

**MADCAP FLARE 2024 r2**

# Analysis and Reports

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## CHAPTER 1

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# Introduction

You can use various tools to analyze project source files for issues, and view user activity on output.

This chapter discusses the following:

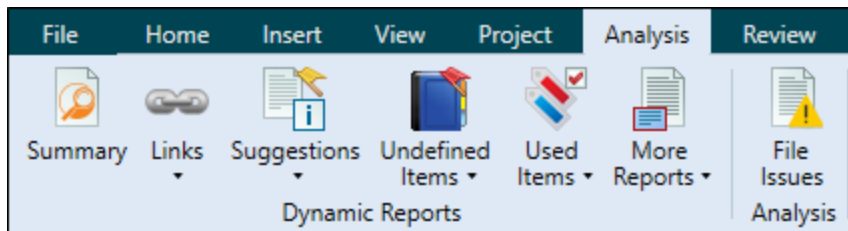
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# I Analysis on Source Files

No setup is needed for analysis of source files. You simply run scans on your project.

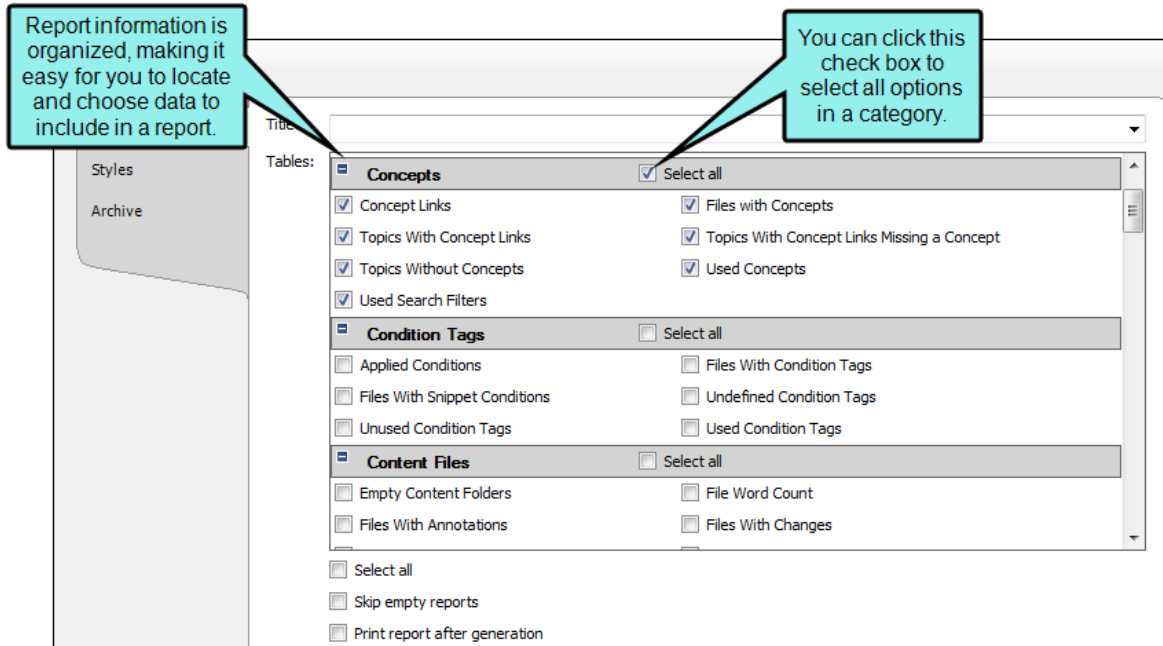
## Analysis Ribbon

From the Analysis ribbon in Flare, you can scan files and run reports to discover a wide variety of information. This includes broken links or bookmarks, files with changes, topics not in a table of contents (TOC), used meta tags, and more. See "Analysis Ribbon" on page 12.



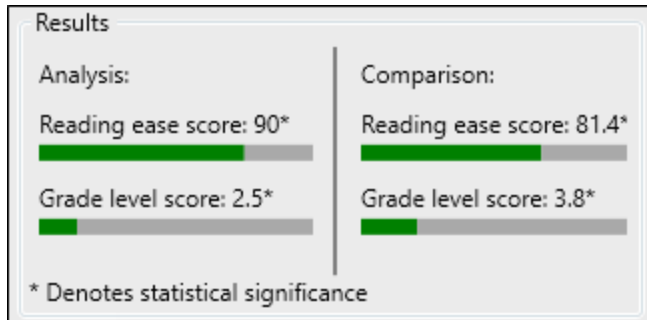
# Reports

From the Reports folder in the Project Organizer, you can generate custom reports based on information contained in your project. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them). See "Reports" on page 155.



# Text Analysis

From the Tools ribbon in Flare, you can run text analysis on content files for readability, average sentence length, and more.





# I Analysis on Output Files

By collecting information about how people are using your output, you can more effectively make decisions to improve the content.

## MadCap Central Analytics

If you have a MadCap Central license, you can view analytics on published Flare HTML5 output. This includes search phrases used, search phrases with no results, topics viewed, context-sensitive Help calls, and demographic statistics (browsers and operating systems). See "Central Analytics" on page 171.



The process is quite simple. You create an analytics key in a couple of steps, associating it with a target. Then after building and publishing your output, you use the Analytics page on Central to view user activity on the output as it occurs.

Central analytics works on Flare projects uploaded to Central, or you can host output on your own servers. If you host the output outside of Central, you still need to use Central with a key to view the analytics data. Also, the server where the output is hosted must be able to communicate with Central (e.g., not be behind a firewall).

# MadCap Content Services

The Content Services Portal is used to manage search indexes on your Elasticsearch output. You can review and manage search indexes by topic, micro content, user searches, and global searches. See "Content Services Portal" on page 185.

Shared / Flare-Top-Nav-Server-2019 / **Summary** / User Searches

Search

## User Searches

Topics	Micro Content	User Searches	Global Searches
1680	84	21	21

Search Input	Date ↓	IP Address
micro content	2/13/2019 9:03:57 AM	192.168.19.1
jdk	2/13/2019 9:01:44 AM	192.168.19.1
content services portal	2/12/2019 3:34:48 PM	192.168.19.1
zendesk	2/12/2019 10:35:55 AM	192.168.19.1
first name	2/7/2019 1:16:19 PM	192.168.19.1
click next	2/7/2019 1:15:27 PM	192.168.19.1


# Google Analytics

You might decide to use Google Analytics (or another third-party tool) for reporting activity on your output. If you have a Google Analytics account, you can obtain a tracking code, which you can then add to your template page(s) in a Flare project. After publishing the output, you can use the Google Analytics website to see various reports about your output. For more information, please refer to the Google Analytics website.



# Syndicate Analytics

If you publish output files to a Xyleme Syndicate destination, you can use the analytics that are built-in to the application. Since Syndicate was designed primarily for learning and development (although it also hosts technical documentation), its analytics centers on tracking user interactions with content. It can track how users consume content such as individual topics or videos. For eLearning it can manage millions of records in its built-in learning record store (LRS). See the Syndicate documentation.

 **NOTE** If you are interested in learning more about Syndicate, contact MadCap Sales. They can provide information about the product, demos, review purchase options, and set up Syndicate accounts.

## CHAPTER 2

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# Analysis Ribbon

From the Analysis ribbon in Flare, you can scan files and run reports to discover a wide variety of information. This includes broken links or bookmarks, files with changes, topics not in a table of contents (TOC), used meta tags, and more.


**This chapter discusses the following:**

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Analysis Summary .....	15
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# I Enabling Analysis Scans

You can enable or disable the collection of different types of information when the analysis engine scans a project for possible issues and problems. Also, by disabling scans, you may find that your system performance is improved somewhat. In addition to disabling scans, you can limit the number of results returned.

## How to Enable Analysis Scans

1. Select **File > Options**. The Options dialog opens.
  2. Select the **Project Analysis** tab.
  3. Enable or disable any of the following:
    - **Collect Segments** Select this check box if you want Flare to collect segments of text while scanning your project. Segment collection lets you view information about your project such as frequent segments found and index keyword suggestions.
    - **Collect Variable Prospects** Select this check box if you want Flare to look for text that you might want to convert to variables.
    - **Collect Snippet Prospects** Select this check box if you want Flare to look for text that you might want to convert to snippets.
    - **Collect Local Style Prospects** Select this check box if you want Flare to look for places where you have applied local formatting and might want to apply styles to those areas instead.
    - **Collect Embedded Stylesheet Prospects** Select this check box if you want Flare to look for style information (embedded styles in `<style>` elements) in your topic files. Disabling this scan limits the results found in the style reports.
-  **NOTE** You should select this option if you have imported topics that have embedded styles. Otherwise, it is not usually necessary to select this option.
- **Collect Accessibility Prospects** Select this check box if you want Flare to look for text where you might want to add web accessibility features (e.g., captions, alternate text).

- **Collect Markup Prospects** Select this check box if you want Flare to look for a variety of XHTML markup issues in your content (e.g., extra spaces, empty attributes). You can open the affected files and clean up the markup in them. You may be able to fix some issues in the XML Editor, but other issues may require you to open the behind-the-scenes code in the Internal Text Editor.



**NOTE** In order for these options to be effective, you must set the options before opening your project. If you have your project open and a scan is in process, setting these options will not improve your system performance.

4. You can click in the **Search Limits** field to limit the number of results returned from some reports. You can limit the search results to 100, 500, 1000, or 5000. If All is selected, there are no limitations for the search results. You might want to use this feature to improve performance.

When a limit is selected, it is applied to the following window panes and reports:

- Index Keyword Suggestions
- New Style Suggestions
- Replace Local Style Suggestions
- Undefined Styles

5. Click **OK**.

# I Analysis Summary

The Analysis Summary window pane displays current issues for the project that you are analyzing. Issues might be critical problems (e.g., broken links) or simply information that can be used for improving the project (e.g., new style suggestions). After the analysis tool finishes scanning your project and displays the current issues, you can double-click on a row to open the appropriate window pane and take action.

The screenshot shows the 'Summary' window with the following details:





- Project:** Shared.flprj - C:\Shared\  
**Last Scan Date:** 4/6/2018 3:10:07 PM  
**Status:** Up-to-date

The 'Summary' table lists the following issues:

Category	Issue (double-click to view)	Count	Status
Link	Broken Links	125	
Link	Broken Bookmarks	7	
Link	External Links	890	
Other	Database Errors	1	
Other	Files With Changes	14	
Other	Files With Annotations	140	
Link	Topics not in Index	597	
Link	Topics not in any TOC	839	
Link	Topics not linked by Map ID	3266	
Duplicate	Duplicate TOC Items	216	
Duplicate	Duplicate Style Formats	2331	

Once the scan is completed, this summary will display any current issues that were discovered on your Flare project.

For example, to view any broken links associated with your project, simply double-click on this line.

Option	Description
	Scans your project so that the latest current issues are displayed in the Summary window pane and the most recent information is shown in other window panes in the application.
	Opens the advanced scan options dialog, which lets you enable or disable the collection of different types of information when your project is scanned for possible issues and problems. Also, by disabling scans, you may find that your system performance is improved somewhat. See "Enabling Analysis Scans" on page 13.
	Exports all the data in the window pane to a CSV file.
	Exports selected data in the window pane to a CSV file.
<b>Project</b>	Displays the name and path of the project that you are scanning.
<b>Last Scan Date</b>	Displays the most recent date and time that your project was scanned.
<b>Status</b>	Displays the status of a scan on your project (e.g., "Scanning," "Up-To-Date").



Option	Description
--------	-------------

**Summary**


This section displays any current issues that the project analysis module has found after scanning your project. From the Summary window pane, you can double-click any of the issue rows. Doing this opens the appropriate window pane in the interface so that you can see more information about the reported issues and take action (e.g., fix broken links).

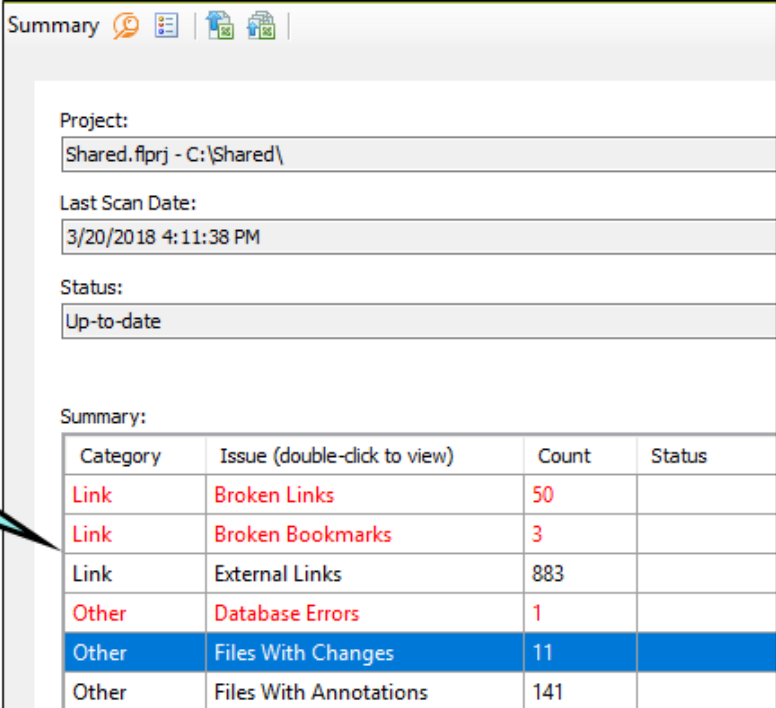
- **Category** Displays the group into which the issue fits. For example, if there is a broken link, the category is "Link." If the analysis is suggesting that you create a snippet from specific content, the category is "Suggestion."
- **Issue** Displays the exact kind of issue found.
- **Count** Displays the number of places where the issue is found.
- **Status** Displays the status of the issue. In other words, a cell may display "Loading..." if the analysis tool is still scanning for the issue.





# Viewing Current Issues

After opening a Flare project, the project can be scanned for possible issues by opening the Summary window pane. From the Summary window pane, you can double-click any of the issue rows. Doing this opens the appropriate window pane in the interface so that you can see more information about the reported issues and take action (e.g., fix broken links).

## How to View Current Issues

1. After opening a project, select the **Analysis** ribbon. In the **Dynamic Reports** section, click the **Summary** button. When you do this, the Summary window pane opens automatically, listing any issues in your project. You can also perform a manual scan of the project by clicking  in the local toolbar of the Summary window pane.



Summary    

Project:  
Shared.flprj - C:\Shared\  
Last Scan Date:  
3/20/2018 4:11:38 PM  
Status:  
Up-to-date

Summary:

Category	Issue (double-click to view)	Count	Status
Link	Broken Links	50	
Link	Broken Bookmarks	3	
Link	External Links	883	
Other	Database Errors	1	
Other	Files With Changes	11	
Other	Files With Annotations	141	

After the Flare project is scanned, the Summary window will display any current issues in this list.

This window pane displays the kind of issue that has been uncovered. It might be a "critical" issue displayed in a red font (such as a broken link or undefined style) that you should fix as soon as possible. Otherwise, it might be an "informative" issue (such as a suggestion for a new style), which might be a good change to consider, but not necessarily urgent.

2. Double-click any row to open the appropriate window pane to deal with the issue.

For example, if you double-click the broken links row, the Broken Links window pane opens. If you double-click the new style suggestions row, the New Style Suggestions window pane opens.

Following are the main activities when dealing with current issues. For more information and steps about each of these, see the Flare online Help or the relevant PDF guide (e.g. *Flare Styles Guide* for any style-related issues).

## LINKS

- Absolute links—viewing and fixing
- Broken bookmarks—viewing and fixing
- Broken links—viewing and fixing
- External links—viewing and checking
- Incoming and outgoing links—viewing
- Named destinations—viewing
- Topics not linked—viewing

## SNIPPETS

- Suggestions—viewing and converting
- Files with snippet conditions—viewing

## VARIABLES

- Suggestions—viewing and converting
- Undefined variables—viewing and fixing
- Unused variables—viewing
- Used variables—viewing and renaming

## SEGMENTS

- Frequent segments—viewing, customizing, and converting to snippets or variables
- Similar segments—viewing
- Topics for a selected item—viewing

## STYLES

- Duplicate styles—viewing
- Local style suggestions—viewing and replacing
- New style suggestions—viewing and converting
- Undefined styles—viewing and fixing
- Unused styles—viewing

## TOCS

- Duplicate items in TOC—viewing
- Topics not in TOC—viewing

## INDEXES

- Links—viewing and renaming
- Suggestions—viewing and adding
- Topics not indexed—viewing
- Used index keywords—viewing and renaming

## CONDITION TAGS

- Undefined condition tags—viewing and fixing
- Unused condition tags—viewing
- Used condition tags—viewing and renaming

## FILE TAGS

- Undefined file tags—viewing and fixing
- Unused file tags—viewing
- Used file tags—viewing and renaming

## OTHER FEATURES

- Annotations and tracked changes—viewing
- Concepts (used)—viewing and renaming
- Concepts within concept links—viewing and renaming
- Content files (unused)—viewing
- Cross-reference suggestions—viewing and converting
- CSH IDs (unused)—viewing
- Empty content folders—viewing
- Glossary term links (undefined)—viewing and fixing
- Images (unused)—viewing
- Language tags (used)—viewing
- Markup suggestions—viewing
- Non-XML topics—viewing and converting
- Topics not linked by map ID—viewing
- Writing suggestions—viewing

# Viewing Database Errors

You can view miscellaneous errors that may occur regarding the database in the Analyzer folder of your project. These happen when your project contains data not compatible with the database. If a file is listed in this pane, it will not be included in any analysis or suggestions. If your project contains database errors, please contact MadCap Software's technical support team for help.

## How to View Database Errors

1. On the **Analysis** ribbon, click **Summary**.
2. Find the row where Database Errors are listed under the Issue column. Double-click on the row to view the errors.
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.
  - **Folder** Displays the folder where the file is found.
  - **Description** Displays a description of the error. When contacting MadCap technical support, you should provide the information in this column.
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.



**NOTE** You can also include this information in reports that you create.

# Viewing Issues for Specific Files

The File Issues Viewer displays any issues associated with specific topics in the Flare project you are analyzing. You can also view issues associated with specific targets in the Flare project.

The screenshot shows the File Issues Viewer interface. At the top, there are two buttons: a green plus sign and a red minus sign. Below them is a 'By Target:' field containing '(Selected Files)'. A 'Files:' table lists two files. Below that is a 'Summary:' table with columns for Category, Issue, Count, and Status. Three callout boxes provide additional information: one points to the buttons, one points to the file list, and one points to the summary table.

You can use these buttons to add or remove files from the File Issues Viewer. Notice that the By Target field is for **(Selected Files)** to indicate specific files instead of a specific target.

Here are the files that have been added to the File Issues Viewer.

These are the different issues associated with the files listed above. You can double-click any row to resolve those specific issues.

By Target:			
(Selected Files)			
Files:			
Name	Path		
About-Analyzer-and-Reports.htm	Content\Flare\Analyzer		
Enabling-Analyzer-Scans.htm	Content\Flare\Analyzer		

Summary:			
Category	Issue (double-click to view)	Count	Status
Other	Files With Annotations	1	
Suggestion	Index Keyword Suggestions	15	
Used	Used Condition Tags	16	
Used	Used Variables	1	
Used	Used Index Keywords	12	
Used	Used Concepts	5	
Suggestion	Markup Suggestions	7	
Link	Files Without File Tags	2	


# How to View Issues for Specific Files

1. Open a project.
2. Do one of the following:

## TO ADD MANY FILES TO THE FILE ISSUES VIEWER


- a. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > File List**.
  - **Keyboard Shortcut** Press **CTRL+SHIFT+J**.

The File List window pane opens.


- b. In the File List window pane select the files you want to view. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
- c. Once the files are selected, do one of the following.
  - **Local Toolbar** Click .
  - **Right-Click** Right-click any of the selected files and from the context menu, select **Send to File Issues Viewer**.

The File Issues window pane opens with all the selected files listed in the Files field.


## TO ADD ONE FILE AT A TIME TO THE FILE ISSUES VIEWER

- a. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > File Issues**.
  - **Local Toolbar** Click .







The File Issues Viewer window pane opens.

- b. Do one of the following:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click in the list area at the top of the Viewer and select **Add**.



 **NOTE** Files cannot be added or removed unless the **By Target** field is specified as “(Selected Files)”.

- c. In the dialog that opens, find and select the content file(s) you want to add to the Viewer. Then click **Open**. You can use the buttons in the local toolbar to view all files in a list, view files in their folder structure, etc.

Option	Description
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	Shows or hides hidden files and folders.
	If the Show Files button  is the only one selected, you can click this button to move up one folder level.

The bottom of the Viewer shows the types of issues found for the file(s) in the viewer, and how many.

3. Double-click any row at the bottom of the Viewer to open the appropriate window pane to deal with the issue.

# How to View Issues for Specific Targets

1. Open a project.
2. On the **Analysis** ribbon, click the **File Issues** button.

The File Issues Viewer opens.

3. From the **By Target** field, select the target for which you want to view issues.

The bottom of the Viewer shows the types of issues found for the file(s) in the target, and how many.

4. Double-click any row at the bottom of the Viewer to open the appropriate window pane to deal with the issue.



**NOTE** Files cannot be added or removed unless the **By Target** field is specified as “(Selected Files)”.

# I Validating XML Files

If you are unable to open a file, it is possible that the file has invalid XML code (e.g., unclosed tags, starting tag is uppercase with a lowercase end tag). When you have files with invalid XML, they are added to the non-XML Topics window pane. Files such as these can be fixed by validating the file in Flare.

## How to Validate XML Files

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

2. Right-click on a file with invalid XML and select **Validate XML**.

The XML Validator dialog opens. The left side shows the markup for the original file, and the right side shows the markup for the file after the invalid XML has been fixed. You can switch to the WYSIWYG view by clicking **Show Source Code** to remove the check mark.

3. (Optional) You can click **Create Backup File** if you want to keep a copy of the original file in your Backups window pane.
4. Click **Save**.

# Links Analysis

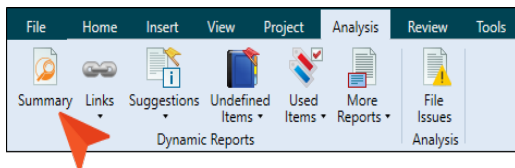
In the Analysis ribbon, the Links drop-down button provides several options to view potential issues in your Flare project.


## 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**.

# 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 External Links

You can view a list of files in your Flare project containing links to external files. For example, if you have a text hyperlink to a website, the file name where the link exists is displayed. By clicking the "Check" button, you can verify that all external links point to valid destinations. You can either double-click on the specific row, or right-click on the row and select **Open**. This lets you fix any problems with external links.

## How to View External Links

1. Open a project.
2. Select **Analysis > Links > External Links**.

The External Links window pane opens, listing all of the occurrences of external links in the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Link** Displays the external link.
  - **Status** Displays the status of the external link. After you click the "Check" button, this cell provides a message indicating whether the external link is valid or not.
  - **File** Displays the name of the file where the external link occurs.
  - **Folder** Displays the folder where the file is found.
  - **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 extension of the file where the link is pointing (e.g., htm).
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.

# How to Check and Fix External Links

1. In the External Links window pane, select the rows that you want to validate. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Click the **Check** button. If a particular external link does not point to a valid destination, the Status cell displays a message indicating so.
3. If the external link is not valid, you can remove it or fix it in the source file. You can either double-click on the specific row, or right-click on the row and select **Open**.
4. Remove or redirect the link as necessary (e.g., right-click on the link and select **Unbind** or **Edit Hyperlink**).



# Viewing Absolute Links

You can view a list of files in your Flare project containing absolute links to other files. An absolute link contains the full path to the target file. For example, let's say you have a text hyperlink that points to a file in your project like this: `file://C:\MyProject\Content\MyFile.htm`. (You can view this link format in the file's true code, which can be seen by using the Internal Text Editor in the source Flare project.) Because users do not have access to your local C: drive, they will not be able to use the link successfully in the output. Instead, the link should be relative to the file in your project, with dots and slashes that represent each folder level away from the current file (e.g., `..\..\MyFile.htm`). You do not need to create this path manually; instead, it is automatically created when you properly insert a link by using the interface. The Absolute Links window pane lets you find absolute links so that you turn them into relative links (by re-inserting the link). You can either double-click on the specific row, or right-click on the row and select **Open**. The link is highlighted so that you can easily fix it.

# How to View Absolute Links

1. Open a project.
2. Do one of the following:
  - **Ribbon** Select **Analysis > Links > Absolute Links**.
  - **Analysis Window Pane** Double-click the row that mentions absolute links.

The Absolute Links window pane opens, listing all of the occurrences of absolute links in the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Link** Displays the link that is absolute (e.g., the path and name of the topic).
  - **File** Displays the name of the file where the absolute link occurs.
  - **Folder** Displays the name of the folder in the Content Explorer, which contains the file where the absolute link occurs.
  - **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 extension of the file where the link is pointing (e.g., htm).
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.

# How to Fix Absolute Links

1. You can either double-click on the specific row, or right-click on the row and select **Open**.
2. Redirect the link as necessary (e.g., right-click on the link and select **Edit Hyperlink**).

# Viewing Named Destinations

Named destinations are used to point to a specific place in a PDF. You can view the named destinations in your project by opening the Named Destinations window pane. In this window pane, you also have the option to either rename or delete them.

## How to View Named Destinations

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

- **Ribbon** Select **Analysis > Links > Named Destinations**.
- **Analysis Summary Window Pane** Double-click the row that mentions named destinations.

The Named Destinations window pane opens, listing all of the occurrences of named destinations in the project.

2. To see more of the information in the window pane, drag the divider bar to make the pane wider.

- **Name** Displays the name of the named destination.
- **File** Displays the name of the file.
- **Name** Displays the properties title of the file (if any).
- **Folder** Displays the folder where the file is found.

3. 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.

# How to Rename Named Destinations

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

- **Ribbon** Select **Analysis > Links > Named Destinations**.
- **Analysis Summary Window Pane** Double-click the row that mentions named destinations.

The Named Destinations window pane opens, listing all of the occurrences of named destinations in the project.

2. In the Named Destinations window pane, do one of the following, depending on which part of the user interface you are using:

- **Local Toolbar** Select a named destination and click **Rename**.
- **Keyboard Shortcut** Select a named destination and press **F2** on the keyboard.
- **Right-Click** Right-click the named destination and from the context menu, select **Rename**.
- **Double-Click** Double-click the named destination to open the topic in which it is located, then right-click the named destination marker in the topic and from the context menu, select **Edit Named Destination**.

The Rename Named Destinations dialog opens.

3. In the dialog, enter a new name for the named destination.


4. Click **OK**.

# How to Delete Named Destinations

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Links > Named Destinations**.

- **Analysis Summary Window Pane** Double-click the row that mentions named destinations.

The Named Destinations window pane opens, listing all of the occurrences of named destinations in the project.

3. In the Named Destinations window pane, do one of the following:
  - **Local Toolbar** Select a named destination and click  in the local toolbar.
  - **Keyboard Shortcut** Select a named destination and press **DEL** on the keyboard.
  - **Right-Click** Right-click the named destination and from the context menu, select **Delete**.
  - **Double-Click** Double-click the named destination to open the topic in which it is located, then right-click the named destination marker in the topic and from the context menu, select **Delete**.

A message will appear asking you to confirm the deletion.

4. Click **OK**.

# Viewing Index Keyword Links

You can view a list of all index keywords used in index links throughout your project. You can also quickly rename index keywords associated with the links.

For more information about index keywords and how they are used in projects, see the *Flare Index Guide* or the Flare online Help.


## How to View Index Keywords Used in Index Links

1. Open a project.
2. Select **Analysis > Links > Index Keyword Links**.

The Index Keyword Links window pane opens, listing all of the index keywords used within index links throughout the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Keyword** Displays the index keyword used in an index link in the file.
  - **File** Displays the path and name of the file where the index keyword link is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Rename Index Keyword Links

1. In the window pane, select all keywords that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.



**NOTE** All keywords that you select will be renamed to the same keyword that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Index Keyword Link(s) dialog opens.
3. In the **New index keyword link name** field, enter a new index keyword.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected keywords are renamed.



**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Concepts in Links

You can view a list of all concepts that have been used in concept links throughout your project. You can also quickly rename concepts associated with the links.


For more information about concepts and how they are used in projects, see the Flare online Help for more information.


## How to View Concepts Used in Concept Links

1. Open a project.
2. Select the **Analysis** ribbon. In the **Dynamic Reports** section, select **Links > Concept Links**. The Concept Links window pane opens, listing all of the concepts used within concept links throughout the project.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Concept** Displays the concept used in a concept link in the file.
  - **File** Displays the path and name of the file where the concept link is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.



# How to Rename Concepts Used in Concept Links

1. In the window pane, select all concepts that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All concepts that you select will be renamed to the same concept that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Concept Link(s) dialog opens.
3. In the **New concept link name** field, enter a new concept.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected concepts are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# I Suggestions

In the Analysis ribbon, the Suggestions drop-down button provides several options.

## Viewing Index Keyword Suggestions

You can view a list of topics containing text that matches existing index keywords in your project. You can then quickly add the same index keywords to those topics.

☆ **EXAMPLE** You have opened Topic A and inserted "Chair" as an index keyword. The word "Chair" may also occur in the text of Topic B. If you have not yet inserted the word "Chair" as an index keyword in Topic B, it will show up when you view index keyword suggestions.

# How to View Index Keyword Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Index Keyword Suggestions**.
  - **Summary Window Pane** Double-click the row that mentions index keyword suggestions.


The Index Keyword Suggestions window pane opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Keyword** Displays the index keyword text found in the topic that matches an existing keyword.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Convert Suggestions to Index Keywords

Do one of the following, depending on whether you want to convert multiple suggestions to index keywords simultaneously, or if you want to convert only one index keyword suggestion at a time.

## To Convert Multiple Suggestions Simultaneously

1. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click the **Apply** button.
3. In the message that opens, click **OK**. Another message lets you know how many files were changed.
4. Click **OK**. All of the selected suggestions are converted to index keywords.



**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Convert One Suggestion at a Time

1. In the Index Keyword Suggestions window pane, select the row that you want to convert to an index keyword.
2. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens in the application with the suggested content highlighted.
3. Insert the index keyword. See the Flare online Help for more information about inserting index keywords.

# Viewing Snippet Suggestions

You can view content that matches existing snippets in your project, and you can quickly convert these occurrences to snippets. You can also double-click a row to open the topic in question, with the potential snippet content highlighted.


## How to View Snippet Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Snippet Suggestions**.
  - **Analysis Summary Window Pane** Double-click the row that mentions snippet suggestions.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Suggestion** Displays the suggestion that the analysis is making to you (i.e., "Replace with Snippet").
  - **Snippet Path** Displays the location in your project's Content Explorer where the snippet is found, as well as the name of the snippet (e.g., Resources/Snippets/NewSnippet.flsnap).
  - **File** Displays the path and name of the file where the content in question is found.
  - **Folder** Displays the folder where the file is found.
  - **Xml Text** Displays the exact XML tag structure of the content in question.
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.

# How to Convert Suggestions to Snippets

Do one of the following, depending on whether you want to convert multiple suggestions to a snippet simultaneously, or if you want to convert only one snippet suggestion at a time.

## To Convert Multiple Suggestions Simultaneously

1. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click the **Apply** button.
3. In the message that opens, click **OK**. Another message lets you know how many files were changed.
4. Click **OK**. All of the selected suggestions are converted to snippets.




**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Convert One Suggestion at a Time

1. In the Snippet Suggestions window pane, select the row that you want to convert to a snippet.
2. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens with the suggested content highlighted.
3. In Flare, insert the snippet (e.g., select **Insert > Snippet**).

## What's Noteworthy?

 **NOTE** Keep in mind that in order for content to be found and included in the Snippet Suggestions window pane, it must match the tag of the existing snippet exactly. For example, let's say that your snippet is a paragraph within a div tag. If you simply type the same text as the snippet on a simple paragraph in a topic, that content will not be found as a snippet suggestion. However, if you were to place that paragraph within a div tag in the topic, then it would be found as a snippet suggestion.

 **NOTE** You can also include this information in reports that you create.

# Viewing Variable Suggestions

You can view regular text that matches existing variables in your project, and then quickly convert these occurrences to variables. You can also double-click a row to open the topic in question, with the potential variable text highlighted.

## How to View Variable Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Variable Suggestions**.
  - **Analysis Summary Window Pane** Double-click the row that mentions variable suggestions.

The Variable Suggestions window pane opens, listing all of the variable suggestions for the project.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Suggestion** Displays the suggestion that Flare is making to you (i.e., "Replace with Variable").
  - **Type** Displays the name of the variable set and the name of the variable (e.g., Primary.CompanyName).
  - **Context** Displays the context of the variable in question. In other words, it displays words that are found before the variable tag.
  - **File** Displays the path and name of the file where the content in question is found.
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.



# How to Convert Suggestions to Variables

Do one of the following, depending on whether you want to convert multiple suggestions to a variable simultaneously, or if you want to convert only one suggestion at a time.

## To Convert Multiple Suggestions Simultaneously

1. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click the **Apply** button.
3. In the message that opens, click **OK**. Another message lets you know how many files were changed.
4. Click **OK**. All of the selected suggestions are converted to variables.



**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Convert One Suggestion at a Time

1. In the Variable Suggestions window pane, select the row that you want to convert to a variable.
2. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens with the suggested content highlighted.
3. In Flare, insert the variable (e.g., select **Insert > Variable**).

# Viewing New Style Suggestions

You can view the places in a project containing local formatting. The analysis tool suggests that you convert these instances to new styles. You can use the Create New Style dialog to do just that. You can also double-click a row to open the file where the formatted content exists.

Local formatting is a way to change the look and feel of content directly so that the changes are applied only to that specific content (as opposed to applying the changes throughout your project via the use of styles). Many tools are provided in Flare for editing and formatting topics directly in the XML Editor, without having to know XML at all. Simply open the topic that you want to format, and use the tool that suits your needs best. For example, if you want certain text to be bold, you can highlight the text and click the **Bold** button **B** in the Text Format toolbar. This direct approach to formatting topics (sometimes called "inline" formatting) can be very attractive because it is quick and easy. However, it is recommended that you use style classes instead of local formatting whenever possible. Although local formatting is very convenient in the short-term, using style classes is much more efficient and can save you a great deal of time in the long-term.

## How to View New Style Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > Suggestions > New Style Suggestions.**
  - **Analysis Window Pane** Double-click the row that mentions new style suggestions.


The New Style Suggestions window pane opens, listing all of the new style suggestions for the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Selector** Displays the parent tag(s) where the formatting is found in the topic (e.g., p, div, ul, li).
  - **Properties** Displays the formatting already set on the tag (including the local formatting that you may have applied to the content).
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

## How to Convert Suggestions to New Styles

1. In the New Style Suggestions window pane, select the row that you want to convert to a new style.
2. In the local toolbar, click the **Create Style** button. The Create New Style dialog opens.
3. In the **Stylesheet** field, select the stylesheet where you want to create the new style.
4. In the **Class** field, type a name for the new style class.

 **EXAMPLE** If you have selected a row based on the p style and you type `YellowBackground` in this field, a new class called `p.YellowBackground` will be created.

5. Click **OK**.
6. If a message displays, stating that the backups folder is not empty, click **OK** to empty the folder and continue.
7. Another message lets you know how many files were changed. Click **OK**.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Local Style Suggestions

You can view the places in your project where you have used local formatting. The analysis tool suggests that you replace these instances of formatting with existing styles in your stylesheet that match the formatting that you have applied manually. This is different from a new style suggestion in the following way: With a new style suggestion, the properties in the tag do not match an *existing* style exactly; therefore, the analysis suggests that you create a *new* style. On the other hand, if you make formatting changes that happen to result in an exact match to all of the properties in an *existing* style, the analysis suggests that you replace the formatting with that style (rather than creating a new style).


## How to View Local Style Replacement Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Replace Local Style Suggestions**.
  - **Analysis Summary Window Pane** Double-click the row that mentions local style replacement suggestions.

The Replace Local Style Suggestions window pane opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Selector** Displays the base tag(s) where the formatting is found in the topic (e.g., p, div, ul, li), followed by a period and the name of the style class that is suggested for you to use.
  - **Properties** Displays the formatting properties already set on the tag, which matches the formatting properties that you have applied manually.
  - **File** Displays the path and name of the file where the formatting is found.
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Replace Local Formatting With Existing Styles

1. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click the **Apply** button.
3. In the message that opens, click **OK**. Another message lets you know how many files were changed.
4. Click **OK**. All of the selected suggestions are converted to styles.



**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Accessibility Suggestions

Using the Accessibility Suggestions window pane, you can view places in your project where you can make accessibility improvements for web-based and PDF outputs in Flare. This includes the ability to identify tables that are missing certain elements and finding objects—such as images, equations, and QR codes—that are missing alternate text. You can use the Accessibility Suggestions Search Properties dialog to customize which types of issues to display in the window pane.

## How to View Accessibility Suggestions

1. Make sure accessibility suggestions are enabled:
  - a. Select **File > Options**.
  - b. Select the **Project Analysis** tab.
  - c. Ensure that **Collect Accessibility Prospects** is enabled.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Accessibility Suggestions**.
  - **Summary Window Pane** If you have the Summary window pane in view, double-click the row that mentions accessibility suggestions.

The Accessibility Suggestions window pane opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Tag** Displays the tag where the issue occurs (e.g., `img`, `table`, `qrCode`, `equation`).
  - **Issue** Displays the issue with the tag (e.g., `needs alternate text`, `caption`, `summary`, `header elements`).
  - **Context** Displays the context of the issue in question. For example, if the issue is that a tag is missing alternate text, this shows the name and path of the image.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

## What's Next?

When you see issues listed in the Accessibility Suggestions window pane, you can use the Apply Accessibility Suggestions Wizard to take action on issues that have to do with missing alternate text. See the online Help.

# Customizing Accessibility Suggestions Shown

You can use the Accessibility Suggestions Search Properties dialog to customize which types of accessibility issues to look for when analyzing Flare projects. Based on your selections in this dialog, the Accessibility Suggestions window pane updates accordingly.

## How to Customize the Accessibility Suggestions Shown in the Window Pane

1. Open the Accessibility Suggestions window pane. See "Viewing Accessibility Suggestions" on page 54.
2. In the local toolbar of the Accessibility Suggestions window pane, click **Search Properties**. The Accessibility Suggestions Search Properties dialog opens.
3. Select any of the options in the dialog.
  - Images without alt text
  - Equations without alt text
  - QR Codes without alt text
  - Tables missing both a caption and summary
  - Form elements without labels
  - Frame elements missing title and name
  - Tables missing header elements
  - Table captions that are not the first table element
  - Server-side image maps
4. Click **OK**.




# Viewing and Applying Markup Suggestions

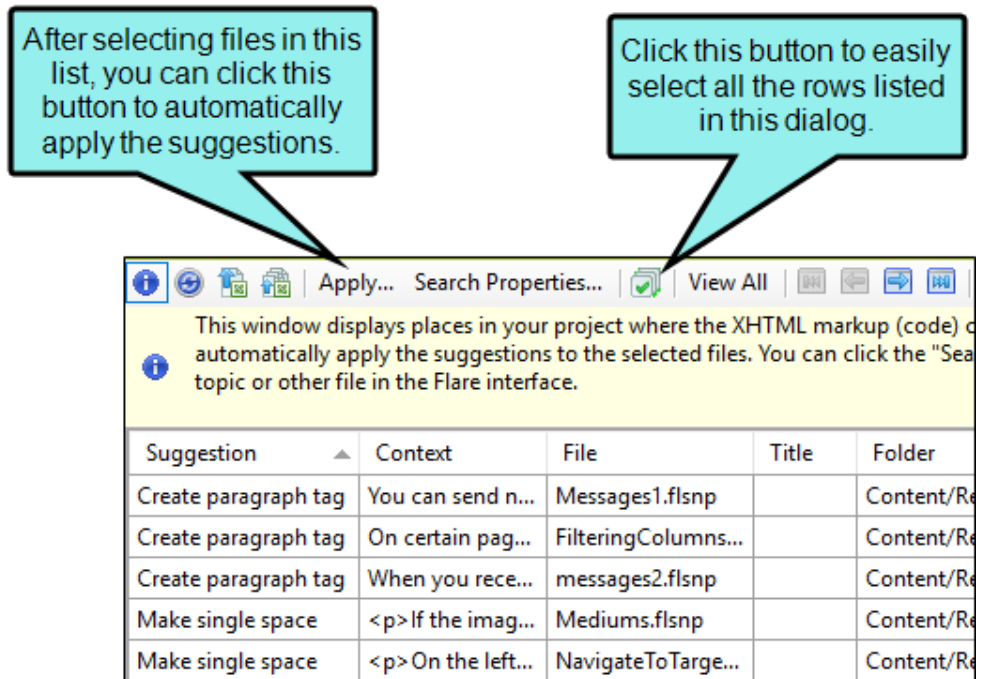
The Markup Suggestions window pane lets you see a list of files where the XHTML markup (code) can be improved (e.g., empty tags, CDATA tags, empty attributes, excessive spaces). When the analysis tool finds markup issues, there are a couple of ways that you can "clean them up." First, you can click the Apply button in the local toolbar to automatically apply the suggestions to the selected files. Alternatively, you can double-click a row to open that file and work on the issues manually. You may be able to fix some issues for a specific file in the XML Editor. Other issues may require you to open the behind-the-scenes code in the Internal Text Editor.

## How to View Markup Suggestions


1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > Suggestions > Markup Suggestions.**
  - **Summary Window Pane** Double-click the row that mentions markup suggestions.  
The Markup Suggestions window pane opens.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Suggestion** Displays the suggestion to resolve the issue (e.g., "Remove empty attribute," "Make single space").
  - **Context** Displays the context of the issue in question, along with a tag if applicable for the suggestion (e.g., img, p, h1, li). For example, if the issue is that a tag has an empty attribute, this shows the tag and name of the attribute within it.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Apply Markup Suggestions Automatically

1. View the markup suggestions.
2. In the Markup Suggestions window pane, select all issues that you want to resolve. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. In the local toolbar, click the **Apply** button.



4. A message asks if you want to apply the selected suggestions. Click **OK**.
5. If your Backups folder is not empty, a message asks if you want to empty it and continue. If so, click **OK**.
6. Click **OK** once more.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# How to Resolve Markup Issues Manually

1. View the markup suggestions.
2. You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.
3. If necessary, you can open the file in the Internal Text Editor to work directly in the markup.

## What's Noteworthy?



**NOTE** You can customize the suggestions that are shown in the Markup Suggestions window pane. See "Customizing Markup Suggestions Shown" on the next page.

# Customizing Markup Suggestions Shown

You can use the Markup Suggestions Search Properties dialog to customize which types of markup issues to look for when analyzing Flare projects. The Markup Suggestions window pane is then updated based on your selections in this dialog.

## How to Customize the Markup Suggestions Shown in the Window Pane

1. View the markup suggestions. See "Viewing and Applying Markup Suggestions" on page 57.
2. In the local toolbar of the Markup Suggestions window pane, click **Search Properties**. The Markup Suggestions Search Properties dialog opens.
3. Select any of the options in the dialog.
  - CDATA tags
  - Empty tags
  - Line breaks
  - Underscores in topic title
  - Untagged text in topic body
  - Empty attributes
  - Tags with only spaces
  - Non-breaking spaces
  - Multiple spaces
4. Click **OK**.

# 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

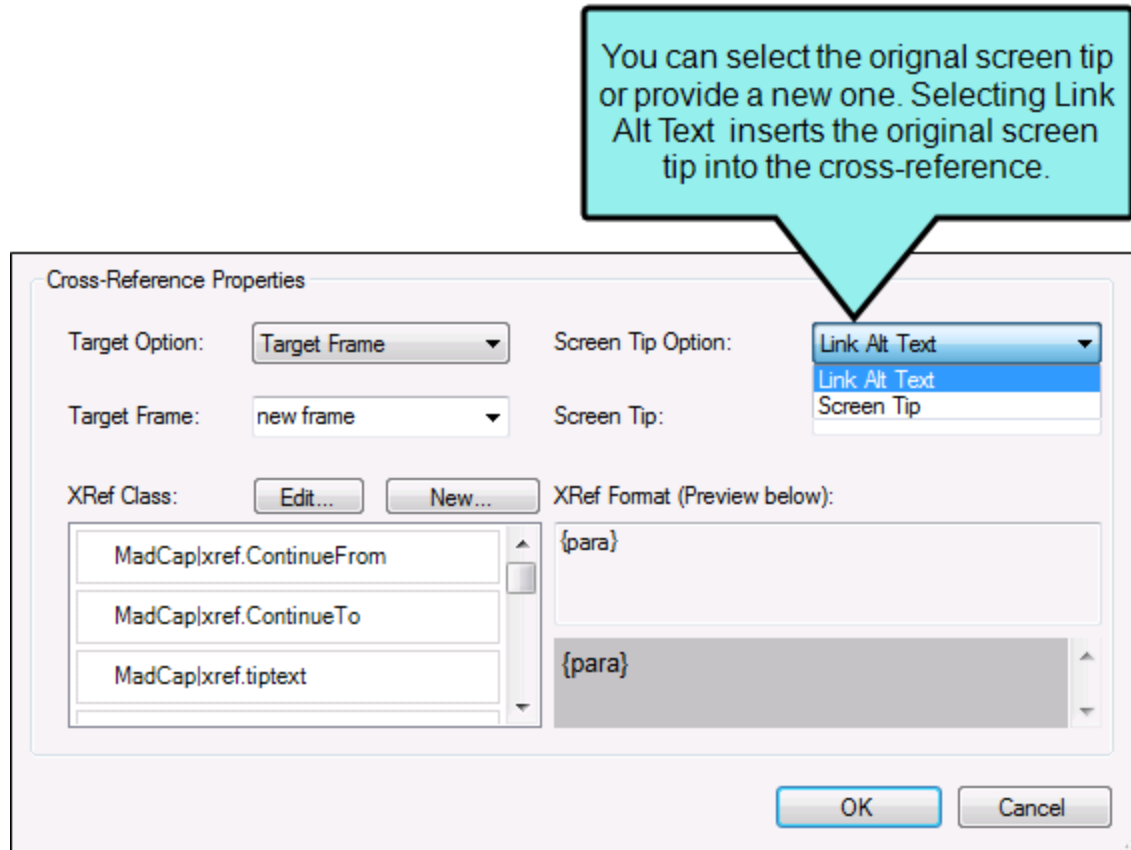
In the **Target Option** field, select one of the following to indicate how you want the destination file to open when the link is clicked.

- **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.

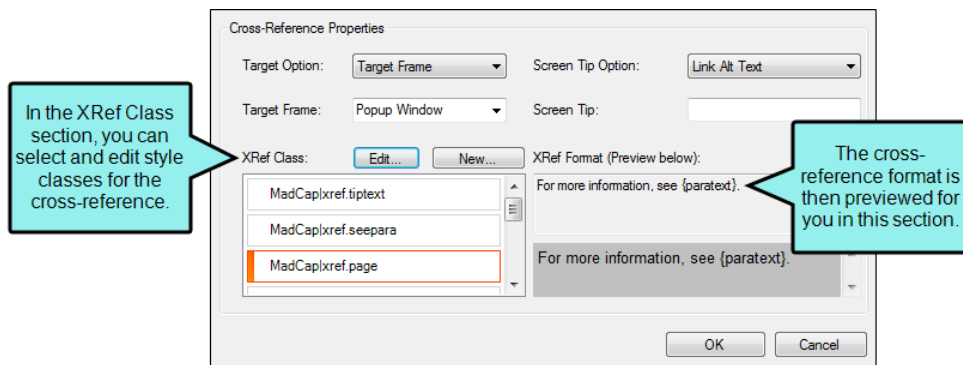
- **Link Alt Text** This uses the screen tip text that is set in the original link.



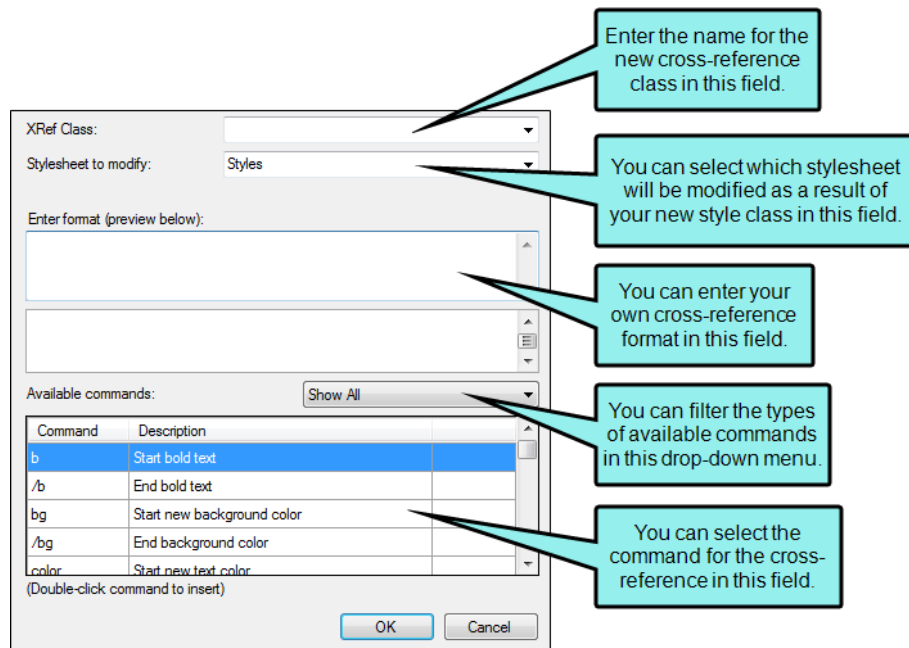
- **Screen Tip** This uses the screen tip text that you enter in the Screen Tip field (immediately below).

## 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....'. Below the 'Topics' section, there are buttons for 'Add To Archive...', 'Open in Browser', and 'Generate'. A second callout bubble points to the 'Generate' button with the text: '..then finish making your other selections and click **Generate**.'. Below the buttons, the 'Report:' section displays the following information: 'Project: C:\DocumentationBible\Doc', 'Generated: 2/23/2012 12:42:17 PM', and 'By: rmartinez'. A section titled 'Cross-Reference Suggestions' is highlighted in blue. A third callout bubble points to this section with the text: 'The generated report contains information on the cross-reference suggestions in your project.'. Below this section, the report content shows: 'Count: 4', 'File: Content/Resources/Snippets/EnhanceMovies/Actions/ActionDefinitions.flstp', and four 'Link Target' entries pointing to various HTML files.

# Viewing Writing Suggestions

You can view places in your project where you can make writing improvements based on industry-wide standards. For example, the analysis tool can locate files where an h1 or h2 heading has only one subheading (i.e., an h1 heading with only one h2 heading under it, or an h2 heading with only one h3 heading under it). It is recommended that you have more than one subheading under a parent heading. Therefore, occurrences such as these are raised as concerns. The analysis tool can also locate files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2), as well as any files where consecutive headings exist (e.g., an h1 heading is followed by an h2 heading, with no other content between them). You can use the Writing Suggestions Search Properties dialog to customize which types of suggestions to display in the window pane.

# How to View Writing Suggestions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Writing Suggestions**.
  - **Summary Window Pane** Double-click the row that mentions writing suggestions.

The Writing Suggestions window opens.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Suggestion** Displays the issue (e.g., "H1s with single child," "Skipped heading"). Following are the types of issues that might be found, depending on your selections in the Writing Suggestions Search Properties dialog.
    - **Heading 1s with only one child heading** Locates files where an h1 heading has only one h2 heading under it. For more information about styles (including h1 through h6 heading styles), see the Flare online Help.
    - **Heading 2s with only one child heading** Locates files where an h2 heading has only one h3 heading under it.
    - **Heading 3s with only one child heading** Locates files where an h3 heading has only one h4 heading under it.
    - **Heading 4s with only one child heading** Locates files where an h4 heading has only one h5 heading under it.
    - **Heading 5s with only one child heading** Locates files where an h5 heading has only one h6 heading under it.
    - **Skipped headings** Locates files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2).
    - **Consecutive headings** Locates files where one heading is followed immediately by another heading with no other content in between.
  - **Tag** Displays the tag where the issue occurs.
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# Customizing Writing Suggestions Shown

If you want to limit or expand the list of the writing suggestions that are displayed, you can easily do so by selecting various options.

## How to Customize the Writing Suggestions Shown in the Window Pane

1. View the writing suggestions by selecting the **Analysis** ribbon. Then click **Suggestions > Writing Suggestions**.
2. In the local toolbar of the Writing Suggestions window pane, click **Search Properties**. The Writing Suggestions Search Properties dialog opens.
3. Select any of the options in the dialog.
  - **Heading 1s with only one child heading** Locates files where an h1 heading has only one h2 heading under it. For more information about styles (including h1 through h6 heading styles), see the Flare online Help.
  - **Heading 2s with only one child heading** Locates files where an h2 heading has only one h3 heading under it.
  - **Heading 3s with only one child heading** Locates files where an h3 heading has only one h4 heading under it.
  - **Heading 4s with only one child heading** Locates files where an h4 heading has only one h5 heading under it.
  - **Heading 5s with only one child heading** Locates files where an h5 heading has only one h6 heading under it.
  - **Skipped headings** Locates files where a heading level has been skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2).
  - **Consecutive headings** Locates files where one heading is followed immediately by another heading with no other content in between.
4. Click **OK**.

# Frequent Segments

Flare lets you view lists of segments that occur frequently throughout your project. Why is this important? It's important because by viewing repeated information in your project, you can convert that text to reusable content (snippets or variables), thereby taking advantage of single-sourcing.

## Viewing Frequent Segments

You can view a list of segments that occur frequently in your project. You can see the segment text, the number of occurrences of each segment, and the number of words and characters in each segment.

### How to View Frequent Segments

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Frequent Segments**.
  - **Summary Window Pane** If you have the Analysis window pane open, double-click the row that mentions frequent segments.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Segment** Displays the segment that occurs multiple times throughout your project.
  - **Count** Displays the number of times a particular segment occurs throughout your project.
  - **Word Count** Displays the number of words contained in a particular segment.
  - **Character Count** Displays the number of characters contained in a particular segment.
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.



**NOTE** You can use the Segment Topics window pane to view the topics where a particular segment is located. See "Viewing Segments for Topics" on page 80.

# Converting Frequent Segments to Snippets

You can view a list of segments that occur frequently in your project. You can see the segment text, the number of occurrences of each segment, and the number of words and characters in each segment. If you notice that certain segments are repeated numerous times in your project, you can easily convert them to snippets. See the Flare online Help for more information on snippets.

## How to Convert a Frequent Segment to a Snippet


1. Open the Frequent Segments window pane. See "Viewing Frequent Segments" on page 70.
2. Select the segment that you want to convert to a snippet.
3. In the local toolbar, click the **Create** drop-down button and select **Create Snippet**. The Create Snippet dialog opens.
4. In the **Snippet File** field, type a new name for the snippet.

It is recommended that you leave the project folder selection as "Resources/Snippets" (or select a subfolder that you have created in the Snippets folder). After the snippet is created, you can see the snippet file in the Content Explorer.

5. Click **Create**. The snippet is created and added to the Flare project that you are analyzing.
6. Open the Snippet Suggestions window pane.
7. Do one of the following, depending on whether you want to convert multiple suggestions simultaneously, or if you want to convert only one snippet suggestion at a time.



## TO CONVERT MULTIPLE SUGGESTIONS SIMULTANEOUSLY

- a. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
- b. In the local toolbar, click the **Apply** button.
- c. In the message that opens, click **OK**. Another message lets you know how many files were changed.
- d. Click **OK**. All of the selected suggestions are converted to snippets.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## TO CONVERT ONE SUGGESTION AT A TIME

- a. In the Snippet Suggestions window pane, select the row that you want to convert to a snippet.
- b. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens with the suggested content highlighted.
- c. In Flare, insert the snippet (e.g., select **Insert > Snippet**).


# Converting Frequent Segments to Variables

You can view a list of segments that occur frequently in your project. You can see the segment text, the number of occurrences of each segment, and the number of words and characters in each segment. If you notice that certain segments are repeated numerous times in your project, you can easily convert them to variables. See the *Flare Variables Guide* or the Flare online Help for more information.

## How to Convert a Frequent Segment to a Variable

1. Open the Frequent Segments window pane.
2. Select the segment that you want to convert to a variable.
3. In the local toolbar, click the **Create** drop-down button and select **Create Variable**. The Create Variable dialog opens.
4. In the **Variable Name** field, type a new name for the variable.
5. Click in the **Variable Set** field and select an existing variable set.
6. Click **Create**. The variable is created and added to the Flare project that you are analyzing.
7. Open the Variable Suggestions window pane.
8. Do one of the following, depending on whether you want to convert multiple suggestions to a variable simultaneously, or if you want to convert only one variable suggestion at a time.

## TO CONVERT MULTIPLE SUGGESTIONS SIMULTANEOUSLY

- a. In the window pane, select all suggestions that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
- b. In the local toolbar, click the **Apply** button.
- c. In the message that opens, click **OK**. Another message lets you know how many files were changed.
- d. Click **OK**. All of the selected suggestions are converted to variables.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## TO CONVERT ONE SUGGESTION AT A TIME

- a. In the Variable Suggestions window pane, select the row that you want to convert to a variable.
- b. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens with the suggested content highlighted.
- c. In Flare, insert the variable (e.g., select **Insert > Variable**).

# Customizing Frequent Segments Shown

If you want to limit or expand the list of frequent segments that are displayed, you can easily do so by setting the minimum and maximum word counts, as well as the minimum number of occurrences.

## How to Customize Which Segments are Shown in the Window Pane

1. View the frequent segments. See "Viewing Frequent Segments" on page 70.
2. In the local toolbar of the Frequent Segments window pane, click **Search Properties**. The Frequent Segment Search Properties dialog opens.
3. Adjust any of the fields in the dialog.
  - **Min Word Count** Use this field to set the minimum number of words that must be contained in a segment in order for it to be displayed in the Frequent Segments window pane.
  - **Max Word Count** Use this field to set the maximum number of words that can be contained in a segment in order for it to be displayed in the Frequent Segments window pane. The highest number you can enter is 30. If you want to convert content containing more than 30 words to snippets, you can use Flare to find multiple instances of partial content. Then you need to open Flare and manually replace the large chunks of content with snippets.
  - **Min Segment Count** Use this field to set the minimum number of times that a segment must occur throughout a project in order for it to be displayed in the Frequent Segments window pane.
4. Click **OK**.

# Viewing Similar Segments

You can view a list of segments of text in your project that are similar, but not identical, to each other. You may want to modify similar segments so that they become identical to each other, or even convert them to snippets. You can also use the "Start Search" button to limit or expand the list of similar segments that are displayed.

The Similar Segments window pane displays similar segments in pairs. In other words, one row displays a segment of text in one column, with a similar segment in the next column. If you double-click the row, the file containing the first segment opens. In the row directly beneath the first, the same segments are shown, only in reverse order. If you double-click that row, the file containing the other segment opens.

In this example, two pairs of segments are displayed. The first pair is indicated by the number 1; the second pair is indicated by the number 2.

Pair Index	Segment1	Segment2	Edit Dist:	File	Title	Folder
1	This is text in a third segment.	This is text in another segm...	4	Getting Started.htm	Getting Started	Content/Getting
1	This is text in another segm...	This is text in a third segment.	4	Whats new.htm	What's New	Content/
2	This is text in another segm...	This is text in one segment.	5	Whats new.htm	What's New	Content/
2	This is text in one segment.	This is text in another segm...	5	Introduction.htm	Introduction	Content/

This is the first segment from the first pair. If you double-click this row, the topic with this segment opens.

In the second row of the first pair, the segments are reversed in the "Segment" columns. If you double-click this second row, the topic with the text shown in the "Segment1" column opens.

# How to View Similar Segments

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Suggestions > Similar Segments**.
  - **Summary Window Pane** Double-click the row that mentions similar segments.

The Similar Segments window pane opens.

3. In the local toolbar, click the **Start Search** button. (Even if you do not want to change the search properties, you need to click this button to initiate a new search for similar segments.) The Similar Segments Search Properties dialog opens.
4. You can modify any of the search property settings to limit or expand the list of similar segments shown in the list.
  - **Min Word Count** Use this field to set the minimum number of words that must be contained in a segment in order for it to be displayed in the Similar Segments window pane. The highest number you can enter is 1000.
  - **Max Word Count** Use this field to set the maximum number of words that can be contained in a segment in order for it to be displayed in the Similar Segments window pane. The highest number you can enter is 1000.
  - **Max "Edit Distance"** Use this field to set the maximum amount of difference that can exist between segments in order for them to be displayed in the Similar Segments window. The value has to do with the number of characters that are different between the two segments. The smaller the number, the more alike the segments are. The larger the number, the greater the difference that exists between the segments. You can modify this value to limit or increase the number of segments displayed in the window. The highest number you can enter is 1000.
5. Click **OK**. The window pane populates with similar segments found in the project.
6. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Pair Index** Displays the number that identifies a pair of segments. Segments are always compared in pairs. The first row displays the "primary" segment (in the "Segment 1" column), and it displays a segment that is similar to it in the "Segment2" column. In the other row, the segments are reversed, with the second segment displayed in the "Segment1" column.

- **Segment1** Displays the "primary" segment in the row. If you double-click the row, the topic containing the segment in the "Segment1" column opens.
  - **Segment2** Displays the secondary segment (i.e., the segment that is similar to the one displayed in the "Segment1" column).
  - **Edit Distance** Displays the numerical value that indicates how much difference exists between the segments (see the "Max Edit Distance" option mentioned above).
  - **File** Displays the file where the segment of text is found.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
7. 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.



**NOTE** You can use the Segment Topics window pane to view the topics where a particular segment is located. See "Viewing Segments for Topics" on the next page.

# Viewing Segments for Topics

You can view a list of topics associated with a segment (as selected in the Frequent Segments window pane or Similar Segments window pane). This is a quick way to open a file where a particular segment exists.

## How to View Segments for Topics


1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using and the type of segments.

### FREQUENT SEGMENTS

Select **Analysis > Suggestions > Frequent Segments**. The Frequent Segments window pane opens, displaying segments that occur a certain number of times throughout your project.

### SIMILAR SEGMENTS

Select **Analysis > Suggestions > Similar Segments**. The Similar Segments window pane opens, displaying segments that are similar in your project. (You need to click the **Start Search** button in the local toolbar to initiate a search of similar segments.)

3. In the window pane, select a row. Then, click the  button in the local toolbar to open the Segment Topics window pane. It lists all of the topics where the frequent segment is found.
4. 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 segment occurs.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Extension** Displays the extension of the file (e.g., .htm).
5. You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.



# I Undefined Items

In the Analysis ribbon, the Undefined Items drop-down button provides several options.

## Viewing Undefined Glossary Term Links

You can view a list of files where glossary term links are inserted, but those glossary terms do not appear in any of your glossary files. This might occur, for example, if you have created a new term in a glossary and then inserted that term into a topic as a glossary term link. Later, you remove that term from the glossary. You now have a glossary term link in a topic, but the term no longer exists in the glossary. Therefore, a problem exists. You need to either remove the glossary term link from the content, or you need to add the term to the glossary again. From the Undefined Glossary Term Links window pane, you can quickly unbind or rename multiple glossary term link occurrences in a single batch, add a new glossary term, or map the undefined term to an existing glossary term.

# How to View Undefined Glossary Term Links

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Undefined Items > Undefined Glossary Term Links**.
  - **Analysis Summary Window Pane** Double-click the row that mentions undefined glossary term links.


The Undefined Glossary Term Links window pane opens.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Term** Displays the term that is used in a glossary term link in the file.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Fix Undefined Glossary Term Links


There are a few basic ways to fix an undefined glossary term link: (1) You can rename the glossary term; (2) you can unbind the glossary term link; (3) you can remove the glossary term link from the file; (4) you can add the same glossary term to the glossary file; (5) you can replace an undefined glossary term with an existing glossary term; and (6) you can create a new glossary term.

## To Rename Glossary Terms in a File


1. In the window pane, select all glossary term link occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All glossary term occurrences that you select will be renamed to the same glossary term that you provide in the following steps.

2. In the local toolbar, click the **Rename** button.
3. In the **New glossary term link name** field, enter a new glossary term.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected glossary term link occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Unbind Glossary Term Links in a File


1. In the window pane, select all glossary term link occurrences that you want to unbind. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** The links for all glossary term occurrences that you select will be removed.

2. In the local toolbar, click the **Unbind** button.
3. Click **OK**.
4. A message lets you know how many files were changed. Click **OK**. The links for all of the selected glossary term link occurrences are removed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).



## To Remove Glossary Terms From a File

1. You can either double-click on the specific row, or right-click on the row and select **Open**.
2. On your keyboard press **DELETE**. Add regular text if necessary.
3. Click  to save your work.

## To Add Matching Terms to a Glossary

1. In the Undefined Glossary Term Links window pane, select the row that you want to correct. You can either double-click on the specific row, or right-click on the row and select **Open**. The file opens in the XML Editor of the application, with the glossary term link highlighted.
2. Open the glossary and add a matching glossary term.


## To Replace an Undefined Glossary Term With an Existing Term

1. In the window pane, select all glossary term link occurrences that you want to replace. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar Click** .
  - **Right-Click** Right-click on the glossary term you want to replace and from the context menu select **Create Glossary Term Link**.

The Create Glossary Link dialog opens.

3. On the right side of the dialog, select the existing glossary term you want to link to the undefined term.
4. Click **OK**. The undefined glossary terms are replaced with the term you selected.


## To Create a Glossary Term


1. In the window pane, select the glossary term link occurrences that you want to add to the project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar Click** .
  - **Right-Click** Right-click on the glossary term you want to replace and from the context menu select **Create Glossary Term Link**.

The Create Glossary Link dialog opens.

3. Click **Add New Term**.

The Create Glossary Term dialog opens.

4. Enter a new term and definition, which will be added to the glossary when you are finished.
5. (Optional) You can also use the **Insert Variable** button , if you want to add a variable to the definition.
6. (Optional) If you want to sort a glossary entry using a different term, in the **Sort As** field, enter the term you want to use for sorting. "Sort As" terms appear in the **Sort As** column of the glossary.

 **TIP** Use a "Sort As" term if you want to sort a glossary term as something else. This can be useful when a term begins with a symbol (e.g., place `<html>` in the "h" section, instead of at the top of the glossary), or if you are using character sets that need to be sorted phonetically.

7. Click **OK**.
8. In the Create Glossary Link dialog, click **OK**. The undefined glossary terms are replaced with the new glossary term.

# Viewing Undefined Variables

You can view a list of all files where you have variables inserted in the content, but those variables have not been defined. This might occur, for example, if you have inserted a variable in a topic and then later change the name of the variable or variable set. The old variable or set name is still used at the location where it was previously inserted in the topic; therefore, a problem exists. From the Undefined Variables window pane, you can open the topic in question and fix the undefined variable. You can also quickly rename or remove multiple variables in a single batch, add the undefined variable to the project, or map the undefined variable to an existing variable.

## How to View Undefined Variables

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Undefined Items > Undefined Variables**.
  - **Analysis Summary Window Pane** Double-click the row that mentions undefined variables.


The Undefined Variables window pane opens.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Variable** Displays the name of the variable set and the variable within it. The variable set is listed first, followed by a period and then the name of the variable (e.g., Primary.CompanyName).
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Tag** Displays the tag being used by the variable.
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.

# How to Fix Undefined Variables


There are a few ways to fix an undefined variable: (1) You can rename the variable or variable set so that it matches what you have used in the topic; (2) you can re-insert the variable in the topic so that it uses an existing variable set/variable name, (3) you can add the undefined variable to the project as a new variable; and (4) you can map the undefined variable to an existing variable.

## To Rename Variables

1. In the window pane, select all variable occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All variable occurrences that you select will be renamed to the same variable that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Variable(s) dialog opens.
3. In the **New variable name** field, enter a new variable. Type the name of the variable set, followed by a period, then the name of the variable (e.g., MyVariableSet.MyVariableName).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected variable occurrences are renamed.



 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Re-insert Variables

1. You can either double-click on the specific row, or right-click on the row and select **Open**.
2. Re-insert the variable in the topic, selecting an existing name from a variable set. See the *Flare Variables Guide* or the Flare online Help for more information about inserting variables.




## To Add a Variable

1. In the window pane, select all variable occurrences that you want to add to the project. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click on the variable you want to add and from the context menu select **Add Variable**.



The Variable Set Editor opens, with the new variable(s) displayed.



**NOTE** When you create a new variable, one of two things will happen:

- a. If the Variable Set file specified for the undefined variable exists in the project, Flare will add the new variable to the existing Variable Set file.
  - b. If the Variable Set file specified for the undefined variable does not exist in the project, Flare will create a brand new Variable Set file in the project and add the variable to that file.
3. (Optional) In the Variable Set Editor, edit the variable's properties (e.g., name, definition, comment).
  4. Click  to save your work.


## To Map to a Variable

1. In the window pane, select all variable occurrences that you want to map to an existing variable. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click on the variable you want to add and from the context menu select **Map to Existing Variable**.
3. In the Variables dialog, select the existing variable in the project to overwrite the current undefined variable reference.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected variable occurrences are overwritten with the new variable.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

6. Click  to save your work.

## What's Noteworthy?

 **NOTE** Another way to replace a variable in many places throughout a project is to use the Find and Replace in Files feature in Flare. For example, let's say that you originally inserted a variable named "Company" (from the "Primary" variable set) in a lot of places in your project. Later, you renamed the variable "Branch." You can perform a find and replace throughout your entire project. In the "Find" field, you can enter `Primary.Company`, and in the "Replace with" field, you can enter `Primary.Branch`. Also, make sure you select the "Find in source code" option in the Find and Replace in Files window pane. After replacing this text throughout your project, that variable will no longer be considered "undefined".

# Viewing Undefined Conditions

You can view a list of all files where you have condition tags in the content, but those condition tags have not been defined. This might occur, for example, if you have applied a condition tag in a topic and then later change the name of the tag or condition tag set. The old tag or set name is still used at the location where it was previously applied in the topic. Therefore, a problem exists. From the Undefined Condition Tags window pane, you can open the file in question and fix the undefined condition tag. You can also quickly rename or remove multiple condition tag occurrences in a single batch, add the undefined tag to the project, or map the undefined tag to an existing condition tag.

## How to View Conditions

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > Undefined Items > Undefined Condition Tags.**
  - **Summary Window Pane** Double-click the row that mentions undefined condition tags.

The Undefined Condition Tags window pane opens, displaying a list of undefined condition tags.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Condition Tag** Displays the name of the condition tag set and the tag within it. The condition tag set is listed first, followed by a period and then the name of the condition tag (e.g., Primary.Print).
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Tag** Displays the tag being used by the condition tag.
  - **Exclude Action** Displays the kind of "exclude" action tied to the condition tag. In most cases, the exclude action is "remove." However, in some instances, this action might be "unbind." For example, you might have the unbind action for a condition tag if you have applied the tag to a hyperlink and want the link to be removed from the text in some outputs, but you still want the text to be shown in those outputs.


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.

## How to Fix Undefined Conditions


There are a few different ways to fix an undefined condition tag: (1) You can rename the condition tag or condition tag set so that it matches what you have used in the topic; (2) you can reapply the condition tag in the topic so that it uses an existing condition tag set/condition tag; (3) you can add the undefined condition tag to the project as a new condition tag; (4) you can map the undefined condition tag to an existing condition tag; and (5) you can delete references in content files (e.g., topics, snippets) to the condition.

### To Rename Conditions

1. In the window pane, select all condition tag occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All condition tag occurrences that you select will be renamed to the same condition tag that you provide in the following steps.



2. In the local toolbar, click the **Rename** button. The Rename Condition Tag(s) dialog opens.
3. In the **New condition tag name** field, enter a new condition tag. Type the name of the condition tag set, followed by a period, then the name of the condition tag (e.g., Primary.Print).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected condition tag occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Reapply Conditions

1. You can either double-click on the specific row, or right-click on the row and select **Open**.
2. Reapply the condition tag to the content, selecting an existing name from a condition tag set. See the *Flare Condition Tags Guide* or the Flare online Help for more information.

## To Add a Condition


1. In the window pane, select all condition tag occurrences that you want to add to the project. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar Click** .
  - **Right-Click** Right-click on the condition tag you want to add and from the context menu select **Add New Condition Tag**.

The Condition Tag Set Editor opens, with the new condition tag(s) displayed.





**NOTE** When you create a new condition tag, one of two things will happen:

- a. If the Condition Tag Set file specified exists in the project, Flare will add the new condition tag to the existing file.
- b. If the Condition Tag Set file specified does not exist in the project, Flare will create a brand new Condition Tag Set file and add the new condition tag to that file.


3. (Optional) In the Condition Tag Set Editor, edit the condition tag's properties (e.g., name, color, comment).
4. Click  to save your work.

## To Map a Condition

1. In the window pane, select all condition tag occurrences that you want to map to an existing condition tag. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click on the condition tag you want to add and from the context menu select **Map to Existing Condition Tag**.



The Condition Tags dialog opens.


3. In the dialog, select the existing condition tag in the project to overwrite the current undefined condition tag reference.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected condition tag occurrences are overwritten with the new condition tag.


 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

6. Click  to save your work.

## To Delete References to a Condition

1. In the window pane, select all condition tag occurrences whose references you want to delete. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click on the condition tag and from the context menu select **Delete**.
3. Click **OK**.

 **NOTE** This activity deletes the references to the undefined condition only. It does not affect your content file(s) in any other way.

 **NOTE** Another way to apply a different condition tag to many places throughout a project is to use the Find and Replace in Files feature in Flare. For example, let's say that you originally applied a condition tag named "Print" (from the "Primary" condition tag set) to a lot of content in your project. Later, you renamed the condition tag "PDF." You can perform a find and replace in your entire project. In the "Find" field, you can enter `Primary.Print`, and in the "Replace with" field, you can enter `Primary.PDF`. Also, make sure you select the "Find in source code" option in the Find and Replace in Files window pane. After replacing this text throughout your project, that condition tag will no longer be considered "undefined" in Flare.

# Viewing Undefined File Tags

You can view a list of all files that are associated with file tags, but those file tags have not been defined. This might occur, for example, if you have associated a file tag with a topic and then later change the name of the tag or file tag set. The old tag or set name is still used for the topic. Therefore, a problem exists. From the Undefined File Tags window pane, you can open the file in question and fix the undefined tag. You can also quickly rename or remove multiple file tag occurrences in a single batch.

File Tag	File	Title	Folder
AuthorTagSet1.Jane	Getting Started.htm	Getting Started	Content/Getting
StatusTagSet1.In Progress	Getting Started.htm	Getting Started	Content/Getting
StatusTagSet1.Ready for Review	Welcome.htm	Welcome	Content/

This project has three undefined file tags.

In this example, the file tag sets have a 1 at the end of their names (e.g., AuthorTagSet1), whereas the original names did not have a number (e.g., AuthorTagSet). One way to fix these undefined condition tags is to select them and use the Rename button in the local toolbar to change the tag set names.



# How to View Undefined File Tags

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > Undefined Items > Undefined File Tags**.
  - **Summary Window Pane** Double-click the row that mentions undefined file tags.


The Undefined File Tags window pane opens, displaying a list of undefined file tags.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **File Tag** Displays the name of the file tag set and the tag within it. The file tag set is listed first, followed by a period and then the name of the file tag (e.g., AuthorTagSet.Bob).
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Fix Undefined File Tags


There are a couple of basic ways to fix an undefined file tag. First, you can rename the file tag or file tag set so that it matches what you have associated with the file. Otherwise, you can re-associate the file tag with the file so that it uses an existing file tag or file tag set.

## To Rename File Tags

1. In the window pane, select all file tag occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All file tag occurrences that you select will be renamed to the same file tag that you provide in the following steps.


2. In the local toolbar, click the **Rename** button. The Rename File Tag(s) dialog opens.
3. In the **New file tag name** field, enter a new file tag name. Type the name of the file tag set, followed by a period, then the name of the file tag (e.g., AuthorTagSet.Bob).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected file tag occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Re-associate File Tags

1. Open the Flare project that contains the file.
2. In the Content Explorer or Project Organizer, right-click on the file and select **Properties**.
3. Select the **File Tags** tab.
4. Select the appropriate file tag set and file tag.
5. Click **OK**.

## What's Noteworthy?

 **NOTE** Another way to associate a different file tag to many places throughout a project is to use the Find and Replace in Files feature in Flare. For example, let's say that you originally associated a file tag named "Completed" (from the "Status" file tag set) with a lot of files in your project. Later, you renamed the file tag "Finished." You can perform a find and replace in your entire project. In the "Find" field, you can enter `Status.Completed`, and in the "Replace with" field, you can enter `Status.Finished`. Also, make sure you select the "Find in source code" option in the Find and Replace in Files window pane. After replacing this text throughout your project, that file tag will no longer be considered "undefined" in Flare. See the Flare online Help for more information.

# Viewing Undefined Meta Tags

You can view a list of all files with meta tags applied to them, but those meta tags have not been defined. This might occur, for example, if you have applied a meta tag to a file and then later change the name of the tag or meta tag set in the Text Editor.

## How to View Undefined Meta Tags

1. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > Undefined Items > Undefined Meta Tags.**
  - **Summary Window Pane** Double-click the row that mentions undefined meta tags.


The Undefined Meta Tags window pane opens.


2. To see more of the information in the window pane, drag the divider bar to make the pane wider.
3. 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.

# How to Fix Undefined File Tags

There are a couple of basic ways to fix an undefined meta tag. First, you can rename the meta tag so that it matches what you have associated with the file. Otherwise, you can re-associate the meta tag with the file so that it uses an existing meta tag or meta tag set.

## To Rename Meta Tags

1. In the window pane, select all file tag occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All meta tag occurrences that you select will be renamed to the same meta tag that you provide in the following steps.


2. In the local toolbar, click the **Rename** button.
3. In the **New meta tag name** field, enter a meta tag name that already exists in the meta tag set.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected meta tag occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## To Re-associate Meta Tags

1. In the Content Explorer, right-click the file and select **Properties**.
2. Select the **Meta Tags** tab.
3. Select the appropriate meta tag set and meta tag.
4. Click **OK**.

## What's Noteworthy?

 **NOTE** Another way to associate a different meta tag to many places throughout a project is to use the Find and Replace in Files feature in Flare. For example, let's say that you originally associated values from a meta tag named "Authors" with a lot of files in your project. Later, you renamed the meta tag "Writers." If this results in undefined meta tags for some reason, you can perform a find and replace in your entire project. In the "Find" field, you can enter `<meta name="Authors"`, and in the "Replace with" field, you can enter `<meta name="Writers"`. Also, make sure you select the "Find in source code" option in the Find and Replace in Files window pane. After replacing this text throughout your project, that meta tag will no longer be considered "undefined" in Flare. See the Flare online Help for more information.

# Viewing Undefined Styles

You can view a list of all files where you have style classes applied to content, but those styles have not been defined. This might occur, for example, if you have created a new style class and applied it to a paragraph in a topic. Later, you remove that style class from the stylesheet. Therefore, you now have a style in a topic that is no longer defined in the stylesheet. You need to either apply a different, existing style class to that content, or you need to add the style class to the stylesheet again. You can also quickly rename or remove multiple style occurrences in a single batch, add the undefined style to the project, or map the undefined style to an existing style.

## How to View Undefined Styles

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > Undefined Items > Undefined Styles.**
  - **Analysis Summary Window Pane** Double-click the row that mentions undefined styles.


The Undefined Styles window pane opens.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Tag** Displays the parent tag for the class.
  - **Style** Displays the child style class that is applied to content in the file.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Fix Undefined Styles


There are a few basic ways to fix an undefined style: (1) You can rename the style; (2) you can remove the style from the content; (3) you can apply a different style class to the affected content; (4) you can add a new style to the stylesheet; and (5) you can map the undefined style to an existing style.

## To Rename Style Classes

1. In the window pane, select all style class occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.



 **NOTE** All style class occurrences that you select will be renamed to the same style that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Style(s) dialog opens.
3. In the **New style name** field, enter a new style class.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected style class occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).




## To Remove Style Classes

1. In the window pane, select all style class occurrences that you want to delete. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click .
3. Click **OK**.
4. A message lets you know how many files were changed. Click **OK**. All of the selected style class occurrences are removed.




**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).


## To Apply Different Style Classes

1. You can either double-click on the specific row, or right-click on the row and select **Open**.
2. Select **Home**, click the down arrow in the field displaying styles, and choose a new style class. See the *Flare Styles Guide* or the Flare online Help for more information about styles and how to apply them.
3. Click  to save your work.


## To Add a Style

1. In the window pane, select the style that you want to add to the project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar Click** . **Local Toolbar Click** is a small icon showing a document with a green checkmark.
  - **Right-Click** Right-click on the condition tag you want to add and from the context menu select **Add New Style**.


The Create Style dialog opens.

3. On the left side of the dialog, select one of the following:
  - **Class** Select this if you want to create a simple class (e.g., a special paragraph intended to serve as a tip or note).
  - **ID** In CSS, an identifier (ID) is similar to a class, except that IDs are unique. An element in your stylesheet can have only one ID on it, whereas it can have multiple classes. And each page of your output can have only one element with a particular ID. For many authors, using an ID may not be important, but for others—such as those making use of JavaScript—IDs can be very useful.
4. In the field after your selection, type a name for the new style class or ID, without using spaces.
5. On the right side of the dialog, select the stylesheet to which you want to add the new style.
6. The property values already applied to the selected content are shown. If you do not want to include certain property values in the new selector, click the check box next to the value (in the **Include** column) to remove the check mark.
7. If you want the new style to immediately be applied to the content selected in the topic, select **Create style and update the source element**. If you do not want the new style to immediately be applied to the content selected in the topic, select **Create style without updating the source element**.
8. Click **OK**. The style is added to the currently linked stylesheet.
9. Click  to save your work.

## To Map to a Style

1. In the window pane, select the style that you want to map to an existing style.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Click .
  - **Right-Click** Right-click on the condition tag you want to add and from the context menu select **Map to Existing Style**.

The Select Class or ID dialog opens.

3. In the dialog, select the existing style class or ID in the project to overwrite the current undefined style.
4. Click **OK**. All of the selected style occurrences are overwritten with the new style.
5. Click  to save your work.

# I Used Items

In the Analysis ribbon, the Used Items drop-down button provides several options.

## Viewing Used Conditions


You can view a list of all condition tags that have been applied in files throughout your project. The list shows not only the condition tags, but each file where they have been used. You can also quickly rename or remove multiple condition tag occurrences in a single batch.

For more information about condition tags and how they are used in projects, see the *Flare Condition Tags Guide* or the Flare online Help.


## How to View Used Conditions


1. Open a project.
2. Select **Analysis > Used Items > Used Condition Tags**.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Condition Tag** Displays the name of the condition tag set and the tag within it. The condition tag set is listed first, followed by a period and then the name of the condition tag (e.g., Primary.Print).
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Tag** Displays the tag being used by the condition tagvariable.
  - **Exclude Action** Displays the kind of "exclude" action tied to the condition tag. In most cases, the exclude action is "remove." However, in some instances, this action might be "unbind." For example, you might have the unbind action for a condition tag if you have applied the tag to a hyperlink and want the link to be removed from the text in some outputs, but you still want the text to be shown in those outputs.

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.


 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

## How to Rename Conditions

1. In the window pane, select all of the condition tags that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All condition tags that you select will be renamed to the same condition tag that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Condition tag(s) dialog opens.
3. In the **New condition tag name** field, enter a new name.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected condition tags are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Used File Tags

You can view a list of all file tags used in your project. The list shows the tag type and the file that it is associated with. You can quickly rename or remove multiple file tag occurrences in a single batch.

File Tag	Type	File	Title
AuthorTagSet.Jane	Author	Overview a.htm	Overview
AuthorTagSet.John	Author	Procedure 1.htm	Procedure 1
AuthorTagSet.John	Author	Procedure 2.htm	Procedure 2
AuthorTagSet1.Jane	(undefined)	Getting Started.htm	Getting Started
StatusTagSet.Complete	Status	Overview a.htm	Overview
StatusTagSet.Ready for Review	Status	Procedure 2.htm	Procedure 2
StatusTagSet.Ready for Translation	Status	Procedure 1.htm	Procedure 1
StatusTagSet1.In Progress	(undefined)	Getting Started.htm	Getting Started
StatusTagSet1.Ready for Review	(undefined)	Welcome.htm	Welcome

This project has nine used file tags.

This column shows what kind of file tags are being used. It also indicates if you have any undefined file tags.

You can select file tags and then rename or remove them in a single batch.

For more information about file tags and how they are used in projects, see the online Help in Flare.

# How to View Used File Tags

1. Open a project.
2. Select **Analysis > Used Items > Used File Tags**.


The Used File Tags window pane opens, listing all of the file tags used throughout the project.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **File Tag** Displays the name of the file tag set and the tag within it. The file tag set is listed first, followed by a period and then the name of the file tag (e.g., AuthorTagSet.Bob).
  - **Type** Displays the type of file tag (e.g., Status, Author). It also indicates if a file tag is undefined. In that case, use the Undefined File Tags window pane to fix the problem.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# How to Rename File Tag Occurrences

1. In the window pane, select all file tag occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All file tag occurrences that you select will be renamed to the same file tag that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename File Tag(s) dialog opens.
3. In the **New file tag name** field, enter a new file tag name. Type the name of the file tag set, followed by a period, then the name of the file tag (e.g., AuthorTagSet.Bob).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected file tag occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).



# Viewing Used Language Tags

You can view a list showing each file where a language tag is found, the content tag to which it has been applied (e.g., html, span), and the language used.

## How to View Used Language Tags

1. Open a project.
2. Select the **Analysis** ribbon. In the **Dynamic Reports** section, select **Used Items > Used Language Tags**.

The Used Language Tags window pane opens, listing all of the language tags used throughout the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Language** Displays the abbreviation for the language in the tag. For example, the abbreviation for English is "en"; the abbreviation for German is "de"; and the abbreviation for Italian is "it."
  - **Tag** Displays the tag for the content where the language tag is applied. For example, if the language is applied to a topic file, the tag is html. If the language is applied to selected text within a paragraph, the tag is span.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.



**NOTE** You can also include this information in reports that you create.

# Viewing and Renaming Used Meta Tags

You can view a list of all meta tags that have been applied to files throughout your project. The list shows not only the meta tags, but each file where they have been used, and the values (i.e., content) of each. You can also quickly rename or remove multiple meta tag occurrences in a single batch.


## How to View Used Meta Tags


1. In the **Analysis** ribbon, select **Used Items > Used Meta Tags**.
2. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Meta Tag** Displays the name of the meta tag.
  - **Meta Tag Set** Displays the name of the meta tag set file (if any) where the meta tag was found.
  - **Content** Displays the value for the meta tag.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
3. 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.
4. You can click a column heading to reorganize the grid according to that value. For example, if you want to see the meta tag values grouped together, click the Content column heading.




**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# How to Rename Meta Tag Occurrences

1. In the window pane, select all file tag occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All meta tag occurrences that you select will be renamed to the same meta tag that you provide in the following steps.

2. In the local toolbar, click the **Rename** button.
3. In the **New meta tag name** field, enter a meta tag name that already exists in the meta tag set.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected meta tag occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Used Variables

You can view a list of variables that have been inserted in your project. The list shows not only the variables, but each topic where they have been used. You can also quickly rename or remove multiple variable occurrences in a single batch.

## How to View Used Variables

1. Open a project.
2. Select **Analysis > Used Items > Used Variables**.


The Used Variables window pane opens, listing all of the variables used throughout the project, including snippet variables.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Variable** Displays the name of the variable set and the variable within it. The variable set is listed first, followed by a period and then the name of the variable (e.g., Primary.CompanyName).
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Tag** Displays the tag being used by the variable.
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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# How to Rename Variable Occurrences

1. In the window pane, select all variable occurrences that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All variable occurrences that you select will be renamed to the same variable that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Variable(s) dialog opens.
3. In the **New variable name** field, enter a new variable. Type the name of the variable set, followed by a period, then the name of the variable (e.g., MyVariableSet.MyVariableName).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected variable occurrences are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Used Index Keywords

You can view a list of all index keywords used throughout your project. You can also quickly rename multiple keyword occurrences in a single batch.

For more information about index keywords and how they are used in projects, see the *Flare Index Guide* or the Flare online Help.


## How to View Used Index Keywords


1. Open a project.
2. Select **Analysis > Used Items > Used Index Keywords**.

The Used Index Keywords window pane opens, listing all of the index keywords used throughout the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Keyword** Displays the index keyword used in the file.
  - **File** Displays the path and name of the file where the index keyword is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Rename Index Keywords

1. In the window pane, select all keywords that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All keywords that you select will be renamed to the same keyword that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Index Keyword(s) dialog opens.
3. In the **New index keyword name** field, enter a new index keyword.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected keywords are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).



# Viewing Used Concepts


You can view a list of all concepts used in your project. You can also quickly rename multiple concept occurrences in a single batch.


For more information about concepts and how they are used in projects, see the Flare online Help for more information.

## How to View Used Concepts

1. Open a project.
2. Select the **Analysis** ribbon. In the **Dynamic Reports** section, select **Used Items > Used Concepts**. The Used Concepts window pane opens, listing all of the concepts used throughout the project.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Concept** Displays the concept used in the file.
  - **File** Displays the path and name of the file where the concept is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Rename Concepts

1. In the window pane, select all concepts that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** All concepts that you select will be renamed to the same concept that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Concept(s) dialog opens.
3. In the **New concept name** field, enter a new concept.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected concepts are renamed.

 **NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Used Bookmark Links


You can view a list showing each file where a link to a bookmark is found, including the name of the bookmark, the kind of link used, and the path of the link. You can also double-click a row to open the file where the bookmark link is inserted.

## How to View Used Bookmark Links

1. Open a project.
2. Select **Analysis > Used Items > Used Bookmarks**.

The Used Bookmarks window pane opens, listing all of the bookmark links used throughout the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Bookmark** Displays the name of the bookmark.
  - **Link Tag** Displays the tag where the bookmark link is used.
  - **Link** Displays the link path.
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

 **NOTE** You can also include this information in reports that you create.

# I More Analysis Scans

In the Analysis ribbon, the More Reports drop-down button provides several report options.

## Viewing Files With Annotations

You can view a list of all files where annotations (internal comments) have been inserted. You can also double-click a row to open the topic in question.

### How to View Files With Annotations

1. Select **Analysis > More Reports > Files With Annotations**.

The Files With Annotations window pane opens. The area at the bottom of the window pane displays all topics in your project where annotations have been inserted.

2. 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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Text** Displays the annotation text.
  - **Initials** Displays the initials of the individual who inserted the annotation.
  - **Creator** Displays the user name of the individual who create the annotation.
  - **Editor** Displays the user name of the individual who last edited the annotation.
  - **Create Date** Displays the date and time when the annotation was created.
  - **Edit Date** Displays the date and time when the annotation was last edited.
3. 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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Files With Changes

You can view a list of files with tracked changes (and annotations). You can then open the file where the changes are located and deal with them appropriately (e.g., accept or reject changes).

## How to View Files With Changes

1. Select **Analysis > More Reports > Files With Changes**.

The Files With Changes window pane opens. The area at the bottom of the window pane displays all topics in your project where tracked changes have been made.

2. 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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **Change** Displays the type of change that was made.
  - **Initials** Displays the initials of the individual who made the change.
  - **Creator** Displays the user name of the individual who made the change.
  - **Timestamp** Displays the date and time when the change was made.
3. 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.
4. You can double-click any file in the list to accept or reject the changes.

# Viewing Topics Not Indexed


You can view a list of all topics where you have not yet inserted index keywords. Therefore, no references to those topics will be found in the generated index. You can also double-click a row to open the topic in question.

## How to View Topics Not Indexed

1. Select **Analysis > More Reports > Topics Not In Index**.

The Topics Not In Index window pane opens. The area at the bottom of the window pane displays all topics where you have not yet inserted index keywords.

2. 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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
3. 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.

 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Topics Not in a TOC

You can view a list of all topics that have been created in the project, but they have not yet been linked to any items in a TOC. A drop-down filter lets you select a specific TOC to analyze, or you can select "Any TOC" to analyze all TOCs in a project.

## How to View Topics Not Added to the TOC

1. Select **Analysis > More Reports > Topics Not In Selected TOC**.

The Topics Not In Selected TOC window pane opens. The area at the bottom of the window pane displays all topics that have not yet been added to a TOC.

2. 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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
3. 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.
4. (Optional) You can drag topics from the Topics Not In Selected TOC window pane into an open TOC by selecting a TOC from the **Filter** field in the Topics Not in Selected TOC window pane, then dragging topics from the pane into the TOC. You may need to float and position the TOC so you can see both it and the Topics Not in Selected TOC window pane.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.



# Viewing Topics Not Linked by a Map ID

You can view a list of all topics that are not linked to context-sensitive Help (CSH) map IDs. You can also double-click a row to open the topic in question.

## How to View Topics Not Linked by a Map ID

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Analysis > More Reports > Topics Not Linked By Map ID.**
  - **Summary Window Pane** Double-click the row that mentions these items.

The Topics Not Linked By Map ID window pane opens.


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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# Viewing Duplicate Items in a TOC

You can view a list of all files in your project that have been added more than once to a TOC using the Duplicate TOC Items window pane.

## How to View Duplicate Items in the TOC

1. Open a project.
2. Select **Analysis > More Reports > Duplicate TOC Items**. The Duplicate TOC Items window pane opens, displaying all files that have been added more than once to a TOC.
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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
  - **TOC** Displays the name of the TOC where the multiple links to the file are found.
  - **Count** Displays the count.
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.

 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Duplicate Meta Tags

You can view a list of all meta tags that have been applied to files throughout your project and whose values are defined two or more times in the same file. However, the same meta tag name *is allowed* in different meta tag sets.

## How to View Duplicate Meta Tags

1. Select **Analysis > More Reports > Duplicate Meta Tags**. The Duplicate Meta Tags window pane opens.
2. To see more of the information in the window pane, drag the divider bar to make the pane wider.
3. 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.
4. You can quickly remove multiple meta tag occurrences in a single batch. Select the rows you want to affect, and click the "Delete" button.




**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.


# Viewing Duplicate Styles

You can view a list of all styles in your project where the same properties have been set. For example, let's say you have a style called "p.tip" and another style called "p.note." If you have specified the same settings for each of these styles (e.g., red font, 12 pt), with no other properties set, these styles will be included in the Duplicate Styles window pane. Groups or pairs of duplicate styles are displayed in alternating shaded rows (e.g., the rows for the first pair of duplicate styles are not shaded, the rows for the next group are shaded, the rows for the next group are not shaded, and so on). If you encounter duplicate styles, you may want to modify the settings for one or both styles, or you can remove one of the style classes from the stylesheet.

## How to View Duplicate Styles

1. Open a project.
2. Select **Analysis > More Reports > Duplicate Style Formats**. The Duplicate Style Formats window pane opens, displaying all topics in your project where there are duplicate styles.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Pair Index** Displays a number to represent the group of duplicate styles. The first group of duplicate styles has an index of 1. The next group of duplicate styles has an index of 2. The next group has an index of 3, and so on.
  - **Selector** Displays the style name.
  - **Declarations** Displays the properties that have been set for the style. For all styles in an "index pair," these properties are identical.
  - **Medium** Displays the medium to which the style properties are applied. If this cell is blank, the style properties are simply used in the default medium. For more information about style medium types, please see the Flare online Help.
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

 **NOTE** You can open any file in the list to view or modify it in the Stylesheet Editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

 **NOTE** Duplicate styles are displayed only if they are based on the same tag. For example, if you have identical properties set for the styles "p.tip" and "p.note," they will be included in the window pane (because they are both based on the p style). However, if you have identical properties set for the styles "p.tip" and "h4.note," they will not be included in the window pane (because one is based on the p style, whereas the other is based on the h4 style).


# Viewing Topics Not Linked

You can view a list of all topics that are not linked from anywhere else in the project. Let's say you were to create a text hyperlink to this topic from another topic, or perhaps link to the topic from a table of contents. In that case, the topic would no longer be displayed in the Topics Not Linked window pane. You can double-click a row to open the topic in question. You can also add condition tags to the topic.

## How to View Topics Not Linked

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

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

2. Click the drop-down field at the top of the window pane and select **Topics Not Linked**. The unlinked topics in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Condition Tag** Displays the name of the condition tag not being used.
  - **File** Displays the name of the topic or file that is not linked.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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. If you want to remove any unlinked topics from Flare, as well as from the project being analyzed, select the topic in the list and click  in the local toolbar.

6. (Optional) You can add condition tags to the topics not linked. To add condition tags, do the following.
  - a. Select **Topics Not Linked** from the drop-down menu in the Unused Items window pane.
  - b. Do one of the following.
    - Right-click the unlinked topic and from the context menu, select **Properties**.
    - Right-click the unlinked topic and press **CTRL+SHIFT+P** on the keyboard.  
The Properties dialog opens.
  - c. In the Properties dialog, click the **Conditional Text** tab.
  - d. Select condition tags, then click **OK**.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.


# Viewing Unused Content Files

You can view a list of the content files (e.g., topics, images, multimedia, page layouts, template pages, snippets) within your project that are not being used. For example, if an image file is added to your project but not yet inserted into any topic, it is considered an unused file. Also, if you have created a topic, but no other files link to that topic (or if no index keywords or concepts have been inserted into it), the topic is considered unused. You can quickly delete any of the files that you do not plan to use. You can also add condition tags to the content files.

## How to View Unused Content Files


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

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

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



6. (Optional) You can add condition tags to the unused content files. To add condition tags, do the following.
  - a. Select **Unused Content Files** from the drop-down menu in the Unused Items window pane.
  - b. Do one of the following.
    - Right-click the content file and from the context menu, select **Properties**.
    - Right-click the content file and press **CTRL+SHIFT+P** on the keyboard.  
The Properties dialog opens.
  - c. In the Properties dialog, click the **Conditional Text** tab.
  - d. Select condition tags, then click **OK**.

 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.


# Viewing Unused Images


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


## How to View Unused Images

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

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

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

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

 **NOTE** You can open the image file for any picture in the list to view it in the Image Viewer.


# Viewing Unused Variables


You can view a list of all variables that have been created in your project but have not yet been used in any topics or other files. You can quickly delete any of the variables that you do not plan to use.

## How to View Unused Variables

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

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

2. Click the drop-down field at the top of the window pane and select **Unused Variables**. The unused variables in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Variable** Displays the name of the variable not being used.
  - **File** Displays the name of the variable set where the variable is located.
  - **Definition** Displays the text associated with the variable.
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. If you want to remove any unused variables from Flare, as well as from the project being analyzed, select the variable in the list and click  in the local toolbar.

 **NOTE** You can open the set file for any variable in the list to view or modify it in the Variable Set Editor.


# Viewing Unused Conditions

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

## How to View Unused Conditions

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

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

2. Click the drop-down field at the top of the window pane and select **Unused Condition Tags**. The unused condition tags in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Condition Tag** Displays the name of the condition tag not being used.
  - **File** Displays the name of the condition tag set file where the condition tag is located.
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. If you want to remove any unused condition tags from Flare, as well as from the project being analyzed, select the condition tag in the list and click  in the local toolbar.



**NOTE** You can open the set file for any condition tag in the list to view or modify it in the Condition Tag Set Editor.


# Viewing Unused CSH IDs

You can view a list of all context-sensitive Help (CSH) identifiers that have been created in your project but have not yet been assigned. You can double-click a row to open the Flare header file. For more information, see the *Flare CSH Guide* or the Flare online Help.

## How to View Unused CSH IDs

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

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

2. Click the drop-down field at the top of the window pane and select **Unused CSH IDs**. The unused CSH IDs in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **CSH ID** Displays the CSH identifier that is not being used.
  - **File** Displays the alias file where the CSH ID is located. You can use the alias file to assign the unused CSH ID to a topic or micro content phrase, unless you prefer to delete the CSH ID.
  - **Definition** Displays the unique numerical value associated with the CSH ID.
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. If you want to remove any unused CSH IDs from Flare, as well as from the project being analyzed, select the CSH ID in the list and click  in the local toolbar.



**NOTE** You can open the alias file for any CSH ID in the list to view or modify it in the Alias Editor.

# Viewing Unused File Tags


You can view a list of all file tags that have been created in your project but have not yet been used in any files. You can quickly delete any of the file tags that you do not plan to use.

For more information about file tags and how they are used in projects, see the online Help in Flare.

## How to View Unused File Tags

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

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

2. Click the drop-down field at the top of the window pane and select **Unused File Tags**. The unused file tags in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **File Tag** Displays the name of the file tag not being used.
  - **Type** Displays the type of file tag (e.g., Status, Author).
  - **File** Displays the name of the file.
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. If you want to remove any unused file tags from Flare, as well as from the project being analyzed, select the file tag in the list and click  in the local toolbar.

 **NOTE** You can open the set file for any file tag in the list to view it in the File Tag Set Editor.

# Viewing Unused Meta Tags


You can view a list of all meta tags that have been created in your project but have not yet been used in any files. By "unused," we mean that the meta tag was created but no values were set for it in any file.

You can quickly delete any of the meta tags that you do not plan to use.

## How to View Unused Meta Tags

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

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

2. Click the drop-down field at the top of the window pane and select **Unused Meta Tags**. The unused meta tags in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
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. If you want to remove any unused meta tags from the project being analyzed, select the meta tag in the list and click  in the local toolbar.




# Viewing Unused Styles

You can view a list of styles in your project that have not yet been applied to content in any files. If you do not use a particular style class, you can remove it from the stylesheet. You can also use the "disable" feature to hide styles that you do not want to be displayed in the stylesheet; you can access this feature from the Options drop-down button in the local toolbar of the Stylesheet Editor.

## How to View Unused Styles

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

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

2. Click the drop-down field at the top of the window pane and select **Unused Styles**. The unused styles in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Selector** Displays the name of the parent style, followed by a period and the name of the class under that style (e.g., p.tip).
  - **Declarations** Displays any property settings that you have set for the style class.
  - **File** Displays the name of the file.
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. If you want to remove any unused styles from Flare, as well as from the project being analyzed, select the style in the list and click  in the local toolbar.



**NOTE** You can open the stylesheet for any style in the list to view or modify it in the Stylesheet Editor.


# Viewing Empty Content Folders

You can scan for empty content folders in a project with the Unused Items window pane. Empty content folders are those that have been created, but do not contain files of any type. You can quickly delete any empty content folders in the Unused Items window pane.

## How to View Empty Content Folders

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

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

2. Click the drop-down field at the top of the window pane and select **Empty Content Folders**. The empty content folders in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Folder** Displays the name of the empty content folder.
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. If you want to remove any empty content folders from Flare, as well as from the project being analyzed, select the empty content folder in the list and click  in the local toolbar.


# Viewing Unused Bookmarks


You can view a list of all bookmarks that have been inserted in content files, but there are no links in that file or any others pointing to that bookmark. You can quickly delete any of the bookmarks that you do not plan to use. You can also double-click a row to open the file where the bookmark is inserted. For more information about bookmarks and how they are used in projects, see the *Flare Navigation Links Guide* or the Flare online Help.

## How to View Unused Bookmarks

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

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

2. Click the drop-down field at the top of the window pane and select **Unused Bookmarks**. The unused bookmarks in the project are listed.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Bookmark** Displays the name of the bookmark.
  - **File** Displays the name of the file.
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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. If you want to remove any unused bookmarks from Flare, as well as from the project being analyzed, select the bookmark in the list and click  in the local toolbar.

 **NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Non-XML Topics

You can view a list of non-XML files (e.g., HTML files) that have been added to your project. You can also convert those HTML files to XHTML files in a single batch.

☆ **EXAMPLE** You have many HTML files that you want to add to your Flare project. So you copy and paste them into the Windows folder where your project is stored (i.e., within the Content folder). If you were to try to open each of those files within the Flare project, a dialog would open, directing you to convert each HTML file to an XHTML file (one at a time). However, if you have hundreds of these files, you may not want to take the time to convert each one individually. So instead, you open the Non-XML Topics window so that you can view a list of all of the non-XML files in the project. Then you can quickly convert the entire list of HTML files to XHTML files.


# How to View Non-XML Topics

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > More Reports > Non-XML Topics**.
  - **Analysis Summary Window Pane** Double-click the row that mentions these items.

The Non-XML Topics window pane opens, listing all non-XML files in the project.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **Apply** Displays a check box next to the files. If you decide to convert the non-XML file to XML, you need to make sure the check box is selected. If you do not want to convert the file, but you do want to convert other files in the list, you can click the check box to remove the check mark.
  - **File** Displays the name of the non-XML file.
  - **Title** Displays the title of the non-XML topic (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.

# How to Convert Non-XML Topics

1. In the window pane, select all files that you want to convert. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
2. In the local toolbar, click the **Convert Topics** button.
3. In the message that opens, click **OK**. If you selected a single topic row only, the HTML to XHTML Conversion dialog opens. Click **Convert**.
4. If you selected multiple topic rows, another message lets you know how many files were changed. Click **OK**. All of the selected files are converted to XHTML files.



**NOTE** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

# Viewing Files With Snippet Conditions

You can view a list of all files where snippet conditions have been applied. You can also double-click a row to open the file in question.

## How to View Topics With Snippet Conditions

1. Open a project.
2. Select the **Analysis** ribbon. In the **Dynamic Reports** section select **More Reports > Files With Snippet Conditions**.

The Files With Snippet Conditions window pane opens, displaying all files in your project where snippet conditions have been applied.

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.
  - **Location** Displays the location of the snippet condition (e.g., topic, snippet block).
  - **Folder** Displays the folder where the file is found.
  - **Expression** Displays the condition expression used.
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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Files Without File Tags

You can view a list of all content files in the project that do not have file tags. Then you can open the properties for a file and associate one or more file tags with it.

For more information about file tags and how they are used in projects, see the online Help in Flare.

## How to View Without File Tags

1. Open a project.
2. Do one of the following:
  - **Ribbon** Select **Analysis > More Reports > Files Without File Tags**.
  - **Summary Window Pane** Double-click the row that mentions files without file tags.

The Files Without File Tags window pane opens, listing all content files that do not have file tags associated with them.

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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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. You can open a file and associate file tags with it. You can either double-click on the specific row, or right-click on the row and select **Open**.
6. Once the file is open, select **File > Properties**. In the Properties dialog, you can use the **File Tags** tab to associate file tags.



# Viewing Invalid Meta Values

You can view a list of all files containing meta tags that have invalid values. For example, an invalid meta tag might occur if you remove a meta tag's list item from the meta tag set file. In a case such as this, you can resolve the issue by adding the list item back to the meta tag set, or re-associating the files with a different value.

## How to View Invalid Meta Values

1. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Analysis > More Reports > Invalid Meta Values**.
  - **Summary Window Pane** Double-click the row that mentions invalid meta values.

The Invalid Meta Values window pane opens.

2. To see more of the information in the window pane, drag the divider bar to make the pane wider.
3. 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.



**NOTE** You can open any file in the list to view or modify it in an editor. You can either double-click on the specific row, or right-click on the row and select **Open**.

# Viewing Topics Without Concepts

You can view a list of all topics in the project that do not have concepts inserted. You can then open a topic and insert concepts into it.

For more information about concepts and how they are used in projects, see the Flare online Help.

## How to View Topics Without Concepts

1. Open a project.
2. Do one of the following:
  - **Ribbon** Select **Analysis > More Reports > Topics Without Concepts**.
  - **Summary Window Pane** Double-click the row that mentions topics without concepts.

The Topics Without Concepts window pane opens, listing all topics that do not have concepts inserted into them.

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.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. 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.



**NOTE** You can open a file and insert concepts into it. You can either double-click on the specific row, or right-click on the row and select **Open**.

## CHAPTER 3

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# Reports

From the Reports folder in the Project Organizer, you can generate custom reports based on information contained in your project. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).

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# I Adding Report Files

The first step in using analysis reports is to add a report file, which is stored in the Reports folder in the Project Organizer.

## How to Add a Report File

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

The Add File dialog opens.

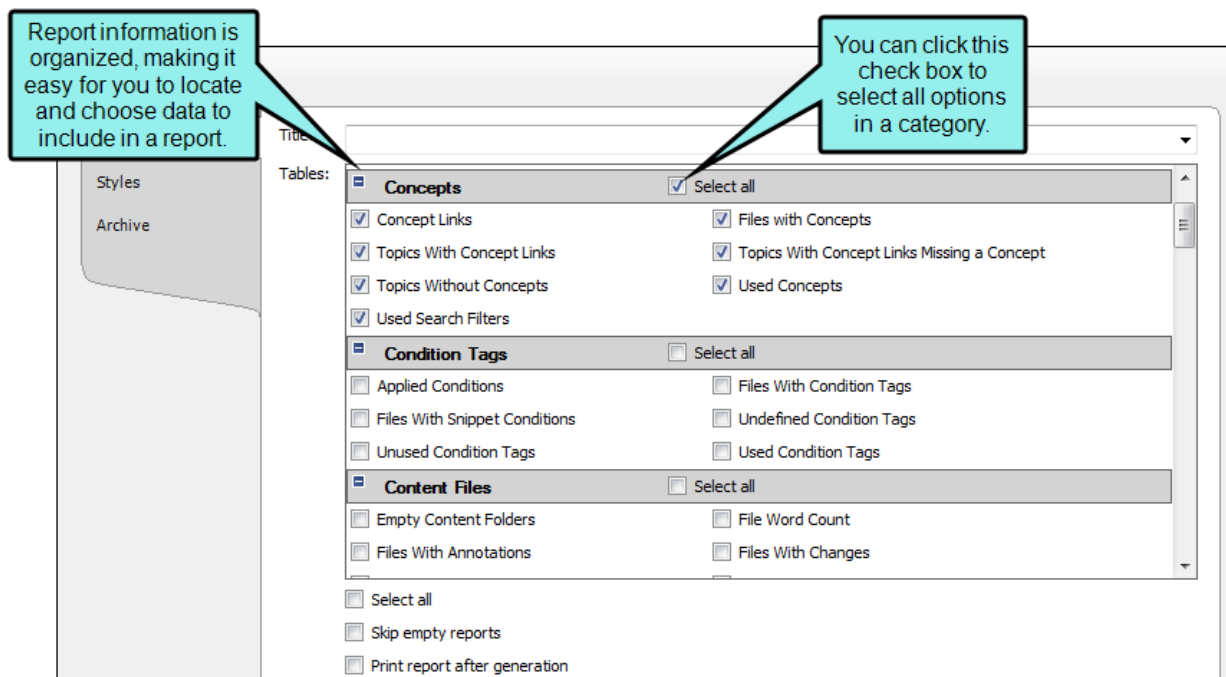
2. In the **File Type** field at the top, make sure **Report** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
  - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The 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 report file.
6. (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**.
7. Click **Add**. The report file is added to the Project Organizer. The Report Editor opens.

# I Generating Reports

You can create a report based on the information captured while your project is being analyzed. When doing this, you can provide a name for the report and select the types of information that you want to include in it. Another option is to immediately print the report after it is generated. You can also design the look and feel of the report, and then compile it so that it displays the selected data in the format you provide.

## How to Generate a Report

1. Add or open a report file. The Report Editor opens. See "Adding Report Files" on the previous page.
2. Select the **General** tab.
3. In the **Title** field, enter a title for the report you want to generate.
4. In the **Tables** section, click in the check boxes next to any information that you want to include in the report. Some items appear in multiple categories. Click the appropriate **Select All** check box to choose all items in a category.




5. (Optional) Select **Skip empty reports** if you want to see only reports that contain information.

☆ **EXAMPLE** You are generating a report and have selected ten different types of information to include. Perhaps one of those types of information—"Unused Condition Tags"—will not return any results because all of your condition tags have been used somewhere. However, the other nine types of information do have data to report.

If you select the "skip" option, the generated report will include nine sections, one for each type of information containing data. You will not see a section in the generated report for "unused condition tags."

If you do not select the "skip" option, you will see ten sections in the generated result. Nine of those sections will show data, and the tenth (for "unused condition tags") will simply mention that no data exists.

6. (Optional) Select **Print report after generation** if you want to print a report immediately after you generate it. If this option is selected, the Print dialog opens as soon as a report is finished generating.
7. (Optional) If you want to modify the look of the report, use the following steps.
  - a. Select the **Styles** tab.
  - b. Select the style item that you want to modify (e.g., ReportEntry, ReportHeading, ReportText). You can select a basic style node, or you can expand the node and select an option under it.
    - **ReportEntry** This affects the individual lines of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.

- **ReportGroup** This affects the chunks or groups of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries.
  - **ReportHeading** This affects the individual headings that display in the report, based on the types of information that you selected when generating the report. For example, if you select four different types of data for the report (e.g., Absolute Links, Broken Links, External Links, Snippet Suggestions), you will see a different heading for each of those. You can change the heading label, as well as font, border, padding, and margin settings.
  - **ReportPrefix** This affects the prefix text that is displayed before the individual lines of data in a report so that you know what you are looking at in an entry (e.g., File, Condition Tag, Link, Bookmark). You can change the font settings for those prefixes. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
  - **ReportSection** This affects the entire section where a type of information is displayed in a report. For example, if you selected to view absolute links and external links in a report, you can modify the section for each, to change the look of the area where the heading and individual entries are shown. You can add borders, padding, and margins to those sections. You can also specify that a page break should be inserted before or after the heading in a report.
  - **ReportText** This affects the text of the individual lines of data in a report. You can change the font settings for the text. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
- c. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
  - d. In the **Properties** section, set the values for the properties that you want modify.
8. Click  to save your work.
  9. Select the **General** tab.
  10. In the **Report** section, click the **Generate** button. The report is generated and displays below. If you change the options and click Generate again, the report will be replaced with a new one.

# I Opening Reports

You can easily open a report file, which contains settings used for generating reports. Each report file can contain many generated reports in its archives. After generating a report, you can open it in a browser window. From the browser window, you can print the report.

## How to Open a Report File in the Interface

1. Open the Project Organizer.
2. Double-click the **Reports** folder.
3. Double-click the report file that you want to open. The Report Editor opens, with the previous settings still in place. You can re-generate a report with those settings or use the Archive tab to open a report that you have saved previously.

## How to Open a Generated Report in a Browser Window

1. Generate a report. See "Generating Reports" on page 157.
2. In the Report Editor, do one of the following.
  - Select the **General** tab. Click the **Open in Browser** button.
  - If you have previously saved a generated report in the archive, select the **Archive** tab. Select the report and click the **Open in Browser** button.

After opening a report in a browser window, you can print it.



# I Saving Reports

You can archive a generated report, which saves a copy of the report in the Project\Reports folder where your project is located. Each report file can contain many generated reports in its archives.

## How to Save a Report

1. Generate a report.
2. In the Report Editor, select the **General** tab.
3. Click the **Add to Archive** button. The Archive Report dialog opens. By default, the name of the report file is displayed, followed by the current date.
4. Leave the report name as it is, or enter a new name.
5. Click **OK**.

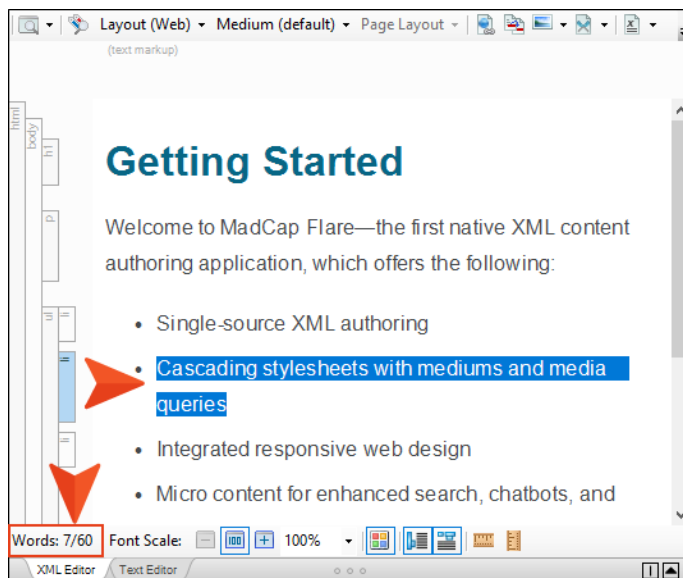
If you later want to open the saved report, use the Archive tab in the Report Editor.

# Viewing the Word Count

You can look in the lower-left of the XML Editor to see the word count for the open content file. Also, you can generate reports to see the word count for files in different ways.

## XML Editor

If you select content, that number of words is shown along with the total word count for the file (e.g., 7/60 = 7 out of 60 words are selected).



# Reports

After you add and open a report, select any of the following in the Report Editor, then generate the report.

- **Content Files > File Word Count** Shows word count for each content file in project

Content Files		<input type="checkbox"/> Select all
<input type="checkbox"/> Empty Content Folders	<input checked="" type="checkbox"/> File Word Count	
<input type="checkbox"/> Files With Annotations	<input type="checkbox"/> Files With Changes	
<input type="checkbox"/> Files with Concepts	<input type="checkbox"/> Files With Condition Tags	

- **Project > Statistics** Shows total words combined for all content files in project (along with other statistics, such as total number of topics and images)

Project		<input type="checkbox"/> Select all
<input type="checkbox"/> Database Errors	<input type="checkbox"/> Files With Annotations	
<input checked="" type="checkbox"/> Statistics		

- **Target > Word Count** Shows total words combined for all content files in target, based on associated TOC

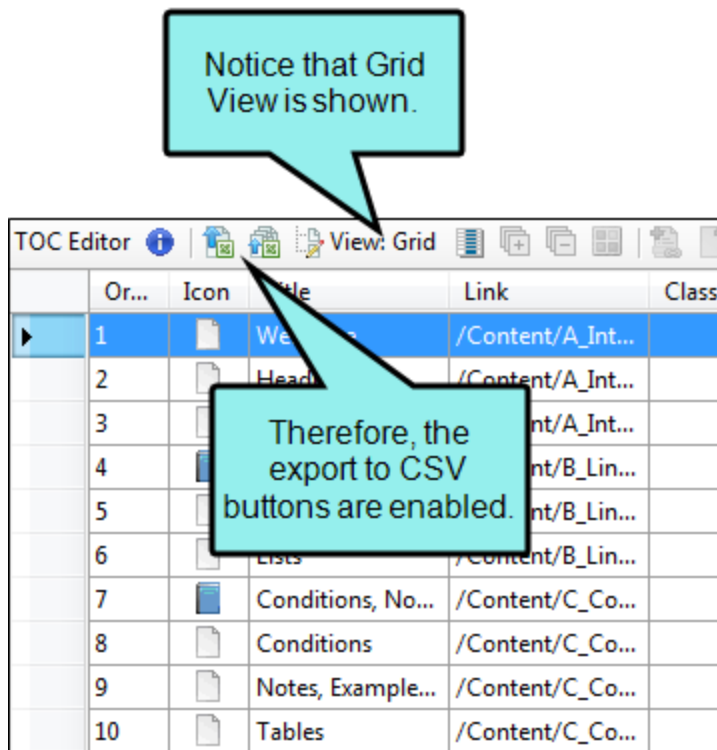
Target		<input type="checkbox"/> Select all
<input type="checkbox"/> Condition Tags Not Set	<input type="checkbox"/> Variables Not Overridden	
<input checked="" type="checkbox"/> Word Count		

# Exporting File Data to a CSV File



You can export data from the File List window pane, most windows related to analysis functions, and TOC Editor to a comma-separated value (CSV) file. This can be quite useful since there are several columns of data in the window pane. CSV files are typically used to transfer large amounts of spreadsheet or database information from one program to another.

## How to Export File Data to a CSV File

1. Open the File List window pane, window related to the analysis tool, or the TOC Editor.
2. If you opened the TOC Editor, make sure Grid View is shown, as opposed to Tree View. Otherwise, the export buttons will not be enabled.



3. If you want to export only some of the data, select the rows that you want to include. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

4. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** To export all data, click . To export only selected rows, click .

OR

- **Right-Click** Right-click in the window pane and from the context menu, select either **Export to CSV** or **Export selection to CSV**.

The Save As dialog opens.

5. In the Save As dialog, select a destination and file name for the CSV file. The "Save as type" field will be pre-populated with the CSV file type.
6. Click **Save**.

# Text Analysis

From the Tools ribbon in Flare, you can run text analysis on content files for readability, average sentence length, and more.

## I How to Run a Text Analysis

1. Open the content file.
2. Select **Tools > Text Analysis**.
3. Select any of the options to include in the analysis.
  - **Readability scores** This lets you know how easy or hard it is to read your documents. Scores are based on “The Flesch Reading Ease” and “Flesch-Kincaid Grade Level” tests. For Reading Ease, a higher score indicates that the text is easier to read and a lower score means it is harder to read. The Flesch-Kincaid Grade Level is based on grade levels in the United States educational system (e.g., a score of 6 means a 6th grade reading level).

For more information about these tests, see:

<https://readable.io/content/the-flesch-reading-ease-and-flesch-kincaid-grade-level/>

- **Average sentence length** This lets you know how many words are in the average sentence.

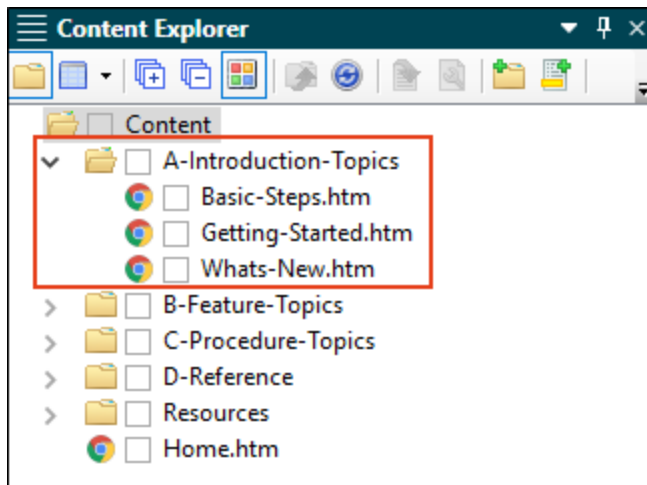
- **Punctuation density per sentence** This lets you know the average number of punctuation marks in each sentence.
- **Number of unique words** This provides you with a basic vocabulary count. It lets you know how many words are used in the document(s), but it does not count any word more than once.
- **Analyze text in** Select which document(s) you want to include in the analysis:
  - **current document** Flare analyzes the active file only.
  - **pick a file** A dialog opens that lets you choose any topic, snippet, template page, or micro content file.
  - **documents in the same folder** Flare analyzes all files located in the same folder as the current one.
  - **all open documents** Flare analyzes all files that are currently open in the project.
  - **pick a folder** A dialog opens that lets you choose any folder in your project. Flare will then analyze the files within that folder.
  - **whole project** Flare analyzes every file in the project.
- **Compare text in** This lets you perform a side-by-side comparison of the document(s) originally selected above with other documents. Choose the second document (or group of documents) to include in the comparison.

When the selected analysis option is part of the group being compared (e.g., whole project, documents in same folder), results are not included for those files. Results are included only for the other documents being compared.

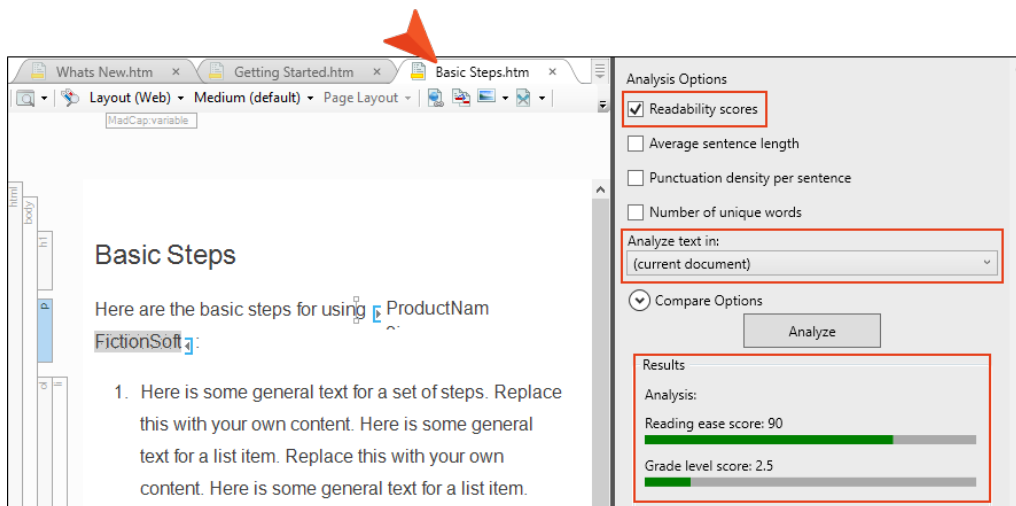
4. Click **Analyze**. Results are shown in the space below.

Colored bars are used to indicate whether an area has a good (green), average (yellow), or poor (red) score. Remember that reading ease and grade level results are the opposite of one another. That is why you would see a high reading ease score with green bar but a high grade level score with a red bar; that's because you want to see high scores with reading ease, but low scores are preferable for grade level.

☆ **EXAMPLE** You have a folder in your project containing three topics: Basic Steps, Getting Started, and What's New.

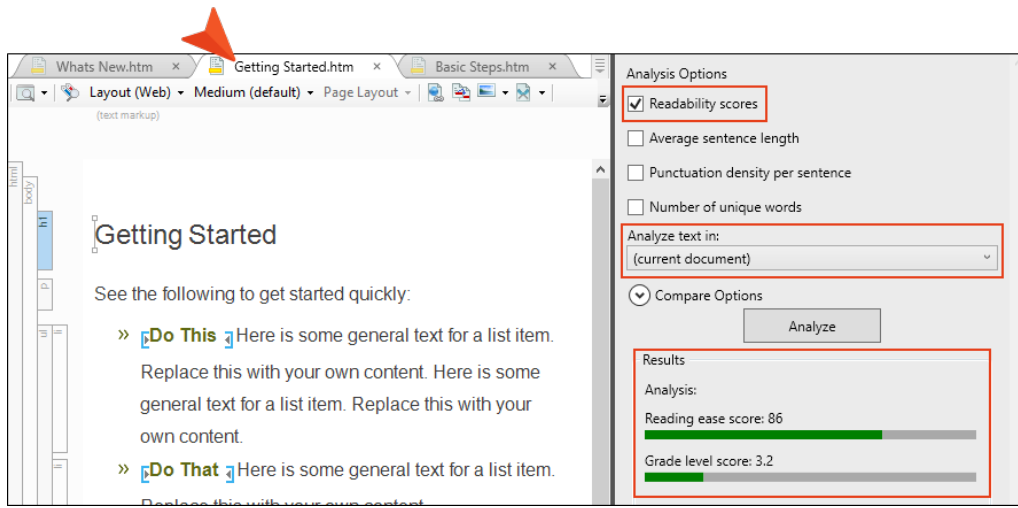


You want to analyze these topics for their readability scores. If you analyze the topics one at a time, you'll see that the Basic Steps topic has the following results



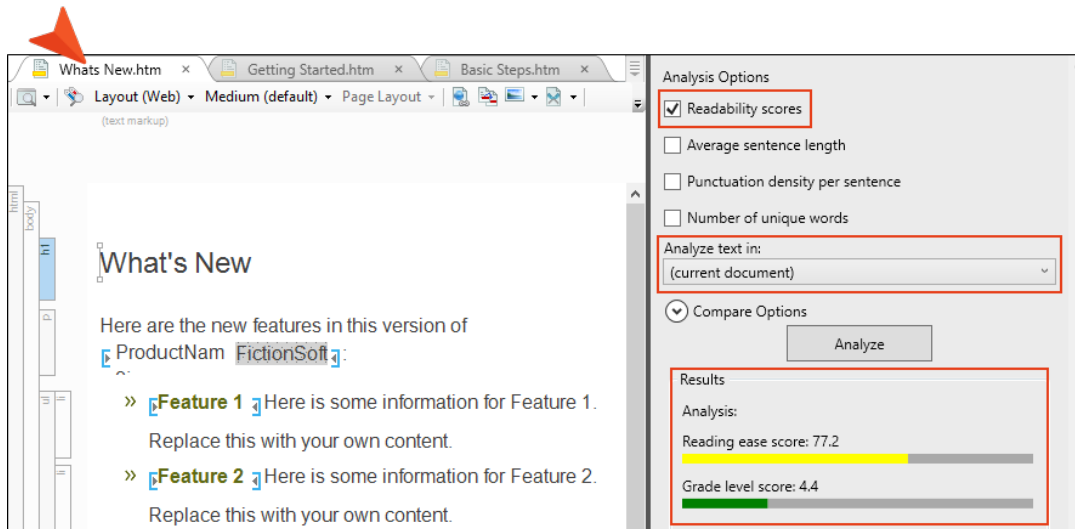


☆ The Getting Started topic has these results:



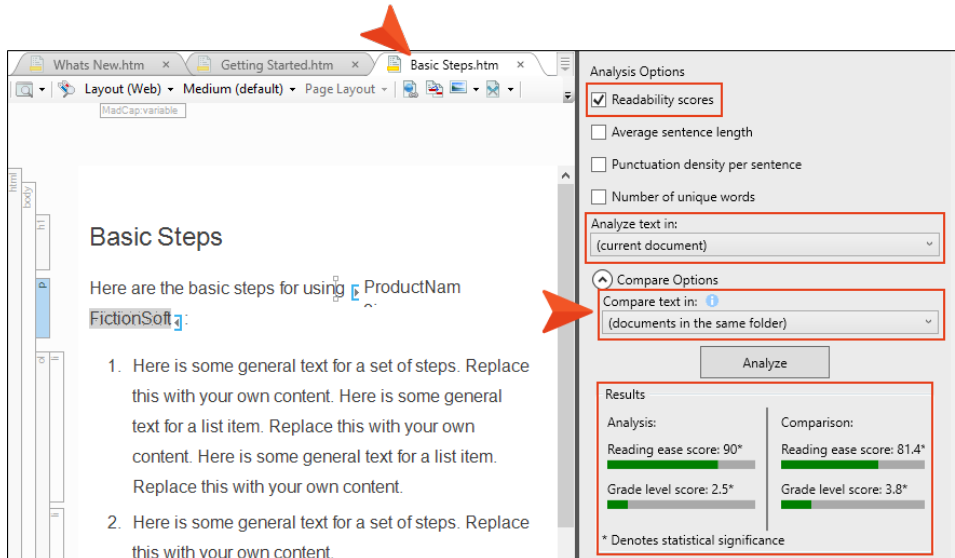
The screenshot shows a web editor interface with three tabs: 'Whats New.htm', 'Getting Started.htm', and 'Basic Steps.htm'. The 'Getting Started.htm' tab is active. The main content area displays the title 'Getting Started' and a list of items. The right-hand panel, titled 'Analysis Options', has 'Readability scores' checked. Below this, there are three unchecked options: 'Average sentence length', 'Punctuation density per sentence', and 'Number of unique words'. A dropdown menu for 'Analyze text in:' is set to '(current document)'. An 'Analyze' button is visible. The 'Results' section shows: 'Analysis: Reading ease score: 86' with a green progress bar, and 'Grade level score: 3.2' with a green progress bar. A red arrow points to the 'Getting Started.htm' tab.

And the results for the What's New topic look like this:

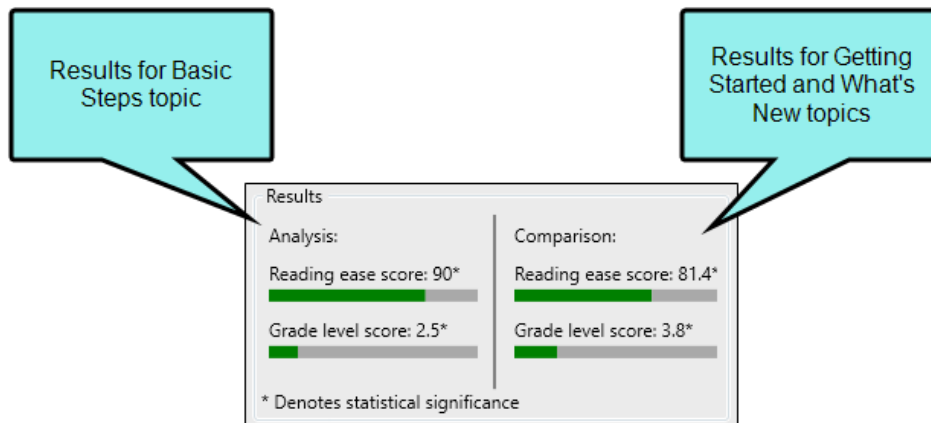


The screenshot shows the same web editor interface, but with the 'Whats New.htm' tab active. The main content area displays the title 'What's New' and a list of items. The right-hand panel, titled 'Analysis Options', has 'Readability scores' checked. Below this, there are three unchecked options: 'Average sentence length', 'Punctuation density per sentence', and 'Number of unique words'. A dropdown menu for 'Analyze text in:' is set to '(current document)'. An 'Analyze' button is visible. The 'Results' section shows: 'Analysis: Reading ease score: 77.2' with a yellow progress bar, and 'Grade level score: 4.4' with a green progress bar. A red arrow points to the 'Whats New.htm' tab.

☆ Then you decide you want to compare the results for the Basic Steps topic next to the other two. So in the **Compare text in** field, you select **(documents in the same folder)** and run the analysis. The results look like this:



The results on the left are for the Basic Steps topic. The comparison results on the right are a composite of the Getting Started and What's New topics.

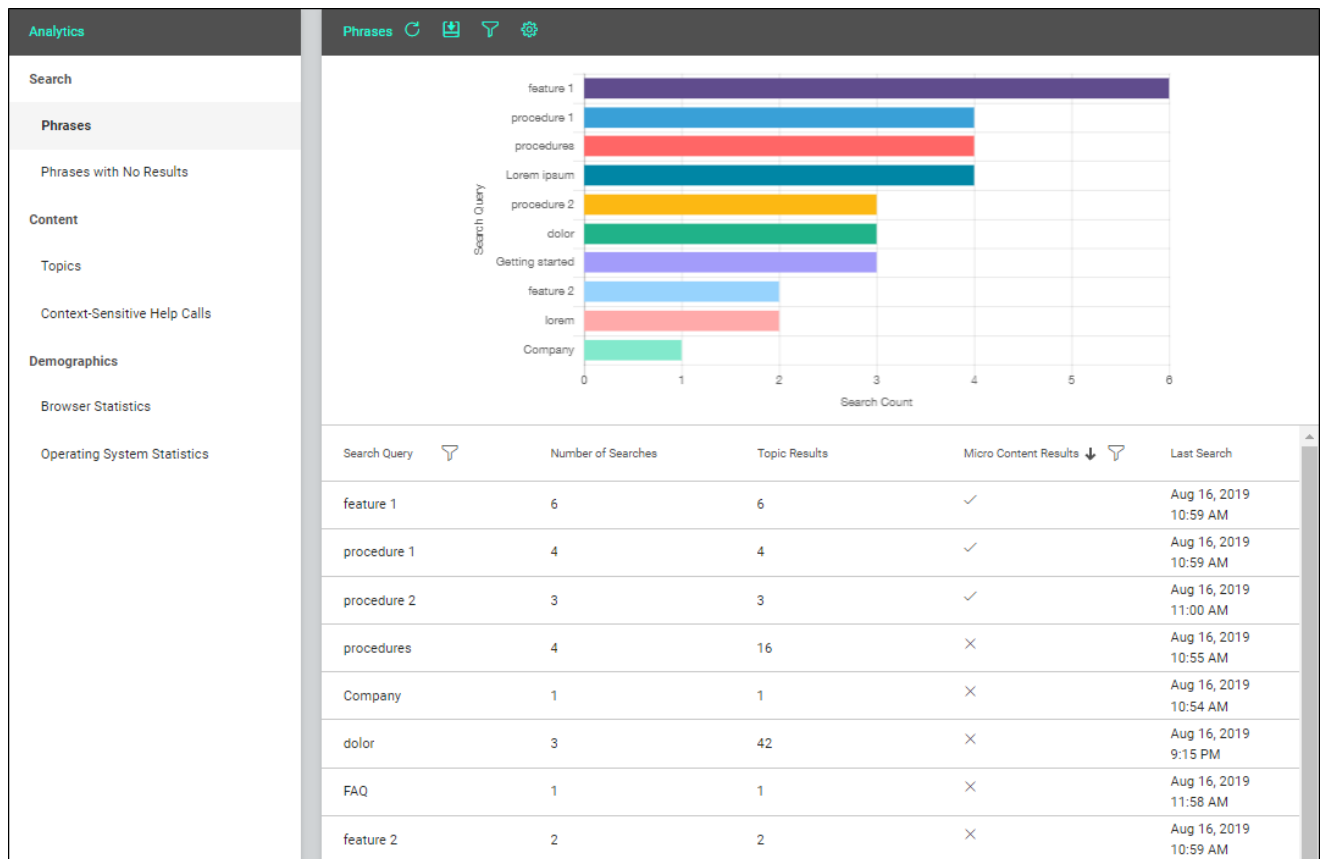


Although the Basic Steps topic is included in the same folder as the other two, it doesn't make sense to include that topic in the second set of results, because that is the topic you are comparing the others to.

## CHAPTER 5

# Central Analytics

If you have a MadCap Central license, you can view analytics on published Flare HTML5 output. This includes search phrases used, search phrases with no results, topics viewed, context-sensitive Help calls, and demographic statistics (browsers and operating systems).





**NOTE** If the project *is not bound to Central*, you can view the analytics information on any Central license where you are using the analytics key. However, if the project *is bound to Central*, you can view its analytics only on the Central license where the project is uploaded.

This chapter discusses the following:

Permission Required? .....	173
Types of Analytics Information .....	174
Host Output Anywhere .....	180
Creating and Editing Analytics Keys .....	181
Associating Analytics Keys With Targets .....	182
Managing Analytics Keys .....	183
Downloading Analytics .....	184

# I Permission Required?

To create and manage keys, you must have the following permission setting in Central:

**Manage Output Analytics Keys**

However, all users on the license can view analytics data, regardless of their permission settings.

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

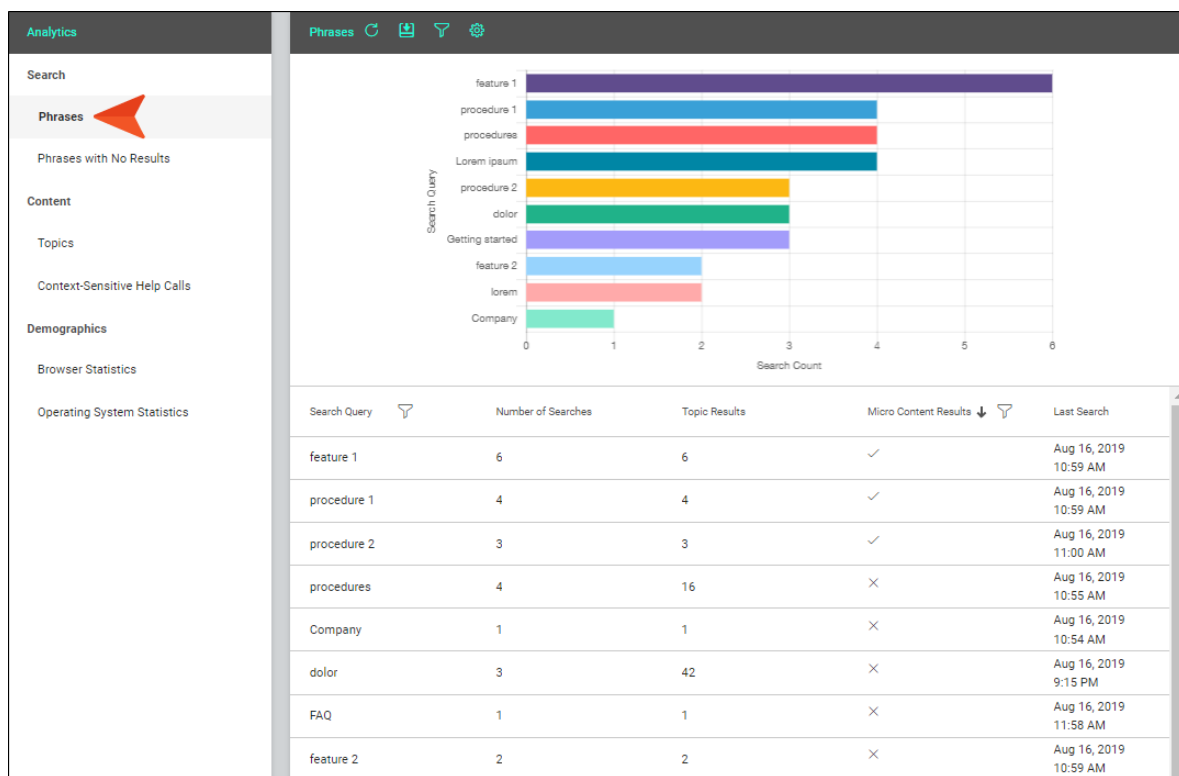
# I Types of Analytics Information

By using Central Analytics, you can obtain various types of information about your output.

## Search

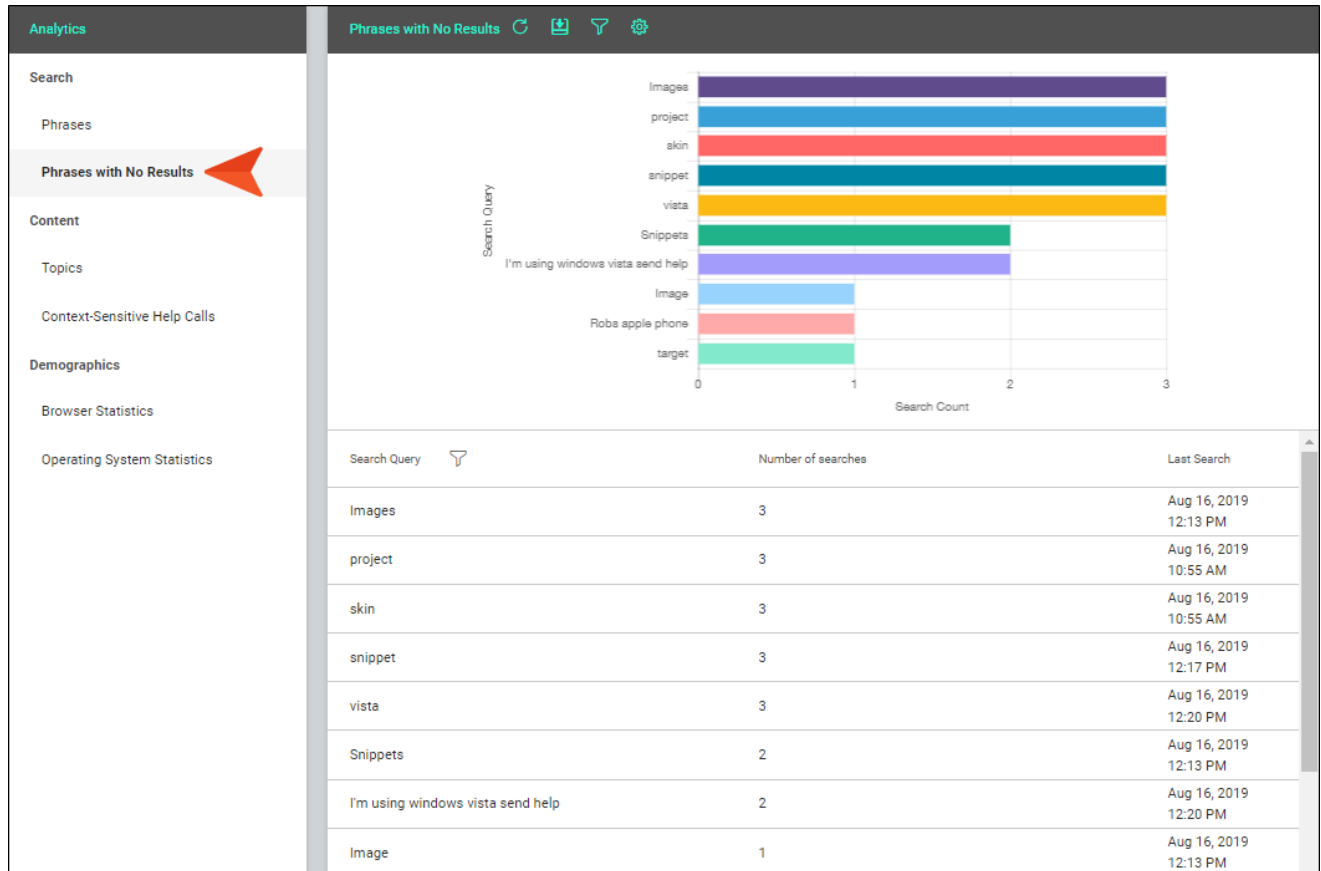
### Phrases

Shows all search queries made to the output, including whether a search term returned any micro content results. *This is useful because it indicates the kind of documentation most often sought by users, as well as whether you should create new micro content to match certain search terms.*



# Phrases With No Results

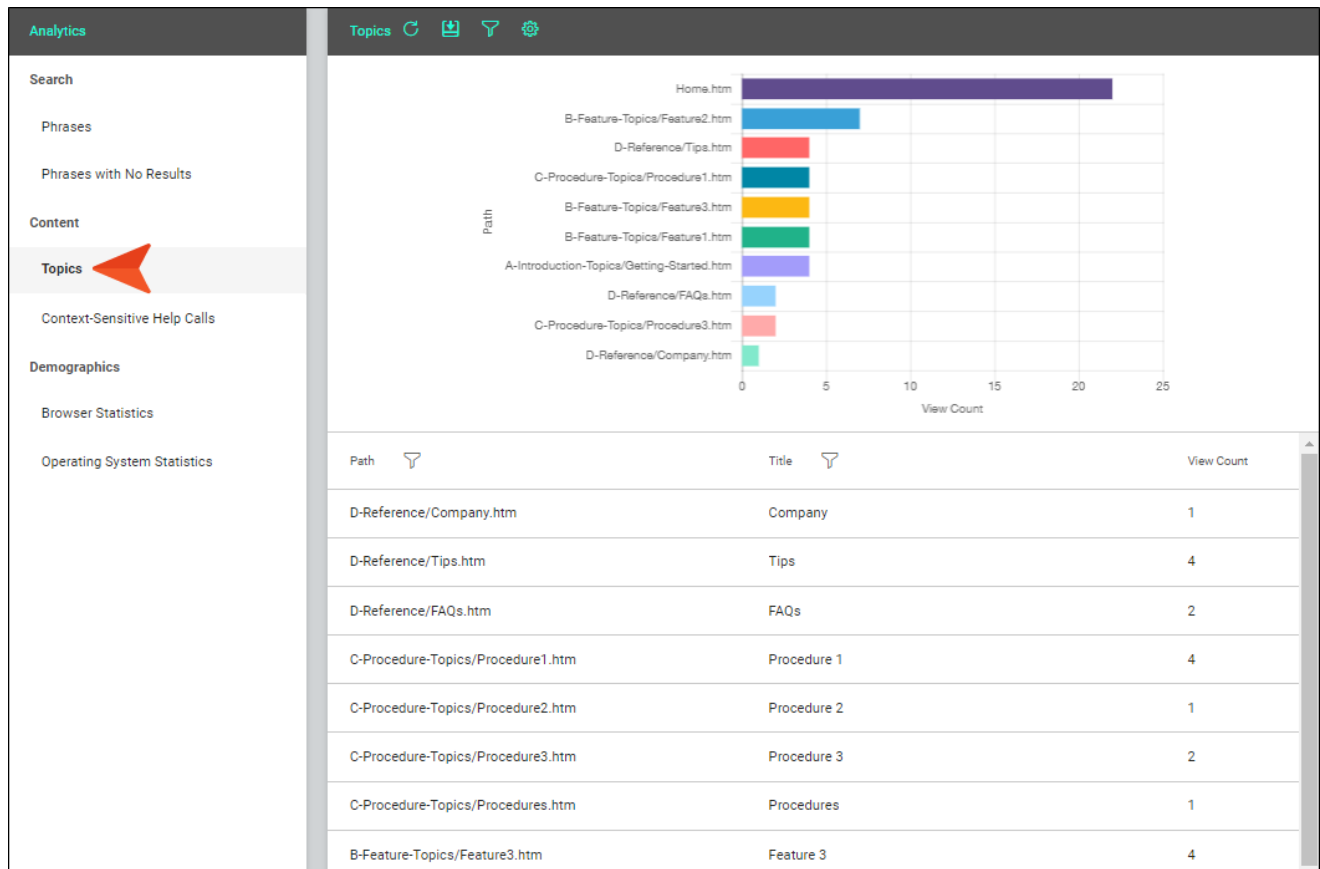
Shows all search phrases that didn't produce any results. *This is useful because it indicates if you need to produce new documentation to provide results for users, or perhaps create synonyms that will show results for existing documentation.*



# Content

## Topics

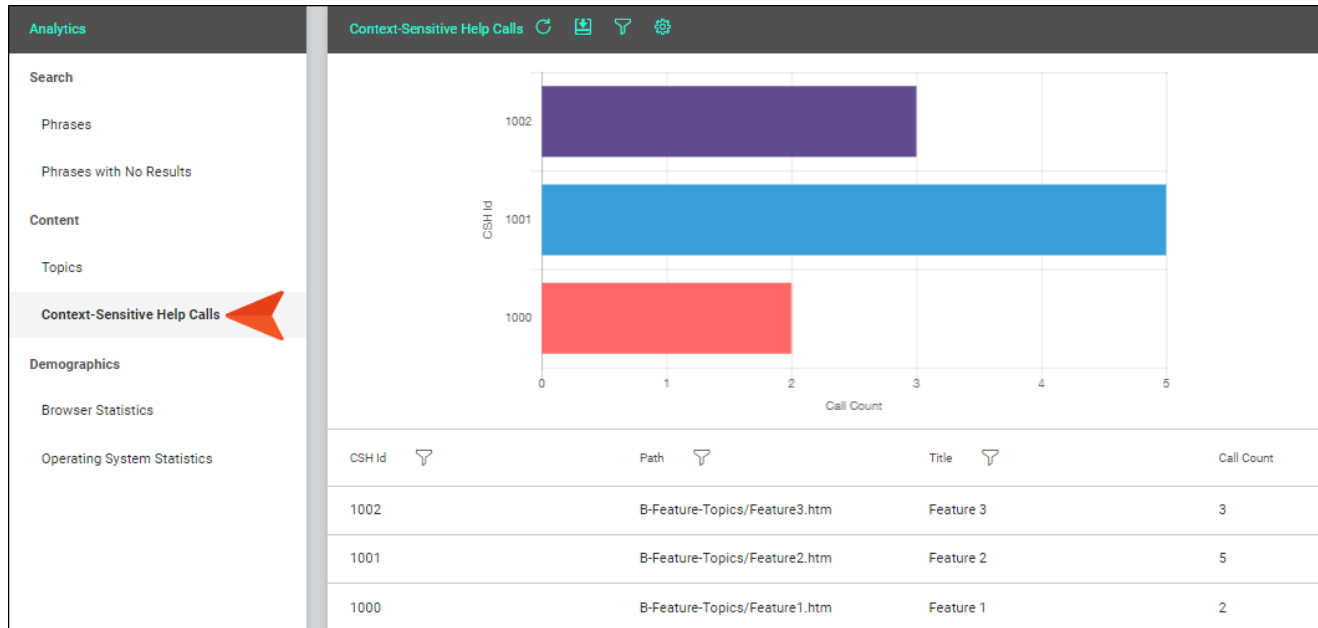
Shows all topics in the output that have been viewed at least once. *This is useful because it indicates the topics where you might want to focus much of your attention.*





# Context-Sensitive Help Calls

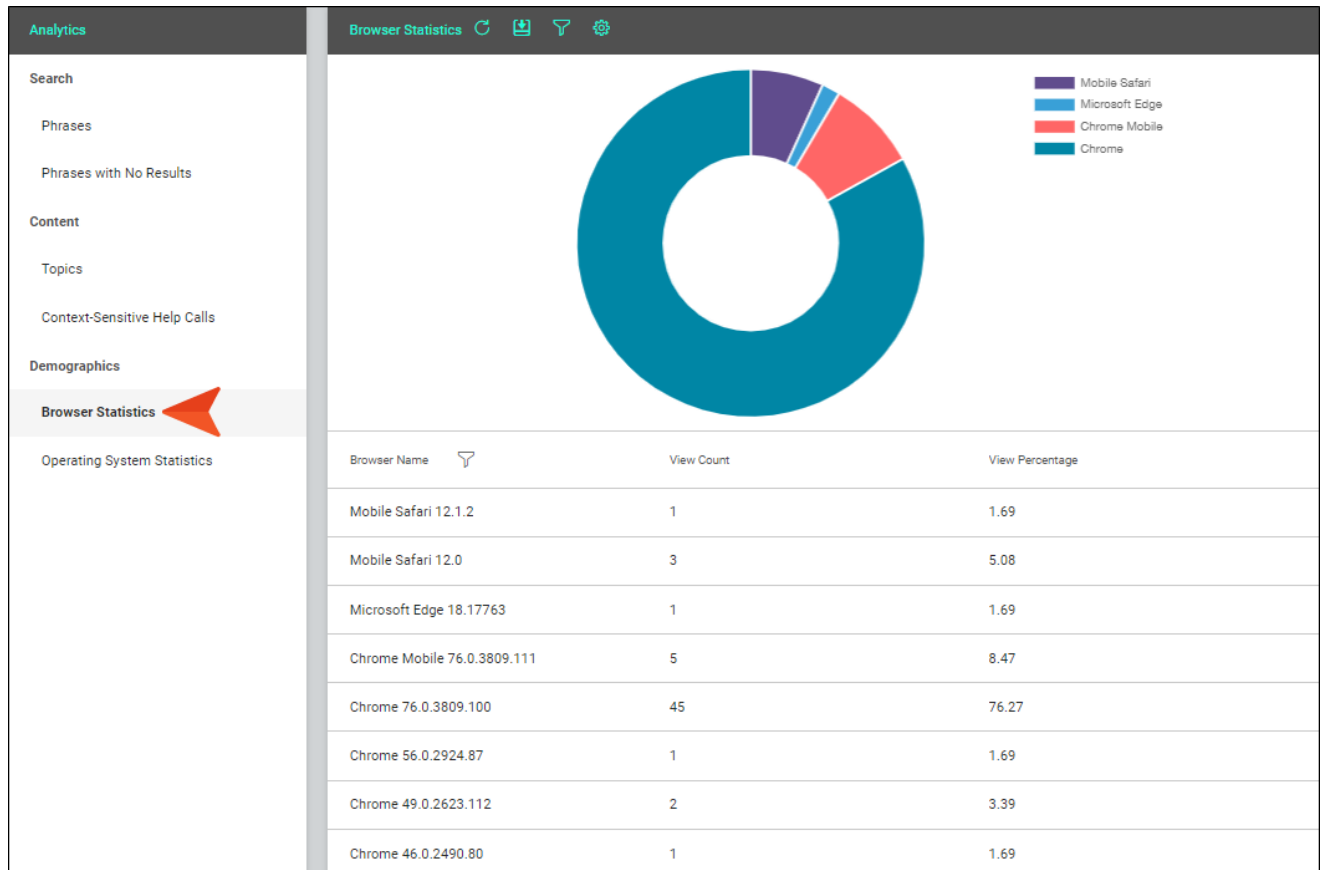
Shows context-sensitive Help identifiers that have been invoked at least once in the output. *This is useful because it indicates which areas of your product's interface are most active, and perhaps even unclear to users.*



# Demographics

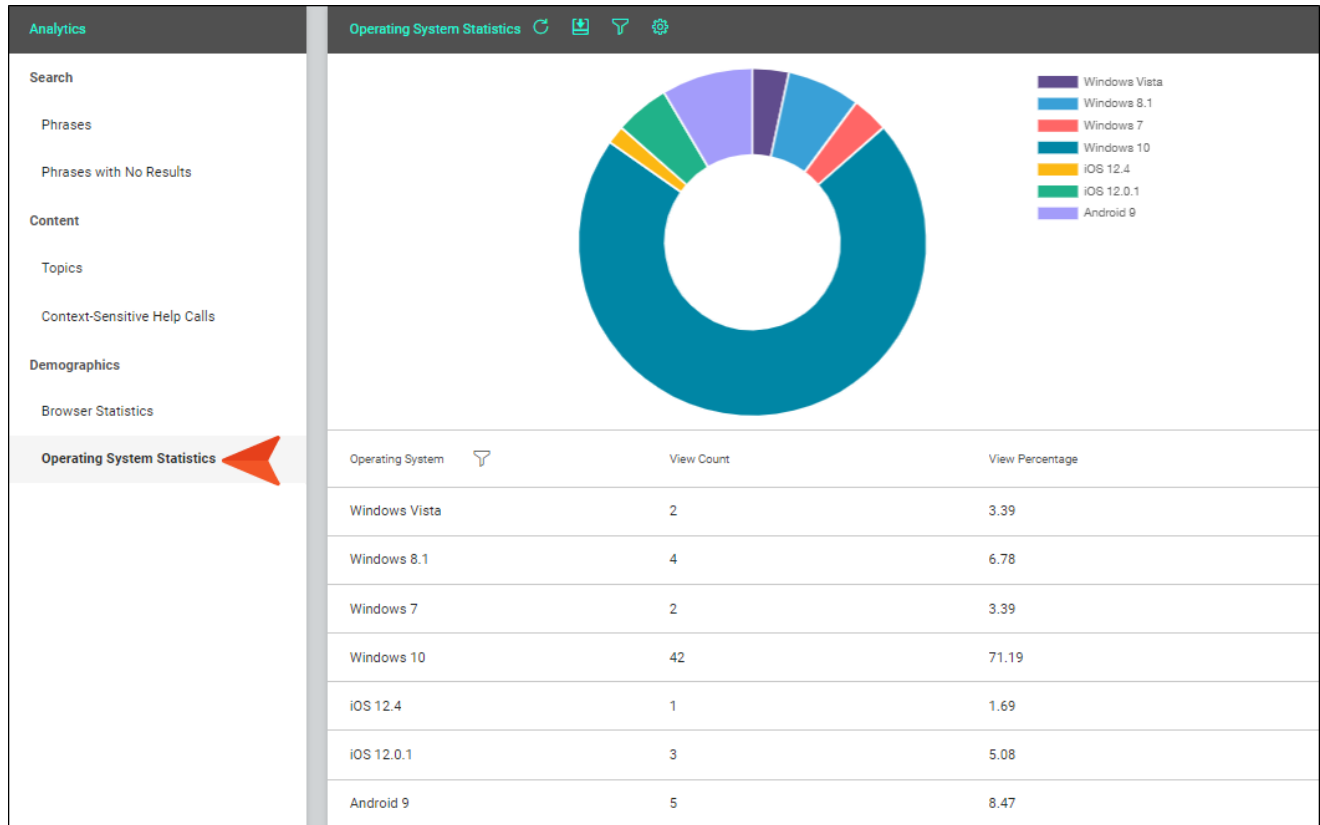
## Browser Statistics

Shows which browsers are being used to view your online output. The graph shows a broad view of the browsers, and the grid breaks down the information into specific browser versions. *This is useful because it indicates which browsers you should focus on supporting.*



# Operating System Statistics

Shows which operating systems are being used to view your online output. *This is useful because it indicates which operating systems you should focus on supporting. It might even be used to determine whether your company's software needs to continue supporting certain operating systems.*



**NOTE** The graph at the top is limited to the first 10 items. The grid below shows all items.

**NOTE** For more information about using the Analytics page—including downloading and filtering data—see the Central online Help.

# I Host Output Anywhere

Central analytics works on Flare projects uploaded to Central, or you can host output on your own servers. If you host the output outside of Central, you still need to use Central with a key to view the analytics data. Also, the server where the output is hosted must be able to communicate with Central (e.g., not be behind a firewall).


# I Creating and Editing Analytics Keys

Analytics keys are associated with Flare HTML5 targets. You can create and edit these keys either in Flare or on Central. To do this, you must have the permission on Central to “Manage Output Analytics Keys” (see the Central online Help).

## How to Create or Edit an Analytics Key in Flare

1. Open an HTML5 target.
2. Select the **Analytics** tab.
3. From the **Provider** field, select **Central**.
4. If you are not yet logged in to Central, click **Login**. Then complete the fields in the dialog and click **OK**.
5. From the **Central License** field, choose your license.
6. Next to the **Key** field, click **Create**.

If you already have a key that you want to edit, select it from the drop-down, then click **Edit**.

7. Enter a name for the key and an optional description, then click **OK**.
8. Click  to save your work.


## What's Next?

If your new analytics key is not already associated with a target, you need to open the target and select it.

# I Associating Analytics Keys With Targets

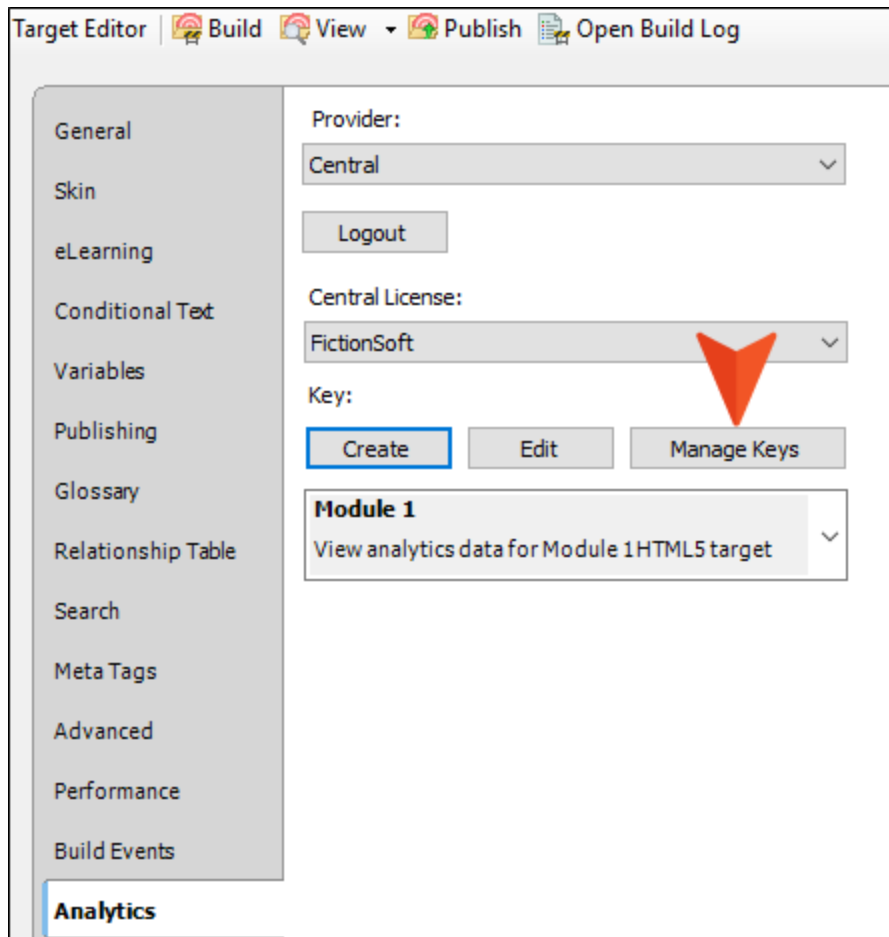
If you create a key in Flare, it will become associated with your HTML5 target as you do this. But if you create the key in Central, you need to then open the target and associate that key with it.

## How to Associate an Analytics Key With a Target

1. Open an HTML5 target.
2. Select the **Analytics** tab.
3. From the **Provider** field, select **Central**.
4. If you are not yet logged in to Central, click **Login**. Then complete the fields in the dialog and click **OK**.
5. From the **Central License** field, choose your license.
6. At the bottom of the **Key** area, click the drop-down and select the name of the key.
7. Click  to save your work.
8. Build output for the target and publish it to see the analytics results.


# Managing Analytics Keys

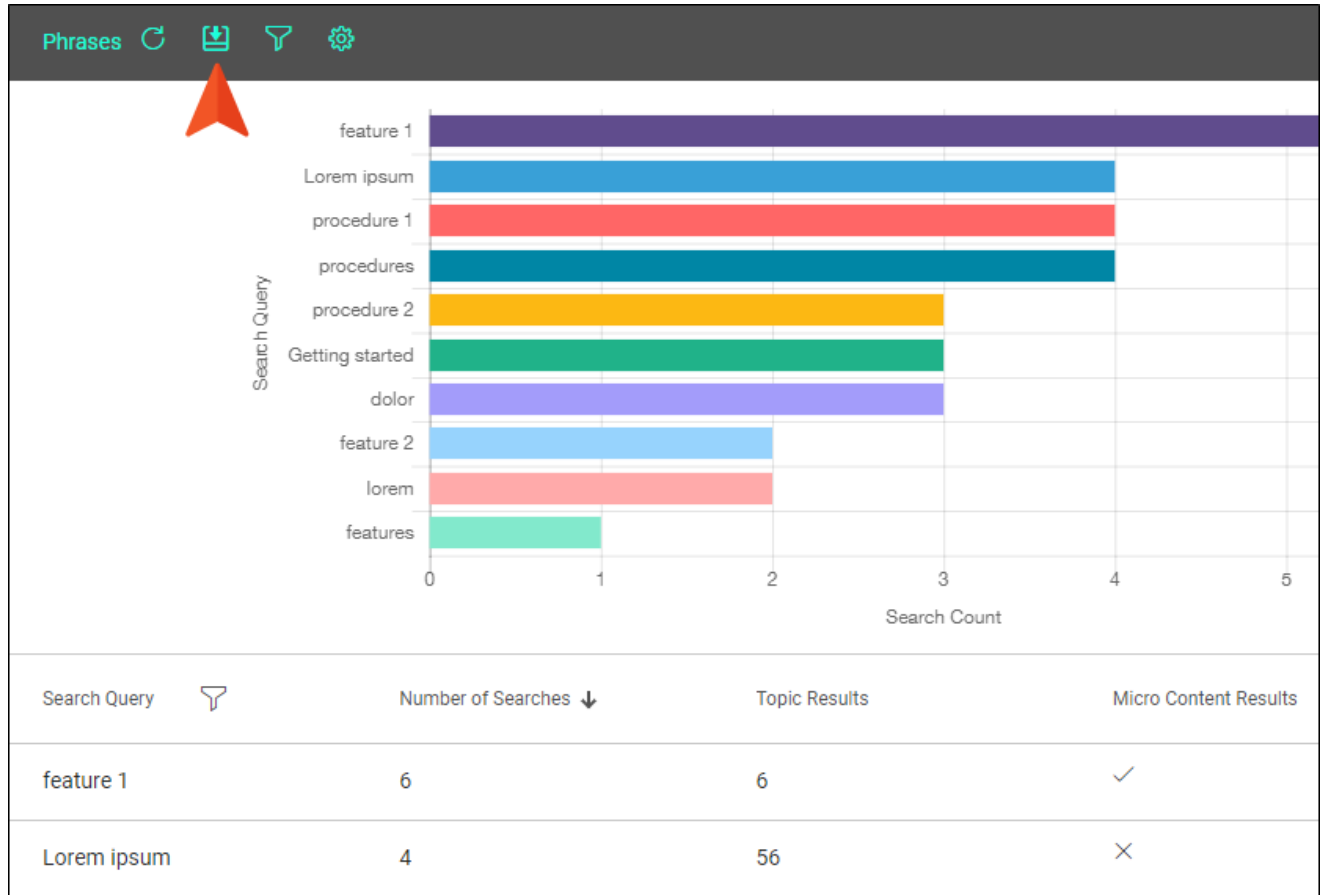
You can click **Manage Keys** in the Flare target.



This opens the Analytics page in Central. From here, you can create and edit keys, as well as delete any that you no longer need.

# Downloading Analytics

In the toolbar of the Analytics page, you can click  to download the data to a comma-separated value (CSV) file.





# Content Services Portal

The Content Services Portal is used to manage search indexes on your Elasticsearch output. You can review and manage search indexes by topic, micro content, user searches, and global searches.

This chapter discusses the following:

How to Access the Production Content Services Portal .....	186
How to Access the Local Content Services Portal .....	187
Managing Search Indexes .....	188
Importing Data From an Upgrade .....	194

# I How to Access the Production Content Services Portal

Installation and configuration of the Content Services Portal results in a URL for the portal. To access Content Services on the production server, you can enter the URL into a web browser. For example, the URL to use from another computer to access this portal is `http://[name of server]/[MyPortal]`.

# I How to Access the Local Content Services Portal

The following steps describe how to open the local version of Content Services. You might want to do this to test the portal locally.

1. Open a project.
2. Open an HTML5 target that has been built using Elasticsearch as the search engine.
3. Click the **Search** tab.
4. After all of the settings have been configured for Elasticsearch, click the **Launch Content Services** button.



# I Managing Search Indexes

The All Targets window displays all HTML5 targets using Elasticsearch. You can access search data by an individual target. Each of the columns on this window can be sorted in ascending or descending order by clicking on the column name.

The screenshot shows a table titled "All Targets" with the following columns: Project, Target, Language, and Date Created. The "Target" column is sorted in ascending order. Callouts explain that clicking a target icon allows access to specific search data, and clicking the trash icon deletes the search data for that target.

Project	Target ↑	Language	Date Created
My-New-Project27	First-Target	en-us	12/11/2019 12:01:59 PM
My-New-Project27	Fourth-Target	en-us	12/11/2019 12:02:46 PM
English	5	en-us	12/11/2019 11:52:32 AM
English	5	en-us	12/11/2019 11:54:17 AM
English	5	en-us	12/11/2019 11:54:51 AM
English	HTML5	en-us	12/11/2019 11:56:10 AM
French	HTML5	fr-fr	12/11/2019 11:57:13 AM
German	HTML5	de-de	12/11/2019 11:57:14 AM

When you click an individual target, the Summary window is displayed for it. This window shows the total number of searches done, number of files that can be searched, and users that have searched on the individual target. The bottom half of this window displays the settings you configured for your Elasticsearch output.

My-New-Project27 / My-Flare-Target / Summary  

# Summary

1680

84

21

21

**Info**

Target GUID: 1eaa3f9f-0680-456d-8aa6-e219152e190c\_en-us

Target Path: Flare-Top-Nav-Server-2019.fltar

Language: en-us

Date Created: 12/11/2019 12:02:46 PM

Date Modified: 12/11/2019 12:13:27 PM

**Settings**

**Search Results**

Fragment per result: 1

Fragment character limit: 300

Include stop-words in search: Disabled

Partial word search: Disabled

**Advanced**

Include importance: Enabled

**Auto-complete Results**

Number of results: 6

Include project content: True

Include search history: True

Global threshold: 10

This path displays the name of your project, followed by the specific target, then the page name (Summary) you are currently viewing.

The icon on the left lets you delete the search indexes for this target. The icon on the right gives a warning that the search data for this target will be deleted from the portal.

You can click on the individual box graphics for Topics, Micro Content, User Searches, and Global Searches to drill down into and obtain more granular information for the specific index.

This bottom section displays all of the search settings for this specific target that you configured in the Target Editor.

Please note that if you do not enable the Auto-complete Results setting in the Target Editor, this section will not display for this target on the Summary page in the portal.

Auto-complete Results

Number of results: 6

Include project content: True

Include search history: True

Global threshold: 10

If you click the red Topics button in the top left corner, the Topics window displays the total number of files searched on this target. You can enter a string in the search field to filter the list of files displayed.

The screenshot shows the 'Topics' window interface. At the top left, there is a breadcrumb path: 'Shared / Flare\Online... / 2019 / Summary / Topics'. A search bar is located at the top right. Below the breadcrumb, there are four colored boxes representing different search categories: 'Topics' (red, 1680), 'Micro Content' (purple, 84), 'User Searches' (blue, 21), and 'Global Searches' (green, 21). Below these boxes is a detailed view of a topic. The 'Date Created' field is highlighted with a red box. The 'Content' section contains a paragraph of text.

Callouts:

- This icon will delete all search data for the topics associated with this target. The information icon to the right of this icon is there as a warning.
- This will delete all Topics data on this page.
- This box lists the number of topics for your targets. In this case, there are 1680 topics in this target.
- Use this search bar to find specific topics and narrow down the list that is displayed below. After you enter the search string, click the **ENTER** button or click the magnifying glass button to search. You can also use this search bar on the User Searches and Global Searches windows.
- Whenever the searched topic is modified and republished, the Date Created field is updated to reflect that the topic has been re-indexed for this target.
- Each of the topics displayed below includes the topic title, the path where the topic file resides in your project, the date the topic was created in the index, and an abstract of the content in your searched topic.

Topic Details:

**Title:** HTML Help TOC Options Dialog  
**Path:** Flare/Interface/UI-Elements/HtmlHelp-TOC-Options-D  
**Date Created:** 2/15/2019 8:35:00 PM  
**Description:** Welcome to MadCap Flare—the first native XML channel publishing for the web, desktop, print, and mobile devices.  
**Content:**  
This dialog is used to do the following. Determine Look of Table of Contents (TOC) in HTML Help Output You can specify the look and feel of your table of contents (TOC). This includes adding plus/minus squares next to entries, changing the book/folder icons, adding border around the TOC, and more. See Specifying How the TOC Looks in HTML Help Output . Create Binary TOC You can create a binary table of contents (TOC) for your project. Binary TOCs are intended for very large compiled Microsoft HTML Help projects, reducing the amount of time it takes to load a TOC. See Creating a Binary TOC .

When you click the purple box in the portal, the Micro Content window displays all of the phrases and the corresponding content that responds to each phrase. Each box in this window contains the phrase, the date the micro content was created, and its corresponding response.

The screenshot shows a web interface for 'Micro Content'. At the top, there is a navigation bar with 'Shared / Flare-Top-Nav-S' and 'Content' with a trash icon and an information icon. A search bar is on the right. Below the navigation are four colored boxes: 'Topics' (1680), 'Micro Content' (84), 'User Searches' (21), and 'Global Searches' (21). The 'Micro Content' box is highlighted in purple. Below these boxes is a detailed view of a micro content entry. It includes a 'Phrase(s)' field with the value 'css variables, style variables', a 'Date Created' field with the value '2/13/2019 3:51:23 PM', and a 'Content' field with a detailed explanation of CSS variables. Callouts provide additional context: one points to the '84' in the 'Micro Content' box, another to the information icon, a third to the 'Phrase(s)' field, and a fourth to the 'Content' field.

Shared / Flare-Top-Nav-S Content

This box lists the number of micro content phrases in your target. In this case, there are 84 instances of micro content in this target.

This icon will delete all search data for the micro content associated with this target. The information icon to the right of this icon warns if you click the button to delete the micro content data for the target.

Category	Count
Topics	1680
Micro Content	84
User Searches	21
Global Searches	21

Phrase(s): css variables, style variables

Date Created: 2/13/2019 3:51:23 PM

Content:

CSS Variables A variable in a stylesheet that lets you place the value for a style in one place and reuse it throughout a stylesheet. As with other kinds of single-sourcing, this can help with speed, ease of use, and consistency. Whenever you want to change the value, you only need to do so in one place and the new value is propagated everywhere that the variable is referenced. More Details... Basic Steps Creating CSS Variables Inserting CSS Variables Editing CSS Variables Resolving CSS Variables for Internet Explorer

These phrases represent the searched criteria that trigger the micro content.

This content is the micro content response to the search phrases.

Clicking the blue button displays the number of user searches for the specific target. This window displays the search criteria from each individual search, the date of the search, along with the IP address of the user who conducted the search. Each of the columns can be sorted in ascending or descending order by clicking on the column name. You have the option to delete individual search criteria, or delete all of the individual user searches for your target.

The screenshot shows a 'User Searches' window with a search bar at the top right. Below the search bar are four colored boxes representing different search categories: Topics (1680), Micro Content (84), User Searches (21), and Global Search (2). Below these boxes is a table with columns for Search Input, Date, and IP Address. The table contains six rows of search data. Callouts provide instructions on how to delete individual search criteria or all searches for a target, and explain the sorting of the Date column.

Search Input	Date ↓	IP Address
micro content	2/13/2019 9:03:57 AM	192.168.19.1
jdk	2/13/2019 9:01:44 AM	192.168.19.1
content services portal	2/12/2019 3:34:48 PM	192.168.19.1
zendesk	2/12/2019 10:35:55 AM	192.168.19.1
first name	2/7/2019 1:16:19 PM	192.168.19.1
click next	2/7/2019 1:15:27 PM	192.168.19.1



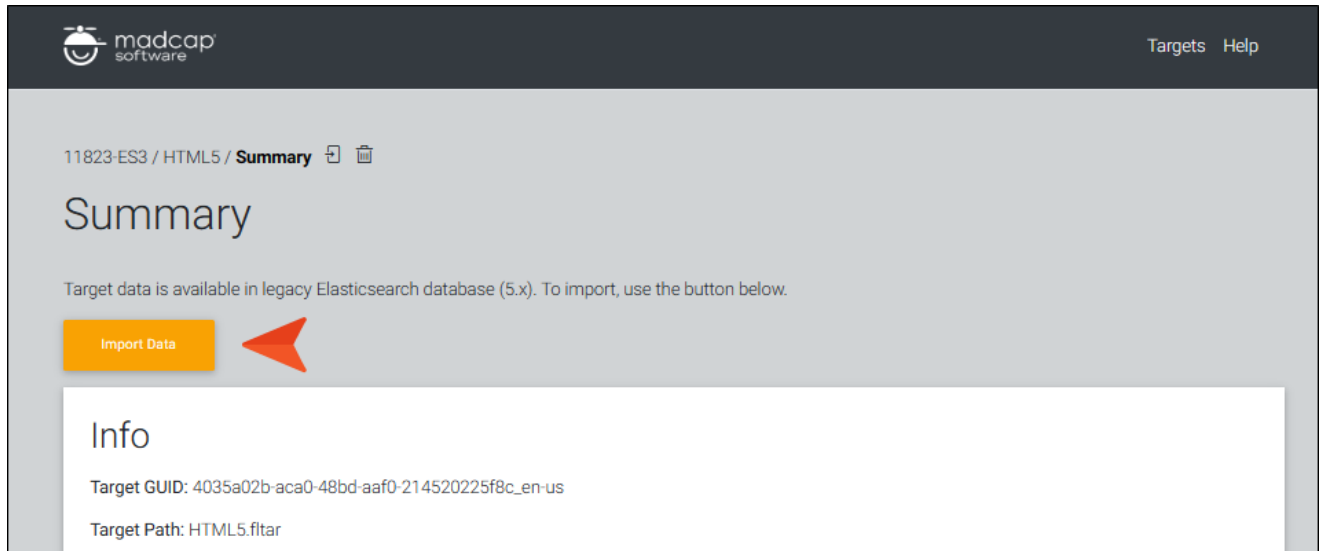
The Global Searches window is displayed when you click the green button labeled Global Searches anywhere in the portal. The Global Searches window shows each search criteria, the last time that criteria was searched, along with the number of times that particular search string has been searched for your Elasticsearch output. The number displayed in the Search Count field increments higher when a specific string is searched by different IP addresses. So if the same IP address has searched a certain search string multiple times, the search count number does not increment higher for that particular IP address. Each of these columns can be sorted in ascending or descending order by clicking on the column name.


The screenshot shows the 'Global Searches' dashboard. At the top, there are four colored boxes representing different search categories: Topics (1680), Micro Content (84), User Searches (21), and Global Searches (21). A callout box points to the 'Global Searches' box, stating: 'As this box indicates there are 21 Global Searches on this target so far.' Below these boxes is a table with columns for 'Search Input', 'Last Searched', and 'Count'. A callout box points to the 'Last Searched' column header, which has a downward arrow, stating: 'The Last Searched field indicates the last time the specific Search Input was searched on your target. The down arrow indicates this field is sorted in descending order, with the most recent search in the top row followed by older searches.' The table contains four rows of search data.

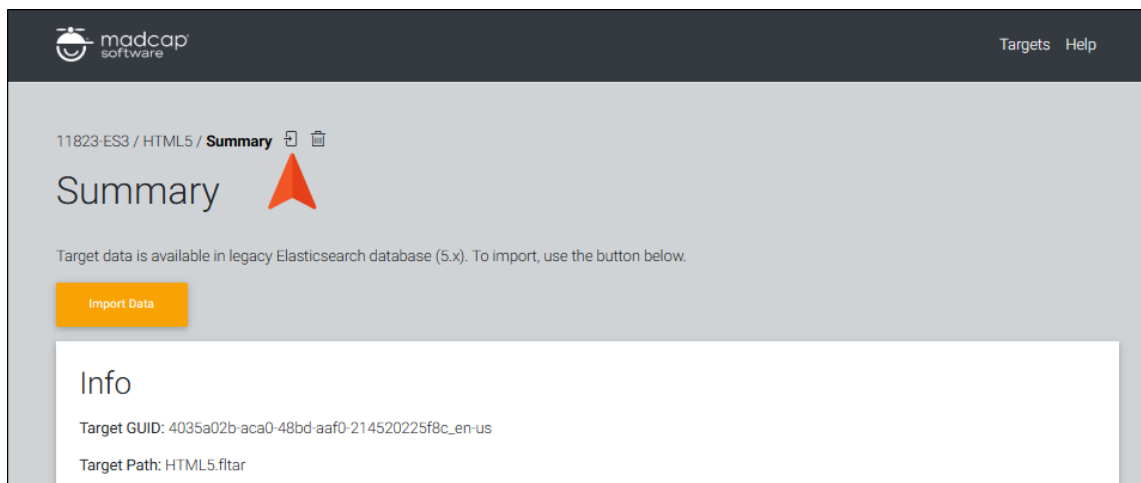
Search Input	Last Searched ↓	Count
micro content	2/13/2019 9:03:57 AM	1
jdk	2/13/2019 9:03:50 AM	1
content services portal	2/12/2019 3:34:48 PM	1
zendesk	2/12/2019 10:35:55 AM	1

# Importing Data From an Upgrade

If you are upgrading Elasticsearch from 5.6 to 7.10.2, you will see a large Import Data button in the portal after you open a target.



 **NOTE** If you have do not yet have data for Elasticsearch 7.10.2, you should see the large Import Data button. This button will go away after your first import. There is also a smaller import button at the top of the portal.



## APPENDIX

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# PDFs

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

## I Tutorials

*Autonumbers Tutorial*

*Back-to-Top Button Tutorial*

*Context-Sensitive Help Tutorial*

*Custom Toolbar Tutorial*

*eLearning Tutorial—Basic*

*eLearning Tutorial—Advanced*

*Getting Started Tutorial*

*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*