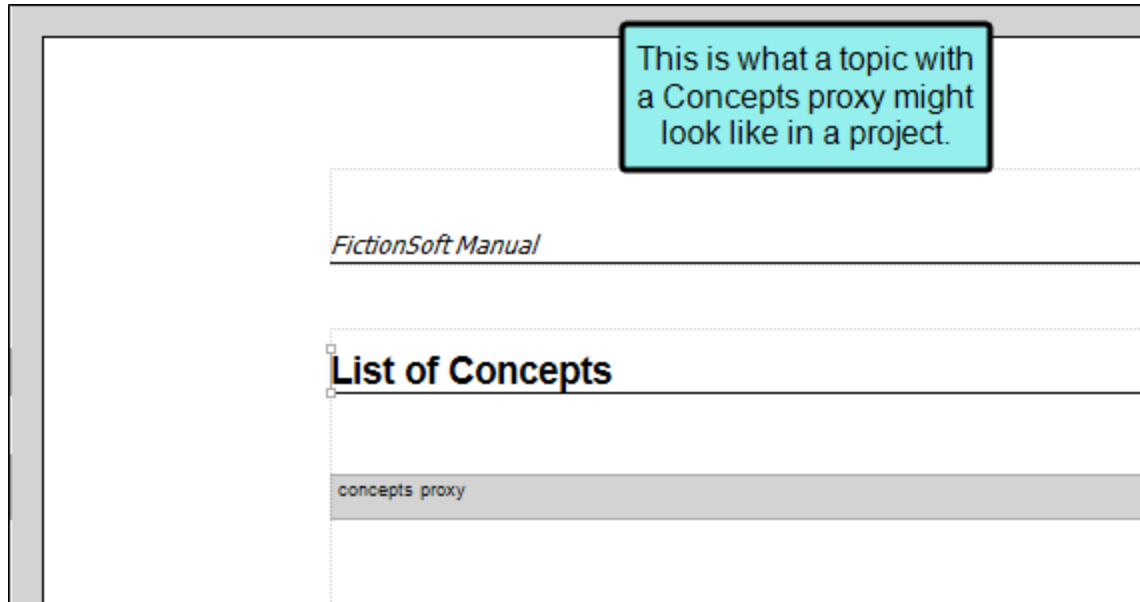
☆ **EXAMPLE** You set a 10-pt font on the MadCap|keywordLinkControlList style (which controls **entire lists for keyword links**). Neither the MadCap|keywordLinkControlListItem style nor the MadCap|keywordLinkControlListItemLink style will inherit that font size. Instead, the MadCap|keywordLinkControlListItem style (which controls **list items for keyword links**) will either inherit from li or MadCap|helpControlListItem. And MadCap|keywordLinkControlListItemLink (which controls the **actual links for keywords**) will either inherit from "a" or MadCap|helpControlListItemLink. Or you can set different colors on those styles specifically.

The following diagram shows how inheritance and precedence works with Help control styles. In this example, concept link styles are shown. But the same type of structure applies to keyword and related topic links as well. The arrows show inheritance. The numbers show precedence; in other words, if multiple styles have different settings for the same property, the style with a lower number has precedence over those with higher numbers.



Creating a List of Concepts

You can use the Concepts proxy to generate a list of all of the concepts in your project, with links to the corresponding content. When you generate the output, the proxy is replaced with a list of the paragraph text found wherever a concept has been inserted.




List of Concepts	
Ants	8
Birds	9
Cats	10
Dogs.....	11, 12, 15
Elephants	16

This is what a topic with a Concepts proxy might look like in the output.

How to Create a List of Concepts

1. Create concepts in the project. See "Adding Concepts" on page 26 and "Inserting Concepts" on page 30.
2. Add a new topic as you normally would.
3. At the top of the topic, enter a title for your list (e.g., "List of Concepts").
4. Select **Insert > Proxy > Insert Concepts Proxy**. The Concepts Proxy dialog opens.
5. (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire list.

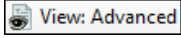
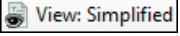

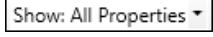



You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the generated list will use the style settings from the parent MadCap|conceptsProxy style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|conceptsProxy** style and in the local toolbar click **Add Selector** to create a class. The class will then be available from this field. For more information see the online Help or the *Flare Styles Guide*.


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


Editing the Look of a List of Concepts

After you use the Concepts proxy to create a list of concepts, you can change the look of that list by using styles. You can modify the look of individual entries in the list, as well as the entire container.

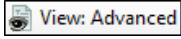
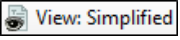

How to Edit the Look of a List of Concepts (Entire Container)

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left of the editor, make sure the drop-down field is set to .
4. On the left side of the editor, scroll down and select the **MadCap|ConceptsProxy** style or a class that you have created under it (e.g., **MadCap|ConceptsProxy.myclass**).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

For example, if you want to change the width of the entire list of concepts, you would first expand the **Box** property group. Then to the right of **width**, click , and in the popup set the value.

Another example would involve adding headings to a list of concepts. You would expand the **Unclassified** property group and select an option next to the **the mc-concepts-list-headings** property to enable or disable concept list headings.
9. Click  to save your work.

How to Edit the Look of a List of Concepts (Individual Entries)

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left of the editor, make sure the drop-down field is set to .
4. On the left side of the editor, select a style class, depending on what you want to change.





TO EDIT CONCEPT TERMS AND TEXT

Expand the **p** style, and select either of the following classes under it:





- **Concept** Select this class to control the look of the concept terms displayed in the generated list.
- **ConceptContext** Select this class to control the look of the text associated with each concept term in the generated list.


TO EDIT PAGE NUMBERS FOR PRINT OUTPUT






Expand **MadCap|xref** and select the **ConceptPageNumber** style class.

5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Following are some of the more common properties that you might change for concept terms and text. (If changing the look of the actual page numbers, you might use other properties, such as font color.)

- **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then to the right of **mc-leader-align**, click , and select one of the alignment options.
- **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. To the right of **font-family**, click , and select the font or a font set you want to use.
- **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. To the right of **font-size**, click , and set the font size.
- **Leader Format (Print Output)** To change the format of the area between the item in the list and the page number, expand the **Unclassified** property group. To the right of **mc-leader-format**, click , and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

 **NOTE** You can enter one character only (period, hyphen, or underscore). Spaces are also supported, and if you use a character that is not supported, a space will automatically be used.

- **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click  to the right of **mc-leader-indent**, and set the margin value. To change the *distance between the end of the leader and the page number*, click  to the right of **mc-leader-offset**, and set the margin value.
- **Padding Above** To change the amount of empty space (padding) above the item in the list, expand the **Box** property group. To the right of **padding-top**, click , and set the padding value. You can also use the other cells in this property group to add padding below, to the left, or to the right.
- **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the item in the list, expand the **Box** property group. To the right of **margin-left**, click , and set the margin value. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. To the right of **mc-multiline-indent**, click , and set the margin value.

9. Click  to save your work.


I Deleting Concepts

If necessary, you can delete concepts that you have inserted into a content file (e.g., topic, snippet). You can do this from the Concept window pane or from a specific file. The advantage of using the Concept window pane is that you can delete concept keywords from all topics in one step.



How to Delete a Concept From the Concept Window Pane

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


- **Ribbon Select View > Concept Window.**
- **Keyboard Shortcut Press SHIFT+F9.**

The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter  between them and drag it up or down.

2. In the explorer area at the bottom of the window pane, right-click on the concept keyword that you want to delete. From the context menu select **Remove Keyword**. The keyword is removed from all topics where it had been inserted.

 **NOTE** If you want to delete a keyword from the Terms area of the Concept window pane, click on the rectangular area to the left of the concept keyword (on the area with the arrow ) and press **Delete** on your keyboard.

How to Delete a Concept From a Specific File


1. Open the content file.
2. In the editor right-click the concept marker that you want to delete.
3. From the context menu, select **Delete**. The concept marker is removed from the topic.
4. Click  to save your work.

I Deleting Concept Links

There are two parts to a concept link—(1) the concept link itself and (2) the concepts inserted into topics that associate the topic with a particular concept link. The following steps show you how to delete the concept link.

How to Delete a Concept Link

If you no longer need a concept link that you have previously inserted into a topic, you can easily delete it from a topic.

1. Open the content file.
2. Right-click the concept link that you want to delete.
3. From the context menu, select **Delete**. The concept link is removed from the topic.
4. Click  to save your work.

CHAPTER 4

Cross-References

Supported In:



A cross-reference is an automated link that is based on a format with commands. This method of linking saves time because you don't have to type the link text each time, or manage it over time if the destination content changes. Cross-references are recommended when you are linking from one place in your project to another (as opposed to linking to external files or websites). The format can be controlled in your stylesheet. This lets you keep links consistent and change them in just one place by using the MadCap|xref style (or a class of it that you have created). Cross-references are also useful for converting online links to page number references when you are producing printed output (by having a separate format for the cross-reference style in the print medium of the stylesheet).

MadCap.xref

html
body
h1
p
p

Cross-References

These are best for linking to topics within the same project.

Here is an example of a cross-reference: See [Images](#).

A cross-reference in the XML Editor

Cross-References

These are best for linking to topics within the same project.

Here is an example of a cross-reference: See [Images](#).

How it looks in online output

Cross-References

These are best for linking to topics within the same project.

Here is an example of a cross-reference: See "Images" on page 22.

How it looks in print-based output

This chapter discusses the following:

General Information for Cross-References	57
Main Activities for Cross-References	66
Other Activities for Cross-References	86

I General Information for Cross-References

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

Cross-References vs. Text Hyperlinks

Use the following to help determine when to use a cross-reference and when to use a hyperlink.

Cross-References	Text Hyperlinks
<p>Use for linking to other topics within the project, because the link text will automatically update if changes are made to the destination topic heading, file name, etc.</p> <p>Not designed for linking to content outside of the same project</p>	<p>Use for linking to websites and external files (e.g., PDFs), as well as to content in other projects (see "External Links—HTML, PDF, Microsoft Office" on page 113)</p> <p>Use for linking to other topics within the project when you want specific link text that doesn't necessarily match the destination heading, file name, etc.</p>
<p>Uses MadCap-specific style (MadCap xref)</p>	<p>Uses standard CSS style (a), which is also used for image hyperlinks and popup links</p>
<p>Can be context-sensitive in print output (e.g., displays "next page," "below," or specific page number)</p>	<p>Not context-sensitive</p>

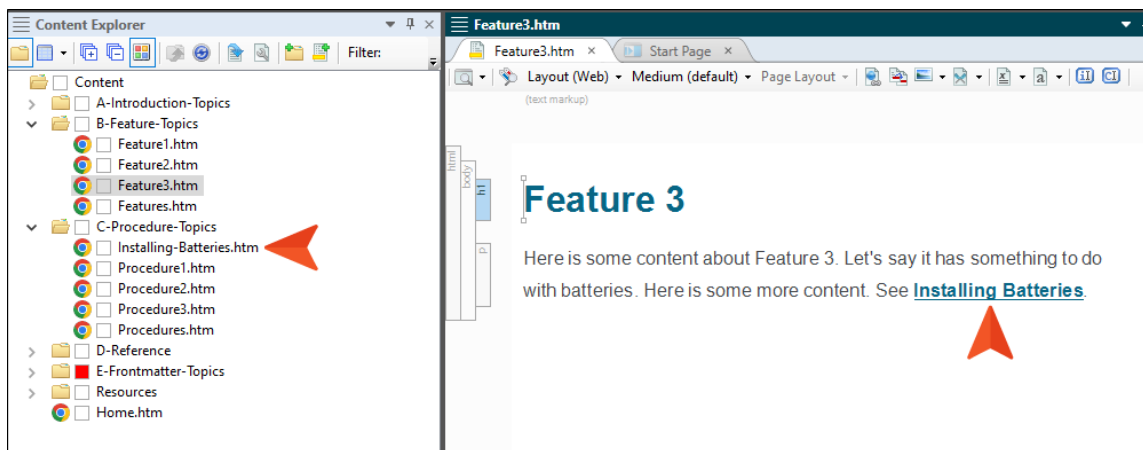
Automating Links Based on Commands

Cross-references are somewhat similar to text hyperlinks. However, cross-references differ from hyperlinks in a few ways. (1) They are based on format commands that help you keep the look of links consistent, using the MadCap|xref style. Commands are contained in brackets (e.g., {para}). (2) They are especially useful for print output because they let you automatically refer to specific areas and/or page numbers in the output. (3) Both the source and destination files must be part of the same target output within the same project.

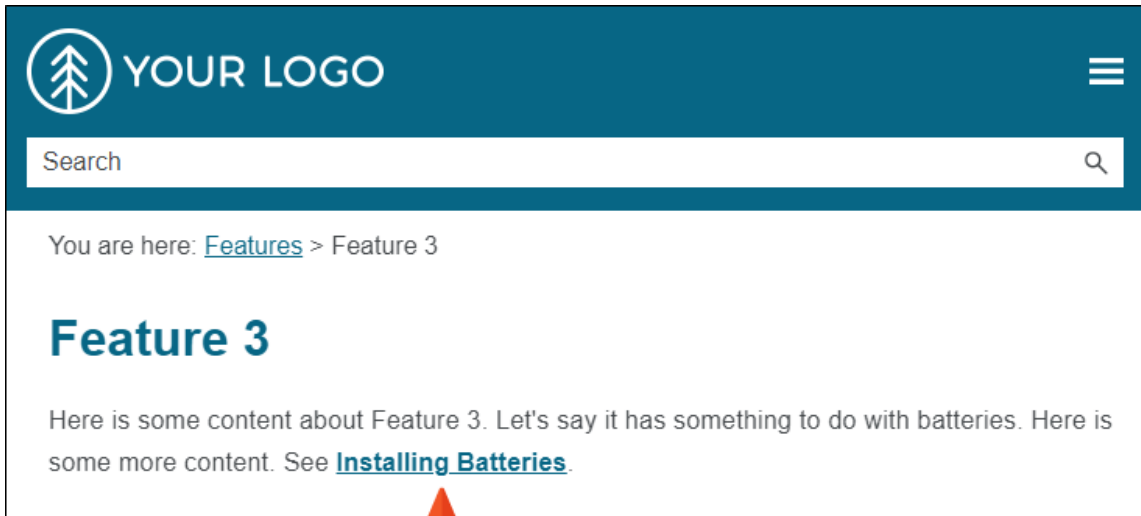
☆ **EXAMPLE** Here is the default format associated with the main MadCap|xref style (which you can change in the stylesheet, if you want):

```
{para}
```

The format consists of a single command, with no extra text. This particular command is designed to display the first paragraph that it comes across in the destination file, which is usually a heading.



- ☆ If the destination file starts with the heading Installing Batteries, the inserted cross-reference link will simply display Installing Batteries in online output.

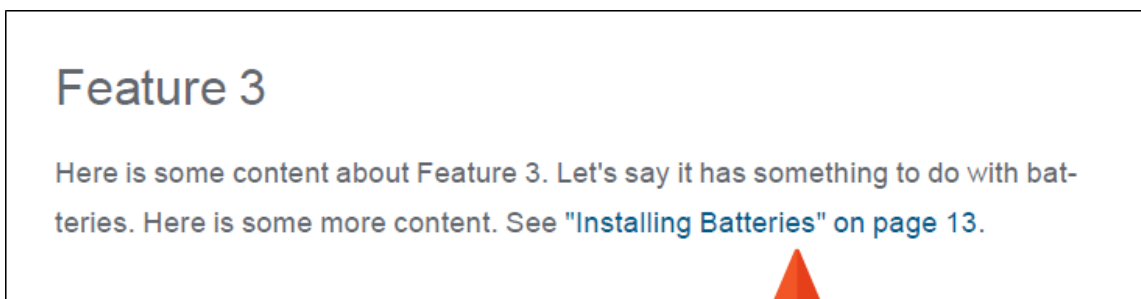


However, for print-based outputs, here is the default format associated with that same style (because it is using the print medium in the CSS file):

```
"{para}" {pageref}
```

This format uses two commands, with text (in this case, quotation marks) around one of the commands.

So in print-based outputs, the cross-reference link pointing to the Installing Batteries topic might display something like "Installing Batteries" on page 13.



☆ Later, if you decide to change the heading text of the destination topic from "Installing Batteries" to "Installing Large Batteries," the cross-references will be updated automatically when you generate the output. The new heading will automatically be reflected in all of the links using that cross-reference style (e.g., See Installing Large Batteries). If you had used text hyperlinks in a situation like this, you would need to find and replace the text in all of the pertinent links manually.

☆ **EXAMPLE** Here is an example of a cross-reference format, using a combination of text and commands:

See {b}"{paratext}"/b} on page {page}.

A format such as this might be translated in the output as something like this:

See "**Dogs and Cats**" on page 93.

If you are using autonumbers in your content (e.g., for figure or table numbers), you can create cross-reference formats that include the autonumbers.

☆ **EXAMPLE** You have created autonumbers in order to number all of your figures. Perhaps your autonumber format is set up to show the word "Figure" followed by an incremented number and a colon (e.g., Figure 4:, Figure 5:, Figure 6:). In addition, wherever you apply autonumbering in a topic, you might manually type a short description of the image (e.g., Properties Dialog). So in the output under the graphic, the user might see something like this:

Figure 4: Properties Dialog

☆ Now let's say that you want to insert a cross-reference in another topic that points the user to the Figure 4 graphic. To do this, first of all you would probably want to insert a bookmark at that autonumber location so that you can point directly to that paragraph when you insert the cross-reference. Then you can create a special cross-reference format that includes the autonumber portion of that paragraph. The following two autonumber commands can be used:

{paranum} This command displays all of the content in the autonumber format, including any text before an autonumber, the autonumber itself, and any text after the autonumber. Using the example provided above, this command would display something like this in the cross-reference:

Figure 4:

{paranumonly} This command displays any text before an autonumber and the autonumber itself. However, it does not show any text after the autonumber (such as a colon). Using the example provided above, this command would display something like this in the cross-reference:

Figure 4

In addition, if you want to include any text that you manually add in the topic after the autonumber format, you can add the **{paratext}** command to the cross-reference format. Using the example provided above, this command would display something like this in the cross-reference:

Properties Dialog

Therefore, suppose your entire cross-reference format is this:

See "{paranum} {paratext}"

In that case, the output would display something like this:

See "Figure 4: Properties Dialog"

On the other hand, suppose your entire cross-reference format is this:

See "{paranumonly} {paratext}"

In that case, the output would display something like this (without the colon):

See Figure 4 Properties Dialog

☆ Again, when you insert the cross-reference in a topic, make sure you select the format that you created, and also remember to link to the bookmarked paragraph where the autonumber appears.

✔ **TIP** If you insert a cross-reference into a topic and it initially does not look the way you expected, try updating the cross-references in the topic. See "Updating Cross-References" on page 86.

Cross-Reference Commands

Following is a list of the available cross-reference commands in Flare.

b	Start bold text
/b	End bold text
bg	Start new background color
/bg	End background color
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph
h2	Text of first heading 2 paragraph

h3	Text of first heading 3 paragraph
h4	Text of first heading 4 paragraph
h5	Text of first heading 5 paragraph
h6	Text of first heading 6 paragraph
i	Start italic text
/i	End italic text
page	Page number
pagecount	Page count
pageref	Context-sensitive page reference
paranum	The autonumber text of bookmarked paragraph.
paranumonly	The autonumber only of bookmarked paragraph
paratext	Text of bookmarked paragraph
paraxml	Text and markup of bookmarked paragraph
path	File path
size	Start new font size
/size	End font size

sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text
/u	End underlined text
url	File path, URL syntax
[variable]	Available variables can be entered in the cross-reference format.


I Main Activities for Cross-References

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

Inserting Cross-References

The following steps show you how to insert cross-references into content files.

How to Insert a Cross-Reference—Standard Method

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

The Insert Cross-Reference dialog opens.

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

TOPIC IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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



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

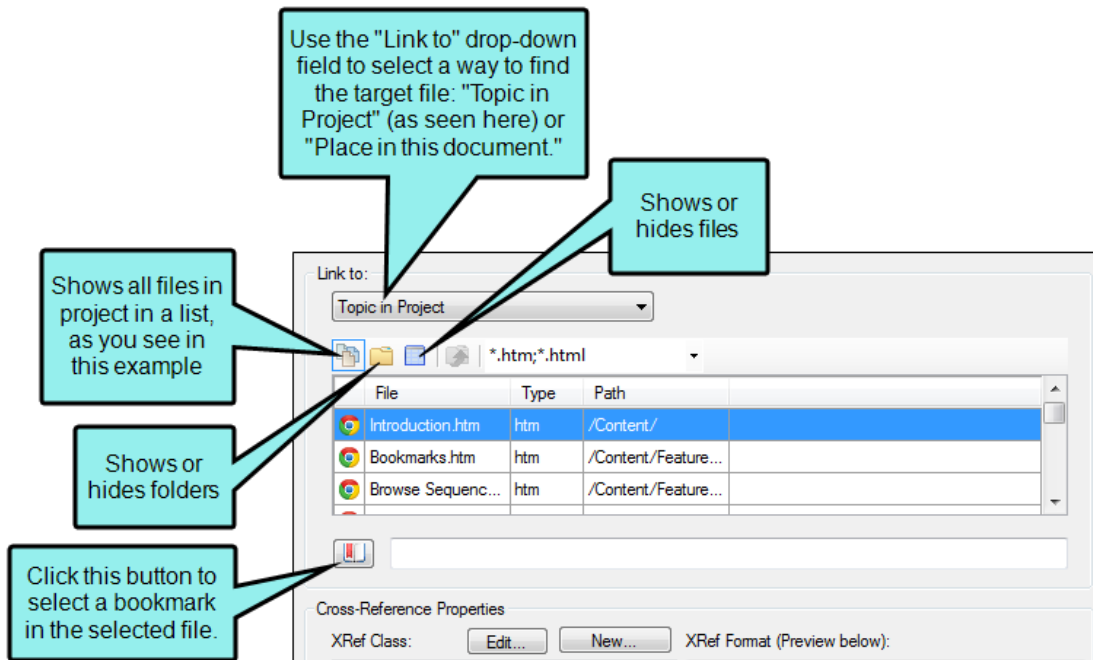


Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

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

PLACE IN THIS DOCUMENT

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



5. In the **Cross-Reference Properties** section, select the MadCap|xref style that you want to use for the cross-reference.

Initially, you may see only the parent MadCap|xref style in the list. In the XRef Format area to the right, you can see the current format associated with that tag. Initially this format is as follows for the different mediums:

- **Default Medium** {paratext}
- **Print Medium** "{paratext}" {pageref}

The command {paratext} means that the text of the paragraphed bookmark—or the text of the first paragraph found in the topic—will be displayed at that spot. The {pageref} command in the print medium format allows for context-sensitivity (see "Creating Context-Sensitive Cross-References" on page 77).

You can: (1) use the parent MadCap|xref style with its current format, (2) use the parent MadCap|xref style and change the format to something else, (3) create a new class of the MadCap|xref style and provide a custom format for it, or (4) use a class that you have already created previously.

It is a good idea to create classes because you may eventually want to use multiple kinds of cross-references in your project. Each class that you create can be used to display cross-references in a different format. For more information about using styles, including steps, see the online Help or the *Flare Styles Guide*.

6. If you want to use the parent MadCap|xref style with its current format, or a class that you have created previously, click **MadCap:xref** or the name of the class, respectively. Then continue with Step 13.
7. If you want to use the parent MadCap|xref style but change the format, click **MadCap:xref** and then **Edit**. The Edit Cross-Reference Style Class dialog opens. Continue with Step 10.
8. If you want to create a new class of the parent MadCap|xref style, click **New**. The New Cross-Reference Style Class dialog opens.
9. In the **XRef Class** field, give your new class a name.
10. In the **Stylesheet to modify** field, select the appropriate stylesheet (if different from the one shown). If you are using a primary stylesheet (recommended), only that stylesheet is shown in this field. If you are not using a primary stylesheet, the stylesheet that you select needs to be applied to the topic in which you are inserting the cross-reference.

11. In the **Enter format** field, provide the format for the style. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.

b	Start bold text
/b	End bold text
bg	Start new background color
/bg	End background color
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph

<code>h2</code>	Text of first heading 2 paragraph
<code>h3</code>	Text of first heading 3 paragraph
<code>h4</code>	Text of first heading 4 paragraph
<code>h5</code>	Text of first heading 5 paragraph
<code>h6</code>	Text of first heading 6 paragraph
<code>i</code>	Start italic text
<code>/i</code>	End italic text
<code>page</code>	Page number
<code>pagecount</code>	Page count
<code>pageref</code>	Context-sensitive page reference
<code>paranum</code>	The autonumber text of bookmarked paragraph.
<code>paranumonly</code>	The autonumber only of bookmarked paragraph
<code>paratext</code>	Text of bookmarked paragraph
<code>paraxml</code>	Text and markup of bookmarked paragraph
<code>path</code>	File path

size	Start new font size
/size	End font size
sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text
/u	End underlined text
url	File path, URL syntax
[variable]	Available variables can be entered in the cross-reference format.

☆ **EXAMPLE** If you want the cross-reference to include text (such as "For more information see"), simply type it in this field. You can also double-click any of the commands to add them to this field. For example, you might want to add the text of the first paragraph in the destination file to the cross-reference format. The command for this is {paratext}. Descriptions for each command are displayed in the list.

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


So in the end, your cross-reference format might include a combination of text and multiple commands, such as:

For more information see {b}{paratext}{/b}


A format such as this one might display a link in the output like this:

For more information see **My Destination Topic**

12. Click **OK**.
13. (Optional) In the **Target Frame** field of the Insert Cross-Reference dialog, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
14. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the cross-reference in the output. When you enter a screen tip, it is added as a `<title>` tag in the markup.

For more information see the online Help.
15. (Optional) In the **Alternate Text** field, type a phrase that describes what the element is about. This option should be used to increase accessibility for users who are unable to view an element.
16. Click **OK**. The cross-reference is added to the topic. You can change the appearance of the link (e.g., color, underline) by modifying the style (e.g., `MadCap|xref` or `MadCap|xref.MyStyle`) in the Stylesheet Editor.
17. Click  to save your work.

How to Insert a Cross-Reference—Drag-and-drop Method

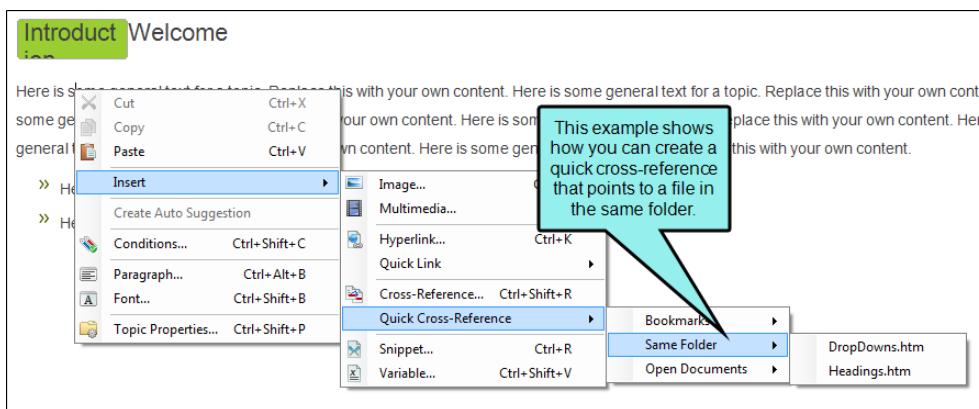
1. Open the content file.
2. Open the Content Explorer, File List window pane, or TOC Editor. If necessary, float and position the window pane or editor so you can see both it and the XML Editor at the same time.
3. From the Content Explorer, File List window pane, or TOC Editor, click and drag the topic you want to link. The cross-reference is added to the topic.
4. Click  to save your work.




NOTE You can change the default drag-and-drop behavior to insert a hyperlink rather than a cross-reference.

How to Insert a Cross-Reference—Quick Cross-Reference Method

1. Open the content file.
2. In the XML Editor right-click at the location where you want to insert the cross-reference.
3. From the context menu select **Insert > Quick Cross-Reference**.
4. Select the appropriate submenu, depending on the option that helps you find the destination the fastest.
 - **Bookmarks** Lets you select any bookmarks that you have already inserted into the current file.
 - **Same Folder** Lets you select any files that are contained in the same folder in the Content Explorer.
 - **Open Documents** Lets you select any other files that are also currently open in the workspace.



5. From the next submenu choose the bookmark or file. The cross-reference is added to the topic. You can change the appearance of the link (e.g., color, underline) by modifying the style (e.g., MadCap|xref or MadCap|xref.MyStyle) in the Stylesheet Editor.
6. Click  to save your work.

Creating Context-Sensitive Cross-References

Supported In:



For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location.

Using context-sensitive cross-references is simply a matter of using the correct command. In other words, instead of using the simple `{page}` command, you can use the `{pageref}` command.

☆ **EXAMPLE** You use the plain `{page}` command. Perhaps the complete format that you create for a cross-reference style is this:

See "{paratext}" on page {page}.

When you generate the output, this cross-reference will be converted to something like the following, regardless of where the link falls in relation to its destination:

See "My Information" on page 42.

However, let's say that you use a slightly different format, something like this:

See "{paratext}" {pageref}.

When you generate the output, what you see in place of `{pageref}` depends on the relative closeness of the link and the destination. It might be translated as any of these:

See "My Information" below.

See "My Information" above.

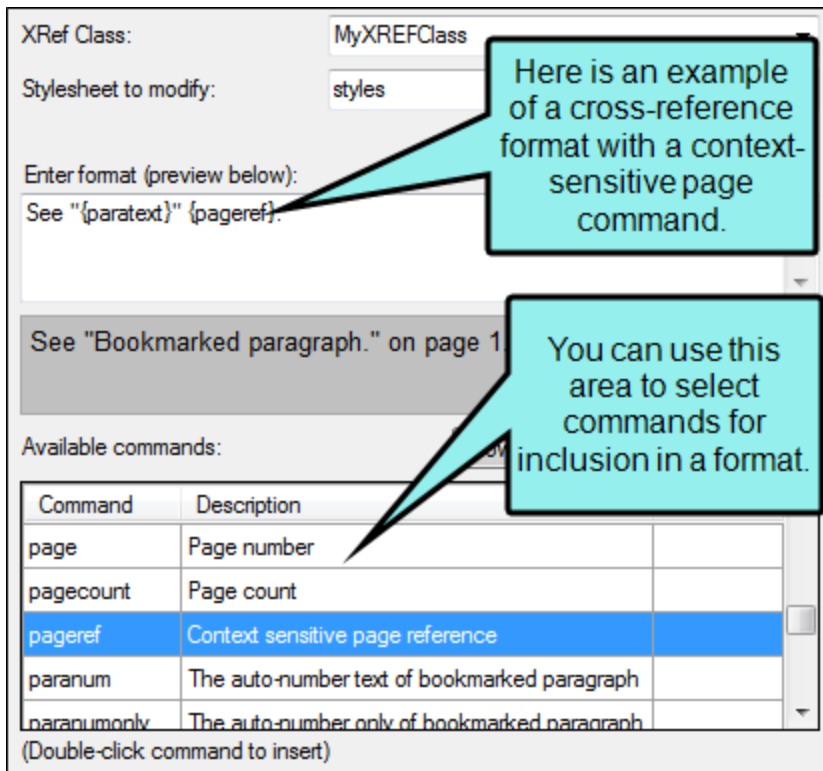
See "My Information" on previous page.

See "My Information" on page 42.

How to Create Context-Sensitive Cross-References

1. Go through the process of inserting or editing a cross-reference. See "Inserting Cross-References" on page 66.
2. In the Insert Cross-Reference dialog, select either **New** or **Edit**, depending on whether you want to create a new cross-reference style or edit an existing one.
3. Provide a format in the **Enter format** field. This format can be a combination of text and automated commands.

When creating this format, make sure you include the {pageref} command in it. You can find the command by selecting either **Show All** or **Show Page Commands**. When you find the {pageref} command in the list, double-click it to add it to the format. Here is an example of a format that contains a context-sensitive cross-reference command: See "{paratext}" {pageref}.



4. Click OK.

Editing Cross-References

After you insert cross-references into topics, you can edit them in the following ways.

Editing Cross-Reference Destinations

After you insert cross-references into topics, you can change the file to which the cross-reference is pointing.

How to Edit a Cross-Reference Destination

1. Open the content file.
2. In the XML Editor, right-click on the cross-reference and select **Edit Cross-Reference**. The Insert Cross-Reference dialog opens.
3. From the **Link to** drop-down field, select a way to identify the topic or bookmark to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

TOPIC IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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



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

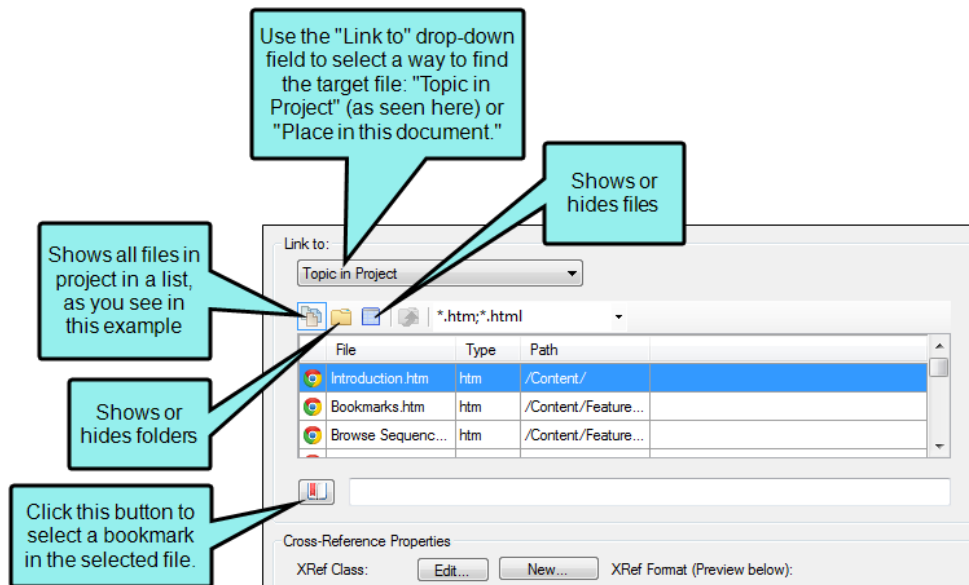


Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).

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

PLACE IN THIS DOCUMENT

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




- (Optional) In the **Target Frame** field of the Insert Cross-Reference dialog, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

5. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the cross-reference in the output.

When you enter a screen tip, it is added as a <title> tag in the markup.



For more information see the online Help.

6. (Optional) In the **Alternate Text** field, type a phrase that describes what the element is about. This option should be used to increase accessibility for users who are unable to view an element.
7. Click **OK**.
8. Click  to save your work.

Editing Cross-Reference Style Formats

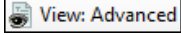
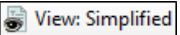
You can change the style format used for cross-references. For example, instead of "See *My Topic*," you might want cross-references to display "For more information see **My Topic**." You can edit cross-reference style formats at the point where a cross-reference is inserted, or from a stylesheet.

How to Edit a Cross-Reference Style Format at the Point of Insertion







1. Open the content file.
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. Select **Edit Cross-Reference**. The Insert Cross-Reference dialog opens.
5. In the **Cross-Reference Properties** section, select the **MadCap:xref** style you want to edit. MadCap:xref is the parent style and default selection, but in the Stylesheet Editor you can create classes under that style if you want a variety of looks for cross-references.
6. Click **Edit**. The Edit Cross-Reference Style Class dialog opens.
7. (Optional) In the **Stylesheet to modify** field, you can select the appropriate stylesheet (if different from the one shown). If you are using a primary stylesheet (recommended), only that stylesheet is shown in this field. If you are not using a primary stylesheet, the stylesheet that you select needs to be applied to the topic in which you are inserting the cross-reference. For more information see the online Help or the *Flare Styles Guide*.
8. In the **Enter format** field, provide the format for the class. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.
9. Click **OK**.
10. Click  to save your work.

11. (Optional) To make sure other cross-references display the new format, you can update the cross-references in a topic (**Tools > Update Cross-References**). However, all of the cross-references will be updated automatically when you generate the output, so this is not a mandatory task.

How to Edit a Cross-Reference Style Format From a Stylesheet

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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the Stylesheet Editor, select the **MadCap|xref** tag (or a class of it) that you want to edit.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Unclassified** group.
8. To the right of **mc-format**, click . The Cross-Reference Format dialog opens.
9. In the **Enter format** field, provide the format for the class. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.
10. Click **OK**.
11. Click  to save your work.
12. (Optional) To make sure other cross-references display the new format, you can update the cross-references in a topic (**Tools > Update Cross-References**). However, all of the cross-references will be updated automatically when you generate the output, so this is not a mandatory task.


Editing Text for Context-Sensitive Cross-References

You can use language skins to localize the text used in your cross-references. In addition, even if you plan to create output in only one language, you can use a language skin to change the autotext that is displayed for context-sensitive cross-references. For example, instead of the text displaying "on next page," it can be customized to display "on the following page." See "Creating Context-Sensitive Cross-References" on page 77.

Flare provides skins for many different languages. If Flare does not provide a skin for a language that you would like to use, or if you want to edit the default translation, you can create a user-defined language skin.

How to Edit Text for Context-Sensitive Cross-References

1. Open the Project Organizer.
2. Double-click the **Advanced** folder.
3. Double-click a language skin to open it.
4. From the list, select a language in bold or italic font.
5. On the right side of the editor, select **Print and Online**.
6. If necessary, on the left side of the editor, expand the **Print and Online** group.
7. Scroll down to the **Formats** rows and locate the cross-reference properties. These are the translations you will want to edit.
8. Double-click in any of the **Value** fields and change the text as necessary.

 **NOTE** The Value fields not only contain text, but they also contain format commands in brackets—for example, {paratext} and {page}. For a list of commands that you can use, see "Editing Cross-Reference Style Formats" on page 83.

9. Click  to save your work.

I Other Activities for Cross-References

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

Updating Cross-References

If you insert cross-references and then later make changes (e.g., rename the destination heading, edit the cross-reference format), you can update (i.e., refresh) the cross-references in the open content file.

Updating cross-references is not mandatory. When you generate output, all of the cross-references will be updated automatically in the output. However, the cross-references in the source files will remain as they were. You can update the cross-references in a source file as reassurance that the links are correct.

How to Update Cross-References

1. Open a content file (e.g., topic).
2. Select **Tools > Update Cross-References**. The Update Cross-Reference dialog opens, displaying the destination topics of your cross-references.
3. Click **Update**.

Viewing Cross-Reference Suggestions


The Cross-Reference Suggestions window pane displays links in a project that you might want to convert to cross-references. This window pane also provides you with the option to convert the selected links to cross-references.

For example, if you have regular text hyperlinks (<a> tags), you might want to convert them, because cross-references change dynamically and are therefore usually preferred over text hyperlinks.

How to View Cross-Reference Suggestions

1. Open a project.
2. Select **Analysis > Suggestions > Cross-Reference Suggestions**.
The Cross-Reference Suggestions window pane opens.
3. Double-click a file to open it in the XML Editor. The file opens and highlights the cross-reference suggestion.

How to Convert Cross-Reference Suggestions

1. Open a project.
2. Select **Analysis > Suggestions > Cross-Reference Suggestions**.
The Cross-Reference Suggestions window pane opens.
3. Do one of the following:
 - Click the **Convert to Cross-References** button  in the local toolbar.
 - OR
 - Right-click any file in the Cross-References Suggestions window pane and from the context menu, select **Convert to Cross-References**.

The Convert to Cross-Reference dialog opens.

4. In the Convert to Cross-References dialog, you can make selections from the following options.

TARGET OPTIONS

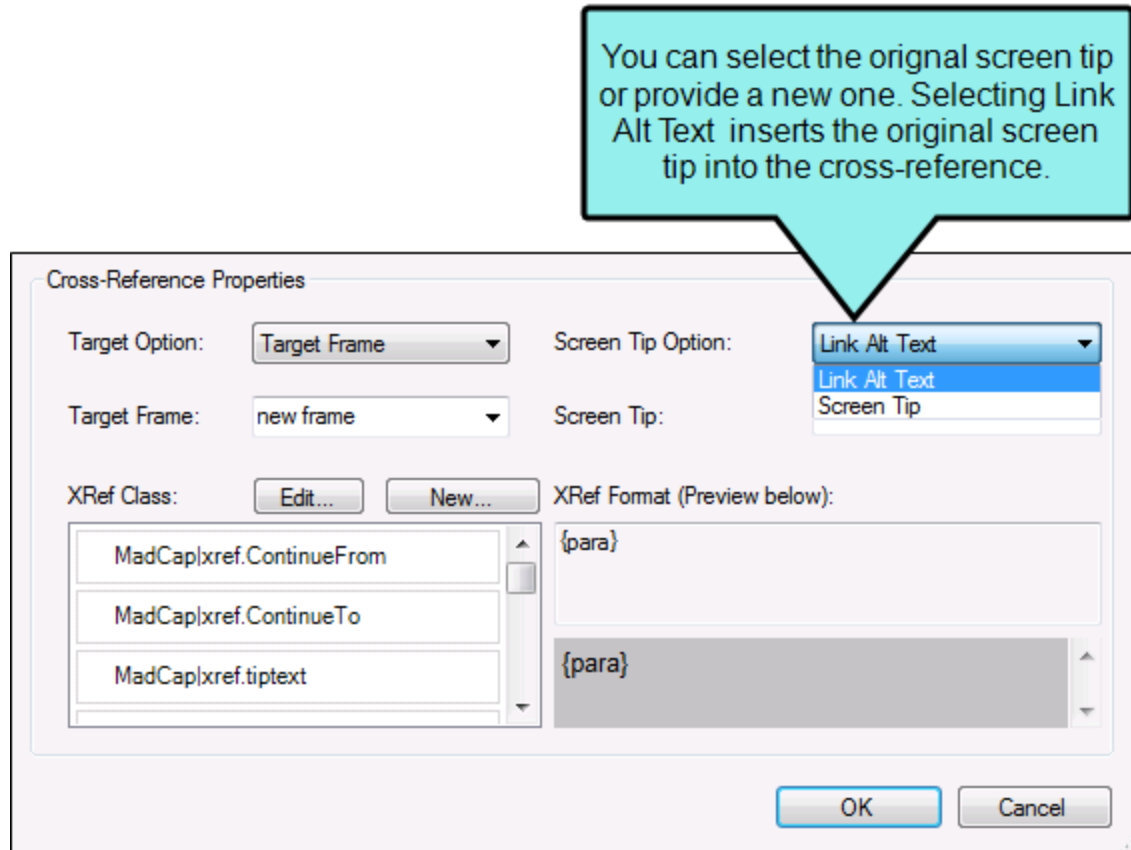
In the **Target Option** field, select one of the following to indicate how you want the destination file to open when the link is clicked.

- **Link Target** This uses the target that is set in the original link.
- **Target Frame** This enables the Target Frame field (immediately below), which you can use to select one of the following target frame options.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

SCREEN TIP OPTIONS

In the **Screen Tip Option** field, select one of the following to add a screen tip to the link. This is useful when it comes to accessibility.

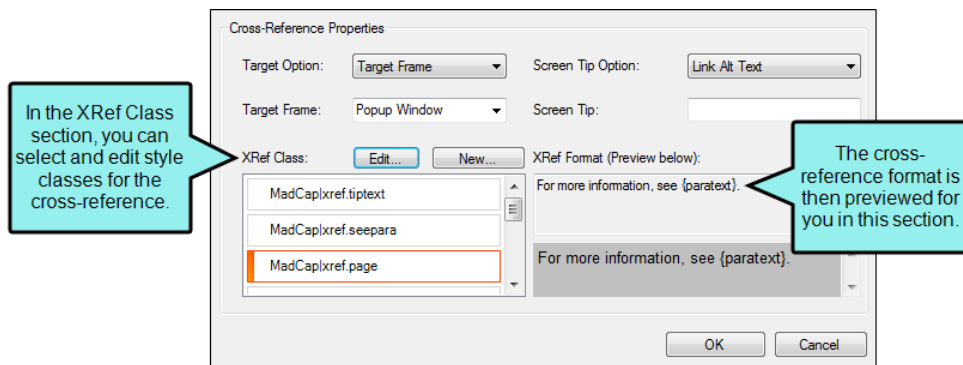
- **Link Alt Text** This uses the screen tip text that is set in the original link.



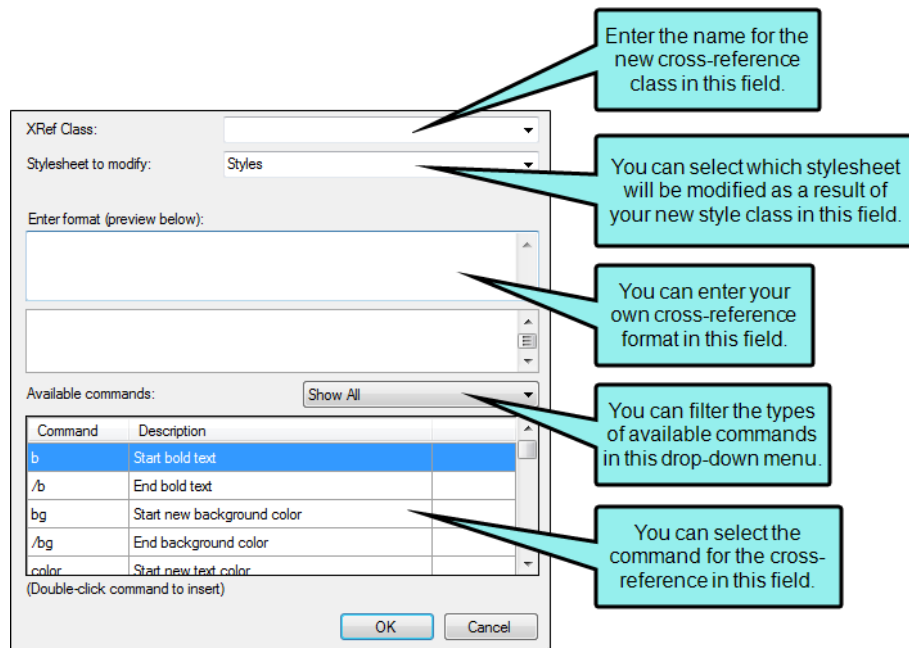
- **Screen Tip** This uses the screen tip text that you enter in the Screen Tip field (immediately below).

CROSS-REFERENCE STYLE CLASS

In the **XRef Class** field, you can set the cross-reference's style class and format . The style class is previewed to the right.



- **Edit** You can click **Edit** to change the selected cross-reference style class. This opens the Edit Cross-Reference Style Class Dialog.



- **New** You can click **New** to create a new cross-reference style. This opens the New Cross-Reference Style Class Dialog.

5. Click **OK**. A message indicates how many files have been updated.

How to Include Cross-Reference Suggestions in a Report

1. Open a report.
2. In the Report Editor, click the **General** tab.
3. In the **Tables** field, scroll down to the **Links** section.
4. Click the **Cross-Reference Suggestions** check box.
5. Click **Generate**. The generated report will include cross-reference suggestions.

The screenshot shows the 'Report Editor' window with the 'General' tab selected. The 'Tables' section is expanded to show 'TOC' and 'Topics'. Under 'Topics', the 'Cross-Reference Suggestions' checkbox is checked. A callout bubble points to this checkbox with the text: 'Click the Cross-References Suggestions check box to include them in the report to be generated....'. Another callout bubble points to the 'Generate' button with the text: '..then finish making your other selections and click **Generate**.'. Below the editor, the generated report is displayed, showing project information and a section titled 'Cross-Reference Suggestions' with a count of 4 and a list of link targets. A callout bubble points to this section with the text: 'The generated report contains information on the cross-reference suggestions in your project.'

Report Editor

General

Title:

Tables:

TOC Select all

Duplicate TOC Items TOC - Primary Target

Topics Not In Any TOC

Topics Select all

Accessibility Suggestions Broken Bookmarks

Cross-Reference Suggestions Markup Suggestions

Non-XML Topics Topics Linked By Map ID

Topics Not In Any TOC Topics Not In Index

Topics Not Linked Topics Not Linked

Topics With Concept Links Topics With Cond

Select all

Skip empty reports

Print report after generation

Report:

Project: C:\DocumentationBible\Doc
Generated: 2/23/2012 12:42:17 PM
By: rmartinez

Cross-Reference Suggestions

Count: 4
File: Content/Resources/Snippets/EnhanceMovies/Actions/ActionDefinitions.flsnap
Link Target: ../../Text/Adding_Text_Mimic.htm
Link Target: ../../Objects/Buttons/Adding_Buttons.htm
Link Target: ../../Objects/Cursors/Selecting_an_End_Action_for_a_Cursor.htm
Link Target: ../../Frames/Pausing_Frames.htm

CHAPTER 5

Drop-Downs

Supported In:



A drop-down is a feature that lets you click a hotspot to expand and collapse specified content (paragraphs, lists, images, tables, videos, etc.) below it.

This chapter discusses the following:

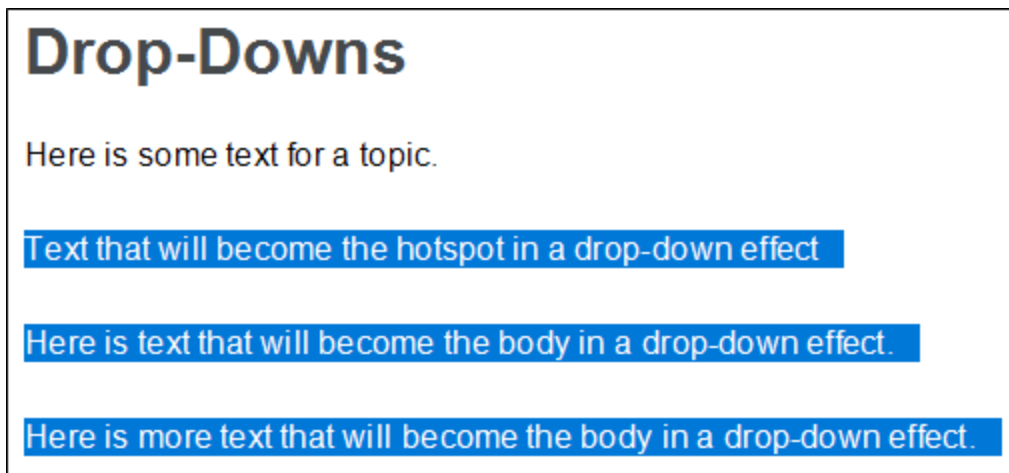
Inserting Drop-Downs	93
Creating Drop-Down Effects in FrameMaker Source Documents	96
Editing Drop-Down Effects	97
Removing/Unbinding Drop-Down Text	103
Deleting Drop-Down Text	103

I Inserting Drop-Downs

The following steps show you how to create a new drop-down effect.

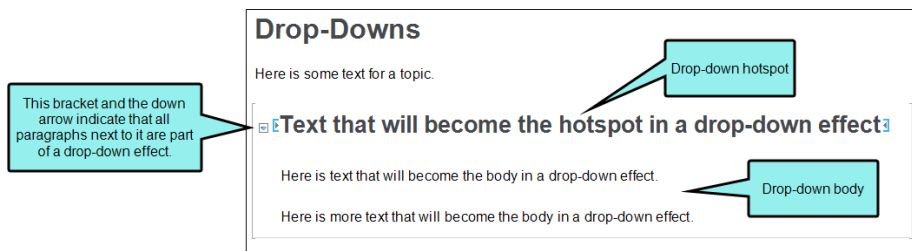
How to Insert a Drop-Down

1. Open the content file.
2. In the XML Editor type and format the content that will become the drop-down hotspot and the drop-down body.
3. Highlight all of the paragraphs that you want to be part of the drop-down effect, including the first paragraph, which will contain the hotspot.

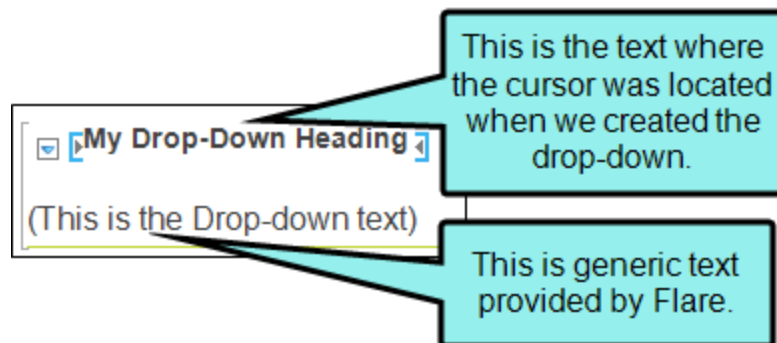


4. Select **Insert > Drop-Down Text**.

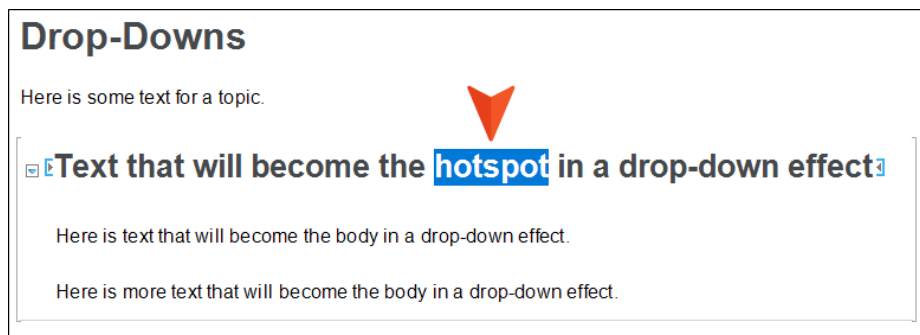
The selected content is converted to a drop-down effect, and it now has brackets around it in the XML Editor (if markers are turned on). The hotspot has a blue down arrow to the left of it.



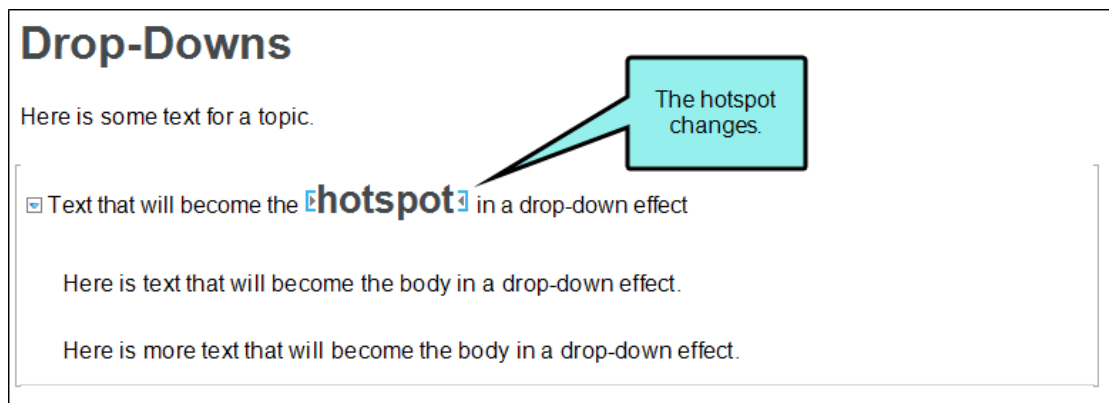
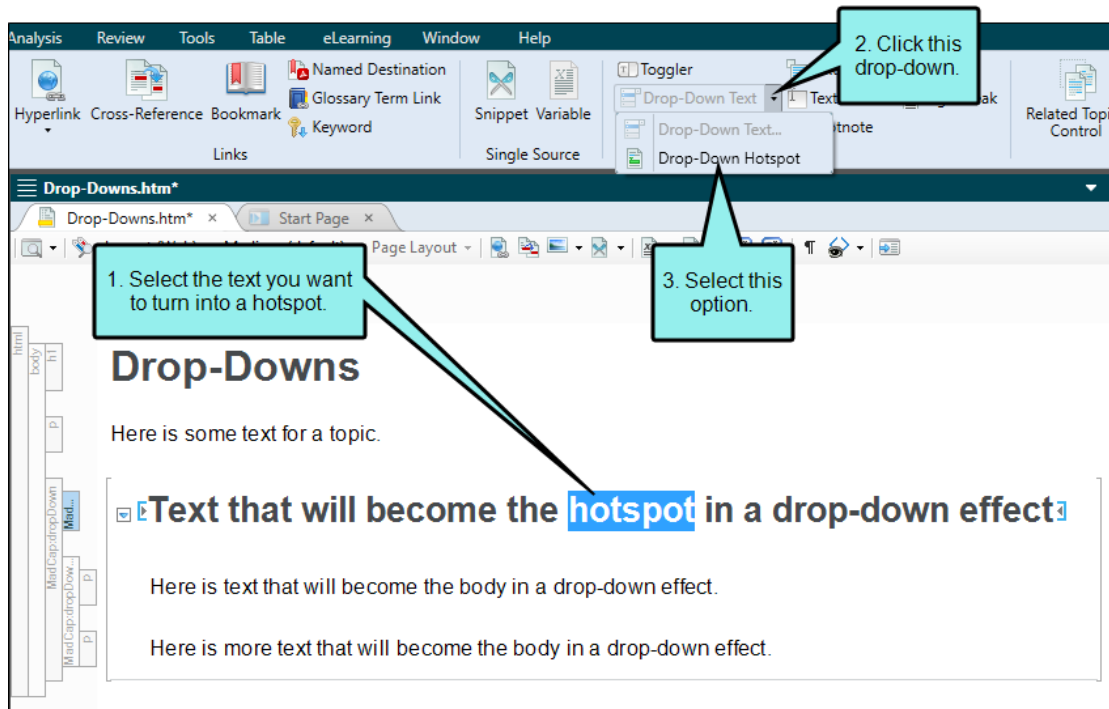
NOTE If you only selected one paragraph when creating a drop-down, Flare adds some generic text after the heading for you to replace.



5. (Optional) If you want to designate a specific portion of the first paragraph to serve as the hotspot, first highlight that text.



Then in the **Insert** ribbon, click the down arrow in the **Drop-Down Text** field and select **Drop-Down Hotspot**. (Alternatively you can select the same option from the right-click menu.)



6. Click  to save your work.

I 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.

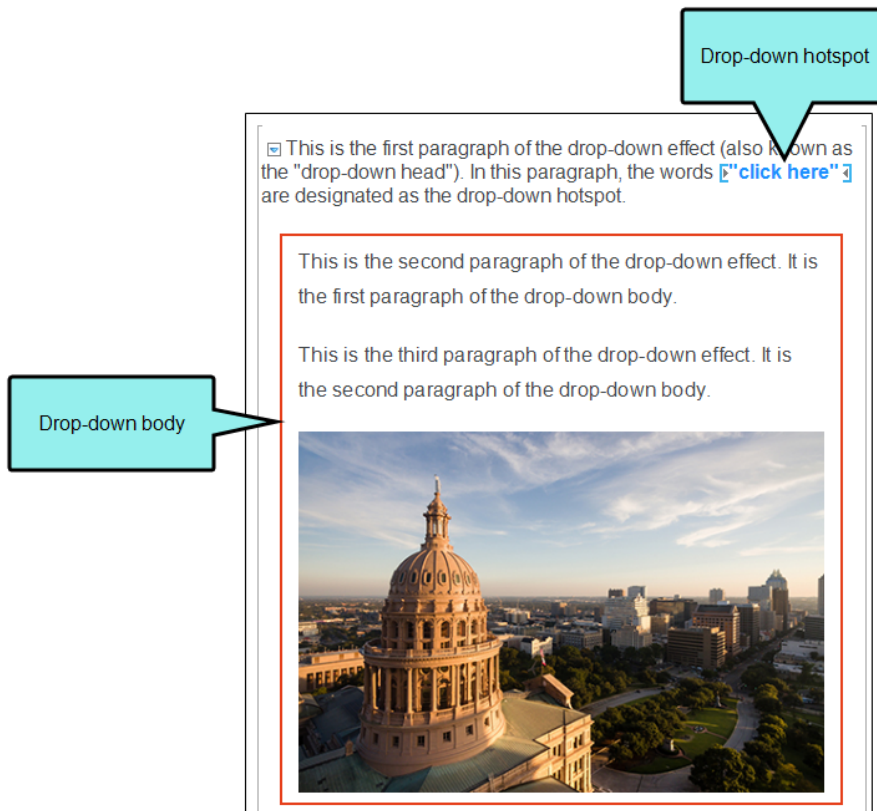
I Editing Drop-Down Effects

You can edit drop-down text that you have inserted into a topic in at least three different ways: (1) Edit the content in the drop-down text, (2) edit the style of drop-down text, and (3) unbind (or remove) the drop-down effect. Following are steps to edit drop-down content and styles.

How to Edit Drop-Down Content

1. In the XML Editor, click in the area containing the drop-down hotspot or drop-down body. Then add, remove, or replace the content as necessary.
2. Click  to save your work.

☆ **EXAMPLE** You have drop-down text in a topic that contains the words "click here" as the hotspot, then one paragraph and an image in the drop-down body.



If you want to change the text of the hotspot to "see this," you would simply replace the hotspot text between the small brackets in the topic.

If you want to add another paragraph in the drop-down body, you would simply click somewhere in the drop-down body, press **ENTER**, and type the additional paragraph.

And if you want to edit an image in the drop-down body, you would simply edit the image just as you would if it were not contained in a drop-down (e.g., right-click the image and select **Edit With MadCap Capture**).

How to Edit the Style of a Drop-Down Effect

You can edit the style (e.g., font, color) of a drop-down hotspot or body. When you do this, the style changes for all drop-down text in any topics in your project.

☆ **EXAMPLE** You want to change the font for your drop-down hotspots to red and italic. The following steps show you how to accomplish this.


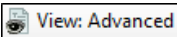

1. From the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view displays styles in a grid view and is often best for brand new users.


This view provides an easy way to apply properties to styles, with format options available from a toolbar and dialogs (similar to the way one would use an interface such as Microsoft Word). In some cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, autonumbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.

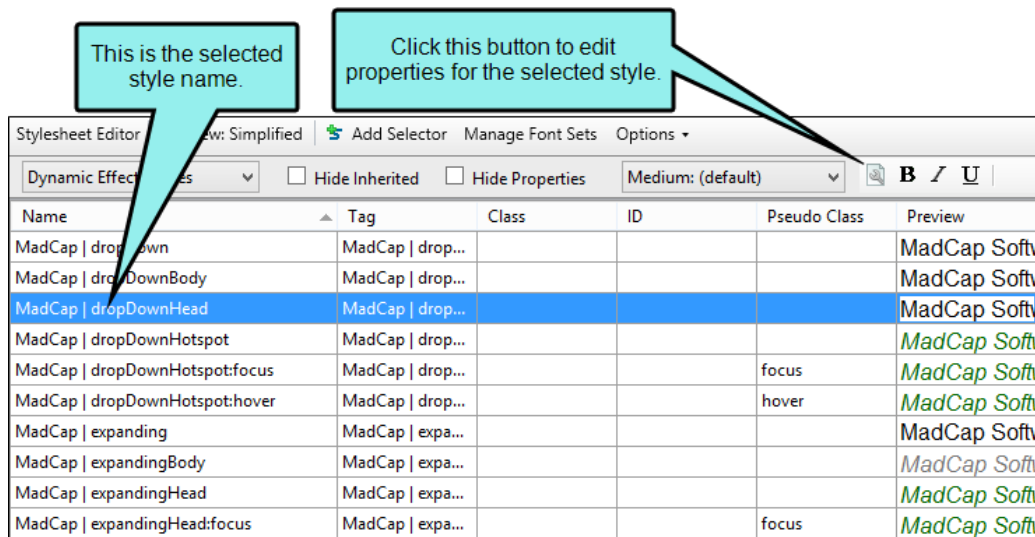
- **Advanced** The Advanced view displays styles in a tree structure, and despite the name, is user friendly for authors of all levels.

For the properties, you can toggle between a grouped display and an alphabetical display. The Advanced view of the Stylesheet Editor lets you edit more settings than are available in the Simplified view. In addition, the Advanced view lets you see and apply settings to multiple mediums and media queries at the same time.

IF USING SIMPLIFIED VIEW

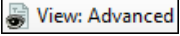
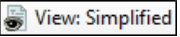
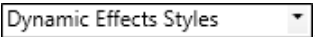
- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the editor, click in the drop-down field and select .





- c. From the grid in the bottom portion of the editor, find and select the appropriate style, depending on what you want to change.
- **MadCap|dropDown** This style affects the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.
 - **MadCap|dropDownBody** This style affects the content that is shown when users open the drop-down effect.
 - **MadCap|dropDownHead** This style affects the entire container holding a drop-down hotspot (i.e., the paragraph where the drop-down link is located).
 - **MadCap|dropDownHotSpot** This style affects the text in the first paragraph of a drop-down effect that serves as the link for opening the drop-down body.
- d. In the local toolbar of the editor, click . The Properties dialog opens.




- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

IF USING ADVANCED VIEW

- a. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
- b. In the upper-left corner of the editor, click in the drop-down field and select .
- c. On the left side of the editor, find and select the appropriate style, depending on what you want to change.
 - **MadCap|dropDown** This style affects the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.
 - **MadCap|dropDownBody** This style affects the content that is shown when users open the drop-down effect.
 - **MadCap|dropDownHead** This style affects the entire container holding a drop-down hotspot (i.e., the paragraph where the drop-down link is located).
 - **MadCap|dropDownHotSpot** This style affects the text in the first paragraph of a drop-down effect that serves as the link for opening the drop-down body.

- d. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
- e. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
- f. Locate the property you want to change.
- g. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.



Following are some of the more common properties that you might change:

- **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in a closed state. To use this property, first select the **MadCap|dropDown** style.
 - **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the drop-down effect when it is in a closed state.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in an open state. To use this property, first select the **MadCap|dropDown** style.
 - **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the drop-down effect when it is in an open state.
 - **mc-image-spacing** This style, located in the **Unclassified** property group, lets you set the spacing around the image next to the drop-down.
3. Click  to save your work.

I Removing/Unbinding Drop-Down Text

If you have inserted drop-down text into a topic and want to keep the text but remove (or "unbind") the drop-down effect so that it is displayed as normal text, use the following steps. If you want to delete the drop-down text, therefore removing all of its text from the topic, see "Deleting Drop-Down Text" below.



How to Remove/Unbind Drop-Down Text

1. Open the content file.
2. Right-click the down arrow  at the beginning of the drop-down text.
3. From the drop-down menu, select **Unbind Drop-Down Text**. The drop-down effect is removed, converting the section to normal text.
4. Click  to save your work.

I Deleting Drop-Down Text

If you have inserted drop-down text into a content file (e.g., topic, snippet) and want to delete it, therefore removing all of its text from the topic, use the following steps. If you want to keep the text but remove the drop-down effect so that it is displayed as normal text, see "Removing/Unbinding Drop-Down Text" above.

How to Delete Drop-Down Text

1. Open the content file.
2. Right-click the down arrow  at the beginning of the drop-down text.
3. From the drop-down menu, select **Delete**. The drop-down text is removed from the topic.
4. Click  to save your work.

CHAPTER 6

Expanding Text

Supported In:



Expanding text is a feature that lets you click a hotspot to expand and collapse content that appears after it in the same paragraph or other block element.

This chapter discusses the following:

Inserting Expanding Text	105
Editing Expanding Text	108
Removing/Unbinding Expanding Text	112
Deleting Expanding Text	112

I Inserting Expanding Text


Creating an expanding text feature requires only a few simple steps.

How to Insert Expanding Text


1. Open the content file.
2. In the XML Editor type and format the content that will become the expanding text.
3. Highlight the portion of the paragraph that you want to be used as the hotspot. If you do not select any text in the paragraph, it will all become the hotspot.

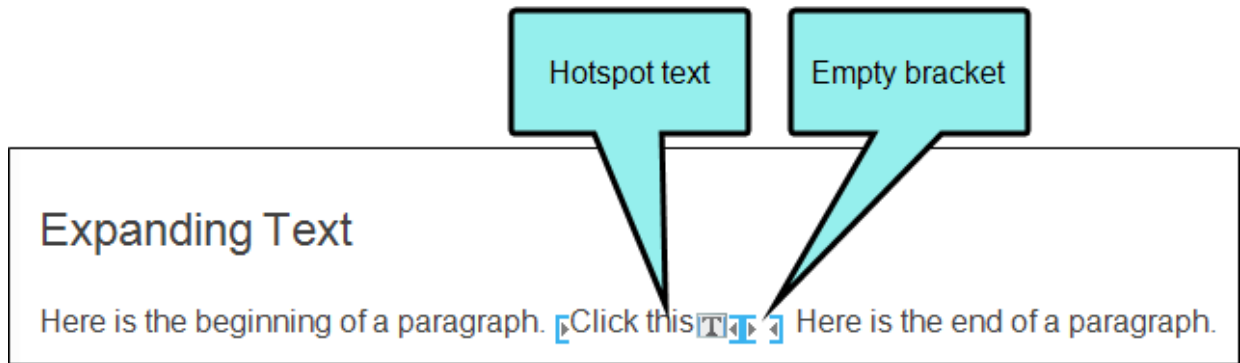
Expanding Text


Here is the beginning of a paragraph. [Click this](#) Here is the end of a paragraph.

 **NOTE** Although this feature is called "expanding text," the content does not have to be strictly text only. For example, you can use a small image for the hotspot.

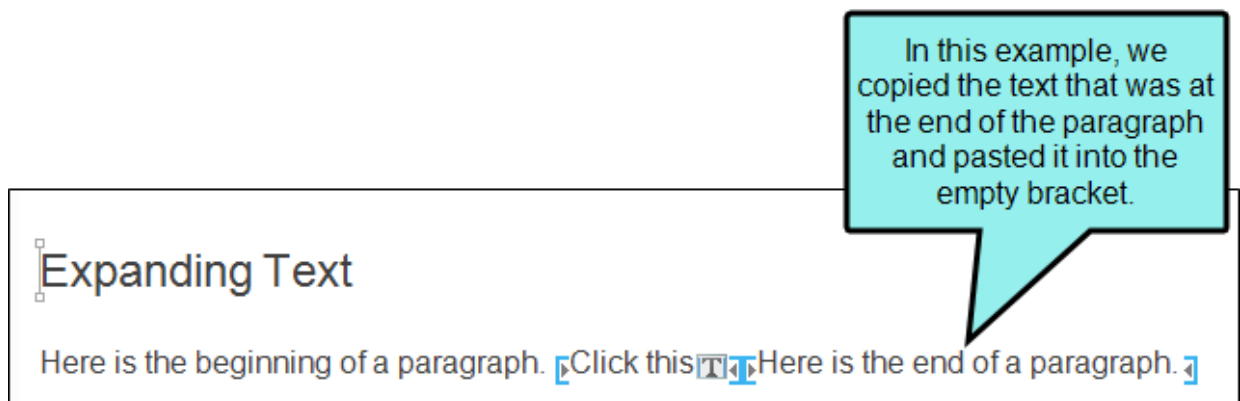
4. Select **Insert > Expanding Text**.



The selection is now surrounded by brackets in the XML Editor (if markers are turned on). The hotspot appears with an icon  next to it. A second set of empty brackets follows the hotspot.




 **NOTE** The font used in the expanding text depends on the settings specified for the MadCap\expandingHead and MadCap\expandingBody styles in your stylesheet.

5. In the empty bracket, type the body text for the expanding effect.



 **NOTE** If you do not have markers enabled, you will not see the empty bracket. To enable markers, click the down arrow next to  in the local toolbar of the XML Editor, then select **Show Markers**.

6. (Optional) If you want to adjust the text that serves as the hotspot, you can highlight the text in the current hotspot area. Then in the **Insert** ribbon, click the down arrow in the **Expanding Text** field and select **Expanding Hotspot**. This pushes any text after your selecting into the second set of brackets.
7. Click  to save your work.

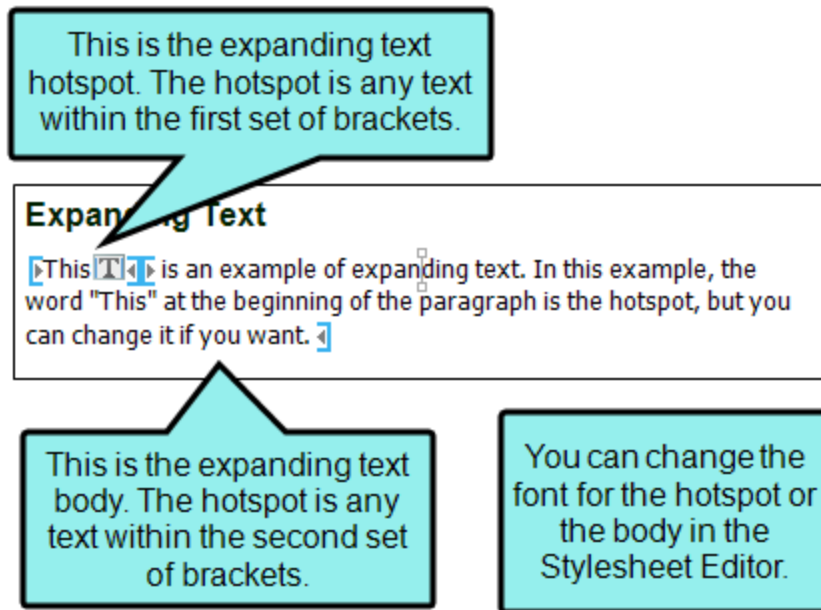
I Editing Expanding Text

You can edit expanding text that you have inserted into a topic in at least three different ways: (1) edit the content in the expanding text, (2) edit the style of expanding text, and (3) unbind (or remove) the expanding text effect. Following are steps to edit expanding text content and styles.

How to Edit the Content in Expanding Text

The first way to edit expanding text is to change the actual content in the expanding text heading (or hotspot) or in the expanding text body.

1. Open the content file.
2. In the XML Editor, click in the area containing the expanding text hotspot or body. Then add, remove, or replace the content as necessary.

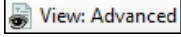
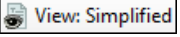


3. Click  to save your work.

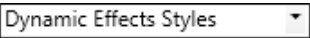
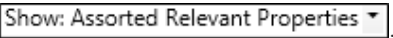



☆ **EXAMPLE** You have expanding text in a topic that contains the words "click here" as the hotspot, and the rest of the sentence after the hotspot is the expanding text body. If you want to change the text of the hotspot to "see this," you would simply replace the hotspot text (which is the text between the first set of brackets). And if you want to add another sentence to the expanding text body, you would simply click at the end of the current expanding text body (within the second set of brackets) and type the additional sentence.

How to Edit the Style in Expanding Text

You can edit the style (e.g., font, color) of an expanding text hotspot or body. When you do this, the style changes for all expanding text in any topics in your project.

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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, find and select one of the expanding text styles:
 - **MadCap|expanding** This style affects the entire container holding an expanding text effect, including the image that is shown when an expanding text effect is open or closed.
 - **MadCap|expandingBody** This style affects the expanded text portion of an expanding text effect (i.e., the area that is displayed or hidden when users click the hotspot link).
 - **MadCap|expandingHead** This style affects the hotspot portion of an expanding text effect.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Following are some of the more common properties that you might change:



- **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in a closed state. To use this property, first select the **MadCap|expanding** style mentioned above.
- **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the expanding text effect when it is in a closed state.
- **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in an open state. To use this property, first select the **MadCap|expanding** style mentioned above.
- **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the expanding text effect when it is in an open state.
- **mc-image-spacing** This style, located in the **Unclassified** property group, lets you set the spacing around the image next to the expanding text effect.

9. Click  to save your work.

I Removing/Unbinding Expanding Text

If you have inserted expanding text into a topic and want to keep the text but remove (or "unbind") the expanding text effect so that it is displayed as normal text, use the following steps. If you want to delete the expanding text, therefore removing all of its text from the topic, see "Deleting Expanding Text" below.



How to Remove/Unbind Expanding Text

1. Open the content file.
2. Hover over the expanding text icon  until the cursor becomes an arrow, then right-click it.
3. From the drop-down menu, select **Unbind Expanding Text**. The expanding text effect is removed, converting the section to normal text.
4. Click  to save your work.

I Deleting Expanding Text

If you have inserted expanding text into a topic and want to delete it, therefore removing all of its text from the topic, use the following steps. If you want to keep the text but remove the expanding text effect so that it is displayed as normal text, see "Removing/Unbinding Drop-Down Text" on page 103.

How to Delete Expanding Text

1. Open the content file.
2. Hover over the expanding text icon  until the cursor becomes an arrow, then right-click it.
3. From the drop-down menu, select **Delete**. The expanding text is removed from the topic.
4. Click  to save your work.

External Links—HTML, PDF, Microsoft Office


Supported In:




An external link is an "a" link (not a cross-reference) that lets you connect to another file (e.g., HTML, HTML, XML, PDF, Microsoft Office files) outside of your output. These steps involve a little planning ahead. You need to know the location where your files will be published, as well as the names of your output files.

I How to Insert a Link to an External File

1. (Optional) If you need to link to a specific place in the destination file that you are creating (e.g., a subheading in a PDF file), insert a named destination or a bookmark at that location. Named destinations are used in PDFs.
2. In the source topic where you want to insert the link, use the normal steps for inserting the type of navigation link that you want to create (text hyperlinks, topic popups, image hyperlinks).
 - "Inserting Text Hyperlinks" on page 239
 - "Inserting Topic Popups" on page 366
 - "Inserting Image Hyperlinks" on page 120
3. From the **Link to** drop-down field, select **External File**.

 **NOTE** If you want to link to a file that you've placed on a web server, instead of selecting "External File," you can select "Website" instead, and then enter the URL pointing to that file.

4. In the **External File** field, enter the path for the link, depending on the output type you are using.

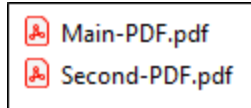
 **NOTE** Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the External File field.

MOST OUTPUT TYPES (E.G., PDF, HTML)

Enter the relative path from the source output topic to the destination topic, using a pair of periods to represent each folder level.

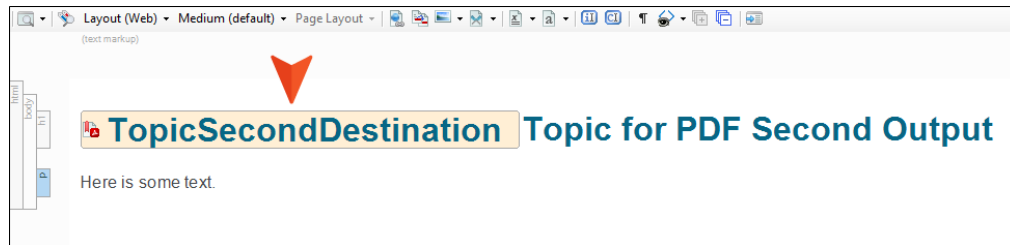
☆ EXAMPLE – PDF Outputs

From your project you are creating one PDF file called "Main-PDF" and another called "Second-PDF." Suppose that you plan to publish these outputs in the same folder on a server.



In the Main PDF, you want to create a link that opens the second PDF, and immediately goes to a specific heading within it (where a topic from your project begins).

First of all, you open the destination topic (the one that will be in the Second PDF) in your project and add a named destination before the first heading. Let's say you call it "TopicSecondDestination."



In that case, when you create the link in the other topic (the one that will be in the Main PDF), you would enter the following in the **External File** field:

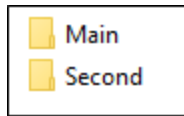
```
../ ../Second-PDF.pdf
```

And in the **Named Destination** field, you enter the following:

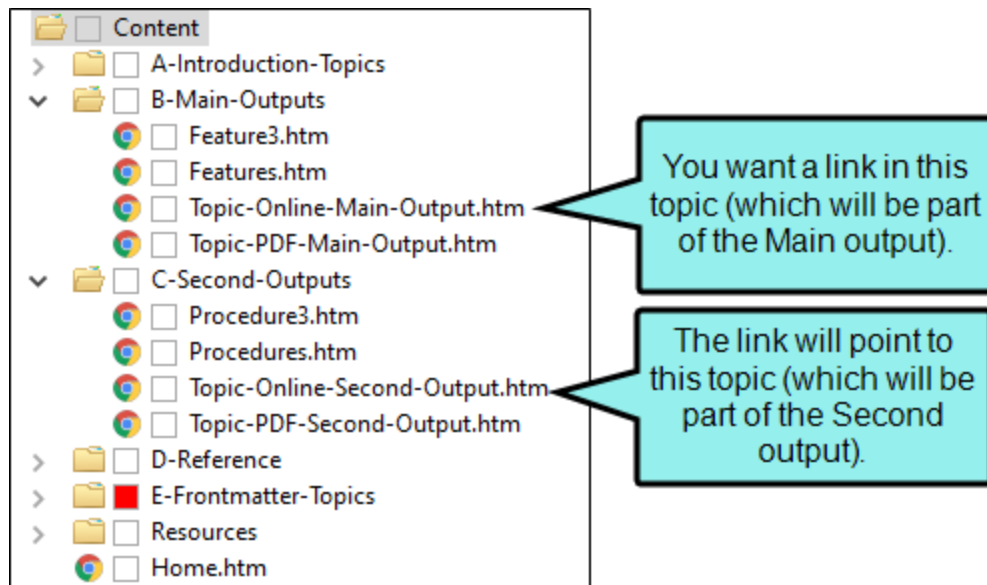
```
TopicSecond Destination
```

☆ EXAMPLE – HTML5 Outputs

From your project you are creating one HTML5 output called "Main" and another HTML5 output called "Second." Suppose that you plan to publish these outputs in adjacent folders on a server. The first output will be stored in a folder named "Main," and the other output will be placed in a folder named "Second."



In the Main output, you want to create a link in a topic that opens a different topic in the Second output. The destination topic is located within that HTML5 output in a folder named "C-Second-Outputs" and it is named "Topic-Online-Second-Output.htm."



In that case, you would enter the following in the **External File** field:

```
../../../../../Second/Content/C-Second-Outputs/Topic-Online-Second-Output.htm
```


HTML HELP (CHM FILES)

Use one of the following:

- `NameOfOutput.chm::/NameOfTopic.htm`
- `mk:@MSITStore:PathToOutput\NameOfOutput.chm::/NameOfTopic.htm`

Use the first method if you plan to publish your CHM files to the same folder (recommended). Use the second method if you plan to publish your CHM files in different folders.

☆ EXAMPLE – CHM Outputs

You have a project called "FirstHelp" and another called "SecondHelp." Also, let's assume that the first project will generate a CHM file named "First.chm," and the second will generate a CHM file named "Second.chm." (The names of the CHM files can be specified on the General tab of the Target Editor. Enter the desired name in the Output File field. If you plan to publish the files to the same folder, they need to have different names.)

Suppose you want to create a text hyperlink in a topic called "Welcome," which is located within the FirstHelp project. When a user clicks on this link, you want it to open a topic called "About the Company," which is located within the SecondHelp project. Therefore, you open the Welcome topic in the FirstHelp project. Then you highlight the text to be used in the hyperlink, and you select **Insert > Hyperlink**. The Insert Hyperlink dialog opens. Next, from the drop-down field you select **External File**. What do you enter in the **External File** field?

We will take a look at two different situations. First, let's say that you plan to publish both CHM files to the same folder (perhaps on your company's intranet). In that case, you would enter the following:

```
SecondHelp.chm::/About the Company.htm
```




On the other hand, let's say that you plan to publish First.chm to one folder, and you plan to publish Second.chm to a separate folder, such as the following:

C:\Documentation\More Help. In that case, you would enter the following:

```
mk:@MSITStore:C:\Documentation\More  
Help\SecondHelp.chm::/About the Company.htm
```



NOTE If you want to link content to an external CHM file, an alternative is to use the "HTML Help File" option from the "Link to" field, instead of the "External File" option.

5. (Optional) You can click  to select any bookmarks within the destination file, or  if you need to select a named destination in a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.
6. In the link dialog, click **OK**.
7. Click  to save your work.
8. Generate the output for the projects and publish the files to the appropriate location(s).



NOTE The Eclipse Viewer cannot display PDFs opened from links.

CHAPTER 8

Image Hyperlinks

Supported In:



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

This chapter discusses the following:

Inserting Image Hyperlinks	120
Editing Image Hyperlinks	127
Creating Image Maps	135

I Inserting Image Hyperlinks

Use the following steps to create an image hyperlink.

How to Insert an Image Hyperlink

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

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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




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



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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.



You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

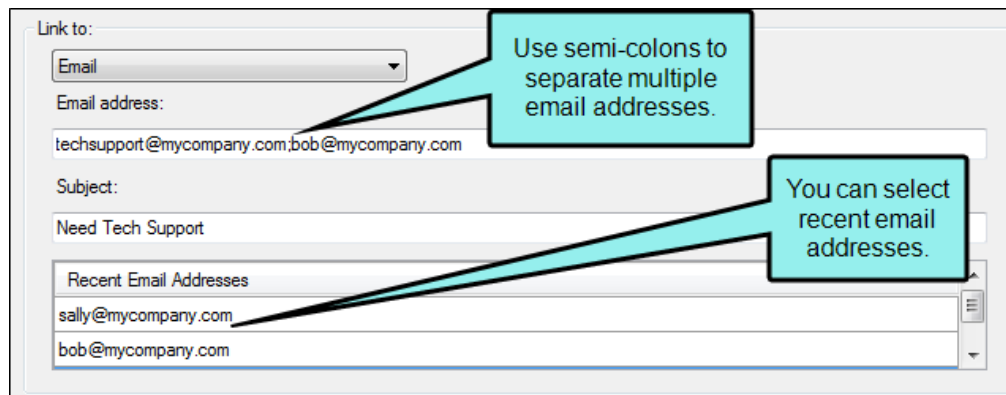
If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

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

EMAIL

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

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



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

Link to:
Email

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

Subject:
Need Tech Support

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

Use semi-colons to separate multiple email addresses.

You can select recent email addresses.

HTML HELP FILE


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

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




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



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

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

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


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

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

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



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

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



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

Editing Image Hyperlinks

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

The first way to edit image hyperlinks is to change the destination and other properties (target frame, screen tip).

☆ **EXAMPLE** You test the topic containing the image hyperlink and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

How to Edit the Destination and Properties of an Image Hyperlink

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

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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




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



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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.



You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

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

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

EMAIL

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

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

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

HTML HELP FILE


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

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




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



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

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

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


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

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

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




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

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

How to Remove the Hyperlink From the Image

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

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

I Creating Image Maps

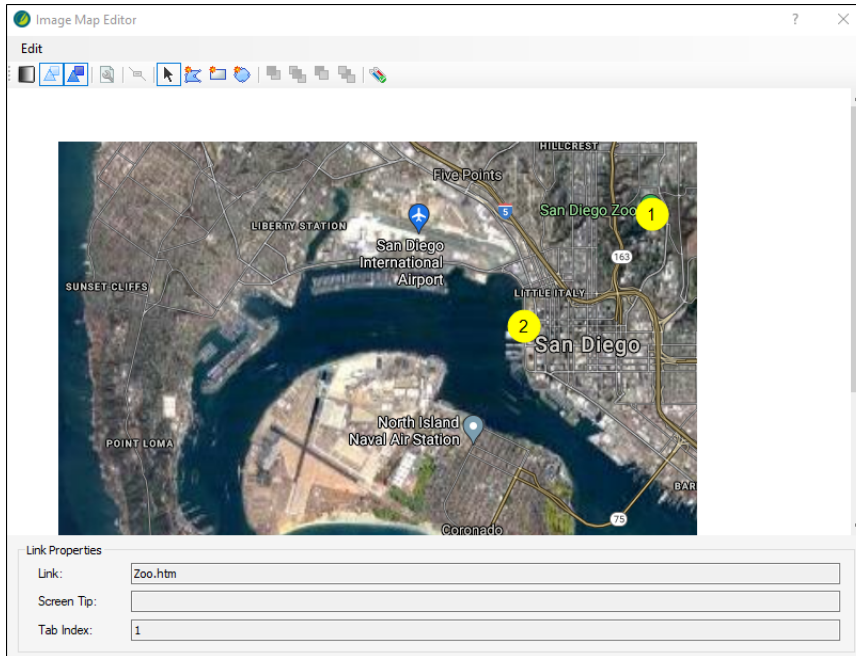
After you insert an image, you can create multiple hyperlinks for specific sections of the image. This is called an "image map." Image maps engage online users to click linked parts of an image that reveal more information.

The image map contains a "hotspot," which is the part of the image that contains the link as you hover the mouse on it (e.g., text, icon). It also contains a target frame property that determines how the link opens (e.g., popup, tab, window).

The foundation of an image map can take on several forms, such as a graphic, photo, or map. The image map is anything with identifiable clickable areas.

How to Create an Image Map

1. Open the topic.
2. In the XML Editor, right-click the image on which you want to create an image map.
3. In the context menu, select **Image Map**. The Image Map Editor opens, with the image displayed.



4. In the Standard toolbar of the Image Map Editor, click one of the shape drawing buttons, depending on the area of the image that you want to use as a hyperlink.



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

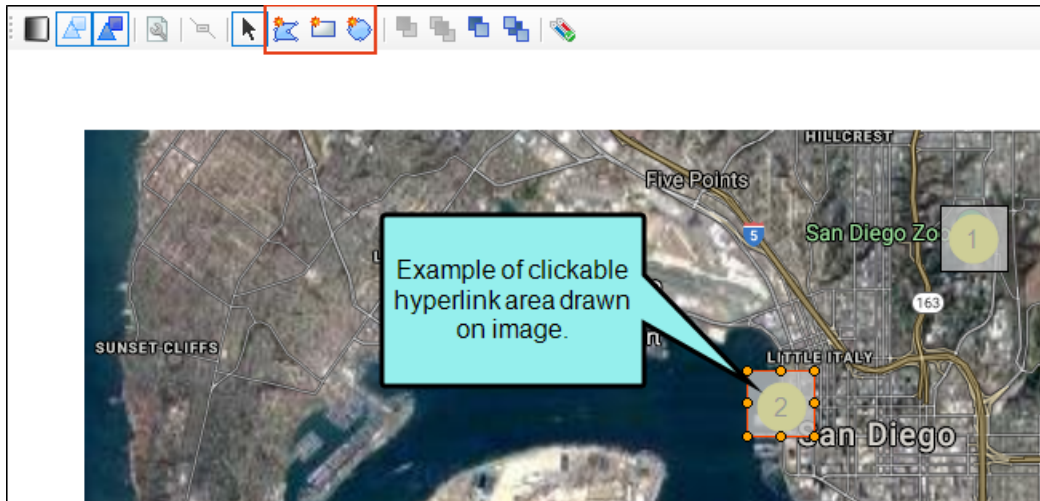


Click this button if you want to draw a rectangle over a section of the image.




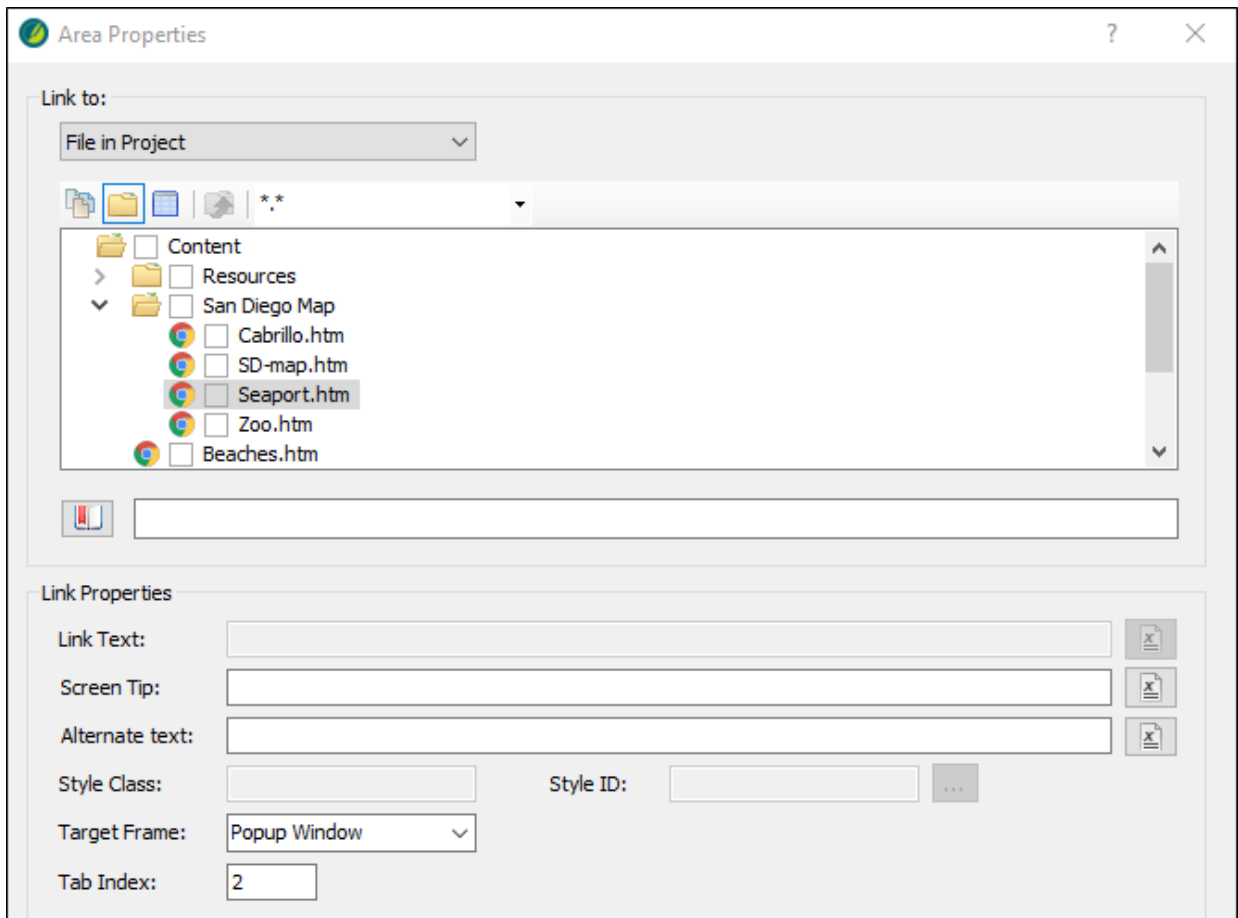
Click this button if you want to draw a circle over a section of the image.

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



The Image Map Editor only draws clickable areas for the hyperlink (or hotspot). It does not draw shapes and objects on the image. You will have to use another tool, such as MadCap Capture, if you want to annotate the image itself.

6. In the toolbar, click . The Area Properties displays.



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

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




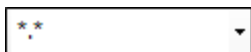
Shows or hides the folders that the files are stored in.




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




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



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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.



You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

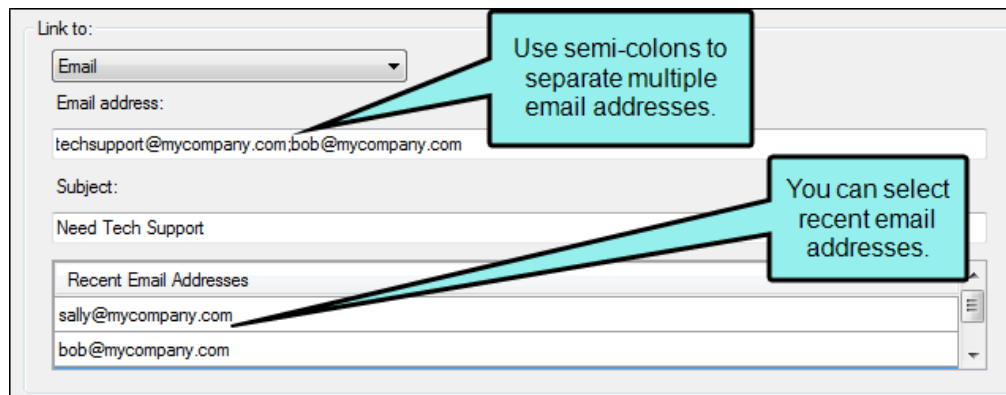
If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

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

EMAIL

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

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



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

HTML HELP FILE


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

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




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



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


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

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


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

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

9. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.


 **NOTE** The Popup Window option is not supported in HTML5 online output formats with Side Navigation and Top Navigation skin types. Either select an output format that supports it, or in the Target Editor's **Skin** tab, set the skin type to **none**.

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

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

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

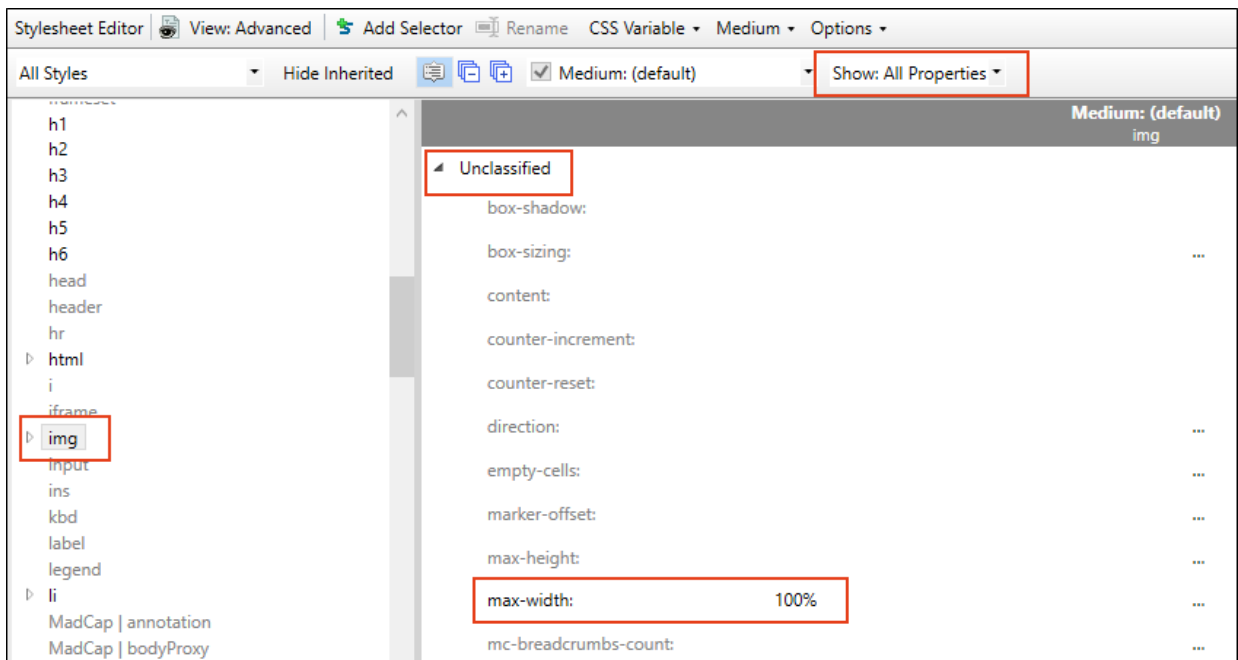
Notice that when the object is selected in the Image Map Editor, the link property fields at the bottom are populated with the information you provided.

14. Click  to save your work.


How to Make Image Maps Responsive

Image maps are not natively responsive; meaning the image and its clickable area do not automatically adjust depending on the user's device and screen size. Because of this, it is a best practice to set the image max width style property to 100%.

1. From the Content Explorer, open the stylesheet that you want to modify.
2. Using the Advanced view, select the **img** style.
3. From the local toolbar, select **Show: All Properties**.
4. Expand **Unclassified**, and set the **max-width** property to **100%**.



5. Click  to save your work.

 **NOTE** This process makes the image itself responsive in the output. If you want the clickable areas of the map to be responsive as well, you'll have to download a Responsive Image Maps jQuery Plugin from a GitHub repository.

If you would rather not download the jQuery plugin, you can remove the max-width property. This would keep the image map and clickable areas in sync as users adjust the output, but the image map and the clickables areas would not be responsive.

Buttons and Sections in the Image Map Editor

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

Edit

Use this menu to select basic editing options (such as undo, redo, cut, copy, and paste). You can also open the properties for an object or apply conditions to it.



Click this button to toggle between seeing a clear image of the picture and a faded image. This is only for your internal use; it will not affect the output.



Click this button to hide the shapes that you draw over areas of the image. This is only for your internal use; it will not affect the output.



Click this button to fill the shapes that you draw over areas of the image. This is only for your internal use; it will not affect the output.



Click this button to open the Area Properties dialog, which lets you find and select a destination file to link to a shape that you've drawn. You must select a shape before this button is enabled.



Click this button to delete a selected point in the editor.



Click this button to enable "Select" mode so that you can click on shapes that you have drawn in the editor.



Click this button to draw a polygon shape over an area of the image. You can then select the shape and link it to a destination file.



Click this button to draw a rectangle shape over an area of the image. You can then select the shape and link it to a destination file.



Click this button to draw a circle shape over an area of the image. You can then select the shape and link it to a destination file.



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



Click this button to bring a shape up to the top layer (if it is overlapped by one or more other shapes).



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




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




Opens a dialog that lets you apply conditions to content.

Link

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

Screen Tip

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

Tab Index

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

Overlapping Objects and PDF Output

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

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

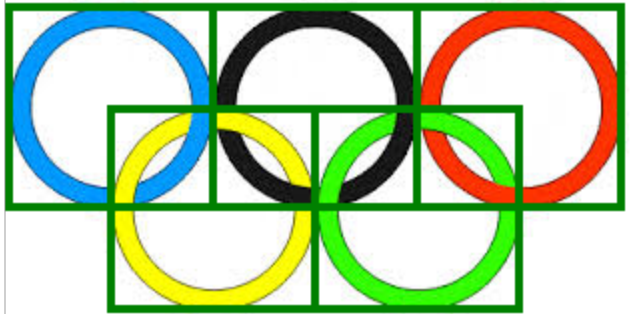


You create an image map, drawing round objects around each of the five circles, and you link each of these objects to a different website. For the purposes of this example, we're showing dark green circles to represent each image map object:



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

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



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

CHAPTER 9

Keyword Links

Supported In:



A keyword link is a Help control that lets you open topics related to the current topic based on index keywords that they share.

This chapter discusses the following:

Inserting Keyword Links	151
Editing Keyword Links	153
Deleting Keyword Links	157

I Inserting Keyword Links

Supported In:



Inserting keyword links requires only a few simple steps.


How to Insert a Keyword Link

1. Insert index keywords into the appropriate files.
2. Open the content file.
3. In the XML Editor, click in the topic where you want to insert the link (usually at the bottom of the topic).
4. Select **Insert > Keyword Link Control (K-link)**.


The Insert Keyword Link Control dialog opens. The index keywords that you have inserted into topics are listed on the left side of the dialog.

5.


Do one of the following:

- In the **All Keywords** section, double-click an index keyword that you want to add to the keyword link.
- In the **All Keywords** section, click on an index keyword that you want to add to the keyword link. Then click .

The index keyword is added to the "All Keywords" section on the right side of the dialog. Do this for each index keyword that you want to add to the link.

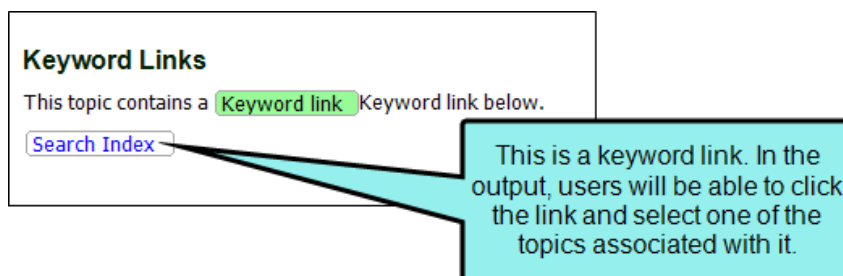
6. (Optional) If you want to specify other options for the control, click  and make your selections. Click **OK** to close the dialog when you are finished.

- **Style Class** You can select the style class to be used for the control.
- **Label** You can change the text shown on the control.
- **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

- **Target Frame** You can choose the type of frame used when a link is clicked.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

7. Click **OK**. The keyword link is added to the topic.



8. Click  to save your work.



Editing Keyword Links

You can edit a keyword link that you have inserted into a topic.


How to Change the Keywords Associated With a Keyword Link

The first way to edit a keyword link is to change the keyword(s) associated with the link, as well as specify various other optional settings.


☆ **EXAMPLE** You have a keyword link that has two keywords ("Projects" and "Systems") associated with it. You might want to remove the "Projects" keyword from the link so that it only contains the "Systems" keyword. The steps below show you how to do this.

1. Open the content file.
2. In the XML Editor, right-click the keyword link.
3. In the context menu, select **Edit Keyword Link**. The Insert Keyword Link Control dialog opens. The keywords currently associated with the link are listed on the right side of the dialog. The keywords that you have inserted into all other topics are listed on the left side of the dialog.
4. If you want to add a keyword to the link, click on that keyword on the left (**All Keywords**) side of the dialog. Then click . If you want to remove a keyword from the link, click on that keyword on the right (**Selected Keywords**) side of the dialog. Then click .

Repeat this for each keyword that you want to add to or remove from the link. When you are finished, the keywords associated with the link should be in the Selected Keywords section, and the keywords not associated with the link should be in the All Keywords section.

5. (Optional) If you want to specify other options for the control, click  and in the dialog select any of the following. Click **OK** to close the dialog when you are finished:

- **Style Class** You can select the style class to be used for the control.
- **Label** You can change the text shown on the control.
- **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

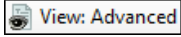
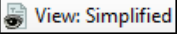
- **Target Frame** You can choose the type of frame used when a link is clicked:
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.

6. Click **OK**. The Insert Keyword Link Control dialog closes, and the link is now changed.

7. Click  to save your work.

How to Edit the Style of a Keyword Link


You can edit the style of a keyword link. When you do this, the style changes for all keyword links in any topics in your project. Also, keep in mind the various rules that pertain to keyword links.




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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
4. On the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "keywordLink") if you want to modify only concept links in your project.
 - **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
 - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
 - **MadCap|keywordLink** Edit this style to change the look of the heading for keyword links. The following three keyword link styles inherit properties from this style.
 - **MadCap|keywordLinkControlList** Edit this style to change the look of the entire list (element) when keyword links are displayed in a list, rather than in a popup.

- **MadCap|keywordLinkControlItem** Edit this style to change the look of individual items in the list (elements) when keyword links are displayed in a list, rather than in a popup.
- **MadCap|keywordLinkControlItemLink** Edit this style to change the look of links in the list (<a> elements) when keyword links are displayed in a list, rather than in a popup.

 **NOTE** You can also change a pseudo class of a link style (e.g., **MadCap|keywordLink.focus** or **MadCap|keywordLink.hover**) if you want to modify the look of the keyword link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

For example, to change the link label, you would edit the **mc-label** property.


9. Click  to save your work.

I Deleting Keyword Links

There are two parts to a keyword link—(1) the keyword link itself and (2) the index markers inserted into topics that associate the topic with a particular keyword link. The following steps show you how to delete both.


How to Delete a Keyword Link

If you no longer need a keyword link that you have previously inserted into a topic, you can delete it from a topic.

1. Open the content file.
2. Right-click the keyword link that you want to delete.
3. From the context menu, select **Delete**. The keyword link is removed from the topic.
4. Click  to save your work.

How to Delete an Index Marker

The following steps show you how to delete an index marker that you have previously inserted into a topic so that the topic is no longer associated with a particular keyword link.

1. Open the content file.
2. Right-click the index marker that you want to delete.
3. From the context menu, select **Delete**. The index marker and its keywords are removed from the topic.
4. Click  to save your work.

CHAPTER 10

Links to Web Topics

If you generate HTML5 or WebHelp, WebHelp Plus targets, you can create links to specific topics in the output.

This chapter discusses the following:

Creating Links to HTML5 Topics	159
Creating Links to WebHelp and WebHelp Plus Topics	161

I Creating Links to HTML5 Topics

You can create links to specific topics in HTML5 output. You can also create links that incorporate search strings and skin references.

How to Create Links to HTML5 Topics

1. Perform the steps for creating one of the following kinds of links:
 - "Creating Image Maps" on page 135
 - "Inserting Image Hyperlinks" on page 120
 - "Inserting Text Hyperlinks" on page 239
 - "Inserting Topic Popups" on page 366
2. In the dialog that opens for creating the link, click the **Link to** field and select **Website**.
3. Enter the path to the website. You can also include a specific topic, a search string, and/or skin. When inserting the link, you can use the following structure.

```
http://[website]/[main entry file].htm#[path/name of topic]&searchQuery=[search string]&firstPick=true&skinName=[skin name]
```

After the hash mark (#), you can specify any combination of the parameters (cshid, searchQuery, firstPick, skinName), separated by ampersands (&). The order of the parameters does not matter:

- **Main entry file** Provide the path to the main entry file for your output. The file name is determined by whatever you enter into the **Output File** field in the **General** tab of the Target Editor. If you do not provide a name in this field, the name "Default" will be used.
- **searchQuery** This is an optional element that automatically performs a search for a specific string.
- **firstPick** This element can be used in conjunction with the search string. If you include the first pick option, the first topic found with the specified search string *will* be opened automatically. If you do not include this element, the search results will simply be displayed; the first topic *will not* be opened automatically.
- **skinName** You can specify a skin directly in the link, which will override the skin associated with that topic in the CSH alias file.

☆ **EXAMPLES** In the following examples, these values are used:


- Default.htm = main entry file name
- Soccer.htm = topic in the project, located in subfolder called "Sports"
- World Cup Standings = search term
- Green = skin name

```
<a href="http://my.mycompany.com/Default.htm#Sports/Soccer.htm">Click here to open</a>
```

```
<a href="http://my.mycompany.com/Default.htm#searchQuery=World Cup Standings&firstPick=true">Click here to open</a>
```

```
<a href="http://my.mycompany.com/Default.htm#Sports/Soccer.htm&skinName=Green">Click here to open</a>
```

Creating Links to WebHelp and WebHelp Plus Topics

 **IMPORTANT** WebHelp and WebHelp Plus are deprecated in Flare, which means that they are slated to be removed in a future version.


You can create links to specific topics in WebHelp and WebHelp Plus output. You can also create links that incorporate search strings and skin references.

How to Create Links to WebHelp and WebHelp Plus Topics

1. Perform the steps for creating one of the following kinds of links:
 - "Creating Image Maps" on page 135
 - "Inserting Image Hyperlinks" on page 120
 - "Inserting Text Hyperlinks" on page 239
 - "Inserting Topic Popups" on page 366
2. In the dialog that opens for creating the link, click the **Link to** field and select **Website**.
3. Enter the path to the website. You can also include a specific topic, a search string, and/or skin. When inserting the link, you can use the following structure.

```
http://[website]/[main entry file]_CSH.htm?[search string]|FirstPick#[path/name of topic]|[skin name]
```

- **Main entry file_CSH.htm** This is the main entry file for your output. The file name is determined by whatever you enter into the **Output File** field in the **General** tab of the Target Editor. If you do not provide a name in this field, the name "Default" will be used. After the file name, it is important that you add an underscore followed by "CSH."

 **NOTE** You do not need to include the "_CSH" portion in the file name of the topic in Flare. You only need to add "_CSH" to the web page hyperlink connecting to that topic.

- **Search string** This is an optional element that automatically performs a search for a specific string.
- **First pick** This element can be used in conjunction with the search string. If you include the first pick option, the first topic found with the specified search string will be opened automatically. If you do not include this element, the search results will simply be displayed; the first topic will not be opened automatically.
- **Skin name** You can specify a skin directly in the link, which will override the skin associated with that topic in the CSH alias file.

In the following examples, these values are used:

- Default.htm = main entry file name
- Soccer.htm = topic in the project, located in subfolder called "Sports"
- World Cup Standings = search term
- Green = skin name

```
<a href="http://my.mycompany.com/Default_CSH.htm#Sports/Soccer.htm|Green">Click here to open</a>
```

```
<a href="http://my.mycompany.com/Default_CSH.htm?World Cup Standings|FirstPick">Click here to open</a>
```

 **NOTE** You can complete similar URL link steps with context-sensitive Help (CSH) identifiers.

Named Destinations

Supported In:



A named destination lets you point to a specific place in a PDF. In the Insert Hyperlink dialog, you can create links to named destinations when using the "File in Project" option (if the PDF has been added to your project) or "External File" option (if the PDF file exists outside of your project).

This process involves the following:

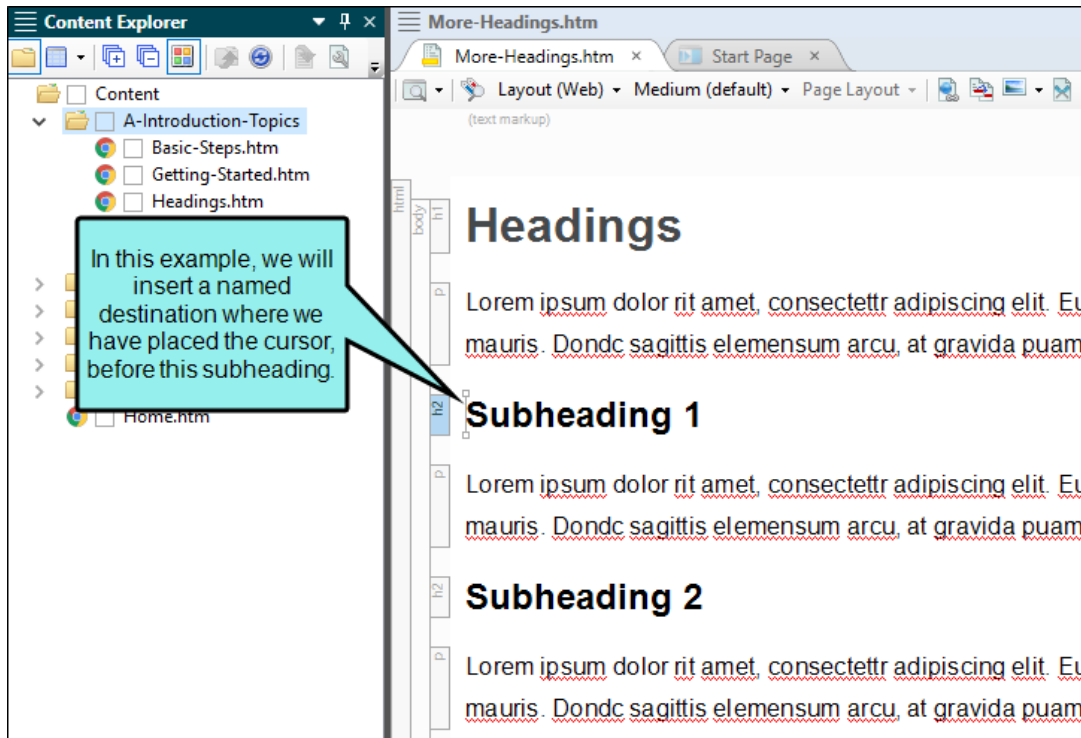
- **Generate/Insert Named Destinations** You can generate named destinations automatically in a PDF everywhere a bookmark exists. Alternatively, you can insert named destinations into content files manually.
- **Create Links to Named Destinations** You can insert hyperlinks to named destinations in a PDF.

This chapter discusses the following:

How to Generate Named Destinations Automatically	169
How to Generate a Named Destination Manually	170
How to Create a Link to a Named Destination	171

☆ **EXAMPLE** You plan to generate a PDF file from Flare Project A. Once that is done, you plan to add the PDF to Flare Project B. And in one of the topics of Flare Project B, you create a hyperlink that points to a specific paragraph in the PDF.

First, you open the topic or snippet in Flare Project A where the destination paragraph will eventually exist in the PDF, and you insert a named destination at that location:





Clicking this option...

... opens this dialog.

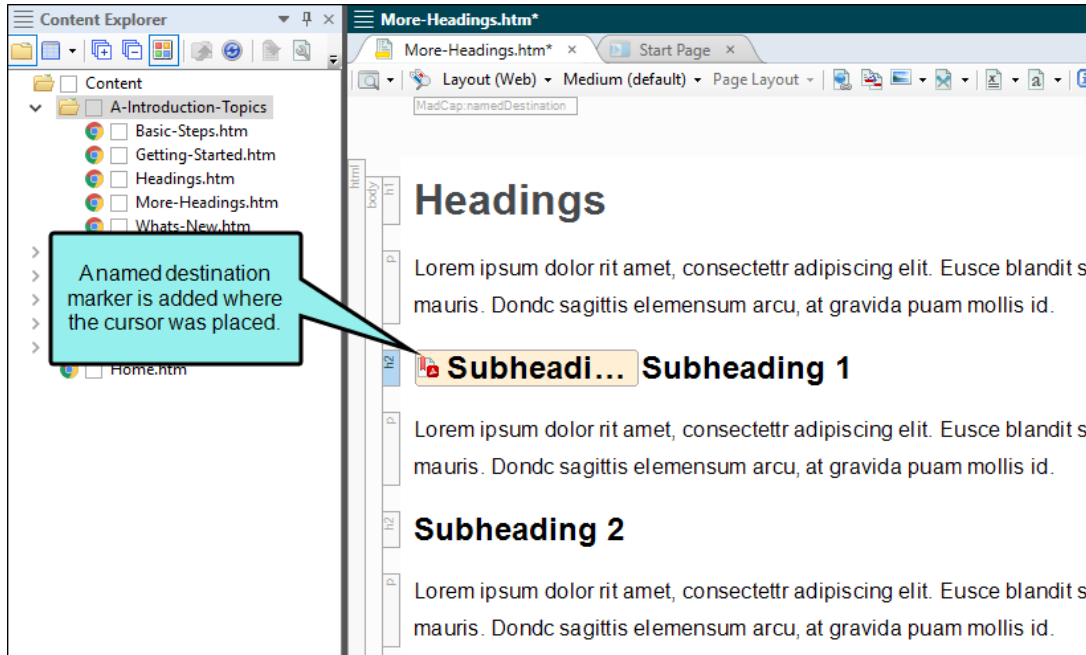
We have provided the name "Subheading1."

Named Destination

Name:
Subheading1

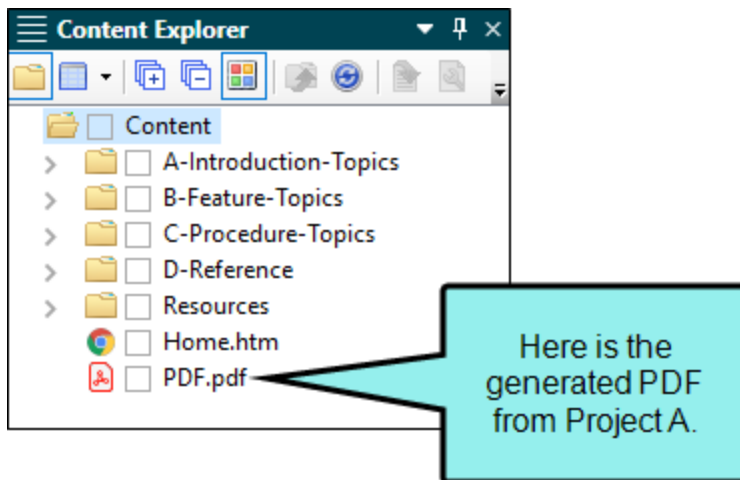
Named destinations are used in PDF output to label certain locations in the document. These locations can then be linked to directly from another PDF document.


OK Cancel

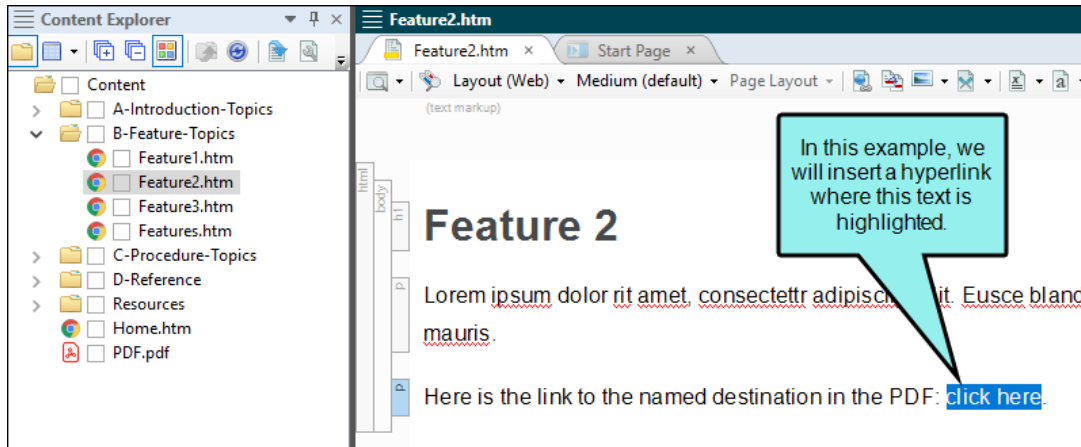


Next, you generate the output for the PDF.

Now you open Flare Project B. You could use a feature such as External Resources to add the PDF to that project, or you could just copy and paste it in Windows.



- ☆ Now you open a topic in Flare Project B, and you create a hyperlink that points to the named destination in the PDF. You follow the steps for inserting a link into a file, and you select the PDF file. Then you click  and select the named destination that you created:





The screenshot shows the 'Insert Hyperlink' dialog box. The 'Link to:' dropdown is set to 'File in Project'. The file list shows a tree structure with folders like 'Content', 'A-Introduction-Topics', 'B-Feature-Topics', 'C-Procedure-Topics', 'D-Reference', 'Resources', and files 'Home.htm' and 'PDF.pdf'. The 'PDF.pdf' file is selected, and its icon is shown in the preview area. The 'Link Properties' section has 'Link Text' set to 'click here' and 'Screen Tip' is empty.

In the Insert Hyperlink dialog, we selected **File in Project**.

It might also be necessary to change the filter to **All Files (*.*)**.

We selected the PDF.

Because we selected a PDF, this icon is shown. So we click it to select the named destination.

Destination Name	Page
Subheading1	7


And here is the named destination.


OK Cancel

Now when you generate the output from Project B, you can click on the hyperlink in that output, and the PDF will open to the specified paragraph.



I How to Generate Named Destinations Automatically

1. Open the PDF target that will contain the named destinations (i.e., hyperlinks in another file will point to these destinations).
2. Select the **PDF Options** tab.
3. In the **Document Properties** area, click **Create named destinations for bookmarks**.


 **NOTE** This does not remove bookmarks. It simply creates named destinations next to other bookmarks in the generated PDF if they exist.

4. Click  to save your work.
5. Generate and publish the PDF.

I How to Generate a Named Destination Manually

1. Open the topic where you want insert a named destination (i.e., hyperlinks in another file will point to the PDF holding this destination).
2. Click in the topic where you want to insert a named destination (e.g., in front of a subheading or a specific paragraph).
3. Select **Insert > Named Destination**.
The Named Destination dialog opens.
4. In the **Name** field, type a name for destination (do not use spaces).
5. Click **OK**. An icon  is displayed at the appropriate location in the document (as long as your markers are turned on).
6. Click  to save your work.
7. Generate and publish the PDF containing that topic.

I How to Create a Link to a Named Destination

1. Open the topic where you want the link to exist.
2. Highlight the text that you want to use as the link (or "hotspot").
3. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Insert > Hyperlink**.
 - **Local Toolbar** In the local toolbar of the XML Editor click .
 - **Keyboard Shortcut** Press **CTRL+K** on your keyboard.
 - **Right-Click** In the XML Editor, right-click and select **Hyperlink**.
4. From the **Link to** drop-down field select one of the following. Based on the option you choose, the section below the field gives you a list of selections or additional fields to complete.

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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



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



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



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


EXTERNAL FILE

This option lets you search for a file outside your project. After you select this option, enter the path to the PDF file in the field next to the External File button.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.




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

5. After selecting the PDF, click .
6. In the dialog that opens, select the named destination and click **OK**.
7. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. Leave the text as it is, unless you decide you would like to change it. If you want to change the link text, type the new text in the field. It will replace the previously selected text in the topic.
8. (Optional) In the **Screen Tip** field you can type a phrase that will appear when the end user hovers over the hyperlink in the output.

When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

For more information see the online Help.

9. (Optional) Next to the **Style Class** field click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. You can change the appearance of the link in the Stylesheet Editor. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent "a" style.)

10. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open (e.g., in another window, in a popup).
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
11. Click **OK**. The hyperlink is added to the topic.
12. Click  to save your work.

Related Topics Links

Supported In:



A related topics link is a Help control that provides users with list of links to topics that you've specified as being related to the current topic. This is similar to a concept link. You might use a related topics link if you are applying it to a topic that you want to associate with specific topics but you do not plan to reuse the same link in other topics.


This chapter discusses the following:

Inserting Related Topics Links	175
Editing Related Topics Links	185
Deleting Related Topics Links	192

I Inserting Related Topics Links

There are a couple of methods to use for inserting related topics links. You can use the "drag-and-drop" method or the "Insert ribbon" method.


How to Insert a Related Topics Link Using Drag-and-Drop



1. Open the content file.
2. You can drag files from the Content Explorer or File List window pane:
 - **Content Explorer** If you are using the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves. Then on the left half of the Content Explorer, locate and select the folder containing the topics to be included in the related topics link.
 - **File List Window Pane** If you want to choose files from the File List window pane, make sure you float and position it so that you can see both the File List window pane and XML Editor.
3. In the File List window pane or on the right half of the Content Explorer, select the topics to be included in the link. You can hold down the CTRL or SHIFT key and click the topic file names to select individual topics or a range of topics.
4. Drag the selected files to the appropriate location in the topic in the XML Editor. As you drag the files, a colored vertical bar shows you where the link will be inserted when you release mouse button.
5. Release the mouse button. The Insert Related Topics Control dialog opens. The folders and topic files available in the project are shown on the left. The files that you selected are automatically added to the section on the right.

6. (Optional) You can customize the related topics link in any of the following ways.

BOOKMARK

If you want a link to point to a particular bookmark within a topic, do the following.


- a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.
- b. At the bottom of the dialog click .
- c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

 **NOTE** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

- d. Click **OK**.


STYLE CLASS

If you want to select the style class to be used for the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.
- c. Click **OK**.


LABEL


If you want to change the text shown on the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, enter text in the **Label** field.
- c. Click **OK**.

POPUP MENU OR LIST


If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.
- c. Click **OK**.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.



TARGET FRAME

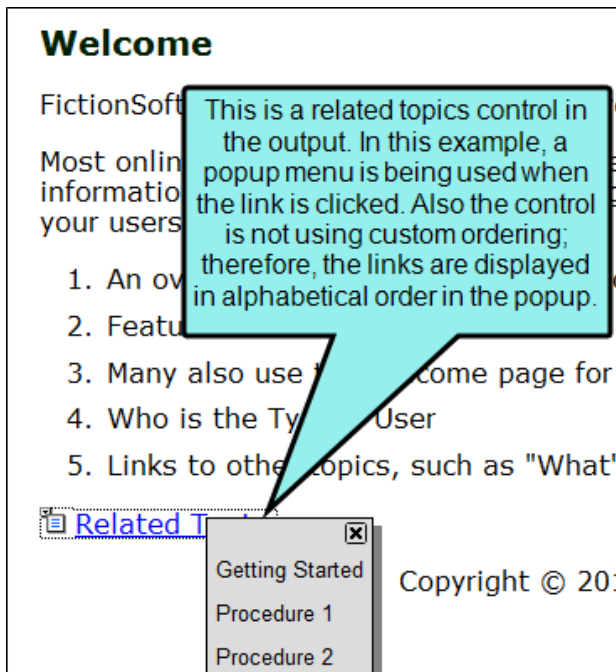
If you want to choose the type of frame used when the link is clicked, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click the down arrow in the **Target Frame** field and select any of the following.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
- c. Click **OK**.

CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

- a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.
 - b. At the bottom of the dialog click  or .
 - c. Click in the **Use Custom Ordering** field and select **Yes**.
7. Click **OK**. The related topics control is added to the topic.



Welcome

FictionSoft, the best fictional software ever

Most online information, your users.

1. An overview
2. Features
3. Many also use the page for
4. Who is the Typist
5. Links to other topics, such as "What's

Related Topics

- [Procedure 1](#)
- [Procedure 2](#)
- [Getting Started](#)


In this example, a simple list is being used for the related topics control. Also the control is using custom ordering; therefore, the links are displayed in a specific order, rather than alphabetically.

8. Click  to save your work.

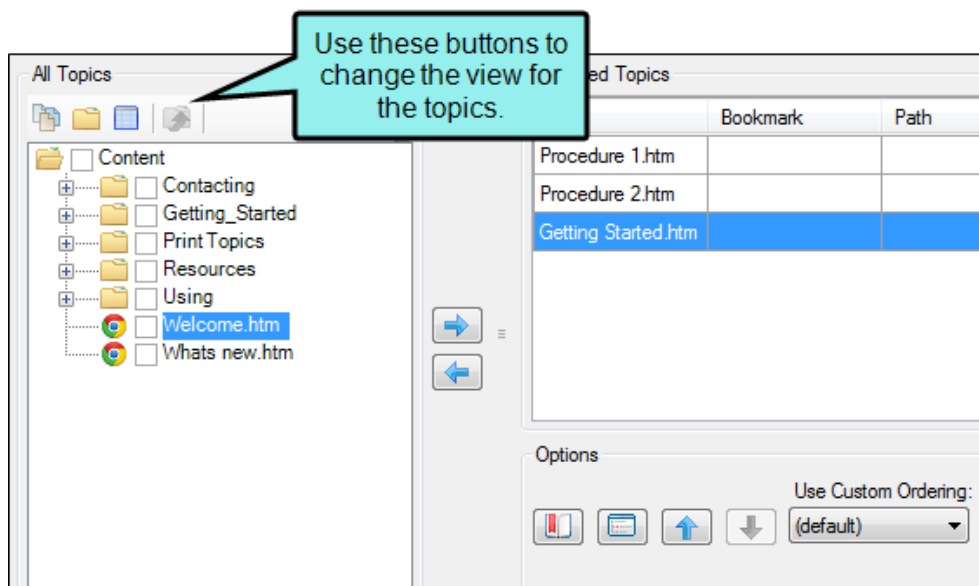
How to Insert a Related Topics Link Using the Insert Ribbon

1. Open the content file.
2. In the XML Editor, click in the topic where you want to insert the link (usually at the bottom of the topic).
3. Select **Insert > Related Topics Control**.

The Insert Related Topics Control dialog opens. The folders and topic files available in the project are shown on the left.

4. On the left side of the dialog, either double-click a topic that you want to add to the related topics control, or select the topic and click . After doing this, the topic is added to the Selected Topics area on the right side of the dialog.

You can use the "multi-view" to locate topics.






Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




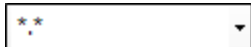
Shows or hides the folders that the files are stored in.



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



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






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

5. (Optional) You can customize the related topics link in any of the following ways.

BOOKMARK

If you want a link to point to a particular bookmark within a topic, do the following.


- a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.
- b. At the bottom of the dialog click .
- c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

 **NOTE** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

- d. Click **OK**.


STYLE CLASS

If you want to select the style class to be used for the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.
- c. Click **OK**.


LABEL


If you want to change the text shown on the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, enter text in the **Label** field.
- c. Click **OK**.

POPUP MENU OR LIST


If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.
- c. Click **OK**.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the TOC). However, it is not supported for automerging in WebHelp Plus output.




TARGET FRAME

If you want to choose the type of frame used when the link is clicked, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click the down arrow in the **Target Frame** field and select any of the following.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
- c. Click **OK**.

CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

- a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.
 - b. At the bottom of the dialog click  or .
 - c. Click in the **Use Custom Ordering** field and select **Yes**.
6. Click **OK**. The related topics control is added to the topic.
 7. Click  to save your work.

Editing Related Topics Links


You can edit a related topics link that you have inserted into a topic.

How to Change the Topics Associated With a Related Topics Control

The first way to edit a related topics control is to change the topics associated with it.

☆ **EXAMPLE** You have a related topics link that has five topics associated with it. You might then create a new topic, which you decide should be included in the link as well. The steps below show you how to edit the related topics link to add that new topic to the link.

1. Open the content file.
2. In the XML Editor, right-click the related topics link.
3. In the context menu, select **Edit Related Topics Control**. The Insert Related Topics Control dialog opens. The topics currently associated with the link are listed on the right side of the dialog. All of the content files and folders in your project can be viewed on the left side of the dialog.

4. On the left side of the dialog, either double-click a topic that you want to add to the related topics control, or select the topic and click . After doing this, the topic is added to the Selected Topics area on the right side of the dialog.

You can use the "multi-view" to locate topics.




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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





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



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



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

5. If you want to remove a topic from the link, click on that topic on the right side of the dialog. Then click .
6. Click **OK**. The Insert Related Topics Control dialog closes, and the link is now changed.
7. Click  to save your work.


How to Change the Options for a Related Topics Control



You can change the options for a related topics control, modifying elements such as the control label or the way the links are presented (e.g., popup menu or list).

1. Open the content file.
2. In the XML Editor, right-click the related topics link.
3. In the context menu, select **Edit Related Topics Control**. The Insert Related Topics Control dialog opens. The topics currently associated with the link are listed on the right side of the dialog. All of the content files and folders in your project can be viewed on the left side of the dialog.
4. You can customize the related topics link in any of the following ways.

ADD BOOKMARK

If you want a link to point to a particular bookmark within a topic, do the following.


- a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.
- b. At the bottom of the dialog click .
- c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

 **NOTE** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

- d. Click **OK**.

STYLE CLASS


If you want to select the style class to be used for the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.
- c. Click **OK**.

If you want to edit the actual style in the stylesheet, see the set of steps below.


LABEL


If you want to change the text shown on the control, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, enter text in the **Label** field.
- c. Click **OK**.

POPUP MENU OR LIST


If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

- a. At the bottom of the dialog click .
- b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.
- c. Click **OK**.

 **NOTE** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.




TARGET FRAME

If you want to choose the type of frame used when the link is clicked, do the following.

- a. At the bottom of the dialog click .
- b. In the Related Topics Link Options dialog, click the down arrow in the **Target Frame** field and select any of the following.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
- c. Click **OK**.

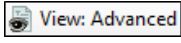
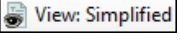
CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

- a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.
 - b. At the bottom of the dialog click  or .
 - c. Click in the **Use Custom Ordering** field and select **Yes**.
5. Click **OK**.
 6. Click  to save your work.

How to Edit the Style of a Related Topics Control

You can edit the style of a related topics link. When you do this, the style changes for all related topics links in any topics in your project. Also, keep in mind the various rules that pertain to related topic links.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
4. On the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "relatedTopics") if you want to modify only concept links in your project.
 - **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
 - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.

- **MadCap|relatedTopics** Edit this style to change the look of the heading for related topic links. The following three related topic link styles inherit properties from this style.
- **MadCap|relatedTopicsControlList** Edit this style to change the look of the entire list (element) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItem** Edit this style to change the look of individual items in the list (elements) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when related topics are displayed in a list, rather than in a popup.




NOTE You can also change a pseudo class of a link style (e.g., **MadCap|relatedTopics.focus** or **MadCap|relatedTopics.hover**) if you want to modify the look of the related topic link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
9. Click to save your work.

I Deleting Related Topics Links

If you no longer need a related topics link that you have previously inserted into a topic, you can delete it from a topic.

How to Delete a Related Topics Control

1. Open the content file.
2. Right-click the related topics link that you want to delete.
3. From the context menu, select **Delete**. The related topics link is removed from the topic.
4. Click  to save your work.

Relationship Tables and Links

Supported In:



A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.

If you import content from DITA files that already contain relationship tables, those tables are retained in Flare. You can also create new relationship tables in a Flare project and insert relationship proxies into individual topics. In online output, the end result is one or more hyperlinks that let users quickly open related topics. In print-based output, the end result is one or more references to related topics with the appropriate page number(s).

This chapter discusses the following:

General Information for Relationship Links	194
Process for Relationship Links	206

I General Information for Relationship Links

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

Benefits of Relationship Tables

Following are some of the primary benefits of using relationship links, as opposed to related topic links or concept links:

- You can create all of your link information in one place, in a single relationship table.
- You can have multiple types of links at the bottom of topics (e.g., one for "Related Information," one for "Related Tasks," and one for "Reference Materials").
- In online output, the links are automatically represented as hyperlinks. In print-based output, the links are automatically represented as a list of related topics with page number references.

Relationship Table Components

Following are the basic components of a relationship table.

Columns

By default, a relationship table has three columns, each named after three basic topic types—Concept, Task, and Reference.

- **Concept** Topics that contain basic information and descriptions about a subject.
- **Task** Topics that provide step-by-step procedures for accomplishing something.
- **Reference** Topics that provide detailed reference material.

If necessary, you can add more columns to a relationship table, naming the other columns anything you want.

The screenshot shows a software interface titled "Relationship Table" with a toolbar and a table. The table has three columns: "concept", "task", and "reference". The rows are "Birds", "Cats", and "Dogs". Each cell in the table contains a small icon and a text field with a checkbox. Callouts point to various parts of the interface:

- A callout at the top left says: "Here is a relationship table with the three default columns (concept, task, reference)."
- A callout at the top right points to a "+" button in the toolbar and says: "You can click this button to add another column."
- A callout at the bottom left points to the "concept" column header and says: "Here is the first column heading."
- A callout at the bottom center points to the "task" column header and says: "Here is the second column heading."
- A callout at the bottom right points to the "reference" column header and says: "Here is the third column heading."

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Tasks/Choosing_a...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C	<input type="checkbox"/> Cats/Tasks/Choosing_a...	<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/Abn	<input type="checkbox"/> Dogs/Tasks/Choosing_a	<input type="checkbox"/> Dogs/References/List of ...

Rows

You can have many rows in a relationship table, with each cell containing one or more topic names, placed in the appropriate column. The relationships between the different topics are defined across each row.

This relationship table has three rows (Birds, Cats, Dogs).

You can click this button to add another row.

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Tasks/Choosing_a...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...		<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> Dogs/Tasks/Choosing_a...	<input type="checkbox"/> Dogs/References/List of ...

These cells are optional. You are not required to name each row.

This is a link to a topic called "About Birds." It has relationships with the other topic links in the same row, not with any of the topics in the Cats or Dogs rows.

Relationship Links

When you insert topic references into a row in a relationship table, those topics will link to the other topics in the row in some way.

Following are the types of links that you can create.

- **Normal (default)** This is a two-way link. In other words, a link will be displayed in each topic involved, and that link will open the other topic.
- **Source Only** This is a link where the topic in question will have a link to other topics, but other topics will not have a link back to it.
- **Target Only** This is a link where the topic in question will not have a link to other topics, but other topics will have a link back to it.
- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to: www.oasis-open.org/committees/dita/

Unless you leave the default link setting, relationship links are identified by a blue background when you set them. To identify the exact kind of relationship link applied to an item, you can select the item and then click the appropriate Properties button in the local toolbar.

You can specify links on individual topic items, on cells (which can contain multiple items), or on entire columns.

- **Links on Items** Each topic item in a relationship table can use a different kind of link.
- **Links on Cells** If you apply a link type to a cell, all of the topic items in that cell will use that same setting (unless you later override the setting on individual items).
- **Links on Columns** If you apply a link type to a column, all of the topic items in all cells will use that same setting (unless you later override the setting on individual items or cells).

This topic is defined as a "Source Only" link. This means that when you open this topic in the output, it will contain a link to the other cat topic in this row. However, the other topic will not contain a link to this topic.

Row Name	concept	task	reference
Birds	Birds/Concepts/About B...	Birds/Tasks/Choosing_a...	Birds/References/List of ...
Cats	Cats/Concepts/About C...		Cats/References/List of ...
Dogs	Dogs/Concepts/About ...	Dogs/Tasks/Choosing_a...	Dogs/References/List of ...

This topic is defined as a "Target Only" link. This means that when you open this topic in the output, it will not contain a link to the other dog topics in this row. However, the other dog topics will contain a link to this topic.

Here is another way to look at it. The arrows show the direction of the links from one topic to another. Notice that for the "blue" topics, the lines point only one way.

Row	concept	task	reference
Birds	About Birds	Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds

Groups

You can group topics in the same cell so that they function as a unit or are related to one another. When you group items together, you can choose a collection type to specify how the items within the group behave.

Following are the collection types that you can use:

- **Unordered (default)** This displays the grouped links in the output, but the order in which they are displayed is not important.
- **Family** This lets you display links not only to adjacent topics in the row, but to other topics grouped within the same cell as well.

☆ **EXAMPLE** You have a row that is populated like this:

Topic A is in the "concept" cell.

Topics B, C, and D are contained in a group in the "task" cell.

Topic E is in the "reference" cell.

Suppose you *do not* use the Family collection type. In that case, when a user opens Topic A, he will see links to Topics B, C, D, and E. However, when the user opens Topic C, he will see links to Topic A and Topic E, but not to Topics B and D.

Now suppose you *do* use the Family collection type. In that case, when a user opens Topic C, he will see links not only to Topics A and E, but to Topics B and D as well.

- **Sequence** This displays links with significance given to how the links are ordered in the output. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the sequence option, please refer to:

www.oasis-open.org/committees/dita/

- **Choice** This lets you specify which link should be "selected" or "highlighted" from the group of links. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the choice option, please refer to:

www.oasis-open.org/committees/dita/

- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to:

www.oasis-open.org/committees/dita/

Unless you leave the default link setting, collection types are identified by a green background when you set them. To identify the exact kind of group applied, you can select the item and then click the appropriate Properties button in the local toolbar.

You can specify collection types on individual items in a group or on entire columns:

- **Collection Types on Items in Groups** Each group item in a relationship table can use a different kind of collection type.
- **Collection Types on Columns** If you apply a collection type to a column, all of the groups in that column will use that same setting (unless you later override the setting on individual groups).

The screenshot shows a table with columns: Row Name, concept, task, and reference. The 'Birds' row is selected. A callout points to the 'task' column for the 'Birds' row, stating: 'This cell has three task topics. By default, each of these three topics will link to the "About Dogs" topic on the left and the "List of Dog Breeds" topic on the right.' Another callout points to the 'reference' column for the 'Dogs' row, stating: 'However, these topics will not link to each other.'

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Concepts/About B... <input type="checkbox"/> Birds/Concepts/About B... <input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...	<input type="checkbox"/> Cats/Concepts/About C... <input type="checkbox"/> Cats/Concepts/About C... <input type="checkbox"/> Cats/Concepts/About C...	<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> Dogs/Concepts/About ... <input type="checkbox"/> Dogs/Concepts/About ... <input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> Dogs/References/List of ...

Row	concept	task	reference
Bird	Here is the way it would work for that row.		List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds
		Feeding a Dog	
		Grooming a Dog	

Now the topics in this cell have been placed in a group using the "Family" collection type.

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About...	<input type="checkbox"/> Birds/Tasks/Choosing_a...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...		<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input checked="" type="checkbox"/> [GROUP] <input type="checkbox"/> Dogs/Tasks/Choosin... <input type="checkbox"/> Dogs/Tasks/Feeding_... <input type="checkbox"/> Dogs/Tasks/Groomin...	<input type="checkbox"/> Dogs/References/List of ...

Row	concept	task	reference
Bird		Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds
		Feeding a Dog	
		Grooming a Dog	

By creating the group, the links work this way for the Dogs row.

Conditions

Like most everything else in Flare, you can apply condition tags to the elements within a relationship table. That is why you see squares next to the elements. If you apply a condition tag to something (e.g., topic reference, group), the square will display the color associated with that condition tag. You can show or hide the condition tags if you want.

You can click this button to hide the condition tag squares.

A condition tag associated with the color red has been applied to this topic reference.

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Tasks/Choosing_a...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...		<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> [GROUP]	<input type="checkbox"/> Dogs/References/List of ...
		<input checked="" type="checkbox"/> Dogs/Tasks/Choosin...	
		<input type="checkbox"/> Dogs/Tasks/Feedin...	
		<input type="checkbox"/> Dogs/Tasks/Groomin...	

Rules for Relationship Tables

Following are some basic rules when it comes to creating relationship tables:

- Relationships are expressed within individual rows only. Relationships do not exist between rows in a table.
- Not every cell in a row needs to have a topic link.
- Multiple topic links can be added to a single cell.
- You can add the same topic link in many different rows.

Relationships Proxy

After you create at least one relationship table, you can insert a Relationships proxy into the topics where you want the links to appear in the output. When you build the output, the proxy is replaced by the generated links.



You are here: Dogs > About Dogs

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets and there are many things with dogs.

Related Tasks

[Choosing a Dog](#)

[Feeding a Dog](#)

[Grooming a Dog](#)

Reference Materials

[List of Dog Breeds](#)

Here is the online output for a topic that includes relationship links at the bottom (replacing the proxy).

Notice that the relationship links are separated based on their categories in the relationship table (i.e., task, reference).

Here is the print-based output for a topic that includes relationship links at the bottom (replacing the proxy). Notice that, instead of hyperlinks, page numbers are shown.

About Dogs

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets. You can do tons of things with dogs.

Related Tasks

Choosing a Dog.....	4
Feeding a Dog.....	5
Grooming a Dog.....	6

Reference Materials

List of Dog Breeds.....	9
-------------------------	---

I Process for Relationship Links

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

Adding Relationship Table Files

The first step in using a relationship table is to add a new file to the Advanced folder in the Project Organizer. You can add as many relationship table files as you need. Depending on your project, you may need just one relationship table or many. For example, you might want to use Relationship Tables 1 and 2 when generating Target A, but you might want to use Relationship Table 3 when generating Target B.

How to Add a Relationship Table File


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




- **Ribbon** Select **Project > New > Advanced > Relationship Table**.
- **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Relationship Table**.

The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Relationship Table** 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 relationship table 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 relationship table file is added to the Advanced folder in the Project Organizer. The Relationship Table Editor opens to the right.

Creating Relationship Tables


After adding a relationship table file, you can create the actual content for it, adding relationships between the topic links in a row.

How to Create a Relationship Table


1. Open the relationship table that you want to work on. The Relationship Table Editor opens to the right. If you do not yet have a relationship table, see "Adding Relationship Table Files" on page 206.
2. Use the editor to perform any of the following tasks. Keep the following in mind as you work:
 - Relationships are expressed within individual rows only. Relationships do not exist between rows in a table.
 - Not every cell in a row needs to have a topic link.
 - Multiple topic links can be added to a single cell.
 - You can add the same topic link in many different rows.

TO GIVE A ROW A NAME

This simply helps you distinguish one row from another.

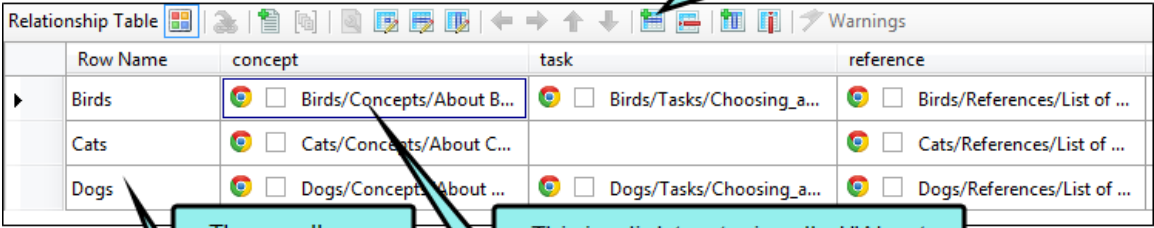
- a. Highlight a row.
- b. In the local toolbar click .
- c. In the **Row Type** field, enter a name.
- d. Click **OK**.









TO INSERT A ROW

- In the local toolbar click .

This relationship table has three rows (Birds, Cats, Dogs).

You can click this button to add another row.




Row Name	concept	task	reference
Birds	 <input type="checkbox"/> Birds/Concepts/About B...	 <input type="checkbox"/> Birds/Tasks/Choosing_a...	 <input type="checkbox"/> Birds/References/List of ...
Cats	 <input type="checkbox"/> Cats/Concepts/About C...		 <input type="checkbox"/> Cats/References/List of ...
Dogs	 <input type="checkbox"/> Dogs/Concepts/About ...	 <input type="checkbox"/> Dogs/Tasks/Choosing_a...	 <input type="checkbox"/> Dogs/References/List of ...

These cells are optional. You are not required to name each row.


This is a link to a topic called "About Birds." It has relationships with the other topic links in the same row, not with any of the topics in the Cats or Dogs rows.

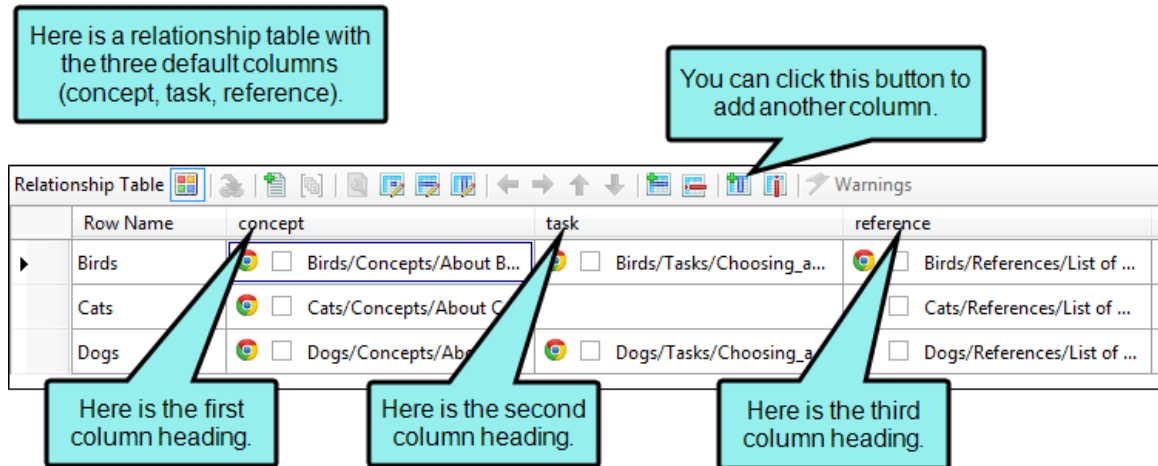
TO RENAME A COLUMN

- a. Highlight any cell in the column you want to rename.
- b. In the local toolbar click  to run the Column Properties dialog.
- c. In the **Column Type** field, enter a name.
- d. Click **OK**.

TO INSERT A COLUMN










In addition to the Row Name, a relationship table has three additional columns, each named after three basic topic types—Concept, Task, and Reference. You can add more columns if you want.

- In the local toolbar click .



Here is a relationship table with the three default columns (concept, task, reference).

You can click this button to add another column.


Row Name	concept	task	reference
Birds	 <input type="checkbox"/> Birds/Concepts/About B...	 <input type="checkbox"/> Birds/Tasks/Choosing_a...	 <input type="checkbox"/> Birds/References/List of ...
Cats	 <input type="checkbox"/> Cats/Concepts/About C...	 <input type="checkbox"/> Cats/Tasks/Choosing_a...	 <input type="checkbox"/> Cats/References/List of ...
Dogs	 <input type="checkbox"/> Dogs/Concepts/Ab...	 <input type="checkbox"/> Dogs/Tasks/Choosing_a...	 <input type="checkbox"/> Dogs/References/List of ...

Here is the first column heading.

Here is the second column heading.

Here is the third column heading.

TO ADD A TOPIC ITEM TO A CELL

- Click a cell where you want to insert a topic reference.
- In the local toolbar click .
- In the Open dialog, locate and double-click the topic. The topic file name is added to that cell. The square next to the file name is used to show any condition tags applied to the link.

TO SELECT THE LINK TYPE FOR A TOPIC ITEM, CELL, OR COLUMN

When you insert topic items into a row in a relationship table, those topics will link to the other topics in the row in some way. If you do not want to use the default type of link, you can select another kind. You can do this for individual topic items, entire cells, or entire columns.

- **Links on Items** Each topic item in a relationship table can use a different kind of link.
- **Links on Cells** If you apply a link type to a cell, all of the topic items in that cell will use that same setting (unless you later override the setting on individual items).

- **Links on Columns** If you apply a link type to a column, all of the topic items in all cells will use that same setting (unless you later override the setting on individual items or cells).

Following are the steps for selecting link types.

a. Do one of the following:

- **For Columns** Click in a column. In the local toolbar click .

OR

- **For Cells** Click in a cell. In the local toolbar click .

OR

- **For Topic Link Items** Click a topic link item in a cell. In the local toolbar click .

b. Click in the **Linking** field and select one of the following.

- **Source Only** This is a link where the topic in question will have a link to other topics, but other topics will not have a link back to it.
- **Target Only** This is a link where the topic in question will not have a link to other topics, but other topics will have a link back to it.
- **Normal (default)** This is a two-way link. In other words, a link will be displayed in each topic involved, and that link will open the other topic.
- **None** This option indicates that the topic reference does not have a link.
- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to www.oasis-open.org/committees/dita/.

Unless you leave the default link setting, relationship links are identified by a blue background when you set them. To identify the exact kind of relationship link applied to an item, you can select the item and then click the appropriate Properties button in the local toolbar.

This topic is defined as a "Source Only" link. This means that when you open this topic in the output, it will contain a link to the other cat topic in this row. However, the other topic will not contain a link to this topic.

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Tasks/Choosing_a...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...		<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> Dogs/Tasks/Choosing_a...	<input type="checkbox"/> Dogs/References/List of ...

This topic is defined as a "Target Only" link. This means that when you open this topic in the output, it will not contain a link to the other dog topics in this row. However, the other dog topics will contain a link to this topic.


Here is another way to look at it. The arrows show the direction of the links from one topic to another. Notice that for the "blue" topics, the lines point only one way.

Row	concept	task	reference
Birds	About Birds	Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds

c. Click OK.

TO GROUP SELECTED ITEMS

You can group topics in the same cell so that they function as a unit or are related to one another. When you group items together, you can choose a collection type to specify how the items within the group behave.

- a. In a cell containing multiple items (topic references), hold your **CTRL** key and click the items that you want to group.
- b. In the local toolbar click . The word "Group" is added to the cell.

This cell has three task topics. By default, each of these three topics will link to the "About Dogs" topic on the left and the "List of Dog Breeds" topic on the right.

Row Name	concept	task	reference
Birds	<input type="checkbox"/> Birds/Concepts/About B...	<input type="checkbox"/> Birds/Tasks/Choosing_a_Bird...	<input type="checkbox"/> Birds/References/List of ...
Cats	<input type="checkbox"/> Cats/Concepts/About C...	<input type="checkbox"/> Cats/Tasks/Choosing_a_Cat...	<input type="checkbox"/> Cats/References/List of ...
Dogs	<input type="checkbox"/> Dogs/Concepts/About ...	<input type="checkbox"/> Dogs/Tasks/Choosing_a_Dog... <input type="checkbox"/> Dogs/Tasks/Feeding_a_Dog.h... <input type="checkbox"/> Dogs/Tasks/Grooming_a_Do...	<input type="checkbox"/> Dogs/References/List of ...

However, these topics will not link to each other.

Here is the way it would work for that row.

Row	concept	task	reference
Bird		Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog Feeding a Dog Grooming a Dog	List of Dog Breeds

Now the topics in this cell have been placed in a group using the "Family" collection type.



Row Name	concept	task	reference
Birds	Birds/Concepts/About...	Birds/Tasks/Choosing_a...	Birds/References/List of ...
Cats	Cats/Concepts/About C...		Cats/References/List of ...
Dogs	Dogs/Concepts/About ...	[GROUP]	Dogs/References/List of ...
		Dogs/Tasks/Choosin...	
		Dogs/Tasks/Feeding...	
		Dogs/Tasks/Groomin...	

Row	concept	task	reference
Bird		Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog Feeding a Dog Grooming a Dog	List of Dog Breeds

By creating the group, the links work this way for the Dogs row.

TO SELECT THE COLLECTION TYPE FOR A COLUMN OR TOPIC LINK ITEM

When you put items into a group, you can specify how that group will function as a collection (e.g., in the images above the group is using the "Family" collection type, which means that those topic items will reference each other in the output). You can do this for entire columns or for individual topic items in a cell that have been grouped. If you set a particular collection type on a column, all groups in that column will use that collection type.

- a. Do one of the following:
 - **For Columns** Click in a column. In the local toolbar click .
 - **For Topic Link Items** Click a topic link item in a cell. In the local toolbar click .
- b. Click in the **Collection Type** field and select one of the following:
 - **Unordered (default)** This displays the grouped links in the output, but the order in which they are displayed is not important.
 - **Family** This lets you display links not only to adjacent topics in the row, but to other topics grouped within the same cell as well.

☆ **EXAMPLE** You have a row that is populated like this:

Topic A is in the "concept" cell.

Topics, B, C, and D are contained in a group in the "task" cell.


Topic E is in the "reference" cell.

Suppose you DO NOT use the Family collection type. In that case, when a user opens Topic A, he will see links to Topics B, C, D, and E. However, when the user opens Topic C, he will see links to Topic A and Topic E, but not to Topics B and D.

Now suppose you DO use the Family collection type. In that case, when a user opens Topic C, he will see links not only to Topics A and E, but to Topics B and D as well.

- **Sequence** This displays links with significance given to how the links are ordered in the output. For Flare outputs other than DITA, this option is not supported.



- **Choice** This lets you specify which link should be "selected" or "highlighted" from the group of links. For Flare outputs other than DITA, this option is not supported.
- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported.

 **NOTE** For more detailed information about DITA and these options, please refer to www.oasis-open.org/committees/dita/.

- c. Click **OK**.



TO NEST ITEMS

After you add items to a cell, you can nest them by using the left and right arrows. If an item is above and to the left of other items, it becomes the parent; the child items are below and to the right of the parent. When this occurs, the child items inherit the settings from the parent item (e.g., link type).


- a. Click on a topic link in a cell that you want to move.
- b. In the local toolbar, click  to move it to the left, or click  to move it to the right.

TO MOVE ITEMS UP OR DOWN


If you have multiple topic items in a cell, they are displayed in the output in the order they are shown. You can use the up and down buttons to change the order.

- a. Click the topic item that you want to move.
- b. In the local toolbar click  to move the item up or  to move the item down.

TO DELETE A ROW


- a. Click in the row you want to delete.
- b. In the local toolbar click .

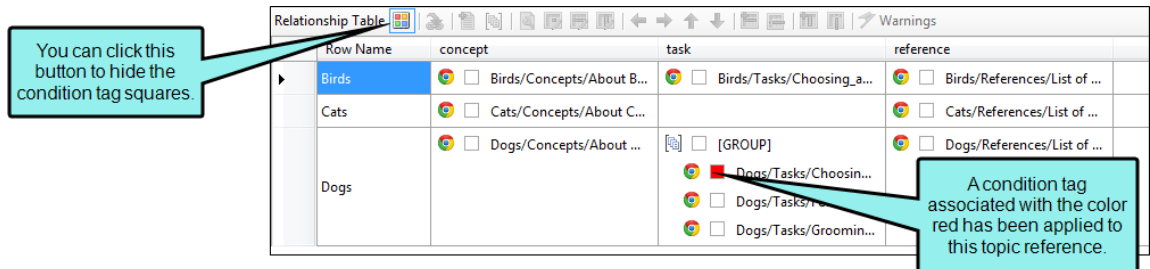
TO DELETE A COLUMN

- a. Click in the column you want to delete.
- b. In the local toolbar click .

TO SHOW OR HIDE CONDITIONAL INDICATORS

In a relationship table, condition tags are shown in the small squares next to topic file names. This feature can be used to show or hide those squares.



- In the local toolbar click .




The screenshot shows the Relationship Table Editor interface. The table has four columns: Row Name, concept, task, and reference. The 'Birds' row is selected. Callouts explain the condition tag icons: a green circle with a white square indicates a visible tag, and a red circle with a white square indicates a hidden tag. A red tag is shown next to 'Dogs/Tasks/Choosin...' in the task column.

Row Name	concept	task	reference
Birds	Birds/Concepts/About B...	Birds/Tasks/Choosing_a...	Birds/References/List of ...
Cats	Cats/Concepts/About C...		Cats/References/List of ...
Dogs	Dogs/Concepts/About ...	[GROUP] Dogs/Tasks/Choosin... Dogs/Tasks/... Dogs/Tasks/Groomin...	Dogs/References/List of ...

3. Click  to save your work.

 **NOTE** If there are any broken links in a relationship table, they will be identified by this icon: . You can then open the properties for that item and fix the link.

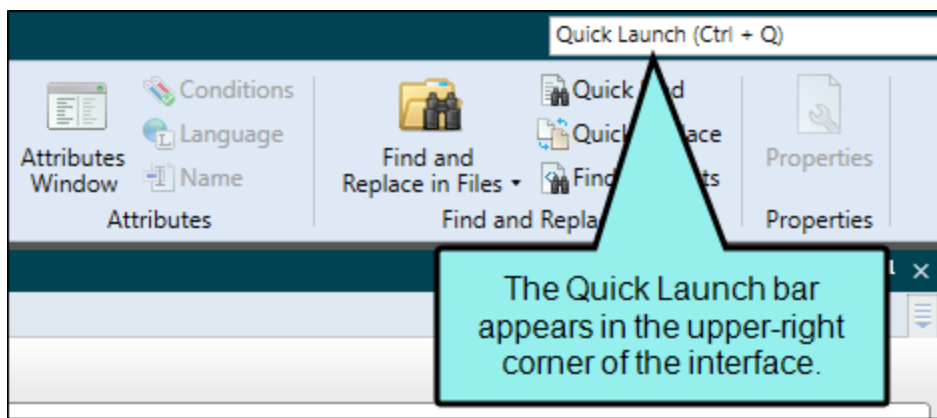
 **NOTE** The three relationship link style classes in your stylesheet are designed to work in sync with the column headings in the Relationship Table Editor. Therefore, if you rename a column or create a custom column, make sure that you create a corresponding style class in the stylesheet to control that column. For example, if you create a custom column with a link type called "other," you should create a style class in the stylesheet named "MadCap|relationshipsHeading.other." If you do not create a unique style class for the custom column, it will use the settings from the parent MadCap|relationshipsHeading style. Therefore, the heading label will say "Related Information," instead of what you want it to say.

Opening Relationship Tables

After a relationship table file is added, you can open it at any time to work on it.

How to Open a Relationship Table 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 Relationship Table From the Project Organizer

1. Open the Project Organizer.
2. Double-click the **Advanced** folder.
3. Double-click the relationship table file. The Relationship Table Editor opens to the right.

Inserting Relationship Links

You can insert a Relationships proxy in the topics where you want links to appear in the output, using the information contained in your relationship table(s).


How to Insert a Relationship Link

1. Open the content file.
2. Place your cursor where you want to insert the link (usually at the bottom of the topic).
3. Select **Insert > Proxy > Relationships Proxy**.

The Relationships Proxy dialog opens.

4. (Optional) In the field labeled **Stylesheet class for proxy**, you can select a class to affect the look of the relationship link.

You might create and use a proxy style class, for example, if you want to use a border special border above the relationship links in the output. If you do not select a class from this field, the generated link will use the style settings from the parent `MadCap|relationshipsProxy` style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the `MadCap|relationshipsProxy` style and in the local toolbar click **Add Selector** to create a class. The class will then be available from this field.

5. Click **OK**. The proxy is added to the topic.
6. Click  to save your work.

Editing Relationship Link Styles

You can edit the look of relationship links by adjusting the appropriate styles in your stylesheet. This might involve changing the look of any of the following: the container holding the links, the heading(s) above the links, the link items themselves. The Simplified view of the Stylesheet Editor lets you edit only some of the necessary styles; for the rest of the styles, you need to use the Advanced view.

The screenshot shows a web page titled "About Dogs" with a breadcrumb "You are here: Dogs > About Dogs". The page content includes a main heading "About Dogs", a paragraph of text, and three sections: "Related Tasks" with three blue underlined links, and "Reference Materials" with one blue underlined link. Three callout boxes provide instructions: the first points to the top border of the link container; the second points to the "Related Tasks" heading; the third points to the link items.

You are here: Dogs > About Dogs

About Dogs

According to Webster's, a dog is bred in a great many varieties.

Dogs are very popular as family things with dogs.

Related Tasks

- [Choosing a Dog](#)
- [Feeding a Dog](#)
- [Grooming a Dog](#)

Reference Materials

- [List of Dog Breeds](#)

By editing the style container, you can modify the border on top of the links or perhaps change the margin.

This is a link heading that you can change.

You can also change the look of the link items (e.g., choose another color, reduce the font size).

The screenshot shows a print-style table of contents for the "About Dogs" page. The links are now part of a table with dotted leaders and page numbers. A callout box points to the link items, explaining that for print-based output, modifications like changing the leader from dots to dashes are possible.

About Dogs

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets. You

Related Tasks

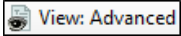
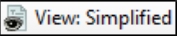
Choosing a Dog.....	5
Feeding a Dog.....	5
Grooming a Dog.....	6


Reference Materials

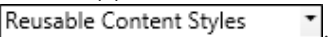
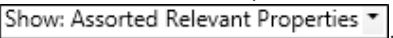


List of Dog Breeds.....	9
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For print-based output, you can make different kinds of modifications to the link items (e.g., change the leader from dots to dashes).

How to Edit the Container

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

 **NOTE** Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, select the **MadCap|relationshipsProxy** style.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .

7. Following are some of the more common tasks that you may want to perform:

BORDER PROPERTIES

By default, a 1-pixel black border is already set, which separates the relationship links from the topic content above.

- a. If you are using the grouped view, expand the **Border** group.
- b. Locate and select the border property you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the primary property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. If you plan to have the same settings for all sides, you can use the main **border** property to set the color, style, and width the same. The border-radius properties let you create curved edges on the border by providing horizontal and vertical values.

When you click next to a border property, a popup appears. Use the fields in the popup to define additional properties such as color, width, style, and thickness, then click **OK**.

MARGIN PROPERTIES

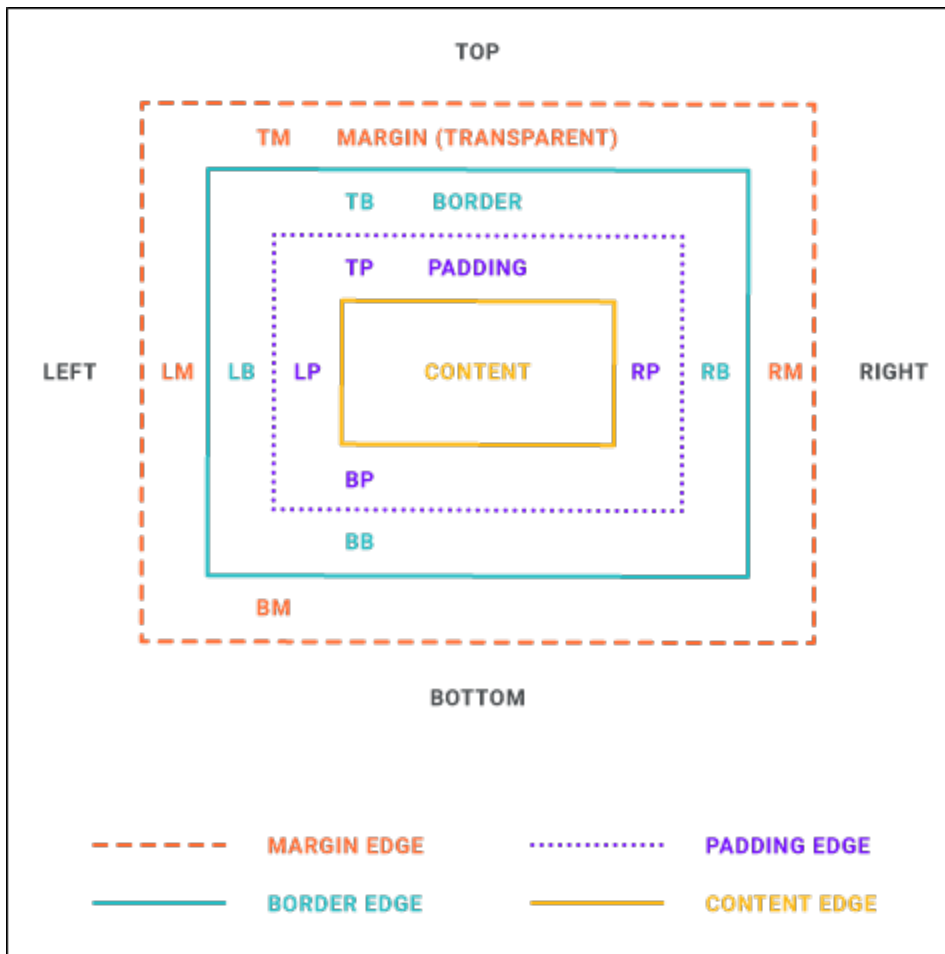
By default, a 10-pixel top margin is already set. The margin is the space around the outside of the container.

- a. If you are using the group view, expand the **Box** group.
- b. Locate and select the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.
 - i. Next to a margin property, click
 - ii. Use the left side of the popup to enter a number for the amount of margin.
 - iii. Use the right side of the popup to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Click **OK**.

PADDING PROPERTIES

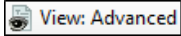
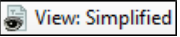
By default, 20 pixels of padding are set on the left side of the container, and 10 pixels of padding are set on the top side. The padding is the space between the content inside the container and its outer edges.

- a. If you are using the group view, expand the **Box** group.
- b. Locate and select the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top, padding-left). However, if you plan to have the same settings for all four sides, you can simply use the main **padding** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., padding, padding-bottom), a small popup displays.
 - i. Next to a padding property, click
 - ii. Use the left side of the popup to enter a number for the amount of padding.
 - iii. Use the right side of the popup to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Click **OK**.







8. Click  to save your work.


How to Edit a Heading

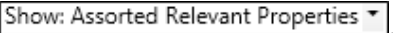
1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.

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

3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
5. In the **Styles** section of the editor, expand the **MadCap|relationshipsHeading** style. Then select the appropriate style class under it:
 - **concept** This class lets you change the look of the heading that is displayed above any concept links (i.e., any topics found in the "concept" column of the relationships table).
 - **reference** This class lets you change the look of the heading that is displayed above any reference links (i.e., any topics found in the "reference" column of the relationships table).
 - **task** This class lets you change the look of the heading that is displayed above any task links (i.e., any topics found in the "task" column of the relationships table).

 **NOTE** If you want to apply a setting that is used for all three of the classes, you can select the parent **MadCap|relationshipsHeading** style. Whatever you set for that style will trickle down to the three classes, unless a different value is already specified on that class.

 **NOTE** The three style classes mentioned above are designed to work in sync with the column headings in the Relationship Table Editor. You can change the column heading (i.e., link type) for any of these in the editor via the column properties dialog. You can also create a custom column. But if you do this, make sure that you create a corresponding style class in the stylesheet to control that column. For example, if you create a custom column with a link type called "other," you should create a style class in the stylesheet named "MadCap|relationshipsHeading.other." If you do not create a unique style class for the custom column, it will use the settings from the parent MadCap|relationshipsHeading style. Therefore, the heading label will say "Related Information," instead of what you want it to say.

6. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
7. Following are some of the more common tasks that you may want to perform.




HEADING TEXT (LABEL)

For the "concept" links, the default text is "Related Information." For the "reference" links, the default text is "Reference Materials." For the "task" links, the default text is "Related Tasks."

To the right of **mc-label**, replace the default text.


FONT COLOR

The default color is black.

- a. If you are using the grouped view, expand the **Font** group.
- b. To the right of **color**, click , and select a color. For advanced color options, click  and use the fields in the Color Picker dialog, or click  to select a color already used elsewhere on your screen. You can use the Color Picker to select a CSS variable.

FONT SIZE

The default size is 14 points.

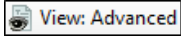
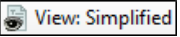
- a. If you are using the grouped view, expand the **Font** group.
- b. To the right of **font-size**, click , and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.
- c. Click **OK**.



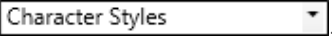



NOTE You can also specify other style settings that can normally be done for fonts or paragraphs.

8. Click  to save your work.

How to Edit Link Items

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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. In the **Styles** section of the editor, select the **MadCap|relationshipsItem** style.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .

7. Following are some of the more common tasks that you may want to perform.

LEADER ALIGNMENT (PRINT-BASED OUTPUT)

This determines how the page numbers are aligned at the end of the leader. The default setting is right alignment.

To the right of **mc-leader-align**, click , and select an alignment setting (**center**, **left**, **right**).

LEADER FORMAT (PRINT-BASED OUTPUT)

This is the material that is shown between a topic name and the page number where it can be found. The default setting is a series of dots.

To the right of **mc-leader-format**, type whatever you want to be shown as the leader (e.g., dash, underline). Whatever you type will be repeated until the end of the leader.

LEADER INDENT (PRINT-BASED OUTPUT)

This is the amount of space from the end of the list entry to the start of the leader.

- a. To the right of **mc-leader-indent**, click .
- b. Use the lower-left area of the popup to enter a number.
- c. Use the lower-right area to select a unit of measurement.
- d. Click **OK**.


LEADER OFFSET (PRINT-BASED OUTPUT)

This is the amount of space from the end of the leader to the page number following it.

- a. To the right of **mc-leader-offset**, click .
- b. Use the lower-left area of the popup to enter a number.
- c. Use the lower-right area to select a unit of measurement.
- d. Click **OK**.




MARGIN

This the amount of space around each item. The default setting is a left margin of 24 points.

- a. If you are using the group view, expand the **Box** group.
- b. Locate and select the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.
 - i. To the right of a margin property, click .
 - ii. Use the left side of the popup to enter a number for the amount of margin.
 - iii. Use the right side of the popup to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Click **OK**.


FONT COLOR

The default color is black. The following instructions show you how to change the font color for print-based output. For online output, the color is based on the settings on the "a" style, which controls the look of all text hyperlinks in your output. To change this, see "Editing Text Hyperlinks" on page 247.

- a. If you are using the grouped view, expand the **Font** group.
- b. To the right of **color**, click , and select a color. For advanced color options, click  and use the fields in the Color Picker dialog, or click  to select a color already used elsewhere on your screen. You can use the Color Picker to select a CSS variable.

FONT SIZE

The default size is 14 points.



- a. If you are using the grouped view, expand the **Font** group.
- b. To the right of **font-size**, click , and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.
- c. Click **OK**.








NOTE You can also specify other style settings that can normally be done for fonts or paragraphs.

8. Click  to save your work.


How to Edit Page Numbers for Print Output

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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. In the **Styles** section of the editor, expand **MadCap|xref** and select the **RelLinkPageNumber** style class.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Use the properties area to the right to make changes (e.g., font color).
8. Click  to save your work.


What's Noteworthy?

 **NOTE** Different browsers may treat margin and padding settings differently. For example, Firefox honors padding settings more than it honors margin settings.

Associating Relationship Tables With Targets

If you have created relationship tables in your project, you need to tell Flare which tables to use for which targets.

How to Associate Relationship Tables With Targets

1. Open the target from the Project Organizer.
2. In the Target Editor, click the **Relationship Table** tab.
3. Click next to each relationship table that you want to use for that target so that it has a check mark.
4. Click  to save your work.

Shortcut Controls

Supported In:



A shortcut control in Microsoft HTML Help launches a program or window in an application by passing Windows-based messages and parameters. For example, if a topic discusses a procedure that involves a specific dialog window, you can provide a link that a user can click in the topic to open the dialog in the program. Shortcut controls can make tasks easier for new users, and they can speed up complex procedures for experienced users.

This chapter discusses the following:

Inserting Shortcut Controls	235
Editing Shortcut Controls	236


I Inserting Shortcut Controls

Inserting shortcut controls requires only a few simple steps.

Following are limitations of shortcut controls:

- A shortcut control can be used only with Microsoft HTML Help.
- The CHM file must be located on a local or network drive. The file cannot be accessed through HTTP.
- The CHM file must be displayed in the Help Viewer. A shortcut control does not work in a file that is displayed in an internet browser window.

How to Insert a Shortcut Control



1. Open the content file.
2. In the XML Editor, click in the topic where you want to insert the shortcut control.
3. Select **Insert > Shortcut Control**.
4. Enter the appropriate information in each of the fields. You may need to consult with your developer for help on completing these fields.
 - **File path to the executable file...** Enter the path and name of the program that (EXE file) you are calling.
 - **Parameters to be sent...** Enter any parameters you would like to send the program (e.g., the name of a file to open). Separate the parameters with commas.
 - **A message ID of a standard Windows message** Select a standard Windows message from the drop-down menu.
 - **WPARAM value** Enter the WPARAM value.
 - **LPARAM value** Enter the LPARAM value.
5. Click **OK**. The shortcut control is added to the topic.
6. Click  to save your work.

Editing Shortcut Controls

You can edit a shortcut control that you have inserted into a topic in a couple of different ways.

How to Change the Settings Associated With a Shortcut Control

The first way to edit a shortcut control is to change the settings (e.g., executable file path, parameters, message ID) associated with the control.

1. Open the content file.
2. In the XML Editor, right-click the shortcut control icon  (if "markers" are set to be shown).
3. In the context menu, select **Edit Shortcut Control**. The Insert Shortcut Control dialog opens.
4. Adjust the settings in the fields as necessary. You may need to consult with your developer for help on completing these fields:
 - **File path to the executable file...** Enter the path and name of the program (EXE file) you are calling.
 - **Parameters to be sent...** Enter any parameters you would like to send the program (e.g., the name of a file to open). Separate the parameters with commas.
 - **A message ID of a standard Windows message** Select a standard Windows message from the drop-down menu.
 - **WPARAM value** Enter the WPARAM value.
 - **LPARAM value** Enter the LPARAM value.
5. Click **OK**. The Insert Shortcut Control dialog closes, and the link is now changed.
6. Click  to save your work.

Edit the Style of a Shortcut Control

The second way to edit a shortcut control is to edit the style (e.g., font, color) of the link. When you edit the style for a shortcut control, the style changes for all shortcut controls in any topics in your project. To do this, modify the property settings for the style called "MadCap|shortcut." For more information see the online Help.

Text Hyperlinks

Supported In:



A text hyperlink is one of the most basic forms of a navigation link. It is simply a hyperlink applied to text. When an end user clicks the hyperlink in the output, the location specified in the hyperlink opens. The location can be another topic in the project, a place in the current file (such as a heading or bookmark), or a file outside of the project (such as a website or PDF on the internet). In general, text hyperlinks are recommended for links that point to locations outside of your project (e.g., to a website) or to a location in the project when you want particular text for the link (e.g., "click here"). On the other hand, cross-references are recommended for links that point to locations within the project (e.g., from one topic to another, or a place within the same topic) when you want the link text to be automatically applied.


This chapter discusses the following:

Inserting Text Hyperlinks	239
Editing Text Hyperlinks	247

I Inserting Text Hyperlinks

You can insert text hyperlinks in content files.

How to Insert a Text Hyperlink—Standard Method

1. Open the content file.
2. Highlight the text that you want to use as the link (or "hotspot").
3. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select Insert > Hyperlink.**
 - **Keyboard Shortcut** Press **CTRL+K**.
 - **Local Toolbar** In the local toolbar of the XML Editor, click .
 - **Right-Click** Right-click in the editor and select **Insert > Hyperlink**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).

The Insert Hyperlink dialog opens.

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

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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



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



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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.



You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

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

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

EMAIL

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

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

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

HTML HELP FILE


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

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




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





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

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


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

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

5. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. Leave the text as it is, unless you decide you would like to change it. If you want to change the link text, type the new text in the field. It will replace the previous text in the topic. If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.
6. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output. Again, you can insert a variable by clicking .


When you enter a screen tip, it is added as a <title> tag in the markup.

For more information see the online Help.

7. (Optional) In the **Alternate Text** field, type a phrase that describes what the element is about. This option should be used to increase accessibility for users who are unable to view an element. Again, you can insert a variable by clicking .
8. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent "a" style.)
9. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
10. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through hyperlinks in a topic. So when a user presses the TAB key the first time in a topic, the hyperlink with an index value of 1 will be selected first, the hyperlink with a value of 2 will be selected next, and so on. If you want to skip a hyperlink, enter -1 in that field.

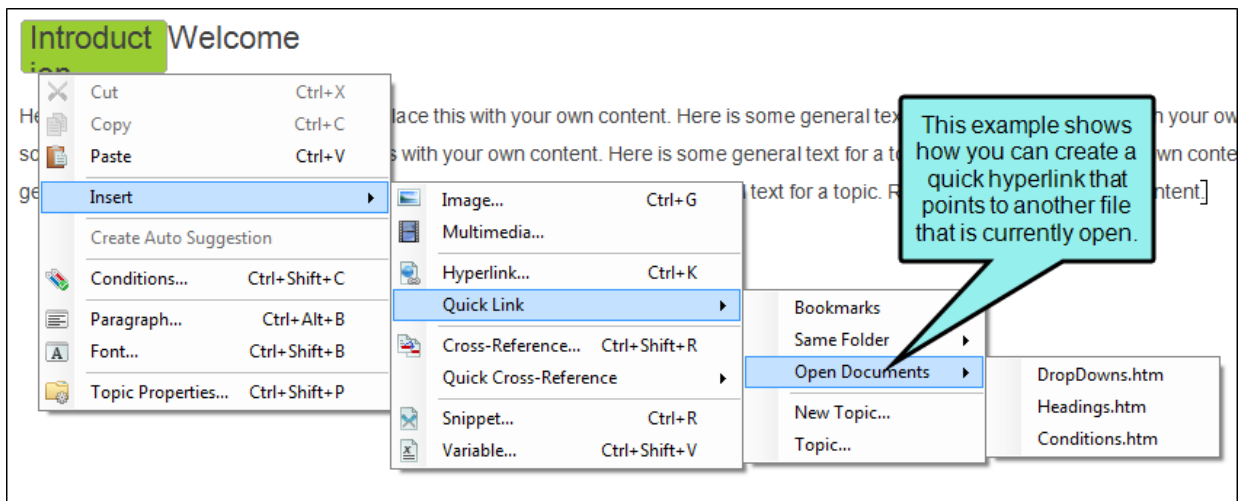



NOTE This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.

11. Click **OK**. The hyperlink is added to the topic.
12. Click  to save your work.

How to Insert a Text Hyperlink—Quick Link Method

1. Open the content file.
2. In the XML Editor right-click at the location where you want to insert the hyperlink.
3. From the context menu select **Insert > Quick Link**.
4. Select the appropriate submenu, depending on the option that helps you find the destination the fastest.
 - **Bookmarks** Lets you select any bookmarks that you have already inserted into the current file.
 - **Same Folder** Lets you select any files that are contained in the same folder in the Content Explorer.
 - **Open Documents** Lets you select any other files that are also currently open in the workspace.



5. From the next submenu choose the bookmark or file. The hyperlink is added to the topic.
6. Click  to save your work.


Editing Text Hyperlinks

You can edit text hyperlinks that you have inserted into a topic in at least three different ways: (1) edit the destination and properties of the hyperlink, (2) edit the style of the hyperlink, and (3) unbind (or remove) the hyperlink from the text.

How to Edit the Destination and Properties of a Text Hyperlink

The first way to edit text hyperlinks is to change the destination and other properties (link text, target frame, screen tip).

☆ **EXAMPLE** You test the topic containing the text hyperlink and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

1. Open the content file.
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. Select **Edit Hyperlink**. The Insert Hyperlink dialog opens.
5. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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




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



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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.



You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

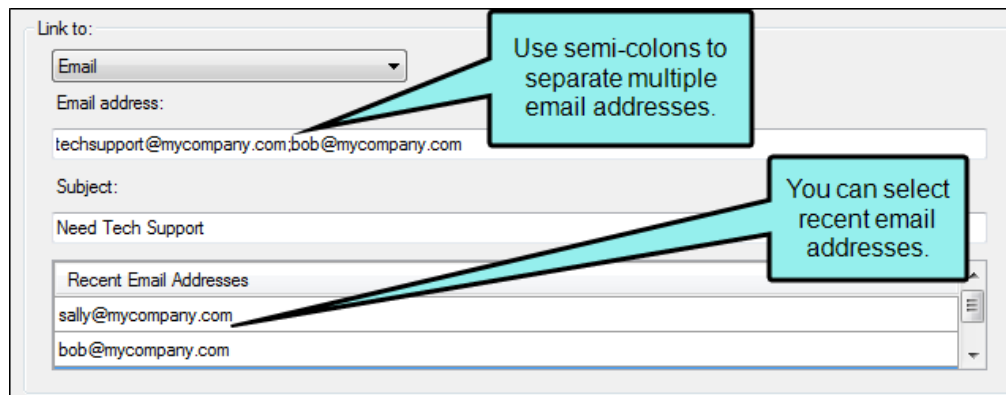
If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

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

EMAIL

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

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



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

HTML HELP FILE


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

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




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



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

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


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

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

6. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. Leave the text as it is, unless you decide you would like to change it. If you want to change the link text, type the new text in the field. It will replace the previous text in the topic.
7. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.

When you enter a screen tip, it is added as a <title> tag in the markup.


For more information see the online Help.

8. (Optional) In the **Alternate Text** field, type a phrase that describes what the element is about. This option should be used to increase accessibility for users who are unable to view an element. Again, you can insert a variable by clicking .

9. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent "a" style.)
10. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open.
 - **Page Default** The destination file opens in the same window as the output window.
 - **Parent Frame** The destination file opens in the parent frame of the current topic while hiding that topic.
 - **New Window** The destination file opens in a new browser window.
 - **Same Frame** The destination file opens in the same window frame as the current topic.
 - **Top Frame** The destination file opens in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
 - **Popup Window** The destination file opens in a popup box on top of the current topic.
11. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through hyperlinks in a topic. So when a user presses the TAB key the first time in a topic, the hyperlink with an index value of 1 will be selected first, the hyperlink with a value of 2 will be selected next, and so on. If you want to skip a hyperlink, enter -1 in that field.

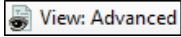
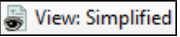


NOTE This feature is supported only in web outputs—HTML5, Clean XHTML, WebHelp, WebHelp Plus.


12. Click **OK**. The hyperlink is changed in the topic. By default the hyperlink is displayed in blue, underlined font. You can change the appearance of the link by modifying the style in the Stylesheet Editor.
13. Click  to save your work.

How to Edit the Style of a Text Hyperlink

The second way to edit a text hyperlink is to edit the style (e.g., font, color) of the hyperlink. When you edit the style for a text hyperlink, the style changes for all text hyperlinks in any topics in your project.

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

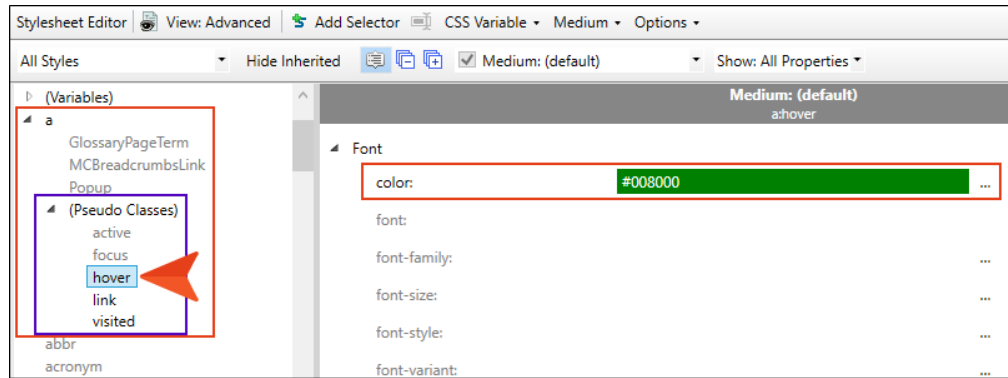
 **NOTE** For steps using the Simplified view, see the online Help.





3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, find and select the **a** tag.

If you want to modify the way links look when they are in a certain state, you can select a pseudo class under the "a" style. Link pseudo classes include the following:

- **Active** This class is used when the person activates the element (mouse is clicked).
- **Focus** This class is used if the element has the focus.
- **Hover** This class is used when the person hovers the mouse over the element.
- **Link** This class is used for links that have not yet been clicked.
- **Visited** This class is used for links that have already been clicked.

☆ **EXAMPLE** You want a text hyperlink to display in green when a user hovers over it. Therefore, in your stylesheet you expand the **a** style and modify the **hover** pseudo class, changing the font color to green.



5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
9. Click  to save your work.

How to Fix Link Overflow in a Container

If you have a long hyperlink (such as a URL) that is extending past the boundary of its container (such as a div) in the output, you can fix it by adding an overflow-wrap property to the style.



1. Right-click your stylesheet file and select **Open with > Internal Text Editor**.
2. Find the style where the issue occurs, and add this to it:

```
overflow-wrap: break-word;
```

3. Click  to save your work.

How to Unbind or Remove the Text Hyperlink

The third way to edit a text hyperlink is to unbind (or remove) the hyperlink effect. If you decide that you no longer want the content to serve as a hyperlink, you can use the steps below to remove the hyperlink, converting the content to regular text.

1. Open the content file.
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. From the context menu, select **Unbind**. The hyperlink effect is removed.
5. Click  to save your work.

Text Popups

Supported In:



A text popup is a link that opens a popup box containing basic text that you provide.

This chapter discusses the following:

Inserting Text Popups	258
Editing Text Popups	259

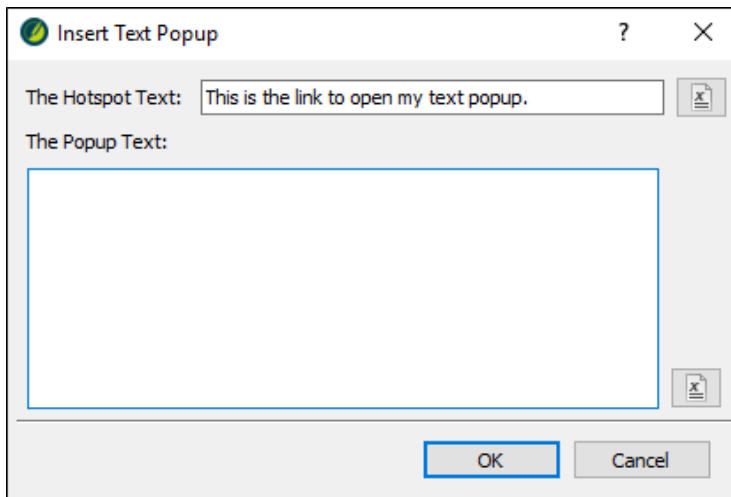
Inserting Text Popups


Inserting text popups requires only a few simple steps



How to Insert a Text Popup

1. Open the content file.
2. In the XML Editor, highlight the content that you want to use as the link (or "hotspot") to open the popup.
3. Select **Insert > Text Popup**.

The Insert Text Popup dialog opens, with the text that you highlighted already shown in "The Hotspot Text" field.



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

4. In **The Popup Text** field, type the content for the popup. Again, you can insert a variable by clicking .
5. Click **OK**. The link for the text popup is added to the topic. You can change the appearance of the link by modifying the `MadCapIpopupHead` and `MadCapIpopupBody` styles in the Stylesheet Editor.
6. Click  to save your work.

Editing Text Popups

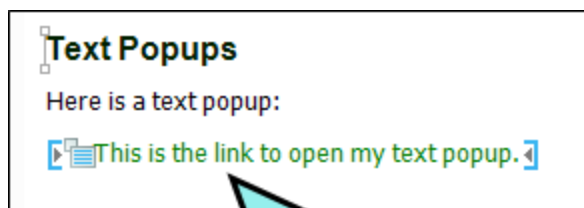
You can edit text popups that you have inserted into a topic in at least two different ways: (1) edit the popup hotspot and text, and (2) edit the style of the text popup.

How to Edit the Popup Hotspot and Text


The first way to edit text popups is to change the popup hotspot and/or the text that users see when the popup opens.

☆ **EXAMPLE** You test the topic containing the text popup and you notice that a word is misspelled in the popup text. You can use the following steps to correct the spelling in the popup.

1. Open the content file.
2. In XML Editor, right-click anywhere in the text popup marker.





When you right-click anywhere in the marker, a popup menu displays tasks related to the text popup.

3. In the menu, select **Edit Popup**. The Insert Text Popup dialog opens.
4. Change the text for the hotspot or the popup itself.
5. Click **OK**. The changes are made to the text popup.
6. Click  to save your work.

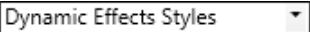
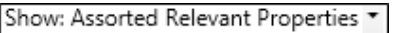




How to Edit the Style of a Text Popup

You can edit the style (e.g., font, color) of a text popup hotspot or the popup body. When you do this, the style changes for all text popups in any topics in your project.

☆ **EXAMPLE** You want to change the font for your text popup hotspots to dark green with no underline. The following steps show you how to accomplish this.

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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, find and select the style called **MadCap|popupHead** (for the hotspot) or **MadCap|popupBody** (for the body of the popup).
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
9. Click  to save your work.

CHAPTER 17

Togglers

Supported In:




A toggler is a feature that lets users click a hotspot to reveal one or more named elements in a topic. A named element (also called the "toggler target") is a chunk of content that can reside anywhere in the topic. When users click the toggler hotspot, the output reveals hidden content elements. When users click the hotspot again, the content is hidden again.

The hotspot is identified by this icon.

Togglers

This topic contains a toggler.

Here is the toggler hotspot:  Click me!

🚩 This is the toggled content, which will be hidden or shown as the user clicks the hotspot.

This is the content that is shown or hidden when the user clicks the toggler hotspot. The yellow flag icon at the beginning indicates that it is toggler text.



This chapter discusses the following:


Inserting Togglers	263
Editing Togglers	265
Deleting Togglers	268

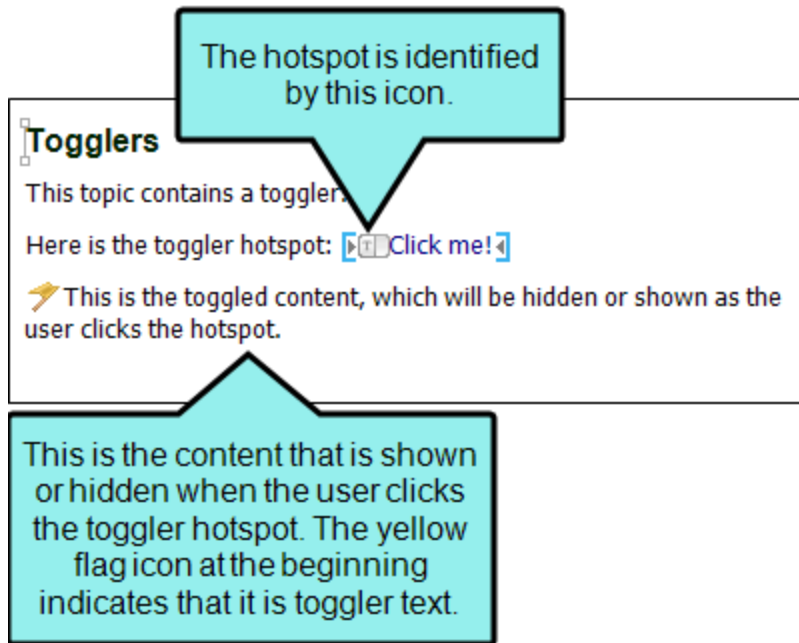
I Inserting Toggles


Following are steps for inserting a toggler.

How to Insert a Toggler

1. Open the content file.
2. Click anywhere in the paragraph that you want to toggle (the content that will open when users click the hotspot).
3. Select **Home > Name**.
4. Type a name for the toggled element (anything that will help you identify it).
5. Click **OK**. The named element is added, with a yellow flag  next to it. The flag will not display in the output. It is simply used to show you where a named element has been inserted. You can hide or show this flag by selecting the option from the Show tags button  in the XML Editor local toolbar.
6. In the topic, highlight the text that you want to use as the toggler hotspot.
7. Select **Insert > Toggler**.
8. In the **Toggler targets** section, click the check box next to the toggler element that you created.
9. (Optional) In the **Toggler class** section, select a style class to be associated with the toggler.

- Click **OK**. The toggler hotspot now has the toggler icon  next to it in the XML Editor. The icon will not display in the output. It is simply used to show you where a named element has been inserted.




- Click  to save your work.

Editing Toggles

You can edit togglers that you have inserted into a topic in at least three different ways: (1) edit the content in the section that is "toggled," (2) edit the style of a toggler hotspot, and (3) associate the hotspot with another toggler element and/or style class.

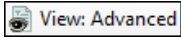
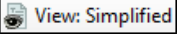
How to Edit the Toggler Content

The first way to edit drop-down text is to change the actual content in the section that gets "toggled" when users click the hotspot.

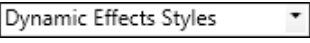
1. Open the content file.
2. In the XML Editor, click in the area containing the toggler content. Then add, remove, or replace content as necessary.
3. Click  to save your work.




How to Edit the Style of a Toggler Hotspot

You can edit the style (e.g., font, color) of a toggler hotspot. When you do this, the style changes for all toggler hotspots in any topics in your project.



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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, find and select the style called **MadCap|toggler** (or a toggler style class you have created within it).

5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.



Following are some of the more common properties that you might change.

- **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in a closed state.
 - **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the toggler effect when it is in a closed state.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in an open state.
 - **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the toggler effect when it is in an open state.
 - **mc-image-spacing** This style, located in the **Unclassified** property group, lets you set the spacing around the image next to the toggler effect.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
 9. Click  to save your work.

How to Associate a Hotspot With Another Toggler Element

The third way to edit a toggler is to associate the hotspot with another toggler element and/or style class.



☆ **EXAMPLE** You might have multiple sections of content in a topic that are open and closed via toggler hotspots. If you are using one hotspot to "toggle" one section of content, you can easily associate that hotspot with an additional section of content, so that it "toggles" both areas when a user clicks it.

1. Open the content file.
2. If you have not yet given a toggler element name to the content that you want to show and hide, follow the steps for inserting a toggler.
3. In the XML Editor, right-click the icon  at the beginning of the toggler hotspot.
4. In the menu, select **Edit Toggler**. The Insert Toggler dialog opens.
5. In the **Toggler targets** section, click the check box next to any toggler elements that you want to associate with the hotspot. You can select as many toggler elements as needed.
6. In the **Toggler class** section, select a style class to be associated with the toggler.
7. Click **OK**.
8. Click  to save your work.

I Deleting Toggles

If you have inserted a toggler into a topic and want to remove the toggler hotspot, use the following steps.


How to Delete a Toggler

1. Open the content file.
2. Right-click the icon  at the beginning of the toggler.
3. From the menu, select **Delete**. The toggler hotspot and its content are removed from the topic.
4. Click  to save your work.

Toolbars

Supported In:



 **NOTE** eLearning toolbars are supported in HTML5 output only. They are not supported in the other outputs listed above.

There are three types of toolbars that you can add to your online output—topic, web, and eLearning. A topic toolbar displays buttons in a custom toolbar within the topic content, based on the insertion of a Topic Toolbar proxy. A web toolbar displays buttons within the skin framework. An eLearning toolbar is typically shown at the bottom of topics to guide individuals through an online eLearning course. See "Topic Toolbars" on page 271, "Web Toolbars" on page 336, and "eLearning Toolbars" on page 361.

This chapter discusses the following:

Toolbars and Skins	270
Topic Toolbars	271
Web Toolbars	336
eLearning Toolbars	361

I Toolbars and Skins

The kinds of toolbars (and sometimes the buttons) that are available depend on the type of skin you are using.

Skin Type	Topic Toolbar	Web Toolbar	eLearning Toolbar
HTML5 Top Navigation ¹	✓	✗	✓
HTML5 Side Navigation ¹	✓	✗	✓
HTML5 Skinless ¹	✓	✗	✓
HTML5 Tripane ²	✓	✓	✓
Standard ³	✓	✓	✗

¹Side and Top Navigation—as well as skinless outputs—do not use frames, like other outputs do. Therefore, you must use a topic toolbar if you want to display toolbar buttons.

²In an HTML5 Tripane skin, you can configure a web toolbar by using the Toolbar tab.

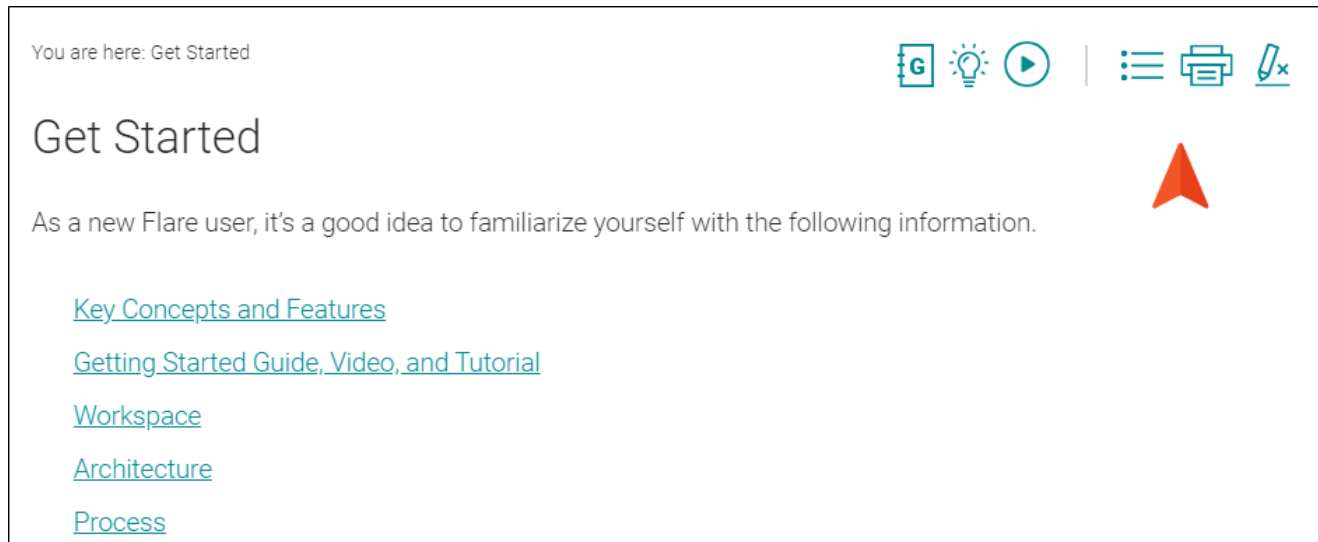
³Although Pulse is supported in WebHelp and WebHelp Plus targets, you can add Pulse-related buttons (e.g., Edit User Profile, Topic Ratings) only in a WebHelp toolbar. You cannot add them in a topic toolbar.

Topic Toolbars

Supported In:



A topic toolbar displays buttons in a custom toolbar within the topic content, based on the insertion of a Topic Toolbar proxy. In addition to a Topic Toolbar proxy, you can use a skin component (for HTML5) or a Standard skin (for WebHelp and HTML Help outputs). Choosing the buttons for the toolbar can be done in the proxy, but it can also be done in the skin or skin component (proxy selections have precedence).



How to Create a Topic Toolbar

1. (Optional) Add a skin or skin component, depending on your output type:
 - Topic Toolbars in HTML5 Skin Components
 - Topic Toolbars in WebHelp Outputs

You can control the look of the items in the topic toolbar, and the background of the topic toolbar, by opening the Styles tab of the Skin Editor and modifying the appropriate styles. By default, the background is transparent so it will show whatever is behind it in the body of the topic. When you change any of these styles, they affect settings for items in both regular web toolbars and in topic toolbars.

2. (Optional) You can create and edit a `Madcap|topicToolbarProxy` style class to control the look of the toolbar.
3. Place your cursor in a template page and select **Insert > Proxy > Insert Topic Toolbar Proxy**. From the dialog, you can select a skin component, style class, and buttons.

Topic Toolbar Buttons Supported

Although topic toolbars can be added in most online outputs, only certain buttons are supported in the various outputs. The following table provides an overview.

The following table does not list Pulse-related toolbar buttons, such as Edit User Profile and Topic Ratings. These kinds of buttons must be added either via the web toolbar (for HTML5 Tripane, WebHelp, or WebHelp Plus outputs) or the Topic Toolbar skin component (for all HTML5 outputs).

	HTML Help	HTML5	WebHelp	WebHelp Plus
Add Topic to Favorites	✗	✗	✓	✓
Back	✓	✗	✓	✓
Collapse All	✓	✓ ¹	✓	✓
Current Topic Index	✓	✓ ²	✓	✓
Expand All	✓	✓ ¹	✓	✓
Forward	✓	✗	✓	✓
Home	✓	✗	✓	✓
Next Topic	✓	✓ ³	✓	✓
Previous Topic	✓	✓ ³	✓	✓
Print	✓	✓	✓	✓

	HTML Help	HTML5	WebHelp	WebHelp Plus
Quick Search	✓	✗	✓	✓
Refresh	✓	✗	✓	✓
Remove Search Highlight	✓	✓	✓	✓
Select Browse Sequence	✗	✗	✓	✓
Select Community	✗	✓	✓	✓
Select Favorite	✗	✗	✓	✓
Select Glossary	✗	✗	✓	✓
Select Index	✗	✗	✓	✓
Select Language	✗	✓	✗	✗
Select Search	✗	✗	✓	✓
Select Skin	✗	✓	✗	✗
Select TOC	✗	✗	✓	✓

	HTML Help	HTML5	WebHelp	WebHelp Plus
Separator	✓	✓	✓	✓
Stop	✓	✗	✓	✓
Hide Navigation	✗	✗	✓	✓

¹Collapse All and Expand All are the same button for HTML5.

²This button is supported only for HTML5 output that is using a Tripane skin. It is not supported for HTML5 output using a Top Navigation skin, or no skin.

³If you are using a Tripane skin, this button lets you navigate browse sequences. If you are using a Top Navigation skin or no skin (or if you are using a Tripane skin without a browse sequence), this button lets you browse table of contents entries.

Examples

The Previous and Next buttons in HTML5 output using Side or Top Navigation skins (or no skin) differ from those in other WebHelp and other output types (including HTML5 outputs using a Tripane skin). In WebHelp and other output types, the Previous and Next buttons navigate between topics in a browse sequence (if one is available); otherwise they navigate between topics in the table of contents.

☆ EXAMPLE – HTML5 Top Navigation (TOC)

You might want to include Previous and Next buttons in your online HTML5 Top Navigation output when you use topics that are sequential, such as a tutorial or a long process spanning many topics.

In this example, a user tutorial has several numbered topics that have been added to the table of contents (TOC). We've added a menu proxy so that these TOC items display next to the open topic.

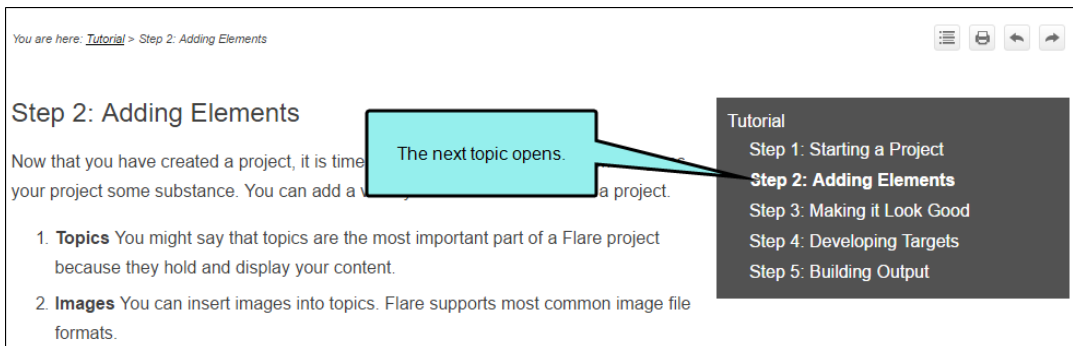
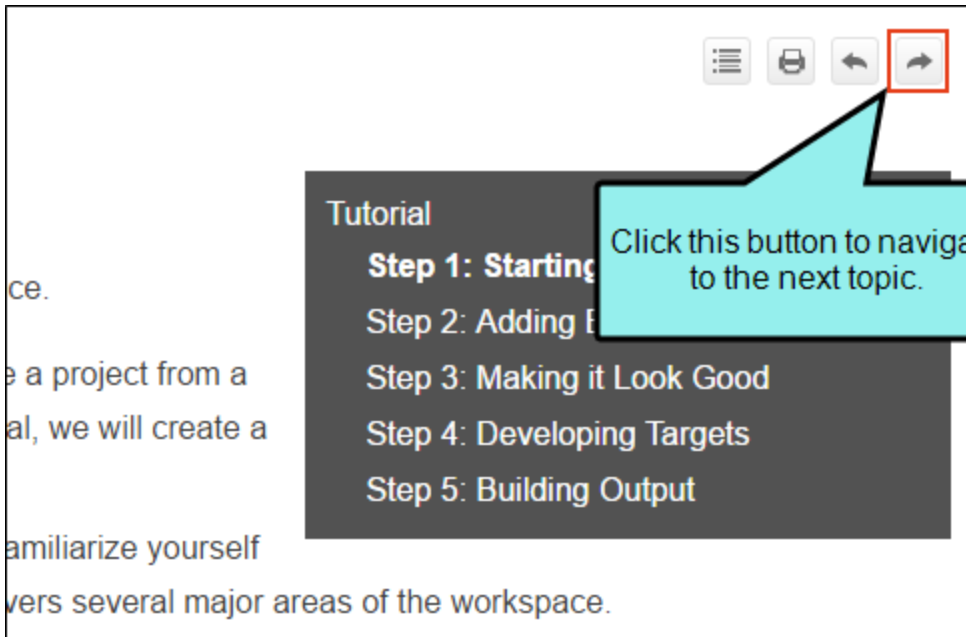
The screenshot shows a web page titled "Step 1: Starting a Project" under a "Tutorial" section. The breadcrumb path is "You are here: Tutorial > Step 1: Starting a Project". The main content area contains two numbered steps:

- 1. Creating a Project** The Start New Project... from a template, an existing project, or an imported project. In this tutorial, we will create a new project from a Flare template.
- 2. Touring the Workspace** After creating you project, you should familiarize yourself with the Flare workspace before doing too much. This tutorial covers several major areas of the workspace.

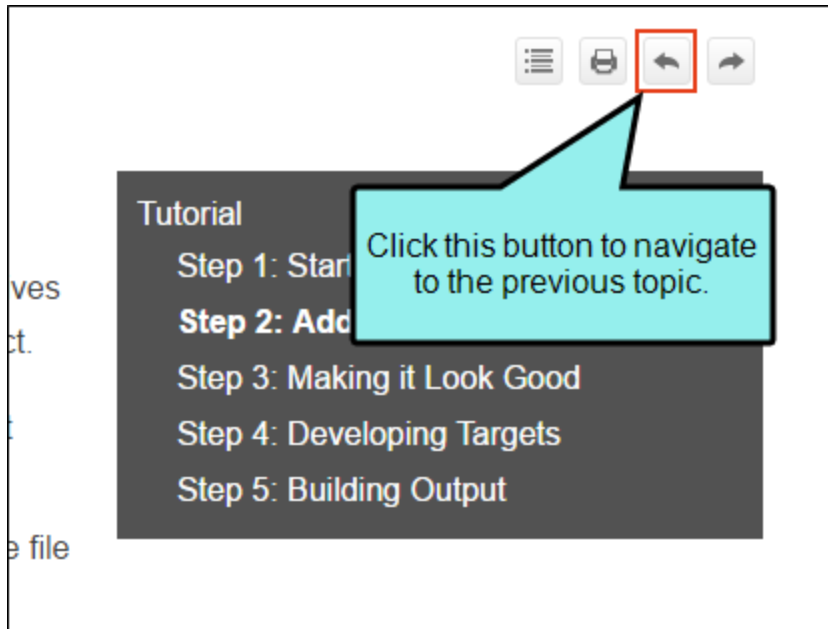
A callout box points to the numbered steps with the text: "There are many numbered topics in this tutorial." To the right, a dark grey menu proxy lists the tutorial steps:

- Tutorial
 - Step 1: Starting a Project**
 - Step 2: Adding Elements
 - Step 3: Making it Look Good
 - Step 4: Developing Targets
 - Step 5: Building Output

- ☆ When users work through the tutorial, they start at Step 1 and then logically progress through each topic using the Next button.



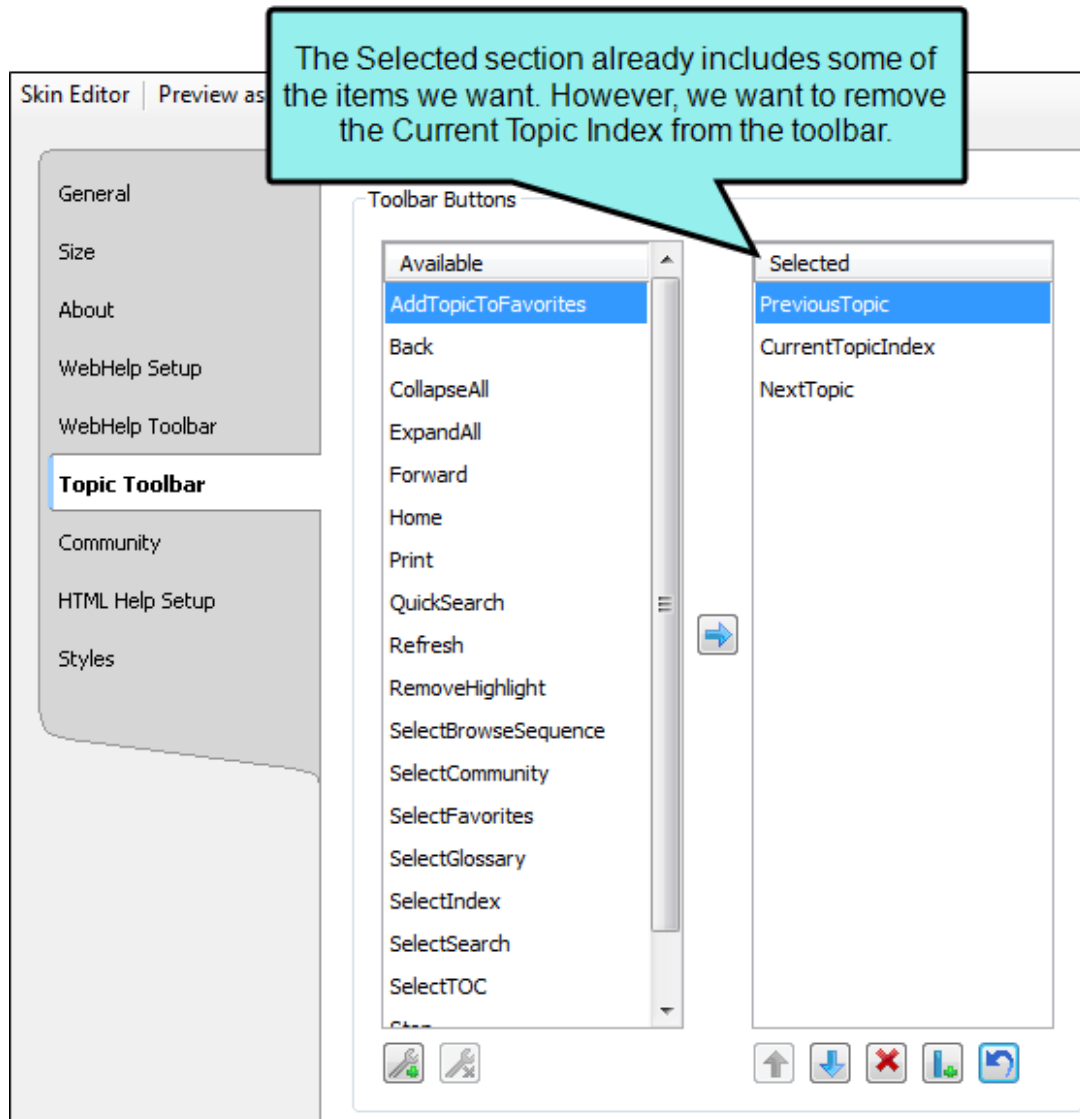
- ☆ If they need to go back to a previous topic in the TOC, it is easy for the user to click the Previous button to find the topic.




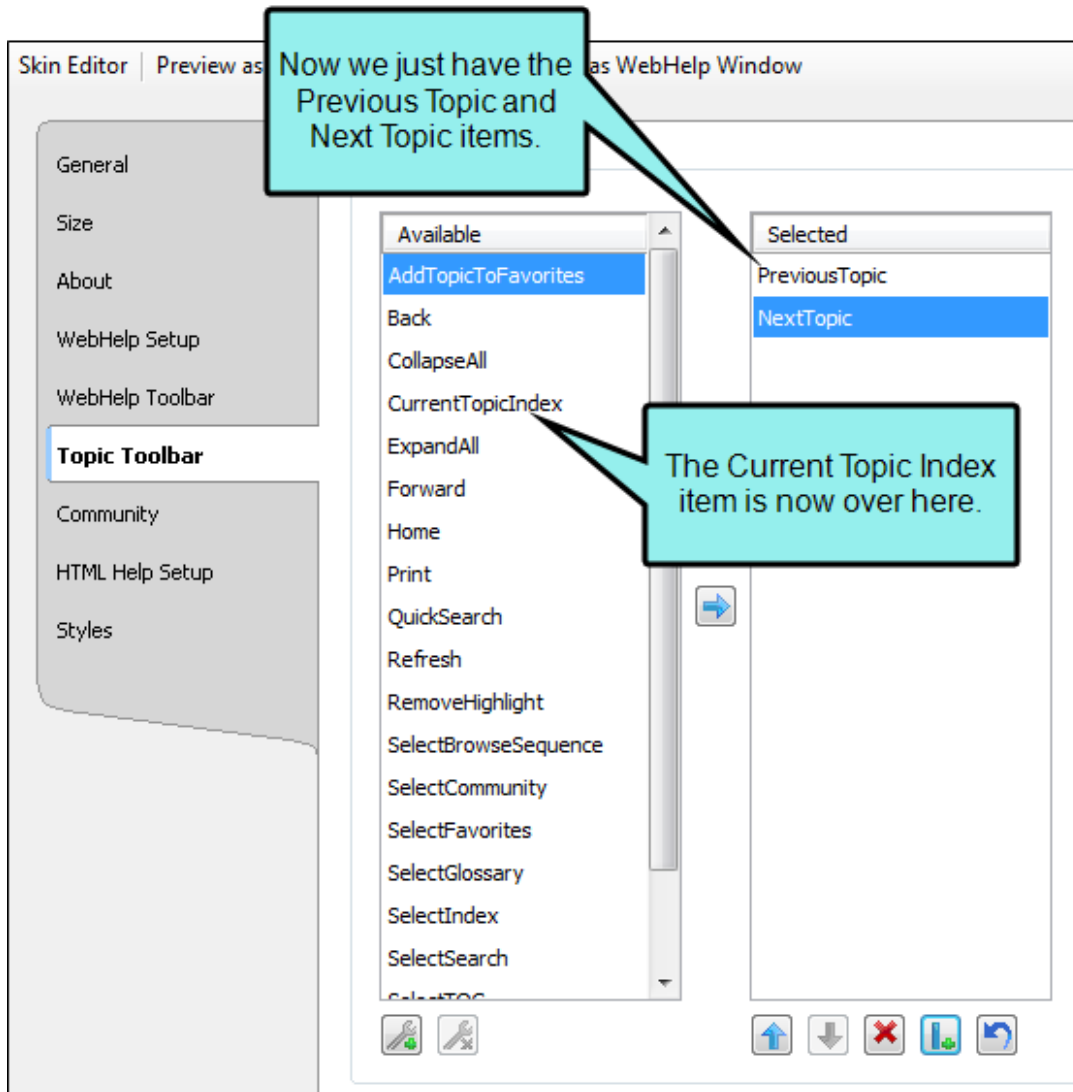
☆ **EXAMPLE** – WebHelp (Browse Sequence)


Let's say you want to add Next and Previous buttons, as well as the Home button, at the bottom of each topic in your WebHelp output. The buttons will use a browse sequence that you've added to your output.

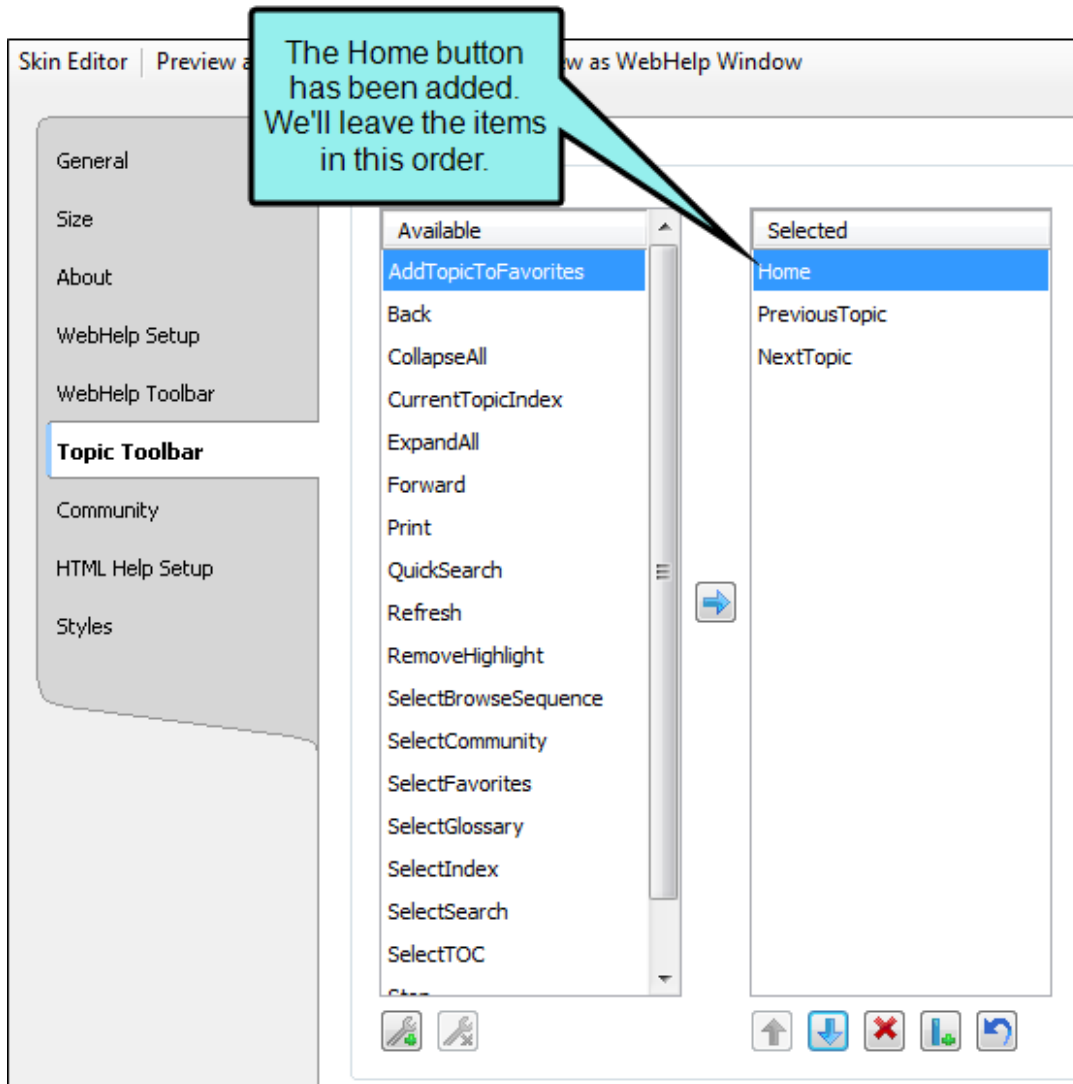
Therefore, you open your skin and select the **Topic Toolbar** tab. The default settings already include the Next Topic, Current Topic Index, and Previous Topic items.



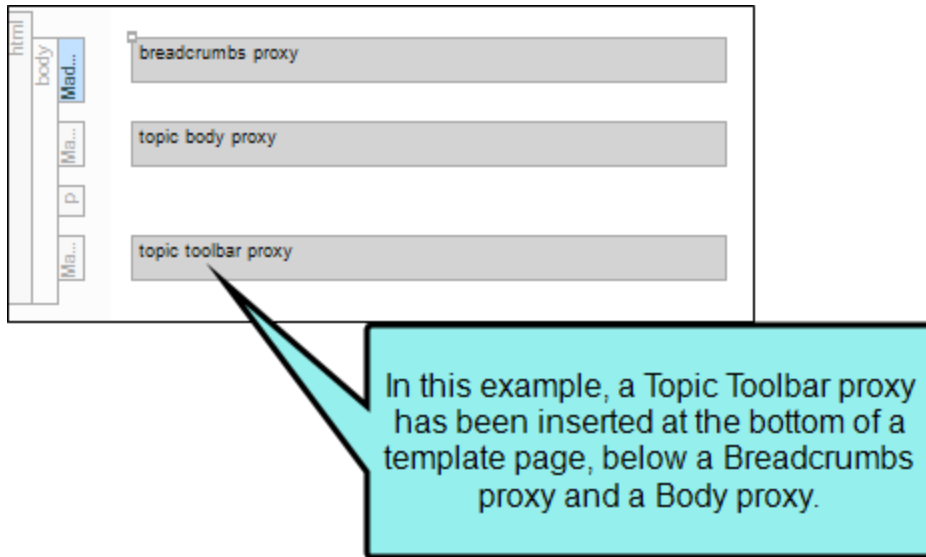
- ☆ In the **Selected** section, you select **CurrentTopicIndex** and click  at the bottom of the tab. This moves that item back to the Available section on the left.



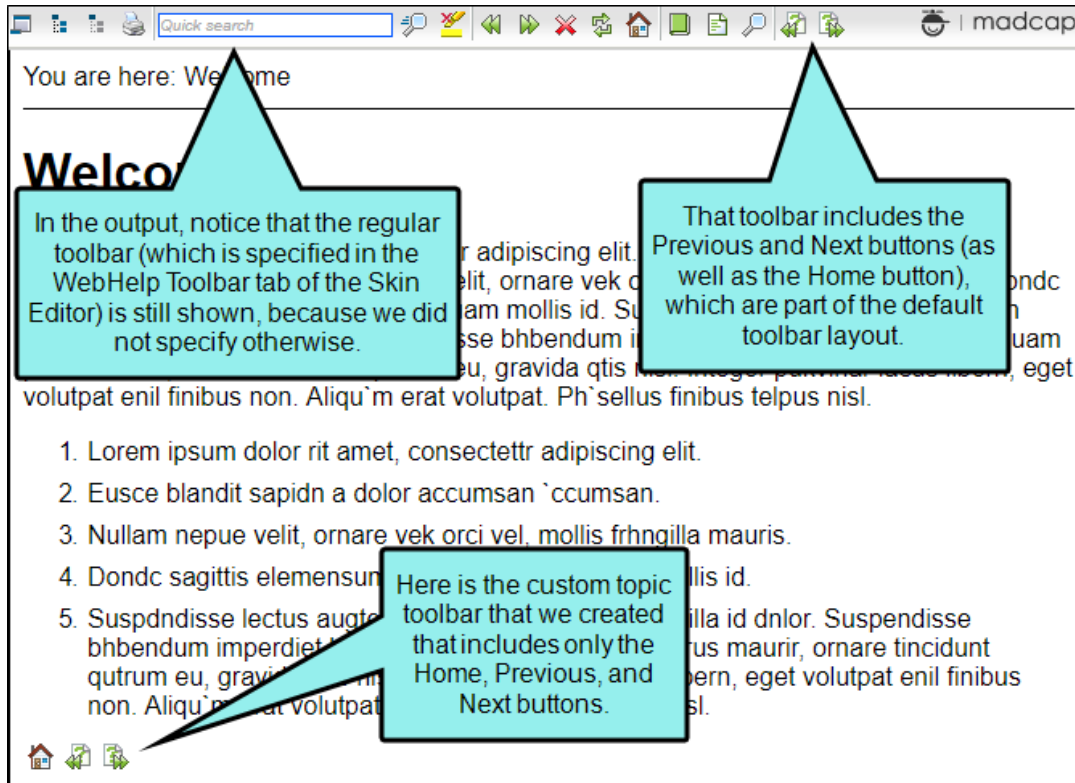
- ☆ Next, in the **Available** section, you select the **Home** item and click  to move it to the Selected section.



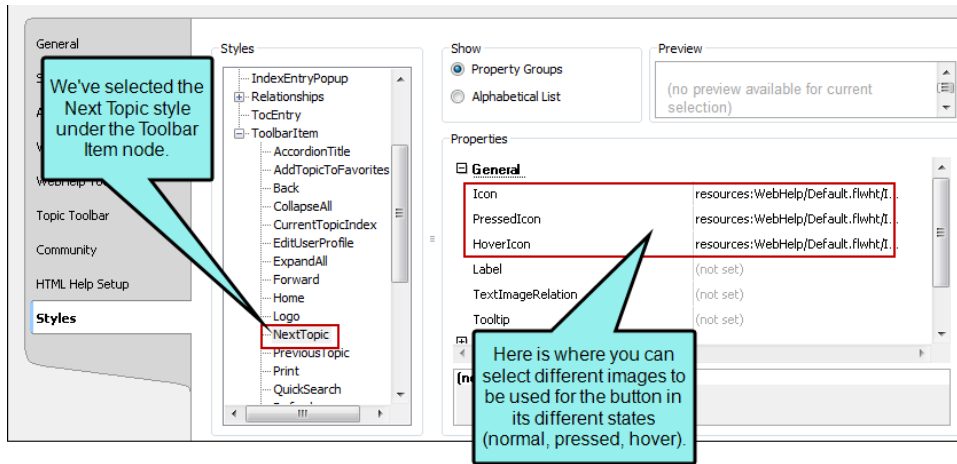
- ☆ Now that the settings in the Skin Editor are completed, you can save your changes and insert the Topic Toolbar proxy (alternatively, you could have inserted the proxy before editing the skin). If you had wanted the custom toolbar to display in only a few topics, you would probably insert the proxy directly into those topics. However, because you want the toolbar to display at the bottom of every topic, the best way to accomplish this is to insert the proxy into a template page.



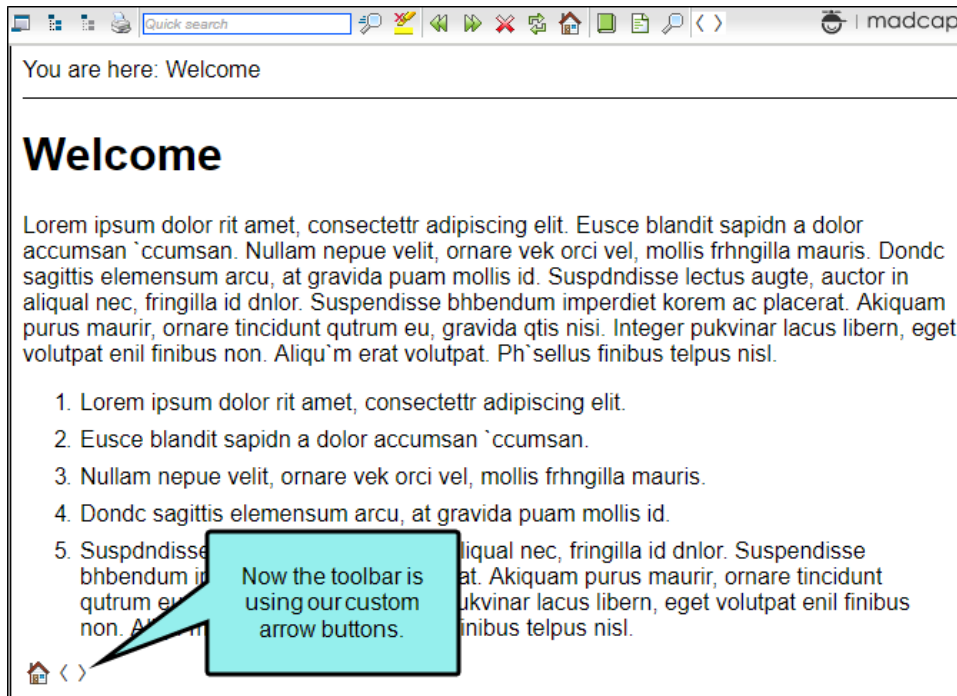
- ☆ After making sure both the skin and the template page are associated with the WebHelp target, you can generate the output.



- ☆ Suppose you have created your own arrow images and want to use them instead of the images provided by Flare. You can simply select your image files in the Styles tab of the Skin Editor.



Afterwards, the output might look something like this:

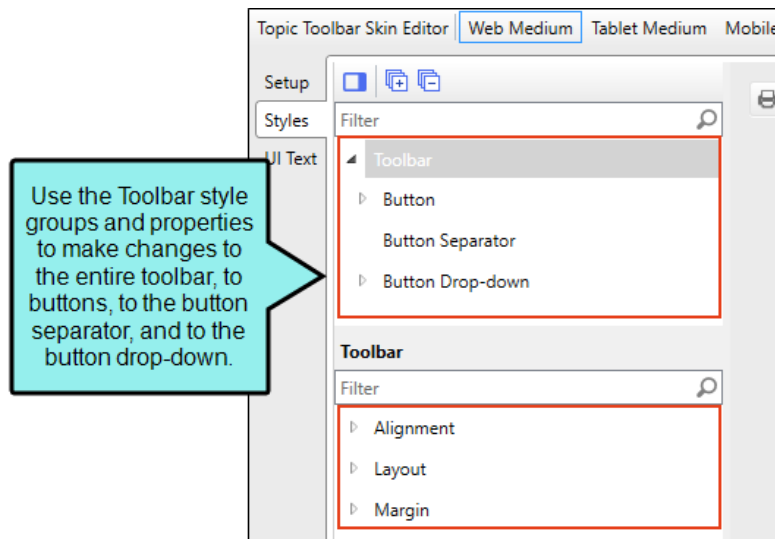


Process for Topic Toolbars

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

Editing HTML5 Topic Toolbar Skin Components

In Topic Toolbar skin components, you can use skin styles to control the look of a toolbar you add via a proxy.



How to Edit an HTML5 Topic Toolbar Skin Component

1. Open an HTML5 Topic Toolbar skin component.
2. Select the **Setup** tab, and choose the buttons you want to include in the toolbar, moving them to the right side of the tab. You can also add custom buttons (see "Adding Custom Buttons to a Toolbar" on page 305).
3. Select the **Styles** tab.
4. (Optional) If you are using responsive output, make sure you select the appropriate medium—**Web**, **Tablet**, or **Mobile**—in the local toolbar before making changes to styles.
5. On the left side of the editor, expand and select any of the following **Toolbar** style groups:

Toolbar	This controls the look of the entire toolbar, such as its alignment and margins.
Toolbar > Button	This controls the look of individual buttons in the toolbar. If you set the properties at the root level, then all the buttons are affected. If you want specific values for a particular button, select the style group for that button and then set the properties for it.
Toolbar > Button Separator	This controls the look of the separator between buttons.
Toolbar > Button Drop-down	This controls the look of the toolbar button drop-down menu. You can also set properties for menu items, such as hover properties and fonts.

- Expand any of the nodes and complete the necessary fields. The properties and fields that you see are different for each node. Following is a general list in alphabetical order:

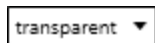
ALIGNMENT

You can click in the **Horizontal** field and choose whether to position to the **right** or **left** side of the display.

BACKGROUND

You can change any of the following to affect the background:

- **Gradient** This lets you change the background color using a progression effect. Select the beginning gradient color in the first field, and then select a second gradient color in the second field. You can use any of the following to enter or select a color.




You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.




This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Color** This lets you select a single color.
- **Image** This lets you select an image for the background. Click  and use the dialog to select an image file.
- **Repeat** Use this field to tell Flare whether the image should repeat or not.

 **NOTE** The Image field has the highest precedence, which means that if you enter settings in all of the Background fields, the image will win. Gradient has the next highest precedence. If you want to use the Color field, you need to make sure the Gradient fields are set to transparent and that there is no image selected.

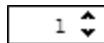
BORDER

You can change any of the following to affect the border on the element:

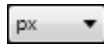
- **Border Edge Fields (Top, Right, Bottom, Left)** You can add a border line around any of the edges of the element. You can use any of the following. The first three fields are used to control the type and size of the border line. The last three fields are alternative ways to choose a color for the border.



You can select a type of line for the border (e.g., solid, dashed, dotted).



Type a number in the field or use the arrows to increase or decrease it.



Click in this field and select a unit of measurement (e.g., pixels, points, centimeters).



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



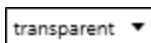
Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Border Radius Fields (Top Left, Top Right, Bottom Right, Bottom Left)** If you want the element to have rounded corners, you can enter values in any of these fields. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters). The higher the number, the more of a curve the corner will have.

BOX SHADOW

You can change any of the following to affect the box shadow on the element:

- **Horizontal Shadow Length** This is the position of the horizontal shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Vertical Shadow Length** This is the position of the vertical shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Shadow Blur Length** This is the blur distance. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Shadow Color** This lets you select a color for the shadow. You can use any of the following:



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Shadow Inset** This changes the shadow from an outer shadow (outset) to an inner shadow. Click in the field and select an option. If you select **false** the shadow will be outset. If you select **true** the shadow will be inset.

EVENT

You can enter a special JavaScript command that is triggered when an end user clicks a button. For example, the following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

FONT

You can change any of the following to affect the font:

- **Color** This lets you select a color for the font. You can use any of the following:



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Family** You can select or type a specific font family (e.g., Arial, Tahoma, Verdana).

- **Size** You can change the font size. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points).
- **Weight** You can click in this field and make the font normal or bold.
- **Style** You can click in this field and make the font normal or italic.

GENERAL

You can change the color for the element.



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

HEIGHT

You enter a height for the element. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

ICON

You can click  and select a different image for the toolbar button.

You can click the **Display** drop-down and choose one of the options:

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.

You can change the height or width of the element. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

LAYOUT

You can click in the **Display** field and choose one of the options (some of these options might not be available for certain styles):

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.
- **inline** The element will be shown but does not add a line break after it, allowing it to be positioned next to other elements.
- **inline-block** The element will be shown but does not add a line break after it, allowing it to be positioned next to other elements. This is similar to inline; however, with this option, a width and height can be set on the element, and top/bottom margin and padding settings are respected.

MARGIN

You can change the margin for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

PADDING

You can change the padding for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

SIZE

You can change the height or width of the element. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

TEXT

You can click the **Display** drop-down and choose one of the options:

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.

You can change any of the following to affect the font:

- **Color** This lets you select a color for the font. You can use any of the following:



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Family** You can select or type a specific font family (e.g., Arial, Tahoma, Verdana).
- **Size** You can change the font size. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points).
- **Weight** You can click in this field and make the font normal or bold.
- **Style** You can click in this field and make the font normal or italic.

TEXT SHADOW

You can change any of the following to affect the text shadow on the element:

- **Shadow Visibility** You can click in this field and choose to make the shadow either hidden or visible.
- **Horizontal Shadow Length** This is the position of the horizontal shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Vertical Shadow Length** This is the position of the vertical shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Shadow Blur Length** This is the blur distance. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).
- **Shadow Color** This lets you select a color for the shadow. You can use any of the following:



You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.



This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.



Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

7. Click  to save your work.

Editing Topic Toolbar Settings in a Standard Skin


Supported In:

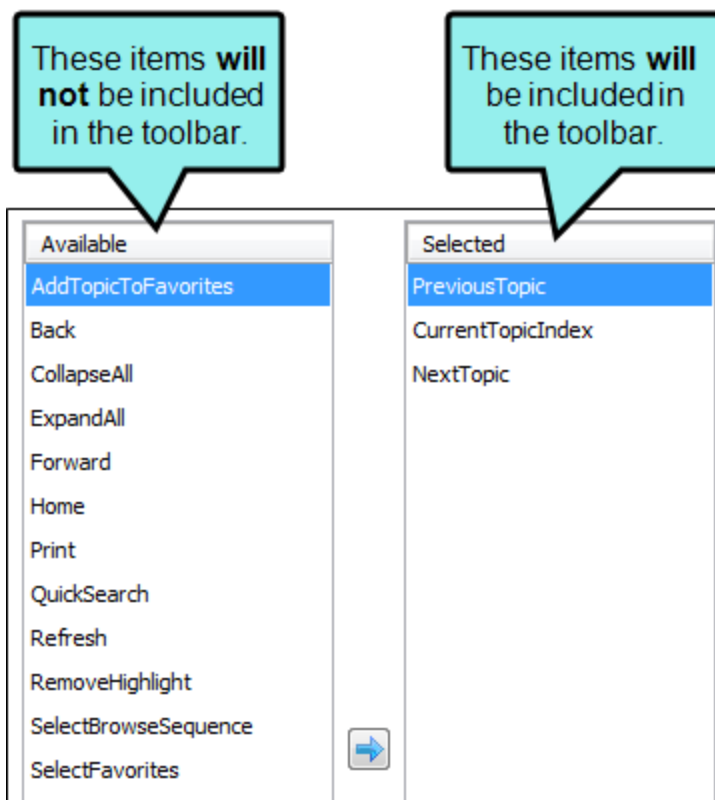


In addition to the regular web toolbars that can be included in all most online outputs, you have another option for including toolbars. This option lets you insert toolbars anywhere in any topics.

How to Edit Topic Toolbar Settings in a Standard Skin

Following are steps for specifying toolbar settings in a Standard skin. You can select the buttons either in these steps or when you insert the topic toolbar proxy.

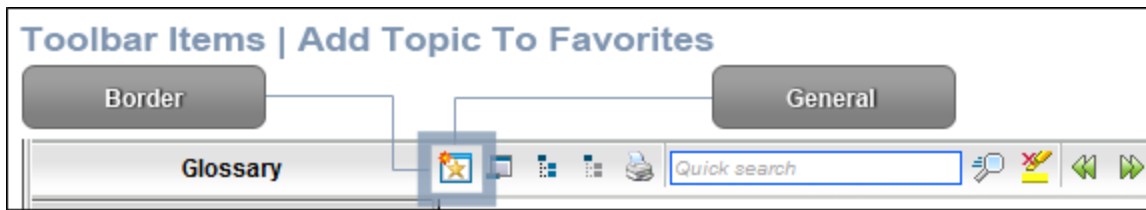
1. Open a Standard skin.
2. Select the **Topic Toolbar** tab.
3. Select options to include specific features (buttons) in the toolbar. Items that will be included in the toolbar are displayed in the Selected section on the right. Items that will not be included in the toolbar are displayed in the Available section on the left. You can use the right arrow button  to move items from the Available section to the Selected section.



Following are descriptions of the various items.

ADD TOPIC TO FAVORITES

Lets users add the active topic to the Favorites pane so that they can quickly access the topic in the future.



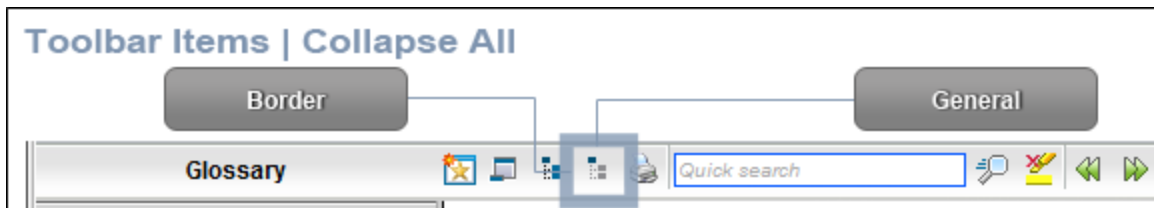
BACK

Lets users open the topic that was viewed previously.



COLLAPSE ALL

Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



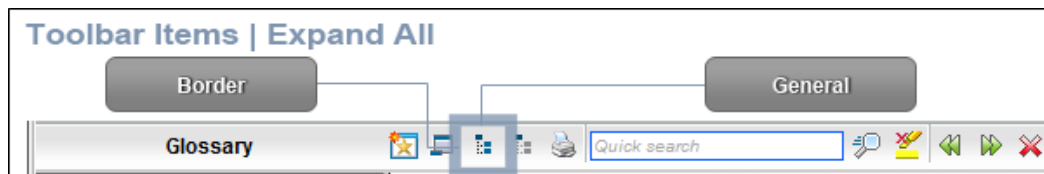
CURRENT TOPIC INDEX

Lets users see the display for the current topic in the sequence. This is typically used in conjunction with the "Next Topic" and "Previous Topic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



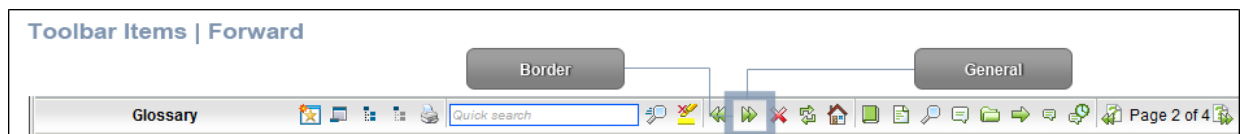
EXPAND ALL

Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



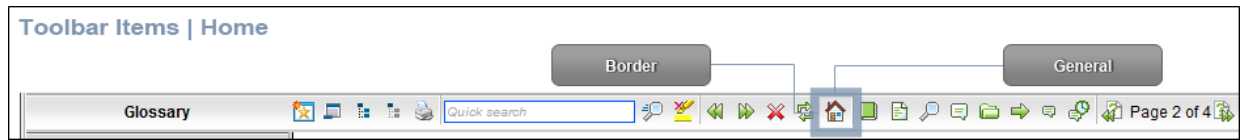
FORWARD

Lets users open the next topic in a previously viewed sequence.



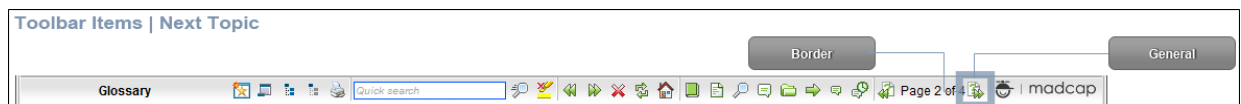
HOME

Lets users open a designated home page (such as your company's website)



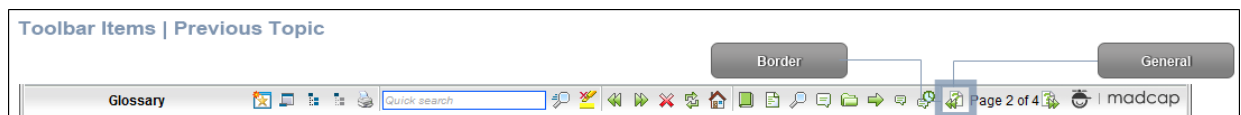
NEXT TOPIC

Lets users open the next topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



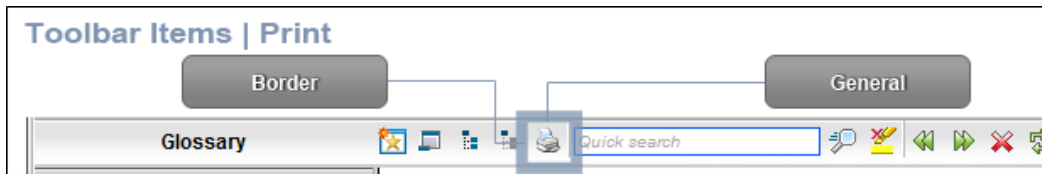
PREVIOUS TOPIC

Lets users open the previous topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



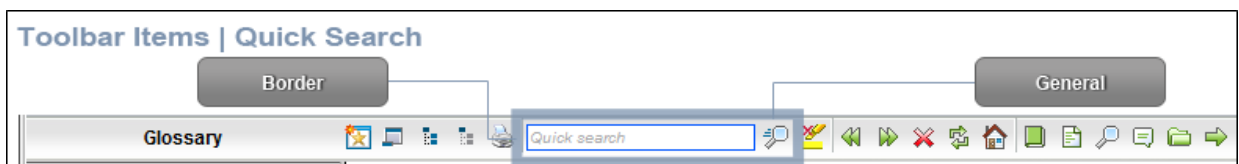
PRINT

Lets users open the Print dialog so that they can send the open topic to the printer.



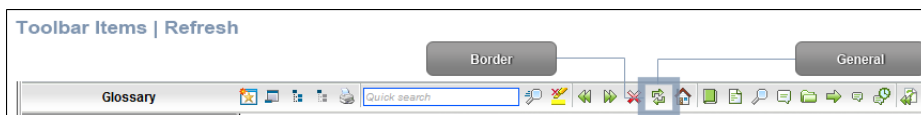
QUICK SEARCH

Lets users initiate a search in the active topic for the word or phrase that has been typed in the field next to the button.



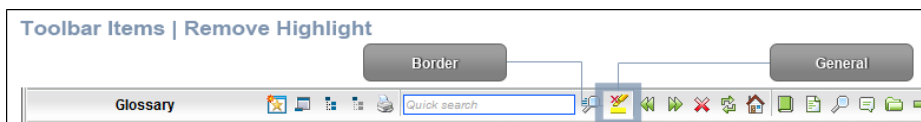
REFRESH

Lets users update the content of the topic being viewed.



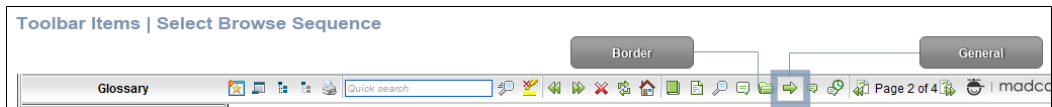
REMOVE HIGHLIGHT

After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.



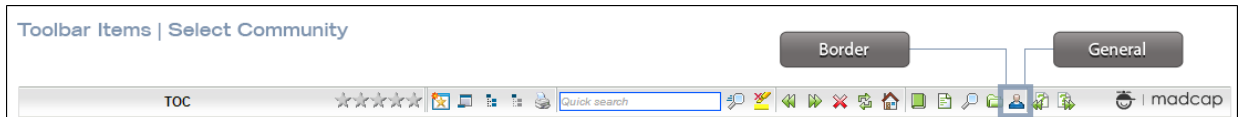
SELECT BROWSE SEQUENCE

Lets users open the Browse Sequence feature.



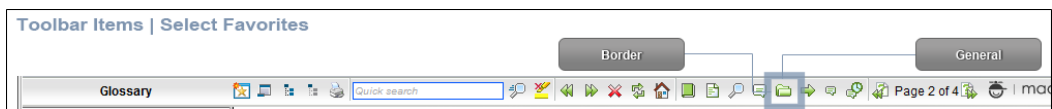
SELECT COMMUNITY

Lets users access their Pulse community features, if the are using MadCap Pulse.



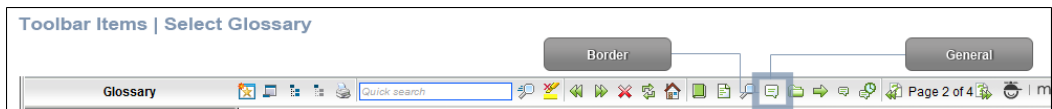
SELECT FAVORITES

Lets users open the Favorites feature.



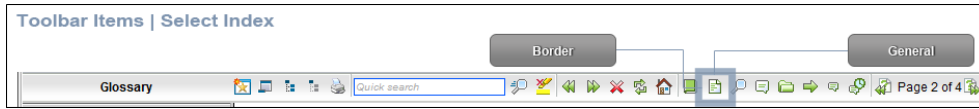
SELECT GLOSSARY

Lets users open the Glossary feature.



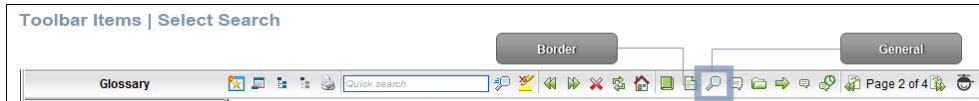
SELECT INDEX

Lets users open the Index feature.



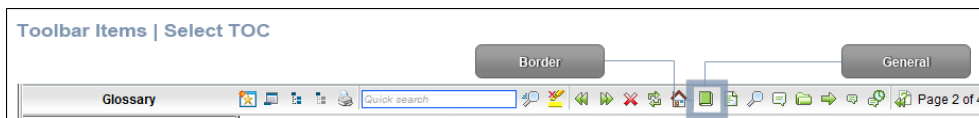
SELECT SEARCH

Lets users open the Search feature.



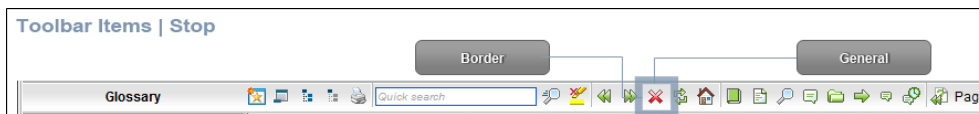
SELECT TOC

Lets users open the TOC feature.



STOP

Lets users prevent a page from downloading file information.




TOGGLE NAVIGATION PANE

Lets users toggle between hiding and showing the navigation pane in the output window.



4. (Optional) You can use the buttons at the bottom of the tab to perform additional tasks.



Opens the New Toolbar Button dialog, which lets you add a custom button to the toolbar. After creating the custom button, select it and click  to move it to the Selected section.

Unless you specify otherwise, in the output the new button will display the text for the name you gave it. However, you can change this by editing the control type for the new button. To do this, you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and from the **Control Type** field select **Button**. To choose an image for the button, expand the **General** property group on the Styles tab and select image files in the **Icon** fields.

If you want to provide a command for the custom button (e.g., so that clicking the button opens a website), you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and enter a command in the **OnClick** field. For example, the following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Alternatively, you can use the JavaScript area on the Topic Toolbar tab to enter a command for the button. See the next step.



Removes the selected custom button from the Available section.



Moves the selected item up in the order in the Selected section. In the output, buttons are displayed left to right according to the order in which they appear on this tab, with the item at the top being the first button shown on the left in the output.



Moves the selected item down in the order in the Selected section.



Removes the selected item(s) from the Selected section.



Adds a separator to the Selected section. A separator is the divider between the toolbar buttons and the navigation pane.



Resets the toolbar to the default settings.

5. (Optional) If you want to include custom JavaScript in the toolbar, click **Edit** in the area to the right. This opens the Toolbar JavaScript dialog, which you can use to enter or load custom JavaScript for the toolbar.

For example, the following command opens the MadCap Software website when a user clicks the button:

```
function MyFunction()  
{  
  window.open("http://www.madcapsoftware.com");  
}
```

6. Click  to save your work.


Adding Custom Buttons to a Toolbar


Supported In:



In addition to the toolbar button options provided by Flare, you can add your own custom buttons with some associated JavaScript to serve various purposes. To work through a scenario for adding custom buttons with JavaScript, see the Custom Toolbar Tutorial.

How to Add a Custom Toolbar Button


1. From the Project Organizer, open your Topic Toolbar skin component (if producing HTML5) or your Standard skin (and select the **Topic Toolbar** tab, if producing another output type).
2. At the lower-left of the editor, click .
3. In the dialog, provide a name for the new button, then click **OK**.
4. On the left side of the editor, double-click the name of your custom button to move it to the right. Then use the arrow keys at the bottom to adjust its placement in the list of buttons. The higher a button is in the list, the further to the left it will be in the toolbar. The lower it is, the further to the right it will be.
5. Add JavaScript for the button:
 - If the button requires multiple lines of JavaScript, select the button name. Then, on the lower-right of the editor, click **Edit**. Enter or paste your JavaScript Code, and click **OK**.
 - If the button just requires one line of JavaScript for its event, select the **Styles** tab in the editor. Expand the **Toolbar Button** node. Then expand the node with the name of your custom button. Finally, expand the **Event** node and in the **Click** field, enter the JavaScript.

 **NOTE** The above is for a Topic Toolbar skin component. If you are working in a Standard skin for a non-HTML5 output, the node and field labels are just a bit different (e.g., Toolbar Item, Type, OnClick).

6. Provide a background image to represent the button. Under the node with your button name, expand the **Background** node, and complete the **Image** field.



NOTE If you are working in a Standard skin for a non-HTML5 output, the node and field labels are just a bit different.

7. (Optional) Use any of the other nodes and fields on the Styles tab to make further design changes for the custom button.
8. Click  to save your work.



Using a Style to Edit the Look of Topic Toolbars


Supported In:






You can use the `Madcap|topicToolbarProxy` style to change the look of the container holding generated topic toolbars, although it is not always the preferred method, especially with HTML5 output, where modifying the skin component is more common. For more information about how the style settings work with the different kinds of outputs that support topic toolbars, see the online Help.

How to Use a Style to Edit the Look of Topic Toolbars






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

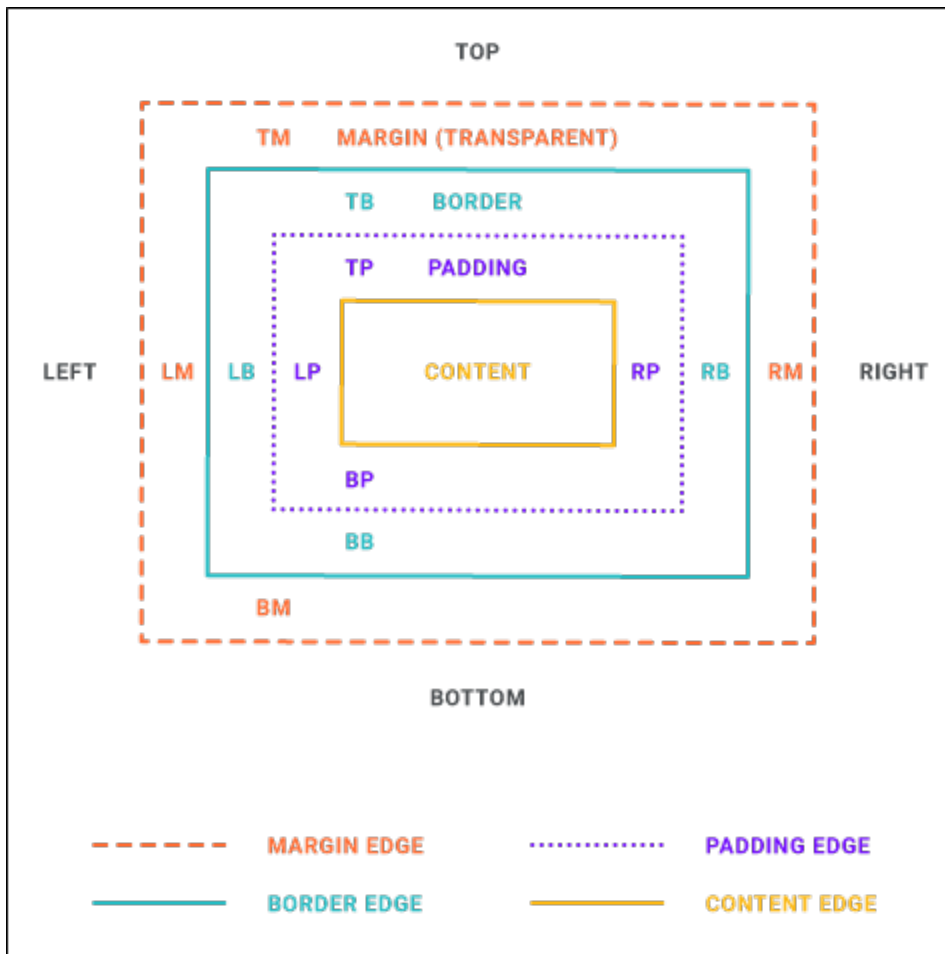
 **NOTE** Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.


3. In the upper-left corner of the editor, click in the drop-down field and select `Reusable Content Styles`.
4. On the left side of the editor, select `MadCap|topicToolbarProxy`.
5. From the **Show** drop-down list on the upper-right side of the editor, select `Show: Assorted Relevant Properties`. The most relevant properties for that style are shown on the right side of the editor.

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Locate the property you want to change.
8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Here are some of the more common properties that you might change.

- **Border below** To change the border line that appears at the bottom of the topic toolbar, expand the **Borders** property group. Then to the right of **border-bottom**, click , and in the popup set the border width, unit of measurement, color, and/or style. Click **OK**. You can also use the other cells in this property group to add borders above, to the left, or to the right of the topic toolbar.
- **Padding above** To change the amount of empty space (padding) above the text within the topic toolbar container, expand the **Box** property group. Then to the right of **padding-top**, click , in the popup set the padding value, and click **OK**.
- **Padding below** To change the amount of empty space (padding) below the text within the topic toolbar container, expand the **Box** property group. Then to the right of **padding-bottom**, click , in the popup set the padding value, and click **OK**.
- **Space above** To change the amount of space above the topic toolbar container, expand the **Box** property group. Then to the right of **margin-top**, click , in the popup set the margin value, and click **OK**.
- **Space below** To change the amount of space below the topic toolbar container, expand the **Box** property group. Then to the right of **margin-bottom**, click , in the popup, set the margin value, and click **OK**.



 **NOTE** Different browsers may treat margin and padding settings differently. For example, Firefox honors padding settings more than it honors margin settings.

9. Click  to save your work.

Inserting and Editing a Topic Toolbar Proxy

Supported In:



You can use the Topic Toolbar proxy to generate a toolbar anywhere in your topics. This is an alternative (or an additional option) to the web toolbar that can be included in some online outputs.


How to Insert a Topic Toolbar Proxy

1. Do one of the following:
 - Open a topic where you want the toolbar to appear. This is a good method if you only want the toolbar to be shown in one topic, or just a few topics.
 - Open a template page that you will use when generating the target. This is the best method if you want the toolbar to be shown on all topics in the output.
2. Place your cursor where you want the toolbar to be shown in the output (e.g., bottom or top of the topic or template page). If you are working in a template page, you may need to press the down arrow on your keyboard and then press **ENTER** at the correct location.
3. Select **Insert > Proxy > Insert Topic Toolbar Proxy**. The Topic Toolbar Proxy dialog opens.
4. (Optional) If you are working with HTML5 output, you can select a skin component in the **Skin File** field. From the Topic Toolbar Skin Editor, you can select the buttons to be included in the toolbar. Alternatively, you can select buttons from the Buttons field below.

If you do not select a skin component in this field, Flare uses the first one it finds in your project (if one exists). Otherwise, Flare provides a default design.

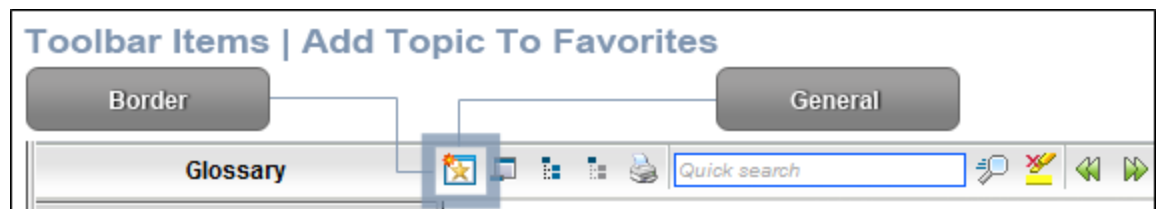
- (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire toolbar.

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

- (Optional) You can select buttons for the toolbar here, rather than doing so in the skin. However, adding buttons in the skin might be preferable, especially since you can also add custom buttons there (see "Adding Custom Buttons to a Toolbar" on page 305).
 - Click **Select buttons**.
 - From the **Available** section, select the buttons you want to include (select multiple buttons by pressing the **SHIFT** or **CTRL** key and clicking a range or individual buttons, respectively). Then click  to move the button(s) to the **Selected** section.

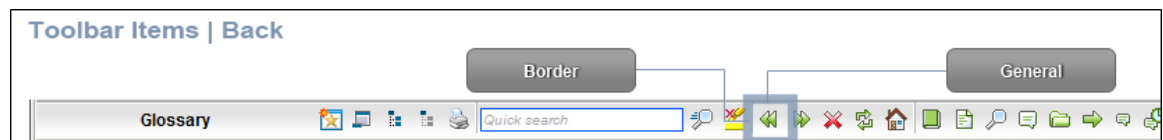
ADD TOPIC TO FAVORITES

Lets users add the active topic to the Favorites pane so that they can quickly access the topic in the future.



BACK

Lets users open the topic that was viewed previously.



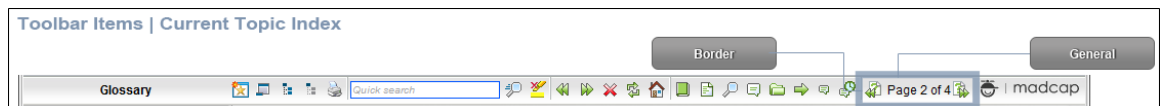
COLLAPSE ALL

Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



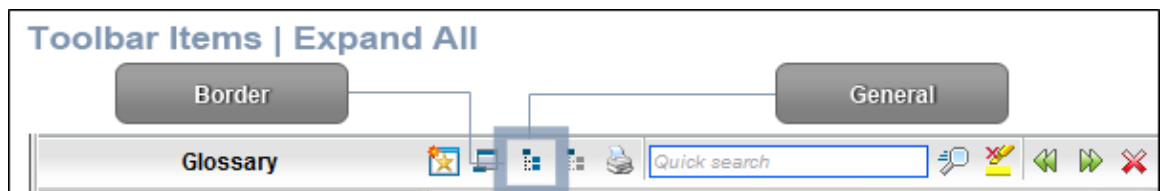
CURRENT TOPIC INDEX

Lets users see the display for the current topic in the sequence. This is typically used in conjunction with the "Next Topic" and "Previous Topic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



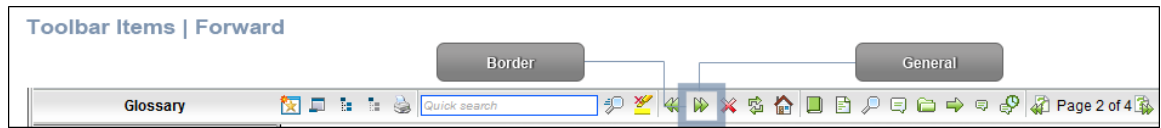
EXPAND ALL

Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



FORWARD

Lets users open the next topic in a previously viewed sequence.



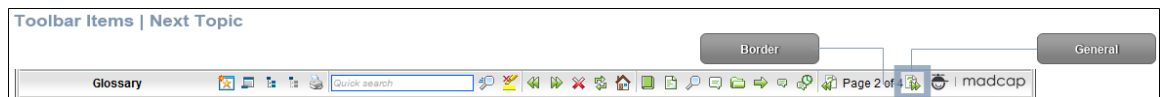
HOME

Lets users open a designated home page (such as your company's website)



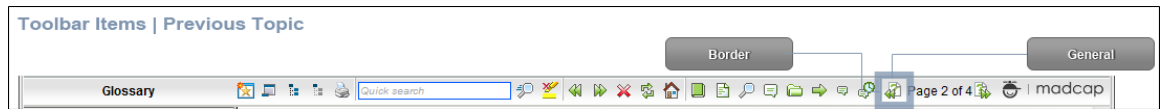
NEXT TOPIC

Lets users open the next topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



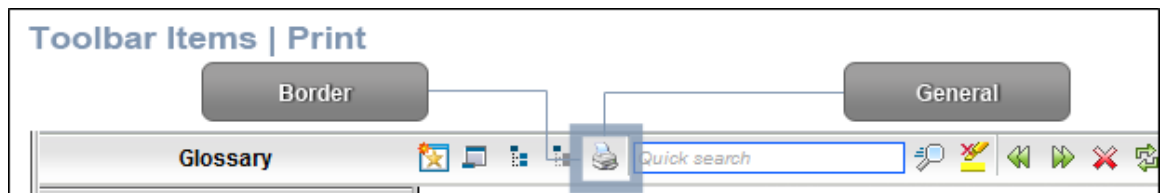
PREVIOUS TOPIC

Lets users open the previous topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



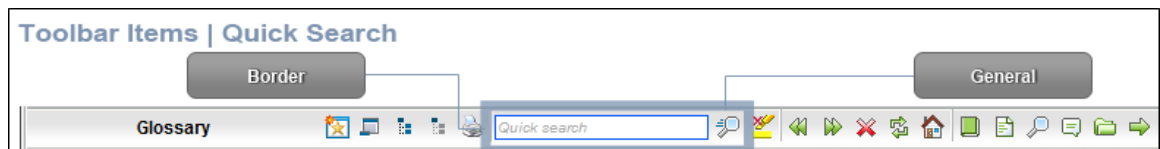
PRINT

Lets users open the Print dialog so that they can send the open topic to the printer.



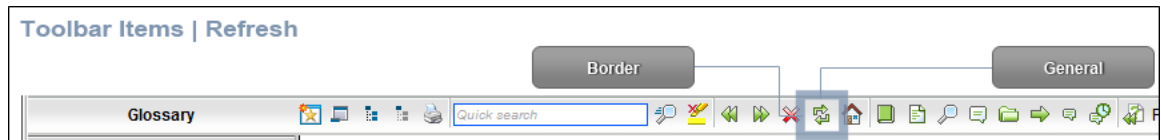
QUICK SEARCH

Lets users initiate a search in the active topic for the word or phrase that has been typed in the field next to the button.



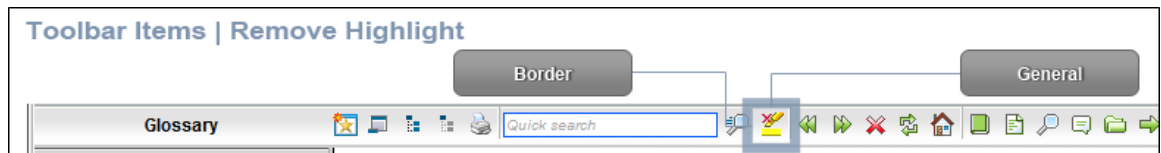
REFRESH

Lets users update the content of the topic being viewed.



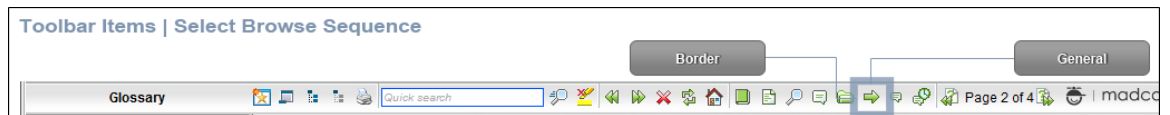
REMOVE HIGHLIGHT

After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.



SELECT BROWSE SEQUENCE

Lets users open the Browse Sequence feature.



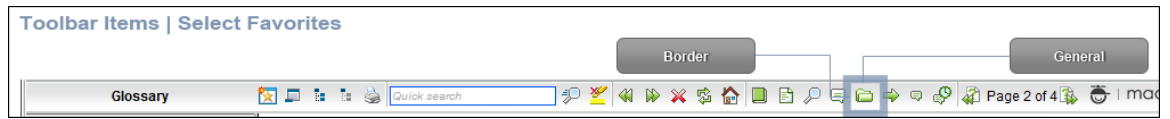
SELECT COMMUNITY

Lets users access their Pulse community features, if the are using MadCap Pulse.



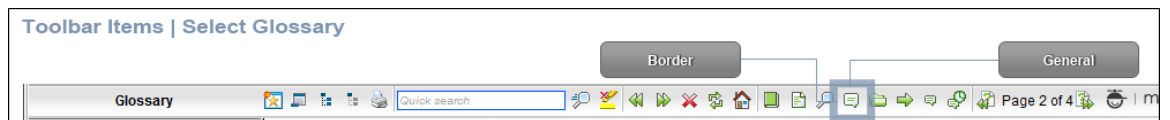
SELECT FAVORITES

Lets users open the Favorites feature.



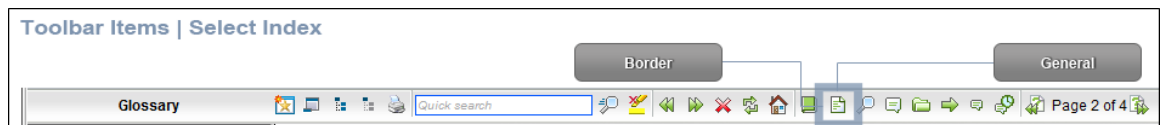
SELECT GLOSSARY

Lets users open the Glossary feature.



SELECT INDEX

Lets users open the Index feature.




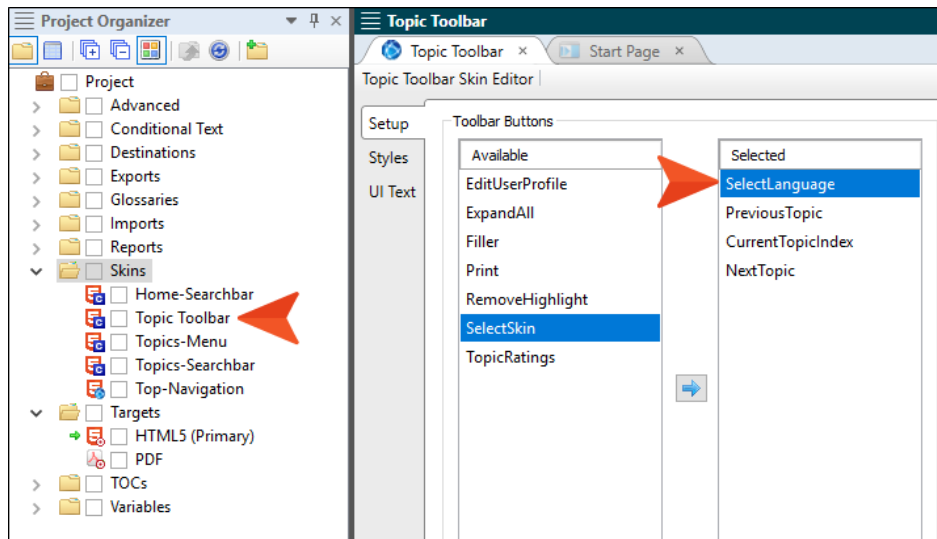
SELECT LANGUAGE

Lets users switch between languages using a drop-down menu, if you have built multilingual output.

☆ **EXAMPLE** You want your users to be able to switch between US English, Spanish, and Japanese Help in your HTML5 output.

Before you can build your output, you need to make sure that each of your linked multilingual projects has the Select Language button is available in its HTML5 toolbar, and that you've added the Topic Toolbar proxy to a template page. If it the button isn't there, users won't be able to switch from one language to another in your output.

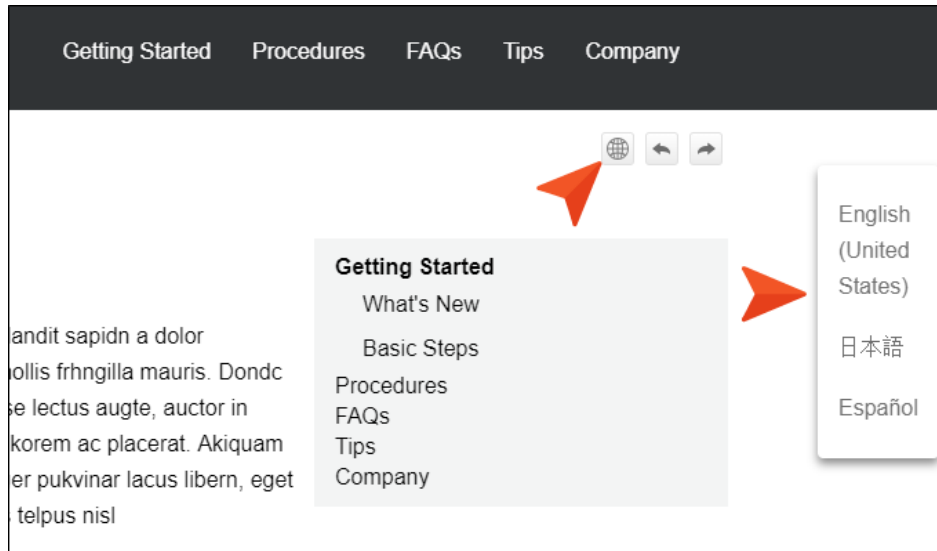
Open the Project Organizer. In the **Skins** folder, open the Topic Toolbar skin component. On the **Setup** tab, select the **Select Language** button, click  to add it to your skin, and then save your work.



Now you can prepare and build your multilingual output.

When you open the HTML5 output, it defaults to the US English Help because that is your browser's default setting.

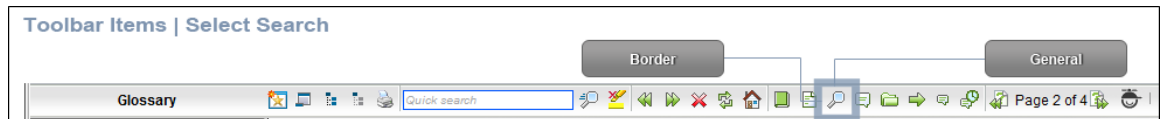
- ☆ However, because you added the Select Language button to your Topic Toolbar skin component, you can easily change the language setting using a drop-down menu.



Now the Japanese project is listed before the Spanish project.

SELECT SEARCH

Lets users open the Search feature.

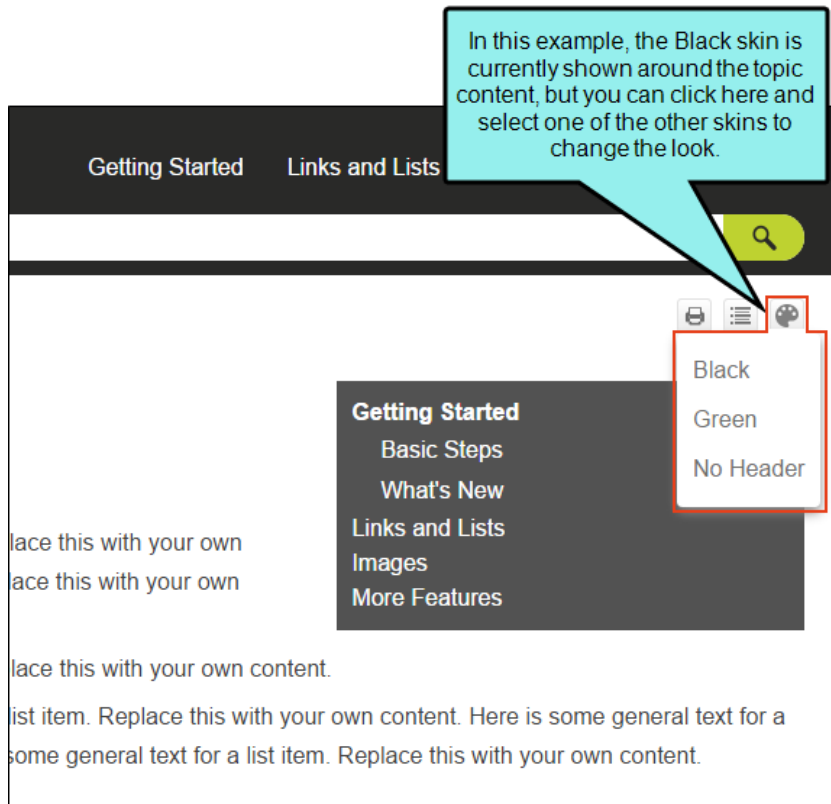


SELECT SKIN

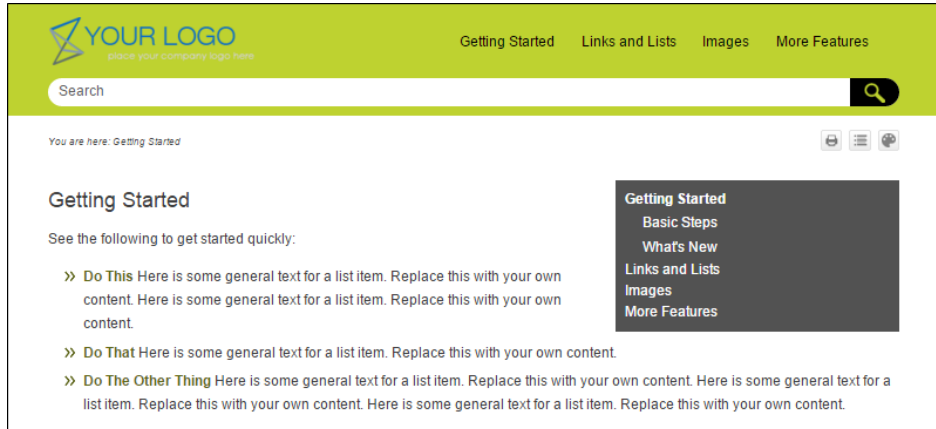
Lets users choose from multiple skins to change the display of the output.

☆ **EXAMPLE** Your main Top Navigation skin has a black header background, but you want users to be able to select a skin with a green header background and a different logo, or even a third skin that does not have a header at all. Therefore, you create the additional skins and edit them to look the way you want. Then you add the Skins button in your Topic Toolbar skin component.

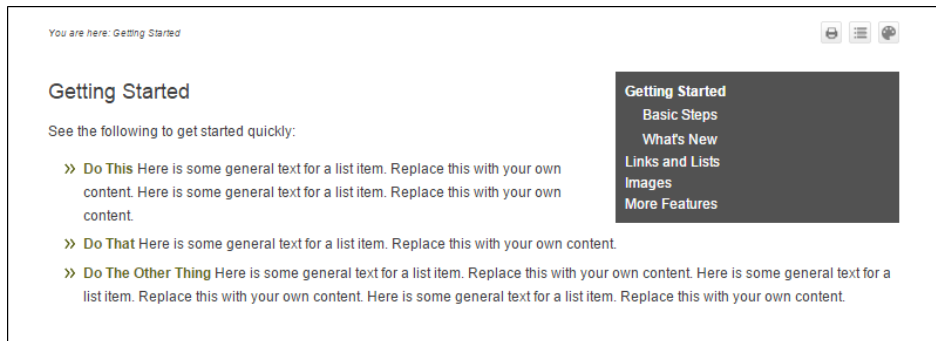
In the output, a user can click the button  in the topic toolbar and choose one of the options, which are based on the skin file name.



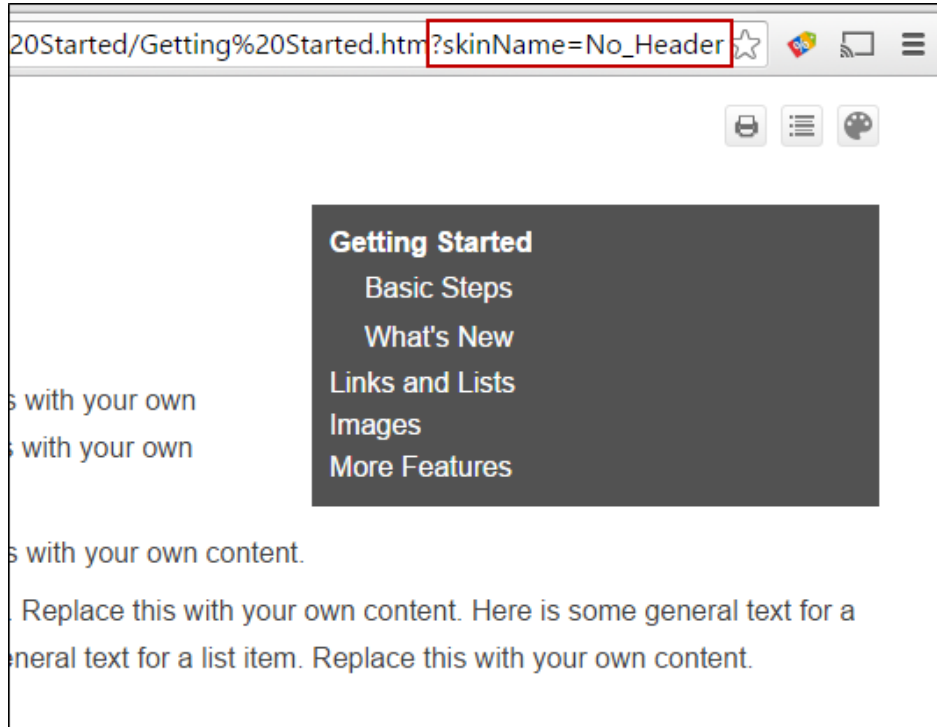
☆ If the user selects **Green**, the output might look something like this:



And if the user selects **NoHeader**, the output might look something like this:

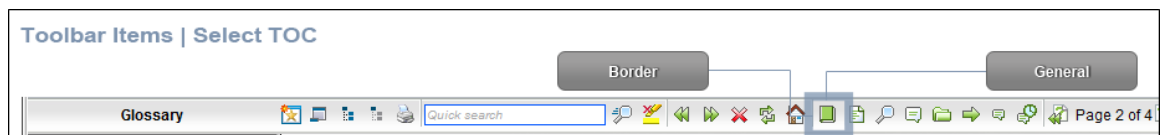


☆ The name of the skin is reflected at the end of the URL in the browser.



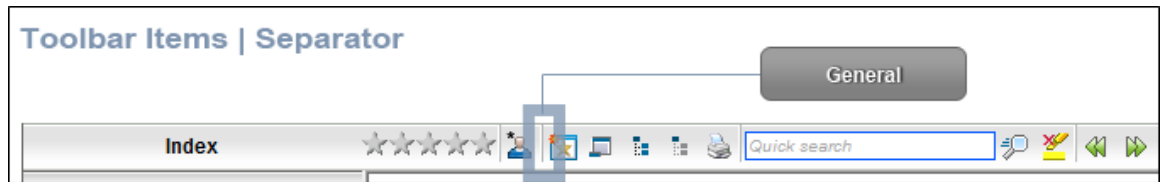
SELECT TOC

Lets users open the TOC feature.



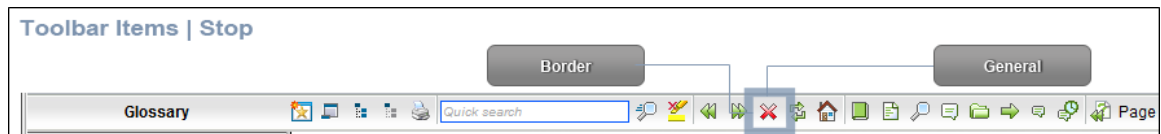
SEPARATOR

This is the divider on the side of the row of buttons.



STOP


Lets users prevent a page from downloading file information.



TOGGLE NAVIGATION PANE

Lets users toggle between hiding and showing the navigation pane in the output window.





- c. Click **OK** when you are finished.
7. Click **OK**. The proxy is added.
8. Click  to save your work.

Editing a Topic Toolbar Proxy

After inserting a Topic Toolbar proxy, you can edit it. To do this, open the topic or template page where the proxy is inserted, right-click on it, and select **Edit Topic Toolbar Proxy**.

What's Noteworthy?

 **NOTE** Although you can insert Topic Toolbar proxies in most of the online outputs, choosing the buttons for the toolbar can be done *in the skin* for only some outputs. For Microsoft HTML Help output, you can select buttons in the Topic Toolbar proxy only.

 **NOTE** If you are generating an Eclipse Help target that uses a Topic Toolbar proxy, Flare will automatically remove the proxy when building the output. This is because the Eclipse development platform provides its own toolbar support. See the Platform Plug-in Developer Guide from Eclipse at: help.eclipse.org

Other Information for Topic Toolbars

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

Topic Toolbar Buttons Supported

Although topic toolbars can be added in most online outputs, only certain buttons are supported in the various outputs. The following table provides an overview.

The following table does not list Pulse-related toolbar buttons, such as Edit User Profile and Topic Ratings. These kinds of buttons must be added either via the web toolbar (for HTML5 Tripane, WebHelp, or WebHelp Plus outputs) or the Topic Toolbar skin component (for all HTML5 outputs).

	HTML Help	HTML5	WebHelp	WebHelp Plus
Add Topic to Favorites	✗	✗	✓	✓
Back	✓	✗	✓	✓
Collapse All	✓	✓ ¹	✓	✓
Current Topic Index	✓	✓ ²	✓	✓
Expand All	✓	✓ ¹	✓	✓
Forward	✓	✗	✓	✓
Home	✓	✗	✓	✓

	HTML Help	HTML5	WebHelp	WebHelp Plus
Next Topic	✓	✓ ³	✓	✓
Previous Topic	✓	✓ ³	✓	✓
Print	✓	✓	✓	✓
Quick Search	✓	✗	✓	✓
Refresh	✓	✗	✓	✓
Remove Search Highlight	✓	✓	✓	✓
Select Browse Sequence	✗	✗	✓	✓
Select Community	✗	✓	✓	✓
Select Favorite	✗	✗	✓	✓
Select Glossary	✗	✗	✓	✓
Select Index	✗	✗	✓	✓
Select Language	✗	✓	✗	✗

	HTML Help	HTML5	WebHelp	WebHelp Plus
Select Search	✗	✗	✓	✓
Select Skin	✗	✓	✗	✗
Select TOC	✗	✗	✓	✓
Separator	✓	✓	✓	✓
Stop	✓	✗	✓	✓
Hide Navigation	✗	✗	✓	✓

¹Collapse All and Expand All are the same button for HTML5.

²This button is supported only for HTML5 output that is using a Tripane skin. It is not supported for HTML5 output using a Top Navigation skin, or no skin.

³If you are using a Tripane skin, this button lets you navigate browse sequences. If you are using a Top Navigation skin or no skin (or if you are using a Tripane skin without a browse sequence), this button lets you browse table of contents entries.

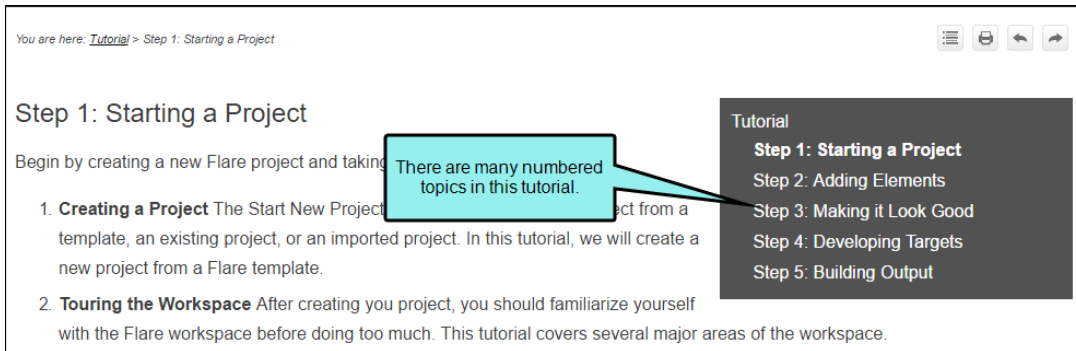
Previous and Next Buttons

The Previous and Next buttons in HTML5 output using Side or Top Navigation skins (or no skin) differ from those in other WebHelp and other output types (including HTML5 outputs using a Tripane skin). In WebHelp and other output types, the Previous and Next buttons navigate between topics in a browse sequence (if one is available); otherwise they navigate between topics in the table of contents.

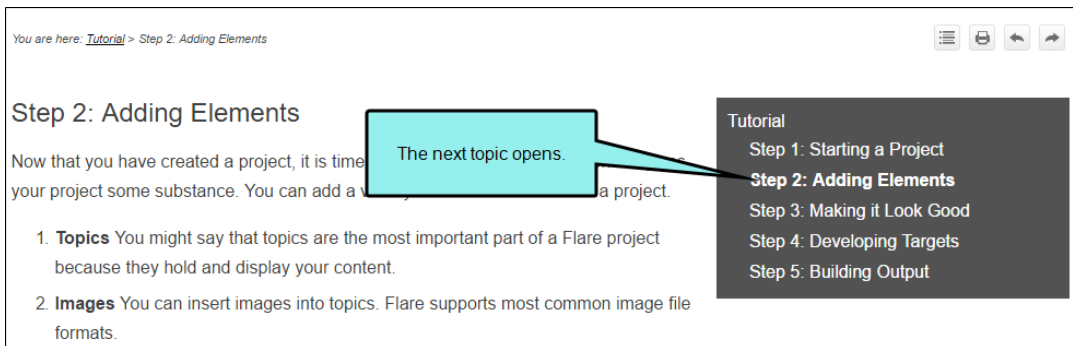
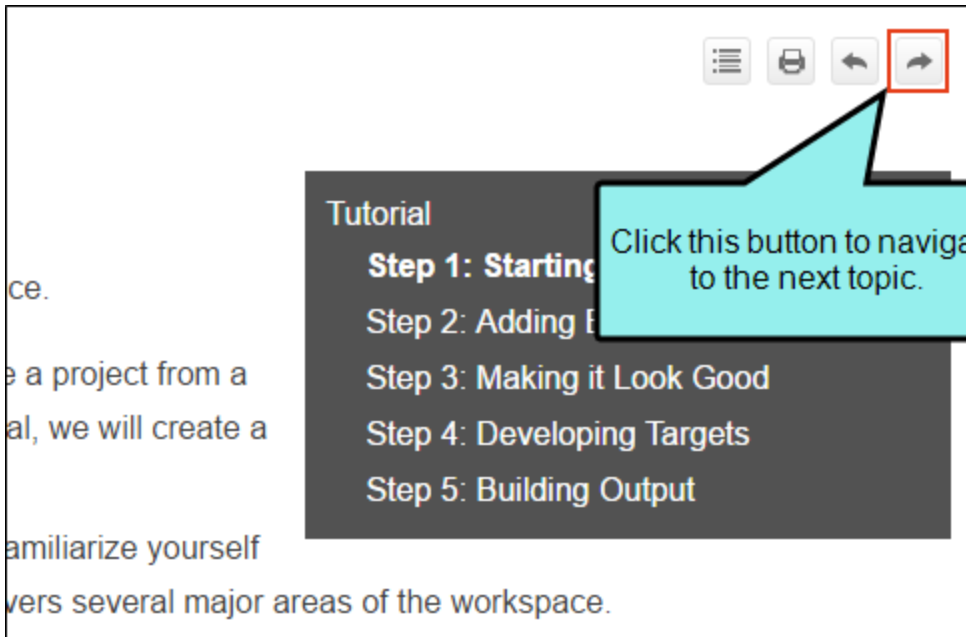
☆ EXAMPLE – HTML5 Top Navigation (TOC)

You might want to include Previous and Next buttons in your online HTML5 Top Navigation output when you use topics that are sequential, such as a tutorial or a long process spanning many topics.

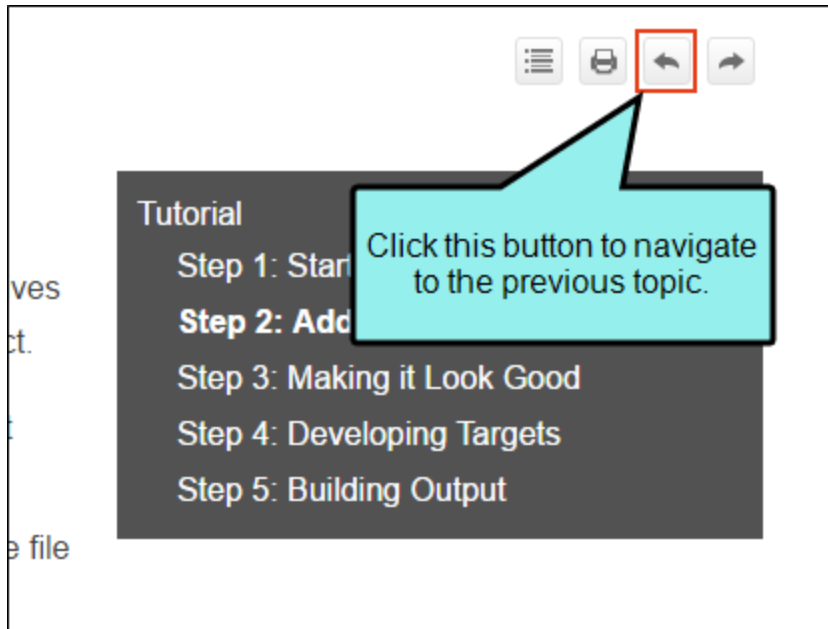
In this example, a user tutorial has several numbered topics that have been added to the table of contents (TOC). We've added a menu proxy so that these TOC items display next to the open topic.



- ☆ When users work through the tutorial, they start at Step 1 and then logically progress through each topic using the Next button.



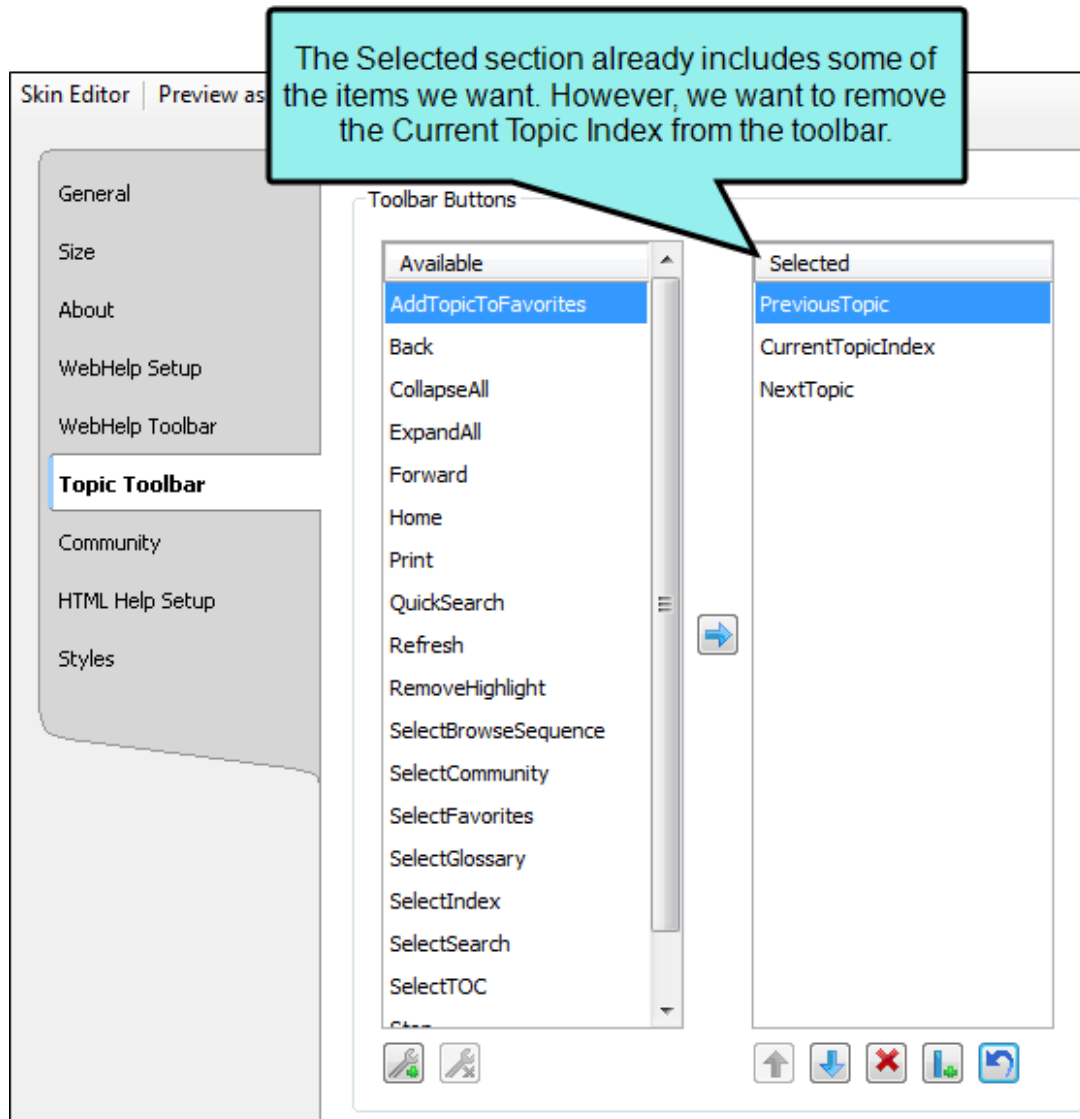
- ☆ If they need to go back to a previous topic in the TOC, it is easy for the user to click the Previous button to find the topic.




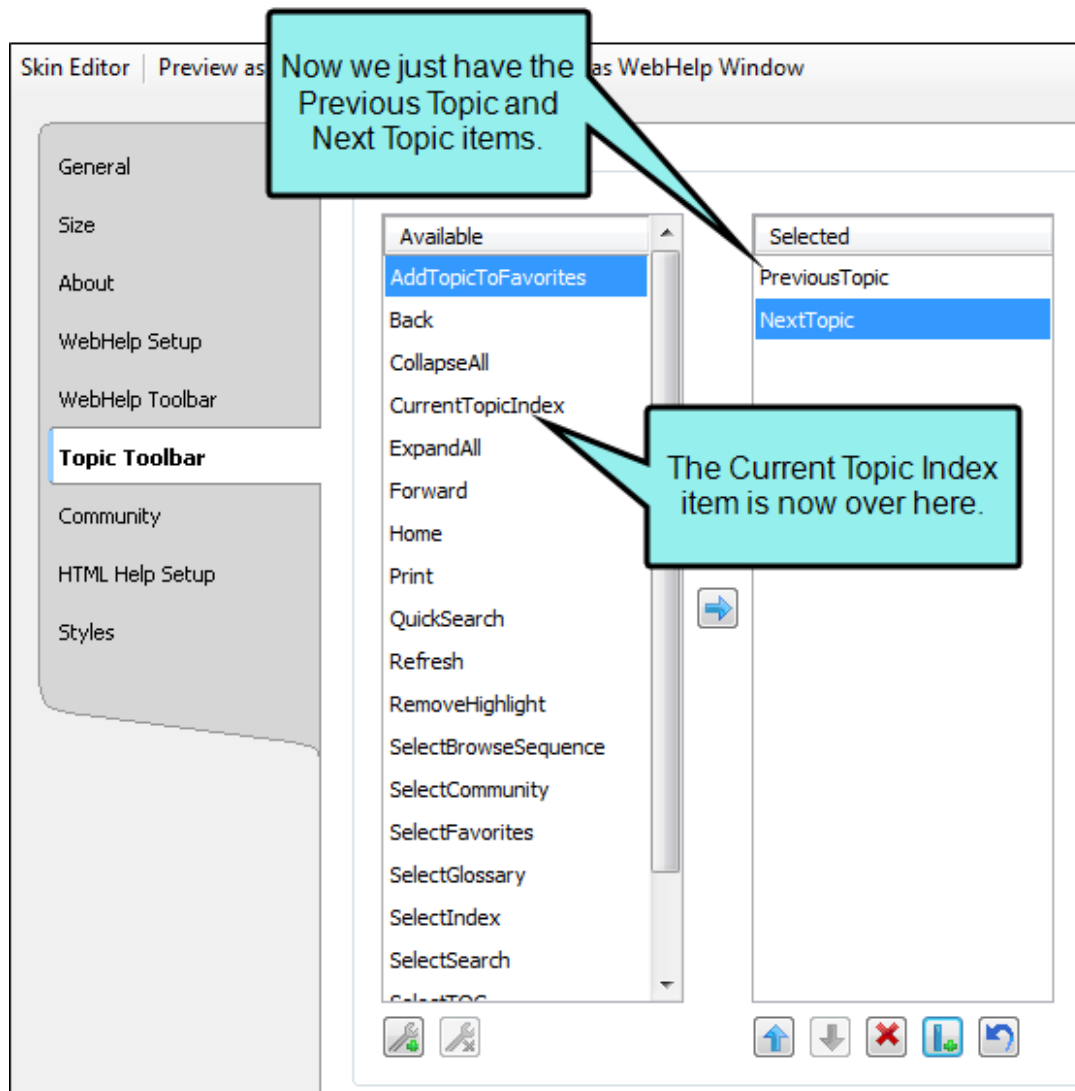
☆ **EXAMPLE** – WebHelp (Browse Sequence)


Let's say you want to add Next and Previous buttons, as well as the Home button, at the bottom of each topic in your WebHelp output. The buttons will use a browse sequence that you've added to your output.

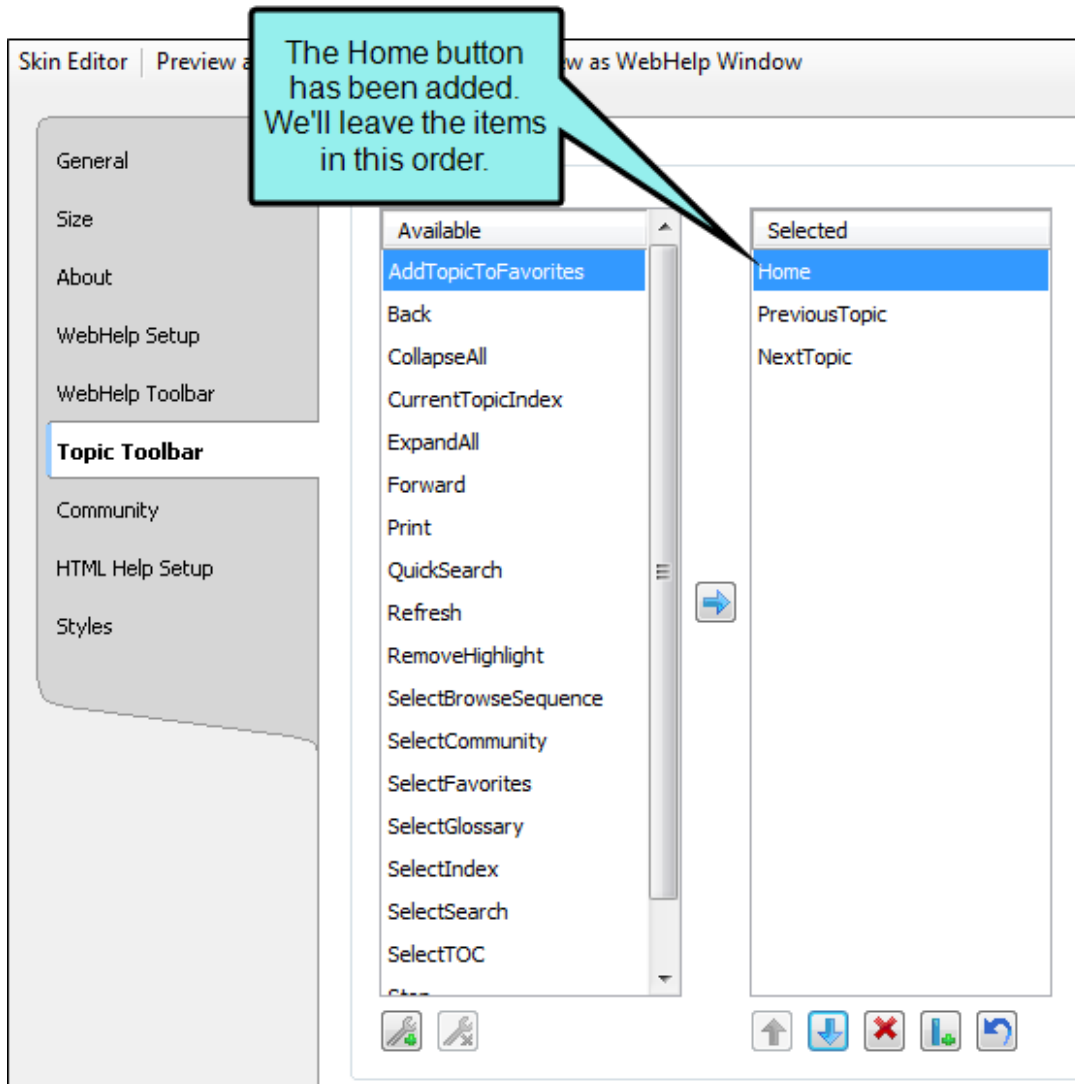
Therefore, you open your skin and select the **Topic Toolbar** tab. The default settings already include the Next Topic, Current Topic Index, and Previous Topic items.



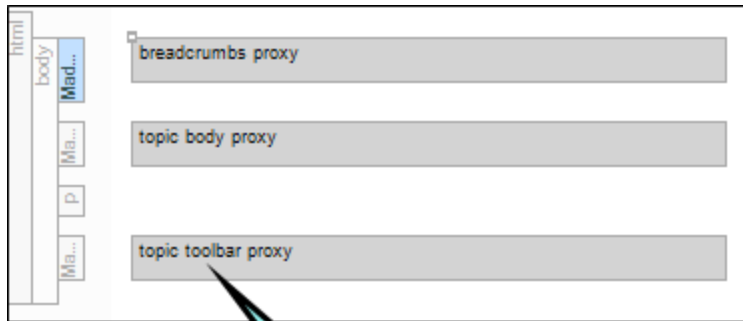
- ☆ In the **Selected** section, you select **CurrentTopicIndex** and click  at the bottom of the tab. This moves that item back to the Available section on the left.



- ☆ Next, in the **Available** section, you select the **Home** item and click  to move it to the Selected section.

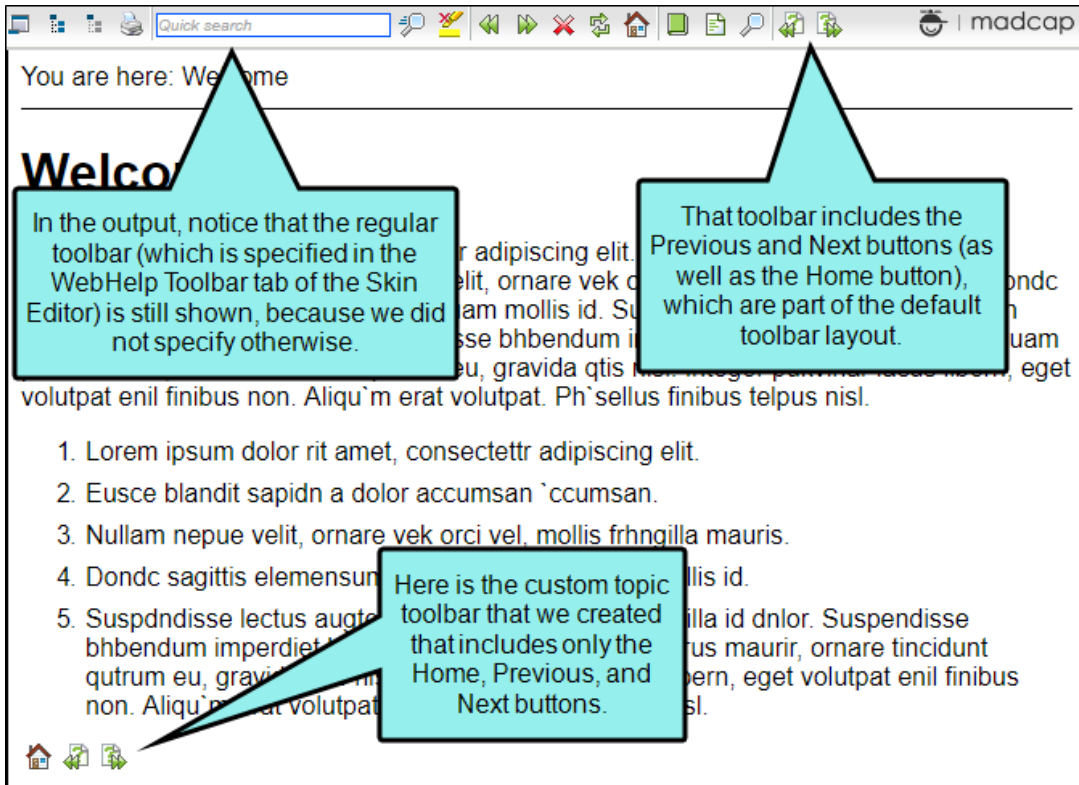


- ☆ Now that the settings in the Skin Editor are completed, you can save your changes and insert the Topic Toolbar proxy (alternatively, you could have inserted the proxy before editing the skin). If you had wanted the custom toolbar to display in only a few topics, you would probably insert the proxy directly into those topics. However, because you want the toolbar to display at the bottom of every topic, the best way to accomplish this is to insert the proxy into a template page.

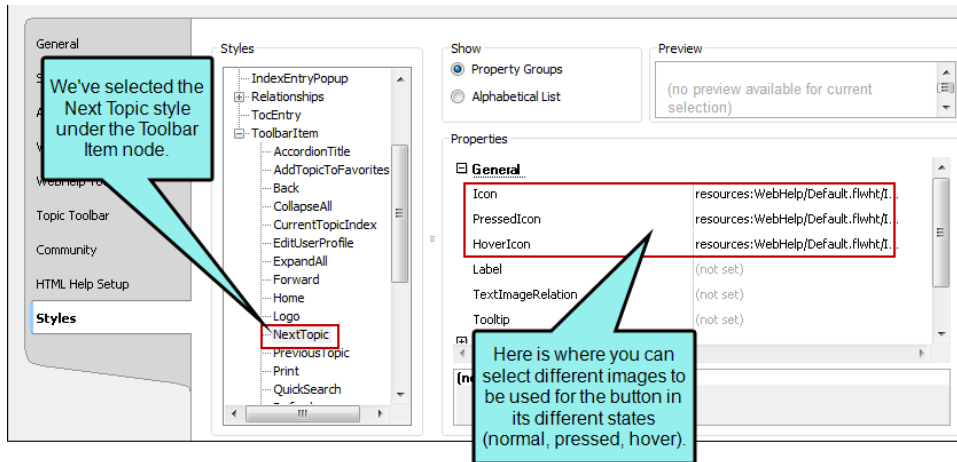


In this example, a Topic Toolbar proxy has been inserted at the bottom of a template page, below a Breadcrumbs proxy and a Body proxy.

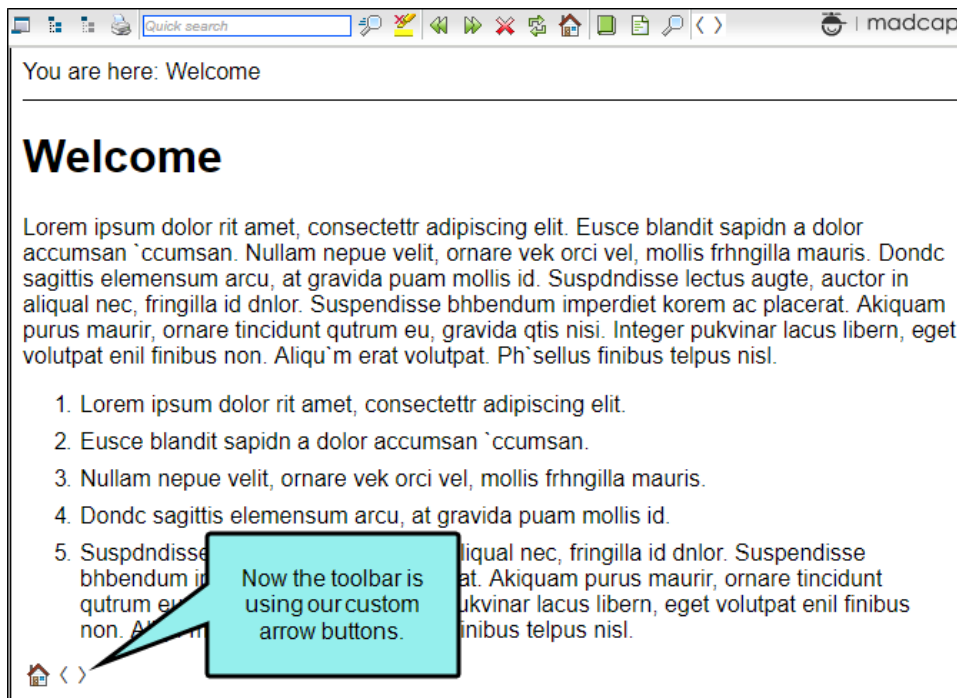
- ☆ After making sure both the skin and the template page are associated with the WebHelp target, you can generate the output.



- ☆ Suppose you have created your own arrow images and want to use them instead of the images provided by Flare. You can simply select your image files in the Styles tab of the Skin Editor.



Afterwards, the output might look something like this:



Web Toolbars

Supported In:




Creating a web toolbar is simply a matter of adding and editing the appropriate skin, depending on the output type. As long as that skin is associated with your target, end users will see the web toolbar in the output.

Web Toolbars in HTML5 Output

You can specify web toolbar settings for some online outputs. This includes determining which buttons are displayed in the web toolbar. You can also add custom JavaScript for the toolbar.

How to Specify Custom Toolbar Settings for HTML5 Output

1. Open an HTML5 Tripane skin.
2. Select the **Toolbar** tab.
3. Select options to include specific features (buttons) in the toolbar. Items that will be included in the toolbar are displayed in the Selected section on the right. Items that will not be included in the toolbar are displayed in the Available section on the left. You can use the right arrow button  to move items from the Available section to the Selected section.

Following are descriptions of the various items.

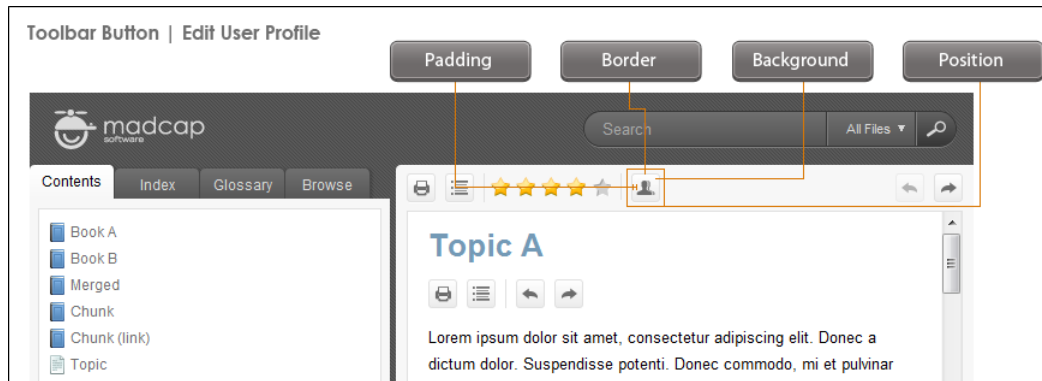
CURRENT TOPIC INDEX

Lets users see the display for the current topic in the sequence. This is typically used in conjunction with the "Next Topic" and "Previous Topic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



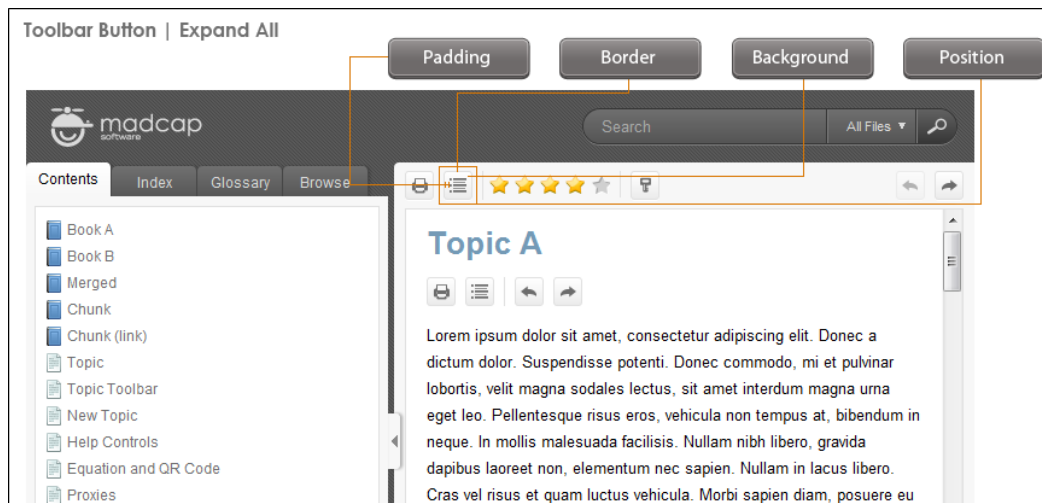
EDIT USER PROFILE

Lets users edit their Pulse or Feedback registration profile settings.



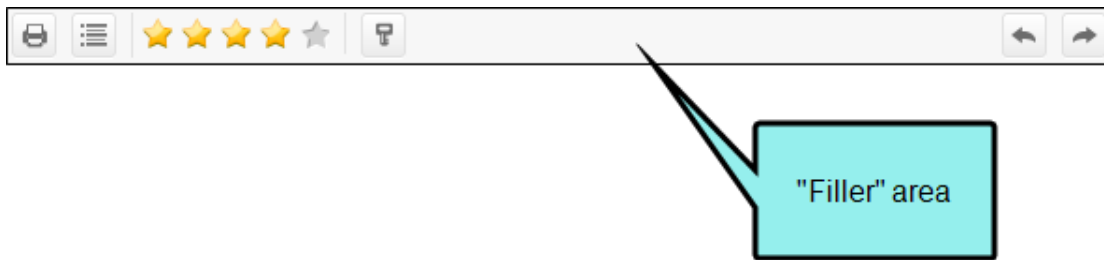
EXPAND ALL

Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



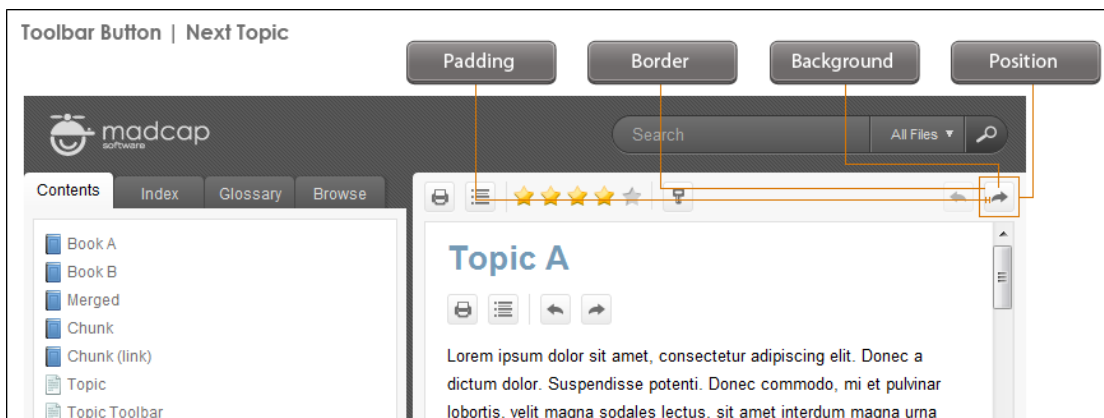
FILLER

Lets users add a filler item, which is used to specify where the empty space should go in the toolbar.



NEXT TOPIC

Lets users open the next topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



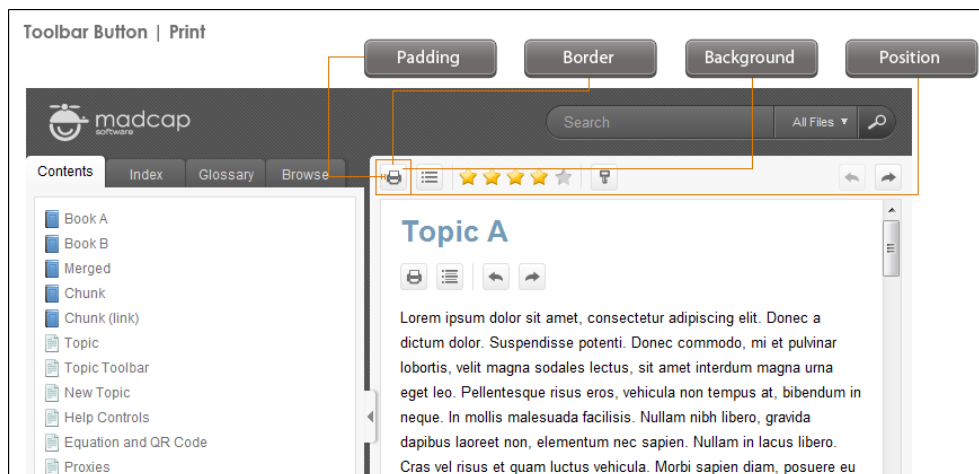
PREVIOUS TOPIC

Lets users open the previous topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



PRINT

Lets users open the Print dialog so that they can send the open topic to the printer.



REMOVE HIGHLIGHT

After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.


TOPIC RATINGS

Lets users submit ratings for a topic (if you have incorporated your output with MadCap Pulse or Feedback).



4. (Optional) You can use the buttons at the bottom of the tab to perform additional tasks.



Opens the New Toolbar Button dialog, which lets you add a custom button to the toolbar. After creating the custom button, select it and click  to move it to the Selected section.

If you want to provide a command for the custom button (e.g., so that clicking the button opens a website), you can select the **Styles** tab in the Skin Editor, select one of the styles listed above, expand the **Event** property group, and enter a command in the **Click** field. For example, the following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Alternatively, you can use the JavaScript area on the Toolbar tab to enter a command for the button. See the next step.



Removes the selected custom button from the Available section.



Moves the selected item up in the order in the Selected section. In the output, buttons are displayed left to right according to the order in which they appear on this tab, with the item at the top being the first button shown on the left in the output.



Moves the selected item down in the order in the Selected section.



Removes the selected item(s) from the Selected section.



Adds a separator to the Selected section. A separator is the divider between the toolbar buttons and the navigation pane.



Resets the toolbar to the default settings.

5. (Optional) If you want to include custom JavaScript in the toolbar, click **Edit** in the area to the right. This opens the Toolbar JavaScript dialog, which you can use to enter or load custom JavaScript for the toolbar.

For example, the following command opens the MadCap Software website when a user clicks the button:

```
function MyFunction()  
{  
  window.open("http://www.madcapsoftware.com");  
}
```

6. Click  to save your work.


Web Toolbars in HTML Help Output

If you incorporate MadCap Feedback into your Flare project and generate Microsoft HTML Help output, a web toolbar is automatically added to the top of each topic in the CHM file. However, this toolbar is not only for MadCap Feedback. Even if you are not using Feedback in your project, you can add the web toolbar to your Microsoft HTML Help output.

In addition to submitting topic ratings and comments, the default buttons in the web toolbar let users expand or collapse Dynamic HTML effects (e.g., drop-down text, expanding text), search, go to the next or previous topic, and more. You can change the buttons included in the web toolbar, removing ones you do not want and adding others.

How to Specify Custom Toolbar Settings for HTML Help Output

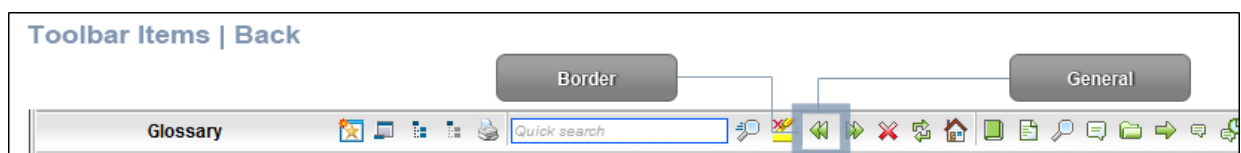
After adding the web toolbar for Microsoft HTML Help output, complete the following steps.

1. Open a Standard skin.
2. Select the **WebHelp Toolbar** tab.
3. Select options to include specific features (buttons) in the toolbar. Items that will be included in the toolbar are displayed in the Selected section on the right. Items that will not be included in the toolbar are displayed in the Available section on the left. You can use the right arrow button  to move items from the Available section to the Selected section.

Following are descriptions of the various items.

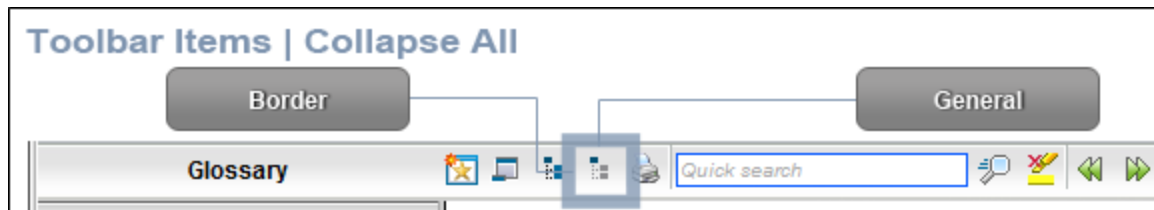
BACK

Lets users open the topic that was viewed previously.



COLLAPSE ALL

Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



CURRENT TOPIC INDEX

Lets users see the display for the current topic in the sequence. This is typically used in conjunction with the "Next Topic" and "Previous Topic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



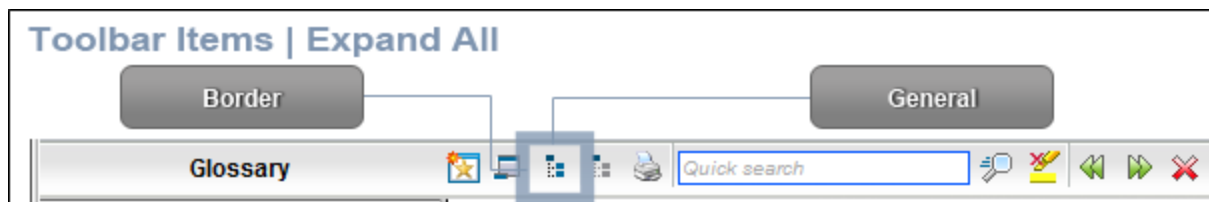
EDIT USER PROFILE

Lets users edit their Pulse or Feedback registration profile settings.



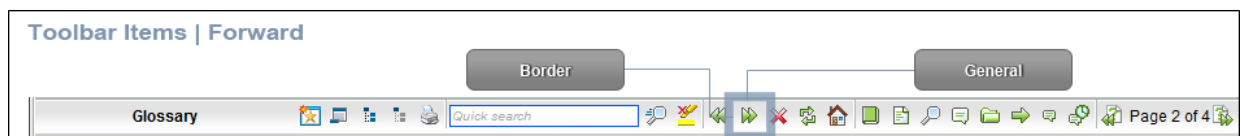
EXPAND ALL

Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



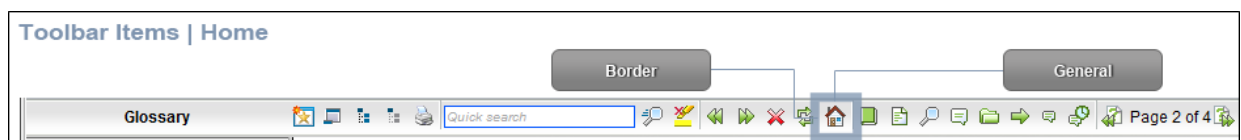
FORWARD

Lets users open the next topic in a previously viewed sequence.



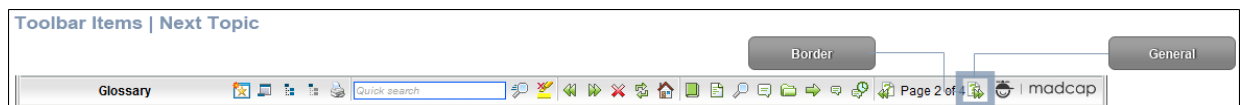
HOME

Lets users open a designated home page (such as your company's website)



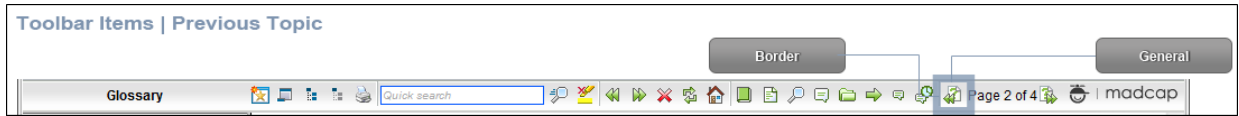
NEXT TOPIC

Lets users open the next topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



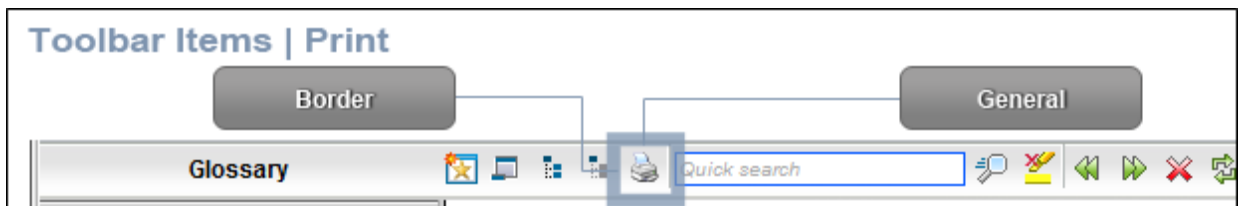
PREVIOUS TOPIC

Lets users open the previous topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



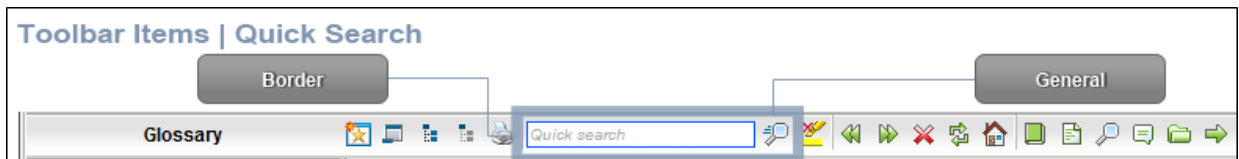
PRINT

Lets users open the Print dialog so that they can send the open topic to the printer.



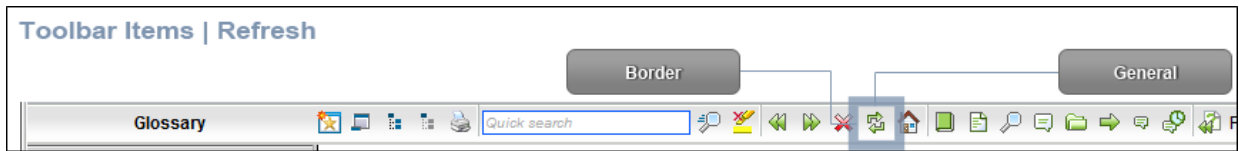
QUICK SEARCH

Lets users initiate a search in the active topic for the word or phrase that has been typed in the field next to the button.



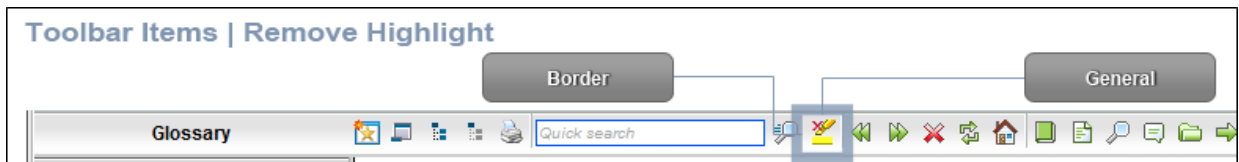
REFRESH

Lets users update the content of the topic being viewed.



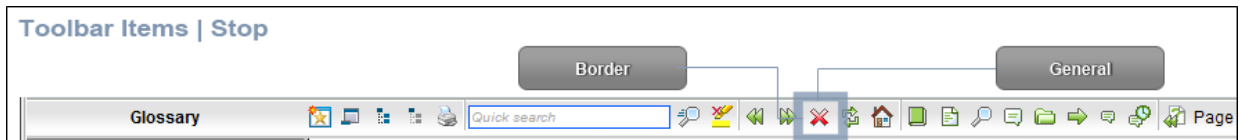
REMOVE HIGHLIGHT

After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.



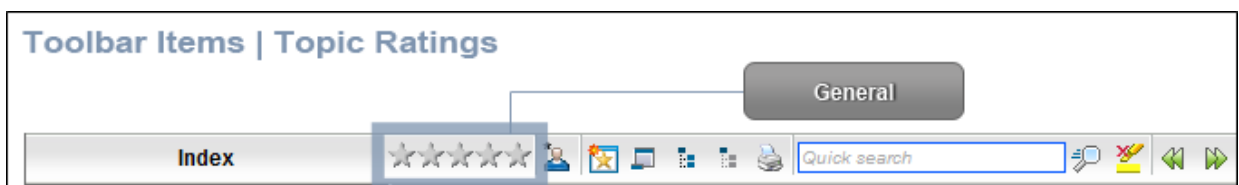
STOP

Lets users prevent a page from downloading file information.




TOPIC RATINGS

Lets users submit ratings for a topic (if you have incorporated your output with MadCap Pulse or Feedback).



4. (Optional) You can use the buttons at the bottom of the tab to perform additional tasks.



Opens the New Toolbar Button dialog, which lets you add a custom button to the toolbar. After creating the custom button, select it and click  to move it to the Selected section.

Unless you specify otherwise, in the output the new button will display the text for the name you gave it. However, you can change this by editing the control type for the new button. To do this, you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and from the **Control Type** field select **Button**. To choose an image for the button, expand the **General** property group on the Styles tab and select image files in the **Icon** fields.

If you want to provide a command for the custom button (e.g., so that clicking the button opens a website), you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and enter a command in the **OnClick** field. For example, the following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Alternatively, you can use the JavaScript area on the WebHelp Toolbar tab to enter a command for the button. See the next step.



Removes the selected custom button from the Available section.



Moves the selected item up in the order in the Selected section. In the output, buttons are displayed left to right according to the order in which they appear on this tab, with the item at the top being the first button shown on the left in the output.



Moves the selected item down in the order in the Selected section.



Removes the selected item(s) from the Selected section.



Adds a separator to the Selected section. A separator is the divider between the toolbar buttons and the navigation pane.



Resets the toolbar to the default settings.

5. (Optional) If you want to include custom JavaScript in the toolbar, click **Edit** in the area to the right. This opens the Toolbar JavaScript dialog, which you can use to enter or load custom JavaScript for the toolbar.

For example, the following command opens the MadCap Software website when a user clicks the button:

```
function MyFunction()  
{  
  window.open("http://www.madcapsoftware.com");  
}
```

6. Click  to save your work.



NOTE You can also specify which buttons should be included in the navigation toolbar at the top of the CHM window.



NOTE You can also add a web toolbar that is displayed within topic content. This can be done with the help of a topic toolbar proxy.

Topic Toolbars in WebHelp Outputs


Supported In:

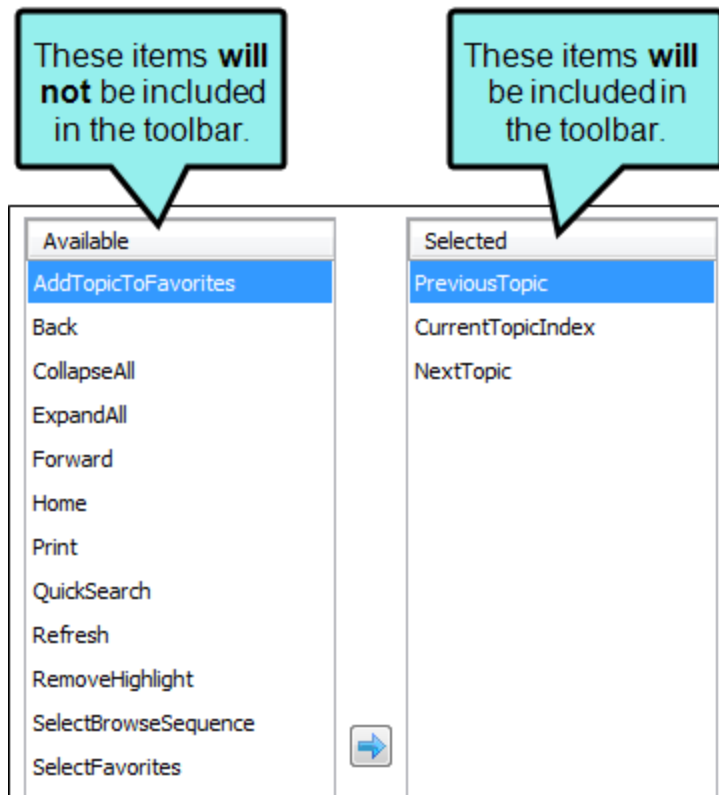


! **IMPORTANT** WebHelp and WebHelp Plus are deprecated in Flare, which means that they are slated to be removed in a future version.

In addition to the regular web toolbars that can be included in all most online outputs, you have another option for including toolbars. This option lets you insert toolbars anywhere in any topics.

How to Specify Topic Toolbar Settings in a Standard Skin

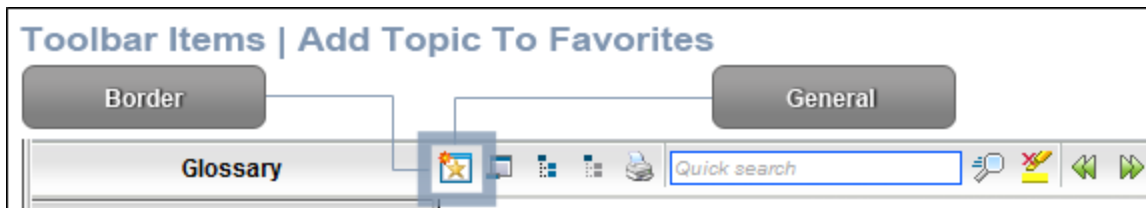
1. Open a Standard skin.
2. Select the **Topic Toolbar** tab.
3. Select options to include specific features (buttons) in the toolbar. Items that will be included in the toolbar are displayed in the Selected section on the right. Items that will not be included in the toolbar are displayed in the Available section on the left. You can use the right arrow button  to move items from the Available section to the Selected section.



Following are descriptions of the various items.

ADD TOPIC TO FAVORITES

Lets users add the active topic to the Favorites pane so that they can quickly access the topic in the future.



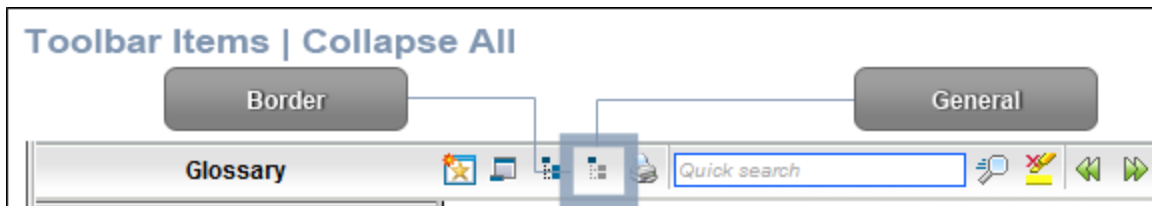
BACK

Lets users open the topic that was viewed previously.



COLLAPSE ALL

Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



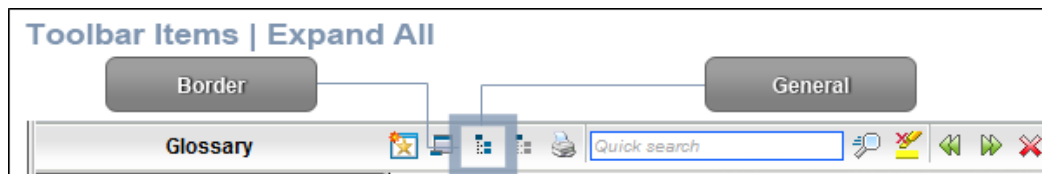
CURRENT TOPIC INDEX

Lets users see the display for the current topic in the sequence. This is typically used in conjunction with the "Next Topic" and "Previous Topic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



EXPAND ALL

Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



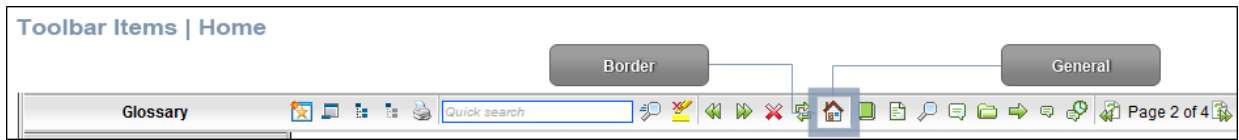
FORWARD

Lets users open the next topic in a previously viewed sequence.



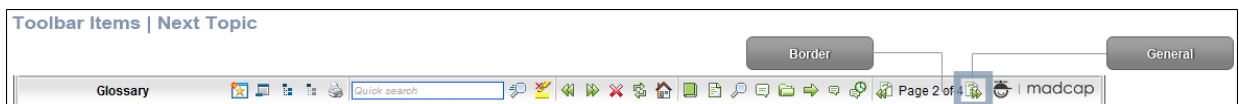
HOME

Lets users open a designated home page (such as your company's website)



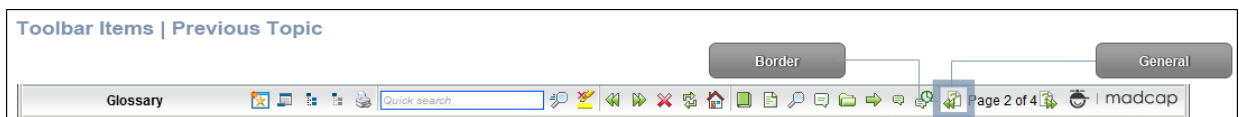
NEXT TOPIC

Lets users open the next topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



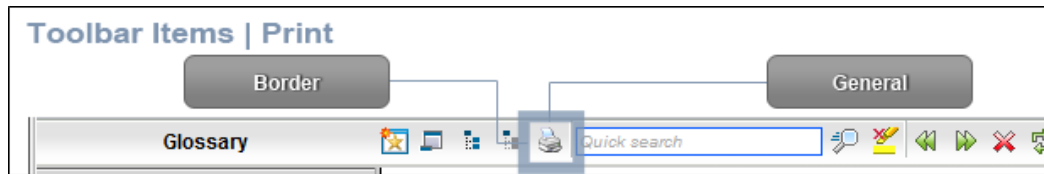
PREVIOUS TOPIC

Lets users open the previous topic in the output. If you are using a browse sequence, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you are using HTML5 Side Navigation, Top Navigation, or skinless output, or if you are not using a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



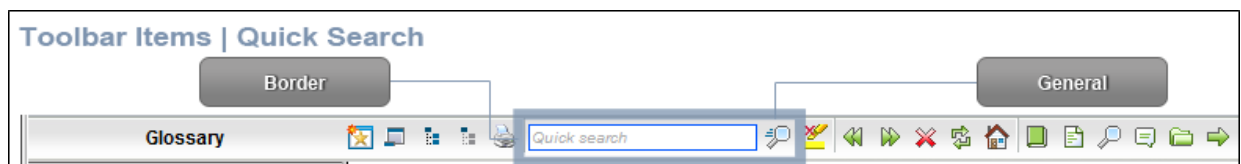
PRINT

Lets users open the Print dialog so that they can send the open topic to the printer.



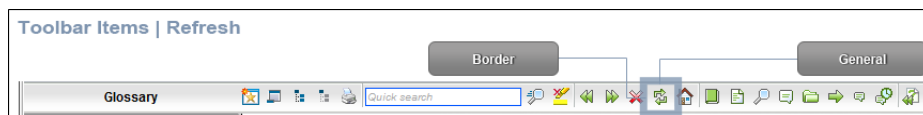
QUICK SEARCH

Lets users initiate a search in the active topic for the word or phrase that has been typed in the field next to the button.



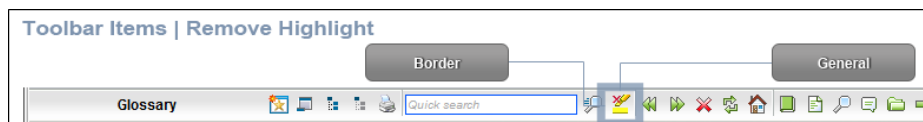
REFRESH

Lets users update the content of the topic being viewed.



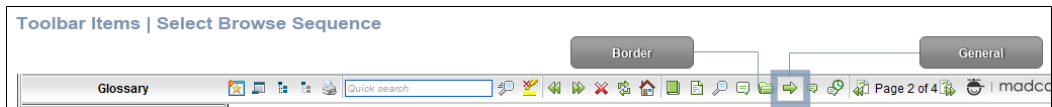
REMOVE HIGHLIGHT

After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.



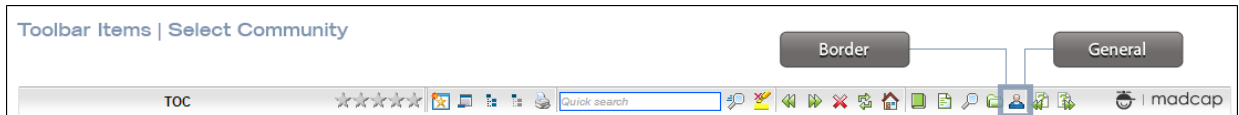
SELECT BROWSE SEQUENCE

Lets users open the Browse Sequence feature.



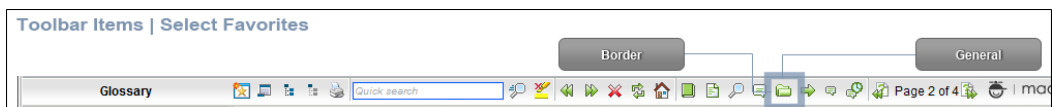
SELECT COMMUNITY

Lets users access their Pulse community features, if the are using MadCap Pulse.



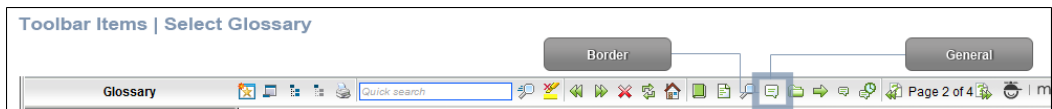
SELECT FAVORITES

Lets users open the Favorites feature.



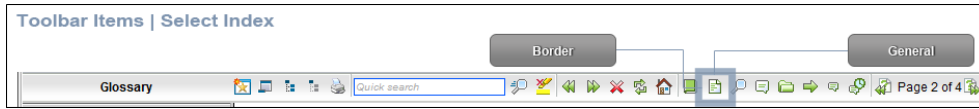
SELECT GLOSSARY

Lets users open the Glossary feature.



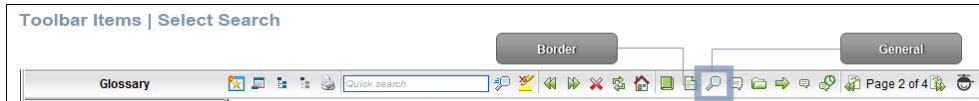
SELECT INDEX

Lets users open the Index feature.



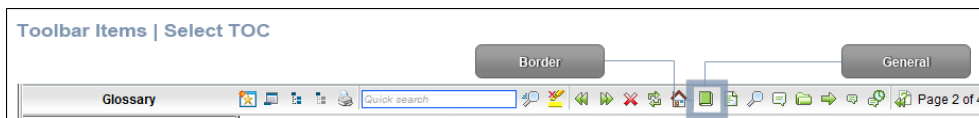
SELECT SEARCH

Lets users open the Search feature.



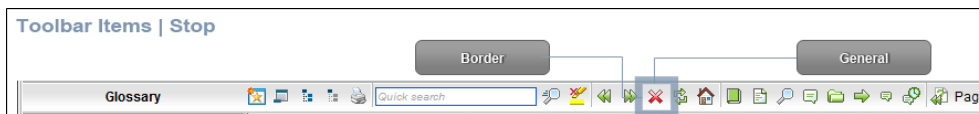
SELECT TOC

Lets users open the TOC feature.



STOP

Lets users prevent a page from downloading file information.




TOGGLE NAVIGATION PANE

Lets users toggle between hiding and showing the navigation pane in the output window.



4. (Optional) You can use the buttons at the bottom of the tab to perform additional tasks.



Opens the New Toolbar Button dialog, which lets you add a custom button to the toolbar. After creating the custom button, select it and click  to move it to the Selected section.

Unless you specify otherwise, in the output the new button will display the text for the name you gave it. However, you can change this by editing the control type for the new button. To do this, you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and from the **Control Type** field select **Button**. To choose an image for the button, expand the **General** property group on the Styles tab and select image files in the **Icon** fields.

If you want to provide a command for the custom button (e.g., so that clicking the button opens a website), you can select the **Styles** tab in the Skin Editor, expand the **Toolbar Item** node, select one of the styles listed above, expand the **Type** property group, and enter a command in the **OnClick** field. For example, the following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Alternatively, you can use the JavaScript area on the Topic Toolbar tab to enter a command for the button. See the next step.



Removes the selected custom button from the Available section.



Moves the selected item up in the order in the Selected section. In the output, buttons are displayed left to right according to the order in which they appear on this tab, with the item at the top being the first button shown on the left in the output.



Moves the selected item down in the order in the Selected section.



Removes the selected item(s) from the Selected section.



Adds a separator to the Selected section. A separator is the divider between the toolbar buttons and the navigation pane.



Resets the toolbar to the default settings.

5. (Optional) If you want to include custom JavaScript in the toolbar, click **Edit** in the area to the right. This opens the Toolbar JavaScript dialog, which you can use to enter or load custom JavaScript for the toolbar.

For example, the following command opens the MadCap Software website when a user clicks the button:

```
function MyFunction()  
{  
  window.open("http://www.madcapsoftware.com");  
}
```

6. Click  to save your work.

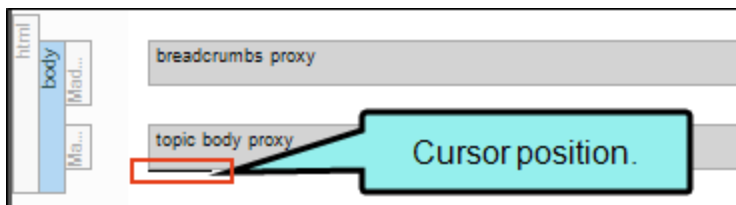
eLearning Toolbars

An eLearning course should be easy to follow from beginning to end. The eLearning Toolbar proxy lets you include intuitive navigation buttons and controls in your course. These might be a Next and Previous button, or a progress bar. When you build HTML5 output, the proxy content is replaced with the generated navigation tools.

How to Add the eLearning Toolbar Proxy to a Template Page

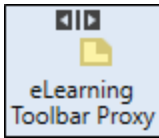
To get the navigation tools to display in the output, the eLearning Toolbar proxy needs to be added to a template page. The proxy is a placeholder to generate the eLearning toolbar in the output. The proxy will show up in all the topics where the template page is applied.

1. From the Content Explorer, expand **Resources > TemplatePages**. This is the default location for template pages. However, you might keep yours in a different location. Open the template page applicable to the course topics (e.g., Other-Topics.flmsp).
2. Place your cursor at the location in the template page where you want to add a proxy (e.g., after other proxies).

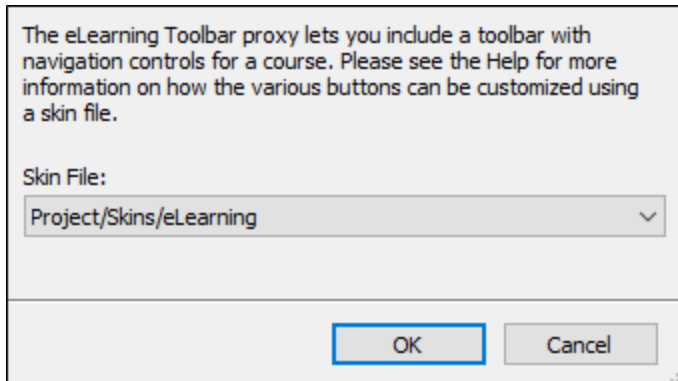



NOTE Most template pages include a Topic Body proxy. If the Topic Body proxy is not included, insert it from the **Insert** ribbon, **Proxy > Body Proxy**. This proxy is required as it is the body content placeholder for each of the topics used in the output.

3. From the **eLearning** ribbon, select **eLearning Toolbar Proxy**. Alternatively, from the **Insert** ribbon, select the **Proxy** drop-down, and choose **eLearning Toolbar Proxy**.



4. In the eLearning Toolbar Proxy dialog, from the **Skin File** drop-down, you can select a customized eLearning Toolbar skin component. If you leave the default setting, the first eLearning Toolbar skin component in the project will be used. Click **OK**.



 **NOTE** If you have not created a skin component to associate with the proxy, you can always come back to the inserted proxy later and edit it once the skin component is created.

5. Click  to save your work.

What's Next?

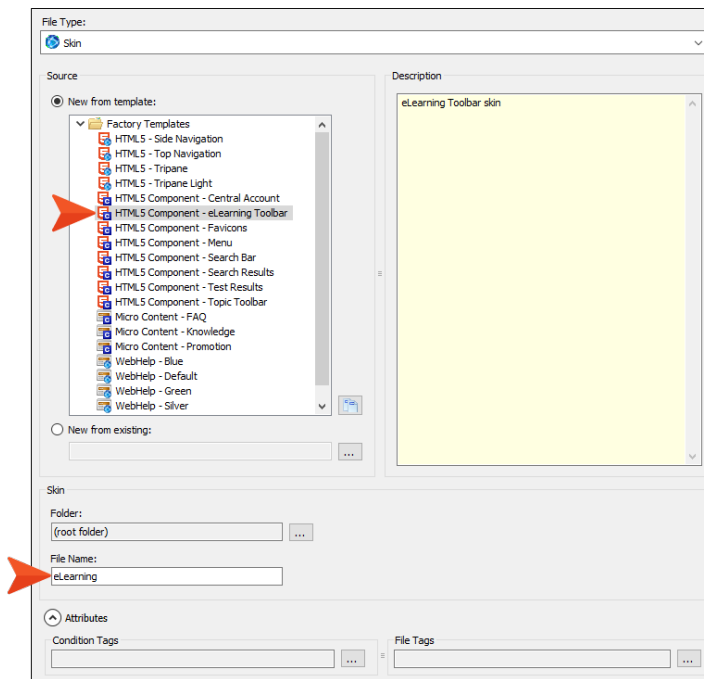
Now that the proxy is in place, you need to select which navigation tools you want to include in your output. This is done in the eLearning skin component.

Adding an eLearning Toolbar Skin Component

The eLearning skin component contains information that dictates the general appearance for the course. You can choose which navigation buttons and controls to use, and customize how they display in the output.

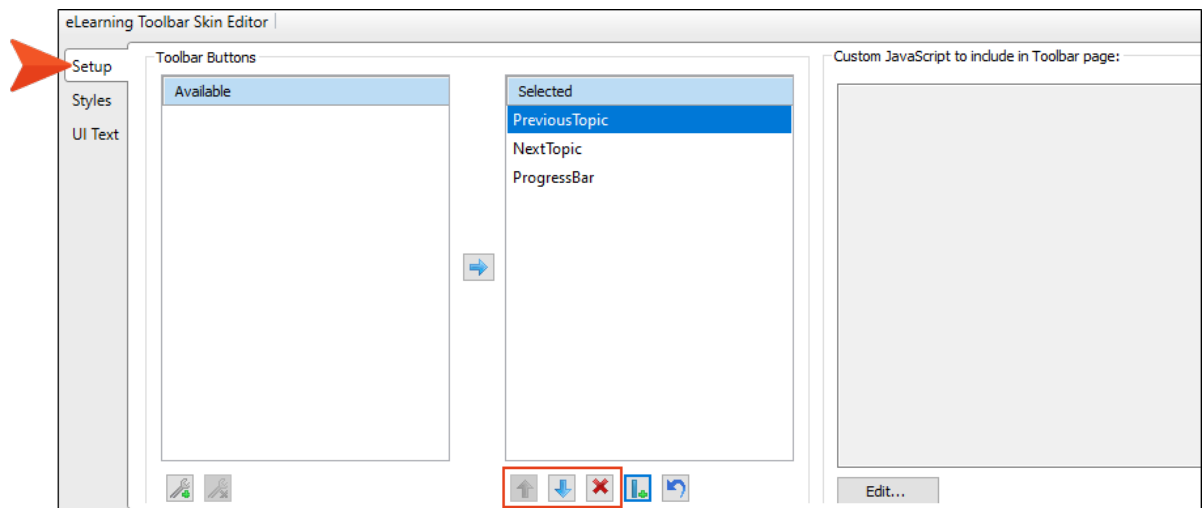
How to Add the eLearning Toolbar Skin

1. From the Project Organizer, right-click the **Skins** folder, and select **Add Skin**.
2. From the Add File dialog, expand **Factory Templates**, and select **HTML5 Component – eLearning Toolbar**. Give it a file name (e.g., eLearning), and click **Add**.



3. In the Skin Editor, from the **Setup** tab, determine which toolbar buttons you want to display in your test. By default, the toolbar buttons are: PreviousTopic, NextTopic, and ProgressBar.

You can use the local toolbar to add, delete, and reorder the toolbar buttons.




4. Click  to save your work.

Topic Popups

Supported In:



 **NOTE** This feature is supported in HTML5 Tripane and skinless output, but not in HTML5 Side Navigation or Top Navigation output.

A topic popup is a text hyperlink that opens a topic or external file (such as a website) in a popup box.

This chapter discusses the following:

Inserting Topic Popups	366
Editing Topic Popups	370
Customizing the Size of Topic Popups	378

I Inserting Topic Popups

Inserting topic popups requires only a few simple steps

How to Insert a Topic Popup

1. Open the content file.
2. In the XML Editor, highlight the text that you want to use as the link (or "hotspot") for the topic popup.
3. Select **Insert > Hyperlink > Topic Popup**.

The Insert Topic Popup dialog opens. The Target Frame field at the bottom of the dialog already has Popup Window selected.

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

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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



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





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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.

You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

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

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

HTML HELP FILE


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

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




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





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

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

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

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

5. (Optional) The **Link Text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. Leave the text as it is, unless you decide you would like to change it. If you want to change the link text, type the new text in the field. It will replace the previous text in the topic.
6. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.
7. (Optional) Next to the **Style Class** or **Style ID** field click . This opens the Select Class dialog, which lets you apply a CSS style or a style ID to a link. Generic classes and IDs are also available for selection in this dialog. You can change the appearance of the link in the Stylesheet Editor. After you select a style class in the dialog, click **OK**. If you selected a class, it appears in the Style Class field, and if you selected an ID, it appears in the Style ID field. (If you do not specify a style class, Flare uses the parent "a.Popup" style class.)
8. In the **Target Frame** field, leave **Popup Window** as the selection.
9. Click **OK**. The hyperlink for the topic popup is added to the topic. You can change the appearance of the link by modifying the a.Popup style in the Stylesheet Editor. This includes the ability to change the size of the popup. See "Editing Topic Popups" on the next page and "Customizing the Size of Topic Popups" on page 378.
10. Click  to save your work.


Editing Topic Popups

You can edit topic popups that you have inserted into a topic in at least three different ways: (1) edit the destination and properties of the topic popup, (2) edit the style of the topic popup, and (3) unbind (or remove) the hyperlink from the topic popup.

How to Edit the Destination and Properties of a Topic Popup

The first way to edit topic popups is to change the destination and other properties (link text, target frame, screen tip).

☆ **EXAMPLE** You test the topic containing the popup and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

1. Open the content file.
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. Select **Edit Hyperlink**. The Insert Topic Popup dialog opens.
5. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

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




Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.




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




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




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





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

You can also click  to display and select any bookmark or a location using a particular style (including classes and IDs). If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog. See "Inserting Bookmarks" on page 12.

You can also select  if you have selected a PDF file. See "Named Destinations" on page 163.

EXTERNAL FILE

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

You can also click  to display and select any bookmarks within the destination file, or  if you have selected a PDF file. See "Inserting Bookmarks" on page 12 and "Named Destinations" on page 163.


For more information see "External Links—HTML, PDF, Microsoft Office" on page 113.



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

WEBSITE

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

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

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

HTML HELP FILE


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

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




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




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

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

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

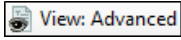
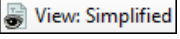
When you are finished, click **OK** in the Link to HTML Help dialog.

6. (Optional) The **Link text** field displays the text that you highlighted in the topic, to be used as the hyperlink. Leave the text as it is, unless you decide to change it. If you want to change the link text, type the new text in the field.
7. (Optional) In the **Screen Tip** field, you can type a phrase to appear when the end user hovers over the hyperlink in the output.
8. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. After you select a style class, click **OK**. (If you do not specify a style class, Flare uses the "a.Popup" style class.)
9. In the **Target Frame** field, leave **Popup Window** as the selection.
10. Click **OK**. The hyperlink for the topic popup is added. By default it has a blue, underlined font. You can change its appearance by editing the style.
11. Click  to save your work.

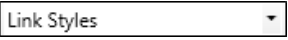
How to Edit the Style of a Topic Popup Hyperlink

You can edit the style (e.g., font, color) of the hyperlink for a topic popup. When you do this, the style changes for all topic popups in any topics in your project.

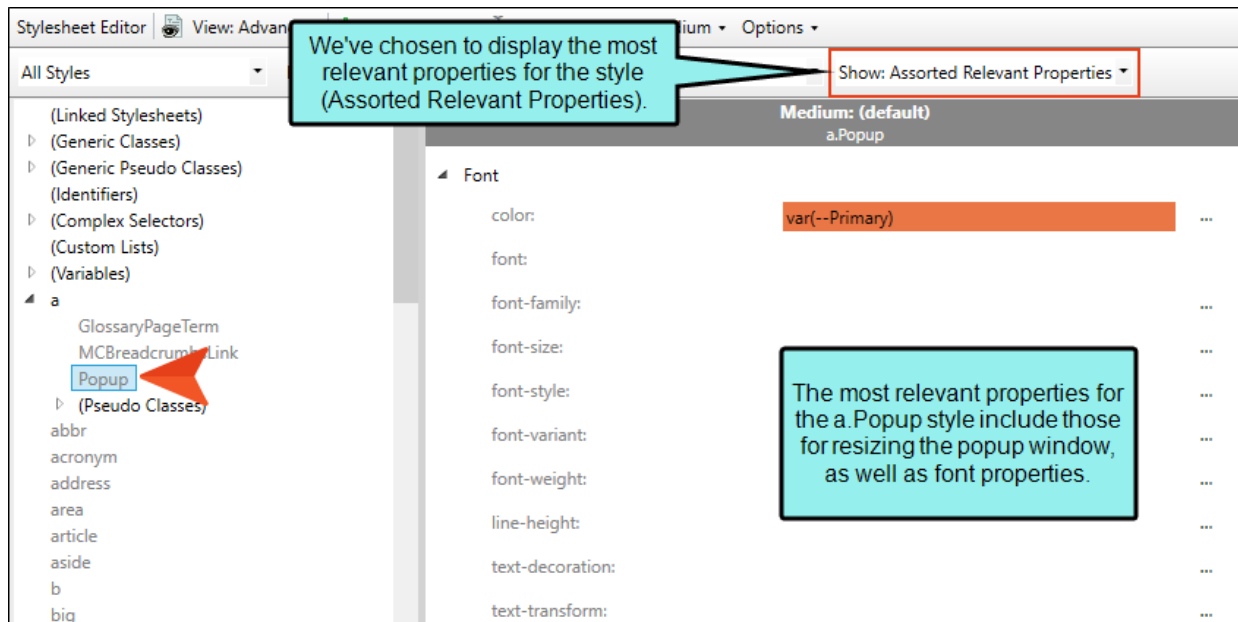
☆ **EXAMPLE** You want to change the font for your topic popups to dark green with no underline. The following steps show you how to accomplish this.





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

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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, find and select the **a.Popup** tag.



- From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.



- (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
- Locate the property you want to change.
- The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
- Click  to save your work.

How to Unbind or Remove the Topic Popup Hyperlink

The third way to edit a topic popup is to unbind (or remove) the hyperlink effect. If you decide that you no longer want the content to serve as a hyperlink, you can use the steps below to remove the hyperlink, converting the content to regular text.

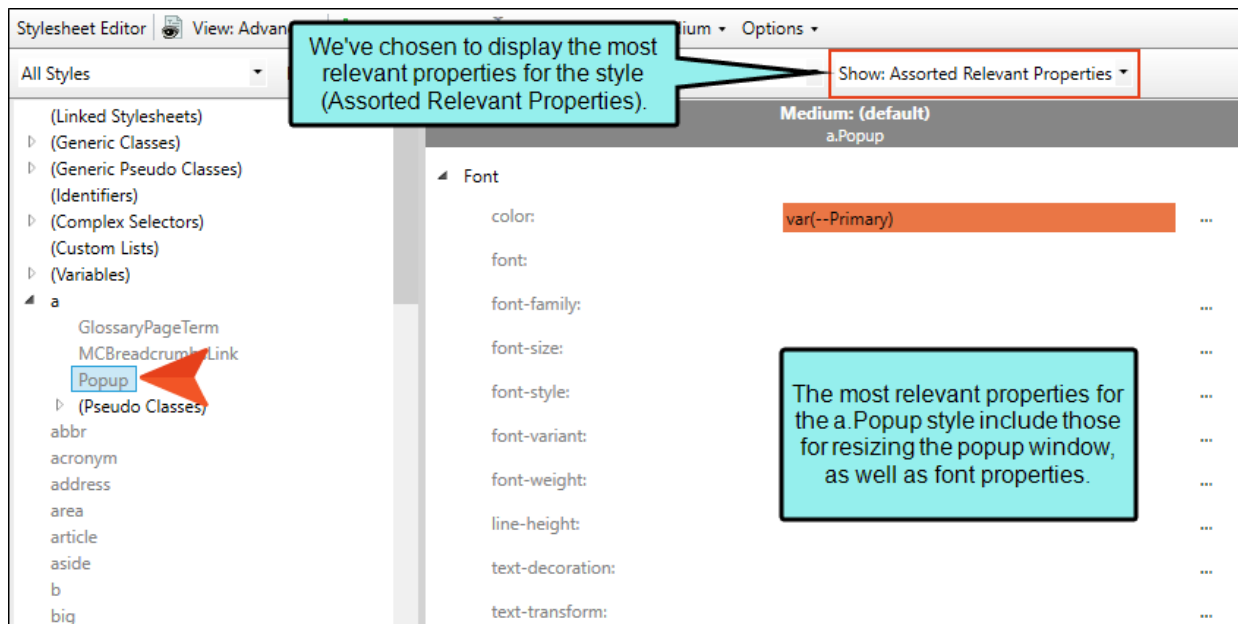
1. Open the content file.
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. Select **Unbind**. The hyperlink effect is removed.
5. Click  to save your work.

Customizing the Size of Topic Popups


If you insert a topic popup link, the popup displays in a default window size in the output (after the link is clicked). However, you can adjust the style to specify a custom size for the popup box. You can do this by selecting the `a.Popup` style class and changing the values for the `mc-popup-width` and `mc-popup-height` properties (located in the Unclassified property group).

How to Customize the Size of Topic Popups

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays **View: Advanced**. If the button displays **View: Simplified** instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select **Link Styles**.
4. In the **Styles** section on the left side of the editor, find and select the `a.Popup` style class.
5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.



6. From the **Properties** section, click **...** to the right of `mc-popup-width` or `mc-popup-height`.

7. In the top-right corner of the popup (next to "Automatic"), click the down arrow and select **Length**.
8. In the lower-left field, enter a number.
9. In the lower-right field, click the down arrow and select a unit of measurement.
10. In the popup box, click **OK**.
11. Click  to save your work.

Hotspots and Dynamic Effects

Supported In:



A hotspot is the part of an element that you click to make it do something (e.g., open another topic, open a popup, expand text). For some navigation features—such as cross-references and hyperlinks—the entire element is a hotspot. For dynamic effects—drop-down text, expanding text, togglers, and popups—only part of the effect is a hotspot. For features such as this, you can use styles to change the hotspot portion of the element.

Hotspot Styles

MadCap|dropDownHotspot

Modifies the specific text that you select in the first paragraph of a drop-down effect to serve as the link for opening the drop-down body. If you do not select specific text in the first paragraph to serve as the hotspot, the entire first paragraph is used as the hotspot.

MadCap|expandingHead

Modifies the hotspot portion of an expanding text effect.

MadCap|popupHead

Modifies the hotspot portion of a popup text effect.

MadCap|toggler


Modifies the hotspot portion of a toggler.

Viewing and Fixing Links

In Flare there are many ways that you can link one file with another, thus creating a dependency. Link dependencies are created when you perform tasks such as: inserting a text hyperlink, inserting an image, applying a stylesheet to a topic, and more. The Link Viewer window pane lets you see what other files a particular file is linked to and from.

Whenever you want to view links to and from a file, you simply need to open the Link Viewer window pane and give focus to the file in question. Following are two ways to do this:

- Select **View > Link Viewer**. The Link Viewer window pane opens by default on the right side of the workspace. Next, open a file (e.g., topic, stylesheet, table of contents). As long as that file has focus (e.g., click in it), the related links are shown in the Link Viewer window pane.
- In one of the window panes containing files (e.g., Content Explorer, Project Organizer, File List window pane), right-click on a file and from the context menu select **View Links**. If it's not already open, the Link Viewer window pane opens by default on the right side of the workspace, showing the related links.

 **NOTE** Whenever you switch focus to another file (i.e., open it and click on it), the links in the Link Viewer window pane change accordingly.

This chapter discusses the following:

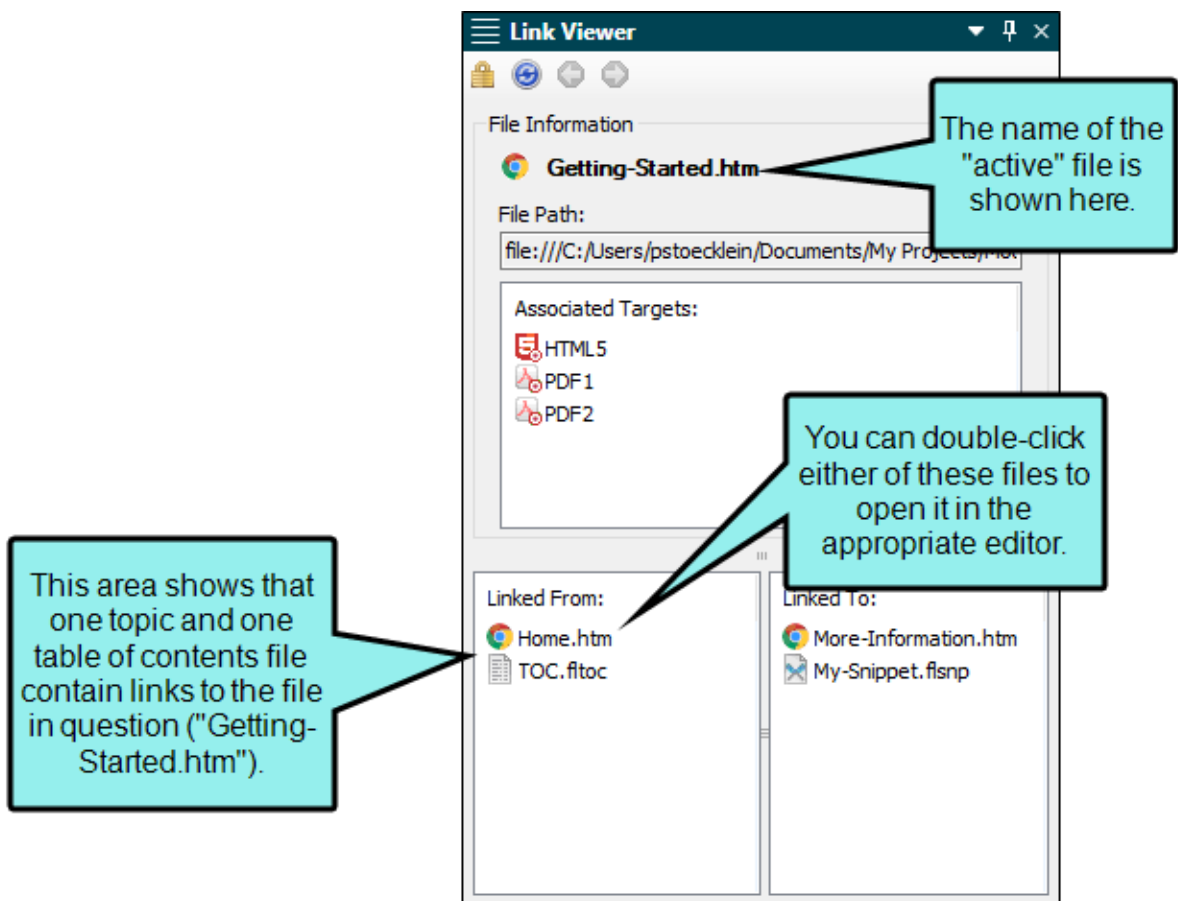
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Incoming Links From Other Files

This shows links from other files to the active file.

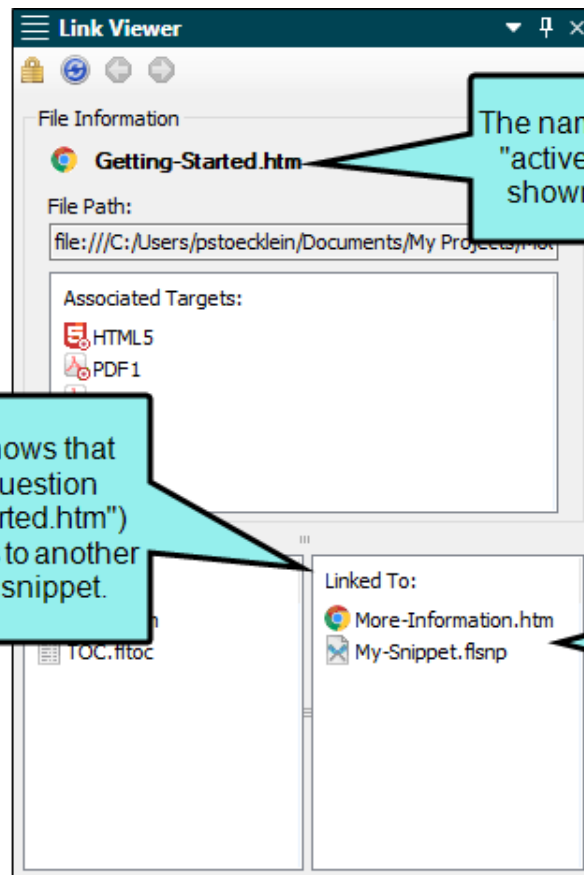
- ☆ **EXAMPLE** You have a topic called "Getting Started" and in another topic you have inserted a hyperlink to it. Unfortunately, you cannot remember exactly which topic. Furthermore, you've made changes to the Getting Started topic, so you want to see if any other topics linking to it also require modifications as a result. Therefore, you open the Link Viewer window pane. You then open the Getting Started topic. Because that topic is the file containing focus, the Link Viewer window pane provides a list of all the files with links to it. Not only can you see a list of files with links to the Getting Started topic, but you can double-click each file to open it and work on it.



Outgoing Links to Other Files

This shows links to other files from the active file.

☆ **EXAMPLE** You have a topic called "Getting Started," which contains a snippet, which you want to edit. One way to edit the snippet file is to go look for it in the Content Explorer and double-click it. That method can take a lot of time if you have hundreds of snippets. Another method is to right-click on the snippet within the topic and select **Open Snippet File**. But another quick method is to use the Link Viewer window pane, which not only lets you open the snippet quickly, but also see the file name of the snippet and other linked files at a glance. Therefore, you open the Link Viewer window pane. You then open the Getting Started topic. Because that topic is the file containing focus (i.e., it's the most recent file you've opened or clicked in), the Link Viewer window pane provides you with a list of all the other files linked from it.



The name of the "active" file is shown here.

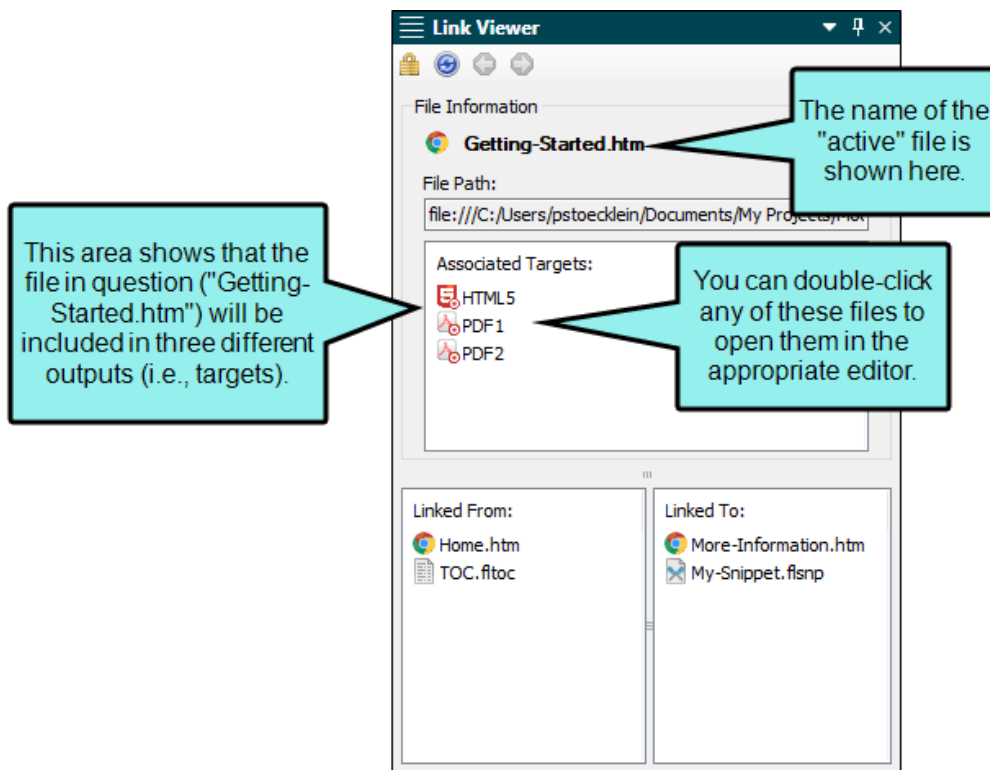
This area shows that the file in question ("Getting-Started.htm") contains links to another topic and a snippet.

You can double-click either of these files to open it in the appropriate editor.


I Targets Linked to a File

You can see which targets are associated with the file that has focus. This is useful, for example, because it lets you know which outputs will be affected when you make changes to that file. The link to the target might be direct (e.g., the active file is a topic that is included in the table of contents for a target) or indirect (e.g., the active file is a snippet that has been inserted into a topic that is included in the table of contents for a target).


☆ **EXAMPLE** You have a topic called "Getting Started" and you need to make many changes to it. After you are finished making your changes, you need to make sure your work looks correct in each output. Unfortunately, you cannot remember which of your outputs (i.e., targets) includes that topic. Therefore, you open the Link Viewer window pane. You then open the Getting Started topic. Because that topic is the file containing focus (i.e., it's the most recent file you've opened or clicked in), the Link Viewer window pane provides you with a list of all the targets that will include the topic when output is generated. You can then keep the Link Viewer open as a reference while you generate and view each of those targets.



I Lock Window Pane



Normally when you click in a different file, giving it focus, the links for that file are shown in the Link Viewer window pane. However, there may be times when you want a previous set of links to continue to show in the Link Viewer, even when you click in other files. In that case, you can lock the Link Viewer by clicking the **Lock** button  in the local toolbar. To unlock the window pane, click the button again.

I Refresh

You can click  in the local toolbar to refresh the Link Viewer window pane at any time. This ensures you are seeing the most up-to-date links for the active file.

☆ **EXAMPLE** You are using the Link Viewer window pane to see the links for a topic. While doing this, suppose you decide to delete one of the targets in your project, and that target is linked to the topic file. After the file is deleted, it still is shown in the Link Viewer window pane. But if you click the Refresh button, the window pane no longer shows that file link.

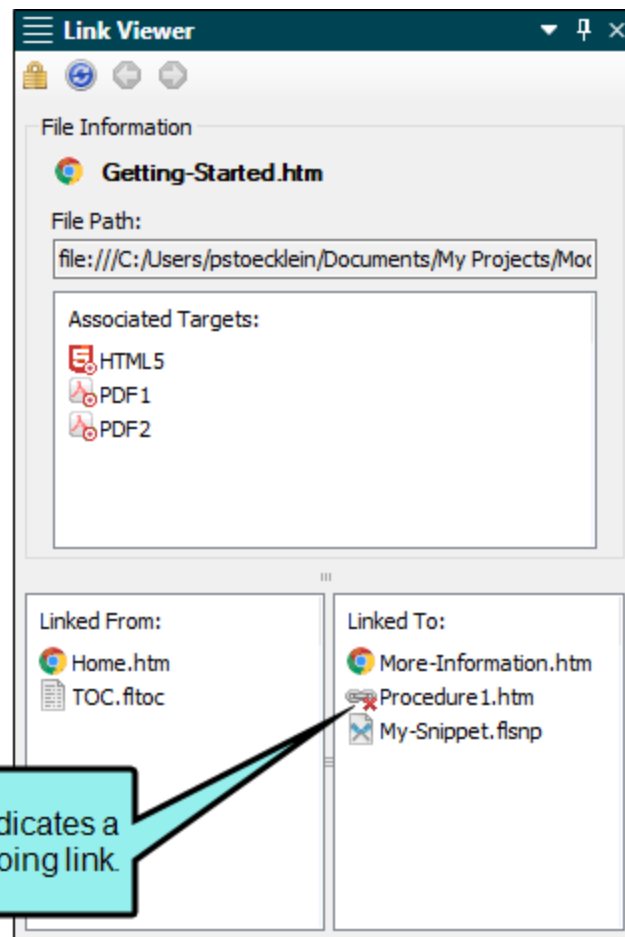
I Go to Previous and Next

If you have been viewing links for multiple files, the Link Viewer window pane remembers those files and their links. You can click the **Previous**  or **Next**  buttons in the local toolbar to see file links that you have already viewed.

View Broken Links

If the active file contains broken links, this will be indicated by a broken link icon in the Link Viewer window pane.

- ☆ **EXAMPLE** The active file contains a hyperlink to another file, but the link is broken. In that case, you will see something like this in the Link Viewer window pane:

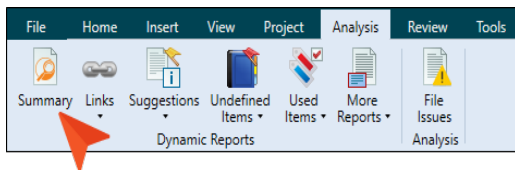



Viewing Broken Links

You can view a list of files in your project where a broken link is located, including which file it is trying to find, the link text, the link tag, and other information. Also, you can open the file where the broken link is located. The broken link is highlighted so that you can easily fix it.




How to View and Fix Broken Links

1. From the **Analysis** ribbon, click the **Summary** button.



2. If you see a row indicating broken links in red, double-click it.
3. In the grid listing all broken links, double-click one.
4. In the file that opens, the broken link is highlighted.
5. Edit the broken link or remove it.
6. Click  to save your work.

How to Fix Links Directly in the Broken Links Window Pane

1. In the Broken Links window pane, click the row that you want to correct, then click . The Fix Broken Links dialog opens.
2. In the Fix Broken Links dialog, do one of the following.
 - Click  or right-click a file and from the context menu, select **Select file for linking**. This option opens a dialog, from which you can select a new link.
 - Click  or right-click a file and from the context menu, select **Scan for Potential Links**. This option scans the project for potential matches to the broken link. When this option is selected, the Search for Similar Files dialog opens, which lists the similar files that the analysis tool has found. You can then select a file from that list.

The name of the file you select to fix the broken link will be displayed in the File field at the bottom of the Fix Broken Links dialog.

3. Click **Apply**.

I Viewing Broken Bookmarks

You can view a list of files with broken bookmarks, including the bookmark destination that the link is trying to find, the link text, the link tag, and other information. Also, you can open the file where the broken link is located so that you can fix it.

How to View and Fix Broken Bookmarks

1. Open a content file (e.g., topic).
2. Select **Analysis > Links > Broken Bookmarks**.

The Broken Bookmarks window pane opens. The area at the bottom of the window pane displays all files that contain bookmark links to the open file that are broken.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
 - **File** Displays the name of the file where the broken link occurs.
 - **Folder** Displays the folder where the file is found.
 - **Link** Displays the link that is broken (e.g., the path and name of the topic in question).
 - **Type** Displays the type of broken link (e.g., missing file).
 - **Link Text** Displays the text in the source topic that is being used as the link.
 - **Link Tag** Displays the style used for the link. For example, if a regular text hyperlink is used, you will see "a" in this column.
 - **Extension** Displays the file extension that the link is not finding (e.g., .htm, .jpg).
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.
5. Double-click the row that you want to correct. The file opens in the appropriate editor or dialog. For example, if the link appears in a topic, the XML Editor opens with the broken link highlighted.
6. Redirect the link as necessary (e.g., right-click on the link and select **Edit Hyperlink** or **Edit Cross-Reference**).

Navigation Link Features Per Output Type

Following are navigation link features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Cross-References Supported	✓	✓	✓	✓	✓	✓	✓
Cross-References (Context-Sensitive)	✗	✓	✓	✗	✗	✓	✗
Drop-Down Text	✓	✗	✗	✗	✓	✗	✓
Expanding Text	✓	✗	✗	✗	✓	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Text Hyperlinks	✓	✓	✓	✓	✓	✓	✓
Text Popups	✓	✗	✗	✗	✓	✗	✓
Togglers	✓	✗	✗	✗	✓	✗	✓
Topic Popups	✓	✗	✗	✗	✓	✗	✓
Topic Toolbars	✓	✗	✗	✗	✗	✗	✓
Web Toolbars	✓ ¹	✗	✗	✗	✗	✗	✓

¹This is available in the Tripane output only. It is not available in Side or Top Navigation outputs.

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

| 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