

**MADCAP FLARE 2024 r2**

# Indexing

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## CHAPTER 1

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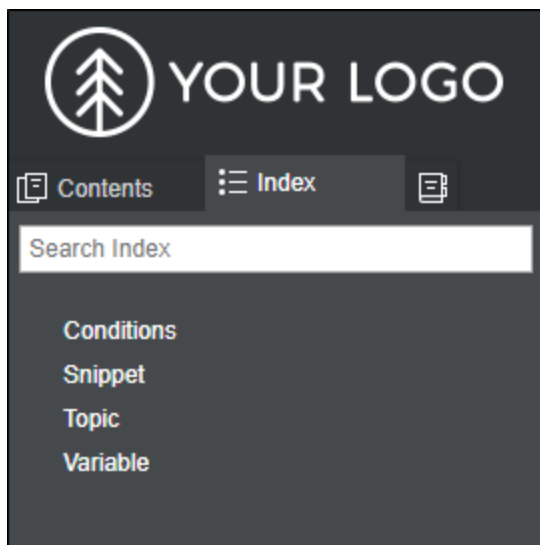
# Introduction

Supported In:



You can include an index in your output through the use of index keywords. An Index proxy is also necessary for print-based outputs. Unlike some features in Flare, there is no independent index file in your project that becomes the index in your output. Instead, the index is automatically generated when you build output, based on index keywords that you insert into content files in your project.

### EXAMPLE—ONLINE OUTPUT



## EXAMPLE—PRINT OUTPUT

<b>Index</b>
<b>C</b>
<b>Conditions 3</b>
<b>S</b>
<b>Snippet 11</b>
<b>T</b>
<b>Topic 6, 8</b>

### Methods

- **Method 1** "Adding Index Keywords" on page 9 and "Assigning Topics to Index Keywords" on page 12
- **Method 2** "Inserting Index Keywords" on page 15
- **Method 3** "Creating Auto-Indexes" on page 20

### General Information

- "Benefits of the Flare Method of Indexing" on page 25
- "Online vs. Print Index" on page 26
- "When to Add Index Keywords" on page 27
- "Keywords and Subkeywords" on page 28
- "Index Features Per Output Type" on page 30

### Main Activities

- "Creating Index Links" on page 33
- "Enabling Indexes in Skins" on page 49 (HTML5 Tripane and Standard Skins)

- "Creating an Index Manually for Print" on page 51
- "Editing the Look of a Print Index" on page 54

## Other Activities

- "Auto-Generating Indexes for Print" on page 64
- "Creating a Binary Index" on page 78
- "Creating Multiline Indentation" on page 79
- "Deleting Index Keywords" on page 81
- "Editing Index Keywords" on page 82
- "Editing Index Links" on page 84
- "Excluding Index Entries From Search" on page 88
- "Including Bookmarks in Index Entries" on page 89
- "Including or Excluding Index Headings" on page 95



**NOTE** For online outputs, creating an index is typically done via a skin. By default, the MadCap style that controls index proxies is set to support only print-based outputs. However, you can change this. To do so, open your stylesheet, select the **MadCapIndexProxy** style, and set the **mc-output-support** property to **all** (all-print is the default setting). By doing this, you can use the index proxy method to generate an index in some online outputs as well.

# Methods for Creating Indexes

Following are the different methods available for creating indexes:

- **Method 1** "Adding Index Keywords" on the next page and "Assigning Topics to Index Keywords" on page 12
- **Method 2** "Inserting Index Keywords" on page 15
- **Method 3** "Creating Auto-Indexes" on page 20




# I Adding Index Keywords

The following steps show how to add keywords to your index library so that you can use them later. But doing this does not automatically insert the new keywords into content files. For steps on doing that, see "Inserting Index Keywords" on page 15.

## How to Add an Index Keyword or Subkeyword

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

- **Ribbon Select View > Index Window.**
- **Keyboard Shortcut** Press F9.


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

2. Do one of the following, depending on whether you are adding a first-level keyword or a second-level index keyword:

- **First-Level Keyword** Right-click the explorer area at the bottom of the window pane, and select **Add Top-Level Keyword** from the context menu.

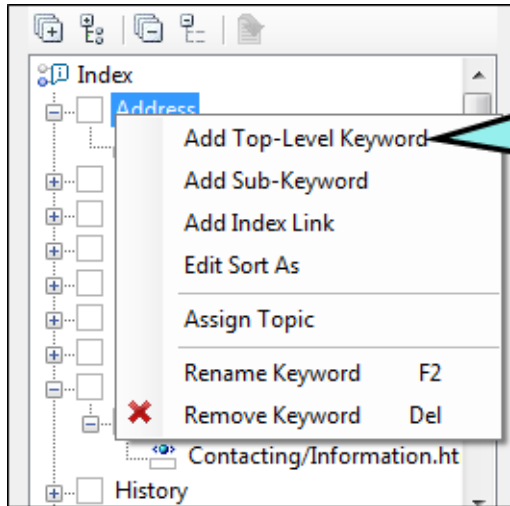
OR

- **Second-Level Subkeyword** In the explorer area at the bottom of the window pane, right-click an existing top-level keyword. From the context menu select **Add Sub-Keyword**.

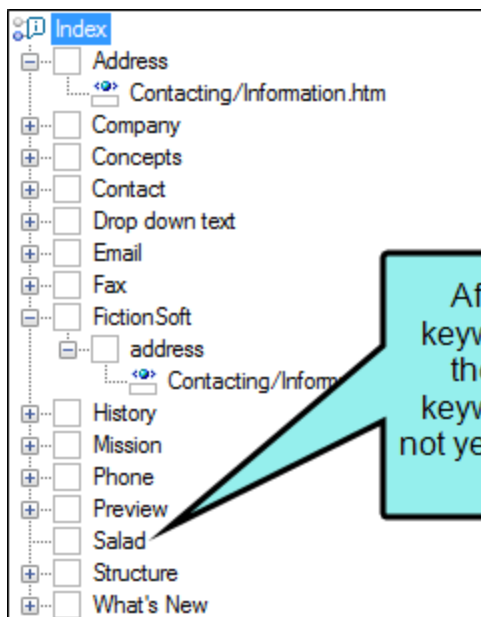
 **NOTE** If you want to add a keyword that begins with a colon, you need to type a backwards slash \ first, followed by the colon and then the term (e.g., \:My keyword). If you want to add a subkeyword that starts with a colon, you can do the same, although you still need to include the original colon that indicates it is a subkeyword (e.g., My keyword:\:mysubkeyword).

3. Type the index keyword as you want it to appear in the index.
4. Press **ENTER**.

☆ **EXAMPLE** You want to add the index keyword "Salad" to some topics in your project. One way to accomplish this is to open those topics and insert the index keyword into them. Another way is to open the Index window pane, right-click anywhere in the explorer area at the bottom of the window pane, and select **Add Top-Level Keyword**.

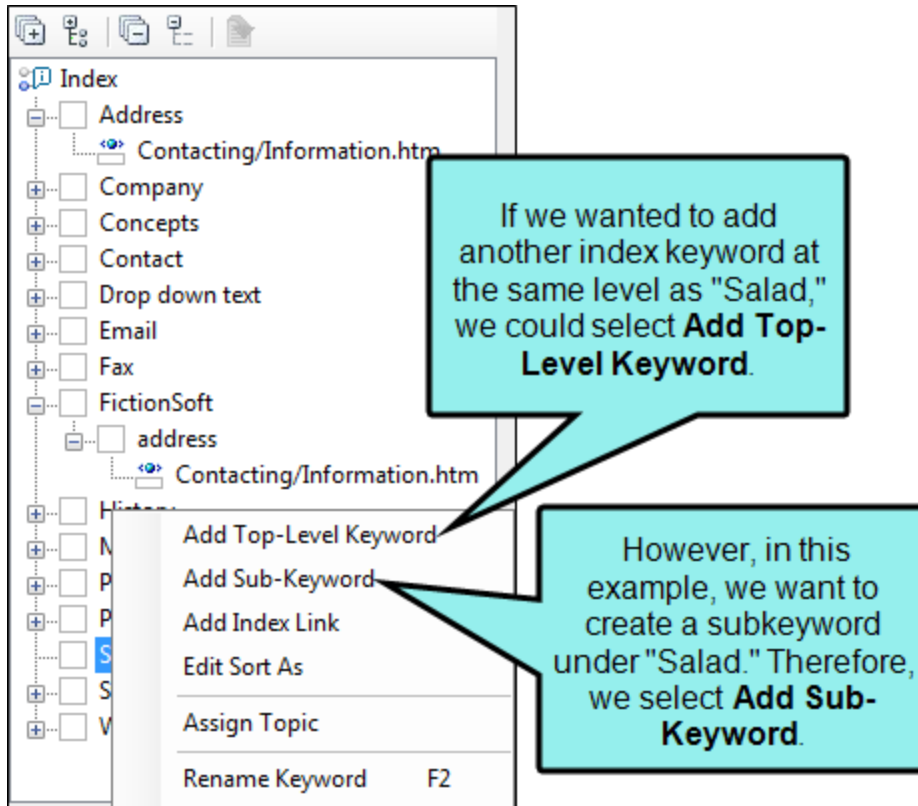


This option in the context menu lets you create a new index keyword.



After typing the new keyword, it appears with the rest of the index keywords. However, it is not yet associated with any topics.

- ☆ Now let's say that you want to create a subkeyword called "Cobb" under the top-level keyword "Salad." First, you right-click on **Salad** and select **Add Sub-Keyword**.




- 📄 **NOTE** If you use "Sort As" links in your index, they will apply to both first- and second-level index keywords. See "Creating Index Links" on page 33.

# I Assigning Topics to Index Keywords

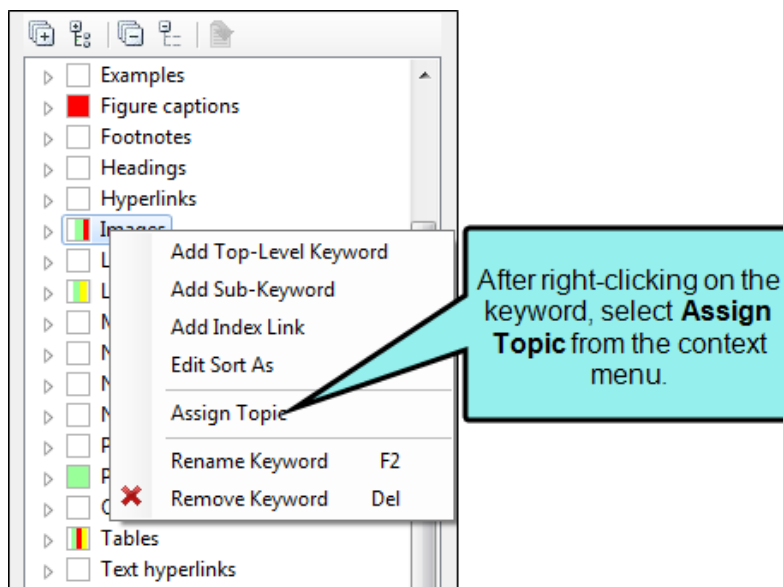
After you add index keywords or subkeywords in the Index window pane, you can assign topics to them.

## How to Assign Topics to Keywords Using the Index Window Pane


1. Select **View > Index Window** or press F9.

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

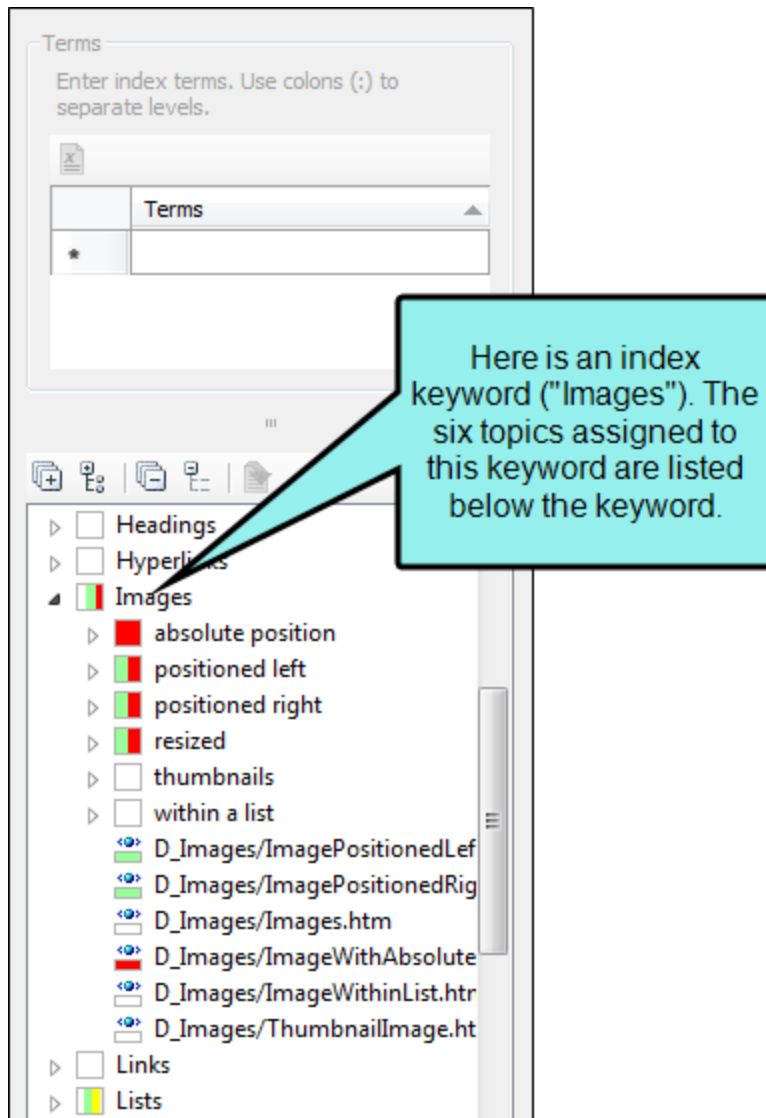
2. Right-click on the keyword or subkeyword and from the context menu select **Assign Topic**.




3. In the dialog that opens, find and select the topic(s).

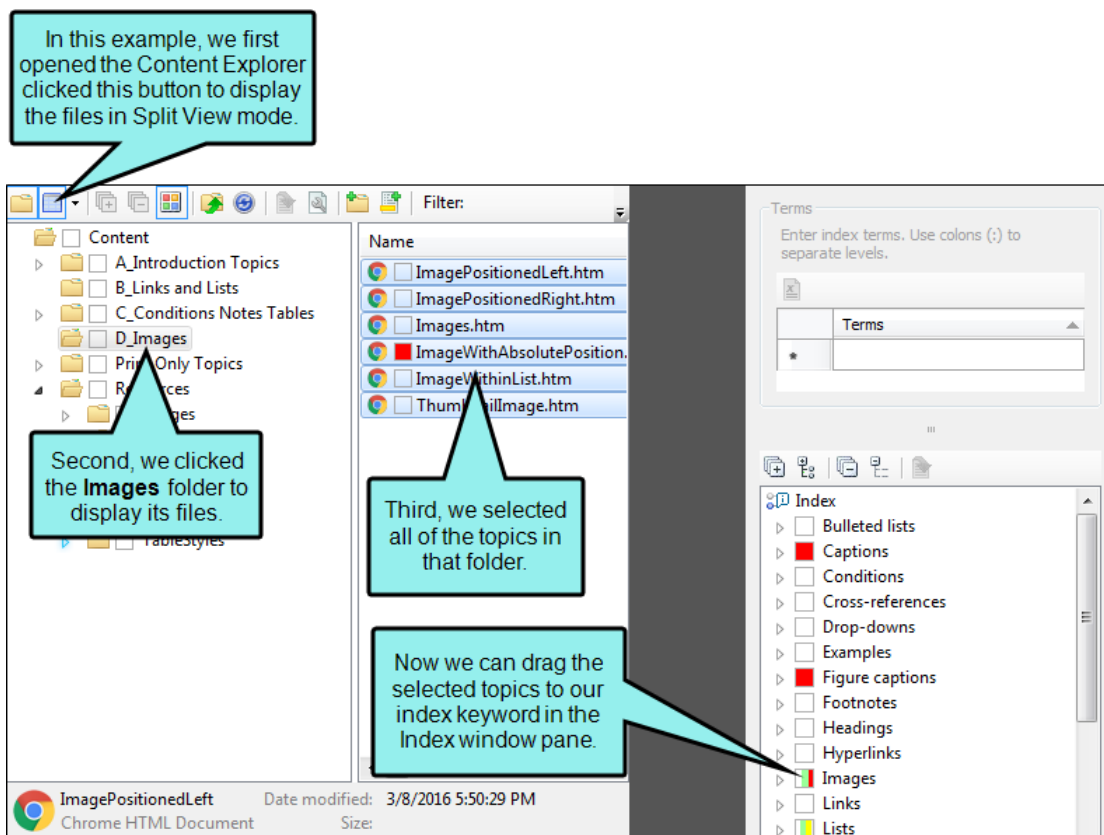
If you want to select multiple topics, first click  in the local toolbar. Then double-click the folder holding the files. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

4. In the dialog, click **Open**. Paths to the selected topics are displayed in the Index window pane after the keyword. And an index marker is added at the beginning of each topic.



# How to Assign Topics to Keywords Using the Content Explorer

1. Open the Content Explorer.
2. Select **View > Index Window** or press **F9** on your keyboard.
3. In the local toolbar of the Content Explorer, click the **Show Files** button . The window pane splits into left and right halves.
4. In the left half of the Content Explorer, click the folder holding the topics that you want to assign to an index keyword.
5. In the right half of the Content Explorer, select the topics. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
6. Drag the selected topics and drop them on the index keyword or subkeyword that is displayed the bottom (explorer) portion of the Index window pane.



# I Inserting Index Keywords

There are a few different ways to insert an index keyword into a topic or snippet, and each has its own advantages.

Does it matter where you insert an index keyword in a topic? Typically, you want to insert the index keyword at the location closest to where the subject is discussed. One reason for this is to keep index keywords accurate in print-based output. Let's say you have a very long topic that discusses many subjects and you have inserted all of the index keywords at the top of the topic. In print-based output it is likely that the topic will be spread out to multiple pages. With the index keywords inserted at the top of the topic, the final index will point to the first printed page containing that topic, rather than the exact page where the subject is discussed. However, it is also helpful to insert keywords to your headings in a topic. This helps improve search results.


## Drag-and-Drop Method

Use this method to quickly insert an index keyword that already exists in your project.

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

## How to Insert a Keyword Using the Drag-and-Drop Method

1. Open the content file.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select View > Index Window.**
  - **Keyboard Shortcut Press F9.**
3. In the bottom (explorer) area of the Index window pane, click the index keyword and drag it to the location in the topic or snippet where you want to insert it. As you drag the keyword into the topic or snippet, a vertical red bar acts as a guide to help you place the keyword.

4. The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).
5. Click  to save your work.

## Quick Term Method

Use this method to quickly insert the first word located after your cursor as an index keyword.

- **Advantage** It is extremely fast.
- **Disadvantage** It is not the method to use if you want to customize your phrase, use a variable, or add a second-level keyword. The word located immediately after the cursor is exactly what will be displayed in the index.

## How to Insert a Keyword Using the Quick Term Method

1. Open the content file.
2. Click before or on the word that you want to insert as an index keyword.
3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Insert > Keyword**.
  - **Keyboard Shortcut** Press **F10** on your keyboard.

The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).

4. Click  to save your work.



# Index Window Pane Method


Use this method to enter a keyword in the Index window pane.

- **Advantage** It lets you customize the wording of the phrase in the index, or even use a variable. It also lets you add a second-level index keyword.
- **Disadvantage** It is not quite as fast as the other methods.

## How to Insert a Keyword Using the Index Window Pane Method

1. Open the content file.
2. Click at the location in the topic or snippet where want to insert an index keyword.
3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **View > Index Window**.
  - **Keyboard Shortcut** Press **F9** on your keyboard.


The Index window pane opens.


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

4. Click in an empty field in the **Terms** column.
5. Type the index keyword as you want it to appear in the index.

If you want to add a second level to the keyword, type a colon after the first term, and then type the second term.

☆ **EXAMPLE** If you type `Software:MadCap Flare`, the term "Software" appears at the first level of the index, and the term "MadCap Flare" appears as a subentry under "Software."

If you want to insert a variable, you can click  in the Index window pane and use the dialog to choose a variable. The variable will appear as syntax in the field, but in the output the variable definition will be shown.

 **NOTE** If you want to add a keyword that begins with a colon, you need to type a backwards slash `\` first, followed by the colon and then the term (e.g., `\:My keyword`). If you want to add a subkeyword that starts with a colon, you can do the same, although you still need to include the original colon that indicates it is a subkeyword (e.g., `My keyword:\:mysubkeyword`).

6. Press **ENTER**.

The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).


7. Click  to save your work.

## Index Entry Mode Method

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


- **Advantage** It is extremely fast and lets you customize phrasing and add second-level keywords.
- **Disadvantage** It is not the best method to use if you want to perform indexing while also adding other content and formatting to topics or snippets.


# How to Insert a Keyword Using the Index Entry Mode Method



1. Open the content file.
2. In the local toolbar of the XML Editor click . The cursor changes, displaying a small boxed "i" next to it.
3. Click at the place in your topic where you want to add an index keyword.
4. Type the phrase that you want to add as the index keyword.

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

If you want to add a second level to the keyword, type a colon after the first term, and then type the second term.

If you want to insert a variable, you can click  in the Index window pane and use the dialog to choose a variable. The variable will appear as syntax in the field, but in the output the variable definition will be shown.

5. Press **ENTER**. The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).
6. If you want to add more index keywords in the topic, repeat Steps 3-5.
7. Click  to save your work.

 **NOTE** If you want to turn off the index entry mode and return to regular editing, click  again.

# I Creating Auto-Indexes

An auto-index lets you automatically add words in your project to a generated index, rather than inserting all of the index markers manually. To do this, you can add phrases and corresponding index entries to an auto-index file. When you generate the output, Flare scans the auto-index file and adds the words it finds to the generated index.

☆ **EXAMPLE** You want to make sure that the word "Pasta" appears in your generated index, containing links to all of the topics where that word is found. Your first option is to manually insert the "Pasta" index marker into all of those topics. Your second option is to add the word "Pasta" to an auto-index file. When you generate the output, Flare automatically creates index entries and links for the words and phrases in your auto-index file, including the word "Pasta."

# How to Create an Auto-Index


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


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

The Add File dialog opens.


2. In the **File Type** field at the top, make sure **Auto-index Phrase Set** 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, provide a name for the auto-index phrase set file.


6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.


7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.

8. Click **Add**. The Auto-index Editor opens. Also, the auto-index file (.flaix extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the auto-index phrase set from there.

9. For each phrase in your project that you want to be automatically converted to a particular index entry, complete the following steps in the Auto-index Editor:
- In the local toolbar, click . The Auto-Index dialog opens and a new row is added to the editor.
  - In the **Phrase** field, type the word(s) that you want Flare to find in your project and use as the basis for a new index entry. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a phrase with the initial word capitalized, only occurrences just like that in your topics will be used to create index entries. If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

 **NOTE** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Phrase," which determines the actual text of the variable.

- If you want the auto-index to add markers to words regardless of if they are upper or lower case, select **Ignore case**.
- In the **Index Term** field, enter the word(s) to be added to the generated index. To create a multi-level index entry, separate the first-level term and the second-level term with a colon. Again, you can insert a variable by clicking .

 **EXAMPLE** You entered `pasta` in the Phrase field and `Pasta` in the Index Term field. In that case, the generated index in the print-based output will display like this:

<b>Pasta</b> 1, 3-4	<b>P</b>
---------------------	----------

☆ The index entry points to any topics where the lowercase instance of "pasta" has been found. If you also want the index entry to point to occurrences where the word is not all lowercase ("Pasta"), add another row to the Auto-Index Editor and create a phrase for it (i.e., enter `Pasta` in both the Phrase field and the Index Term field).

Let's say that your project talks about many kinds of pasta and you want to create multiple index entries for certain words, some with single-level entries and others with sublevels. Maybe you want Flare to scan the project for "rigatoni." When it finds occurrences, you might want a single-level index entry like this:

<b>R</b>
<b>Rigatoni 1, 3-4</b>


In that case, you would enter `rigatoni` in the Phrase field and `Rigatoni` in the Index Term field. That index entry would point to all of instances of "rigatoni" in the project. But you also might want a multi-level index entry displayed like this:

<b>P</b>
<b>Pasta</b>
<b>rigatoni 1, 3-4</b>

In that case, you would enter `rigatoni` in the Phrase field and `Pasta:rigatoni` in the Index Term field.

e. Click **OK**.

10. Click  to save your work.

 **NOTE** For print-based outputs, you can also use an option to auto-generate indexes for the output. See "Auto-Generating Indexes for Print" on page 64.

**CHAPTER 3**

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# General Information for Indexes

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

This chapter discusses the following:

- Benefits of the Flare Method of Indexing ..... 25
- Online vs. Print Index ..... 26
- When to Add Index Keywords ..... 27
- Keywords and Subkeywords ..... 28
- Index Features Per Output Type ..... 30



# I Benefits of the Flare Method of Indexing

Flare's method of producing an index includes the following benefits:

- **Prevents Index Keywords from Pointing to Deleted Content** Let's say you have inserted an index keyword within a particular paragraph in a topic. Later, you decide to delete the paragraph. Doing this also deletes the index keyword, so when the index is generated, that index keyword is no longer included in it. You do not have to remember to delete the index keyword from another location or file.
- **Copies Index Keywords for You** Let's say you have inserted an index keyword within a particular paragraph in a topic. You then copy that paragraph and paste it into another topic. When you do this, the index keyword is also copied, which means that you do not have to worry about creating it again for that topic.

# I Online vs. Print Index

An index in Flare works much like an index in a printed book. It provides key terms that point the user or reader to specific locations where the information is stored. The main difference is that, in a printed book, a reader must manually turn pages to get to the desired page listed in the index. In online output, an end user simply clicks an item in the index and the item opens immediately.

When you create print output, you can convert your online index to printed format.

# I When to Add Index Keywords

There is no right or wrong answer to this. As you gain experience, you will develop your own work habits that fit you best. Some authors add index keywords as they work on each topic. Other authors wait until they are near the end of the development process and add index keywords all at once. Here are a few benefits of waiting until the later in the process to add index keywords:

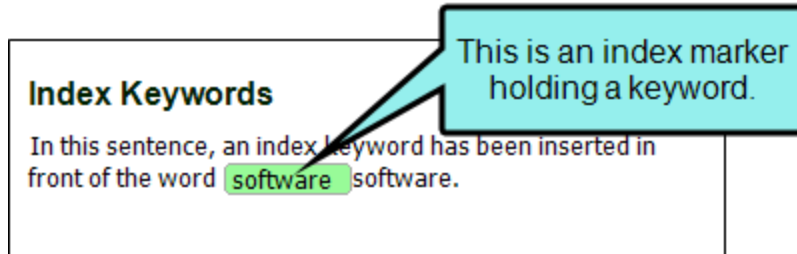
- If you add index keywords as you create and work on each topic, it's possible that you will forget to add index keywords if you later make changes to a topic. If you wait until the later in the process to add index keywords all at once, you are less likely to miss sections in topics.
- You might find that your wording is more consistent if you wait to add all your index keywords at the same time. Projects can take months to develop, and over time it is easy to stray from using consistent terms.

☆ **EXAMPLE** Early in the development process, you might start using the word "modify" in several index keywords, but later on you might forget and start using the word "change" instead. In the end, some topics would be connected to index keywords using the word "modify," while other topics would be connect to keywords using the word "change."

- For authors who add index keywords all at once, Flare provides two features that can be quite useful ("Index Entry Mode" and "saved layouts").

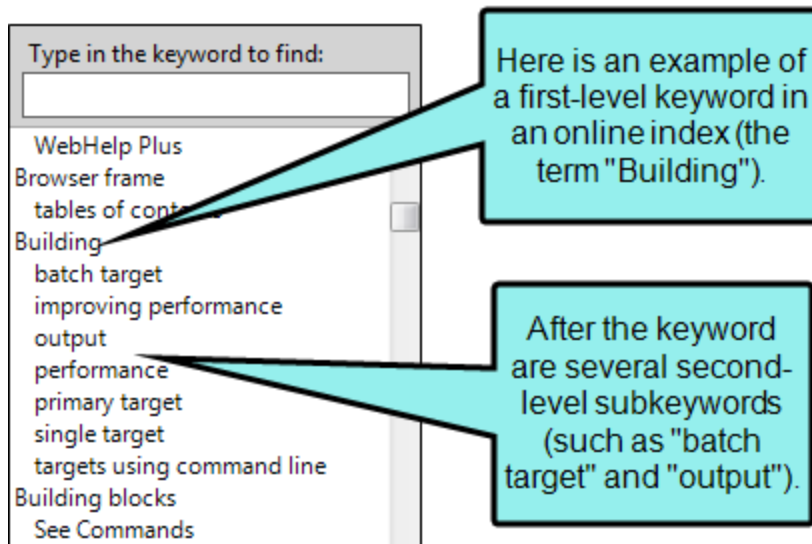
# I Keywords and Subkeywords

Keywords and subkeywords are the primary building blocks for an index. They are displayed in topics (as you edit them) as markers; each marker can hold multiple keywords.



Keywords are simply terms at the first level in an index. You might have a term that can be broken down even further. In that case, you might decide to also create subkeywords, which are at the second-level in an index.

When you generate the output the index is automatically created based on these keywords and subkeywords. The keywords and subkeywords are visible to the end user in the generated index, but not in the individual topics.




The diagram shows a print-based index with the following structure:

- Chapters
  - auto-numbers 123, 176, 203, 216, 451
  - breaks 432, 473, 476
  - chapter breaks 432
  - indexes 123
  - page layouts 123, 432
  - variables 21, 123, 175, 351
- Characters
  - inserting 19
- CHM See *HTML Help*

Two callout boxes provide explanations:

- The top callout points to the "Chapters" keyword and states: "Here is an example of a first-level keyword in print-based index (the term 'Chapters').".
- The bottom callout points to the subkeywords under "Chapters" and states: "After the keyword are a few second-level subkeywords (such as 'auto-numbers' and 'breaks').".

 **NOTE** If you are using "Sort As" index links (see "Creating Index Links" on page 33), they will apply to both keywords and subkeywords.

# Index Features Per Output Type

Following are index features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
Indexes Supported (via Proxy) <sup>1</sup>	✗	✓	✓	✗	✓	✓	✗	✓
Indexes Supported (via Skin)	✓	✗	✗	✗	✗	✗	✓	✗
Auto-Generate	✗	✓	✓	✗	✗	✓	✗	✓
Binary Indexes	✗	✗	✗	✗	✗	✗	✓	✗
Bookmarks in Index Entries	✗	✗	✗	✗	✗	✗	✓	✗
Index Links	✓	✓	✓	✗	✓	✓	✓	✓
Search (Can Exclude Index Entries From Search)	✓	✗	✗	✗	✗	✗	✗	✗

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
Sorting (Index Links)	✓	✓	✗	✗	✗	✓	✗	✓

<sup>1</sup>For online outputs, creating an index is typically done via a skin. By default, the MadCap style that controls index proxies is set to support only print-based outputs. However, you can change this. To do so, open your stylesheet, select the **MadCap|indexProxy** style, and set the **mc-output-support** property to **all** (all-print is the default setting). By doing this, you can use the index proxy method to generate an index in some online outputs as well.

## CHAPTER 4

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# Main Activities for Indexes

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

This chapter discusses the following:

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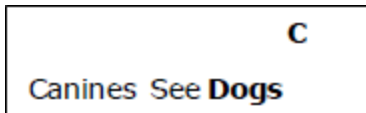
# Creating Index Links

In addition to creating regular index entries that point to a specific place in your project, you can also create index links. An index link is an entry in a generated index that points to another entry. There are three kinds of index links—"See," "See Also," and "Sort As."

## ☆ EXAMPLE — See Link

You have written several topics about dogs, and in each of those topics you have inserted an index marker labeled "Dogs." Therefore, when users look in the index under "Dogs," they will be able to quickly find any of those topics. But what if users do not look under "Dogs," but rather "Canines"?

There are a couple of options to solve the problem. First, you could add index markers labeled "Canines" in all of those topics. A second option is to create an index "see" link for "Canines" that points users to "Dogs." In the output, it might look something like this:



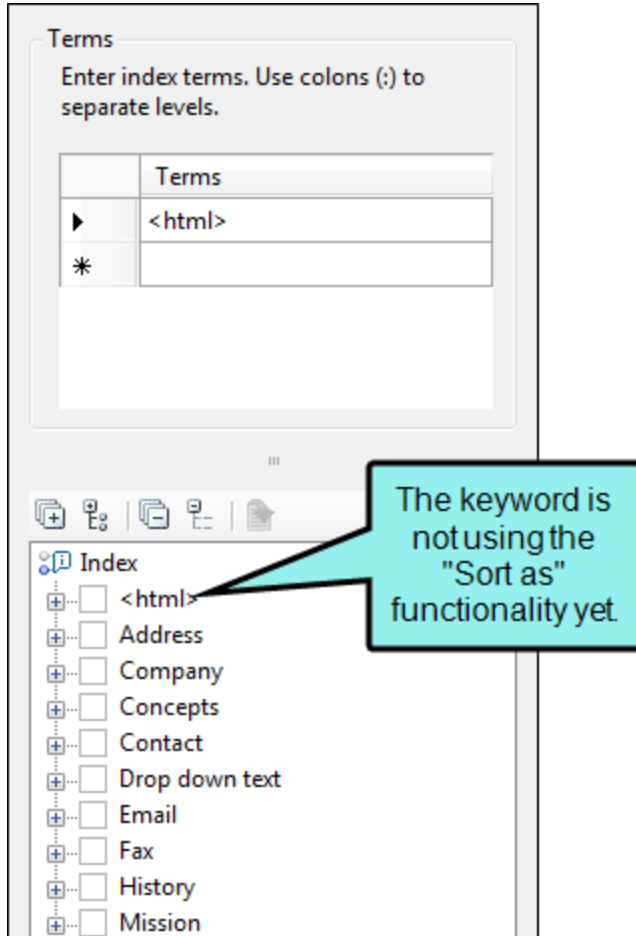
☆ EXAMPLE – Sort As Link

You add "<html>" as an index keyword. Normally, without the "Sort As" feature, the keyword would be placed at the top of the index list, before the alphabetized keywords.

Here is the <html> index keyword in PDF output, without the "sort as" feature being used. Because of the angle bracket, the keyword is displayed at the top of the list.

<b>Index</b>	
<	
<html> 2	
<b>A</b>	
Address 9	
<b>C</b>	
Company 9	
Concepts 3	
Contact 9	
Address 9	
Email 9	
Phone 9	
<b>D</b>	
Drop down text 2	

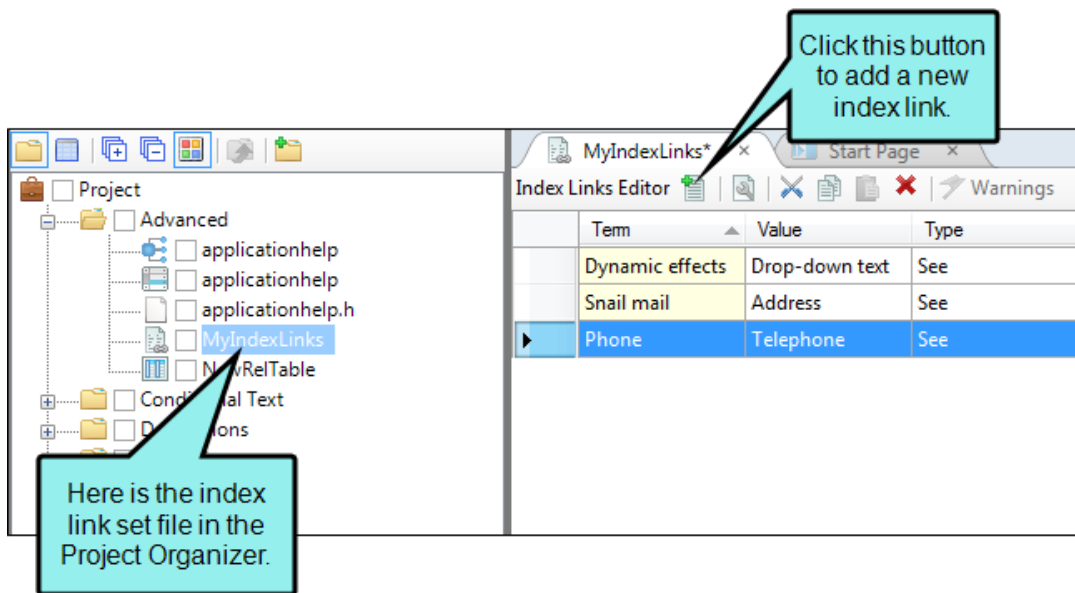
☆ This occurs not only in the output, but also in the Index window pane in your project.



The screenshot shows two windows from an IDE. The top window is titled "Terms" and contains the instruction "Enter index terms. Use colons (:) to separate levels." Below this is a table with two columns: a left column for actions and a right column for terms. The first row has a right-pointing triangle in the left column and "<html>" in the right column. The second row has an asterisk in the left column and is empty. Below the table is a large empty text area.

The bottom window is titled "Index" and shows a list of index terms, each with a plus icon and a checkbox to its left. The terms are: <html>, Address, Company, Concepts, Contact, Drop down text, Email, Fax, History, and Mission. A callout box with a black border and a light blue background points to the "<html>" entry. The text inside the callout box reads: "The keyword is not using the 'Sort as' functionality yet."

- ☆ After adding an index link set file—which is stored in the Advanced folder in the Project Organizer—you can create a new index link for this keyword in the Index Links Editor.





The screenshot shows the 'Index Link' dialog box with the following fields and options:

- Term:** A text field containing the text `<html>`. A callout points to this field with the text: "In the Properties dialog, you enter the keyword here."
- Link:** A group of radio buttons with the following options:
  - See
  - See Also
  - Sort AsA callout points to the 'Sort As' option with the text: "Then you select **Sort As**."
- Linked Term:** A text field containing the text `html`. A callout points to this field with the text: "And finally you type the keyword as you want it to be sorted. In this case, you type `html` so that the keyword is listed alphabetically, without reference to the brackets."



Terms

Enter index terms. Use colons (:) to separate levels.

	Terms
*	

Index

- Address
- Company
- Concepts
- Contact
- Drop-down text
- Drop down text
- Dynamic effects
- Email
- Fax
- History
- <html>
- Sort as html
- Whats new.htm
- Linked To This
- Mission

In the Index window pane, notice that the keyword has been moved down the list to its alphabetical position, as if the brackets did not exist.

The "Sort as" instruction is displayed under it.



Index	
	<b>A</b>
Address 9	
	<b>C</b>
Company 9	
Concepts 3	
Contact 9	
Address 9	
Email 9	
Phone 9	
	<b>D</b>
Drop down text 2	
	<b>E</b>
Email 9	
	<b>F</b>
Fax 9	
	<b>H</b>
History 9	
<html> 2	
	<b>M</b>
Mission 9	

Similarly, the keyword is repositioned in the output

"Sort As" links apply to both first- and second-level keywords. If you were to use the term "<html>" as both a first- and second-level keyword, the second-level keyword would also be repositioned based on the "Sort as" link.





Index	
<input type="checkbox"/> code	
▶ <input type="checkbox"/> <body>	
▶ <input type="checkbox"/> <title>	
▶ <input type="checkbox"/> <html>	
▶ <input type="checkbox"/> Topic.htm	
▶ <input type="checkbox"/> <html>	
▶ <input type="checkbox"/> Sort as html	
▶ <input type="checkbox"/> Topic.htm	

The other two second-level keywords in this list are sorted using the angle bracket first. Since a "Sort As" link sorts "<html>" using the H, it appears last in this list.

# How to Create Index Links Using the Index Links Editor


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

The Add File dialog opens.


2. In the **File Type** field at the top, make sure **Index Link Set** 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, provide a name for the index link set file.
6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
8. Click **Add**. The Index Links Editor opens. Also, the index link file (.flixl extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the index link set from there.





9. For each index link that you want to create for a particular term, complete the following steps in the Index Links Editor.

- a. In the local toolbar, click . The Index Link dialog opens and a new row is added to the editor.
- b. In the **Term** field, type the term that you anticipate users may look for in the generated index. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a term in all lowercase letters, that is how it will be displayed in the output.

If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon (e.g., a single-level entry might be "Pasta"; a multi-level entry might be "Pasta:rigatoni").

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

 **NOTE** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Term," which determines the actual text of the variable.


- c. Select a link type—**See**, **See Also**, or **Sort As**.

Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol (e.g., place `<html>` in the "h" section, instead of at the top of the index) or if you are using character sets that should be sorted phonetically. "Sort As" links apply to both first-level terms and second-level terms (e.g., if you sort the first-level term "`<html>`" as "html," the index will also sort the second-level term "`code:<html>`" as "`code:html`").

- d. In the **Linked Term(s)** field, enter the existing index entry that you want users to look for, or the term as you want it to be sorted in the list. If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon.


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

- e. Click **OK**.


10. Click  to save your work.

# How to Create Index Links Using the Index Window Pane

1. Do one of the following:
  - **Ribbon Select View > Index Window.**
  - **Keyboard Shortcut** Press **F9** on your keyboard.


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




2. Right-click in the explorer area at the bottom of the window pane, and from the context menu select **Add Index Link**.

 **NOTE** In order to see this option in the context menu, you must already have at least one entry in the index. Also, the option is not displayed if you right-click on the root Index heading; you must right-click below it.


3. If you do not yet have an index link set in your project, the Add Index Link Set dialog opens; continue with the next step.


If you already have an index link set in your project, skip to step 11. The index links you create at this point will be added to the first index link set listed in the Advanced folder of the Project Organizer (if there is more than one index link set).



4. In the **Source** area, choose to create the new file based on a template or an existing file.
  - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.
  - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click , use the Open File dialog to find a file, and double-click it.

5. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
6. In the **File Name** field, provide a name for the index link set file.
7. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
8. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
9. Click **Add**.
10. Click **OK**. The Index Link dialog opens. In addition, the Index Links Editor opens. Finally, the index link file (.flixl extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the index link set from there.
11. In the **Term** field, type the term that you anticipate users may look for in the generated index. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a term in all lowercase letters, that is how it will be displayed in the output.

If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon (e.g., a single-level entry might be "Pasta"; a multi-level entry might be "Pasta:rigatoni").

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

 **NOTE** If you want to include a variable, you should add the variable first, before entering any other text. Adding a variable will clear any additional text in the field.

 **NOTE** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Term," which determines the actual text of the variable.


12. Select a link type—**See**, **See Also**, or **Sort As**.


Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol (e.g., place `<html>` in the "h" section, instead of at the top of the index) or if you are using character sets that should be sorted phonetically. "Sort As" links apply to both first-level terms and second-level terms (e.g., if you sort the first-level term "`<html>`" as "html," the index will also sort the second-level term "code:`<html>`" as "code:html").

13. In the **Linked Term(s)** field, enter the existing index entry that you want users to look for, or the term as you want it to be sorted in the list. If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon.

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

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

# How to Create Index Links When Inserting Markers

1. Open the content file.
2. Click at the location in the topic where want to insert an index keyword.
3. Do one of the following:
  - **Ribbon Select View > Index Window.**
  - **Keyboard Shortcut** Press **F9** on your keyboard.

The Index window pane opens.

4. Click in an empty field in the **Terms** column.
5. Type the index link using one of the following formats, depending on whether you want to create a "See," "See Also," or "Sort As" link:

```
{nopage}My Entry{see}Linked Entry
```

```
{nopage}My Entry{seealso}Linked Entry
```

```
{nopage}My Entry{sortas}Linked Entry
```

Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol (e.g., place <html> in the "h" section, instead of at the top of the index) or if you are using character sets that should be sorted phonetically. "Sort As" links apply to both first-level terms and second-level terms (e.g., if you sort the first-level term "<html>" as "html," the index will also sort the second-level term "code:<html>" as "code:html").

☆ **EXAMPLE** You want to see this in the output:


**I**


**Insects See Bugs**



In that case, you would type this in the Index window pane:


```
{nopage}Insects{see}Bugs
```

If you want to add a second level to either index keyword, type a colon after the first term, and then type the second term.


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

 **NOTE** If you want to include a variable, you should add the variable first, before entering any other text. Adding a variable will clear any additional text in the field.


 **NOTE** If you want to see the variable syntax replaced by the variable definition, click  in the local toolbar of the editor. This shows you the "Evaluated Term," which determines the actual text of the variable.


6. Press **ENTER**. The index keyword link is displayed within a marker in front of the word where you added it (as long as markers are turned on).
7. Click  to save your work.

# What's Noteworthy?

 **NOTE** The option to create index links when inserting index markers is not supported in Microsoft Word or Eclipse Help output.

Additionally, "Sort As" links are not supported in Microsoft Word or Eclipse Help, or Microsoft HTML Help outputs.

 **NOTE** If you create an index link to another term, you must make sure that you have added that other term to the index (by manually inserting index markers or creating an auto-index). If a linked term is not found when the index is generated, a warning is issued and the link is skipped. Also, if a link term (the one pointing to a linked term) has been added to the index, a warning is issued and the link is skipped.


 **NOTE** You also may want to use span styles to change the look of the index links. For example, you might want to make sure that the link term is displayed in bold to make it stand out. For more information about using styles, including steps, see the online Help or the *Flare Styles Guide*.



# Enabling Indexes in Skins


Supported In:



 **NOTE** This is supported in HTML5 Tripane output, but not in HTML5 Side Navigation, Top Navigation, or skinless output.

After inserting index keywords, you need to enable the Index feature in the skin that you intend to use for your target.

## How to Enable an Index in a Skin

1. In the Project Organizer, open an HTML5 Tripane skin or a Standard skin.
2. On the **General** tab, place a check mark in the **Index** box.
3. Click  to save your work.

# I Associating Skins With Targets


After you add a skin to your project and edit the settings in Flare, you can associate it with a target. After you build the target, the output will be displayed in the skin. For HTML5 targets, you can also tell Flare not to use any skin at all.

## How to Associate a Skin With a Target

1. Open the target from the Project Organizer.
2. Do one of the following, depending on the type of output:
  - **HTML5** Select the **Skin** tab.
  - **Others** Select the **General** tab.
3. Click the drop-down arrow in the **Skin** field and select the skin that you want to associate with the target.

If you have opened an HTML5 target and do not want to use a full skin at all, you can instead select **none**. If you do this, you might want to insert various kinds of proxies and use related skin components in order to provide navigation for your users.

4. Click  to save your work.

 **NOTE** If you are producing HTML5 output, you can also associate skin components with a target, although it is more common to associate them with proxies.

# Creating an Index Manually for Print

Supported In:



To create an index manually for print output, you need to create a unique topic and insert an Index proxy into it. Alternatively, you can let Flare auto-generate one for you.

The following explains how to use the manual method.

This is what a topic with an Index proxy might look like in a project.

The screenshot shows a project structure with a tree view on the left containing 'html', 'body', and 'h1'. The 'h1' node is expanded to show a topic named 'Index'. Below the 'Index' topic, there is a child element labeled 'output index proxy'.

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

Index	
<b>A</b>	<b>H</b>
Address 13	History 13
<b>B</b>	<b>I</b>
Bugs 7	Insects See <b>Bugs</b>
<b>C</b>	<b>M</b>
Canines See <b>Dogs</b>	Mission 13
Company 13	<b>P</b>
Concepts 4	Phone 13
Contact 13	Preview 3
Address 13	

# How to Create an Index Manually for Print

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your index.


If you apply any of Flare's h1 through h6 styles to it, the index title will be displayed in the print TOC (if you create one).

3. Most likely, you will want to remove any text after the index title.
4. Select **Insert > Proxy > Insert Index Proxy**.


The Index Proxy dialog opens.

5. Complete the options in the dialog.

- **Generate Headings** Select whether you want the printed index to include headings (e.g., A, B, C).


 **NOTE** You can also edit this setting using your stylesheet. The default setting is to always include index headings. But if you want headings to always be excluded from indexes, you can modify the mc-index-heading property for the MadCap|indexProxy style.


- **Column Count** Select the number of columns that you want to be used in Microsoft Word output to display the index.


 **NOTE** This option is for Word output only. If you are producing PDF output, you can set the number of columns for an index in the page layout.


- **(Optional) Stylesheet Class** You can select a style class to associate with the proxy.


You might create and use style classes if you want to generate multiple indexes with different looks for each output. Otherwise, the index will use the style settings from the parent MadCap|indexProxy style. You can create a style class for this purpose in the Stylesheet Editor. To do this, select the **MadCap|indexProxy** style and in the local toolbar click **Add Selector** to create a class. The class will then be available from this field in the Index Proxy dialog.

 **NOTE** If you want to affect the look of the individual entries in the generated index, you can use the IndexHeading and the Index1 through Index9 styles (classes of the p style) in the Stylesheet Editor. For example, if you want to use blue font for the first-level entries in the generated index, you can change the font color setting on the p.Index1 style.

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

 **NOTE** By default, if your index contains entries with multiple pages in a row, this will be displayed as a range with the pages separated by a dash. For example, instead of showing 10, 11, 12, 13, the index entry will display 10-13.

 **NOTE** For Adobe PDF output, you can insert index-related Heading variables into page layouts. These variables let you automatically display index headings or terms at the top of pages.

 **NOTE** If you are using chapter or volume autonumbers and want them to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout). See "Including Page Autonumbers in Print Indexes" on page 90.

# Editing the Look of a Print Index

Supported In:

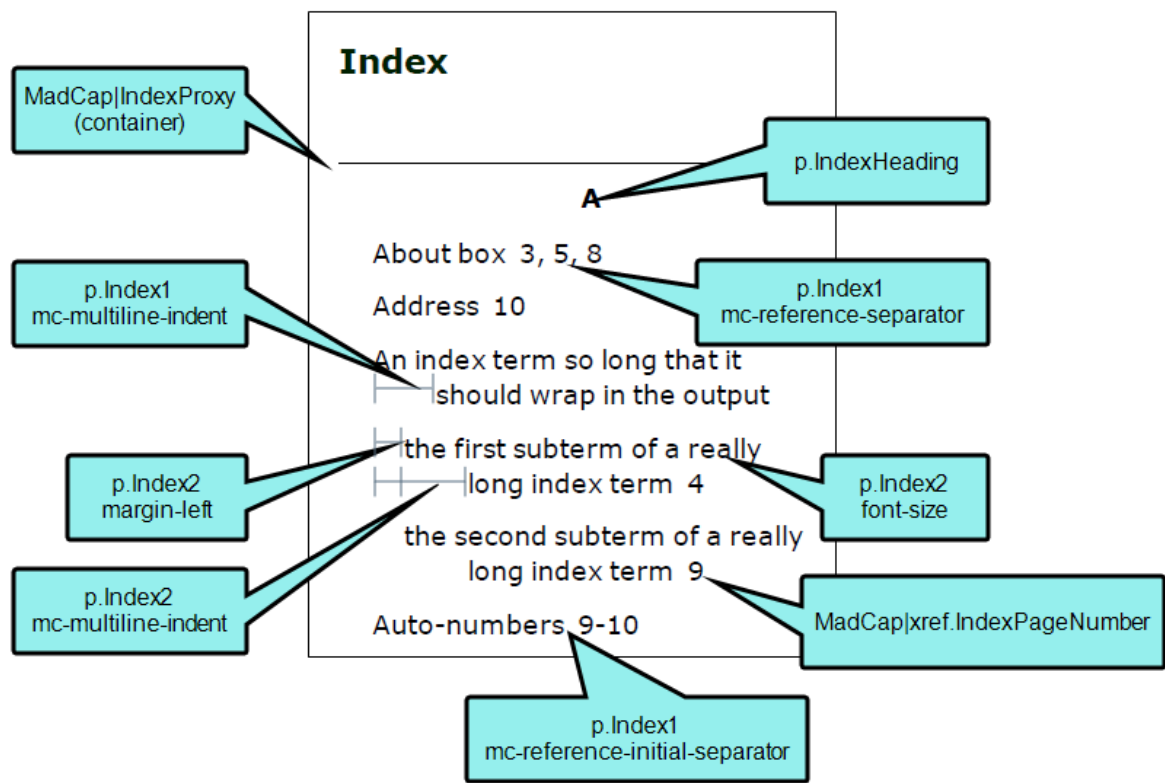


If you incorporate a generated index into your printed output, you can customize the way the index entries look in the output. This includes adjusting properties such as font family and size, word space, space above/below, and more. You can also change the look of the entire container holding the generated index.

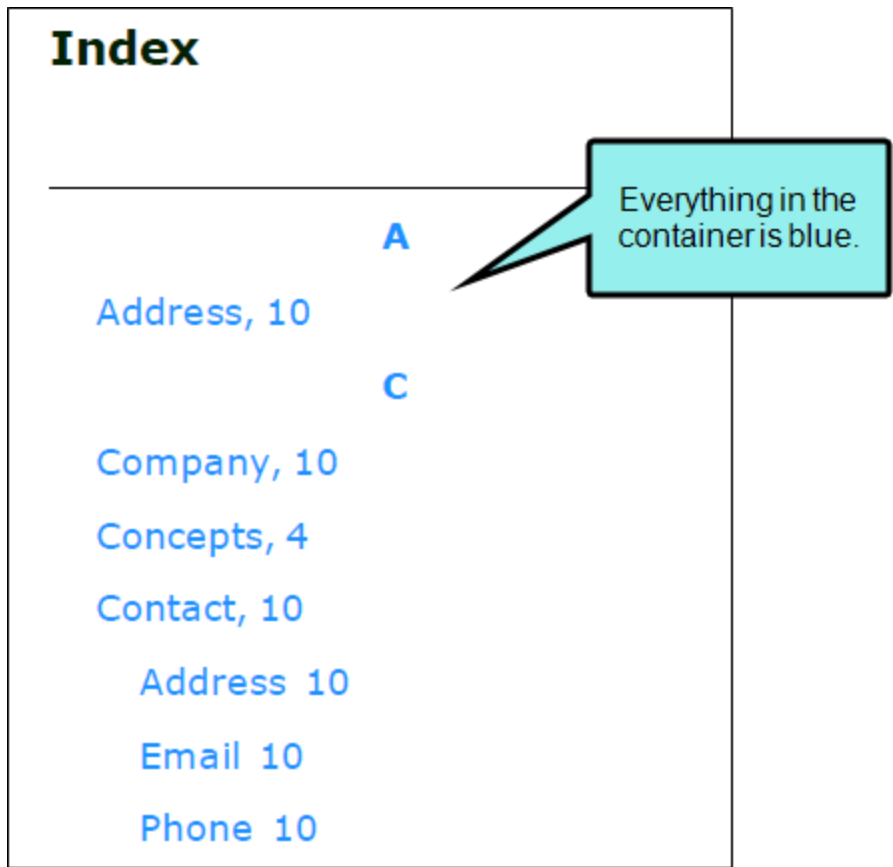
A style called "MadCap|IndexProxy" is used to control the look of the entire container. Other styles—such as p.IndexHeading, p.Index1, p.Index2, and p.Index3—are used to control the look of individual entries in the index. Style properties—such as margin-left, font-size, and mc-reference-initial-separator—are used to affect the look in different ways.

Settings for the individual entries (e.g., p.IndexHeading, p.Index1) override those from MadCap|IndexProxy.

Following is an example of an index in PDF output, with references to some of the styles and properties that control the different parts.



☆ **EXAMPLE** You set a blue font on MadCap|IndexProxy. Because this style controls the entire container, and everything within it, the index headings and all of the keywords and page numbers are blue. The top border of the container is black, 1 px.



**Index**

---

**A**

Address, 10

**C**

Company, 10

Concepts, 4

Contact, 10

    Address 10

    Email 10

    Phone 10

Everything in the container is blue.



- ☆ However, if you set a red font on p.Index2, second-level index entries will have a red font while everything else remains blue.

**Index**

---

A

Address, 10

C

Company, 10

Concepts, 4

Contact, 10

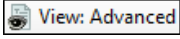
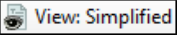
Address 10


Email 10



Phone 10


The red font in the p.Index2 style overrides the blue font in the MadCap|IndexProxy style.




# How to Determine the Look of a Print Index (Entire Container)


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

 **NOTE** Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left of the editor, make sure the drop-down field is set to .
4. On the left side of the editor, scroll down and select the **MadCap|IndexProxy** style or a class that you have created under it (e.g., MadCap|IndexProxy.myclass).
5. From the **Show** drop-down list on the upper-right side of the editor, select .


 **NOTE** If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

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

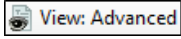
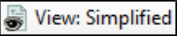
For example, if you want to change the width of the entire index, you would first expand the **Box** property group. Then to the right of **width**, click , and in the popup set the value.

## ABOUT COLUMN COUNT

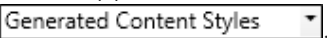
By default, there are usually two columns used in a generated index. However, you can change this:

- **PDF** For Adobe PDF output, the column count is set in a page layout.
  - **Word** For Microsoft Word output, the default setting for the index column count is modified in the stylesheet. With the **MadCap|IndexProxy** style selected, open the **Unclassified** property group and change the **mc-column-count** property. However, you can also override this default setting by right-clicking the actual Index proxy wherever you have inserted it, selecting **Edit Index Proxy**, and editing the **Column Count** field.
9. Click  to save your work.


# How to Determine the Look of a Print Index (Individual Entries)




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


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

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the p.Index class that you want to customize (e.g., **p.Index1**, **p.Index2**, **p.Index3**).

The class p.Index1 is used for the first-level keyword in the print index, p.Index2 is used for the second-level keyword, and so on. The p.IndexHeading class is used for customizing the letter heading (e.g., A, B, C, D) displayed at the beginning of each section in the index.

 **NOTE** The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the **MadCap|xref.IndexPageNumber** style.


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

 **NOTE** If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.


8. Locate the property you want to change.




**NOTE** Do not use the "PrintSupport" property for the Index1 through Index9 style classes.

9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.




**EXAMPLE** If you want to change the font size to 10 pt, you would expand **Font**. Then to the right of **font-size**, click , in the popup set the font size, and click **OK**.


10. (Optional) If you want to change the actual characters (e.g., A, B, C, D) that are used for the headings, do the following:
  - a. Under the **p** tag on the left side of the editor, make sure **IndexHeading** is selected.
  - b. From the **Show** drop-down list on the upper-right side of the editor, select .
  - c. If you are using the grouped view, expand the **Unclassified** group.
  - d. To the right of **mc-heading-format**, type the new format in the value cell. Make sure you place the character within { and } brackets.





**EXAMPLE** The default format is {A}. This means the headings will simply look like this: A, B, C, D. If you change it to {a}, the headings will be lowercase: a, b, c, d. If you change it to -{A}-, the headings will look like this: -A-, -B-, -C-, -D-.


11. Click  to save your work.

# What's Noteworthy?

 **NOTE** By default, if your index contains entries with multiple pages in a row, this will be displayed as a range with the pages separated by a dash. For example, instead of showing 10, 11, 12, 13, the index entry will display 10-13.

 **NOTE** By default index page numbers are left-aligned next to the index keywords. If instead you want page numbers to be right-aligned on the other side of the column—you can edit the `mc-leader-offset` value (found in the Unclassified property group) for the index entry style (e.g., set it at 25 px).

 **NOTE** For Adobe PDF output, you can insert Heading variables into page layouts. These variables let you automatically display index headings or terms at the top of pages. For more information see the online Help.

 **NOTE** If you want to change the look of indexes in online output, you can do so by modifying styles within your skin. For more information, see the online Help or the *Flare Skins Guide*.

 **NOTE** You can change the heading text for an auto-generated index in the language skin.

# Other Activities for Indexes

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

This chapter discusses the following:

Auto-Generating Indexes for Print .....	64
Creating a Binary Index .....	78
Creating Multiline Indentation .....	79
Deleting Index Keywords .....	81
Editing Index Keywords .....	82
Editing Index Links .....	84
Excluding Index Entries From Search .....	88
Including Bookmarks in Index Entries .....	89
Including Page Autonumbers in Print Indexes .....	90
Including or Excluding Index Headings .....	95
Viewing Topics Not Indexed .....	96

# I Auto-Generating Indexes for Print

Supported In:




To create a generated index in print output, you can let Flare auto-generate one for you, or you can create a unique topic and insert an Index proxy into it.

The following explains how to auto-generate an index.

## How to Auto-Generate an Index

1. Open a target.
2. On the **Advanced** tab of the Target Editor, select **Generate Index Proxy**.

 **NOTE** This option is disabled by default for existing targets, but enabled for new targets. If an Index proxy is already present in a topic or snippet that is being included in the output, this auto-generate option has no effect.

3. Click  to save your work.

When you generate the target, an index will be created and inserted after all of the other content, as well as after an auto-generated glossary, if you include one.



# Which Page Layout is Used?

If a TOC, index, or glossary is auto-generated, how does Flare know which page layout to use for them in the output? It uses the same page layout that is being used for the topic(s) just before it.

☆ **EXAMPLE** You have an outline TOC set up like this:

The screenshot shows the TOC Editor interface with a hierarchical table of contents. The entries are:

- Title Page
- Chapter 1 Start—Topic 1
  - Topic 2
  - Topic 3
  - Topic 4
- Chapter 2 Start—Topic 5
  - Topic 6
  - Topic 7
- Chapter 3 Start—Topic 8
  - Topic 9
  - Topic 10
- Chapter 4 Start—Topic 11
  - Topic 12
  - Topic 13
- Chapter 5 Start—Topic 14
  - Topic 15
  - Topic 16
  - Topic 17

Two callout boxes provide additional information:

- A callout box points to the "Title Page" entry, stating: "A page layout called 'Title' is set on this entry, which points to a topic with title content."
- A callout box points to the "Chapter 5 Start—Topic 14" entry, stating: "Each of the entries used to begin a new chapter is associated with a page layout called 'Chapters.' That includes the Chapter 5 entry, which is the last place where a page layout has been specified."

In this case, the generated TOC is going to be placed directly after the title page. It will use the "Title" page layout which is set on the first "Title Page" entry. That page layout has a Title page type in it. That's how Flare knows it should place the TOC directly after it and to use the same page layout to display the TOC.

The generated glossary is going to be placed after the final entry, called "Topic 17," and the generated index will be placed after the glossary. Both of these will use the "Chapters" page layout, because it's the last one that was set.

# Auto-Generate vs. Manual Proxies

The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method.

## Editing Attributes for Generated TOCs, Indexes, and Glossaries

You can change the heading text for each of these auto-generated proxies in the language skin.

The screenshot shows the 'Language Skin Targets' configuration window. At the top, 'Skin Language' is set to 'English (United States)'. Below this is a table with columns for Name, Property, and Value. The table lists various UI elements under the 'Print and Online' category. Two callouts point to the 'Glossary' and 'Index' rows, indicating that double-clicking the 'Label' property allows for editing. A third callout points to the 'Contents' value in the 'Index' row, explaining that the label was changed from the default 'TOC' to 'Contents'.

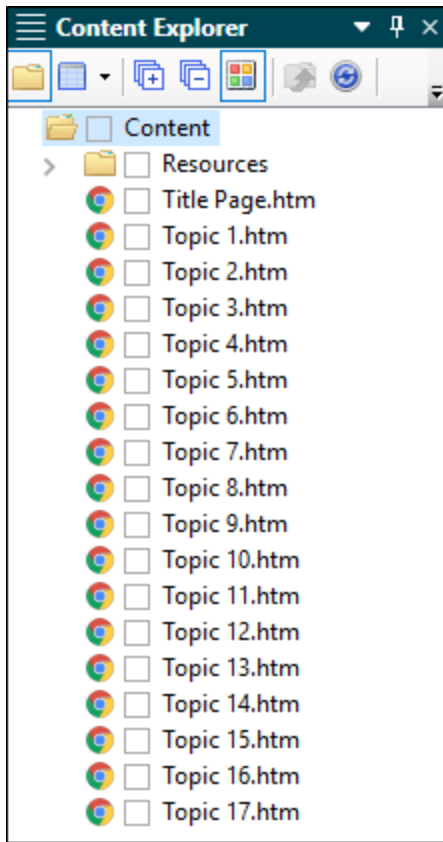
Name	Property	Value
<b>Print and Online</b>		
Accordion Item	Label	
Accordion Item.Browse Sequence	Label	Browse Sequences
Accordion Item.Community	Label	Community
Accordion Item.Favorites	Label	Favorites
Accordion Item.Glossary	Label	Glossary
Accordion Item.Index	Label	Index
Accordion Item.Search	Label	Search
Accordion Item.TOC	Label	Contents
Control.Add Search To Favorites Button	Tooltip	
Control.Comments Add Button	Label	
Control.Comments Add Button	Tooltip	
Control.Comments Refresh Button	Label	

Language Skin Targets:

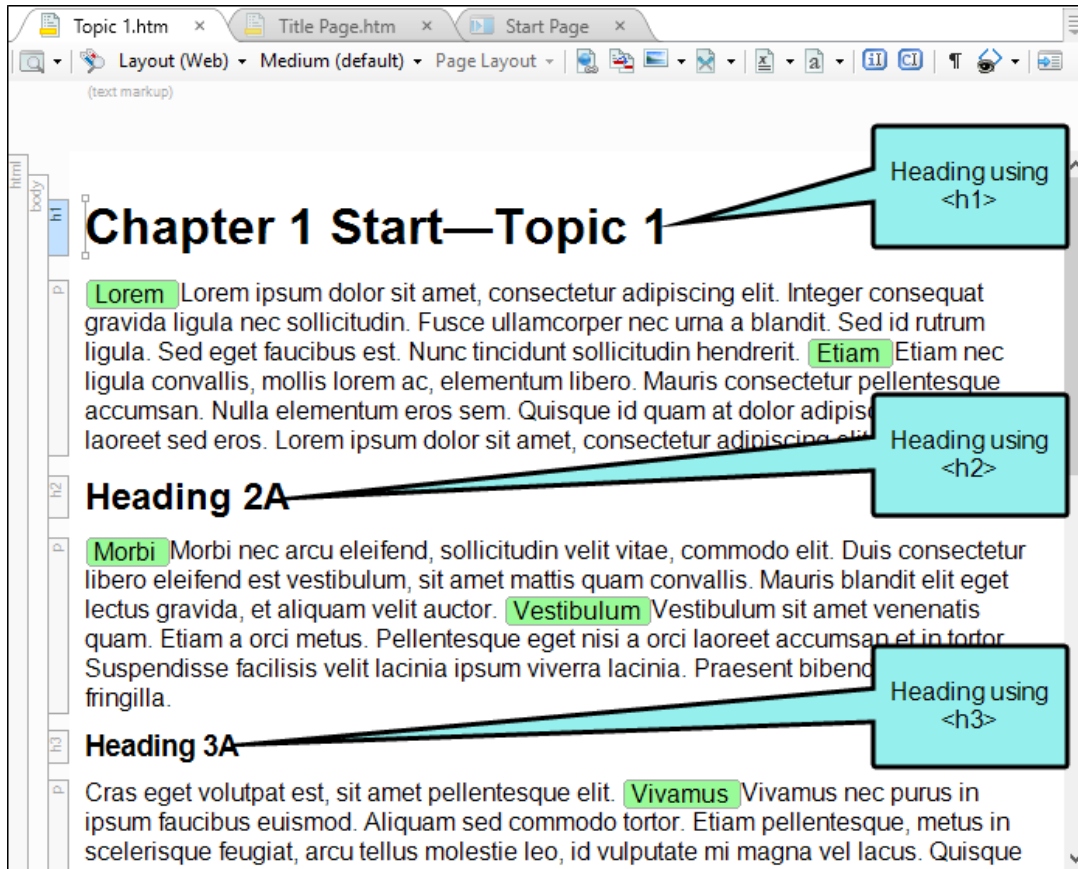
- HTML5 Tripane
- HTML5 Top Navigation
- HTML5 Components
- Print and Online
- Feedback

All other attributes for the generated glossary, index, and TOC can be controlled in your stylesheet.

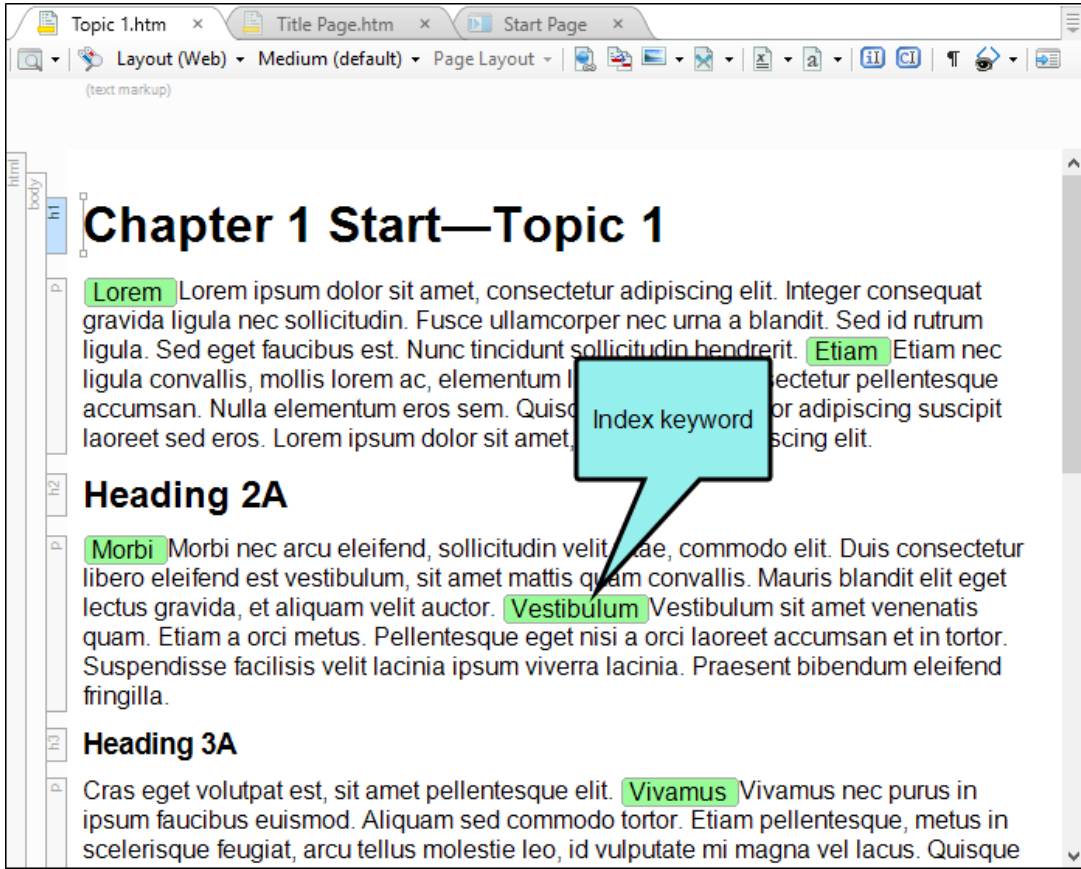
☆ **EXAMPLE** You need to create a PDF manual with five short chapters. You've created 17 topics that will make up those five chapters, and you've created a separate topic for a title page.



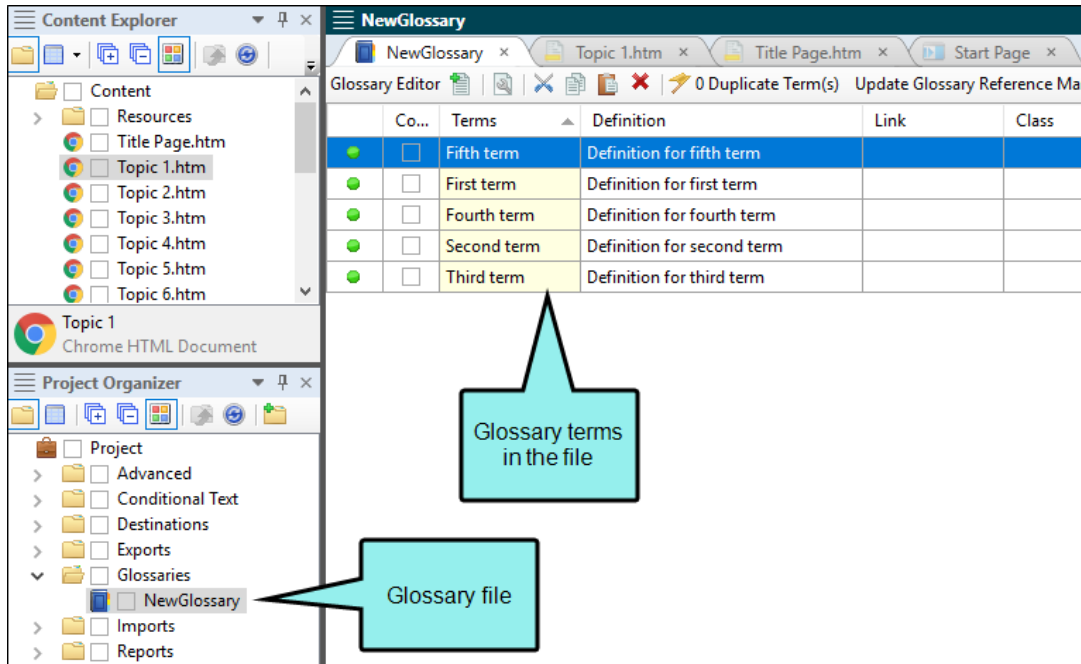
- ☆ Your topics use <h1>, <h2>, and <h3> tags. These will become important when the TOC is generated.



- ☆ You've inserted index keywords throughout the topics. These will become important when the index is generated.



- ☆ You've created a glossary file and associated it with the PDF target you're going to use. This will become important when the glossary is generated.





The screenshot displays the PDF Target Editor interface. On the left, the **Content Explorer** shows a project structure with files like `Title Page.htm`, `Topic 1.htm`, and `Topic 6.htm`. Below it, the **Project Organizer** shows a tree view with folders such as `Advanced`, `Conditional Text`, `Destinations`, `Exports`, `Glossaries`, `Imports`, `Reports`, `Skins`, `Targets`, `HTML5 (Primary)`, `PDF`, and `TOCs`. The `NewGlossary` folder is highlighted. A callout box labeled "Target file" points to this folder.

The main editor area shows the **PDF** target configuration. The **Glossary** section is active, displaying options for **Glossary Term Conversion** and **Select Glossaries To Use When Generating Output**. Under **Glossary Term Conversion**, the **Convert only marked terms** option is selected. Under **Select Glossaries To Use When Generating Output**, a list of **Glossary File** entries is shown, with `NewGlossary.flglo` checked. A callout box labeled "Glossary selected in the target file" points to this entry.

- ☆ You've put all of your topics into an outline TOC file. You've associated your title topic with one page layout, and you've assigned a different page layout to the five topics that will serve as the starting point for each of the five chapters.

The screenshot displays a software interface with three main panels:

- Content Explorer:** Shows a file tree with folders like 'Resources' and 'Content', and files including 'Title Page.htm', 'Topic 1.htm' through 'Topic 6.htm'.
- Project Organizer:** Shows a project structure with folders like 'Advanced', 'Conditional Text', 'Destinations', 'Exports', 'Glossaries', 'Imports', 'Reports', 'Skins', 'Targets', 'TOCs', and 'Variables'. A file named 'My-Outline-TOC (P...' is highlighted under the 'TOCs' folder.
- TOC Editor:** Shows a hierarchical table of contents structure. At the top is 'Title Page'. Below it are five chapters, each starting with a 'Chapter X Start--Topic X' entry, followed by a list of topic files (e.g., 'Topic 2', 'Topic 3', etc.).

Callout boxes provide additional information:

- A callout box points to the TOC structure, stating: "Links to the topic holding the title page, as well as the other 17 topic files. Notice there are no links to topics for the TOC, index, or glossary, which would normally be required if you weren't using the auto-generate feature."
- A callout box points to the 'My-Outline-TOC' file in the Project Organizer, stating: "Outline TOC file"





This is the grid view of the same outline TOC.

The green rows indicate the ones where new chapters will start.

Each green row is associated with a particular page layout

Order	Icon	Title	Link	Break Type	Page Layout	Page Type
1		[%=System.LinkedTitle%]	/Content/Title ...	Chapter	/Content/Reso...	Title
2		Chapter 1 Start--Topic 1	/Content/Topi...	Chapter	/Content/Reso...	First
3		[%=System.LinkedTitle%]	/Content/Topi...	None		
4		[%=System.LinkedTitle%]	/Content/Topi...	None		
5		[%=System.LinkedTitle%]	/Content/Topi...	None		
6		Chapter 2 Start--Topic 5	/Content/Topi...	Chapter	/Content/Reso...	First
7		[%=System.LinkedTitle%]	/Content/Topi...	None		
8		[%=System.LinkedTitle%]	/Content/Topi...	None		
9		Chapter 3 Start--Topic 8	/Content/Topi...	Chapter	/Content/Reso...	First
10		[%=System.LinkedTitle%]	/Content/Topi...	None		
11		[%=System.LinkedTitle%]	/Content/Topi...	None		
12		Chapter 4 Start--Topic 11	/Content/Topi...	Chapter	/Content/Reso...	First
13		[%=System.LinkedTitle%]	/Content/Topi...	None		
14		[%=System.LinkedTitle%]	/Content/Topi...	None		
15		Chapter 5 Start--Topic 14	/Content/Topi...	Chapter	/Content/Reso...	First
16		[%=System.LinkedTitle%]	/Content/Topi...	None		
17		[%=System.LinkedTitle%]	/Content/Topi...	None		
18		[%=System.LinkedTitle%]	/Content/Topi...	None		

In the Target Editor, you select the **Advanced** tab and select **Generate TOC Proxy**, **Generate Index Proxy**, and **Generate Glossary Proxy**. In addition, you also select an option labeled **Inject empty pages as needed to ensure TOC nodes start on their selected pages** and another labeled **Use TOC depth for heading levels**. These last two options are not required to use the auto-generate feature, but they are popular options for generating print-based output.



PDF x Start Page x

Target Editor | Build View Publish Open Build Log

General

Skin

Conditional Text

Variables

Publishing

Glossary

Relationship Table

Meta Tags

**Advanced**

Build Events

Language

PDF Options

Warnings

Output Options

- Use empty ALT text for images that do not have ALT text
- Auto-size Capture objects to fit text
- Generate TOC proxy ⓘ
- Generate index proxy ⓘ
- Generate glossary proxy ⓘ
- Preserve tracked changes

Stylesheet Medium

Medium: print

Empty Page Handling

- Inject empty pages as needed to ensure TOC nodes start on their selected pages

Expanding Text Effects

Select how Expanding Text Effects should be converted to text:

- Convert to footnotes
- Expand text inline
- Remove the "body"

Text Popup Effects

Select how Text Popups should be converted to text:

- Convert to footnotes
- Expand text inline
- Remove the "body"

Multi-Document Native XPS/PDF Output

- Generate multiple documents for native XPS/PDF output

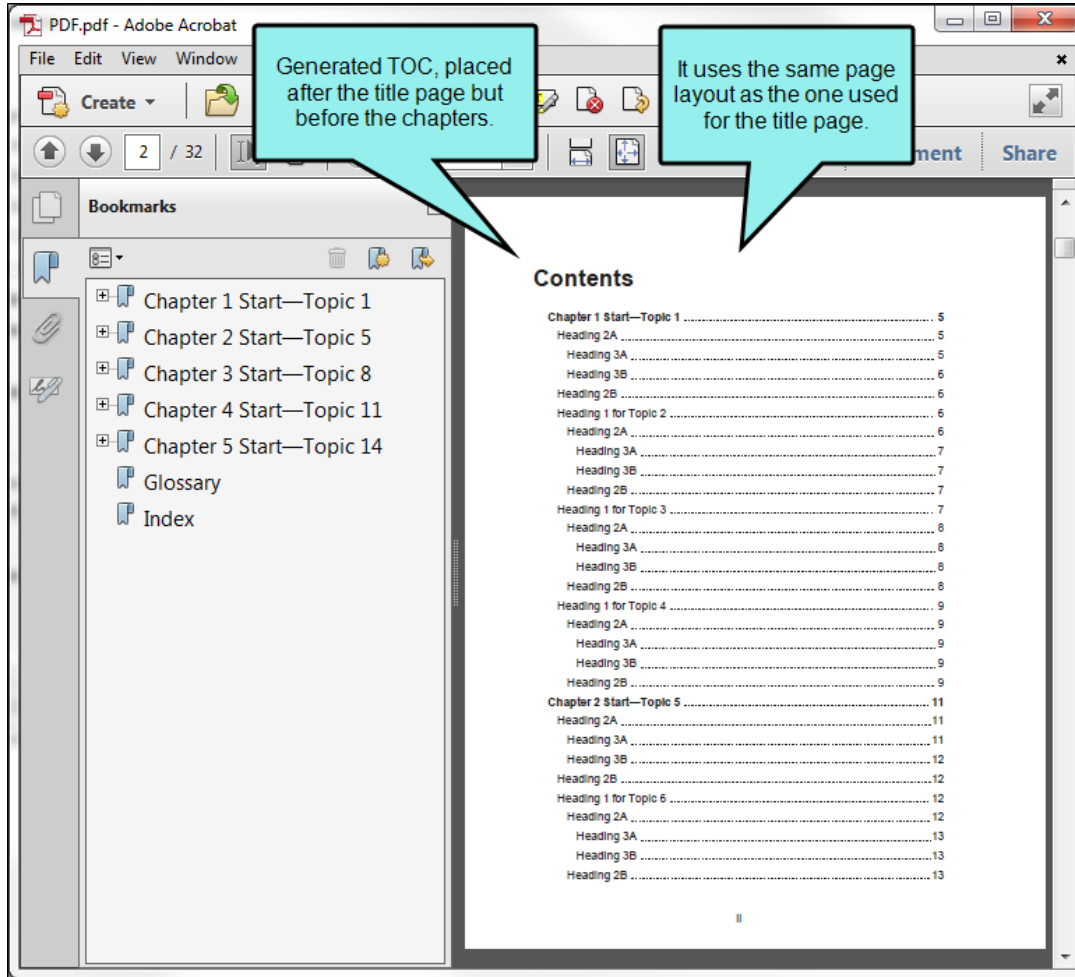
Margins

- Collapse top margin

Generated TOC

- Use TOC depth for heading levels
- Inject headings for unlinked books in TOC

☆ After you generate the PDF output, it looks something like this:





Generated glossary, placed after the chapters but before the index.

It uses the same page layout as Chapter 5, because that is the last page layout specified in the outline TOC.

**Glossary**

**F**

**Fifth term**  
Definition for fifth term

**First term**  
Definition for first term

**Fourth term**  
Definition for fourth term

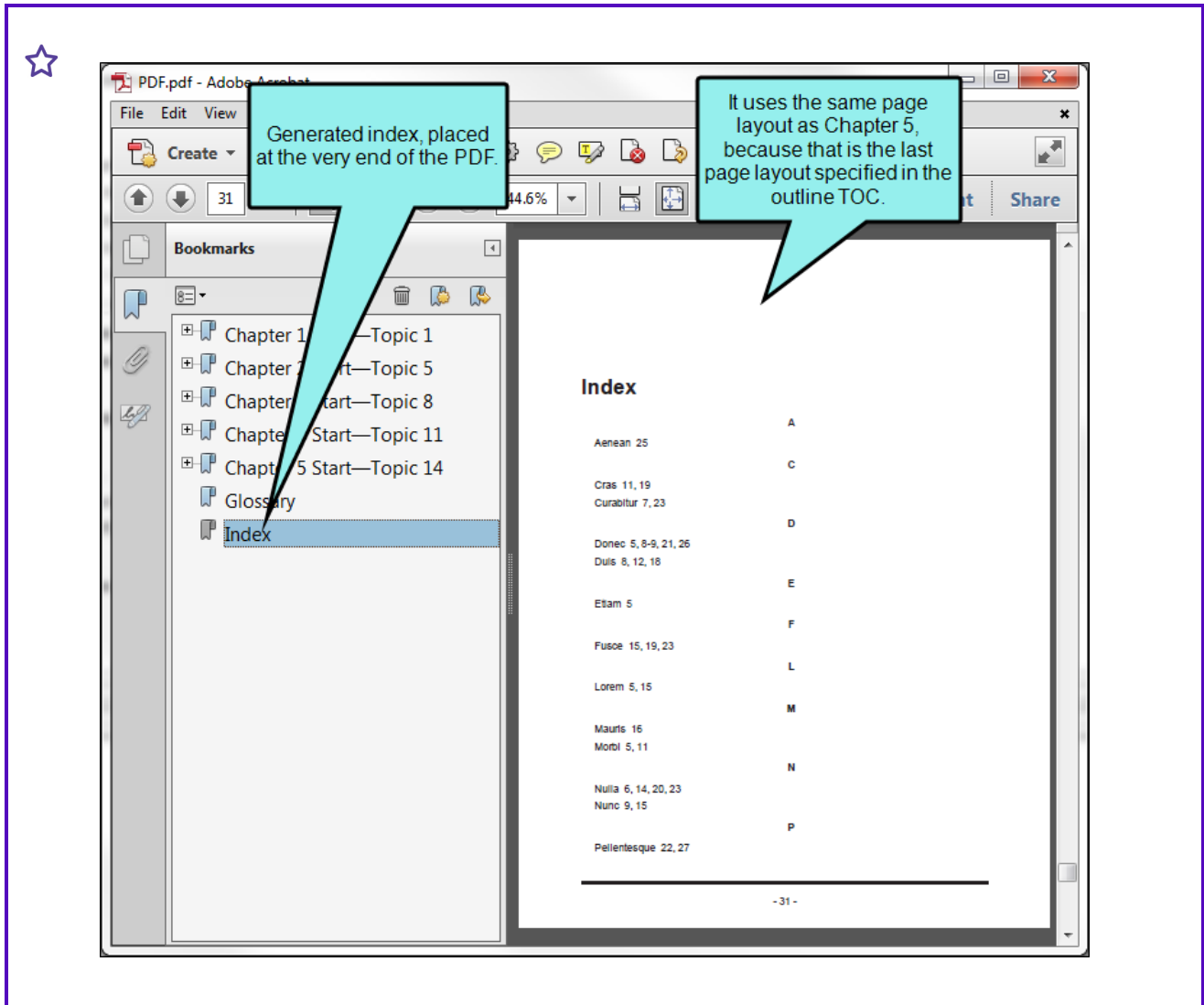
**S**

**Second term**  
Definition for second term


**T**

**Third term**  
Definition for third term

- 29 -



## What's Noteworthy?

 **NOTE** In order for an index to be generated, you must insert at least one index keyword in a topic or snippet to be included in the output.

# Creating a Binary Index


Supported In:



You can create a binary index for your project. Binary indexes are intended for merging multiple CHM files when you build a target. The index keywords in the CHM files are sorted alphabetically and numerically for display in the output.

If you use this feature, please keep in mind that binary indexes do not support custom fonts.

## How to Create a Binary Index

1. Create indexes in your projects.
2. Set your parent project to merge with the other CHM file(s) at run time.
3. Open a Standard skin.
4. Select the **HTML Help Setup** tab.
5. Click the **Index Options** button.
6. In the HTML Help Index Options dialog, select **Binary**.
7. Click **OK**.
8. Click  to save your work.

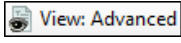
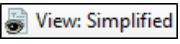




# Creating Multiline Indentation



Supported In:



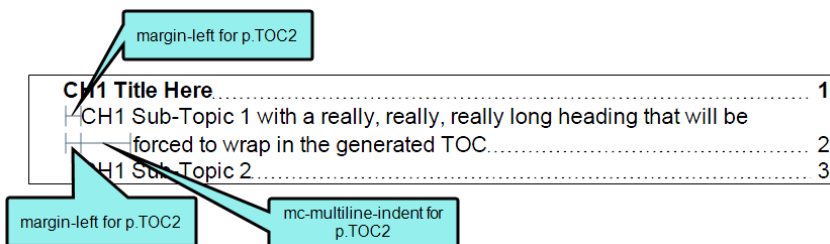
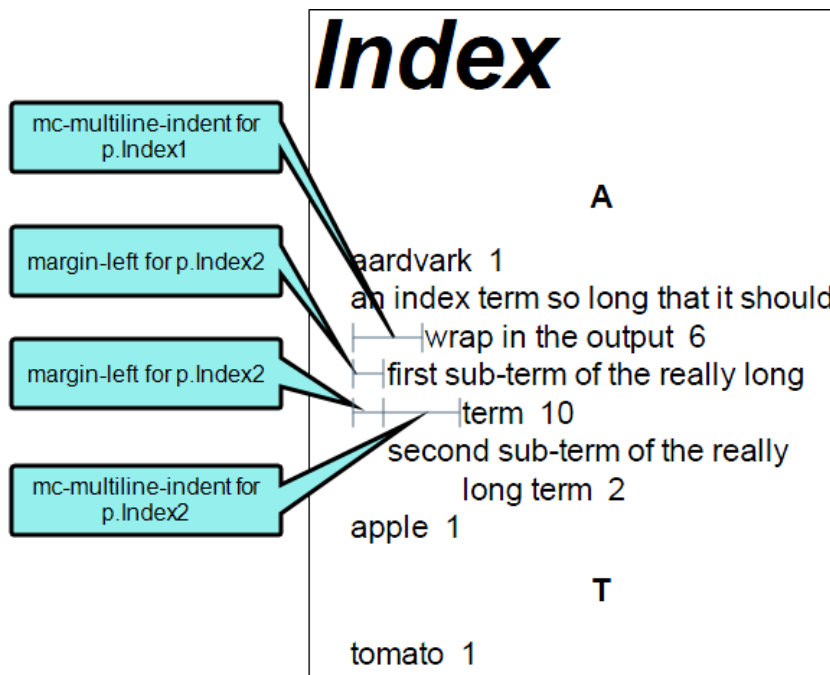
Using a style property called "mc-multiline-indent" you can specify additional indentation for content that wraps to more than one line. Although this property can be used for any block-level element (such as paragraphs), it is most useful when applied to print index, table of contents (TOC), and mini-TOC entries.

## How to Use a Style to Create Multiline Indentation

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left of the editor, make sure the drop-down field is set to .
4. Select the appropriate style. For example, you might select any of the following.
  - **p.Index** These styles (from p.Index1 through p.Index9) control the different levels of index entries in print-based output.
  - **p.TOC** These styles (from p.TOC1 through p.TOC9) control the different levels of TOC entries in print-based output.
  - **p.MiniTOC** These styles (from p.MiniTOC1 through p.MiniTOC9) control the different levels of mini-TOC entries in print-based output.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Unclassified** group.

8. To the right of `mc-multiline-indent`, click .
9. Use the lower-left area of the popup to enter a number.
10. Use the lower-right area to select a unit of measurement.
11. Click **OK**.
12. Click  to save your work.

☆ **EXAMPLE** The following images show how the `mc-multiline-indent` style property works alongside the `margin-left` property in a print index and TOC.







# I Deleting Index Keywords


If necessary, you can delete index keywords that you have inserted into a topic. You can do this from the Index window pane or from a specific topic or snippet. The advantage of using the Index window pane is that you can delete index keywords from all topics in one step.

## How to Delete a Keyword From the Index Window Pane

1. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select View > Index Window.**
  - **Keyboard Shortcut Press F9.**
2. In the explorer area at the bottom of the window pane, right-click on the index keyword or subkeyword that you want to delete. From the context menu select **Remove Keyword**. The keyword is removed from all topics where it had been inserted.

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

## How to Delete a Keyword From a Content File

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


# I Editing Index Keywords

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

## How to Edit a Keyword in Multiple Topics or Snippets

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

- **Ribbon Select View > Index Window.**
- **Keyboard Shortcut Press F9.**


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

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


## How to Edit a Keyword in a Specific Topic or Snippet

1. Open the content file.
2. In the XML Editor, right-click on the marker holding the index keyword that you want to modify. From the context menu, select **Edit Index Keyword**.
3. In the **Terms** column of the Index window pane, click in the cell containing the keyword that you want to change.
4. Type the index keyword as you want it to appear in the index. If you want to add a second level to the index keyword, type a colon after the first term, and then type the second term.

☆ **EXAMPLE** If you type `Software:MadCap Flare`, the term "Software" appears at the first level of the index, and the term "MadCap Flare" appears as a subentry under "Software."

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

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

5. Press **ENTER**. The index keyword is modified.
6. Click  to save your work.

## What's Noteworthy?

📄 **NOTE** If you edit an index keyword contained in a snippet, the changes are automatically reflected in any topics where you have inserted the snippet previously.

📄 **NOTE** If you want to change how index keywords look when they're inserted in the XML Editor, you can change the `MadCap|keyword` style in the Stylesheet Editor. This does not affect the output.

# I Editing Index Links

After creating index links, you may want to edit them.

One way to edit index links is to use span styles to change the look of the index links. For example, you might want to make sure that the link term is displayed in bold to make it stand out, like this:



There are two parts that you can modify. First, you can create a style to modify the look of the "See" or "See also" portion of the link. Second, you can create a style to modify the look of the index term to which the link is pointing (in the example above, this would be the word "Dogs").

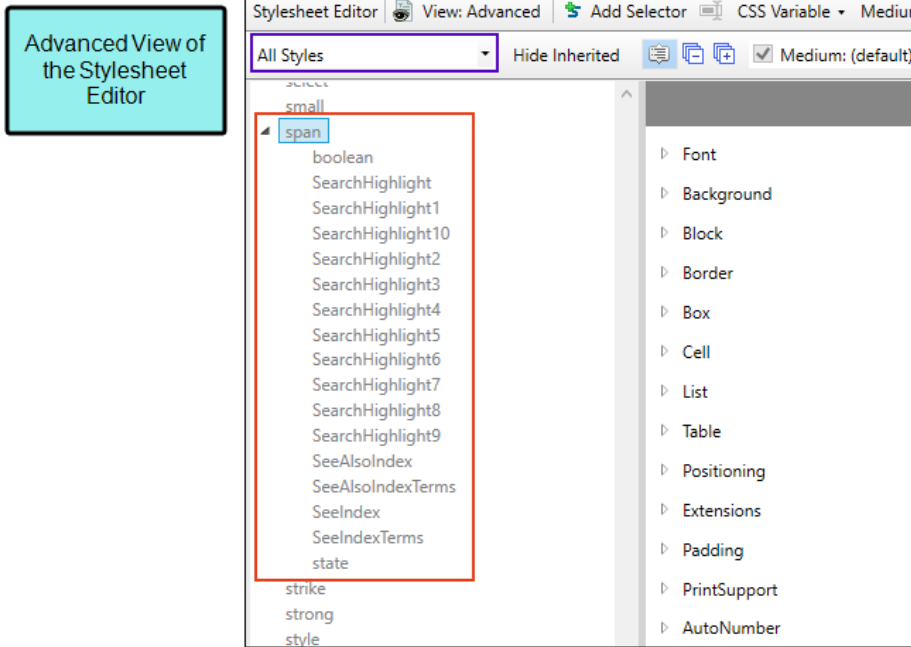
Another way to edit index links is to change the "See" or "See also" text labels (e.g., change "See also" to "Also see").

# How to Edit Index Links Using Span Styles

1. From the Content Explorer, open the stylesheet that you want to modify.
2. Find the **span** style, and expand it if you are using the Advanced view of the Stylesheet Editor. If necessary, you can use the filter field at the top-left of the editor to select **All Styles**.

Simplified View of the Stylesheet Editor

Name	Tag	Class
p.TOC9	p	TOC9
span	span	
span.boolean	span	boolean
span.Emphasis	span	Emphasis
span.SearchHighlight	span	SearchHighlight
span.SearchHighlight1	span	SearchHighlight1
span.SearchHighlight10	span	SearchHighligh...
span.SearchHighlight2	span	SearchHighlight2
span.SearchHighlight3	span	SearchHighlight3
span.SearchHighlight4	span	SearchHighlight4
span.SearchHighlight5	span	SearchHighlight5
span.SearchHighlight6	span	SearchHighlight6
span.SearchHighlight7	span	SearchHighlight7
span.SearchHighlight8	span	SearchHighlight8
span.SearchHighlight9	span	SearchHighlight9
span.SeeAlsoIndex	span	SeeAlsoIndex
span.SeeAlsoIndexTerms	span	SeeAlsoIndexTe...
span.SeeIndex	span	SeeIndex
span.SeeIndexTerms	span	SeeIndexTerms
span.SetOffFirstLevel	span	SetOffFirstLevel
span.SetOffSecondLevel	span	SetOffSecondL...
span.state	span	state
td	td	




3. Under the main span style, select any of the following classes:

- **SeeIndex** This style class lets you change the look of the word "See" in an index link.
- **SeeIndexTerms** This style class lets you change the look of the index entry reference in a "See" an index link. This is a common style to use to set the index term apart from the rest of the index link. For example, after creating this style class, you might open the Font property group to the right and change the font-weight setting to "bold."
- **SeeAlsoIndex** This style class lets you change the look of the words "See Also" in an index link.
- **SeeAlsoIndexTerms** This style class lets you change the look of the index entry reference in a "See Also" an index link. This is a common style to use to set the index term apart from the rest of the index link. For example, after creating this style class, you might open the Font property group to the right and change the font-weight setting to "bold."


4. Using the Stylesheet Editor, change any properties for it.


5. Click  to save your work.


 **NOTE** The span style method is not available for the web-based outputs (HTML5, Clean XHTML, WebHelp, WebHelp Plus).

# How to Edit Index Label Text

1. Open the Project Organizer.
2. Double-click the **Advanced** folder.
3. Double-click a language skin to open it.
4. From the list, select a language in bold or italic font.
5. On the right side of the editor, select **Print and Online**.
6. If necessary, on the left side of the editor, expand the **Print and Online** group.
7. In the **Name** column, locate the **Index Entry** items , depending on which element you want to change. These are the translations you will want to edit.

 **TIP** You may want to click the column header to sort the Name column alphabetically. Index Entry items are labeled "Index Entry."

8. Double-click in any of the **Value** fields and change the text as necessary.
9. Click  to save your work.

 **NOTE** If you want to change the look of index links in online output, you can do so by modifying styles within your skin.


# Excluding Index Entries From Search

Supported In:



If you insert index markers in your project, those markers by default are included in searches that users perform in your output. If you want to exclude index entries from searches, you can do so.

## How to Exclude Index Entries From Search

1. Open the target.
2. Select the **Search** tab.
3. In the **Search Results** section, click the drop-down arrow next to **Advanced Search Options**.
4. Click **Exclude index entries from search**.
5. Click  to save your work.

 **NOTE** This option is not available for HTML5 targets using Elasticsearch or Google Search.




# I Including Bookmarks in Index Entries

If you want index term links to point to the exact spot in the topic where the index marker has been set, you need to specify this in the Skin Editor. Otherwise, the index term links will point to the topic in general.

However, by pointing to the individual index markers, the index may not display the way you want if the index term points to multiple topics and you also have created a binary index . In other words, index entries pointing to multiple topics will display the index terms repeated instead of the topic title. A workaround is to deselect the binary index option in the Skin Editor. However, keep in mind that a binary index is required if you want to merge CHM files.

## How to Include Bookmarks in Index Entries

1. Open a Standard skin.
2. Select the **HTML Help Setup** tab.
3. Click the **Index Options** button.
4. In the HTML Help Index Options dialog, select **Include bookmarks with index entries**.
5. Click **OK**.
6. Click  to save your work.

# I Including Page Autonumbers in Print Indexes

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

# Methods

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

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

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

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

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

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

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

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

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

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

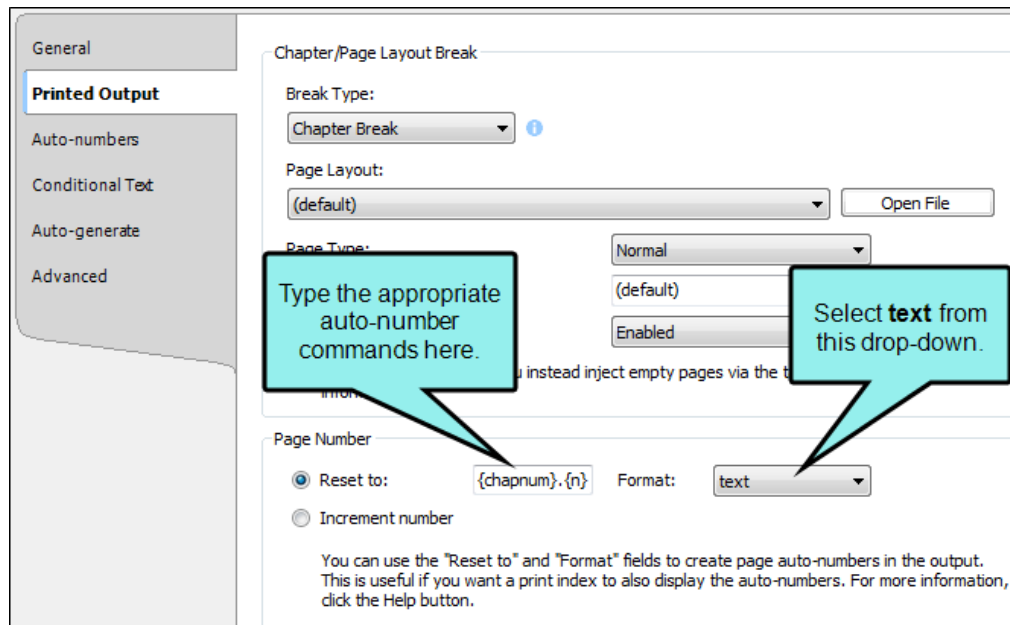
`[ PageNumber: 1 ]`

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

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

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


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



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

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

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

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

When you view the generated output, you will see the page numbers displayed correctly (e.g., 1.1, 1.2, 1.3, 2.1, 2.2, and so on). In the generated print index, you will see the same autonumber/page number combination—as long as your topics include index keywords (see "Inserting Index Keywords" on page 15).

## What's Noteworthy?



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

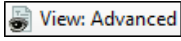
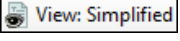

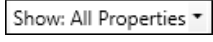




# Including or Excluding Index Headings

Supported In:



When you insert an Index proxy for print-based output, you can specify whether the generated index should include headings above the alphabetical groups of entries. The default setting is "True," meaning that index headings will be included. However, you can always override this setting at the spot where a particular Index proxy is inserted. If you want all index proxies to not include headings by default, you can edit the `mc-index-headings` property, setting it to "False."

## How to Include or Exclude Index Headings

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. In the **Styles** section on the left side of the editor, find and select the style called **MadCapIndexProxy** (or a style class you have created within that style).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Unclassified** property group.
8. To the right of **mc-index-headings**, click  and select **true** (to include headings) or **false** (to exclude them).
9. Click  to save your work.

# I 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**.



## 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*