madcap software

TUTORIAL

MADCAP FLARE 2024 r2

Lists

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CHAPTER 1

Welcome

Approximate Time: 40 minutes

Welcome to the Flare Lists Tutorial.

- Tutorial Goal Learning how to create and manage various types of lists.
- Key Concepts Creating simple and multi-level lists, controlling list styles, adding page breaks within list items, and understanding definition lists.

How to Kayak

1. Find a good area.
    - Calm, shallow water
        a. Say, "Hello, water. Mind if I kayak?"
        b. Thank the water.
    - No rocks
2. Place the kayak in the water.

    Here is the best way to do it:

    a. Put the front end in first.

    b. With your hand on the back of the kayak, position it in the water.
3. Get in the kayak.

    We recommend not falling out.

    Seriously, don't fall out.
4. Focus your brain.
5. Paddle like the wind.

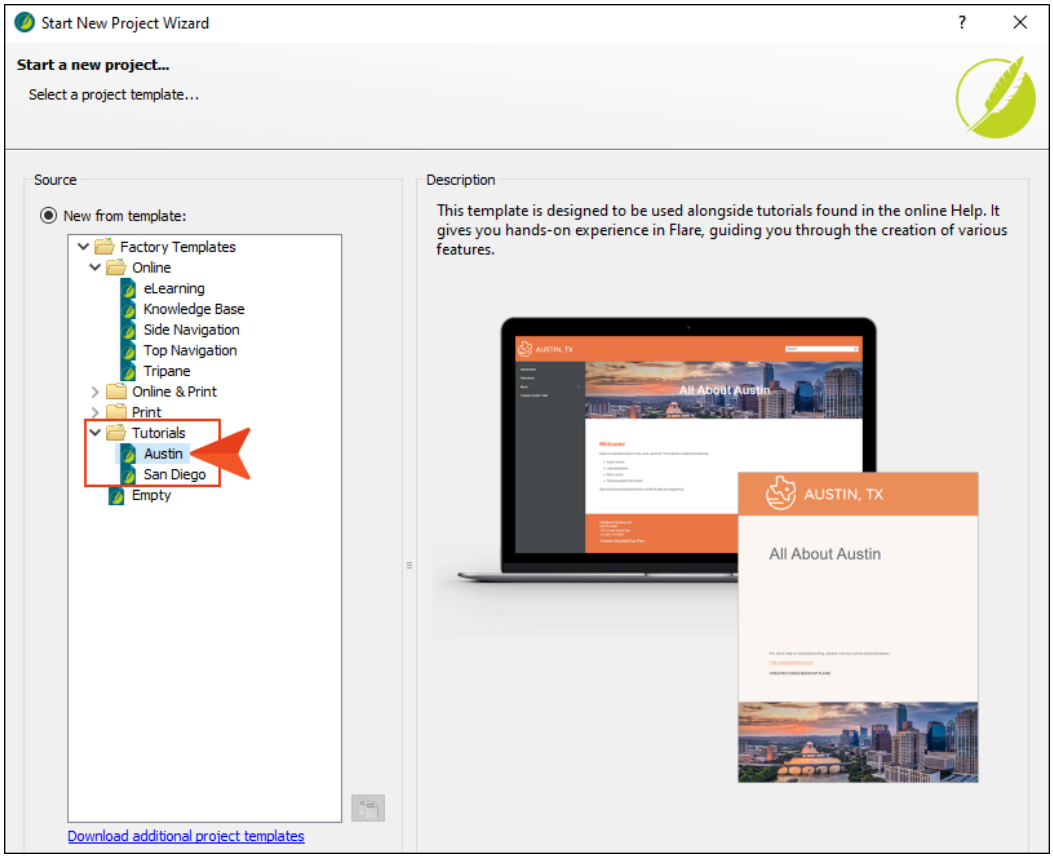
CHAPTER 2

Creating a Project From a Template

To start, let's create a new project based on Flare's Austin template.

How to Create a New Project From a Template

1. Select **File > New Project**. The Start New Project Wizard opens.
2. In the **Project name** field, give your project any name you want.
3. (Optional) In the **Project folder** field, you can enter a location where you want to save your project. By default, projects are saved in your Documents > My Projects folder.
4. Click **Next**.
5. Under **Factory Templates**, expand the **Tutorials** folder. Select the **Austin** template.



6. Click **Next**.
7. For branding, keep the default settings. (This is where you could customize your project's look with branding, such as colors and logo.) Click **Next**.
8. Click **Finish**. The project is created and loaded into Flare.

CHAPTER 3

Creating Bulleted and Numbered Lists

Let's create some simple and multi-level lists.

This chapter discusses the following:

How to Create a Simple Bulleted List 10

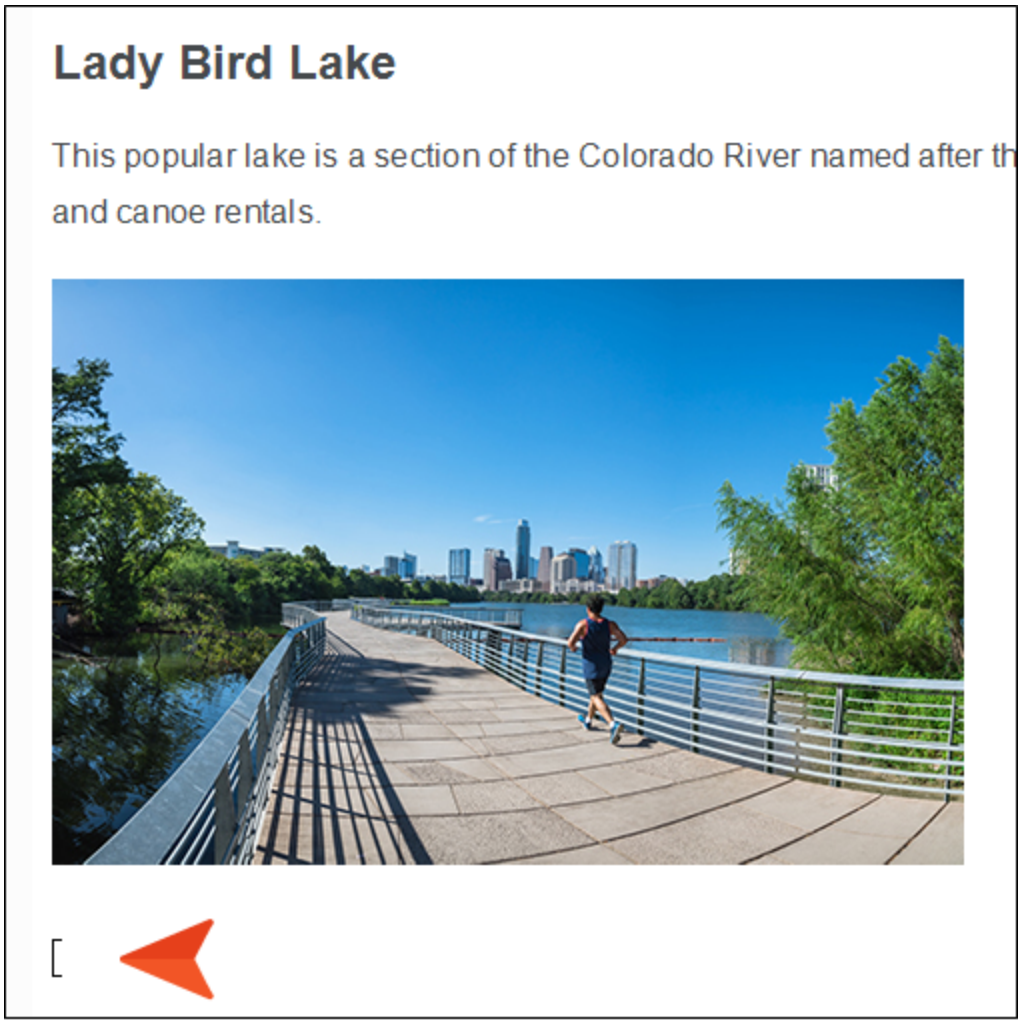
How to Create Multiple Levels in the Bulleted List 15

How to Create a Simple Numbered List 18

How to Create Multiple Levels in the Numbered List 23

How to Create a Simple Bulleted List

1. From the Content Explorer, double-click the **Attractions.htm** topic. The topic opens in the XML Editor.
2. Scroll down to the bottom of the topic, place your cursor to the right of the last image and press **ENTER** to create an empty paragraph.



3. Copy and paste the following text at that location.

   Things You Need for Kayaking

   Paddle

   Get the right size.

   Don't choose a paddle made of jello.

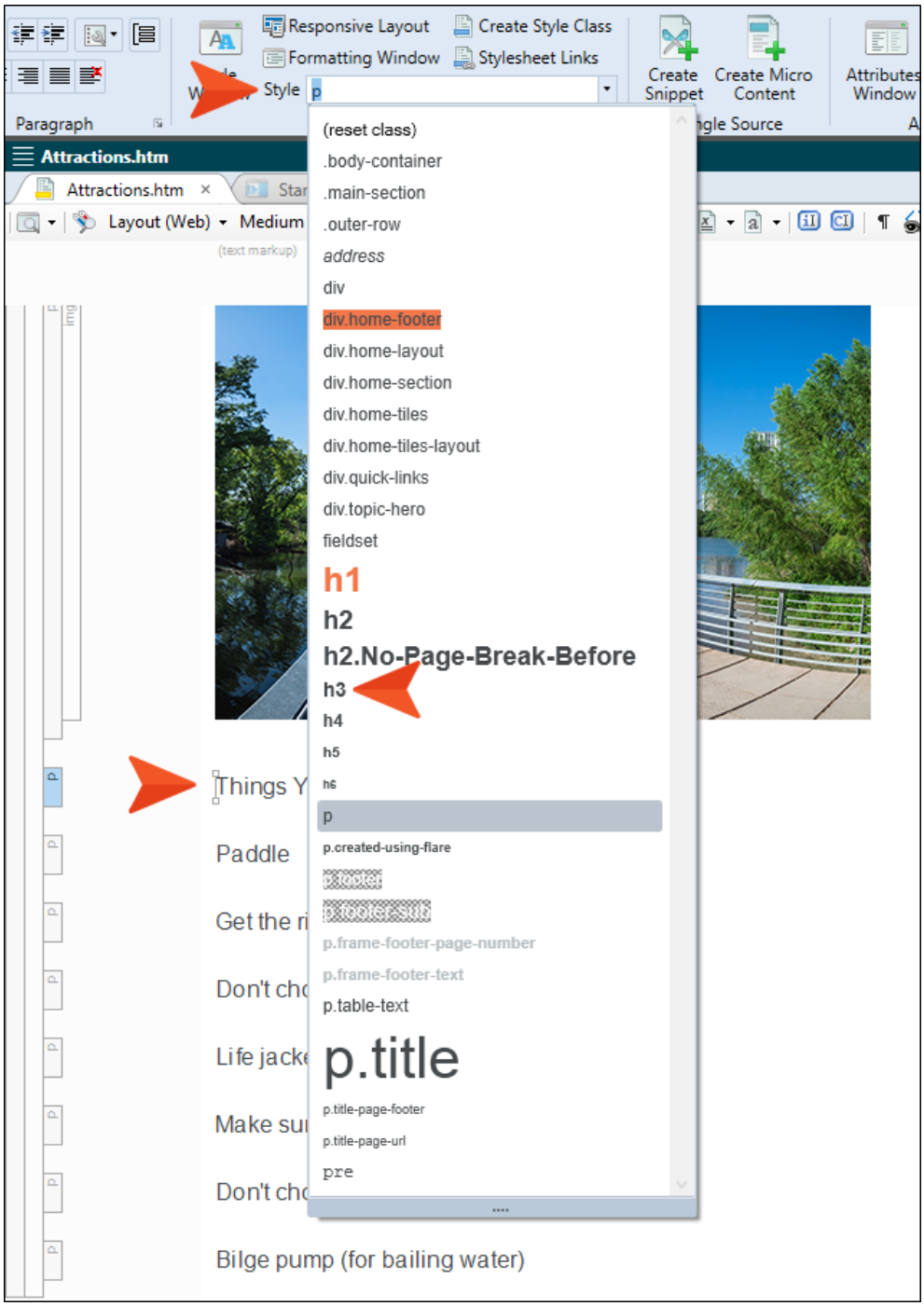
   Life jacket

   Make sure it is snug.

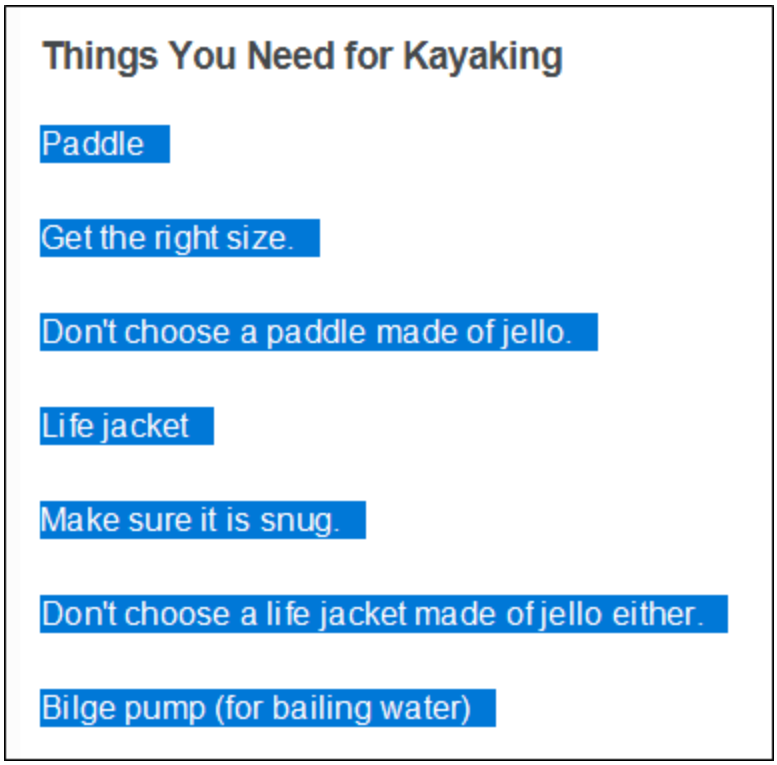
   Don't choose a life jacket made of jello either.

   Bilge pump (for bailing water)

4. Place your cursor anywhere in the first paragraph ("Things You Need for Kayaking"), and from the **Home** ribbon, click in the **Style** drop-down and select **h3**.

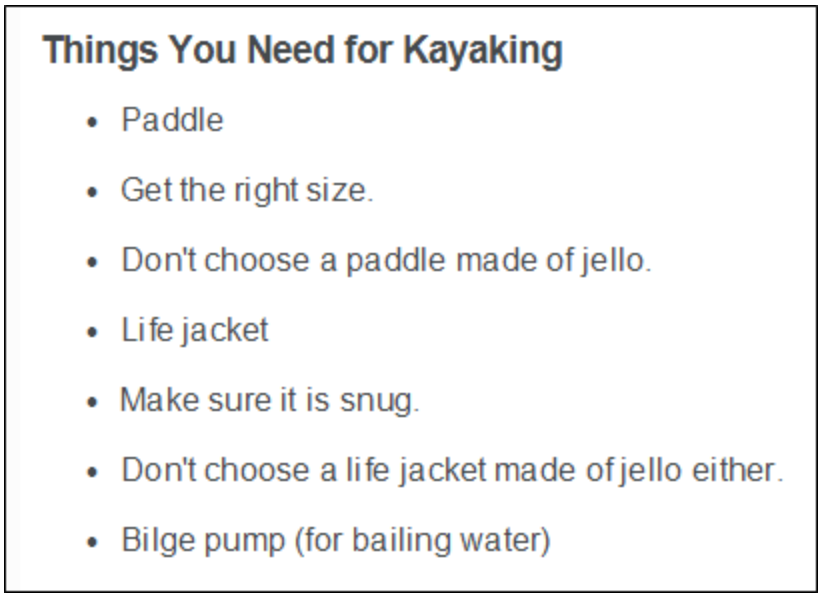


5. Select the rest of the text under the new heading.



6. From the **Home** ribbon, click the face of the **List** button (or you can click the down arrow and select **Bullet List**).

   You now have a simple bulleted list.

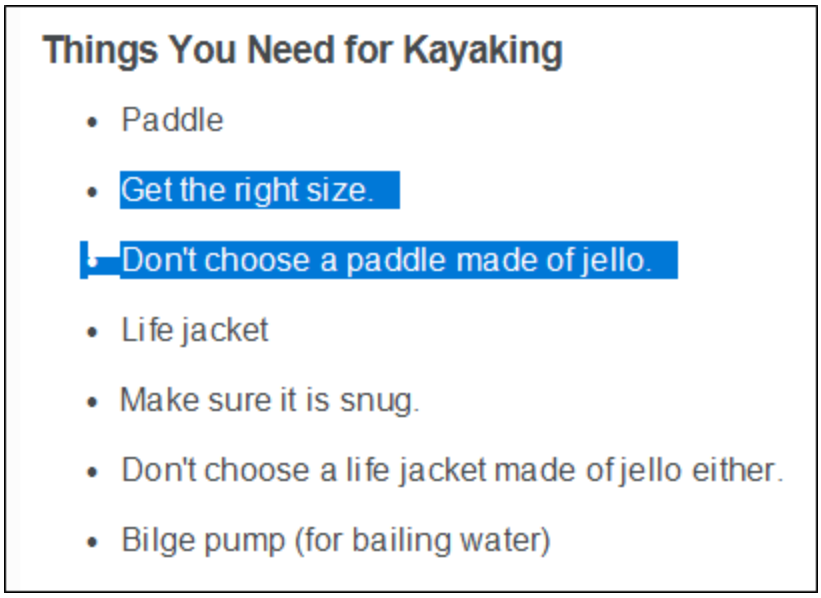


> TIP When starting a new list, it is best to select either the **Bullet List** or **Numbered List** option. Selecting any of the other options might give you the kind of bullet or number you want, but it will be local formatting, which you should avoid. Instead, use styles to control the types of bullets and numbers, which we will cover later.

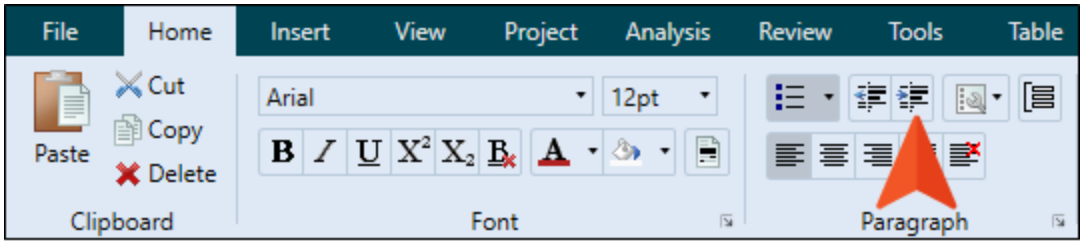
How to Create Multiple Levels in the Bulleted List

Creating the bulleted list was easy, but there are a couple of places where there should be secondary lists within the main list. We will fix that now.

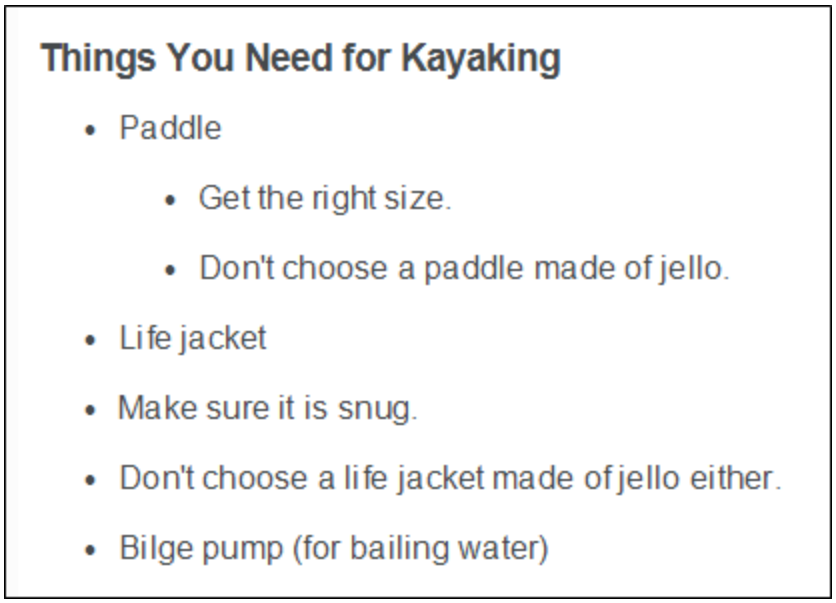
1. Select the second and third bullet items.



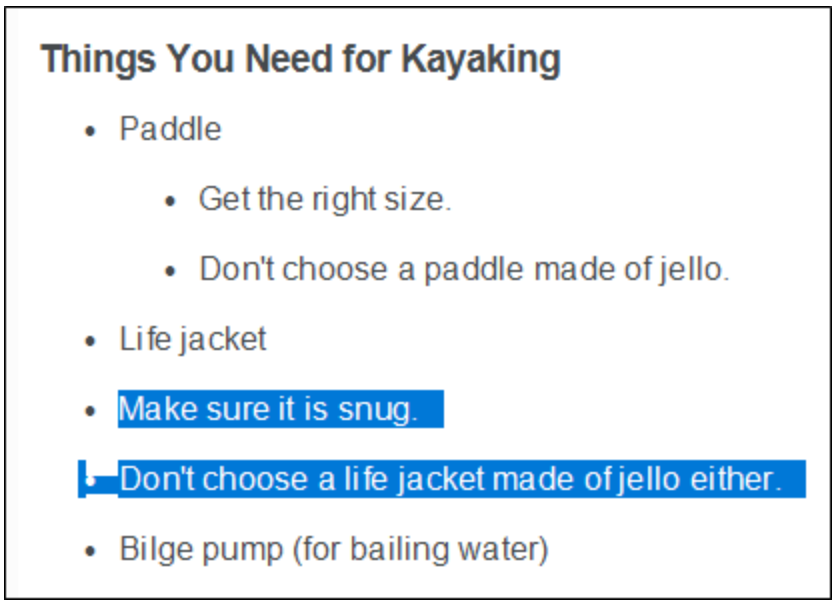
2. In the **Home** ribbon, click . (Alternatively, you can press the **TAB** key.)



Those items are indented.

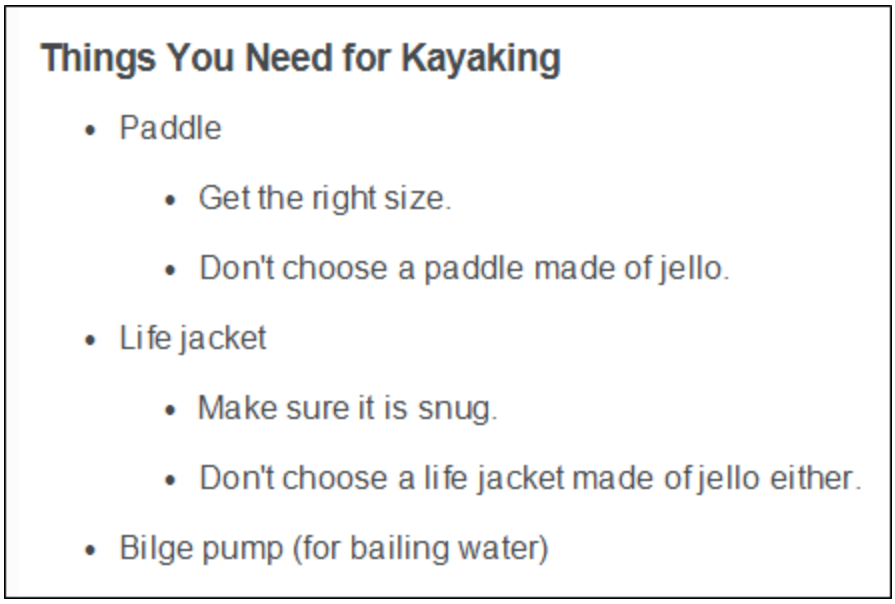


3. Select the next two bullet items under **Life jacket**.



4. Once again, click or press the TAB key.

   The list should now look like this.



How to Create a Simple Numbered List

1. Place your cursor at the end of the last bullet item and press ENTER twice to exit from the list and create a new empty paragraph.

2. Copy and paste the following text at that location.

   How to Kayak

   Find a good area.

   Calm, shallow water

   Say, "Hello, water. Mind if I kayak?"

   Thank the water.

   No rocks

   Place the kayak in the water.

   Put the front end in first.

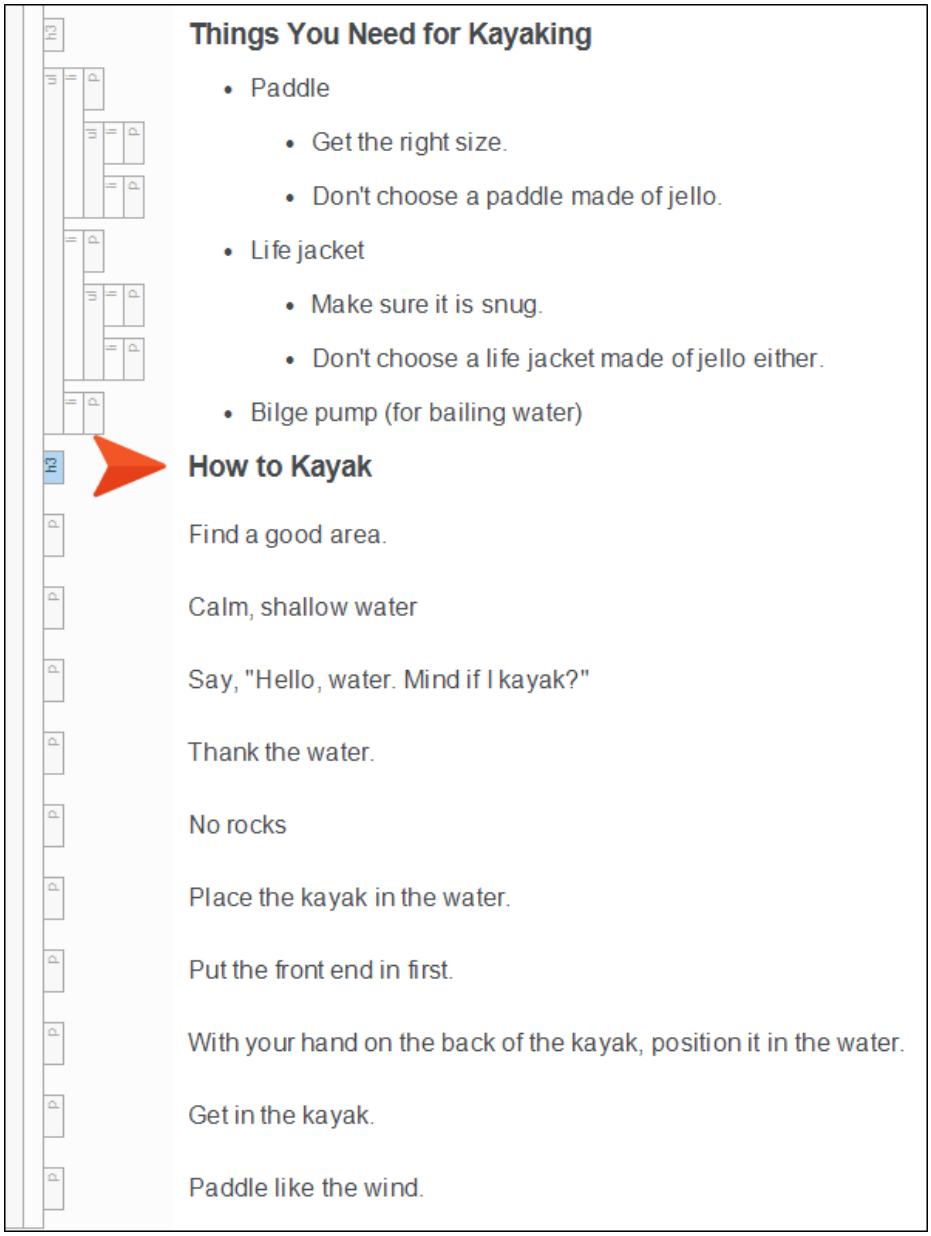
   With your hand on the back of the kayak, position it in the water.

   Get in the kayak.

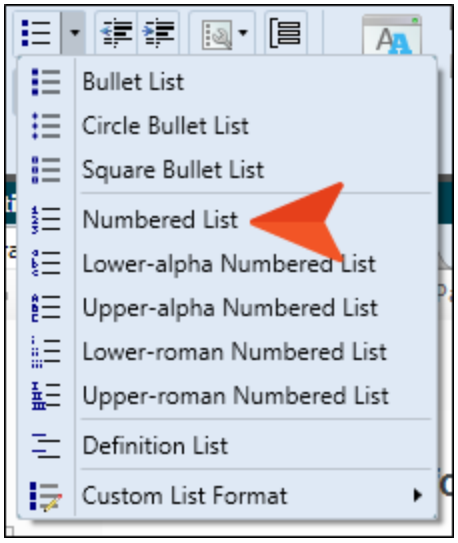
   Paddle like the wind.

3. Place your cursor anywhere in the first paragraph that you just copied ("How to Kayak"), and from the Home ribbon, click in the Style drop-down and select h3.

   When finished, it should look like this.



4. Select the rest of the text under the new heading.
5. From the **Home** ribbon, click the down arrow on the **List** button and select **Numbered List**.



You now have a simple numbered list under the bulleted list.

Things You Need for Kayaking

- Paddle
    - Get the right size.
    - Don't choose a paddle made of jello.
- Life jacket
    - Make sure it is snug.
    - Don't choose a life jacket made of jello either.
- Bilge pump (for bailing water)

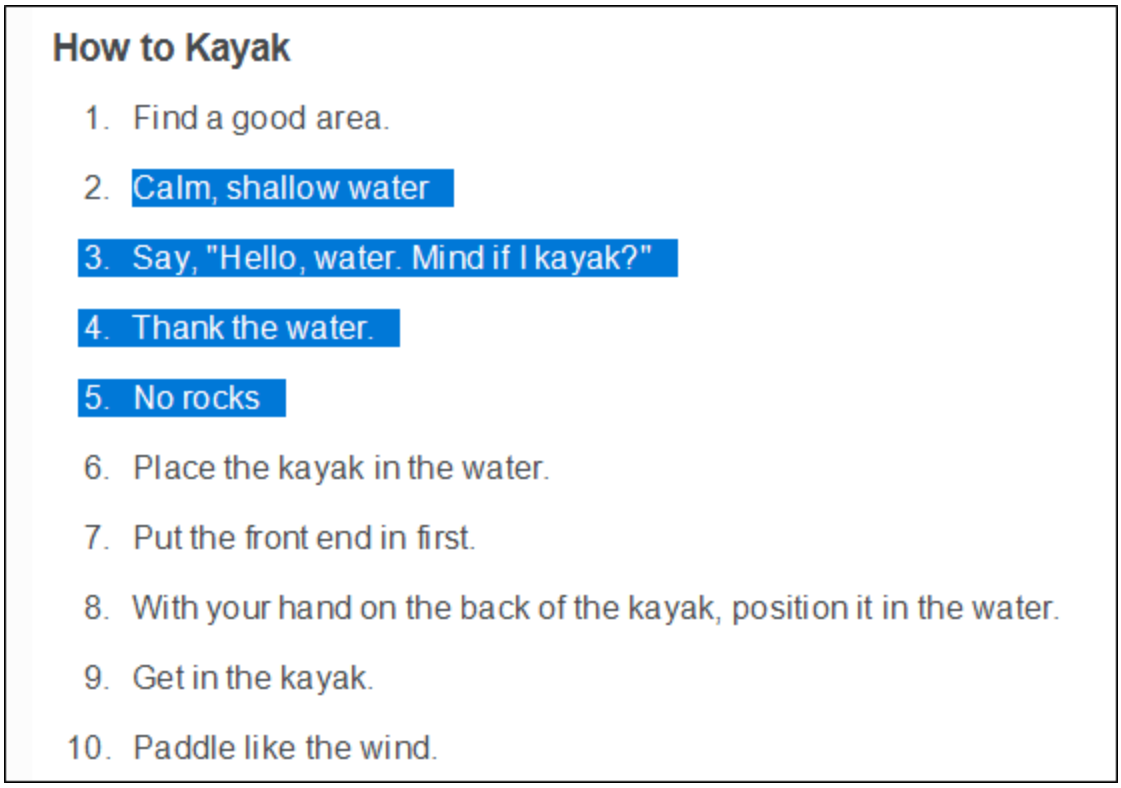
How to Kayak

1. Find a good area.
2. Calm, shallow water
3. Say, "Hello, water. Mind if I kayak?"
4. Thank the water.
5. No rocks
6. Place the kayak in the water.
7. Put the front end in first.
8. With your hand on the back of the kayak, position it in the water.
9. Get in the kayak.
10. Paddle like the wind.

How to Create Multiple Levels in the Numbered List

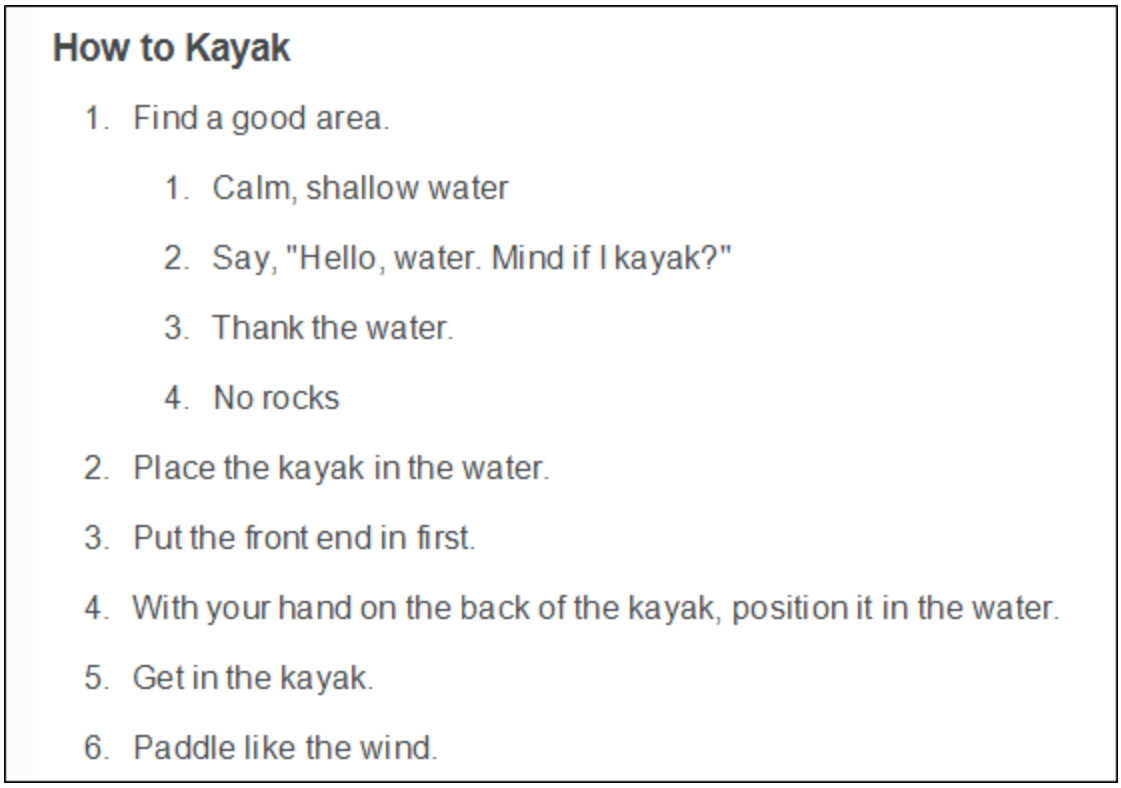
Like the bulleted list, we need some additional levels in our numbered list.

1. Select list items 2-5.

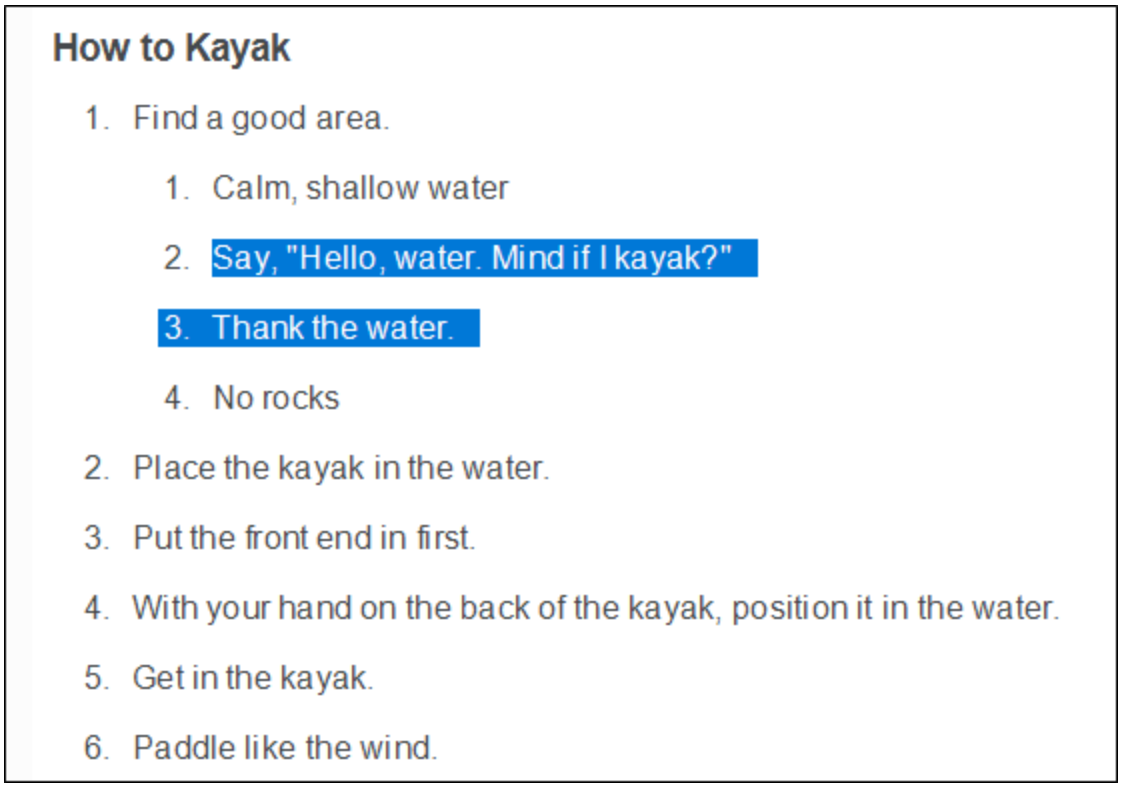


2. In the **Home** ribbon, click or press the **TAB** key.

   Those items are indented.

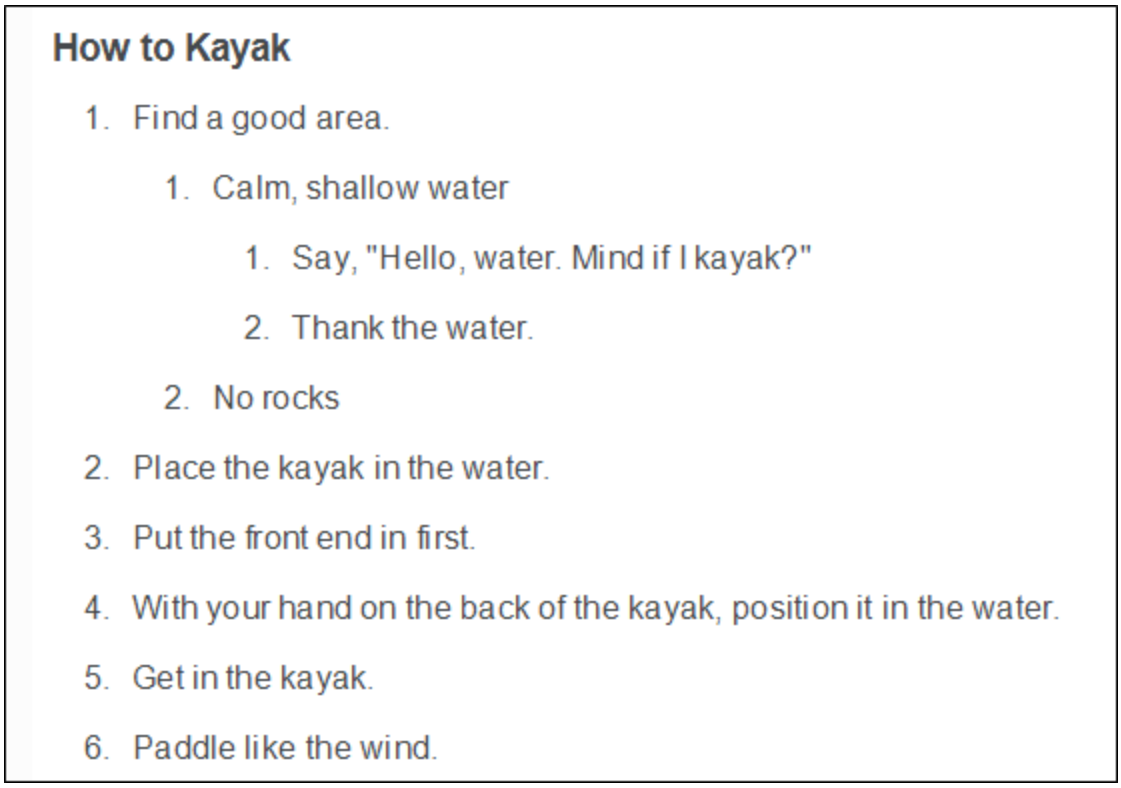


3. In the new sub-list, select items 2-3.

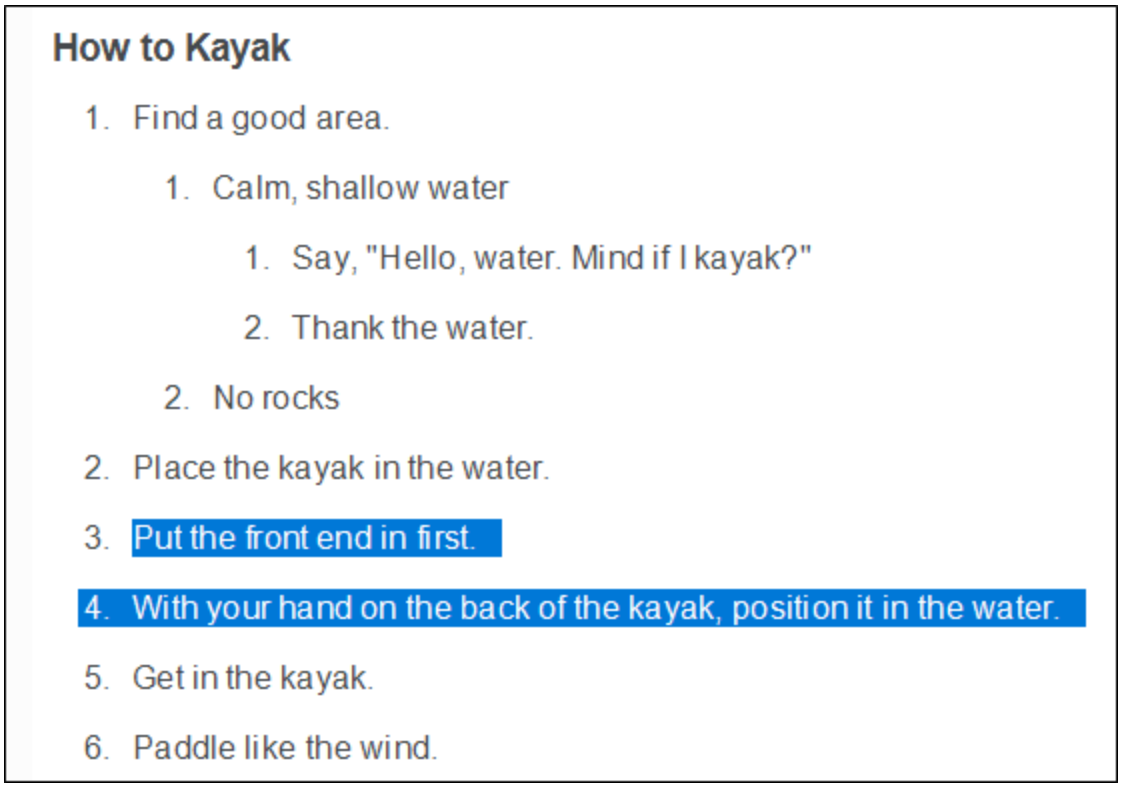


4. Click or press TAB.

   Now there are three levels.

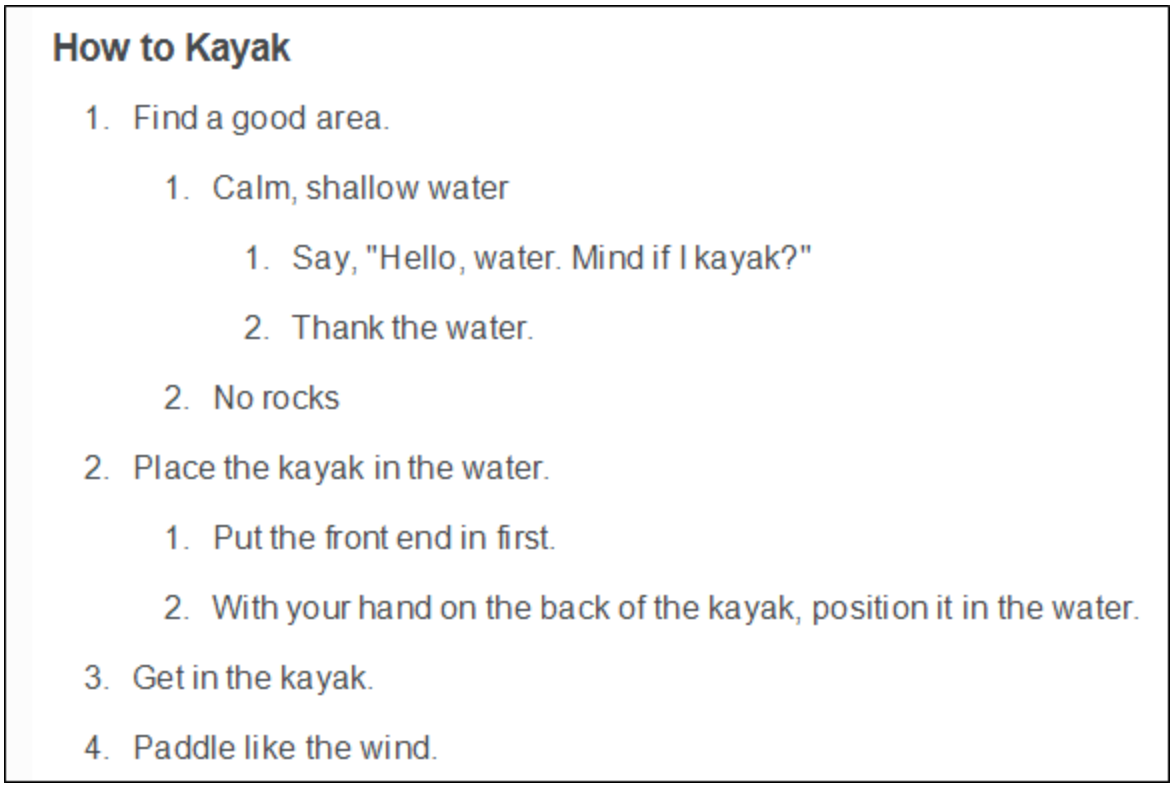


5. Select list items 3-4.

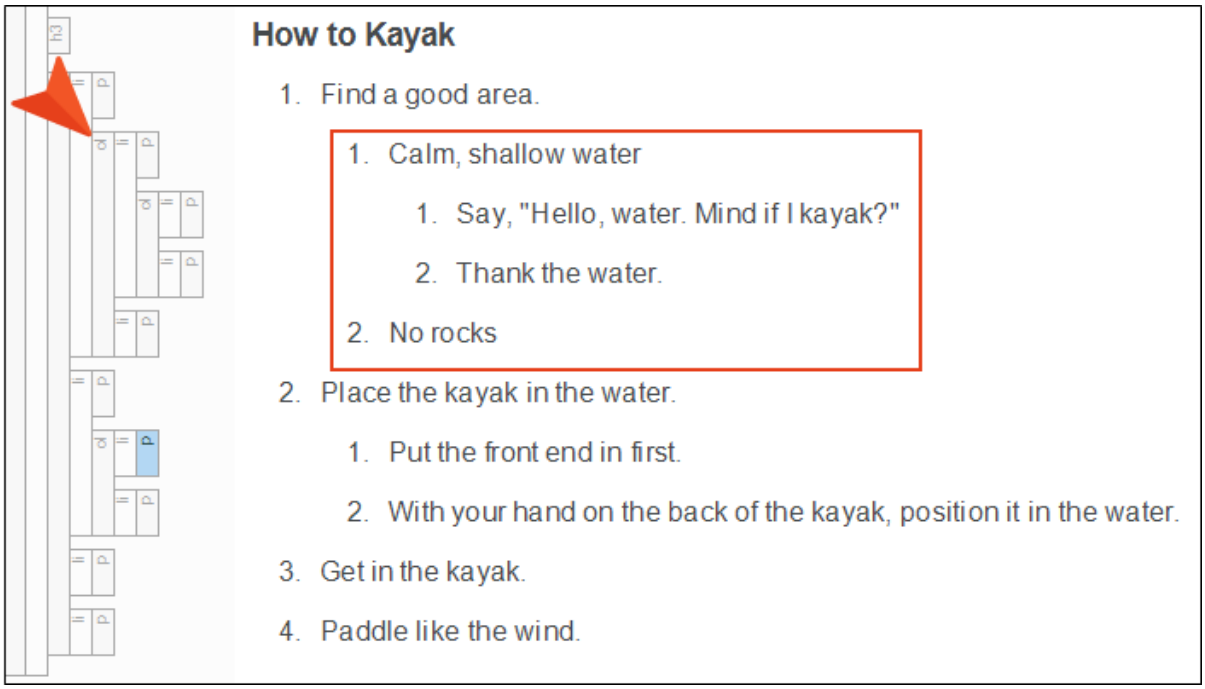


6. Click or press TAB.

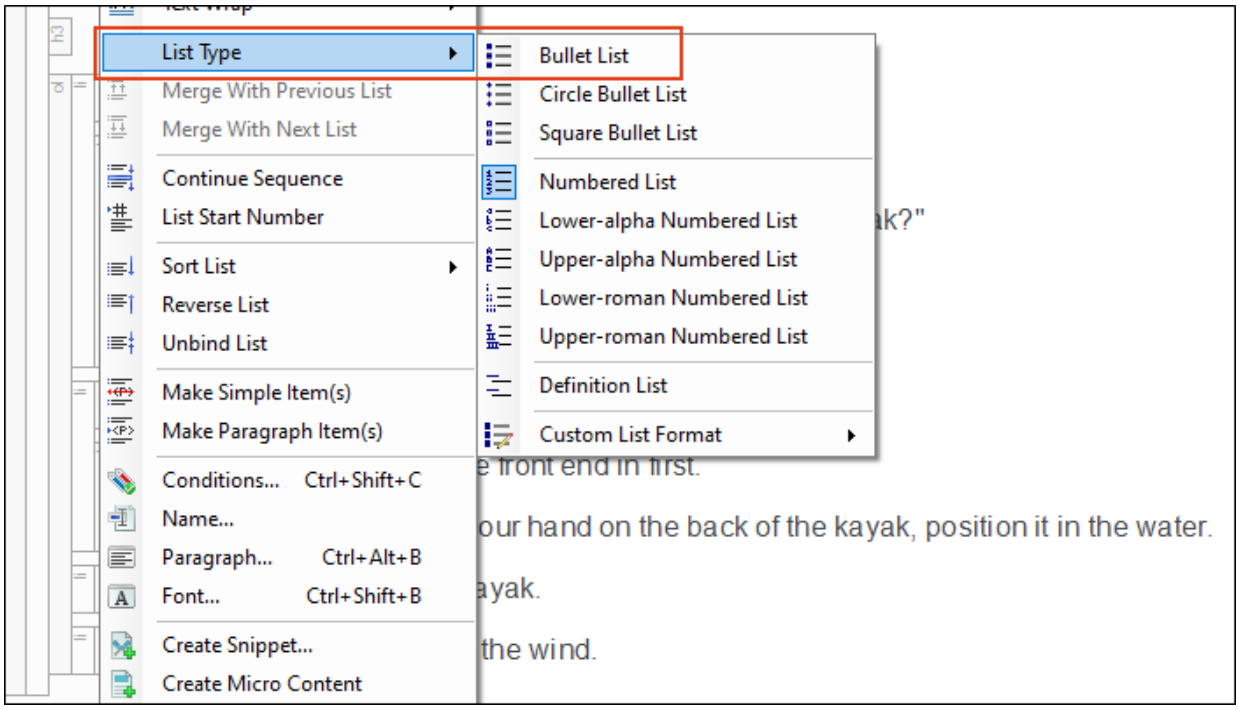
   The list should now look like this.



7. We don't want all of the sub-lists to use regular decimals like the first level. In fact, we want one of those lists to use bullets. So right-click the ol structure bar to the left of the first sub-list.



8. Select **List Type > Bullet List**.



The list should now look like this.

How to Kayak

1. Find a good area.
    - Calm, shallow water
        1. Say, "Hello, water. Mind if I kayak?"
        2. Thank the water.
    - No rocks
2. Place the kayak in the water.
    1. Put the front end in first.
    2. With your hand on the back of the kayak, position it in the water.
3. Get in the kayak.
4. Paddle like the wind.

9. Click to save your work.

CHAPTER 4

Editing and Applying List Styles

We have a couple of multi-level lists. However, those lists aren't using the kinds of numbers and bullets that we want at the various levels. So let's make some style changes.

This chapter discusses the following:

How to Control the List Style Type for First-Level Bullets 32

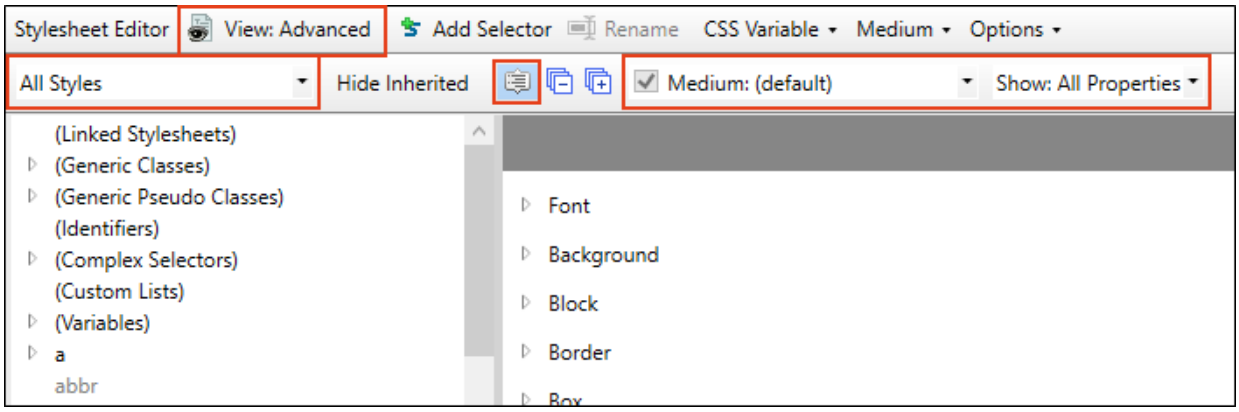
How to Control the List Style Type for Second-Level Bullets 38

How to Control the List Style Type for Second-Level Numbers 42

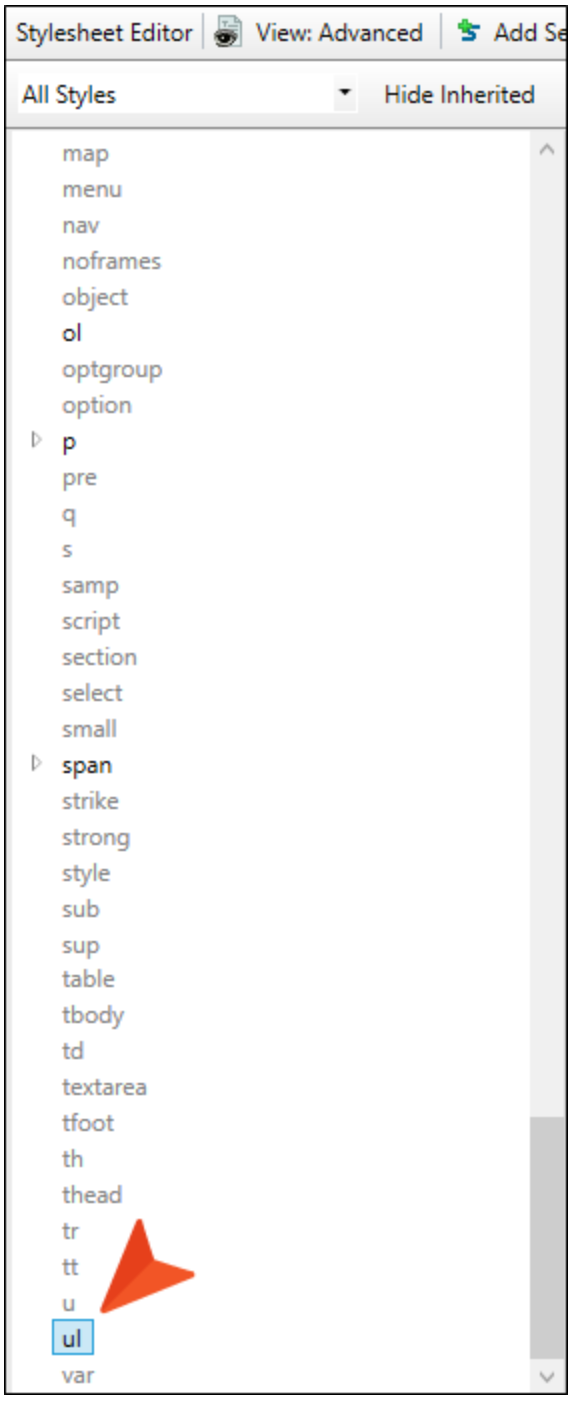
How to Control the Spacing Between List Items 44

How to Control the List Style Type for First-Level Bullets

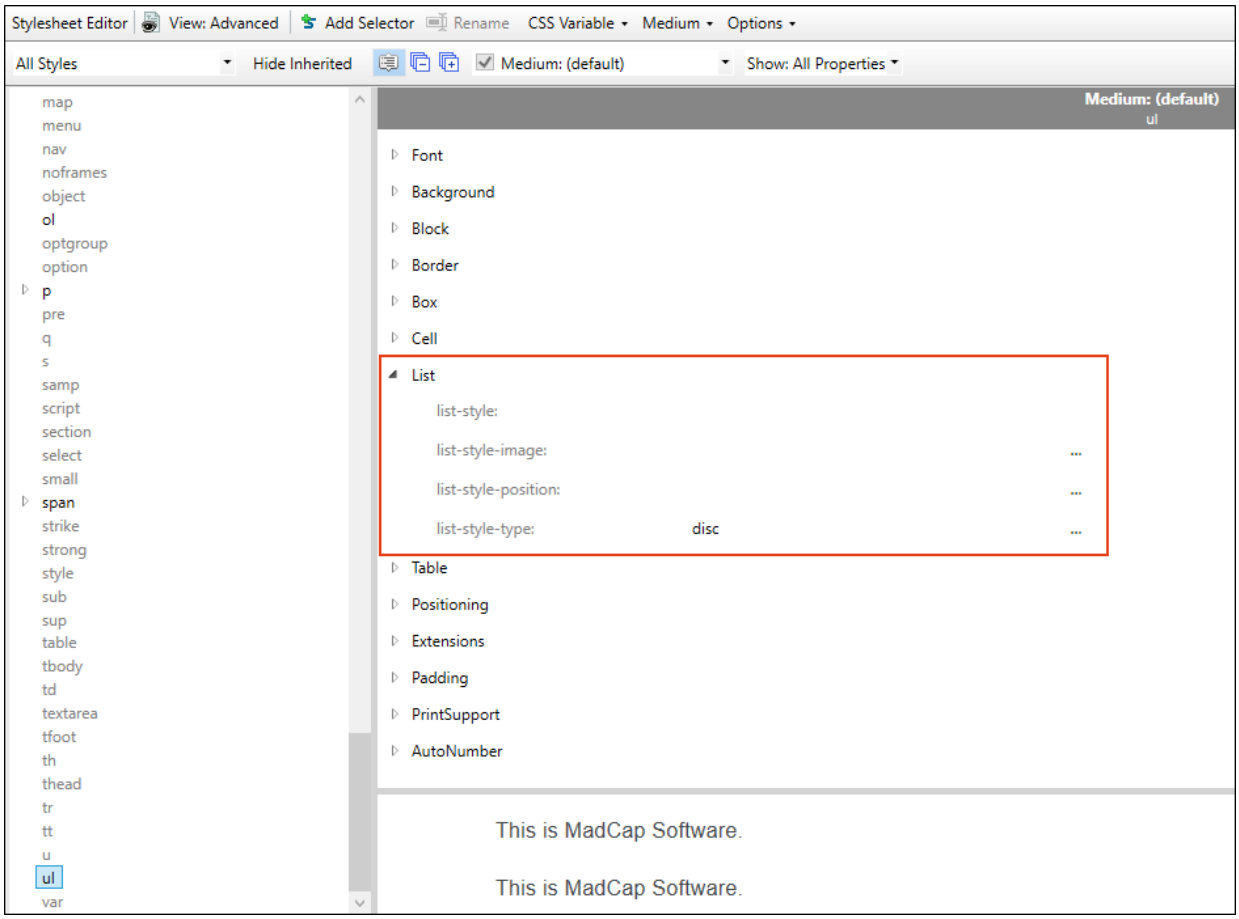
1. From the Content Explorer, expand **Resources > Stylesheets**. Then double-click **Styles.css**.
2. Make sure the following are selected in the Stylesheet Editor.



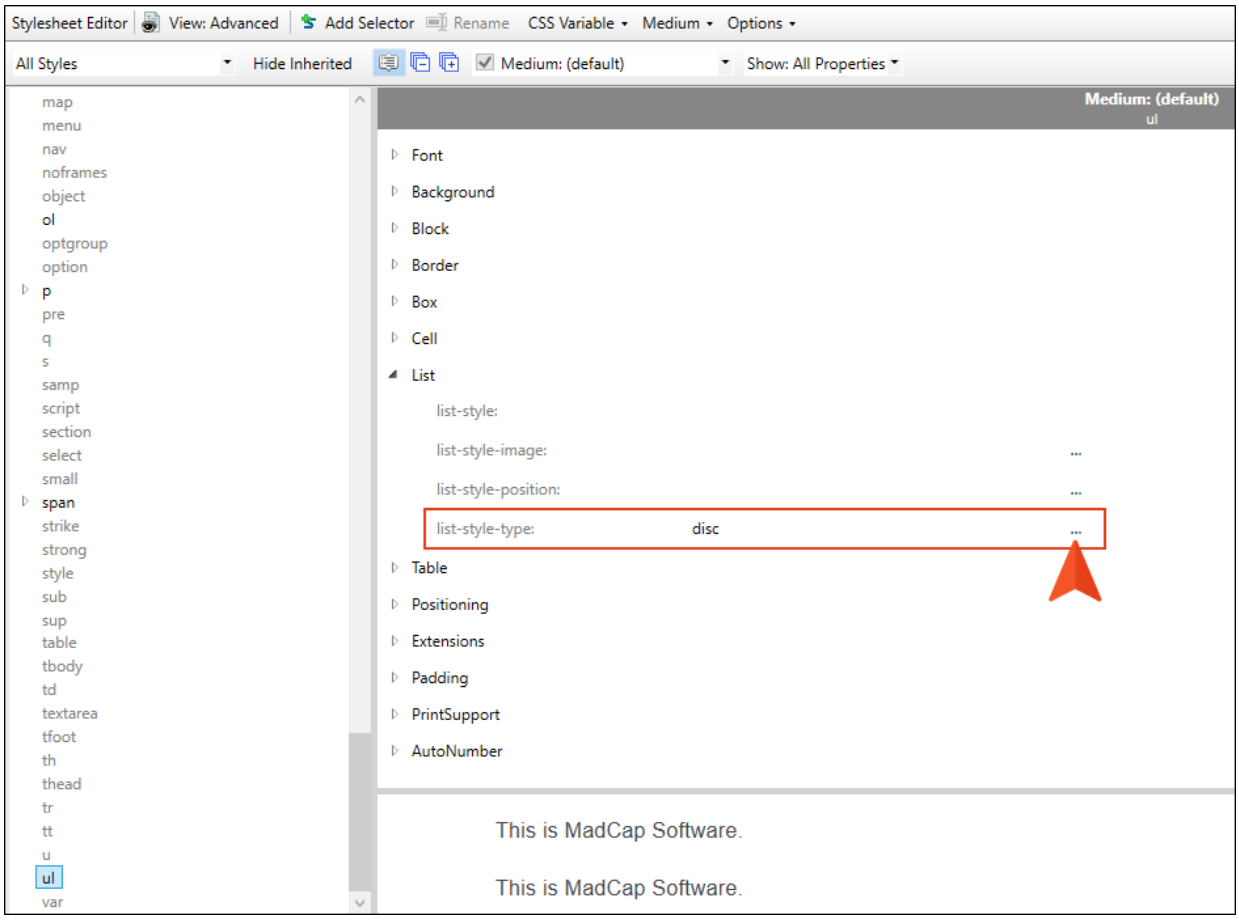
3. On the left side, scroll down and select **ul**. This style controls the first level of unordered (or bulleted) lists.



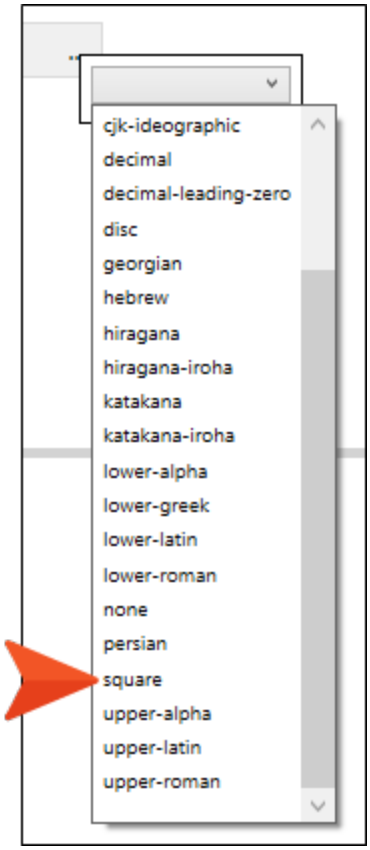
4. On the right side, expand the **List** group.



5. Notice that the **list-style-type** property already has "disc" as its selection. A disc is a solid, round bullet. We want to change this so that the first level of a bulleted list uses a square instead. So to the right of this property, click ....

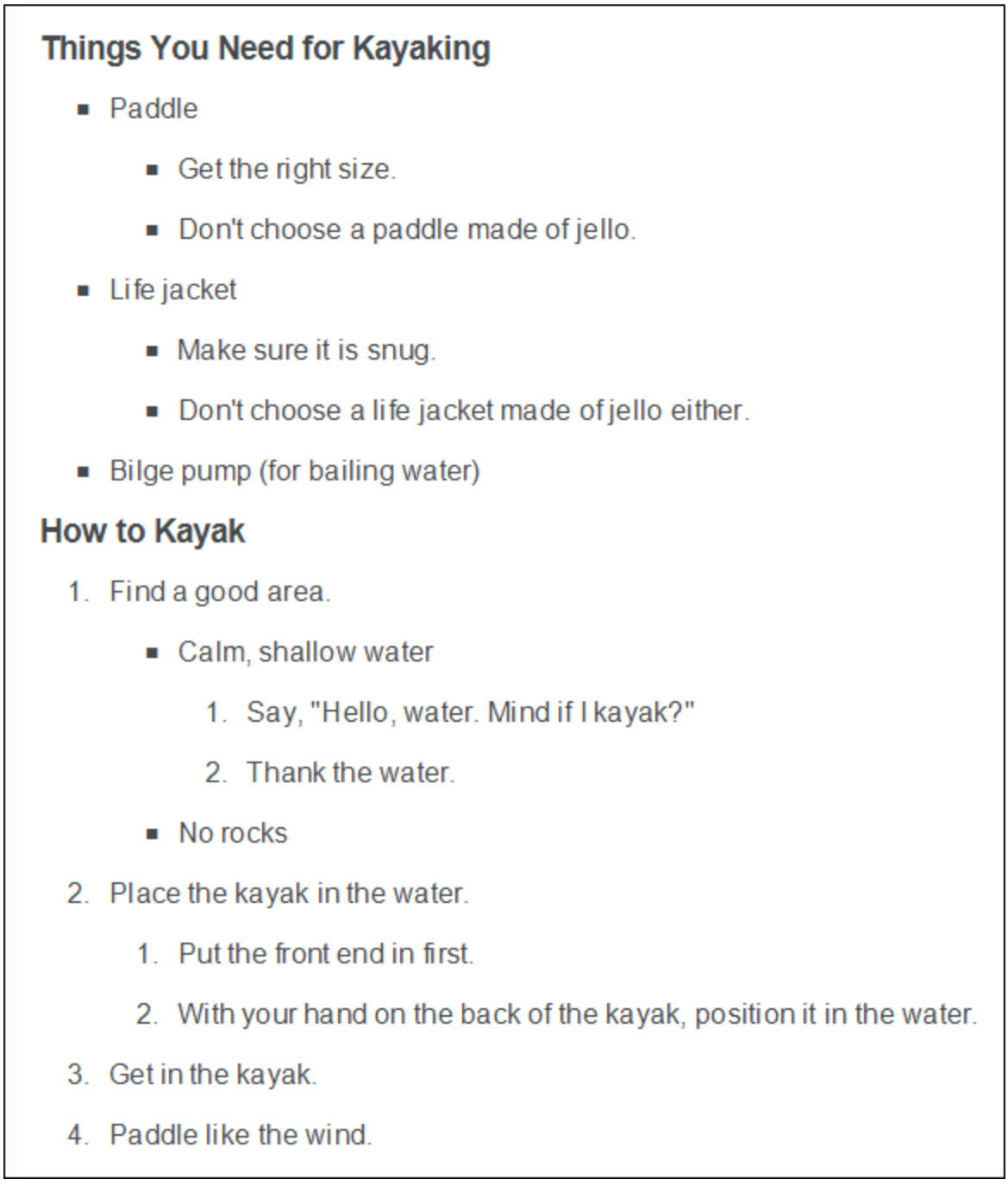


6. From the menu, scroll down and select **square**.



7. Click to save your work.

8. Go back to the Attractions.htm topic. Notice that the bulleted lists now use squares. Even the second-level lists are using squares, because they are inheriting the setting from the first level.



Things You Need for Kayaking

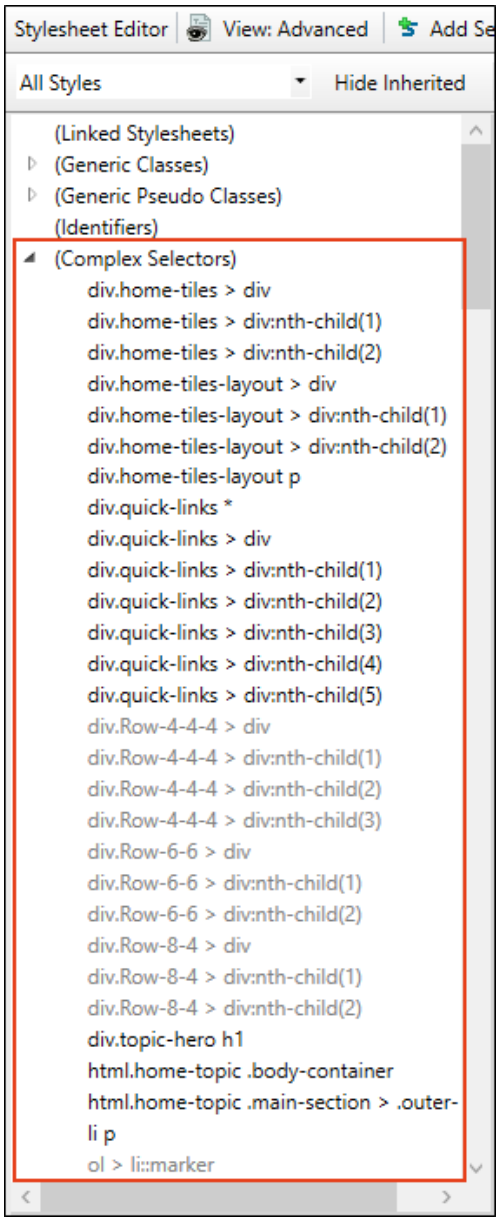
- Paddle
  - Get the right size.
  - Don't choose a paddle made of jello.
- Life jacket
  - Make sure it is snug.
  - Don't choose a life jacket made of jello either.
- Bilge pump (for bailing water)

How to Kayak

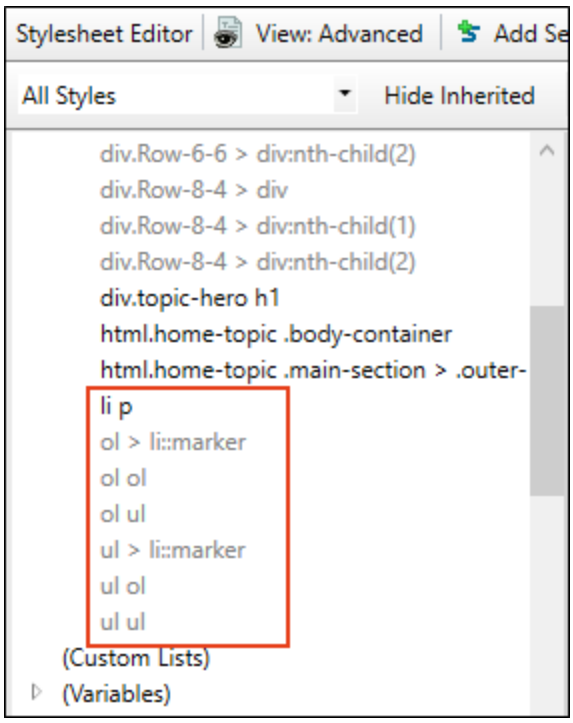
1. Find a good area.
   - Calm, shallow water
     1. Say, "Hello, water. Mind if I kayak?"
     2. Thank the water.
   - No rocks
2. Place the kayak in the water.
   1. Put the front end in first.
   2. With your hand on the back of the kayak, position it in the water.
3. Get in the kayak.
4. Paddle like the wind.

How to Control the List Style Type for Second-Level Bullets

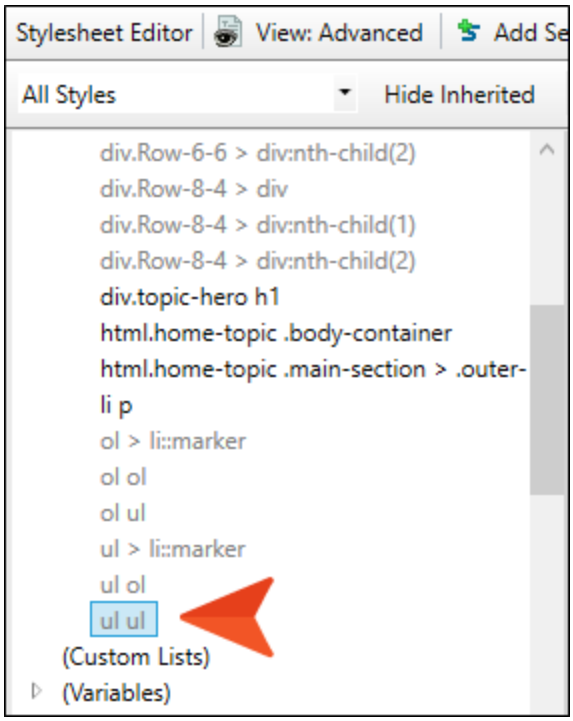
1. Go back to the stylesheet.
2. On the left side, scroll up and expand (Complex Selectors).



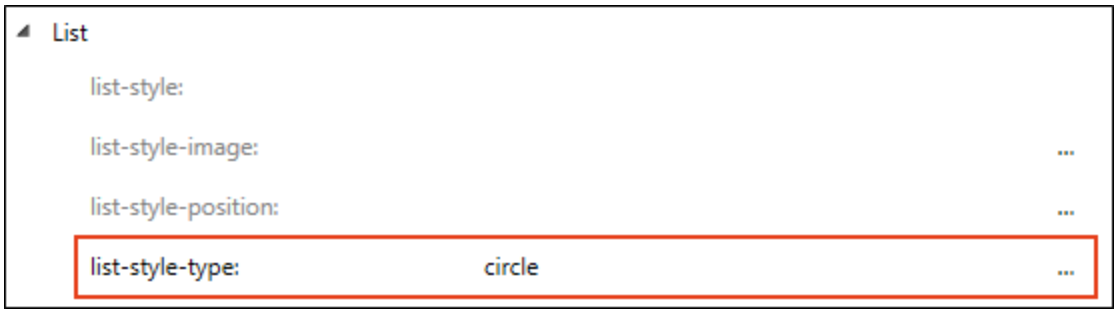
3. Scroll down to the styles that begin with li p. These are complex (or advanced) selectors related to lists that are already in the stylesheet. Some are displayed in gray because no explicit settings have been placed on them yet. A complex selector is a style that combines two or more selectors in some way. When you see a complex selector that separates the individual selectors by a simple space (e.g., ol ol), that means you are telling Flare what to do in case one selector is found inside another selector in a topic. In our case, we have some nested bulleted lists with two levels (i.e., ul ul). We also have some nested lists within a numbered (ol) list. You can even combine numbered and bulleted lists together, which we have created in the previous lesson. So "ol ul ol" means a numbered list within a bulleted list, which in turn is inside a numbered list.



4. We could make changes to multiple combinations of lists, but we are only going to change a couple of them. First, select the **ul ul** complex selector.

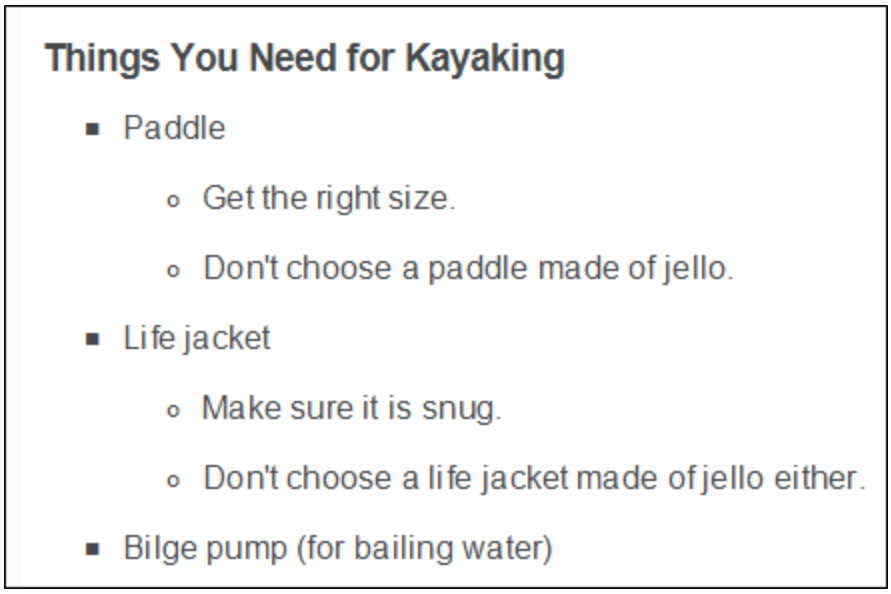


5. On the right side, notice that "square" is already selected as the **list-style type**, since it is inheriting form the simple "ul" selector that we already changed. But we want our second-level bullet items to use something different. So click ..., and from the menu select **circle**.



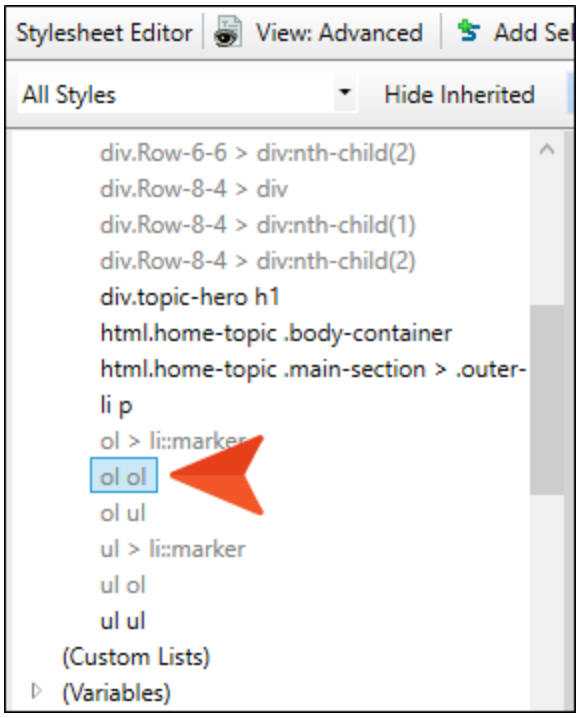
6. Click to save your work.

7. Go back to the Attractions.htm topic. Notice that the second-level bulleted lists now use circles, but the first-level bulleted lists still use squares.

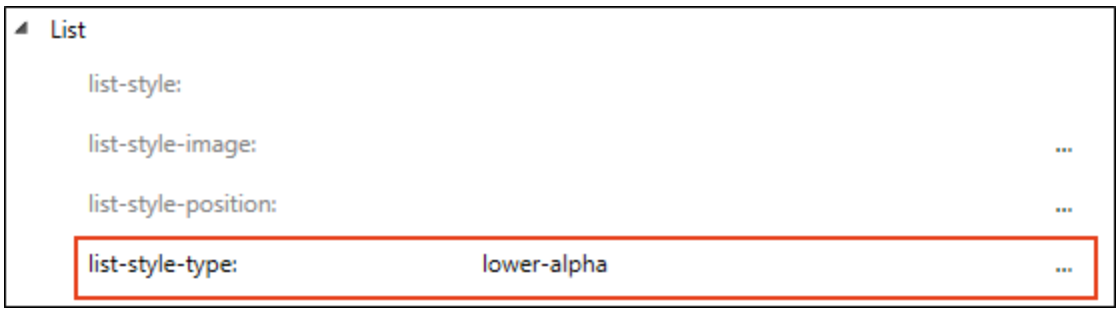


How to Control the List Style Type for Second-Level Numbers

1. Go back to the stylesheet.
2. On the left side, select **ol ol**.

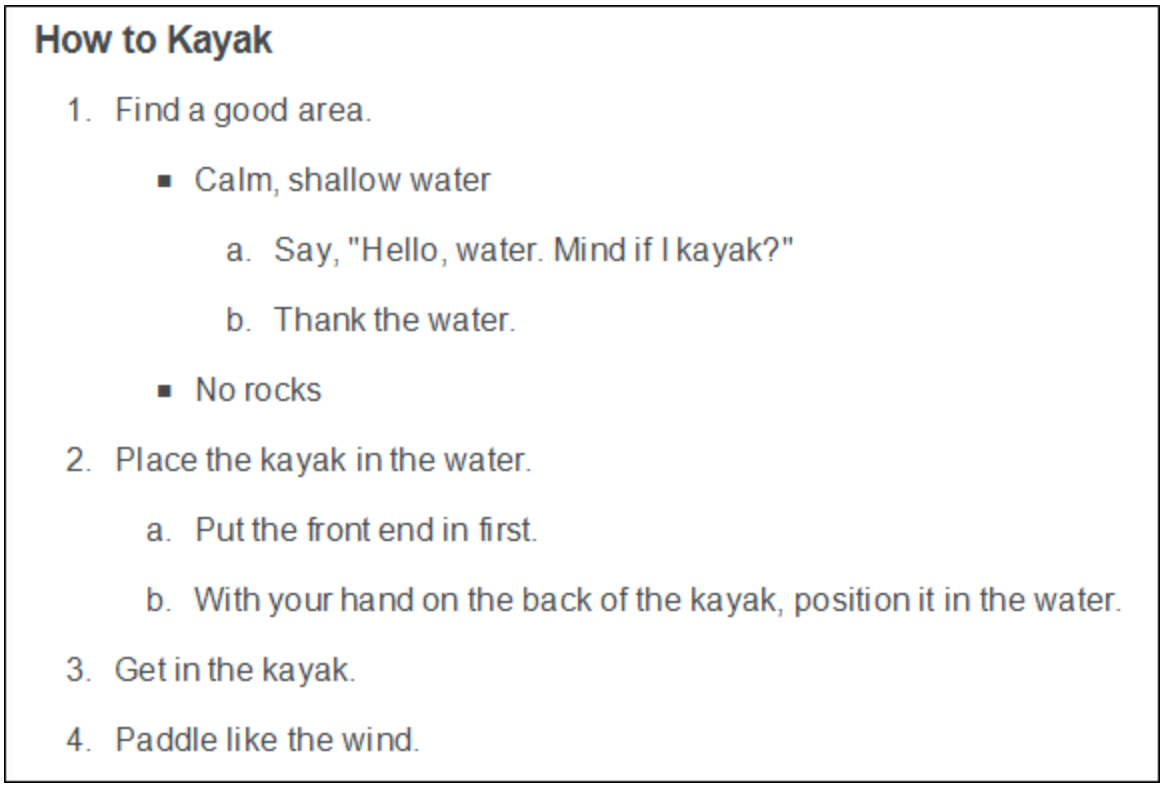


3. On the right side, notice that "decimal" (a regular number) is already selected as the **list-style type**, since it is inheriting form the simple "ol" selector. That's what we want for the first-level bullets, but not the second level. So click ⋯, and from the menu select **lower-alpha**.



4. Click 💾 to save your work.

5. Go back to the Attractions.htm topic. Notice that the second-level numbered lists now use lower-alpha characters, but the first-level bulleted lists still use decimals.

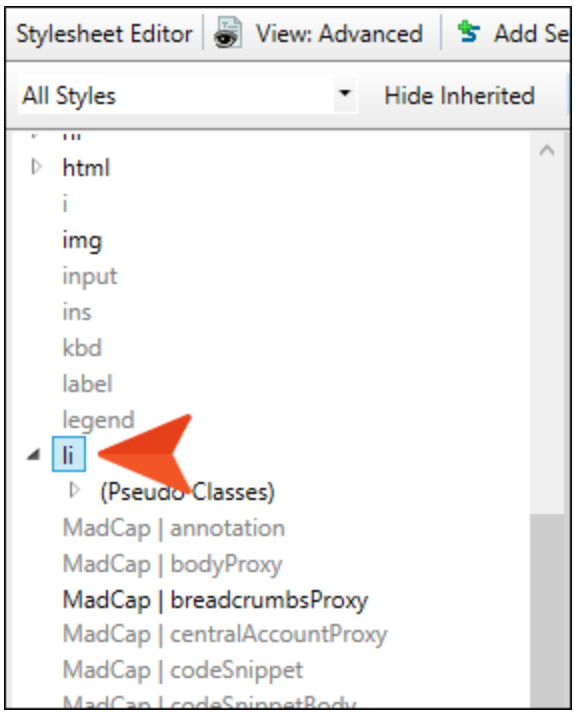


NOTE In this tutorial, our project stylesheet already had the complex selectors that we needed. However, you can always create new complex selectors if you need something else (e.g., a "ol ul ul ol" selector).

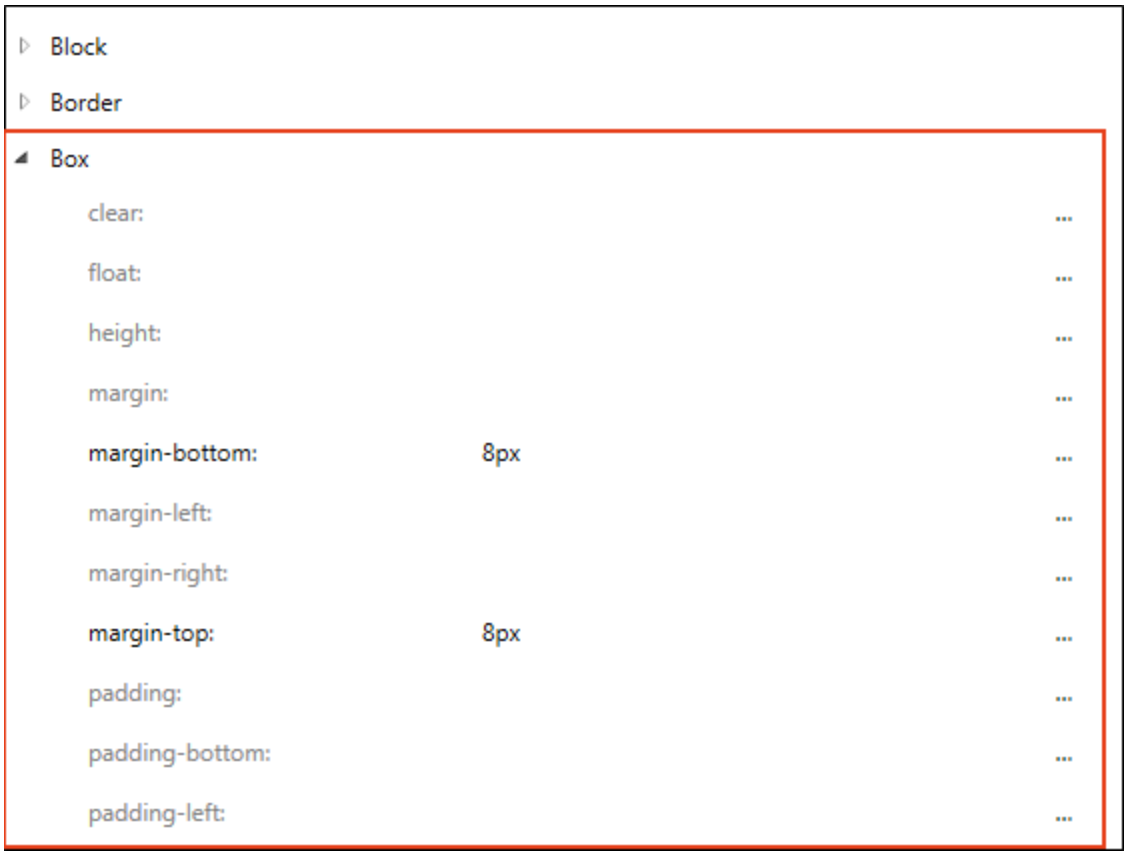
How to Control the Spacing Between List Items

Changing the list-style-type property isn't the only way you can modify the look of lists. You can make all kinds of changes (fonts, borders, spacing, indentation, etc.), and not just to the main ol and ul containers. You can also adjust the look of li selectors (or list items). Let's do that now to increase the amount of space between items in a list. Therefore, we're going to change the bottom and top margins. If we wanted to change the indentation, we could edit the left margin setting.

1. Go back to the stylesheet.
2. On the left side, scroll down and select li.



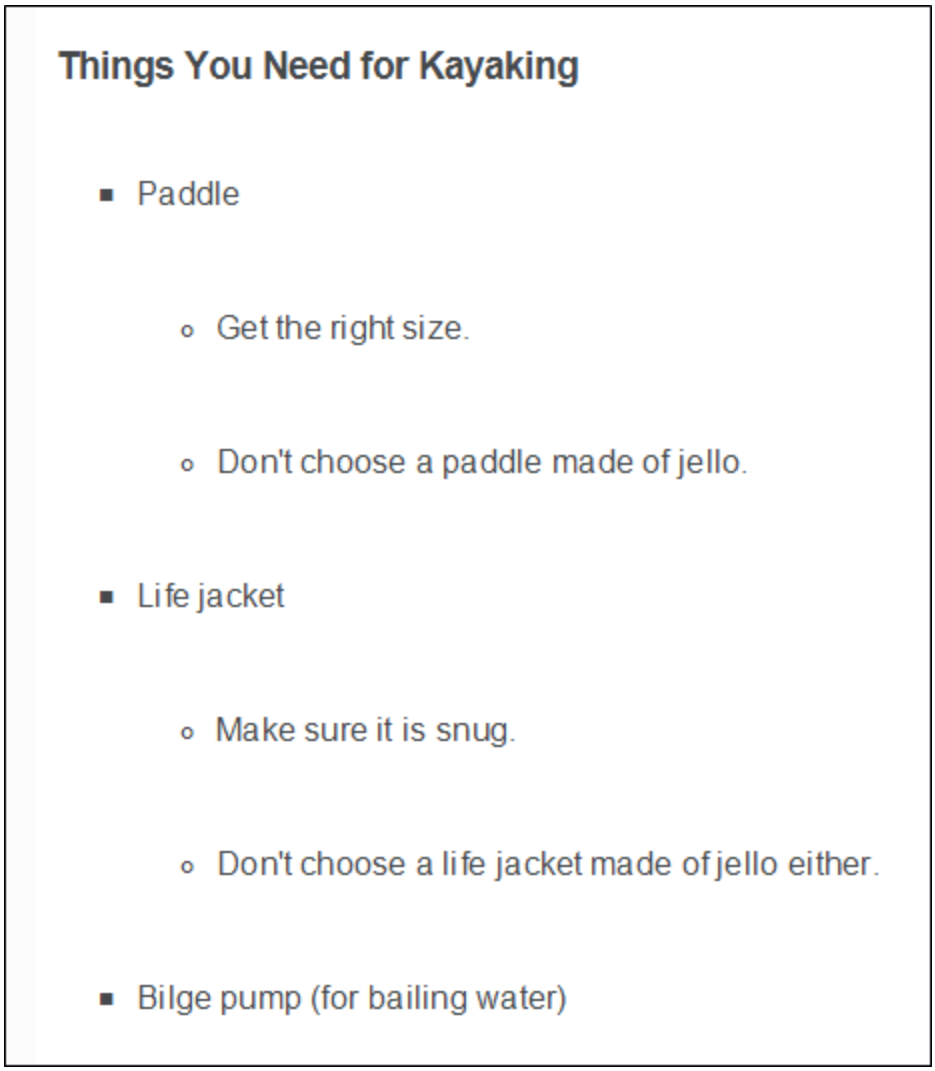
3. On the right side, expand the **Box** group.



4. Change the **margin-bottom** and **margin-top** values to **40px**. Click outside of the second cell after you enter the value. A margin of 40px is way more than what we really want, but we'll do this temporarily so you can see the results.

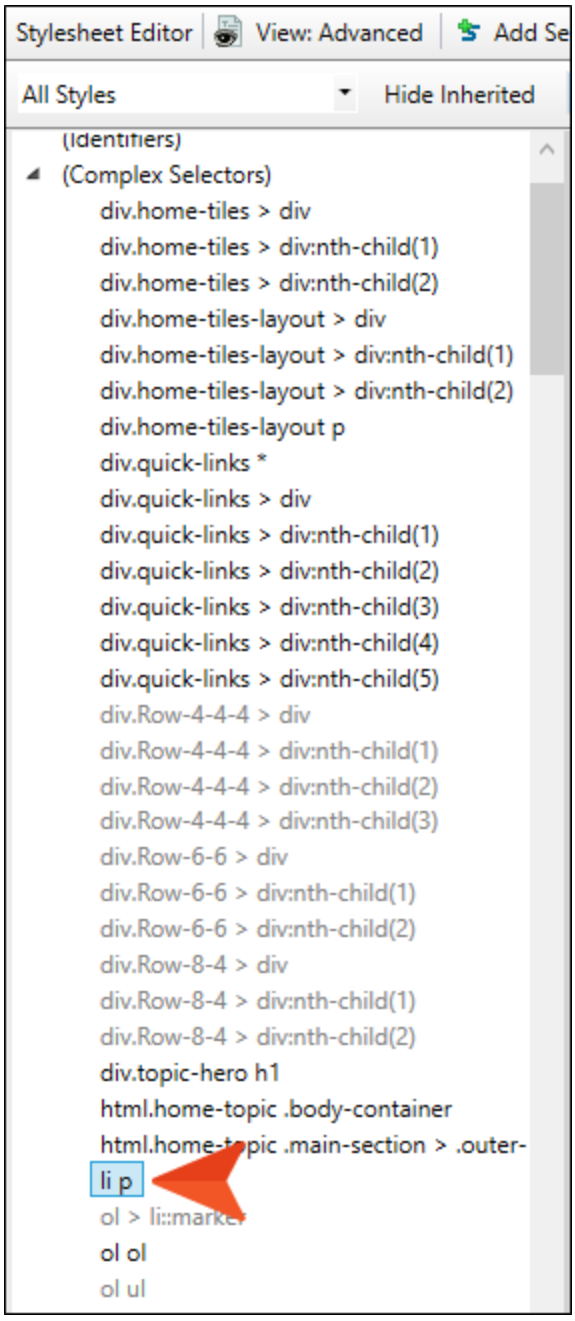
5. Click to save your work.

6. Go back to the Attractions.htm topic. Notice that the increased spacing.



7. Go back to the stylesheet and change the values to 16px. Click outside of the second cell after you enter the value.
8. Click to save your work.
9. Go back to the topic and notice the change.

10. There is another related style to change. In the stylesheet, scroll up to the (Complex Selectors) group, and select li p. We need to make the same change to this complex selector because it will account for list items where a paragraph tag occurs within it, which is what we will be covering in the next lesson.

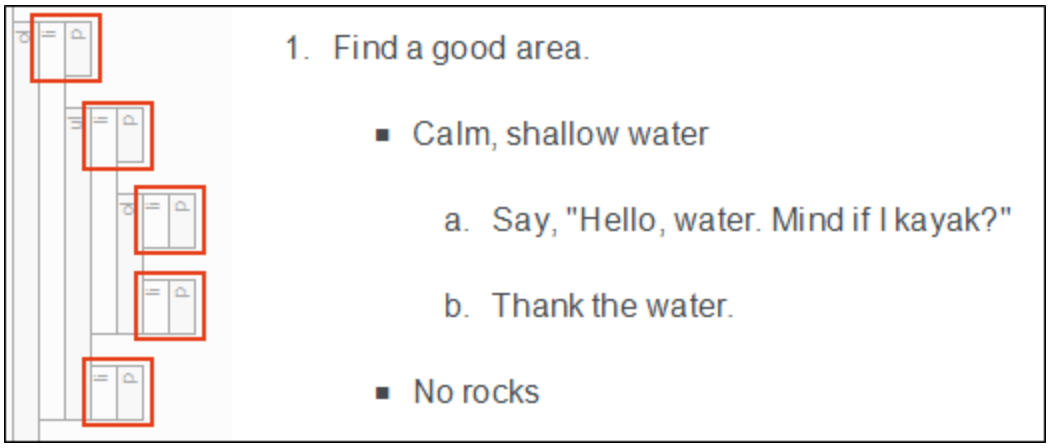


11. Set the margin-bottom and margin-top values to 16px. Click outside of the second cell after you enter the value.
12. Click to save your work.

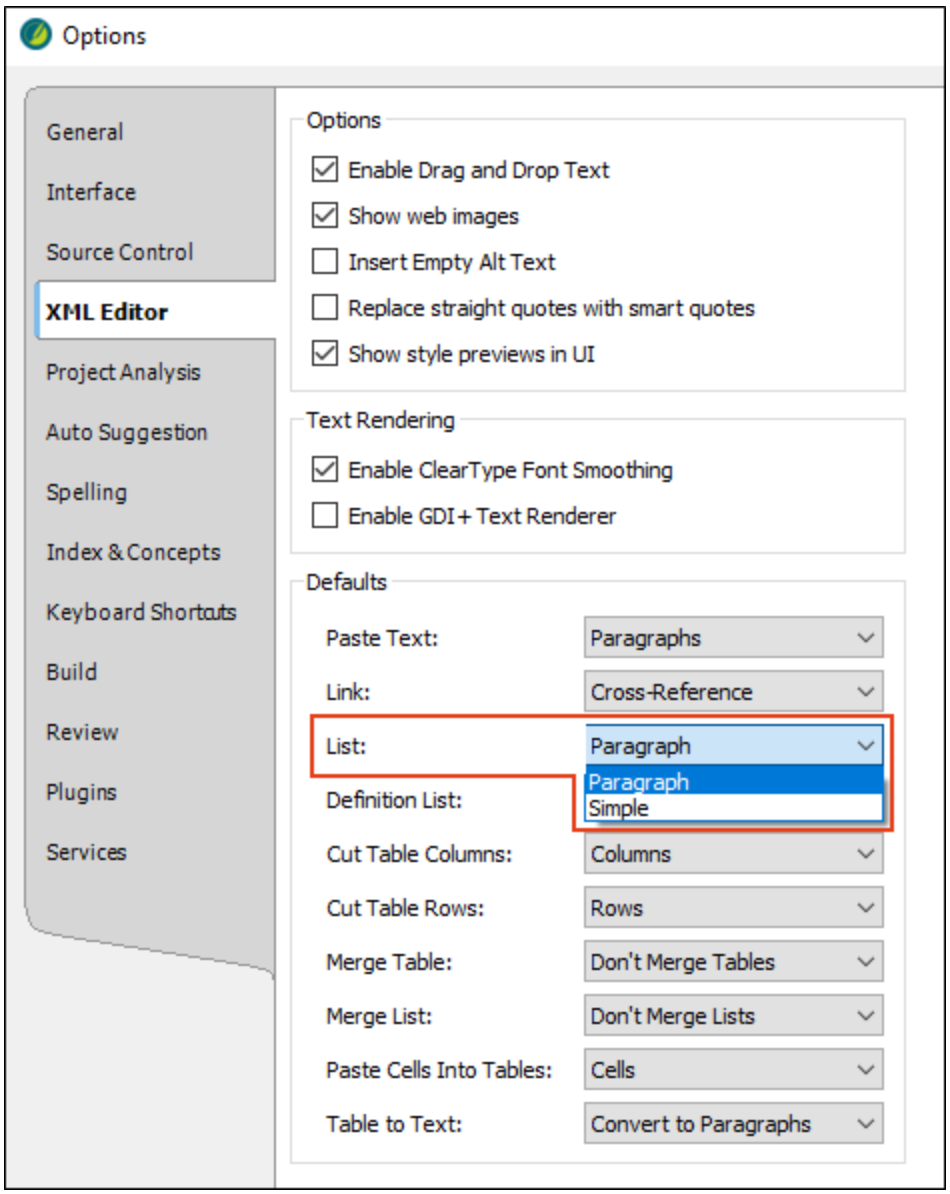
CHAPTER 5

Adding Content Between List Items

We have some lists now, which we have styled. Sometimes you want to add extra information between list items, such as a note or image. This requires a paragraph tag within a list item, like this:



This structure is the default behavior when you create a new list, unless you have previously changed this setting in the Options dialog (File > Options > XML Editor tab). Selecting Paragraph automatically adds <p> tags within <li> tags, and Simple just uses <li> tags in lists.



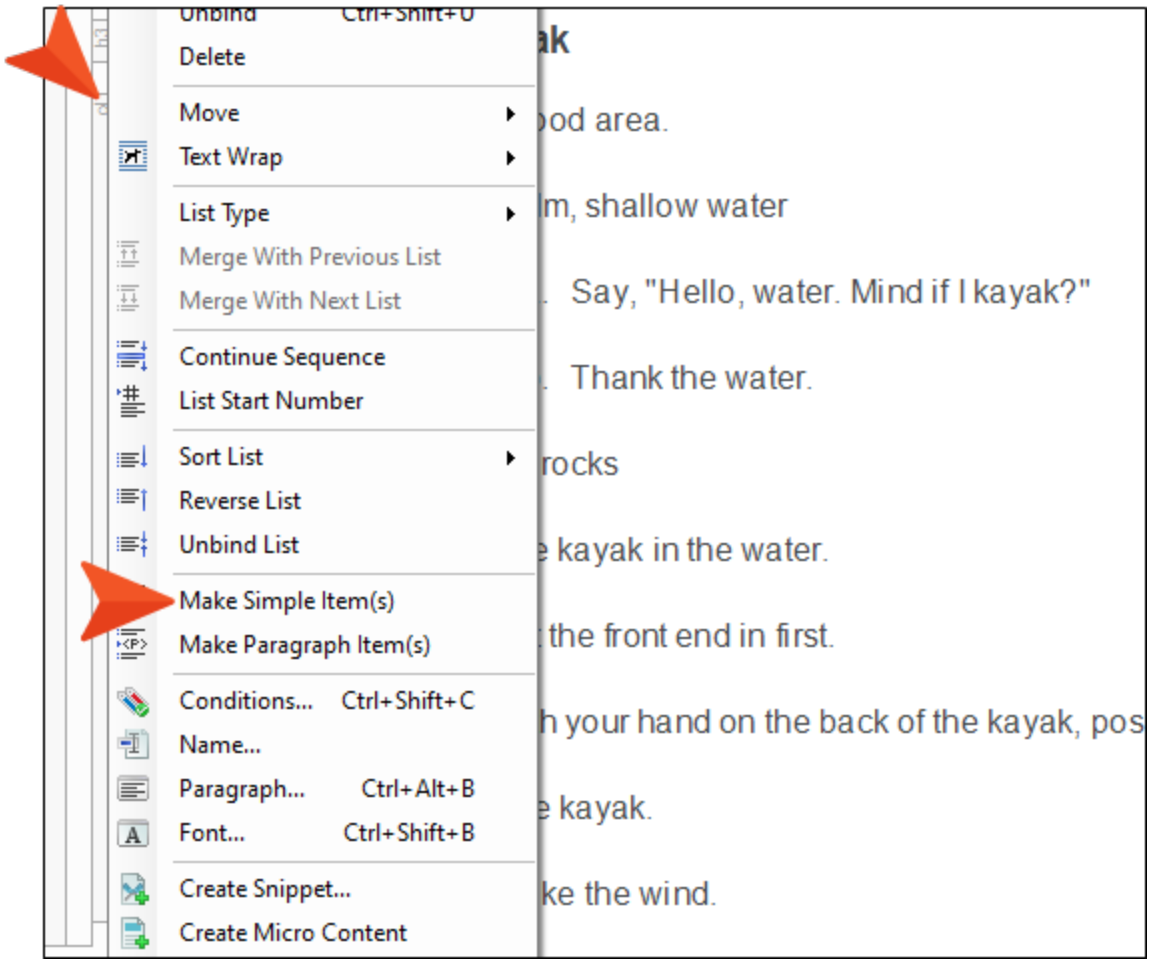
You can also manually change the setting for an entire list or for individual list items. Let's do that now, and see how this affects the ability to add content between list items.

This chapter discusses the following:

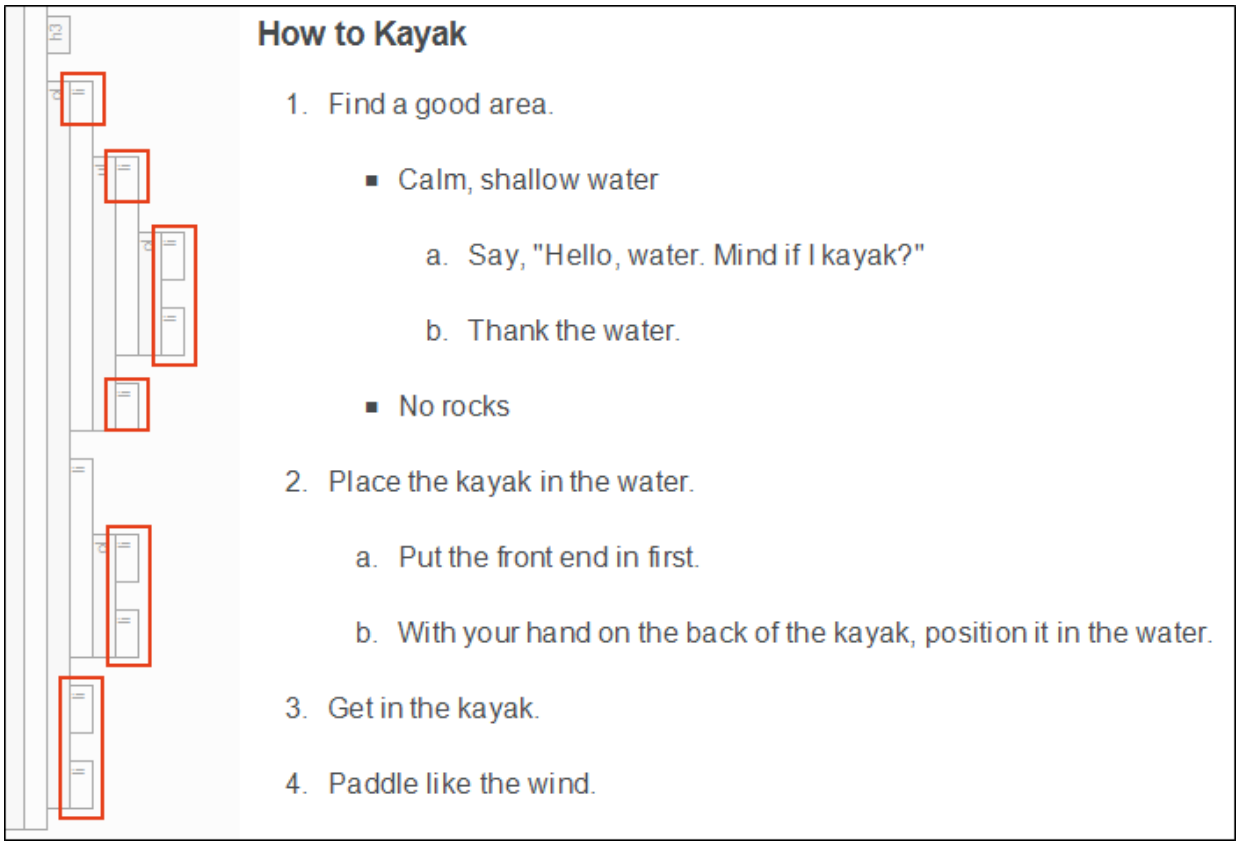
How to Manually Add or Remove Paragraph Tags in Lists 52
How to Add Content Between List Items 56

How to Manually Add or Remove Paragraph Tags in Lists

1. Open the Attractions.htm topic where we have created the lists.
2. To the left of the numbered list, right-click the ol structure bar, and from the context menu select Make Simple Item(s).



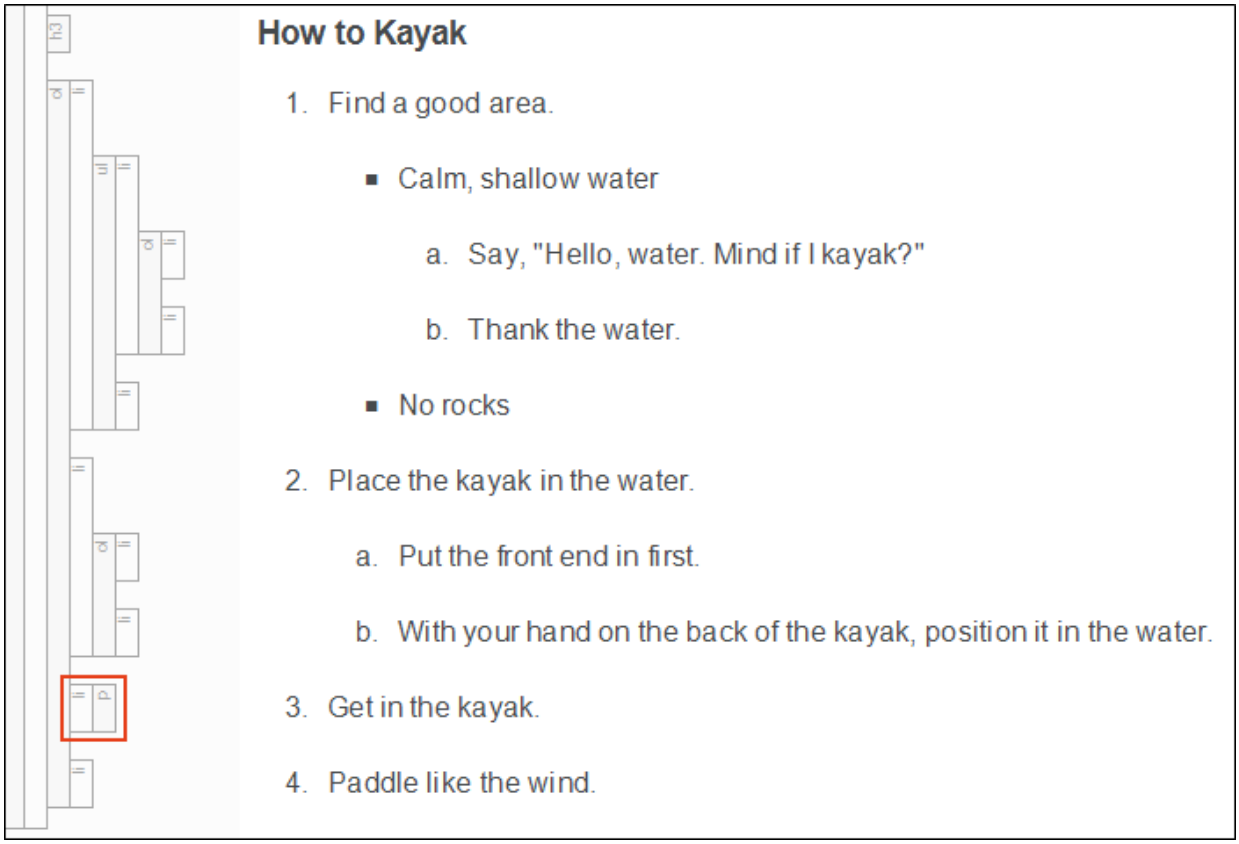
All of the <p> tags are removed from the <li> tags.



3. Right-click the li tag next to step 3 ("Get in the kayak").

4. From the context menu, select **Make Paragraph Item(s)** (or press **CTRL+;**).

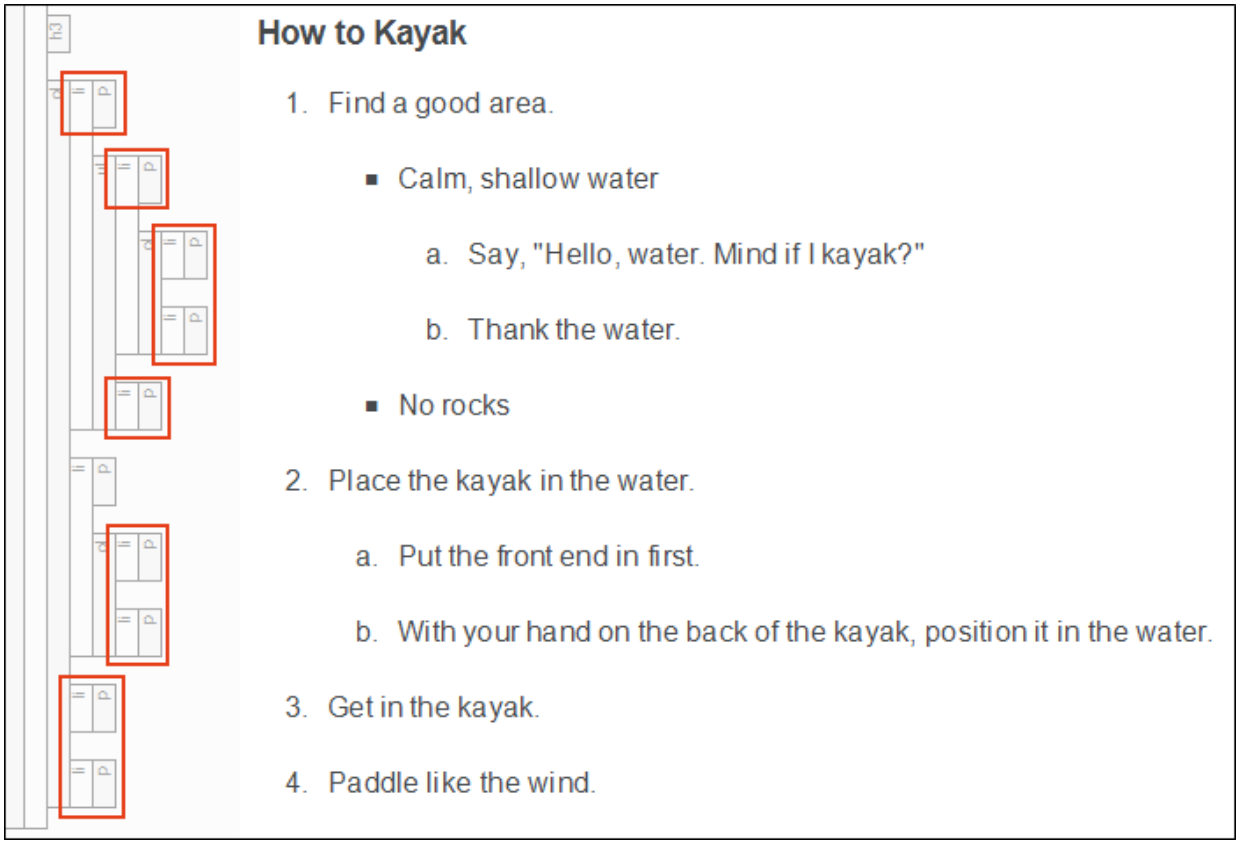
   A <p> tag is inserted within that <li> tag.



This means you could add content between steps 3 and 4, without disrupting the numbering.

5. Right-click the outer **ol** structure bar again, and from the context menu select **Make Paragraph Item(s)**.

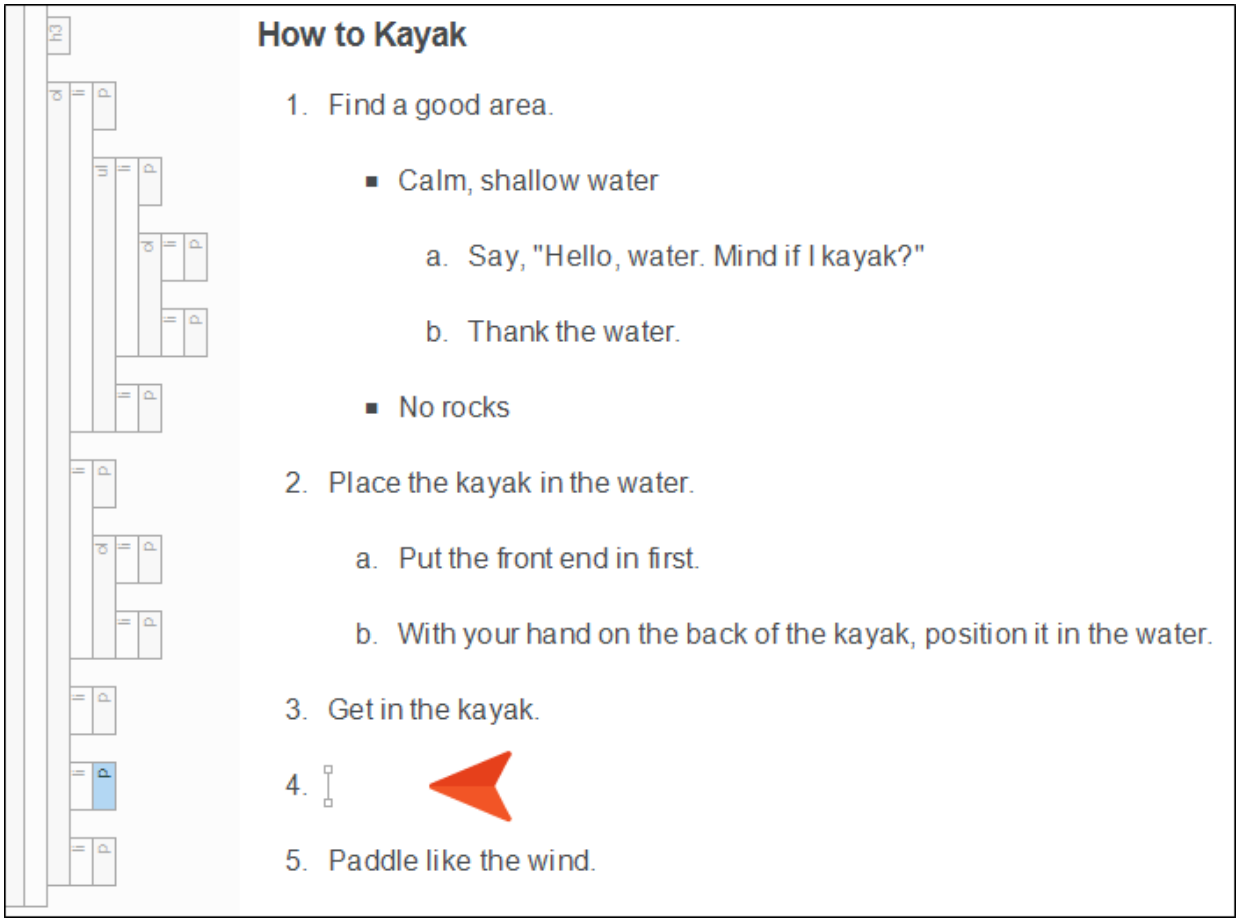
   Now we are back where we started, with <p> tags inside all <li> tags.



6. Click to save your work.

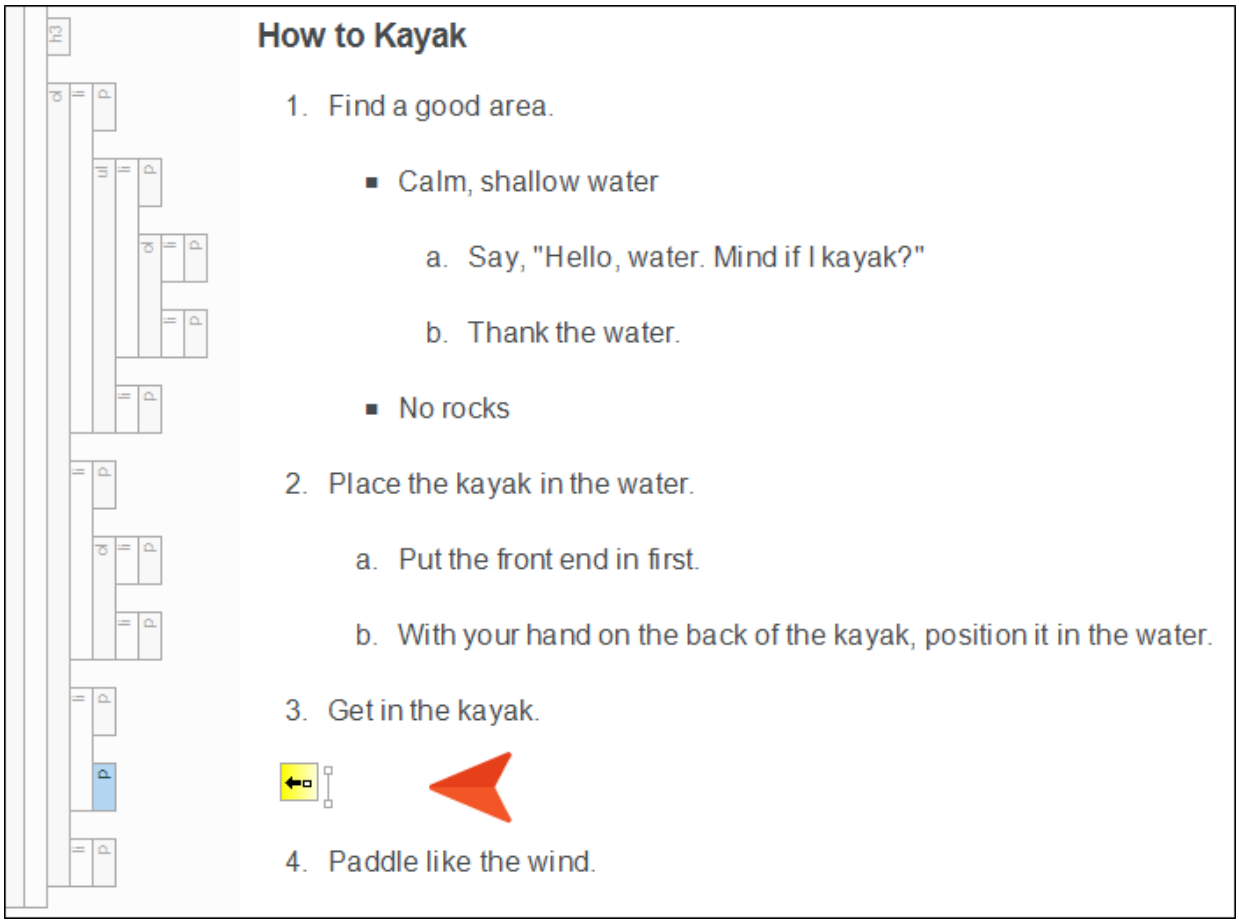
How to Add Content Between List Items

1. At the end of step 3 ("Get in the kayak"), press **ENTER**. You should now see an empty step 4.



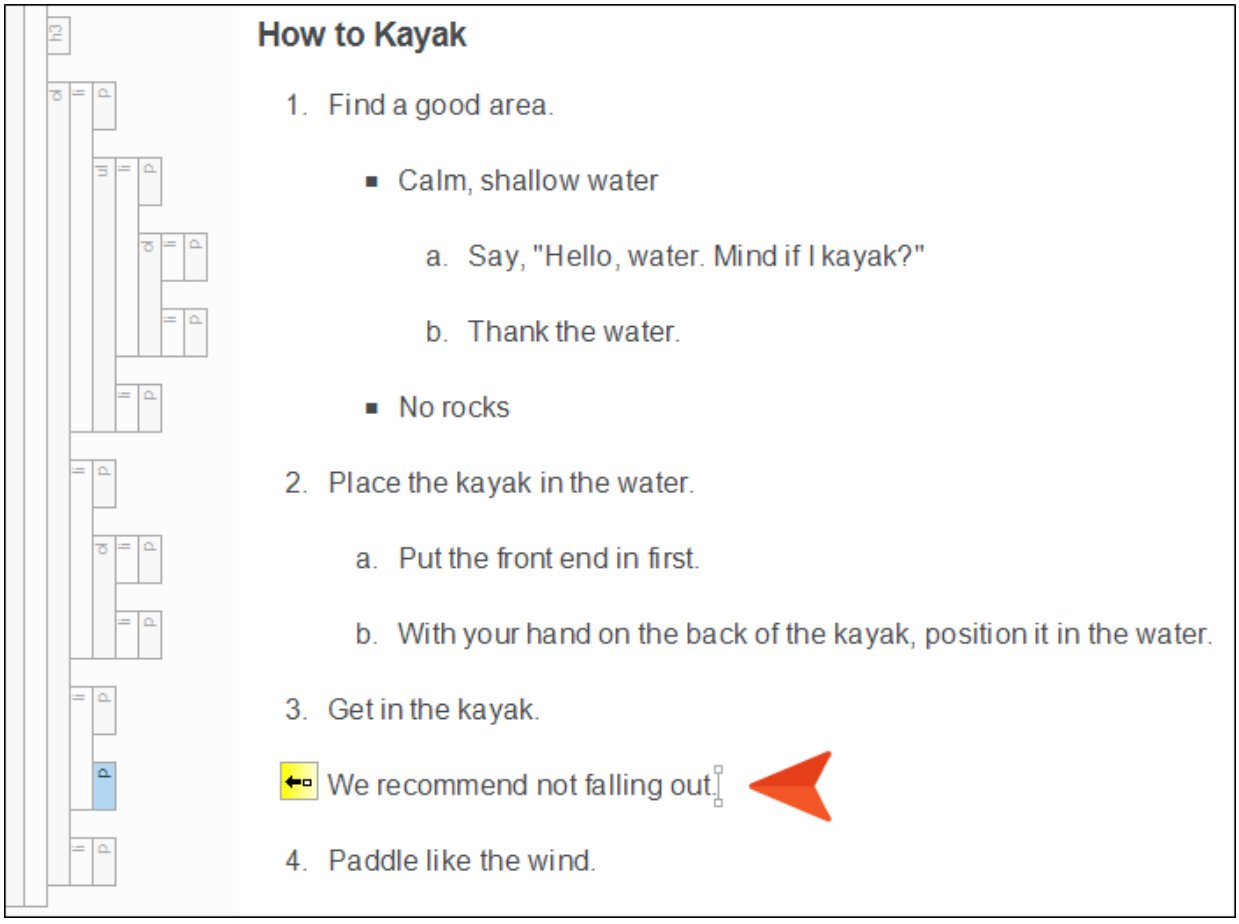
2. With your cursor still on that line, press the BACKSPACE key.

   The number is removed and you should see a yellow arrow to the left of the new paragraph. That simply provides a quick way to exit the paragraph mode and go back to a list item.



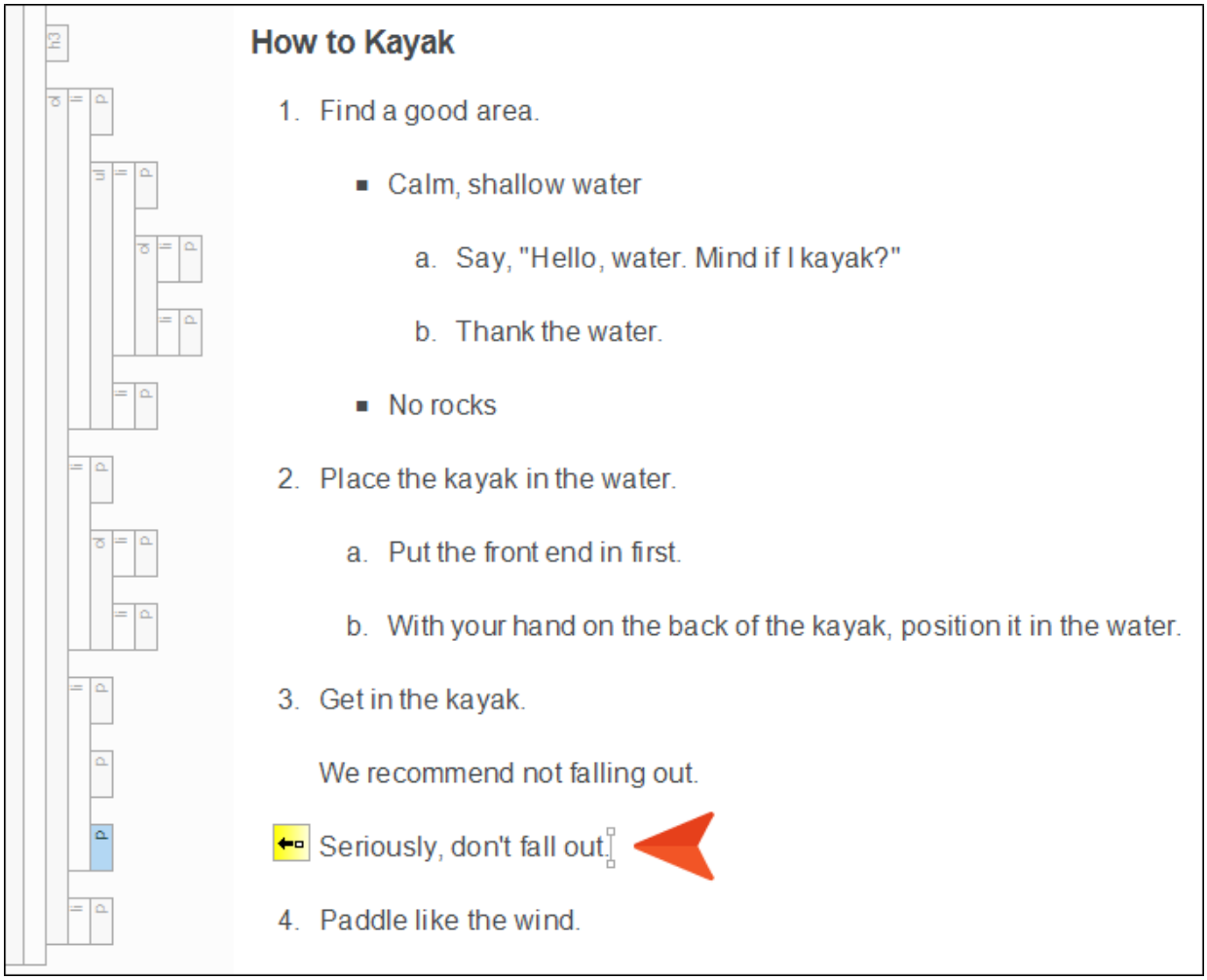
3. Type the following in the new paragraph:

```
We recommend not falling out.
```



4. Let's add one more line under step 3. Press ENTER at the end of the paragraph, press the BACKSPACE key, and type the following:

```
Seriously, don't fall out.
```



Notice that the additional content did not disrupt the numbering of the list. You still have steps 1-4.

5. Click to save your work.

CHAPTER 6

Setting Page Breaks in Lists

For our PDF output, it is sometimes necessary to include page breaks in lists so that they continue where you want from one page to the next. There are a couple of ways to add page breaks (via styles or manually), and we will do both in this lesson.

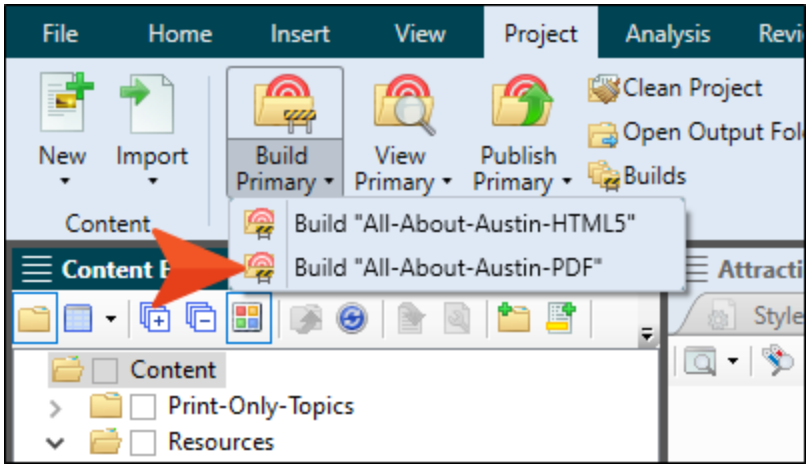
This chapter discusses the following:

How to Add Page Breaks via Styles 61

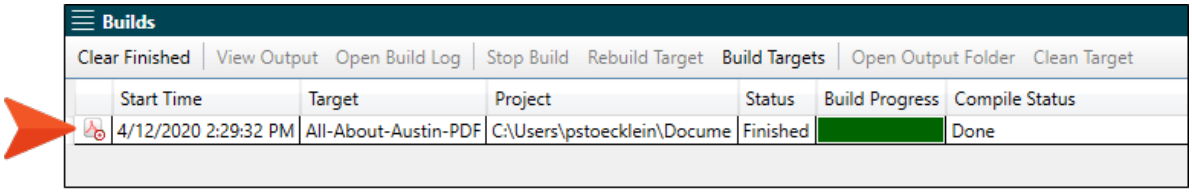
How to Add Page Breaks Manually 73

How to Add Page Breaks via Styles

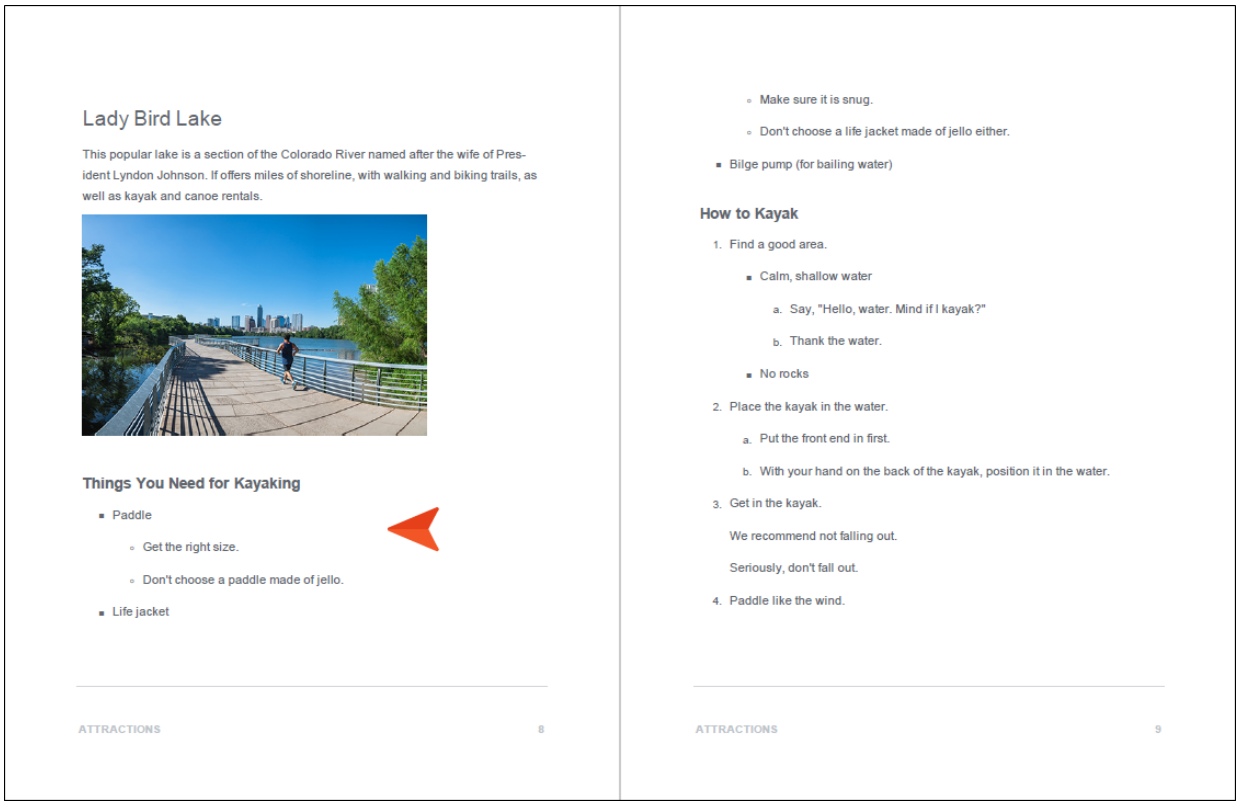
1. Before we add a page break, let's build our PDF output so that we can see where we want it. Select the **Project** ribbon. Then, from the **Build Primary** drop-down, select **Build All-About-Austin-PDF**.



2. After it finishes building, double-click the row in the Builds window pane at the bottom to open the PDF.



3. Scroll down, and at the bottom of page 8, notice the beginning of the bulleted list.



Lady Bird Lake

This popular lake is a section of the Colorado River named after the wife of President Lyndon Johnson. If offers miles of shoreline, with walking and biking trails, as well as kayak and canoe rentals.

Things You Need for Kayaking

- Paddle
  - Get the right size.
  - Don't choose a paddle made of jello.
- Life jacket
  - Make sure it is snug.
  - Don't choose a life jacket made of jello either.
- Bilge pump (for bailing water)

How to Kayak

1. Find a good area.
   - Calm, shallow water
     a. Say, "Hello, water. Mind if I kayak?"
     b. Thank the water.
   - No rocks
2. Place the kayak in the water.
   a. Put the front end in first.
   b. With your hand on the back of the kayak, position it in the water.
3. Get in the kayak.

   We recommend not falling out.

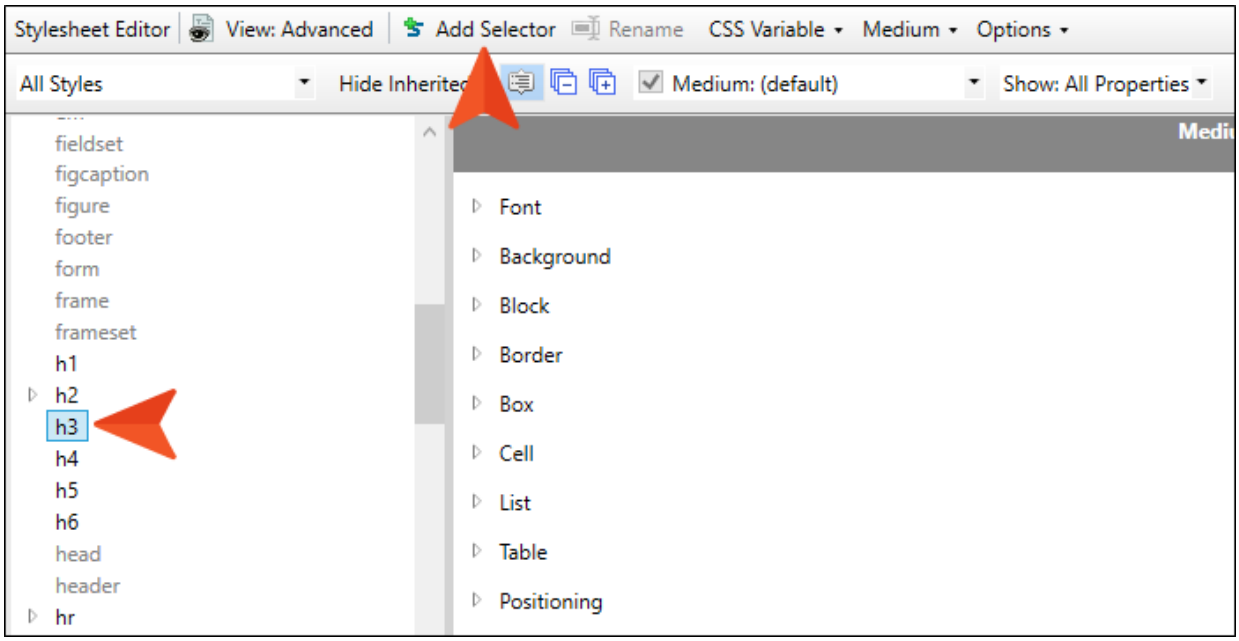
   Seriously, don't fall out.
4. Paddle like the wind.

ATTRACTIONS 8

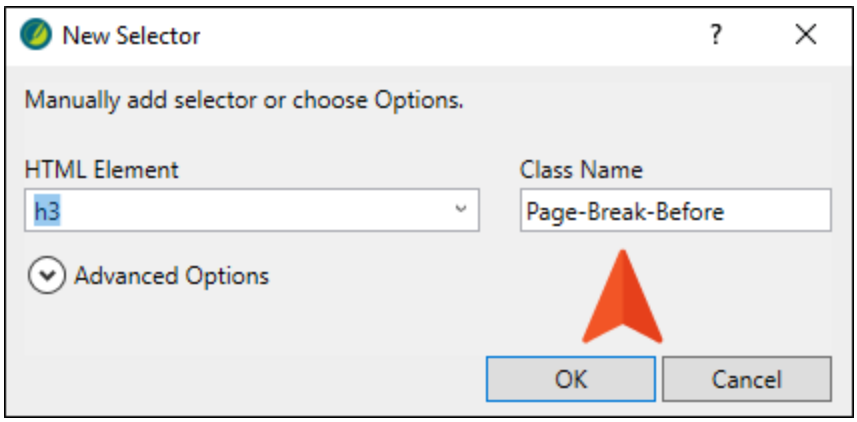
ATTRACTIONS 9

4. We decide that it might look better if the heading and list started on the next page. So let's place a page break on the heading through a style. Begin by closing the PDF, then in Flare open the Styles.css stylesheet.

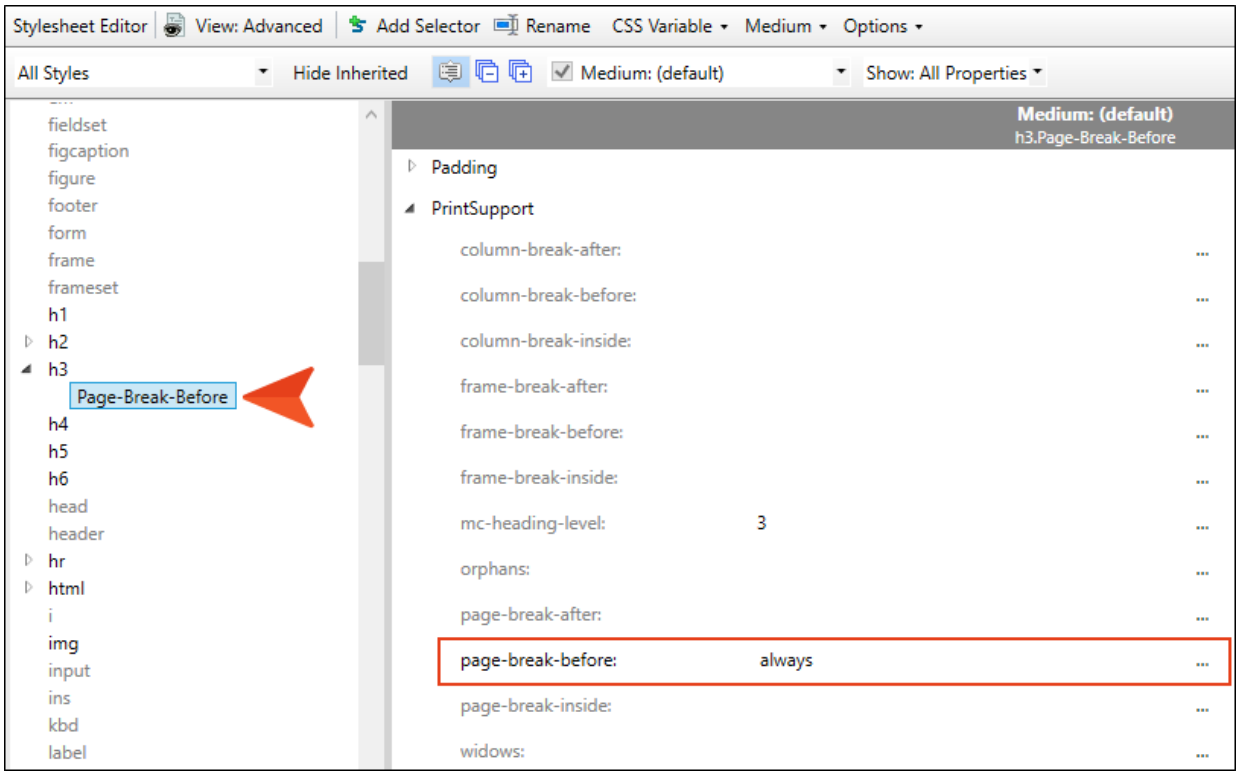
5. On the left side of the editor, scroll down and select **h3**. Then, in the toolbar, click **Add Selector**.



6. In the dialog, type `Page-Break-Before` as the name of the class, and click **OK**.

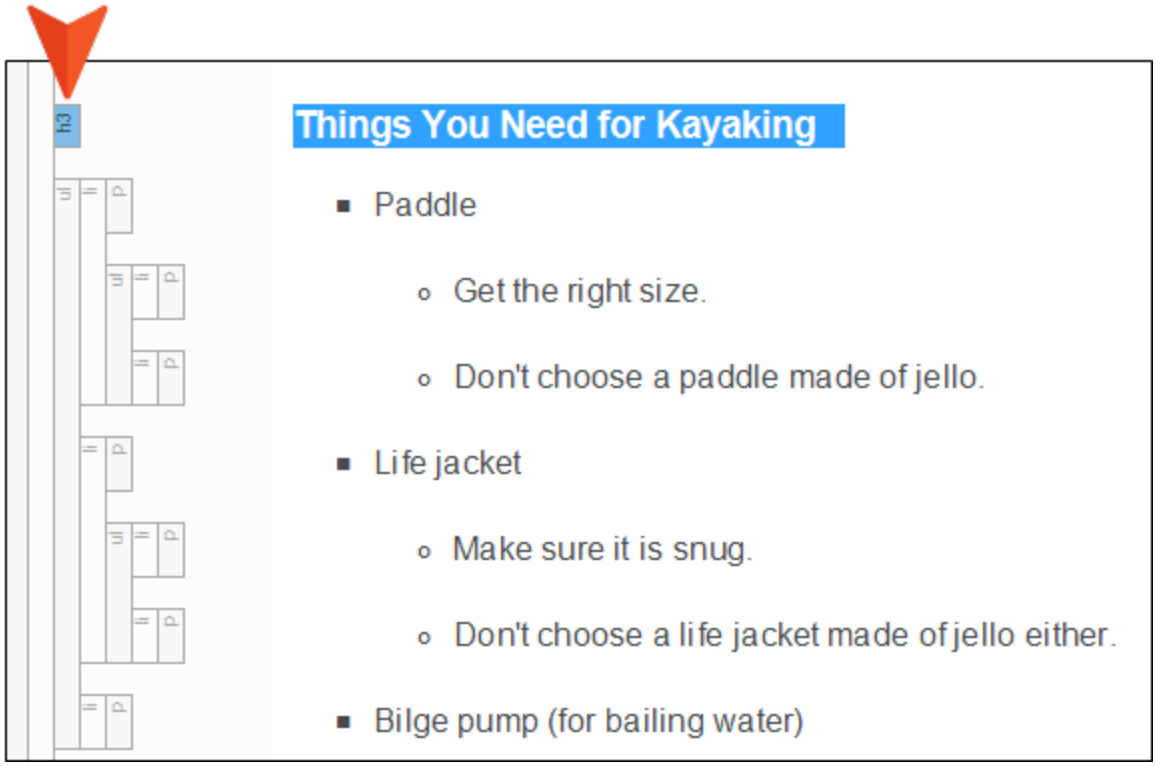


7. On the right side, expand the **PrintSupport** group, and set the **page-break-before** property to **always**.

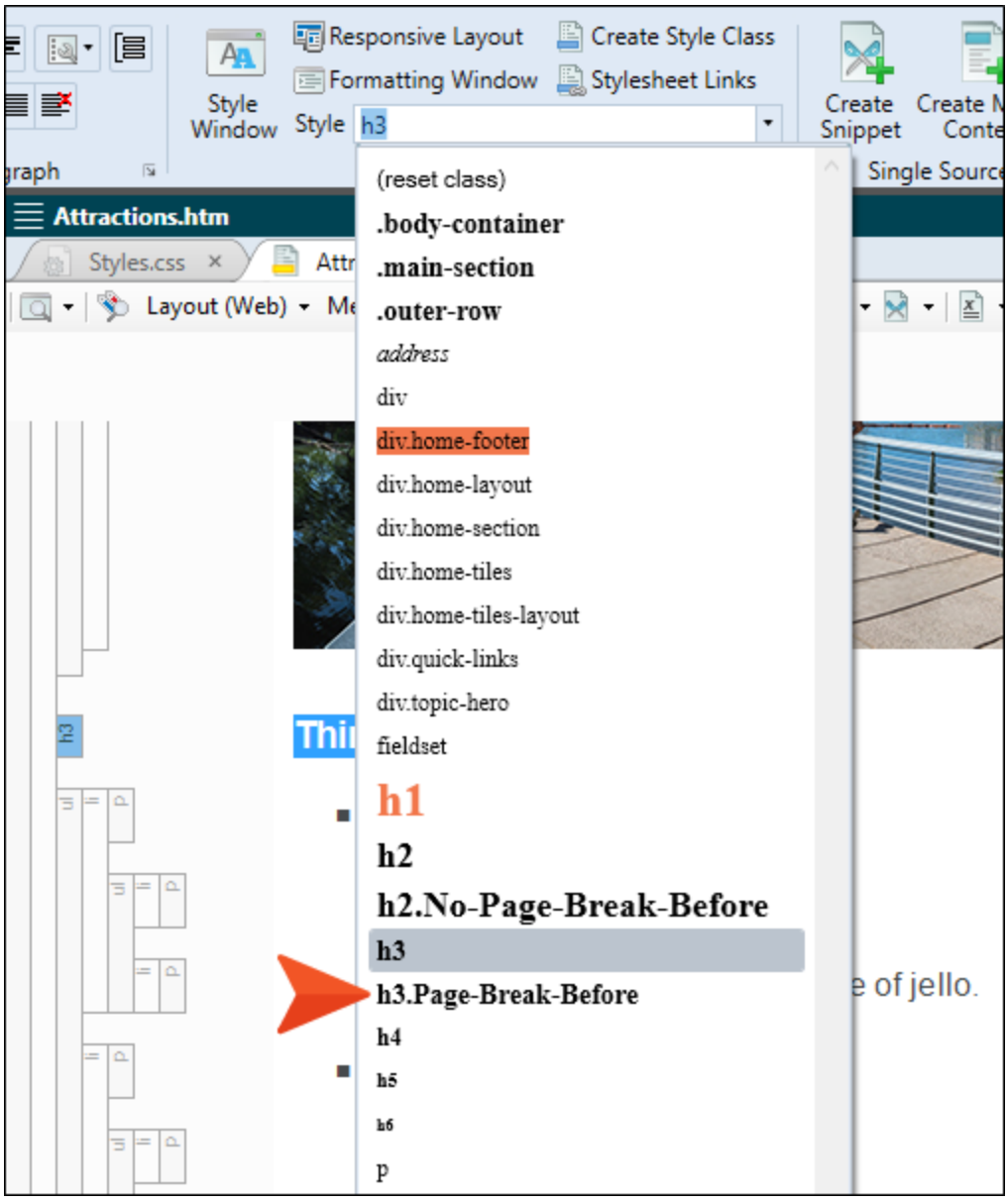


8. Click to save your work.

9. Open the Attractions.htm topic, and select (i.e., left-click) the h3 structure bar of the heading "Things You Need for Kayaking." The entire heading should be highlighted.



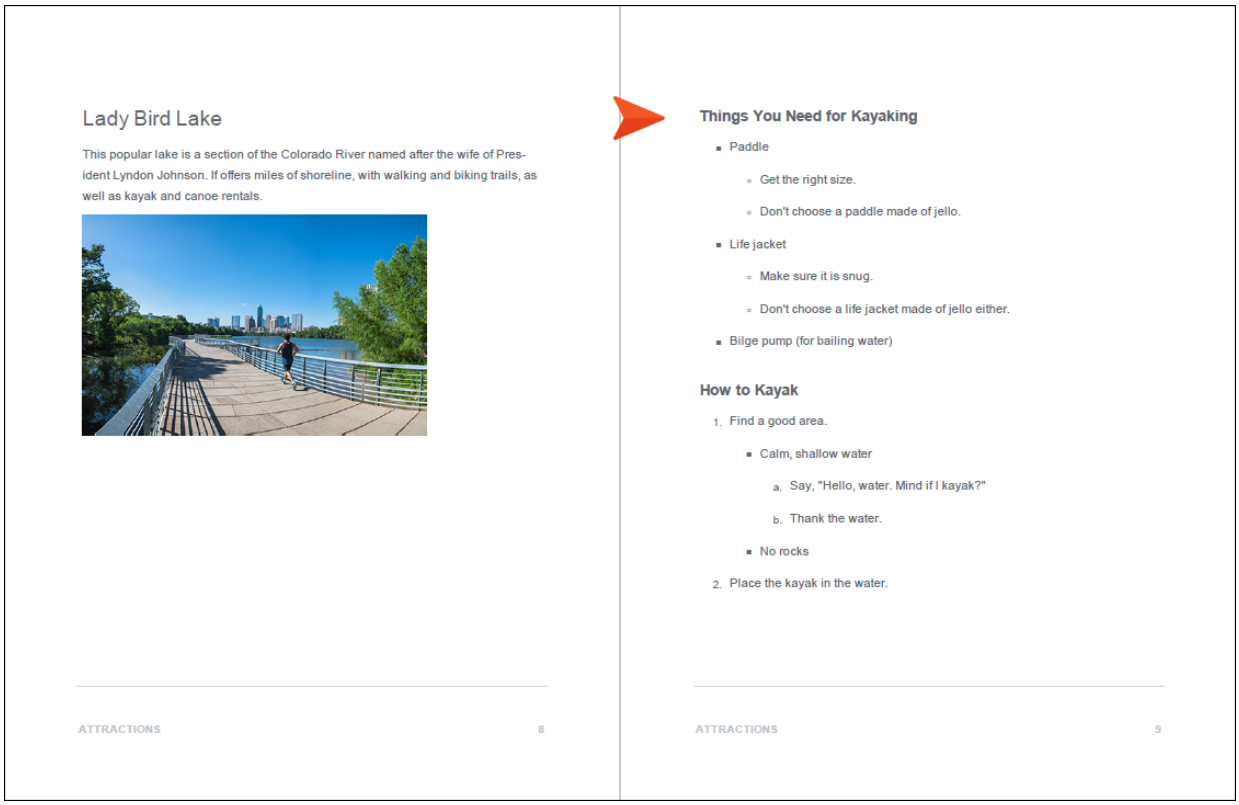
10. From the **Home** ribbon, click the **Style** drop-down and select **h3.Page-Break-Before**.



11. Click to save your work.

12. Rebuild the PDF target, and open it when it finishes.

13. Scroll down in the PDF to pages 8-10, and notice the heading and list now begin on page 9.



Lady Bird Lake

This popular lake is a section of the Colorado River named after the wife of President Lyndon Johnson. If offers miles of shoreline, with walking and biking trails, as well as kayak and canoe rentals.

ATTRACTIONS 8

Things You Need for Kayaking

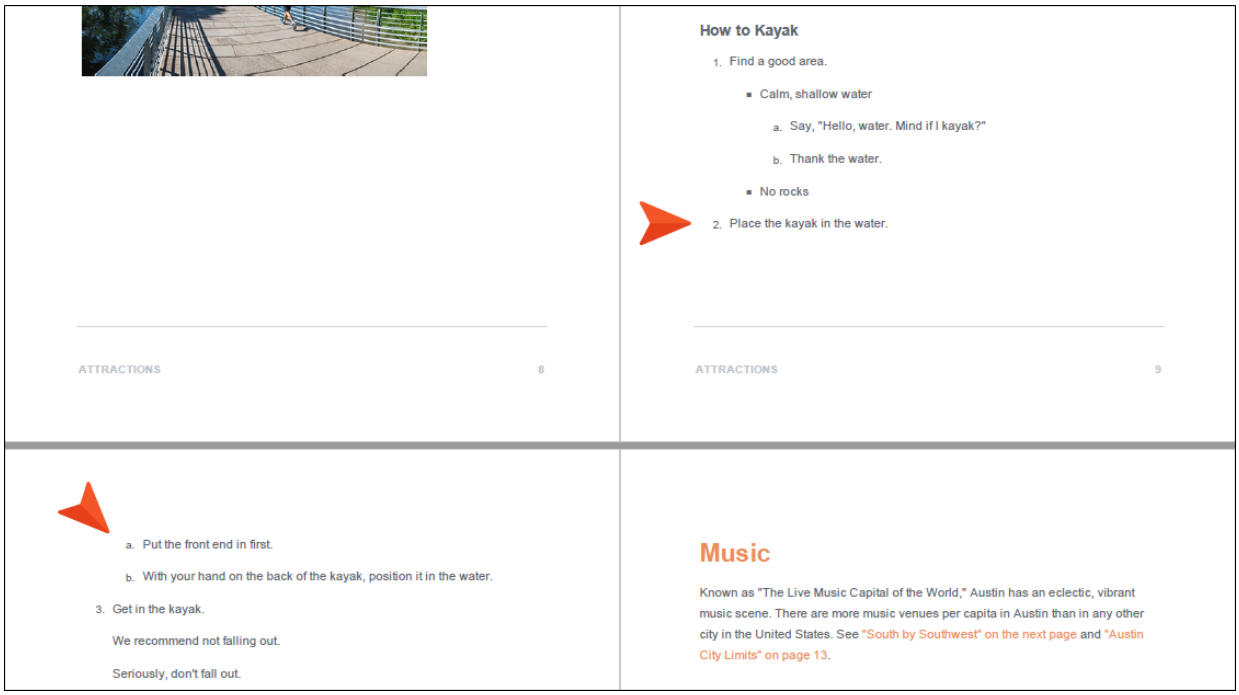
- Paddle
  - Get the right size.
  - Don't choose a paddle made of jello.
- Life jacket
  - Make sure it is snug.
  - Don't choose a life jacket made of jello either.
- Bilge pump (for bailing water)

How to Kayak

1. Find a good area.
   - Calm, shallow water
     a. Say, "Hello, water. Mind if I kayak?"
     b. Thank the water.
   - No rocks
2. Place the kayak in the water.

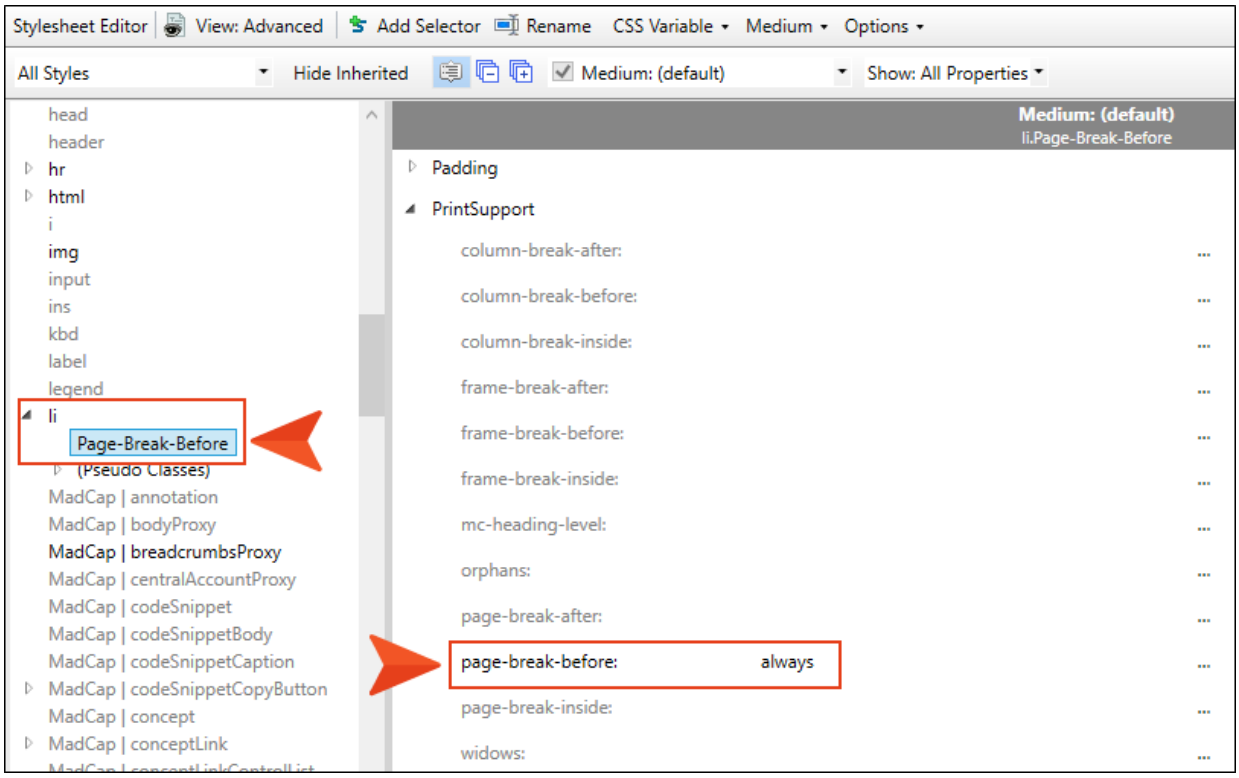
ATTRACTIONS 9

14. Also notice that step 2 of "How to Kayak" is now at the bottom of the page, and it has sub-steps under it, which are now at the top of page 10.



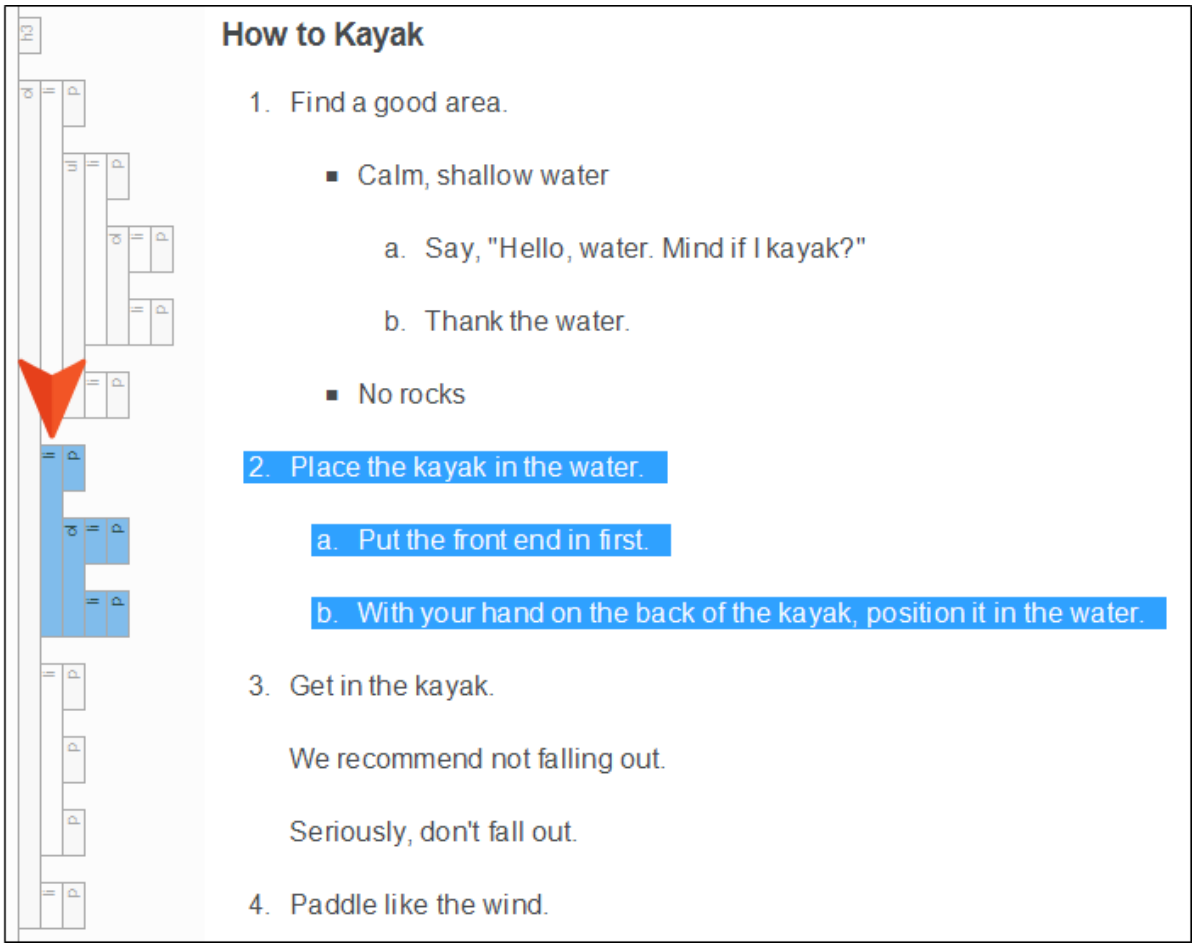
15. Let's add a page break to step 2 in order to keep it on the same page as its sub-steps. First close the PDF.

16. Go back to the stylesheet and repeat steps 5-8, but instead of creating the class for h3, do it for the **li** style. When you are finished, you should have a class called **li.Page-Break-Before** with the page break associated with that class.

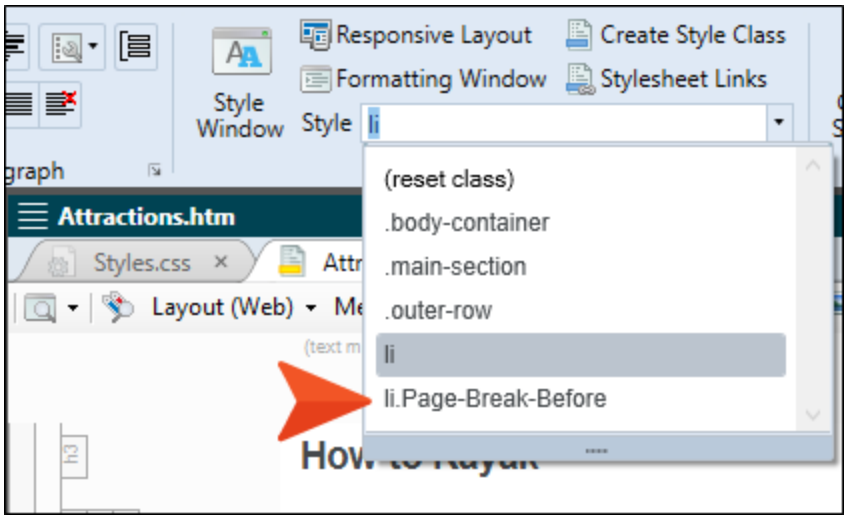


17. Click to save your work.

18. Open the Attractions.htm topic, and select (i.e., left-click) the li structure bar for step 2. The entire list item, including its sub-steps, should be highlighted.



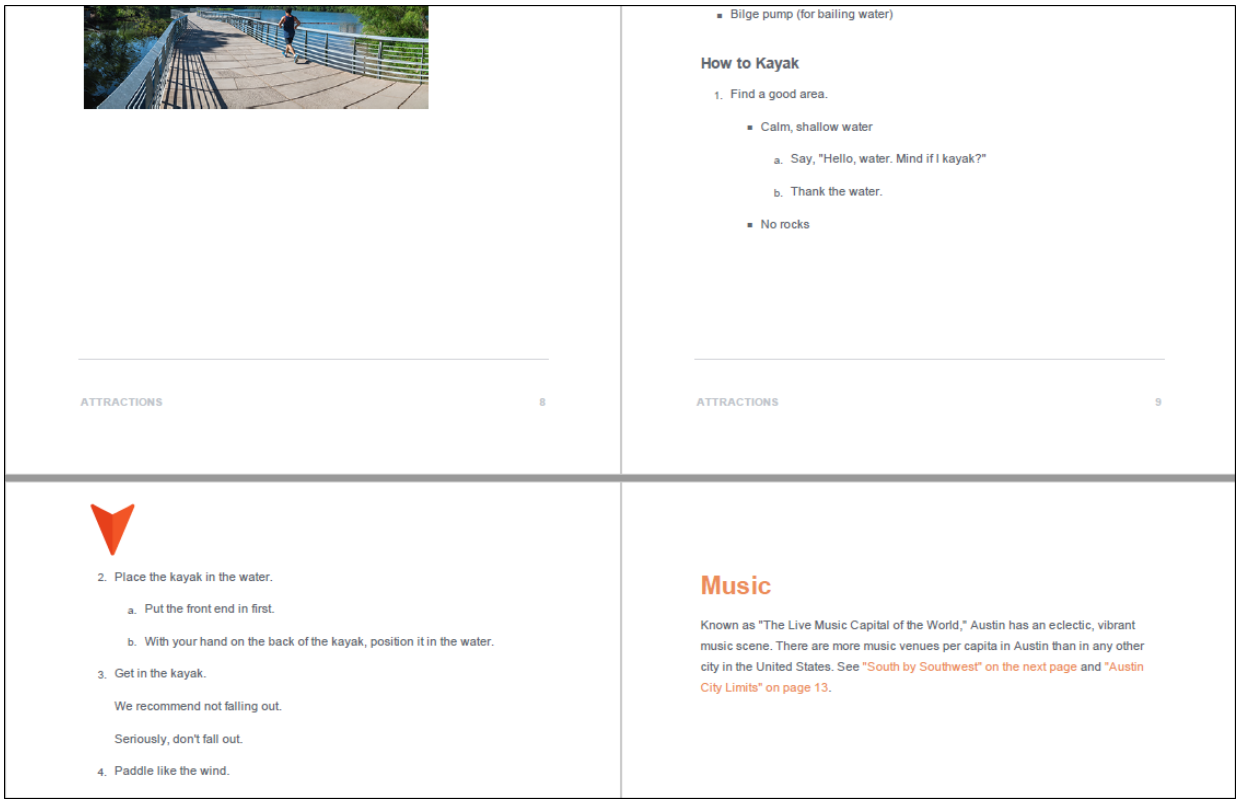
19. From the **Home** ribbon, click the **Style** drop-down and select **li.Page-Break-Before**.



20. Click to save your work.

21. Rebuild the PDF target, and open it when it finishes.

22. Scroll down in the PDF to pages 9-10, and notice that step 2 now begins at the top of page 10.



ATTRACTIONS 8

- Bilge pump (for bailing water)

How to Kayak

1. Find a good area.
   - Calm, shallow water
     a. Say, "Hello, water. Mind if I kayak?"
     b. Thank the water.
   - No rocks

ATTRACTIONS 9

2. Place the kayak in the water.
   a. Put the front end in first.
   b. With your hand on the back of the kayak, position it in the water.
3. Get in the kayak.

   We recommend not falling out.

   Seriously, don't fall out.
4. Paddle like the wind.

Music

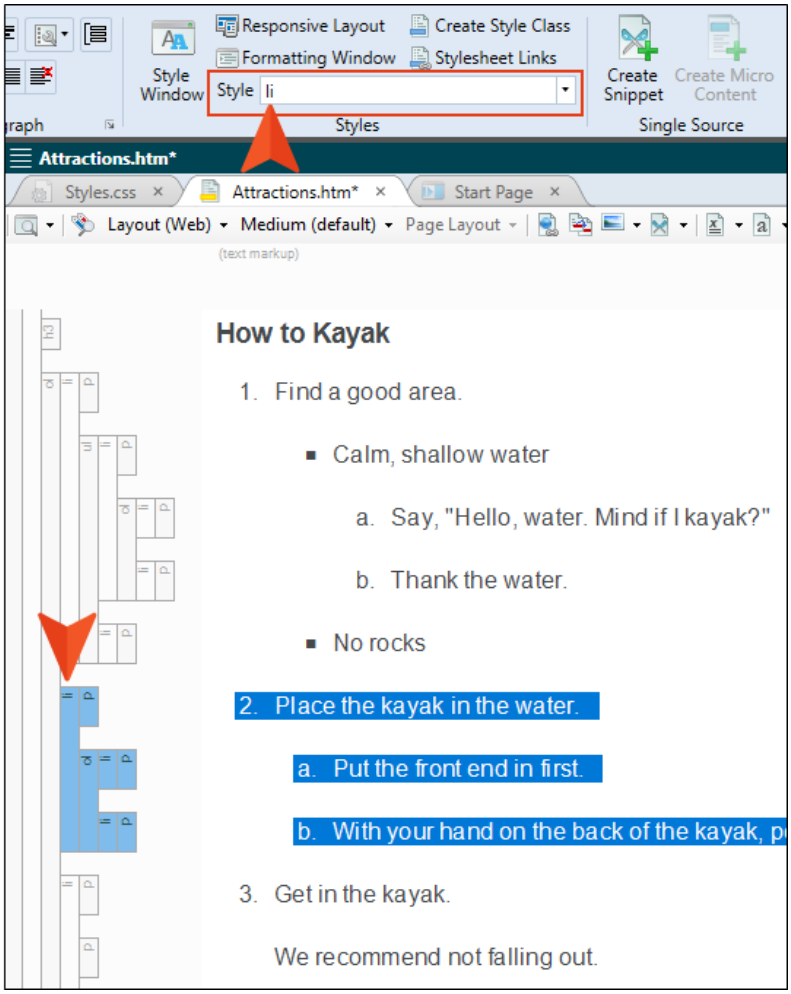
Known as "The Live Music Capital of the World," Austin has an eclectic, vibrant music scene. There are more music venues per capita in Austin than in any other city in the United States. See "South by Southwest" on the next page and "Austin City Limits" on page 13.

23. Close the PDF.

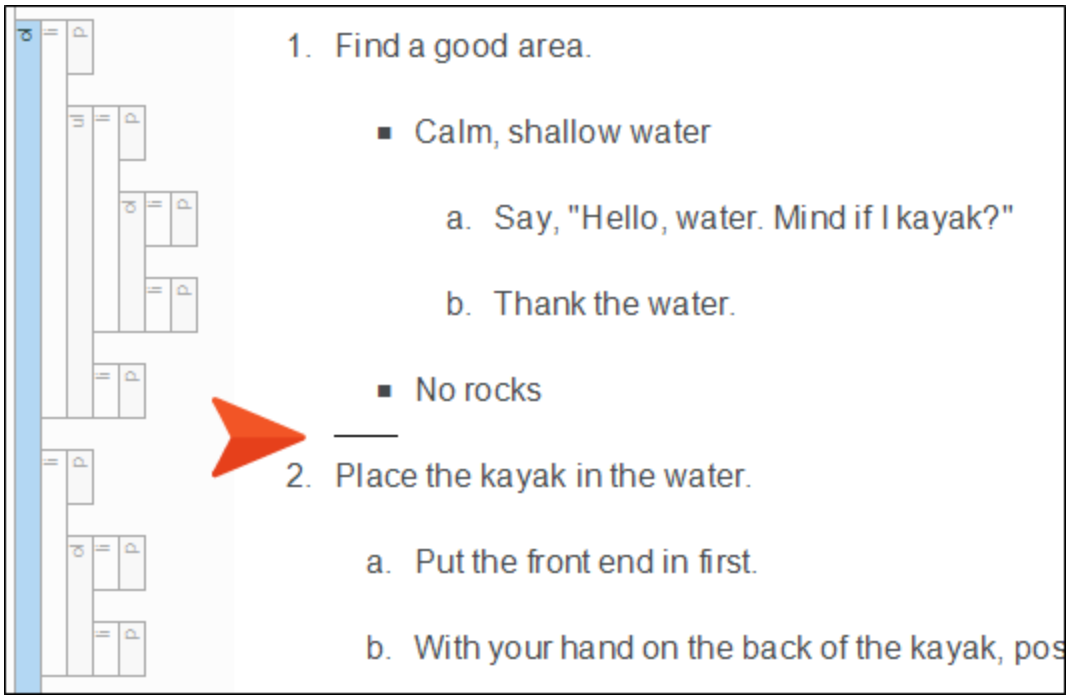
How to Add Page Breaks Manually

Styles are almost always recommended over doing something manually. However, you might want to use the manual page break sometimes. For example, you might have a list that appears in multiple outputs, and in some outputs you want a page break to appear in a certain place, but in other outputs you might not want a page break. You could have two instances of a list item (one with a page break style applied and one without), then condition each list item for the different outputs. However, it might be simpler to just insert a manual page break and condition that for only the targets where the page break should occur. Keep in mind that with manual page breaks, the break always occurs *after* its insertion point.

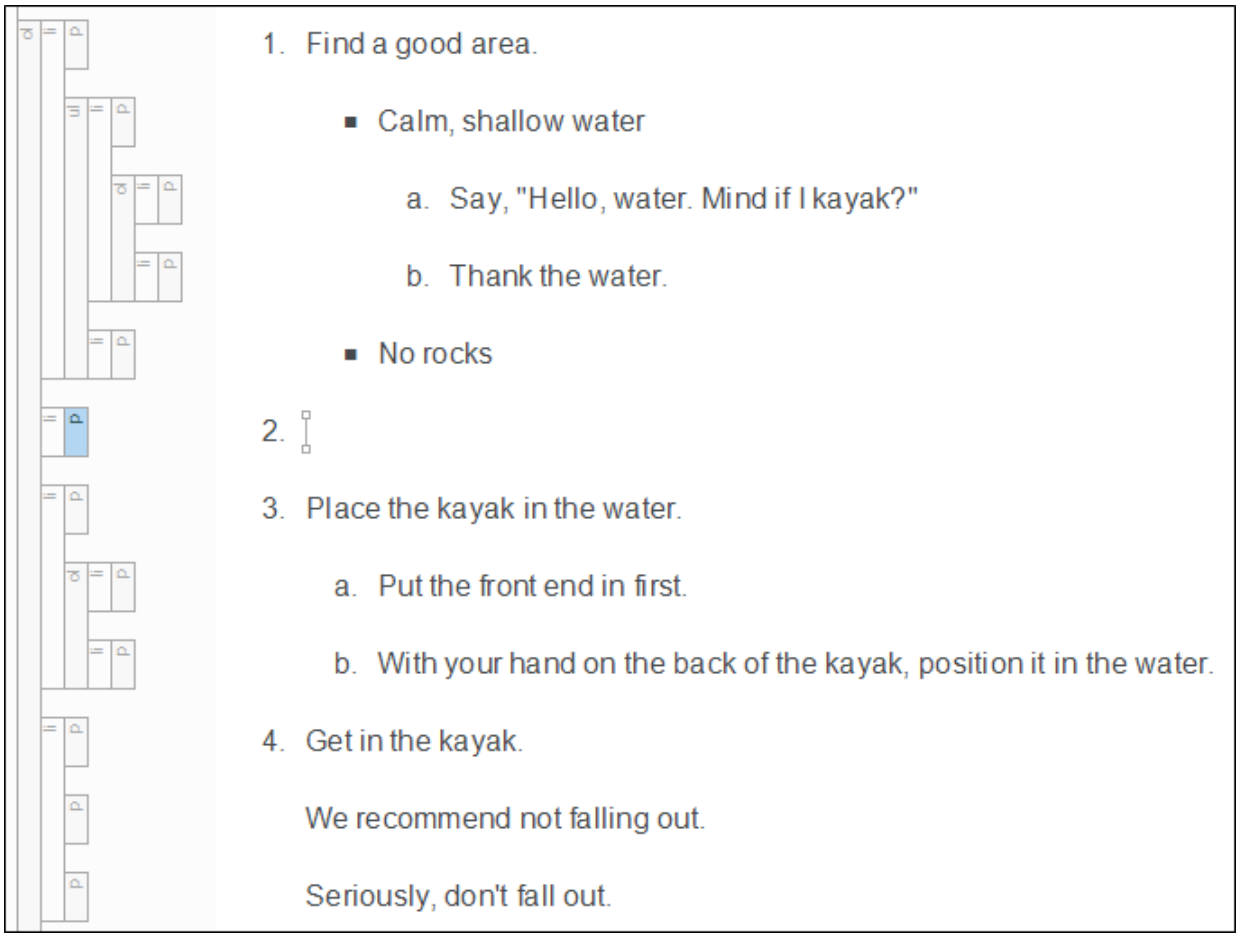
1. Go back to the Attractions.htm topic and undo the application of the li.Page-Break-Before style class to step 2. In other words, you want step 2 to only use the parent li style.



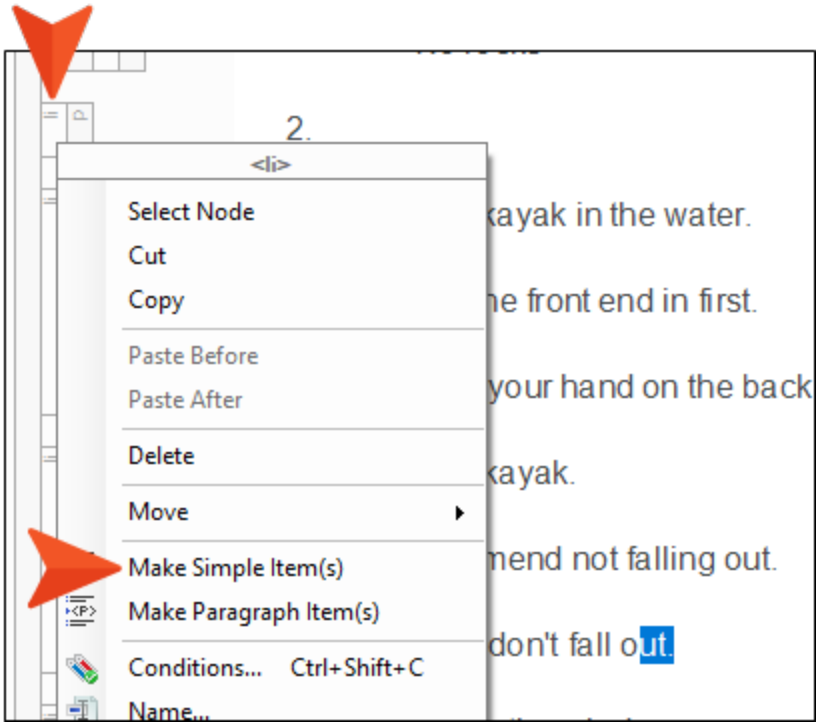
2. Place your cursor somewhere on the last line ("No rocks") under step 1. Then, press the down arrow key on your keyboard four times, until you see a horizontal line flashing between the steps.



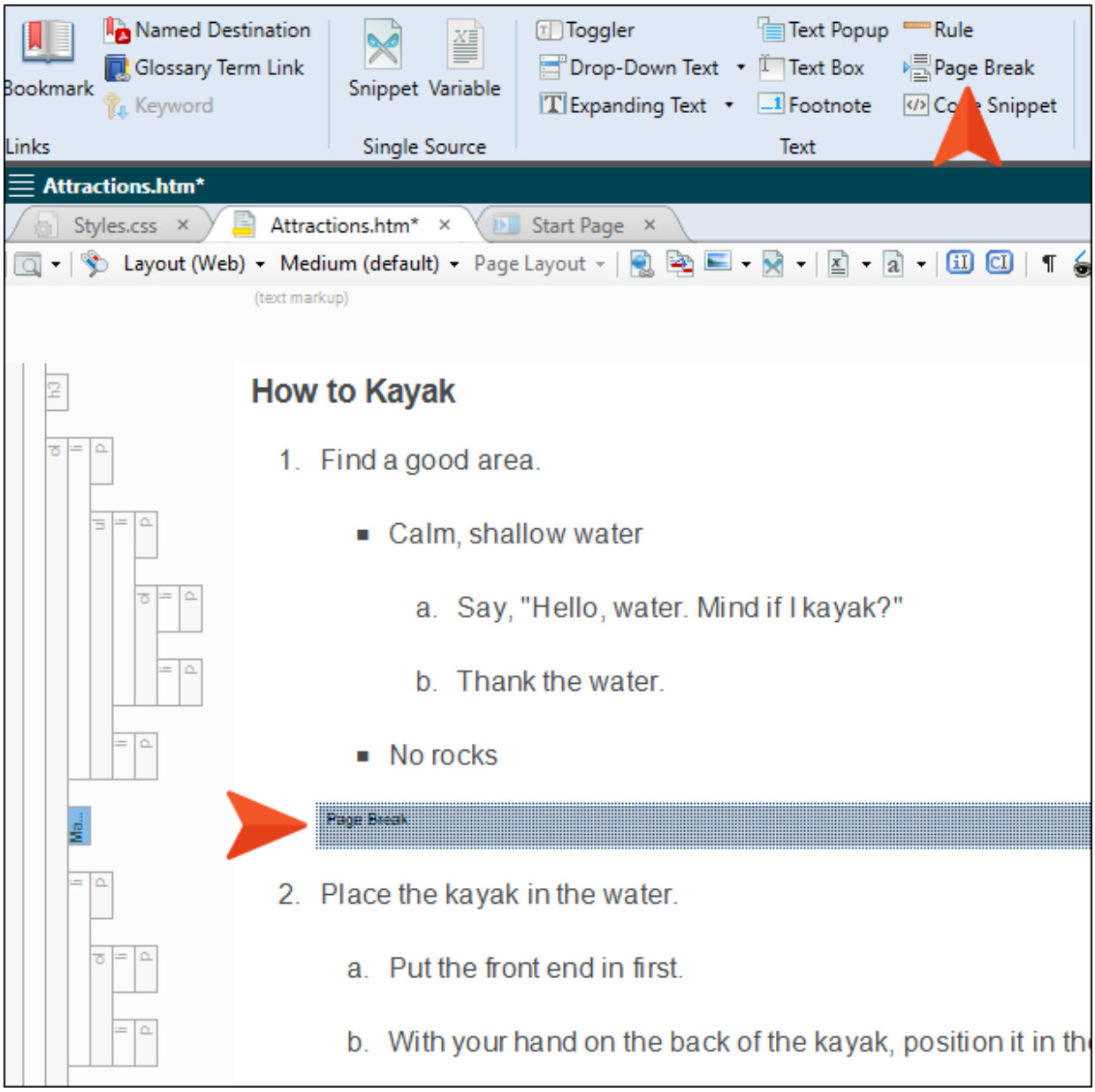
3. Press ENTER. You should now see an empty step 2. However, this number will go away when we are finished.



4. The empty list item has a <p> tag in it, like the others. We need to remove this tag before inserting the page break. So right-click the li structure bar and select Make Simple Item(s).



5. Place your cursor in the empty step 2. Then from the **Insert** ribbon, select **Page Break**. A gray bar appears at that location and the number is removed next to it.



You don't need to condition the bar unless you want it to be used in only some print-based outputs but not others. It will automatically be ignored in online outputs.

6. Click to save your work.
7. Rebuild the PDF target, and open it when it finishes.
8. Scroll down in the PDF to pages 9-10, and notice that step 2 begins on page 10.
9. Close the PDF.

CHAPTER 7

Creating Advanced Lists With Autonumbers

In addition to using the quick list drop-down menu, you can use autonumbering to create more advanced types of lists. You might want to use autonumbering on lists, for example, if you want the list items to contain text in addition to numbers (e.g., Step 1, Step 2, Step 3). A list using autonumbers also supports cross-references to specific list items.

This chapter discusses the following:

How to Add Autonumber List Styles 80

How to Apply Autonumber List Styles 83

How to Insert a Cross-Reference to a Step 88

How to Add Autonumber List Styles

There are many ways to accomplish most things with styles. The following styles and settings are just one way to do it for a simple, single-level list. If you want to create multiple levels or add comments between steps, more styling is necessary.

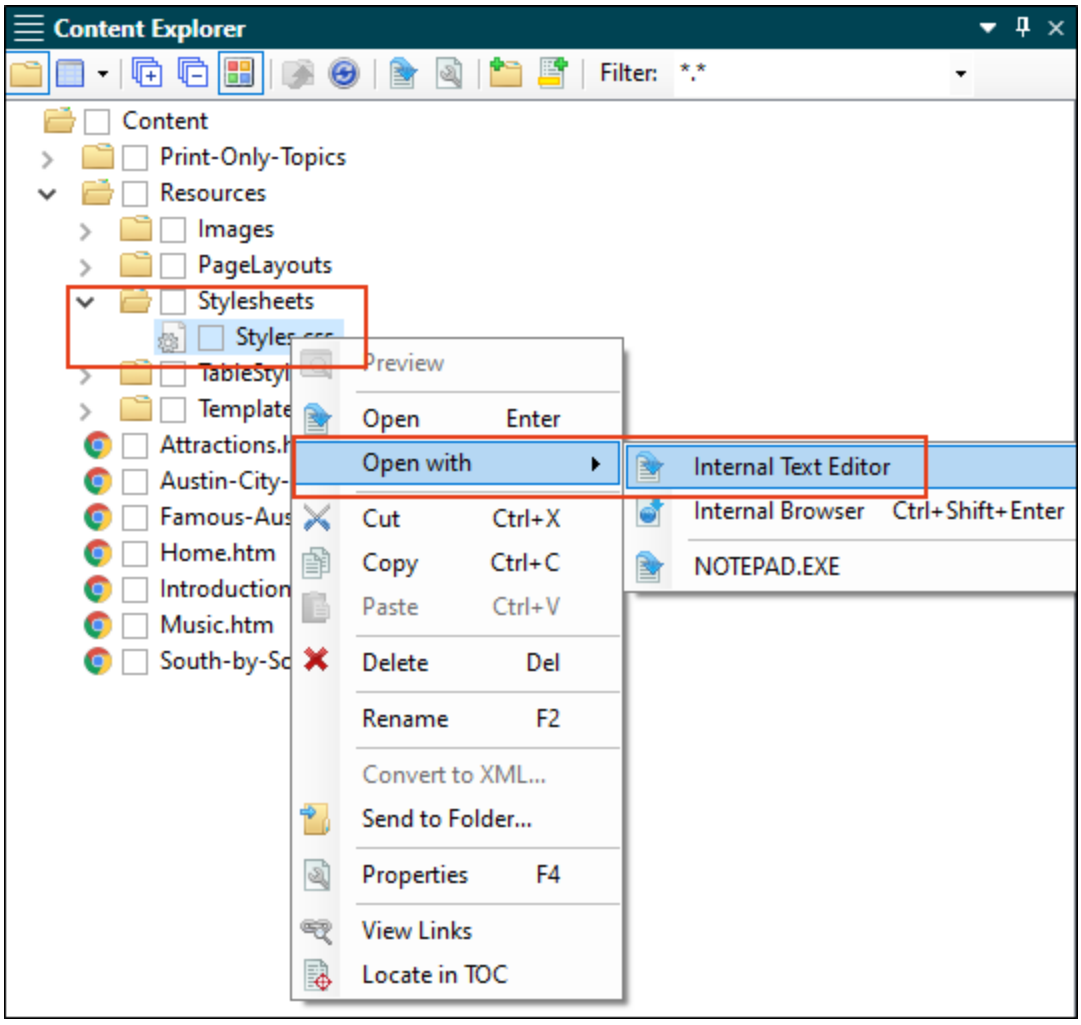
Also, with the following we are associating autonumbers with an ol style class, but you can accomplish something similar by using autonumbers with paragraph style classes.

1. Copy the following.

```
ol.StepNumber > li
{
    list-style-type: none;
    mc-auto-number-format: 'S:Step {n+}: ';
    mc-auto-number-class: StepNumber;
    margin-left: -35px;
    padding-left: 59px;
    text-indent: -59px;
}

ol.StepNumber > li:first-child
{
    mc-auto-number-format: 'S:Step {n=1}: ';

}

span.StepNumber
{
    font-weight: bold;
}

MadCap|xref.StepNumber
{
    mc-format: '{paranumonly}';
}
```

2. From the Content Explorer, expand Resources > Stylesheets.

3. Right-click **Styles.css**, and from the context menu select **Open with > Internal Text Editor**.



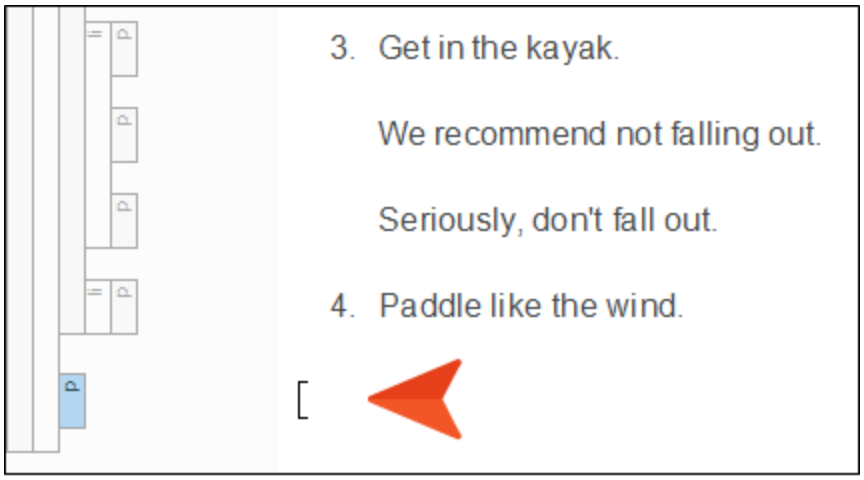
4. Scroll to the bottom of the editor and paste the styles.

```
h3.Page-Break-Before
{
    page-break-before: always;
}

li.Page-Break-Before
{
    page-break-before: always;
}

ol.StepNumber > li
{
    list-style-type: none;
    mc-auto-number-format: 'S:Step {n+}: ';
    mc-auto-number-class: StepNumber;
    margin-left: -35px;
    padding-left: 59px;
    text-indent: -59px;
}

ol.StepNumber > li:first-child
{
    mc-auto-number-format: 'S:Step {n=1}: ';

}

span.StepNumber
{
    font-weight: bold;
}

MadCap|xref.StepNumber
{
    mc-format: '{paranumonly}';
}
```

5. Click to save your work.

How to Apply Autonumber List Styles

1. Open the **Attractions.htm** topic.
2. Scroll down to the bottom of the topic, click at the end of the final list item, and press **ENTER** twice to create a new empty paragraph after the list.



3. Copy and paste the following at that location.

   How to Get to Lady Bird Lake

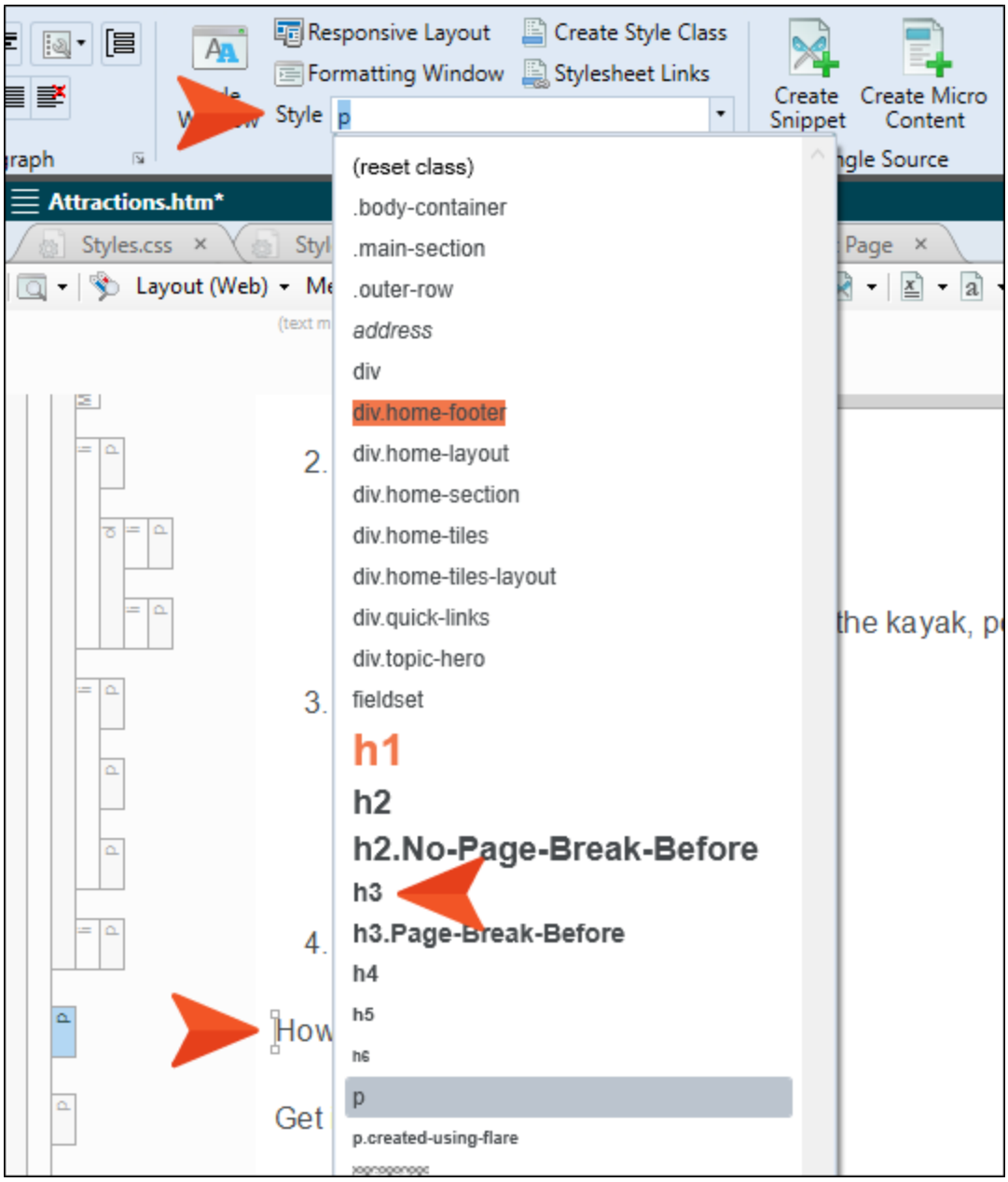
   Get in the car.

   Follow the GPS directions to Lady Bird Lake.

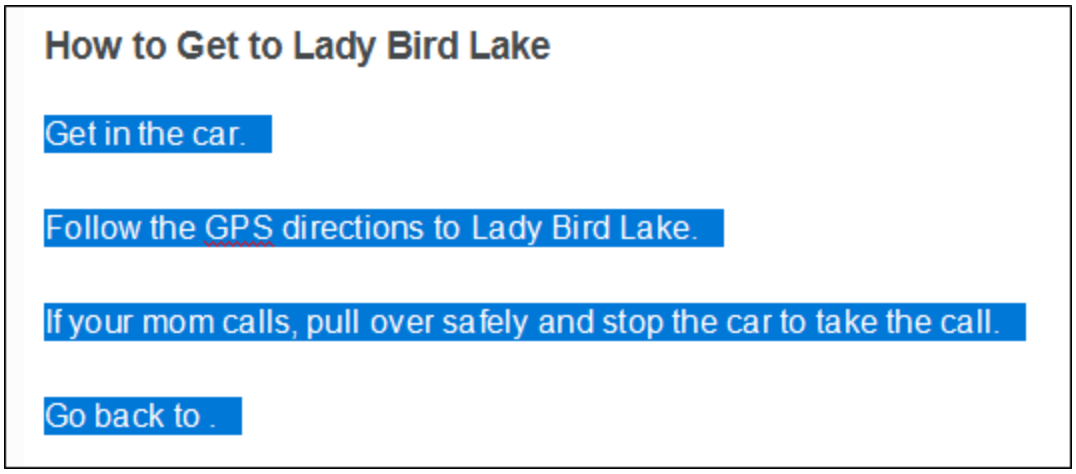
   If your mom calls, pull over safely and stop the car to take the call.

   Go back to .

4. Place your cursor anywhere in the first paragraph ("How to Get to Lady Bird Lake"), and from the Home ribbon, click in the Style drop-down and select h3.



5. Select the rest of the text under the new heading.

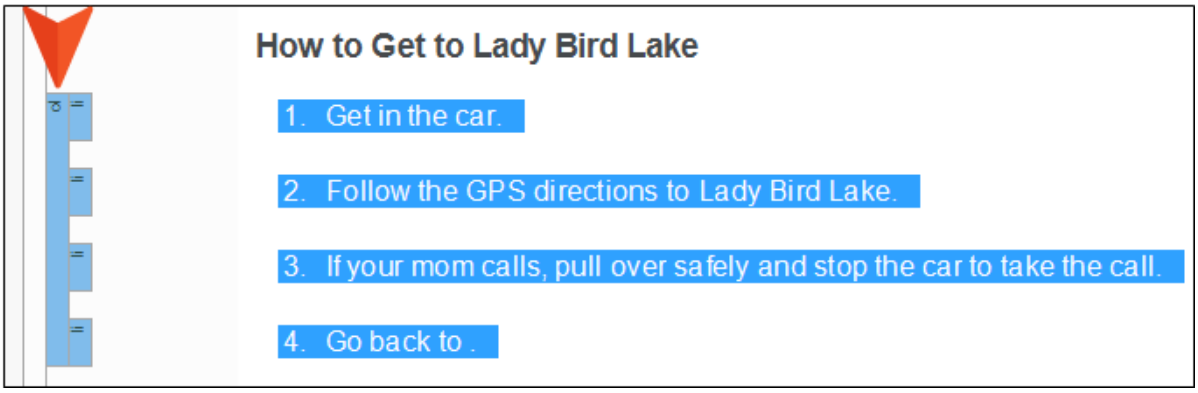


6. From the **Home** ribbon, click the down arrow next to the **List** button and select **Numbered List**.

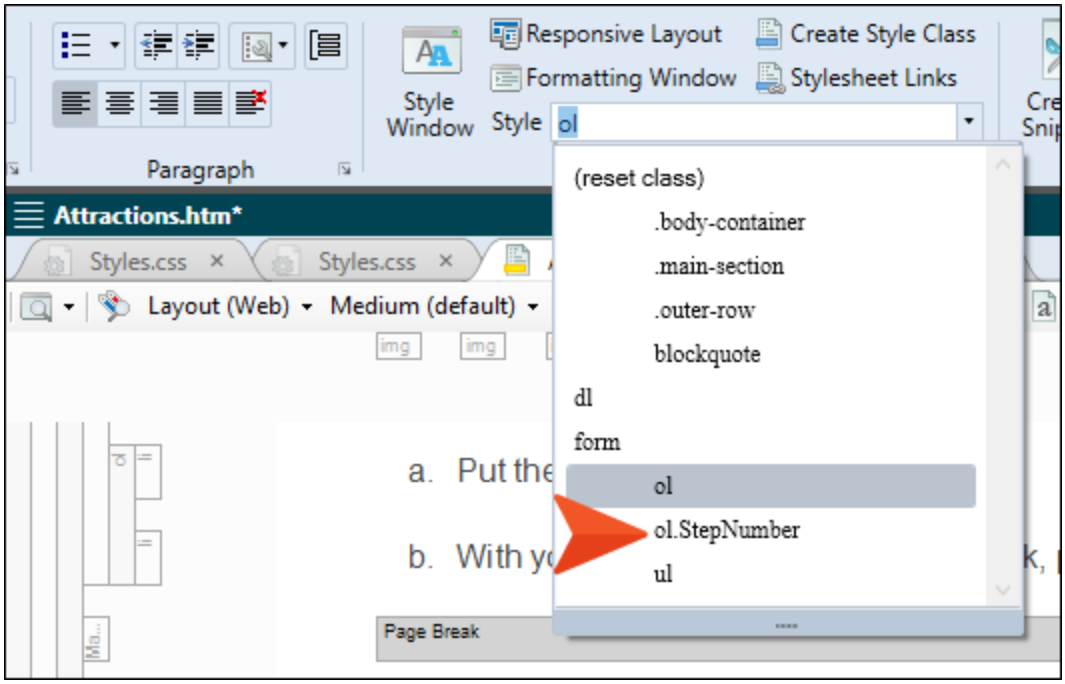
   You now have a simple numbered list.

7. Before continuing, we need to remove the <p> tags from the <li> tags. So right-click the ol structure bar for the list, and from the context menu select Make Simple Item(s).
8. Select (i.e., left-click) the ol structure bar for the list.

   The entire list should be highlighted.

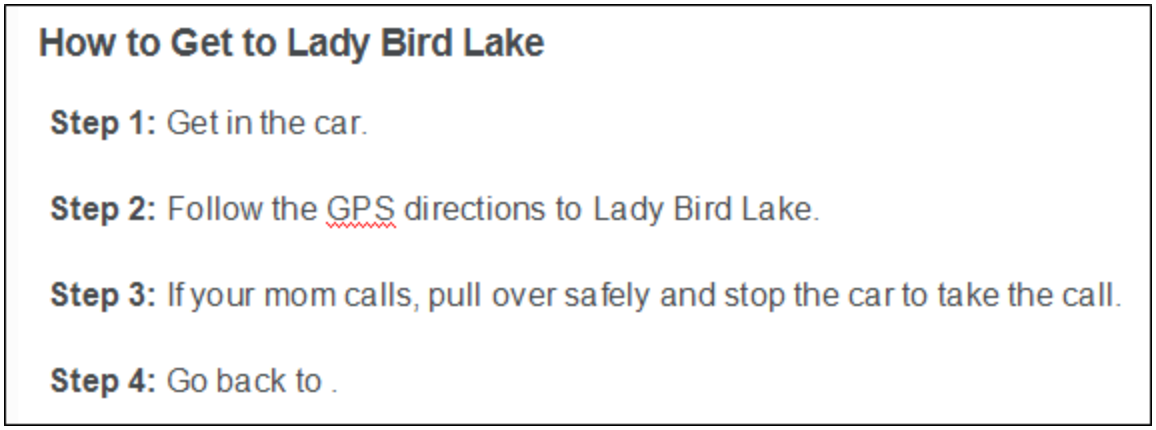


9. From the Home ribbon, click the Style drop-down and select ol.StepNumber.



10. Initially the numbering might not be seen in the XML Editor, so press F5 to refresh.

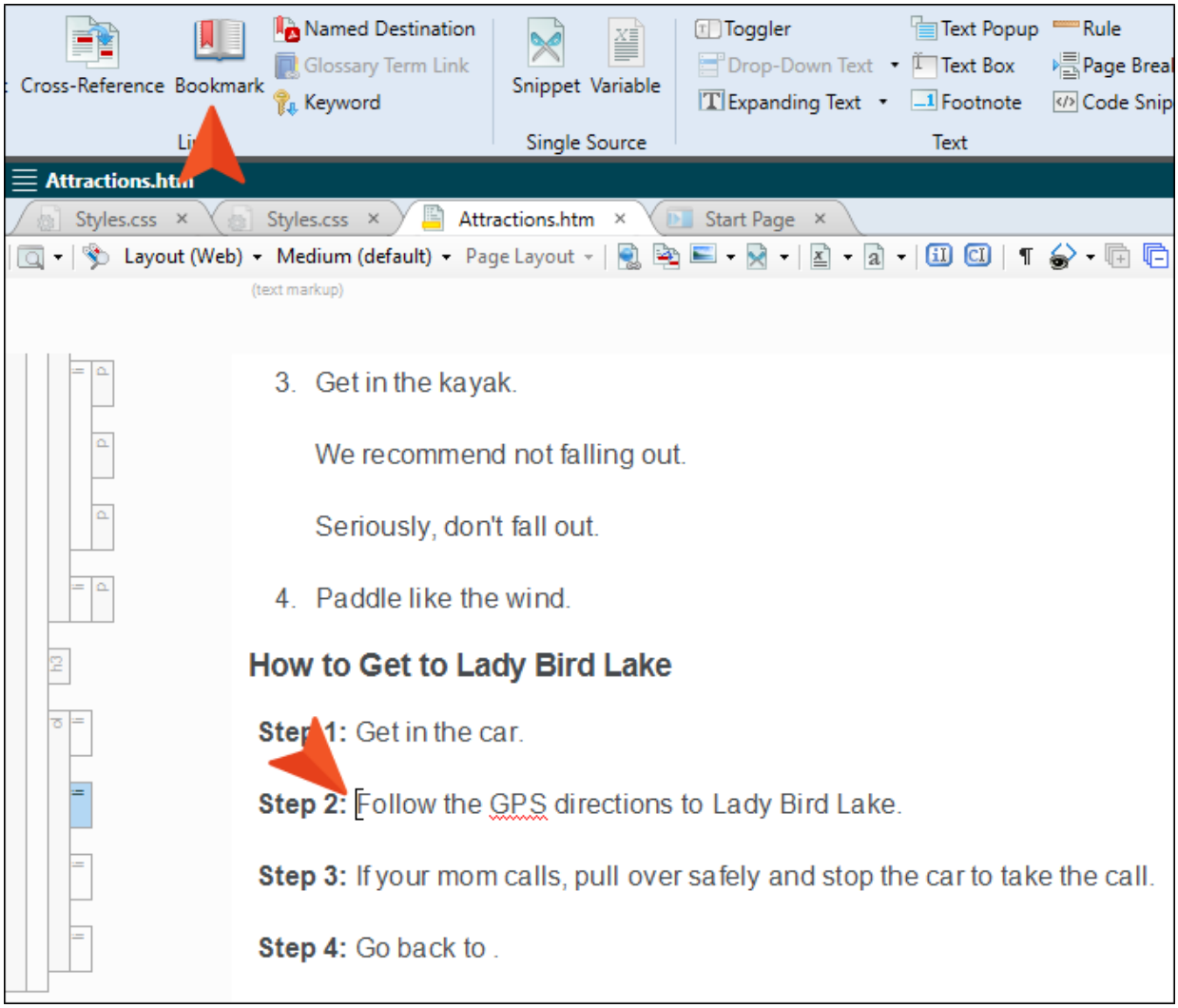
    The list should now look like this.



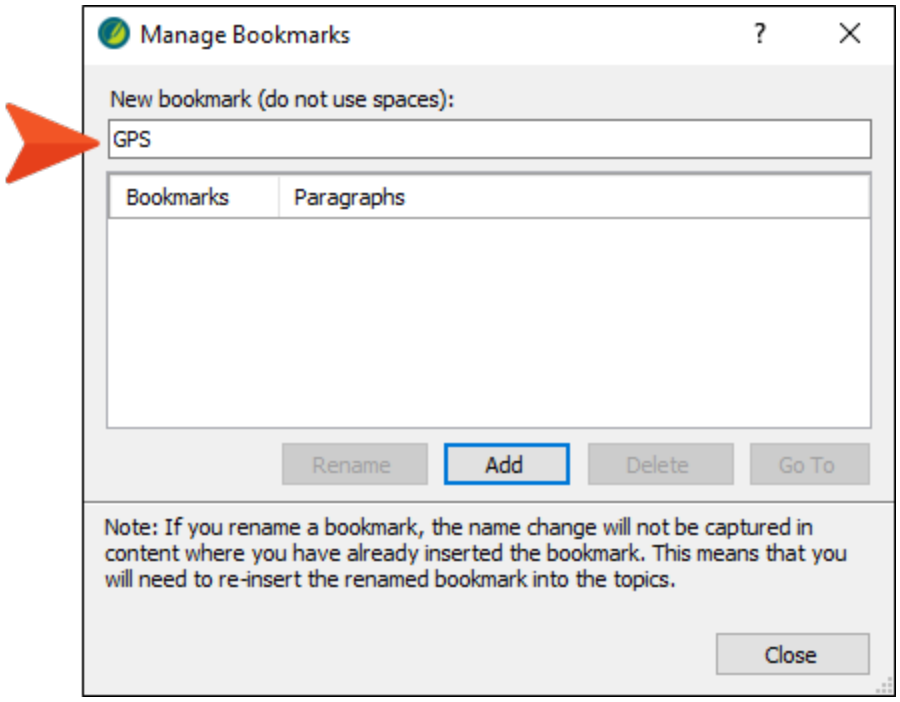
11. Click to save your work.

How to Insert a Cross-Reference to a Step

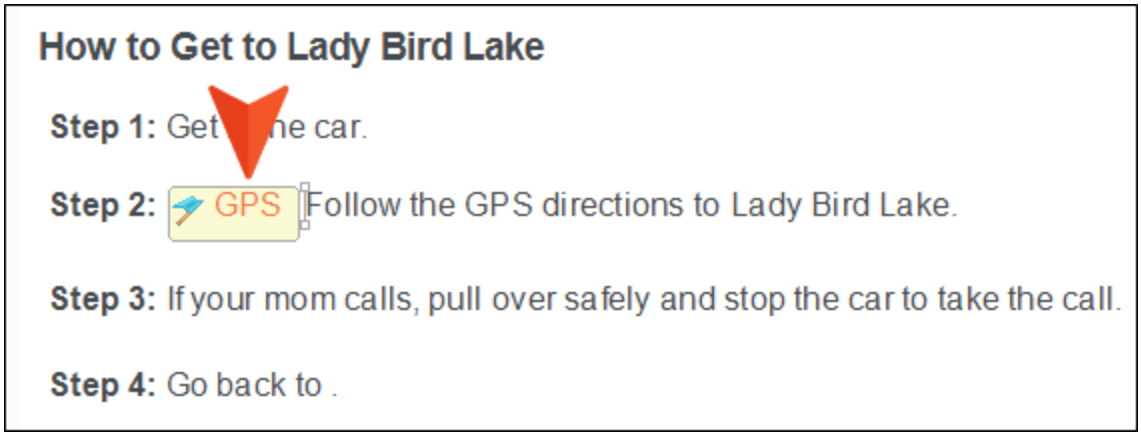
1. Click before the word **Follow** in step 2. Then, from the **Insert** ribbon, select **Bookmark**.



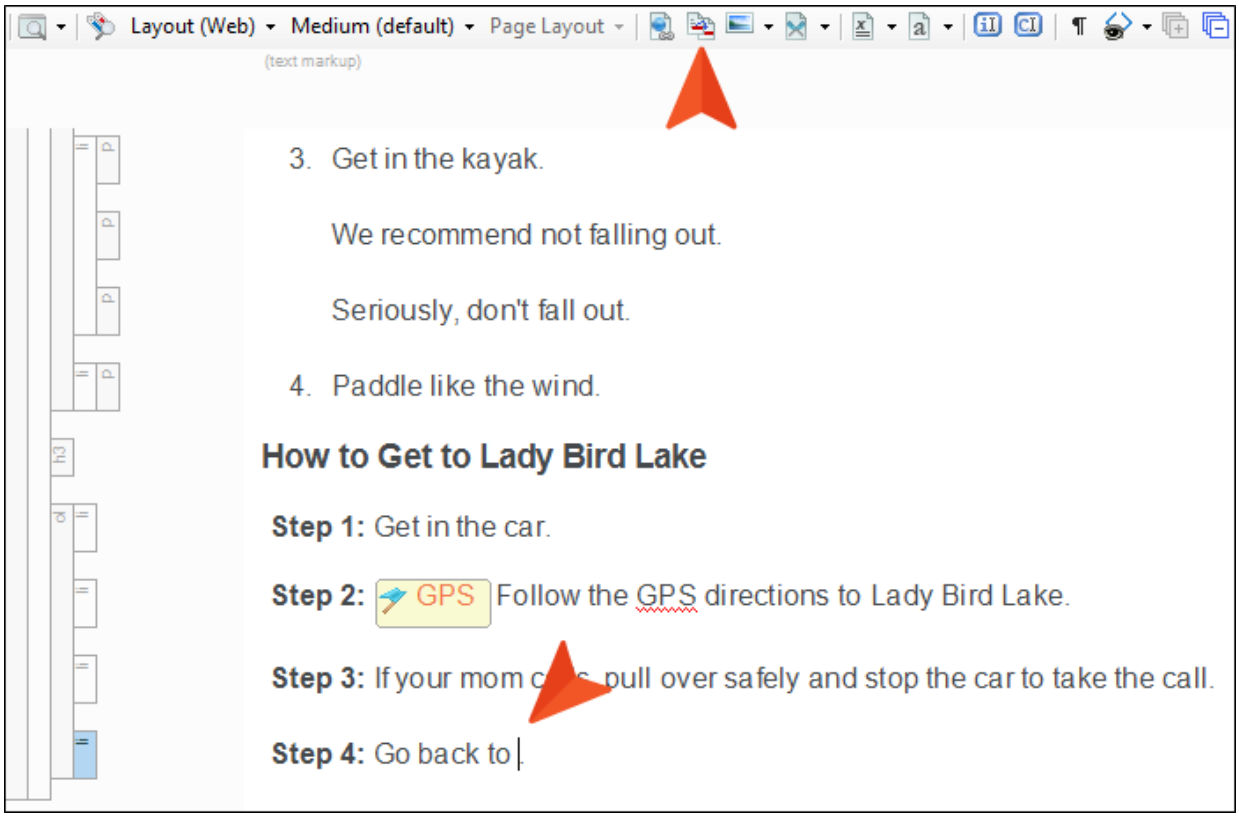
2. Type `GPS` as the name of the new bookmark and click **Add**.



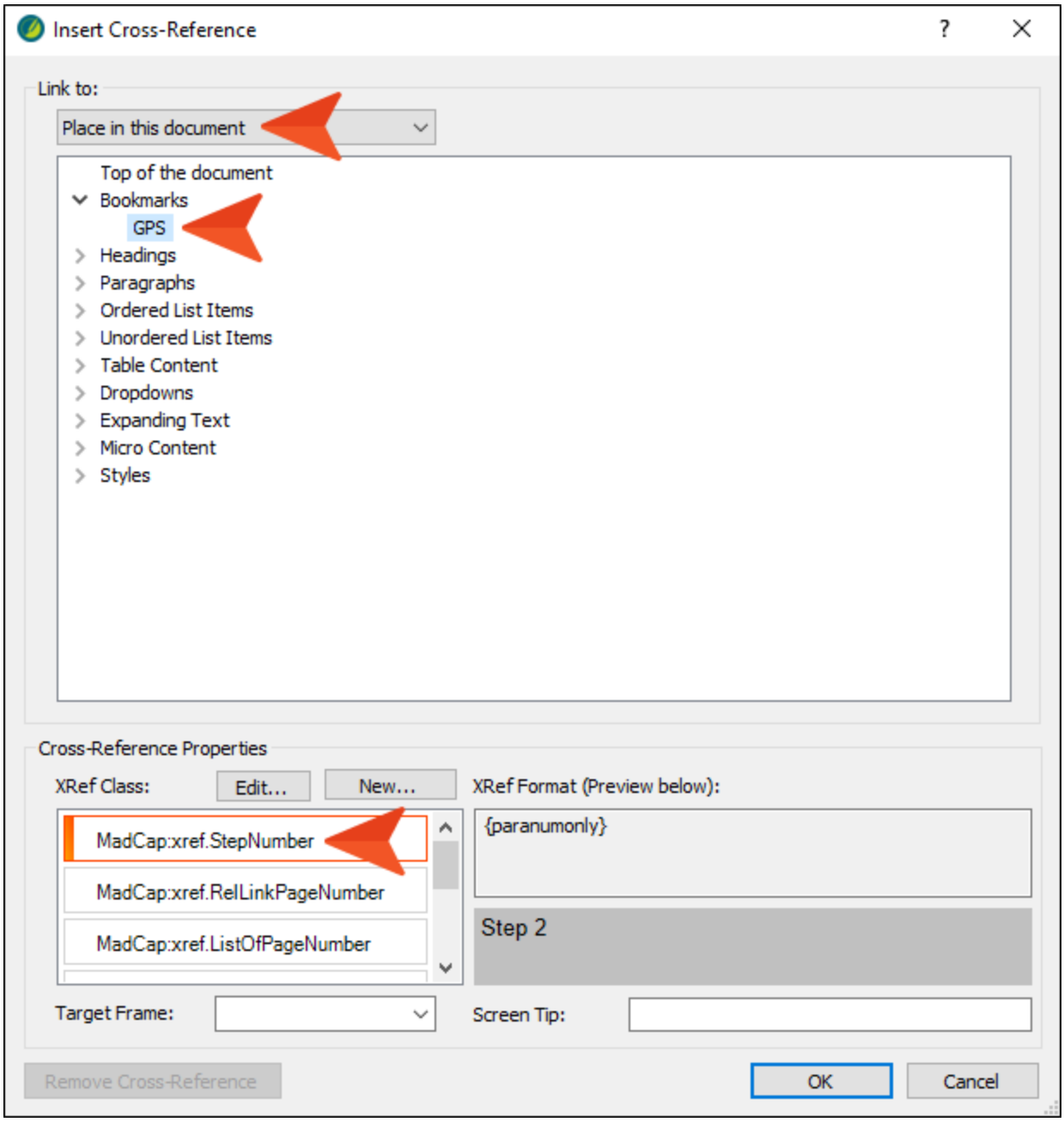
A marker is shown in step 2 (if you have markers turned on). Markers do not display in the output.



3. In step 4, click right before the period at the end of the sentence, then in the toolbar click .



4. In the dialog select **Place in this document**. Under **Bookmarks**, select **GPS**. And at the bottom of the dialog, select **MadCap:xref.StepNumber**.



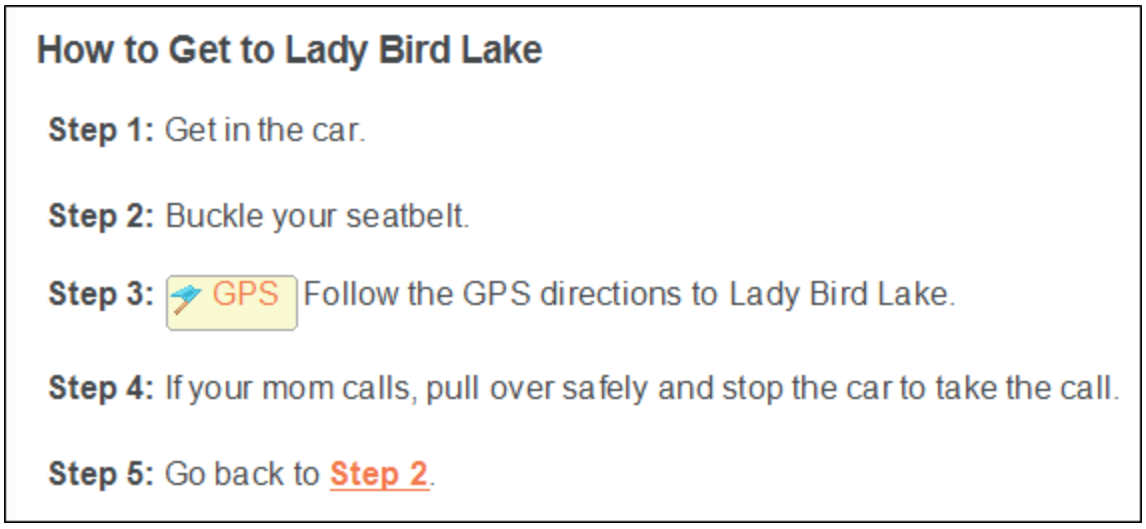
5. Click OK.

   The autonumber for step 2 is automatically used as the link.

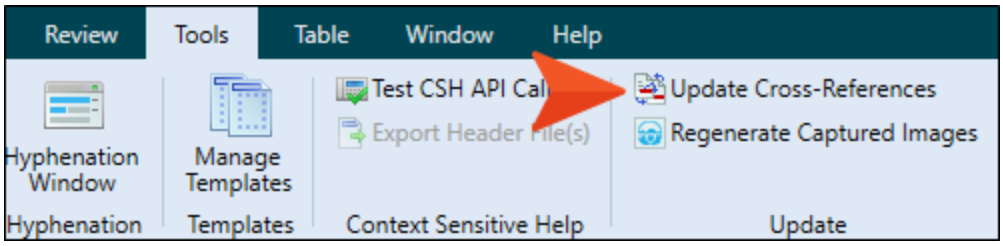
6. At the end of step 1 press ENTER to create a new list item, and type `Buckle your seatbelt.`

7. Press F5 to refresh the editor.

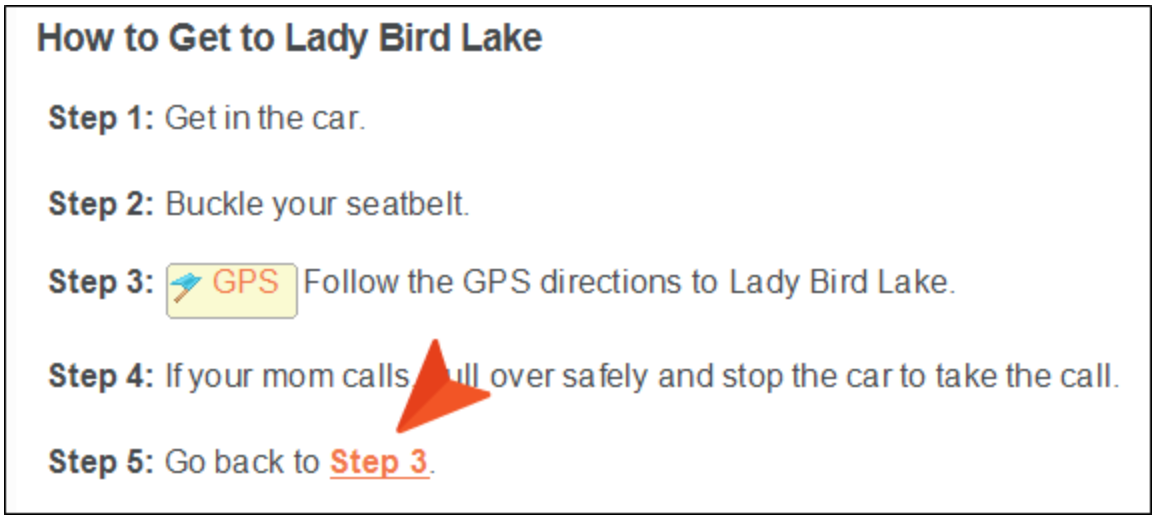
   It should look like this now. Notice that the link still says "Step 2," even though the GPS information is now on step 3.



8. From the **Tools** ribbon select **Update Cross-References**.



9. In the dialog, click **Update**. Notice the link now shows "Step 3."



> **NOTE** It's not mandatory that you refresh the XML Editor or update the cross-references. Doing that is only for you to make sure the content is correct. If you fail to do this, the output will still be correct.

10. Click to save your work.

CHAPTER 8

Creating a Definition List

A definition list is used to create a group of terms and definitions. It is also sometimes referred to as a description list, and although it is called a "list," it does not have bullets or numbers. Instead, it is similar to a table that doesn't have borders (although it can have borders, shading, etc. if you edit the necessary styles).

One of the benefits of creating a definition list instead of using a table has to do with snippets. While creating snippets for parts of a table can be quite difficult, if not impossible, producing snippets from parts of a definition list is easy.

Let's create a definition list and also create a snippet from part of it.

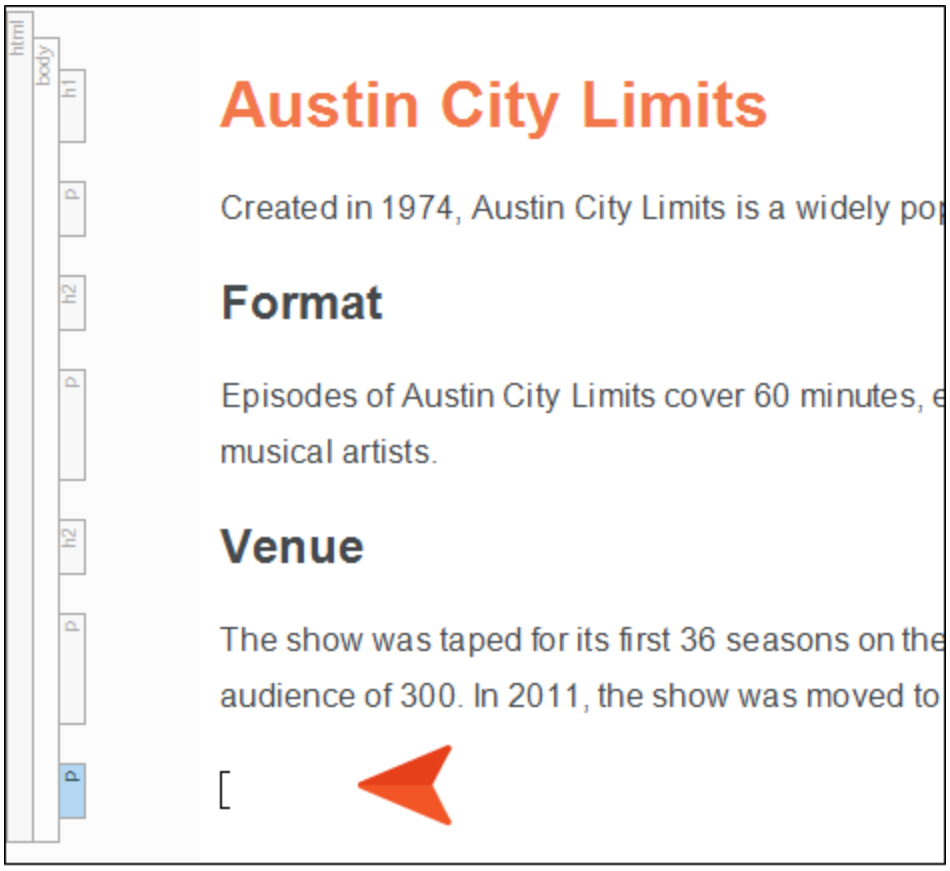
This chapter discusses the following:

How to Create a Definition List 95

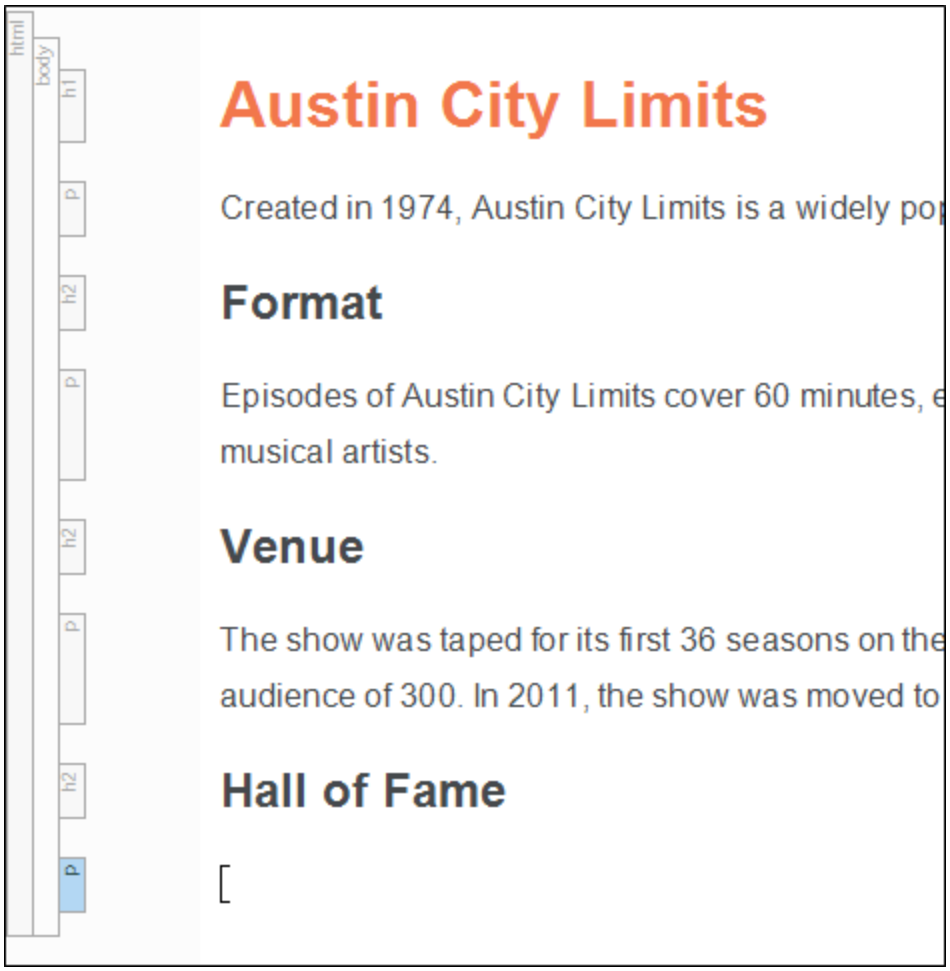
How to Create a Snippet in a Definition List 100

How to Create a Definition List

1. Open the Austin-City-Limits.htm topic.
2. Click at the end of the final paragraph, and press ENTER to create a new empty paragraph.

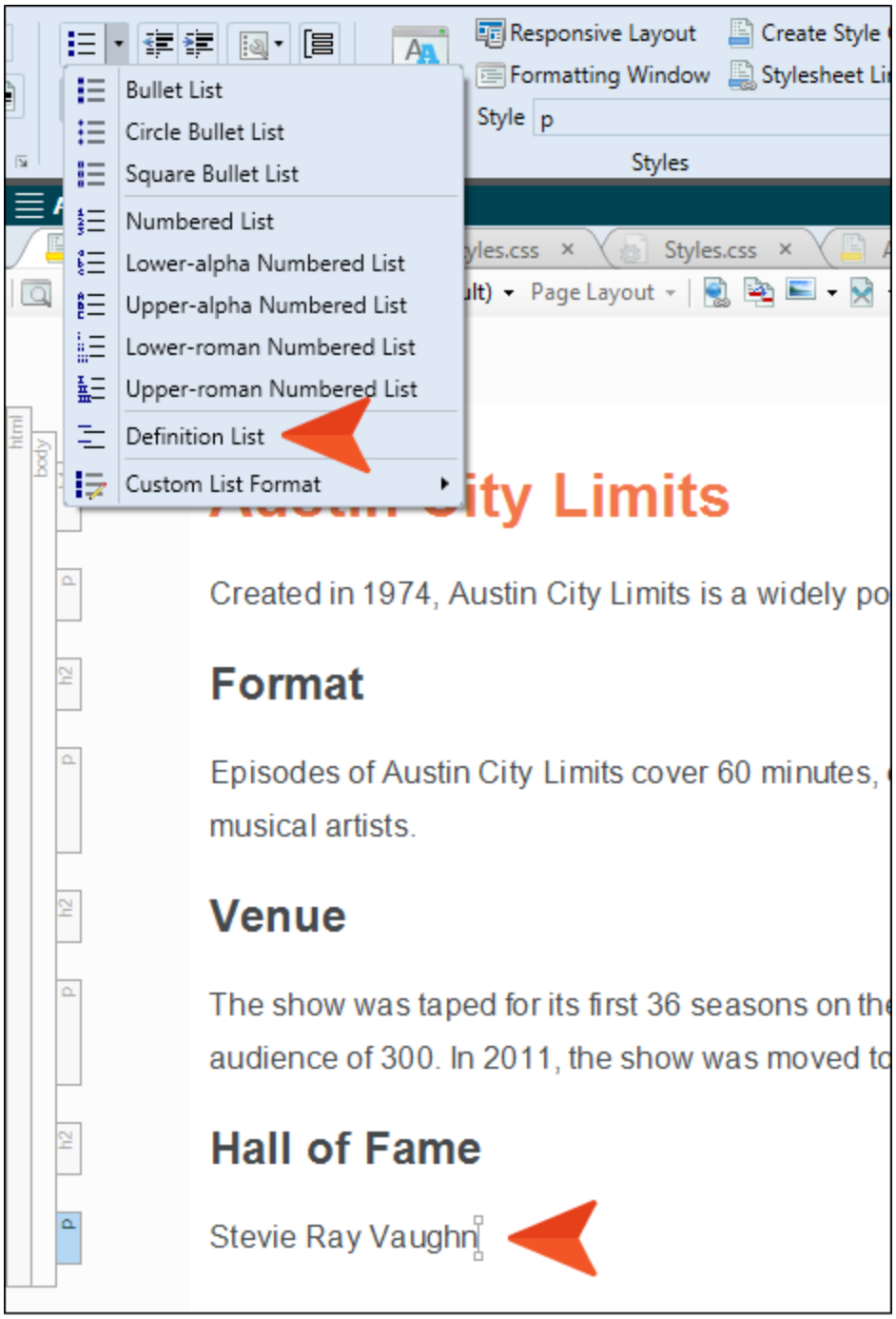


3. Type `Hall of Fame`, apply the **h2** style to it, and press **ENTER**.



4. Type `Stevie Ray Vaughn`.

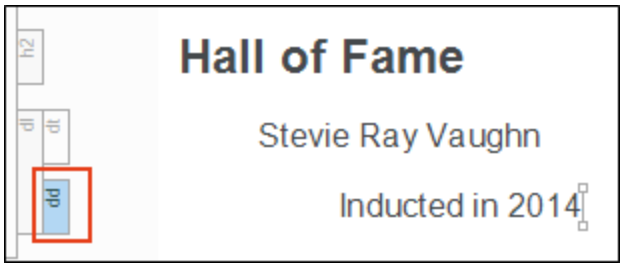
5. From the **Home** ribbon, click the down arrow on the **List** button and select **Definition List**.



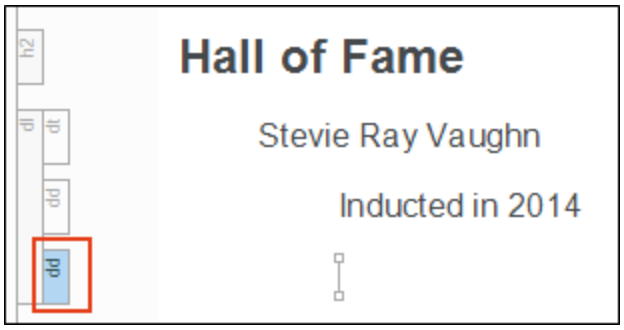
The text is indented and placed in a <dt> tag, which in turn is placed inside a <dl> tag. The <dl> tag is for the entire definition list. The <dt> tag is for the definition term.

6. Press ENTER, and on the next line type `Inducted in 2014`.

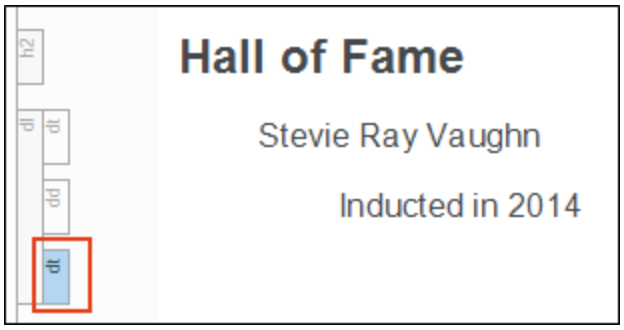
   Notice that text is placed within a <dd> tag, which is for the definition of the term above it. The text is also indented even more because of the left margin currently associated with that style.



7. Press ENTER. Another <dd> tag is added, in case you want to add a second line for the definition.

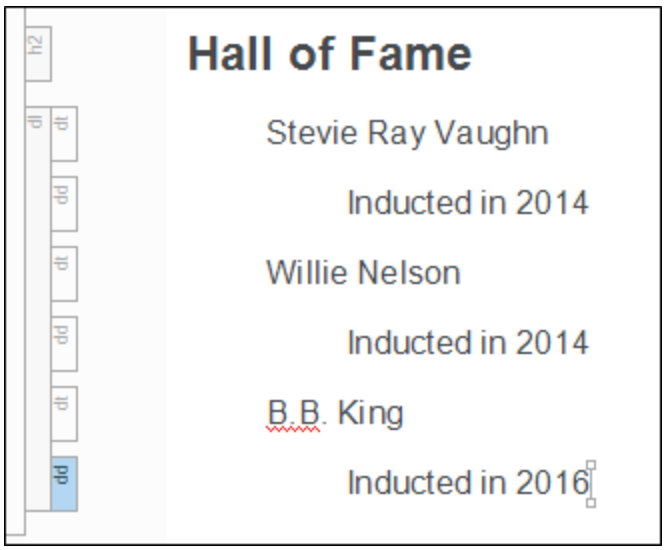


But let's move on to another term. So press ENTER one more time. Now the empty line is inside a <dt> tag.



8. Type `Willie Nelson` and press ENTER.
9. Type `Inducted in 2014` and press ENTER twice.
10. Type `B.B. King` and press ENTER.
11. Type `Inducted in 2016`.

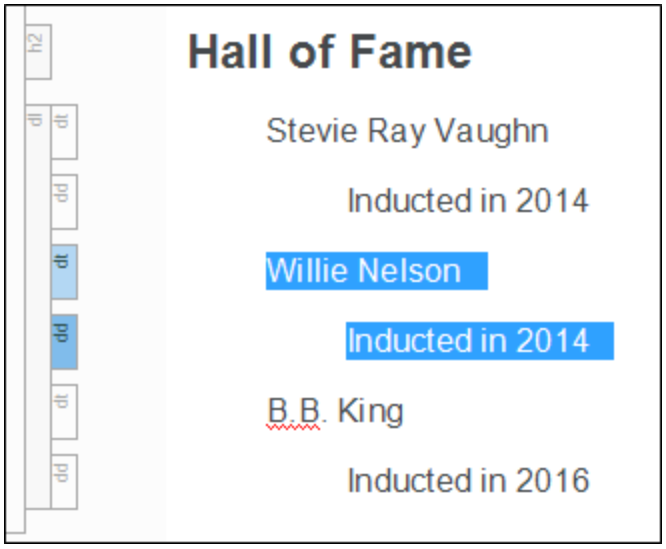
    The list should now look like this:



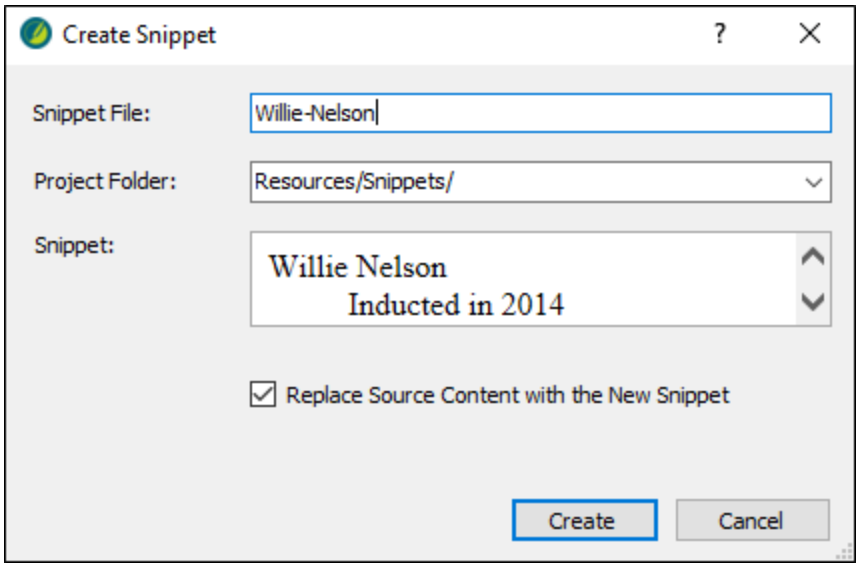
12. Click to save your work.

How to Create a Snippet in a Definition List

1. Select the two lines for **Willie Nelson**.

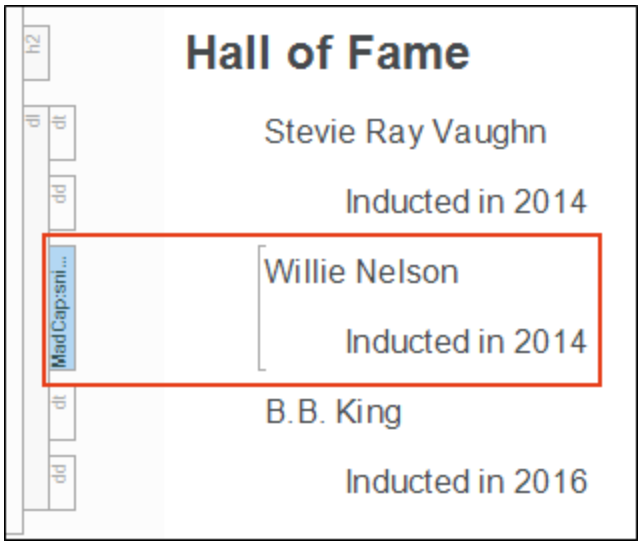


2. From the **Home** ribbon select **Create Snippet**.
3. In the **Snippet File** field, type `Willie-Nelson`, replacing the text in that field.



4. Click **Create**.

The content is now contained in a snippet tag.



However, if you were to open that snippet, you would see that the two lines are still placed within <dt> and <dd> tags. Therefore, you can insert that snippet within any definition list and it will function just like the other terms and definitions in the list.

5. Click to save your work.

PDFs

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

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

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Shortcuts Cheat Sheet

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Styles Cheat Sheet

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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

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Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

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