

**MADCAP FLARE 2024 r2**

# Topics

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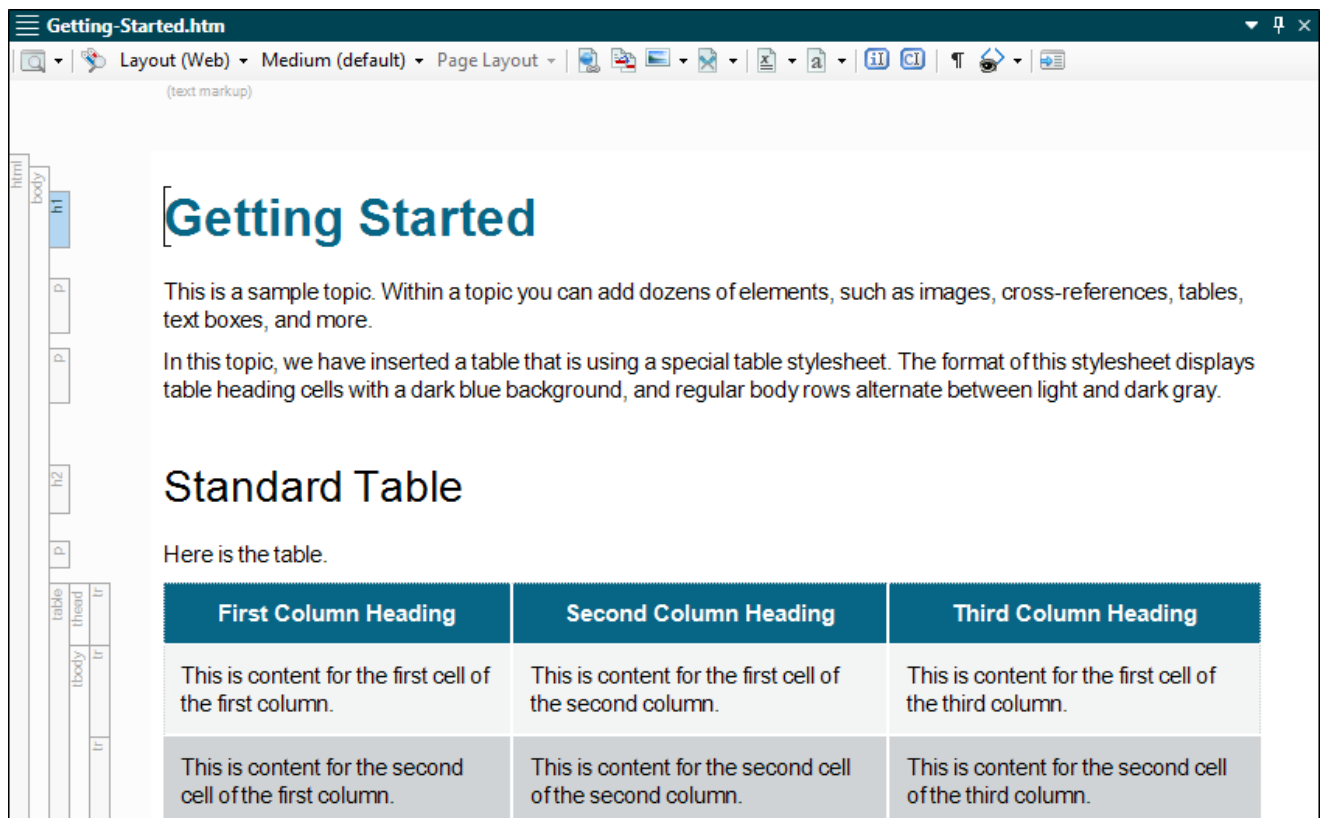
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## CHAPTER 1

# Introduction

A topic is a file containing information about a particular subject. Topics might be the most important part of a project. Everything else is contained within topics (e.g., cross-references, text, images) or points toward topics (e.g., tables of contents). The very reason end users open a Help system or manual is to find information, a little direction. They find that help within individual topics.



Getting-Started.htm

Layout (Web) Medium (default) Page Layout

(text markup)

## Getting Started

This is a sample topic. Within a topic you can add dozens of elements, such as images, cross-references, tables, text boxes, and more.

In this topic, we have inserted a table that is using a special table stylesheet. The format of this stylesheet displays table heading cells with a dark blue background, and regular body rows alternate between light and dark gray.

### Standard Table

Here is the table.

First Column Heading	Second Column Heading	Third Column Heading
This is content for the first cell of the first column.	This is content for the first cell of the second column.	This is content for the first cell of the third column.
This is content for the second cell of the first column.	This is content for the second cell of the second column.	This is content for the second cell of the third column.

## General Information

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- "Size of Topics" on page 11
- "Topic Content" on page 12
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## Main Activities

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## CHAPTER 2

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# General Information for Topics

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

This chapter discusses the following:

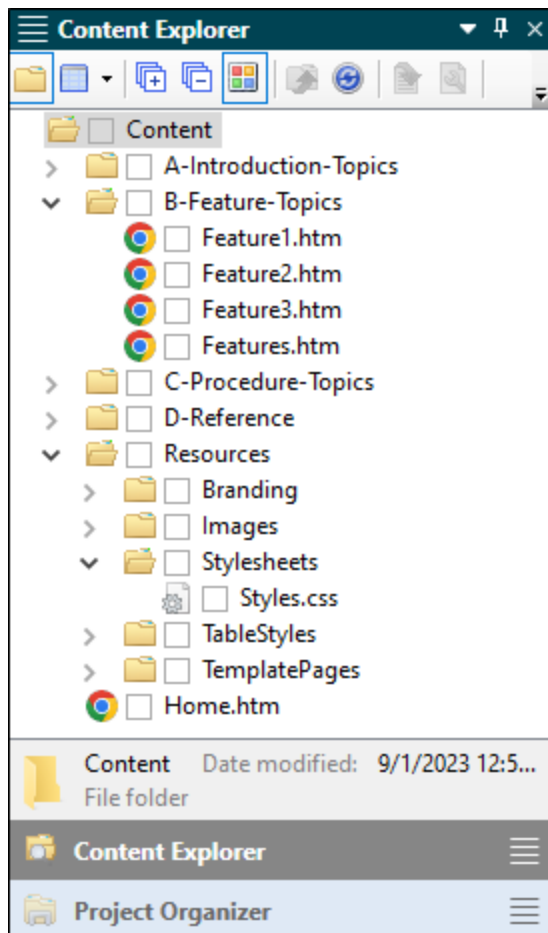
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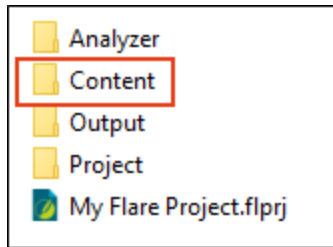
# I Topic-Based Authoring

Each topic is a separate XHTML file with an .htm extension. This enables you to take advantage of topic-based authoring. In other words, rather than creating a few very long documents (as you might do when working in a program such as Adobe FrameMaker or Microsoft Word), you create many small documents and then piece those separate files together to produce various outputs.

Individual topic files are stored in the Content Explorer, either at the root level or in custom folders that you create.



In your Flare project folder (you specified the location for the folder on your computer when you created the project), the topic files are stored in a subfolder called "Content."



# I Size of Topics

It's important to keep the size of your topics in mind when you are creating and editing them.

For online output, topics are like pages on a well-designed website. They should not be too long, but should be long enough to provide useful information. There is no specific rule for determining how long to make your topics. It is mostly a matter of common sense. When you are developing a topic, ask yourself if it is something that you would find useful and easy to read.

For print-based output, topics can be strung together in the output to form larger chapters. It is recommended that you try to use relatively small topics when working in Flare—usually no more than a few pages in output. Although you can certainly create a very long topic that holds all of the content for an entire chapter or manual, smaller topics allow you to take full advantage of Flare's many powerful single-sourcing features. For example, with small topics, you can reuse them when generating many different outputs, all from the same project. You might want to use some topics in some outputs, but not in others. With large documents, that is very difficult, if not impossible to do.

Another reason to keep your topics (and snippets) relatively short has to do with reviews, especially in MadCap Central. If your file size is too large, it won't load in the Central review editor.

If you have topics that seem to be too long, here are some suggestions:

- Break the topic into smaller topics and provide hyperlinks from one topic to another. Understand how topic-based authoring and single-sourcing work.
- If you are importing files into a project, make sure you choose settings to break the files into multiple topics according to heading levels.
- You can use Flare's DHTML features (drop-down text and expanding text) to collapse areas of text until end users click a hotspot to open the hidden text.


# I Topic Content

After you create a topic, you can add to it almost anything you want—text, tables, formatting, cross-references, images, multimedia, etc. It all depends on the needs of your audience. A topic can contain simple text, or it can contain a combination of many elements. A topic does not even need to contain much text at all; for example, you could simply use a topic to hold a video for online output or a few lines of text for the title page in print-based output. You are only limited by what you can do with XML.

If you are not familiar with XML, that's okay. You can use the easy editor interface to edit topics in Flare, working much like you would in a program such as Microsoft Word. Flare creates the XML tags behind the scenes for you.

# I Getting Behind the Scenes of Topics

Although Flare provides you with a user interface to work on topics (i.e., the XML Editor), you can get behind the scenes to see and edit the code for the topic. The easiest way to do this is to open the topic in the Internal Text Editor in Flare. To do this, open the topic as usual, then at the bottom of the XML Editor, click the **Text Editor** tab. You can also use split the editor between the XML Editor and the Internal Text Editor.

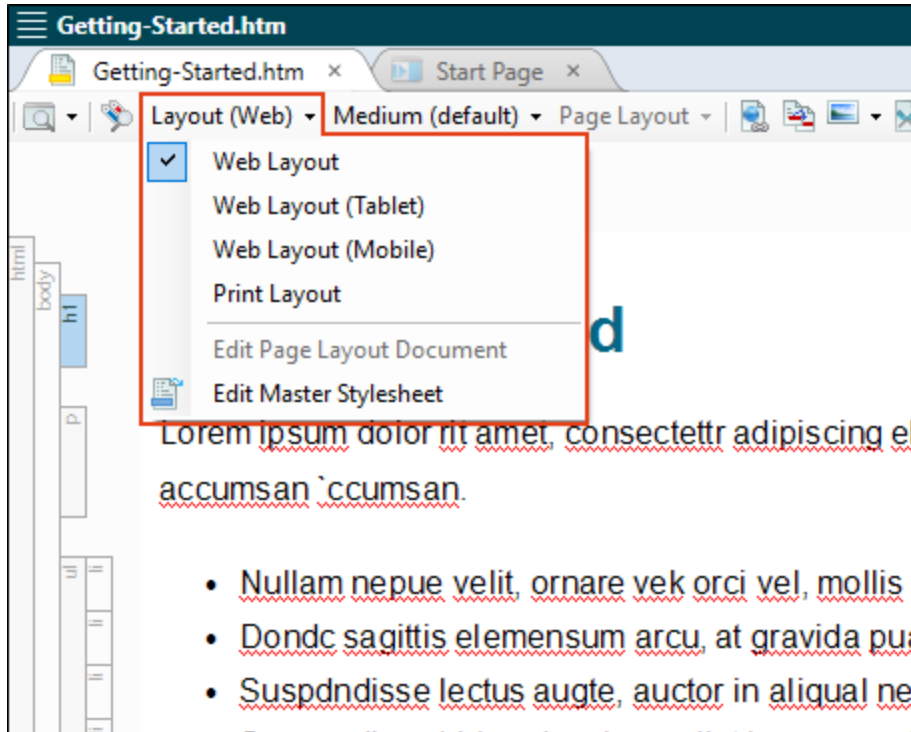
 **NOTE** Although it is possible to open any Flare files in a third-party editor, it is recommended that you avoid editing these files in certain programs while Flare is running. For example, opening a stylesheet in Notepad++ is not an issue. But you might experience problems if you open a topic or snippet in Microsoft Word and edit it while Flare is running.

## I Special Topics

In addition to the regular topics that make up your chapter content, you can create special topics with a proxy (placeholder) for displaying generated content. These special topics are often used for your manual's front matter and back matter. The most common type of generated content is a table of contents. Other kinds of output for which you can create topics include indexes, glossaries, endnotes, lists of elements, and lists of concepts.


# Layout Modes

Flare provides multiple layout modes when working in the XML Editor: Web Layout, Web Layout (Tablet), Web Layout (Mobile), and Print Layout. This lets you see your content in the format that you are most likely concerned about at the moment.




- **Web Layout Mode** The Web Layout Mode is useful for seeing how the topic will look online, usually on a laptop or a large monitor.
- **Web Layout (Tablet) Mode** The Web Layout (Tablet) Mode is useful for seeing how the topic will look on a tablet device.
- **Web Layout (Mobile) Mode** The Web Layout (Mobile) Mode is useful for seeing how the topic will look on a mobile device.

- **Print Layout Mode** The Print Layout mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content.

 **NOTE** Although the Print Layout mode is a WYSIWYG (What You See Is What You Get) environment, you also need to consider any condition tags when you are viewing pages in this mode. For example, let's say you have applied a condition tag to an entire paragraph on a page. When you are viewing the topic in the XML Editor, you will see this paragraph, but if you generate a target where you have elected to exclude that condition tag, the paragraph will not be displayed in the output, and the other paragraphs will shift to compensate for its absence. Therefore, what you see in the Print Layout mode is what you get, except possibly for certain conditions that may be present on a page.

You can get an even more accurate look at how a topic will look in the output by associating conditions with it while you are editing. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor.

- **Edit Page Layout Document** This opens the page layout associated with the topic so that you can edit it in the Page Layout Editor.
- **Edit Primary Stylesheet** This opens the stylesheet associated with the topic so that you can edit it in the Stylesheet Editor.


 **NOTE** This option is available only if you have applied a primary stylesheet to the project or target.


# Layout Modes, Mediums, and Media Queries


You can toggle between the various layout modes in the XML Editor by clicking the **Layout Mode** button.

The default and print mediums are tied to the Web Layout and Print Layout modes, respectively. The tablet and mobile media queries are tied to the Web Layout (Tablet) and Web Layout (Mobile) modes, respectively. However, you can choose any stylesheet medium or media query when you are in a particular layout mode to show the content with certain styles applied.

Keep in mind that the tablet and mobile media queries are associated with your responsive skin settings on the Skin tab of HTML5 targets. This means that the Web Layout (Tablet) and Web Layout (Mobile) modes will show content in the XML Editor at the maximum width that is set for each in the Target Editor. Therefore, when viewing content in one of those modes, you might see a horizontal scroll bar at the bottom of the editor. If you adjust the breakpoints for these media queries in the Target Editor, the XML Editor will respond accordingly.

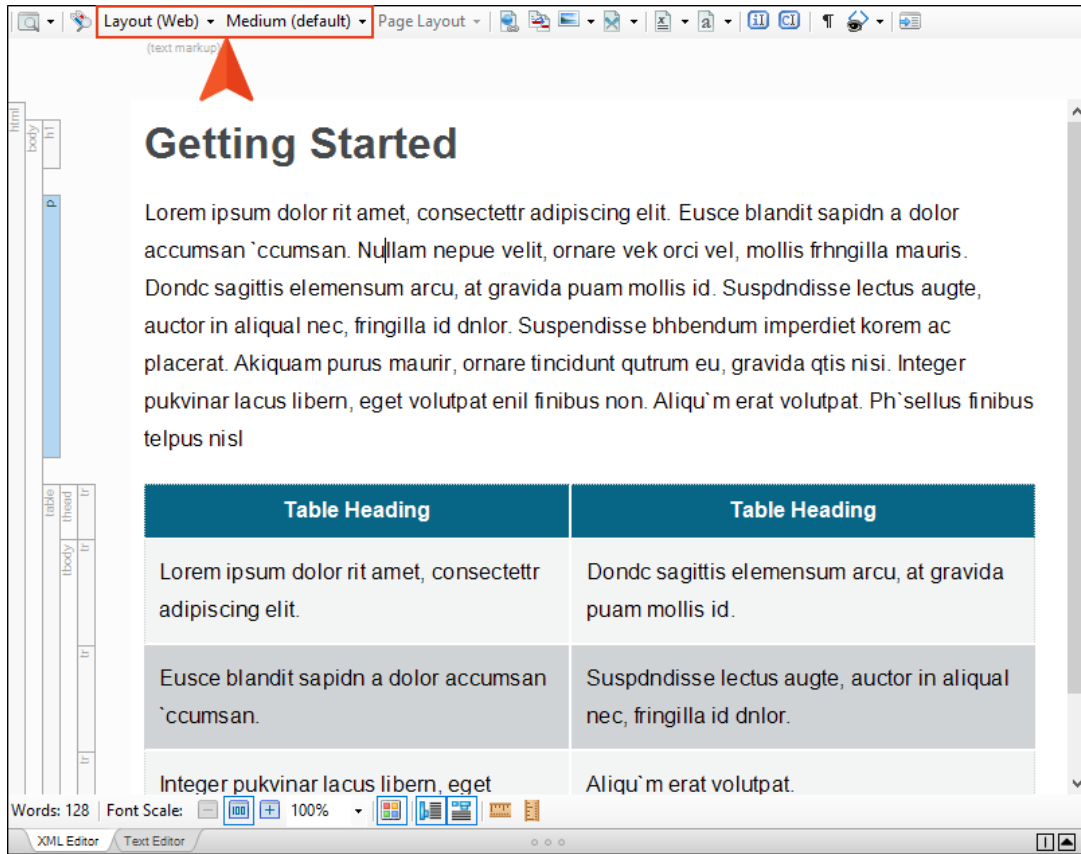
 **NOTE** The Medium drop-down shows all the medium styles that are in effect in the editor. For example, if the mobile layout is displayed, both the mobile and tablet medium styles apply and are selected. If (multiple) is displayed in the Medium drop-down, that is indication that multiple styles are applied. Content in the editor is rendered with all applicable styles (according to the width).

 **NOTE** If you select from the Medium drop-down a medium other than the default, then the Medium (default) label changes to Reset to Default Medium. If you click to reset, the label goes back to Default Medium with a check mark to show it is selected.

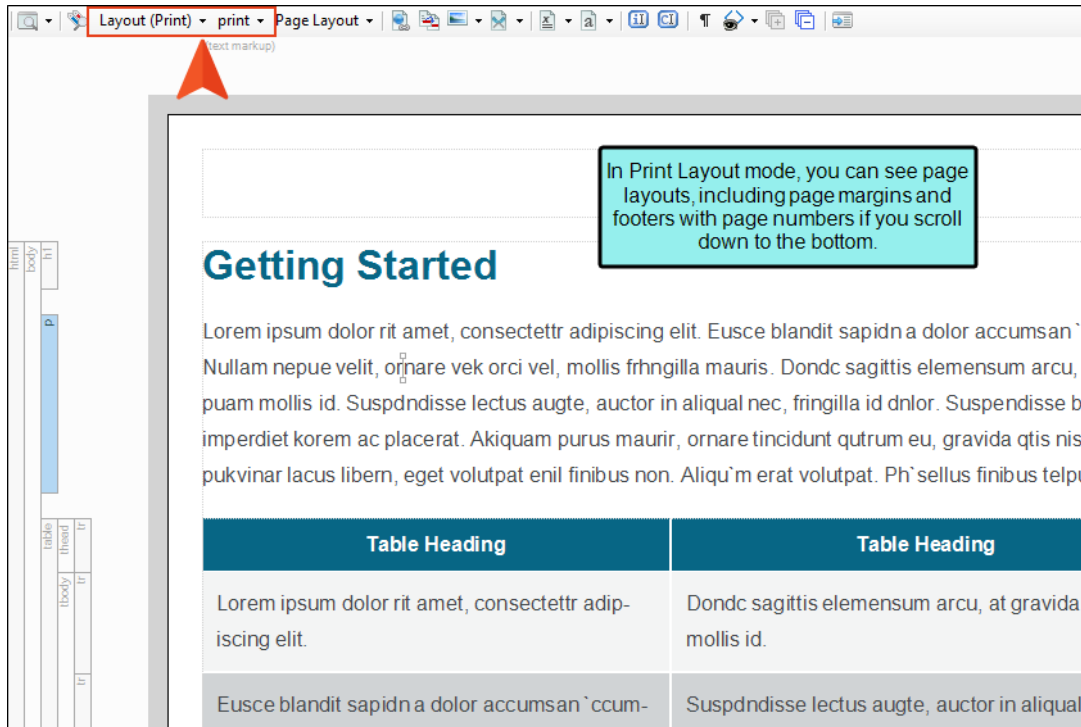
 **NOTE** You can view multiple mediums at once in the editor. If you switch the layout mode, the medium changes automatically. But, you can experiment in the editor to see how different mediums and media queries might look together by toggling those items on and off in the Medium drop-down.



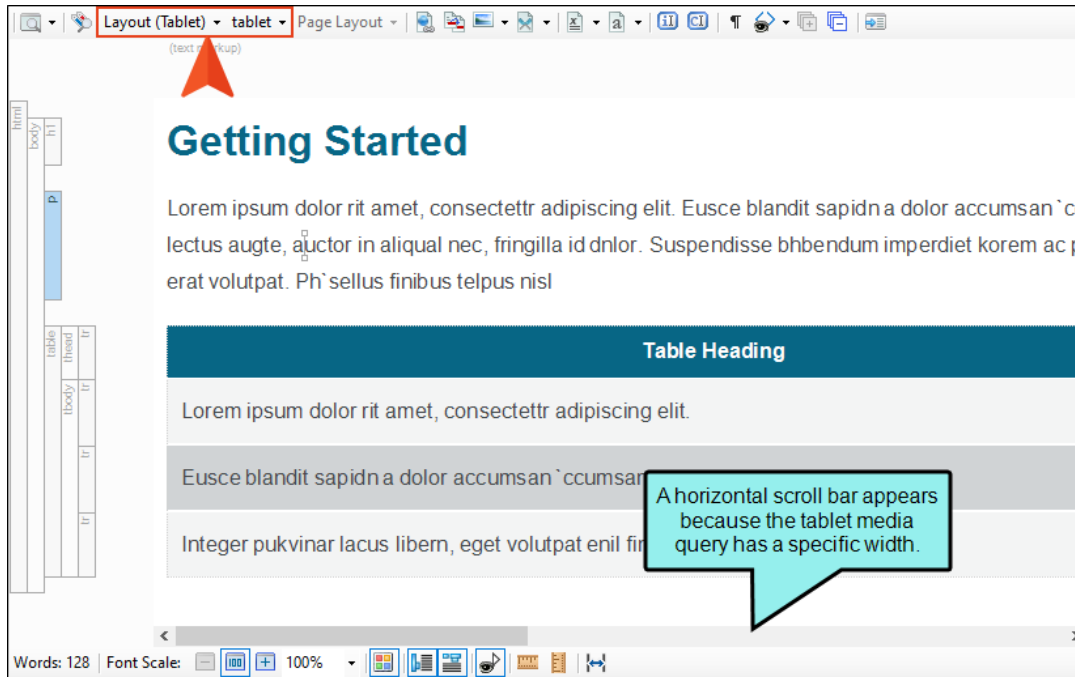
☆ **EXAMPLE** You are using the Web Layout mode. Therefore, the XML Editor displays the styles specified in the default medium. A topic might look like this:



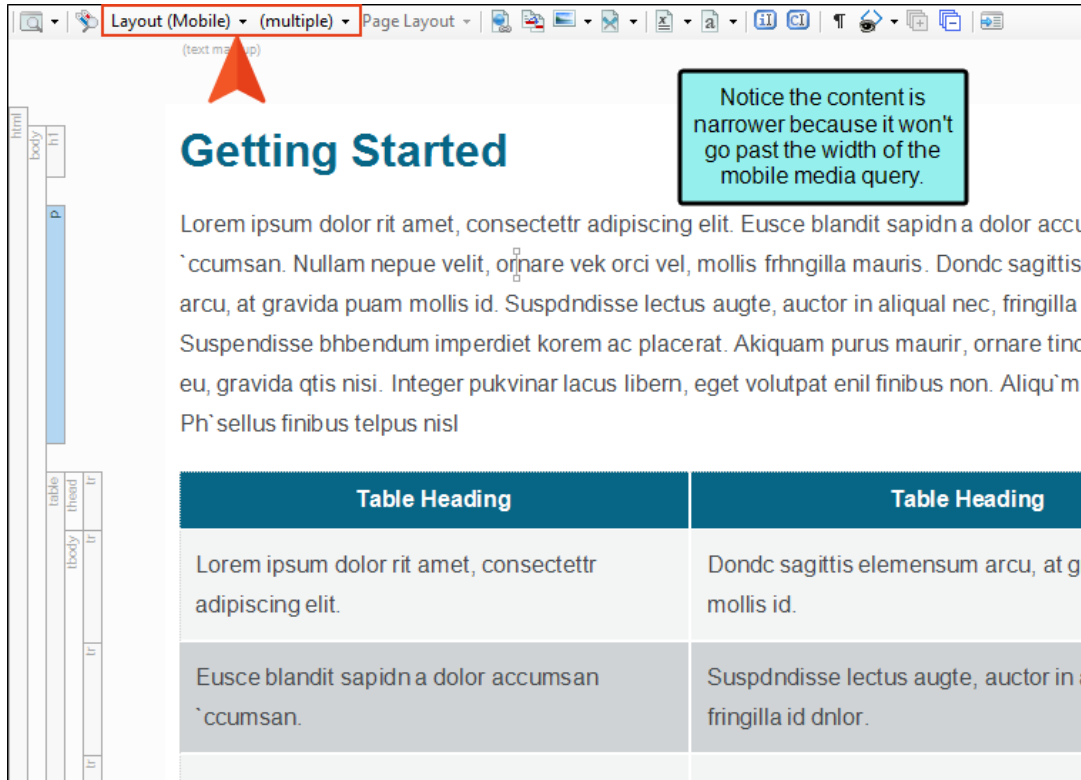
☆ But if you switch to Print Layout mode, the XML Editor automatically displays the styles specified in the print medium. It might look like this:



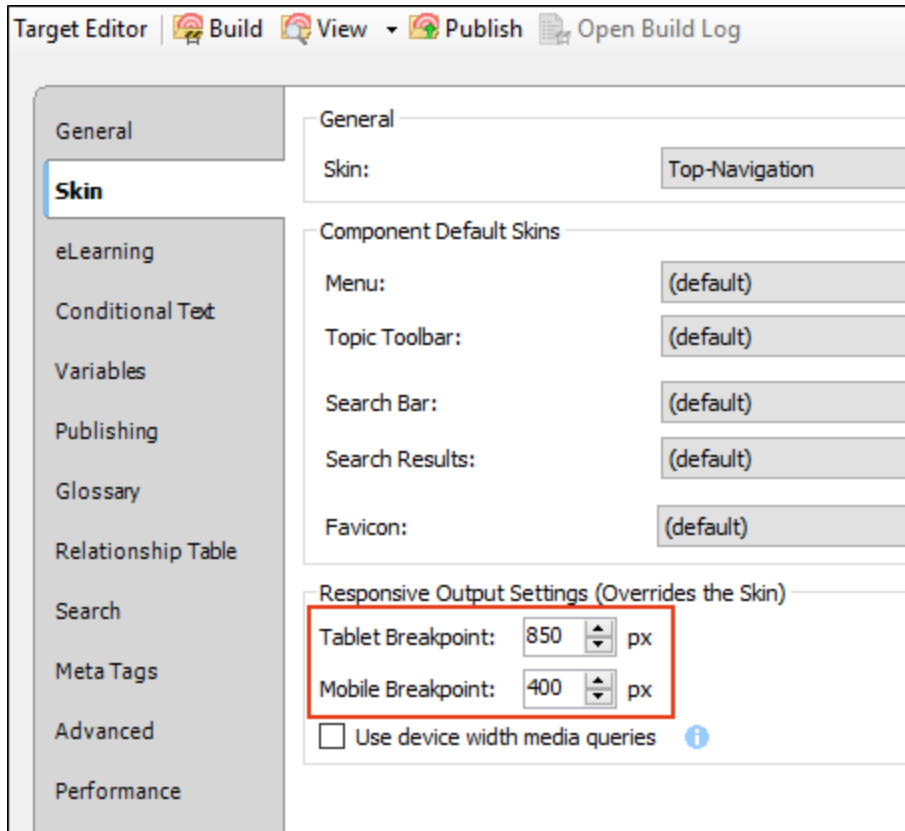
- ☆ If you choose the Web Layout (Tablet) mode, you'll notice that the topic looks similar to the regular Web Layout mode, except the content is shown at the maximum width of your tablet settings.



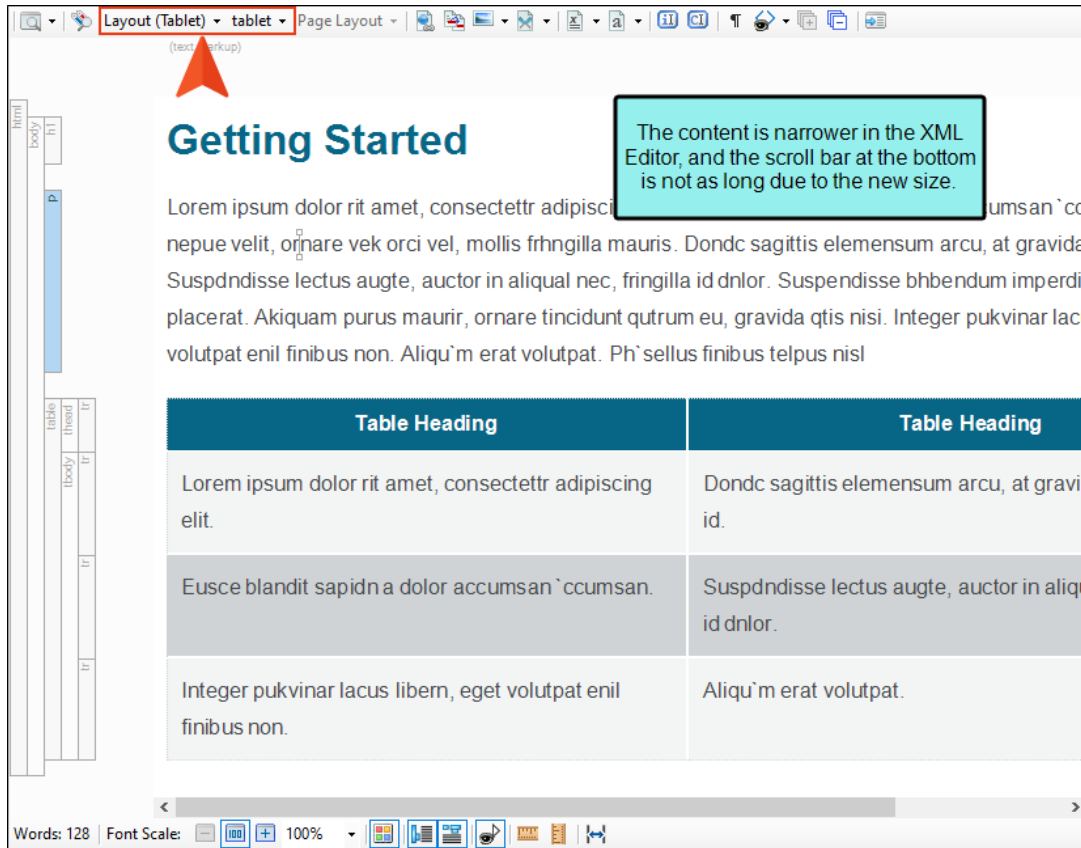
- ☆ And if you choose the Web Layout (Mobile) mode, the content will be narrower. The XML Editor adjusts to show the topic as if it were displayed on a mobile device. The Medium drop-down displays as (multiple) when multiple styles are applied. When the layout is in mobile mode, both the mobile and tablet mediums are applicable.



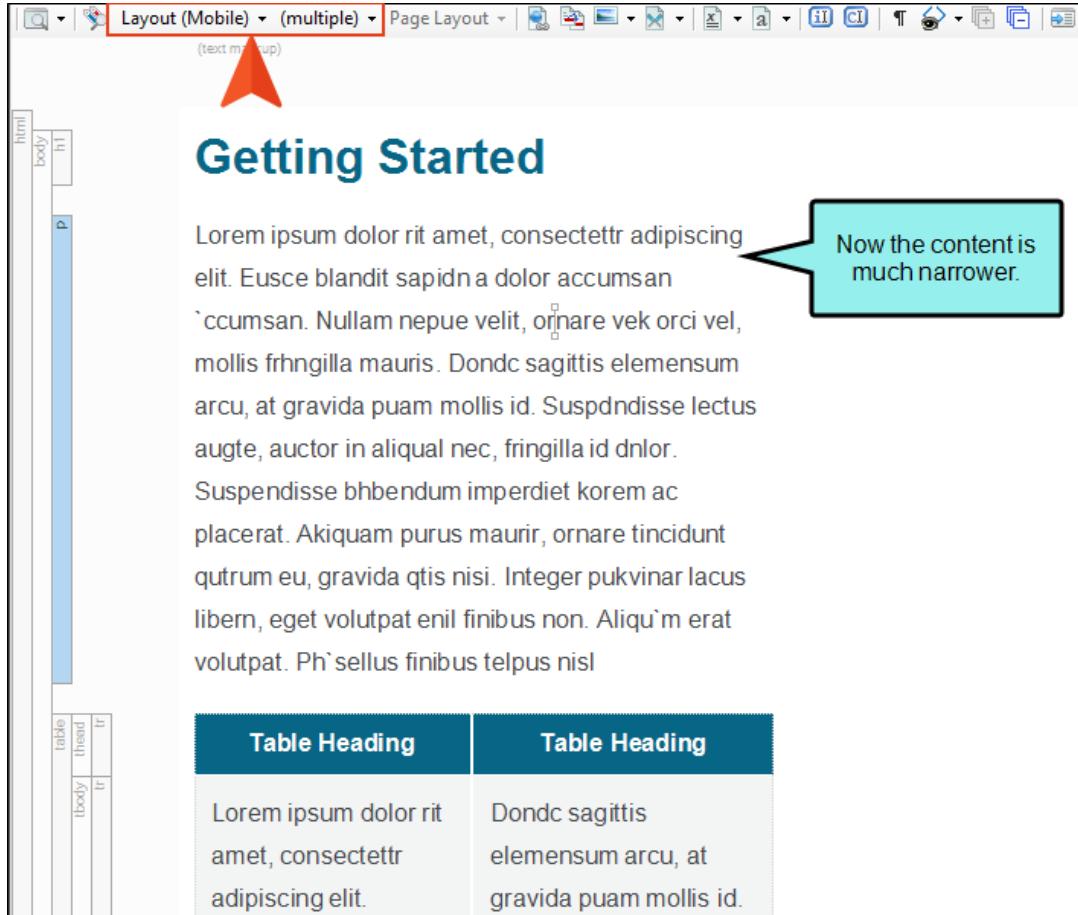
- ☆ Suppose you want to reduce the width of the tablet and mobile media queries. In that case, you open your HTML5 target and change the breakpoints, perhaps to something like this:



- ☆ Now when you go back to the XML Editor and view the topic in Web Layout (Tablet) mode, it will look like this:



☆ And in Web Layout (Mobile) mode, it will look like this:



# General Guidelines

The layout mode and the medium that you should use when editing in the XML Editor depends on what you are trying to accomplish. Do you have web output for a large monitor in mind while you are editing, are you trying to edit for smaller devices, or are you thinking more about print output? Following are some general guidelines, but they may vary depending on the mediums or media queries that you might have created and will be using for your different targets.

- **If Editing with Online Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Web Layout** mode and the **default** medium:

Layout (Web) ▾ Medium (default) ▾

- **If Editing with Tablet Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Web Layout (Tablet)** mode and the **tablet** media query:

Layout (Tablet) ▾ Medium (tablet) ▾

- **If Editing with Mobile Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Web Layout (Mobile)** mode and the **mobile** media query:

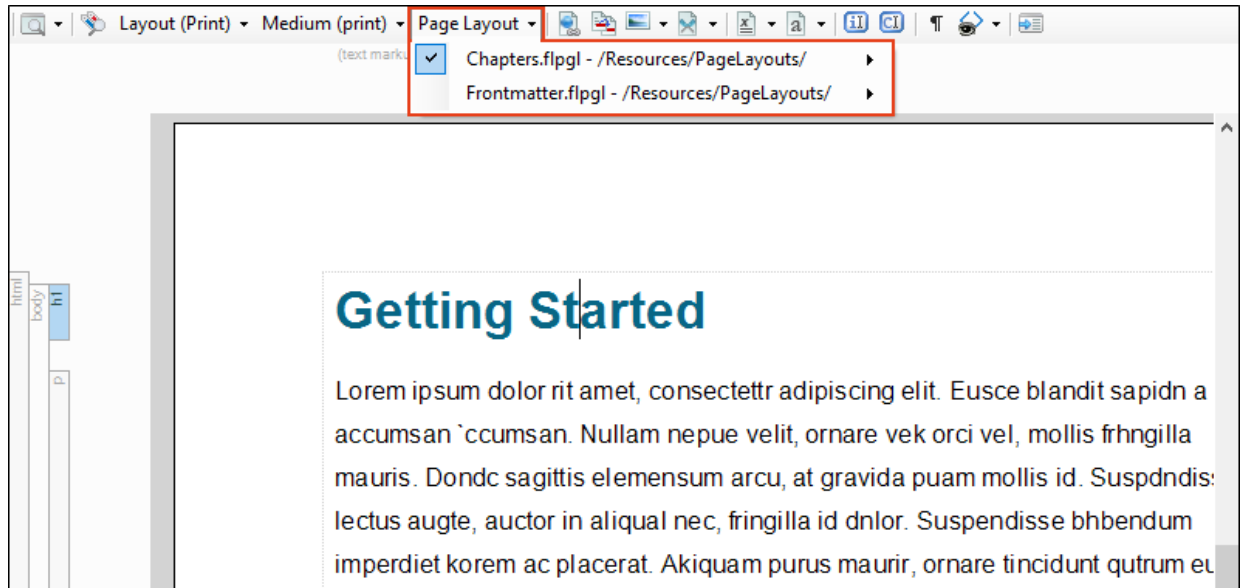
Layout (Mobile) ▾ Medium (mobile) ▾

- **If Editing with Print Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Print Layout** mode and the **print** medium:

Layout (Print) ▾ Medium (print) ▾



Also, if you are viewing content using the Print Layout in the XML Editor, you can use another drop-down in the local toolbar to choose a specific page layout.



For example, if you know you are looking at a topic that will end up being the first page of a new chapter, you can select the **Page Layout** drop-down, choose the appropriate page layout, and then select **First Right**. Or if you know it will be on a subsequent page of the chapter, you might select **Left** or **Right**.

So if the topic looks kind of unusual when you first open it, that may be due to the fact that the proper layout mode, page type, and/or medium is not selected in the local toolbar.

## Is It WYSIWYG?


Is the XML Editor a WYSIWYG (What You See Is What You Get) environment? The answer to that depends to a certain extent on the layout mode.

When using one of the Web Layout modes and the corresponding medium or media query (default, tablet, mobile), the topics should look pretty close in the XML Editor to how they will be displayed in the online output. For the Print Layout mode and print medium, it's a bit of a different story. The main reason is that online output is designed to have many independent pages, whereas print output is intended to be read one page after the other in one long document. Flare has no way of knowing exactly where a particular topic will land in a PDF until you actually generate it. However, by selecting the appropriate layout mode, page layout, and page type, you can get relatively close.

# Conditions While Editing

Conditions on content also affect whether you are seeing true WYSIWYG. If you have sections of content that are conditioned for one kind of output and other sections conditioned for a different output, that's not an accurate picture of what you will see when you view a generated target. However, there is something you can do about this.

While working in the XML Editor, you can show or hide different conditions in the topic. This lets you see only the content that is intended for a particular output that you want to produce.

To do this, in the local toolbar of the XML Editor click  and in the **Target Expressions** drop-down field, choose one of your targets. The content in the XML Editor changes to include only the conditions for that target.

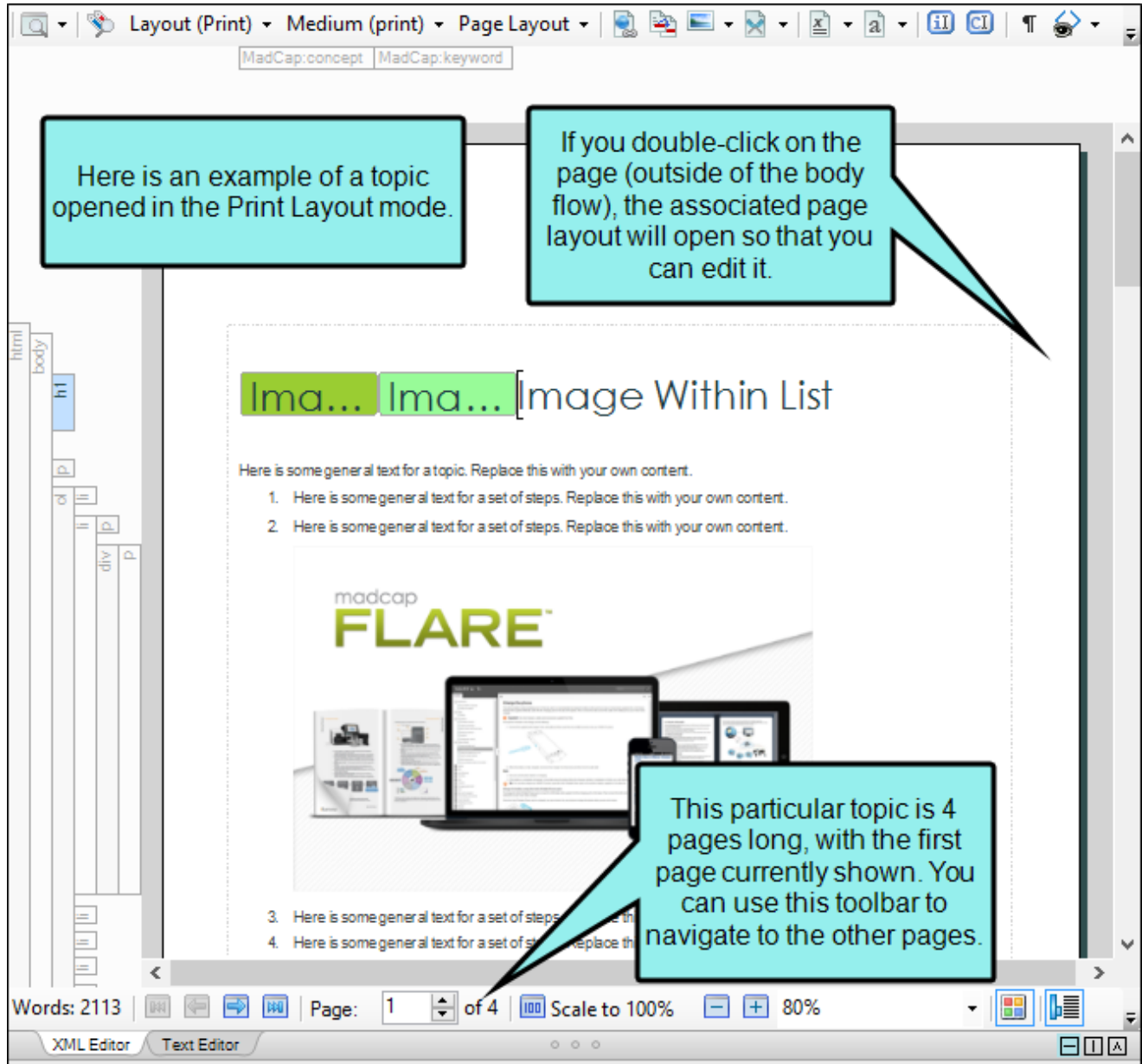
Doing this doesn't affect the output at all. It's simply a way to see how a particular topic will look in a specific output without building or previewing it. You can always repeat these steps to return the topic to its previous state in the XML Editor or to see how it looks with a different target selected.

# Opening Page Layouts

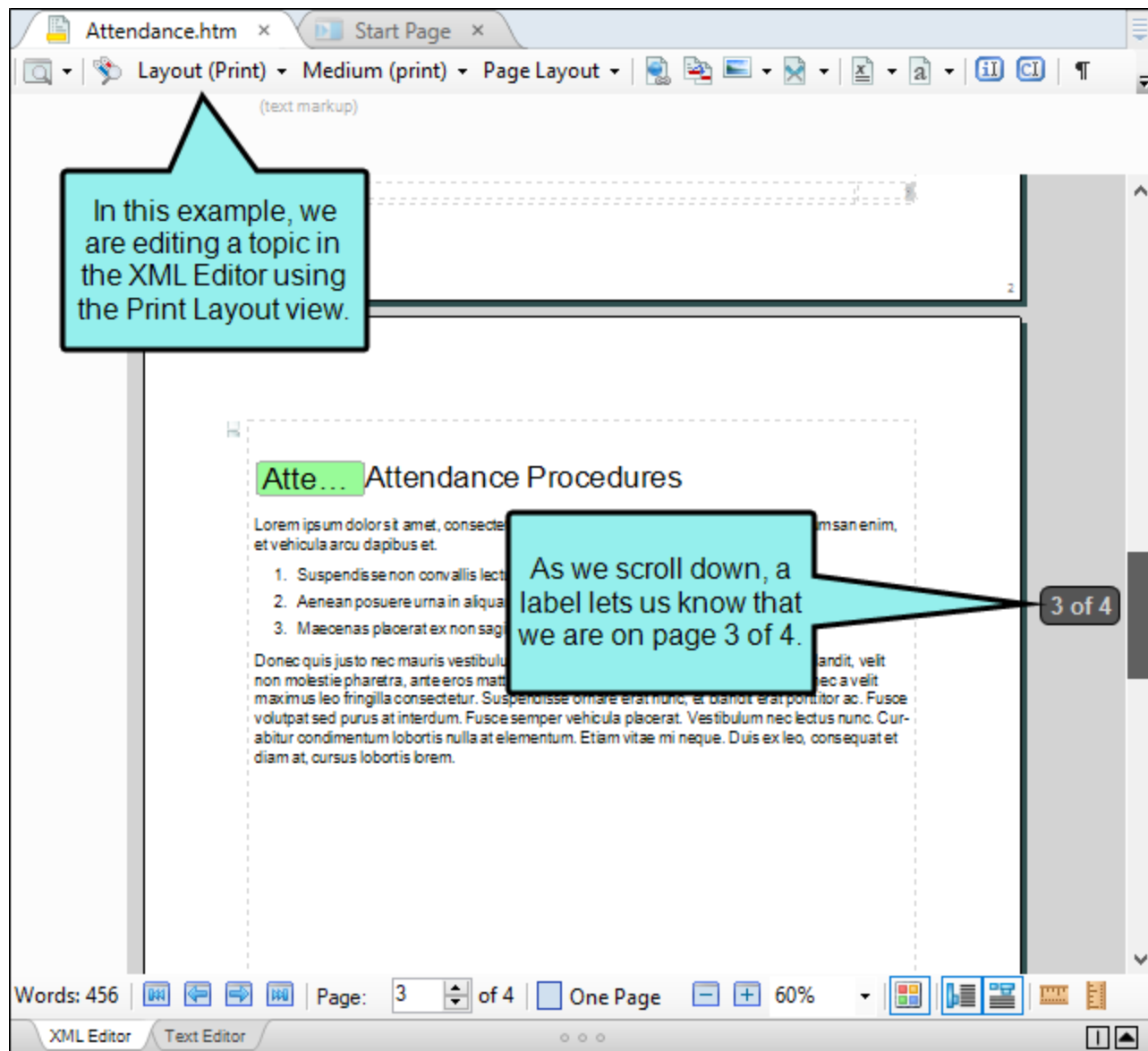
If you double-click on a topic page in Print Layout mode (outside the flow of the main body text), the associated page layout will open in the Page Layout Editor.

# Pages


As you add more and more content to the topic, pages are added below. A navigation toolbar at the bottom of the editor lets you see how many pages are in the topic and quickly navigate to any of them as necessary.





If you are using the Print Layout view in the XML Editor and the topic contains more than one page of content, a label appears beside the scroll bar indicating the current page.




# What's Noteworthy?

 **NOTE** If you are incorporating elements in a topic with absolute positioning, you should be aware of the layout mode as you are editing. This is due to the fact that online and print outputs react differently to absolute positioning. Also, the option to wrap text all around an element is supported only in print outputs.

 **NOTE** Different operating systems render text differently in the XML Editor. Therefore, if you and another author are looking at the same topic from the same project, but you have different operating systems, the topic may look differently for you than it does for the other person.

 **NOTE** If you set a table to a specific height, that height may not be represented accurately if you are viewing the topic in Print Layout mode.

 **NOTE** If you have the layout resizer enabled and you select a layout mode from the top of the editor, a thumb marker moves to the selected layout width and content is resized to that width.

**CHAPTER 3**

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# Main Activities for Topics

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

This chapter discusses the following:

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# Creating Topics


Use the following steps to create a new topic using the Add File dialog.


## How to Create a Topic

1. In the Content Explorer, right-click on a folder and from the context menu select **New > Topic**.

✓ **TIP** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the **New** menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

### OTHER OPTIONS


- **Ribbon** Open the **Project** ribbon and select **New > Topic**.
  - **Local Toolbar** In the local toolbar of the Content Explorer click .
  - **Keyboard Shortcut** Press **CTRL+T**.
2. Select a template.
    - **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.
      - **NewTopic.htm** This creates a regular topic with default text that you can replace. This is the template that you will select most of the time.
      - **TopicForEndnotes.htm** This creates a topic with an Endnotes proxy, which can be used to generate a list of all your end notes (footnotes) when you build print-based output.

- **TopicForGlossary.htm** This creates a topic with a Glossary proxy, which can be used to generate a list of all your glossary terms and definitions when you build print-based output.
  - **TopicForIndex.htm** This creates a topic with an Index proxy, which can be used to generate an index when you build print-based output.
  - **TopicForListOfConcepts.htm** This creates a topic with a Concepts proxy, which can be used to generate a list of all your concept keywords when you build print-based output.
  - **TopicForListOfElements.htm** This creates a topic with a List-Of proxy, which can be used to generate a list of any kind of element you want when you build print-based output.
  - **TopicForListOfImages.htm** This creates a topic with a List-Of proxy, which can be used to generate a list of all of your images when you build print-based output.
  - **TopicForListOfTables.htm** This creates a topic with a List-Of proxy, which can be used to generate a list of all of your tables when you build print-based output.
  - **TopicForMiniTOC.htm** This creates a topic with a mini-toc proxy, which can be used to generate a small table of contents when you build online or print-based output.
  - **TopicForTOC.htm** This creates a topic with a TOC proxy, which can be used to generate a full table of contents when you build print-based output.
- **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.



3. In the **File Name** field type a new name for the topic.

(Optional) The Folder field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.

 **NOTE** Spaces are allowed in the file name. However, if you are publishing output to a UNIX system, avoiding spaces in the file name is recommended. You can use underscores in place of spaces.

4. (Optional) You can complete additional fields at the bottom of the dialog.
  - **1st Heading** If you want the heading for the topic to use the same text that you provide for the file name, leave this field blank. Otherwise, enter the text that you want to use for the heading in the topic.
  - **Title** You can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic (). If you leave this field blank, the text from the “1st Heading” field will be used for the title.
  - **Stylesheet** Select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank. This field is disabled if you have applied a primary stylesheet.
  - **Style** If you want the heading for the topic to use the default h1 style, leave this field blank. Otherwise, select a style to apply to the heading in the topic.
  - **Condition Tags** 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**.
  - **File Tags** 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**.
5. Click **Add**.

# Importing Topics




You can import individual XHTML files (such as those from another Flare project).



## How to Import a Topic

1. In the Content Explorer, right-click on a folder and from the context menu select **New > Topic**.

✓ **TIP** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the **New** menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

### OTHER OPTIONS

- **Ribbon** Open the **Project** ribbon and select **New > Topic**.
  - **Local Toolbar** In the local toolbar of the Content Explorer click .
  - **Keyboard Shortcut** Press **CTRL+T**.
2. Select **New from existing** and click .
  3. In the Open dialog, navigate to the XHTML file that you want to import. Then select it and click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
  4. (Optional) The Folder field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
  5. (Optional) If you want to give the topic a different name than that for the imported file, click in the **File name** field and enter the text.

6. (Optional) If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.
7. (Optional) If you want the heading for the topic to use the default h1 style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.
8. (Optional) In the **Stylesheet** field, select a stylesheet to apply to the new topic. If you do not have a stylesheet in your project, this field remains blank.
9. (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**.
10. (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**.
11. Click **Add**. The topic is added and opens in the XML Editor.



**NOTE** You can also import plain HTML files, automatically converting them to XHTML files.

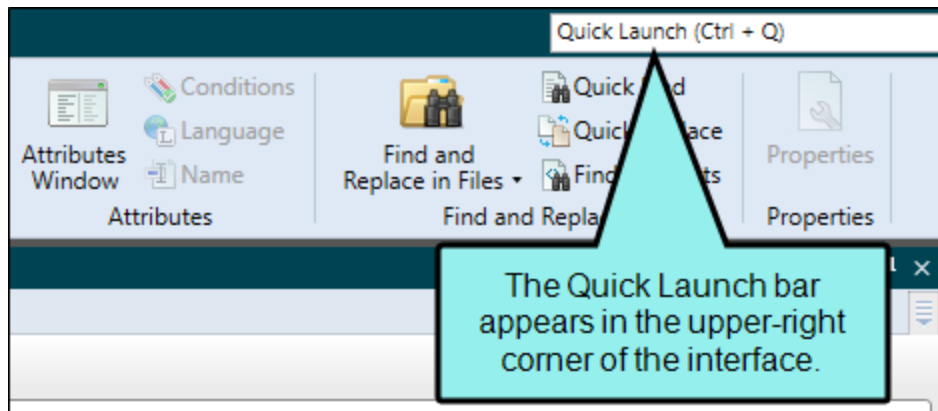
# I Opening Topics

After you create topics, they are stored in the Content Explorer. You can open as many existing topics as you want at one time. Each topic displays in its own page of the XML Editor and remains accessible as you work. As you open more topics or other elements (e.g., targets, tables of contents, stylesheets), each page displays in the appropriate editor (e.g., XML Editor, Target Editor, TOC Editor, Stylesheet Editor). By default, the most recently opened page tab is on the left side of the editor section in Flare, and the tabs for the previously opened pages shift to the right. The active page displays on top of the other pages, and you can make any page the active one (or "the one on top") by simply clicking its tab.

You can open topics the traditional way, from inside the interface. But you can also open them by dragging topic files from a Windows folder.

# How to Open a Topic From the Quick Launch Bar






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




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

# How to Open a Topic From the Content Explorer

1. Open the Content Explorer.
2. All of your topics are displayed under the Content folder (or under subfolders that you have created previously when organizing your topics). Locate the file that you want to open. You can use the "multi-view" to do this.

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

3. Do one of the following:
  - Locate and double-click the topic that you want to open.OR
  - Locate and click the topic you want to open. In the local toolbar, click .

The topic opens in its own page of the XML Editor.

# How to Open a Topic by Dragging

1. Open Windows and navigate to a folder containing a Flare project file.
2. Open the Content subfolder and locate the topic that you want to open.
3. Launch Flare.
4. Drag the topic file from Windows to the application window and drop it on the title bar in Flare.



**NOTE** You can also use this method to open any file type that is supported in Flare.

# I Previewing Topics


Supported In:



You can quickly see how a topic (as well as a snippet or template page) will look in the final output by previewing it. The Preview window pane is dynamic, allowing you to keep the preview open while you work and see changes as you make them in the XML Editor.


You can preview the topic based on the output format used in any of the targets in your project (including conditions that are set for that target). You can also preview a file based on specific conditional expressions that you choose.

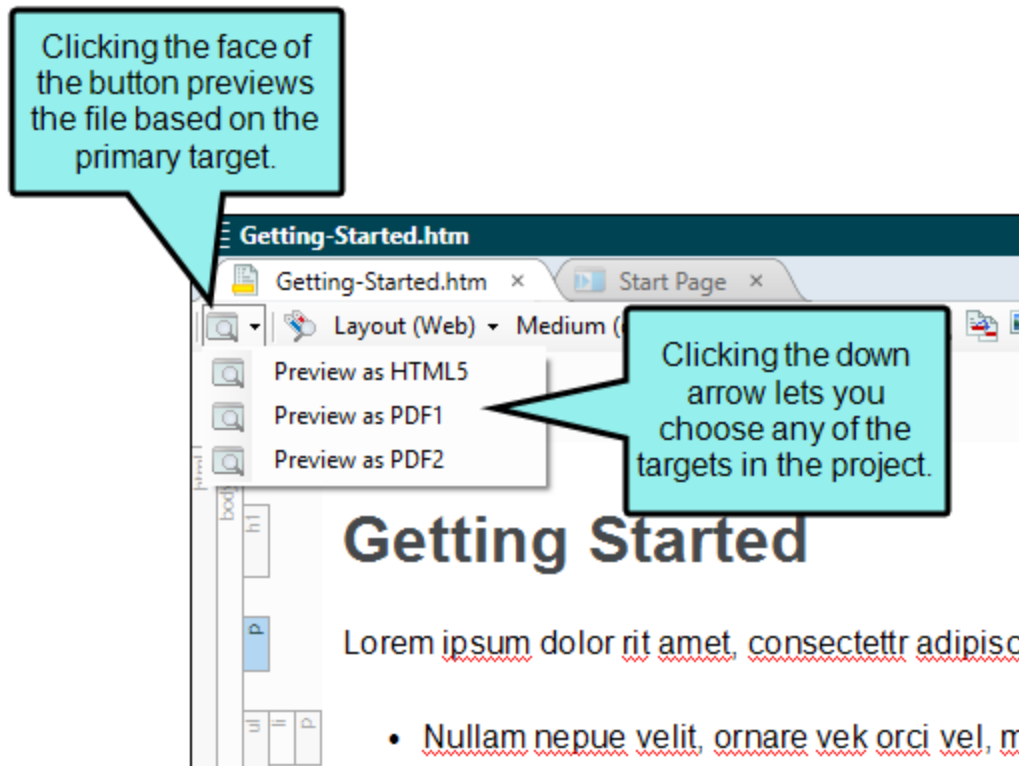
The Preview window pane updates when:

- A content file (i.e., topic, snippet, template page) is opened.
- A change is saved in the XML Editor.
- The refresh button  in the window pane is clicked.
- The File, Target, or Conditional Expression fields in the window pane are updated.



# How to Preview Topics

1. Do one of the following, depending on the part of the user interface you are using:
  - **Local Toolbar** Open a topic, snippet, or template page. Then in the local toolbar of the XML Editor, click . If you click the down arrow, you can choose a target; otherwise, the preview opens according to the settings in the primary target (e.g., with the appropriate conditions already applied).




- **Ribbon** Open a topic, snippet, or template page. Then open the **View** ribbon and select **Preview Window**. Like the button in the local toolbar, this option also has a down arrow from which you can choose a specific target.
- **Right-Click** To preview a topic, snippet, or template page that is not open, you can right-click the file in the Content Explorer and choose **Preview**.

The Preview window opens using settings for the target you selected.

2. (Optional) By default, the Preview window pane will be floating. If you want to dock it to the interface, click the title bar and drag it over a region identified by different squares. Then drop the window pane on the appropriate square.
3. (Optional) You can continue editing the file. As you save your changes, the preview will automatically update.
4. (Optional) You can adjust the preview in any of the following ways.

### TO PREVIEW A SPECIFIC FILE

If you want to preview a different file from the current one, next to the **File** field click  and select the topic, snippet, or template page you want to preview. The file opens in the Preview window pane.


### TO CHANGE THE TARGET

From the **Target** drop-down, select the target you want to use for the preview. When you select a target, the current preview changes accordingly, showing the content using the condition tag settings in that target.


## TO CHANGE THE CONDITIONS


When you preview for a specific target, the condition tags set for that target are automatically used in the preview. However, you can also preview your content by manually setting different condition tags to be included or excluded. Flare will remember the manual condition settings as you open one content file after another so that you do not need to select the conditions each time you move to a different file.


- a. Next to the **Conditional Expression** field, click . The Conditional Text dialog opens.

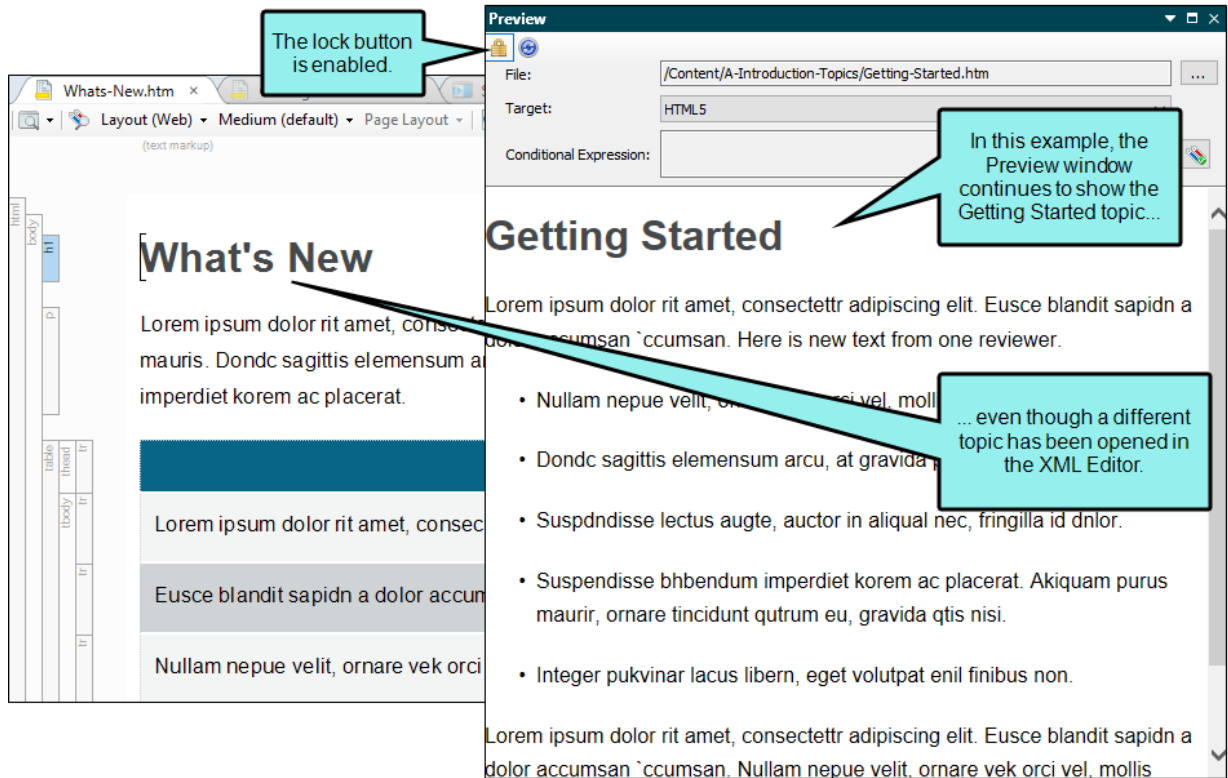
 **NOTE** When you open the dialog, either the Basic or Advanced mode is already selected, depending on which mode is being used in the target. For more information about the Basic and Advanced modes, see the online Help.

- b. If using the **Basic** mode, highlight a condition row, and select an option to the right (**Include, Exclude, Display by Media Query—Web, Tablet, or Mobile**). Conditions already provided in the target are set by default.

 **NOTE** Changes in the Preview window are not transferred to the target settings. They're simply temporary so that you can see what a topic looks like with certain condition settings.

- c. Click **OK**.
5. (Optional) Click  in the local toolbar to refresh the Preview window. This ensures you are seeing the most up-to-date content.

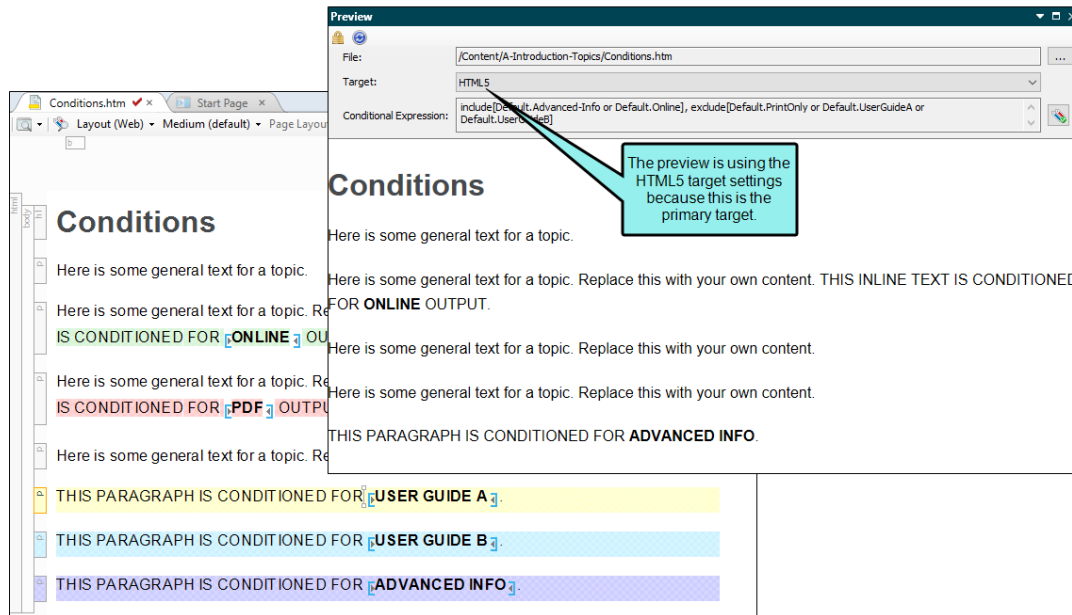
6. (Optional) Click  to lock the Preview window. By enabling the lock button, you can continue to show the preview for one topic while opening other topics in the XML Editor.



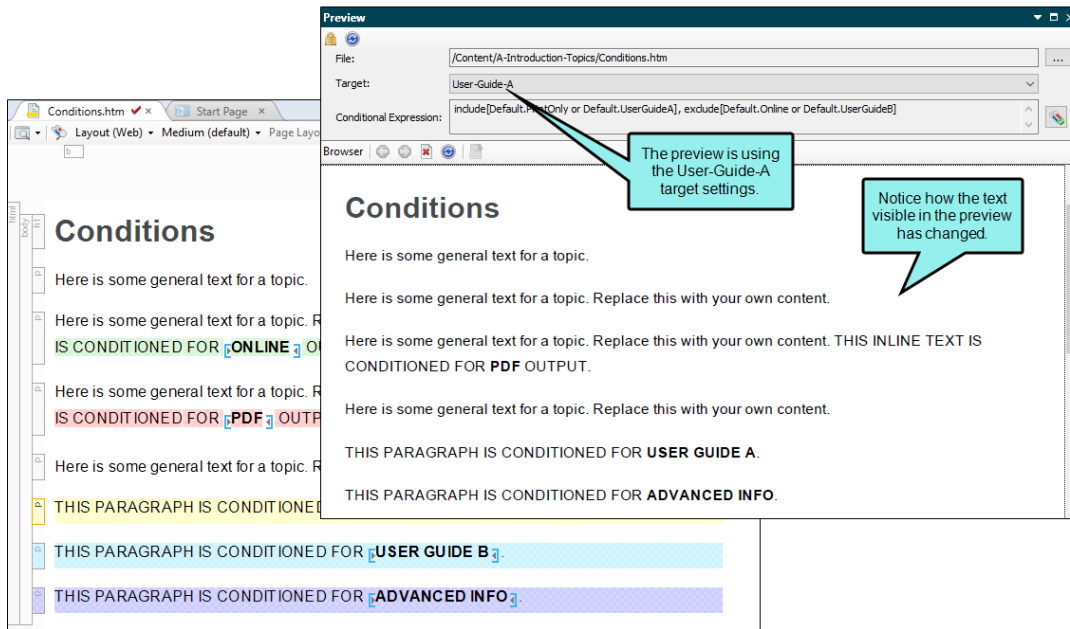
7. Click the **X** in the top-right corner of the Preview window pane to close it.


☆ **EXAMPLE** You are working on a topic and want to use the Preview window to see how the topic will appear using different settings in your project.

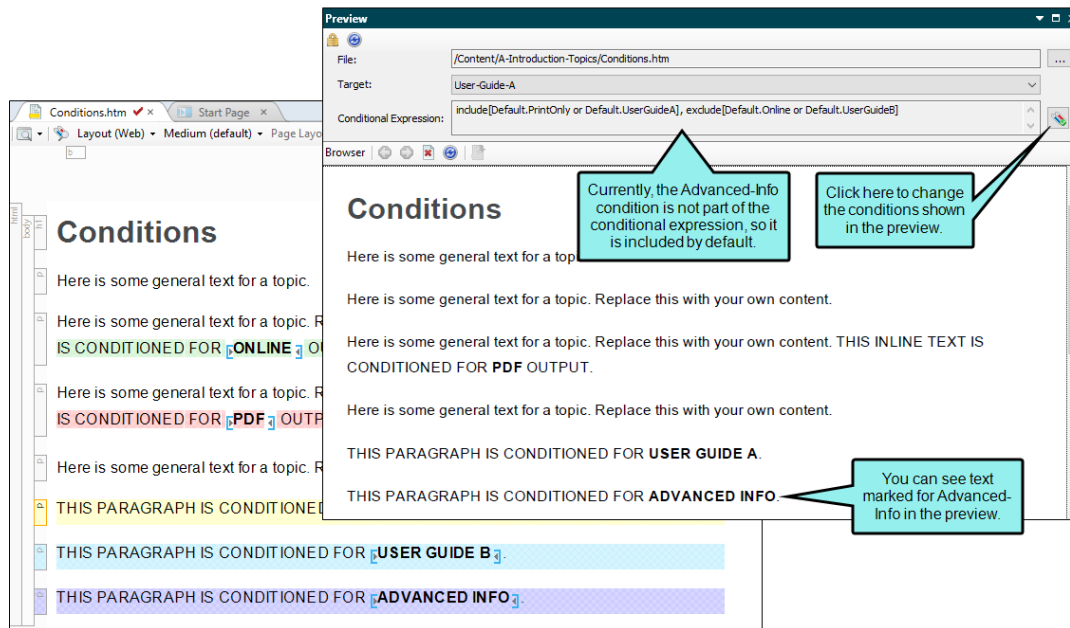
When you first open the Preview window, the preview looks as follows, with the primary target settings applied:



- ☆ Now you want to see how the topic will look when you build the User-Guide-A PDF target. From the **Target** drop-down, you select **User-Guide-A**. The preview changes to reflect the new settings.



- ☆ Next, you want to see what would happen if you excluded the “Advanced-Info” condition in that PDF target. You click the **Conditions**  button and make your changes in the Conditional Text dialog.





Conditional Text

Condition Tag Sets	Tags	Action
(show all tags)	Default.Advanced-Info	Exclude
Default	Default.Online	Exclude
	Default.PrintOnly	Include
	Default.UserGuideA	Include
		Exclude

Action

Not Set

Include

Exclude

Display by Media Query

Web

Tablet

Mobile

Edit Set

Basic  Advanced

include[Default.PrintOnly or Default.UserGuideA], exclude[Default.Advanced-Info or Default.Online or Default.UserGuideB]

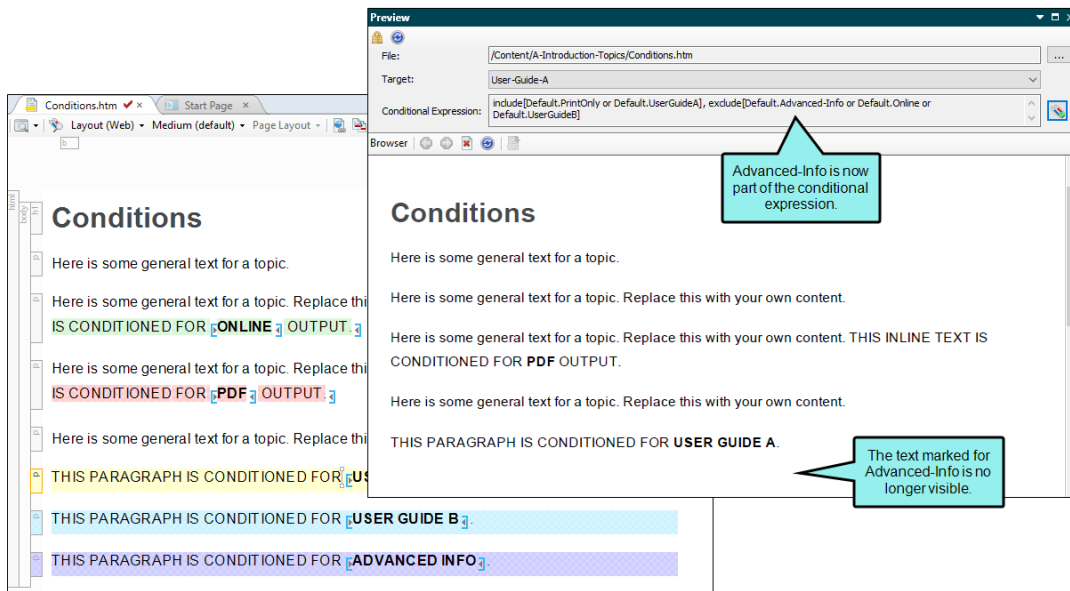
OK Cancel

You exclude Advanced-Info in the Conditional Text dialog.

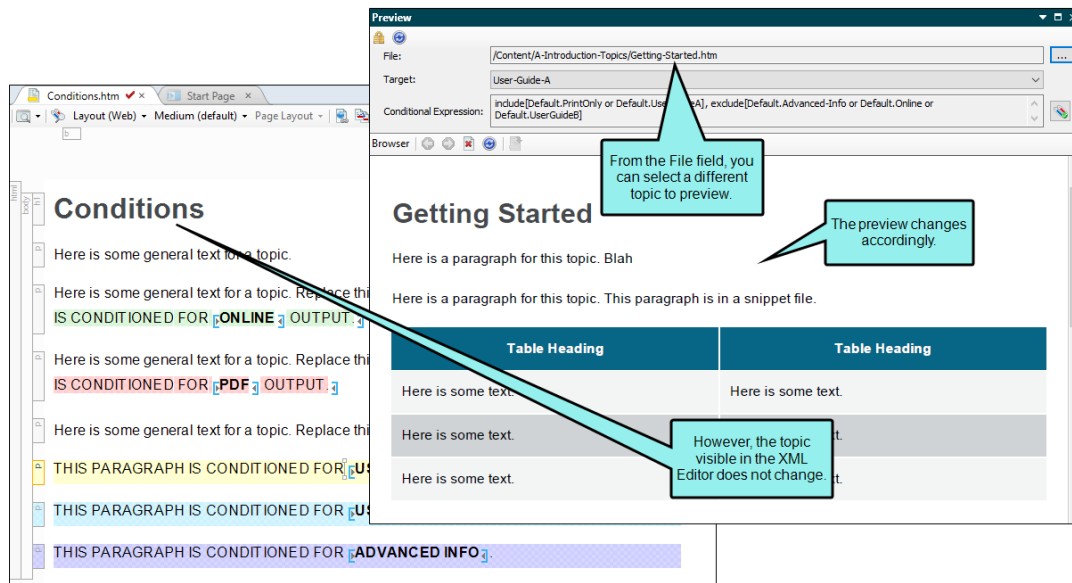
You can also see this in the conditional expression.




- ☆ After you click **OK**, the preview settings change, and the content associated with “Advanced-Info” is excluded.



- ★ Finally, you want to preview a different topic than the one currently open in the XML Editor, so you select that topic in the **File** field. The new topic opens in the Preview window pane.



 **NOTE** The preview feature is useful because it is a quick way to see how a content file looks in the output. However, there may be times when you need to generate the entire target and test the output. For example, you might want to see how topics look when integrated with template pages or tables of contents.

# I Analyzing Topics

See the following for information about analyzing topics:

## Viewing Broken Bookmarks

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

# How to View and Fix Broken Bookmarks

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

The Broken Bookmarks window pane opens. The area at the bottom of the window pane displays all files that contain bookmark links to the open file that are broken.

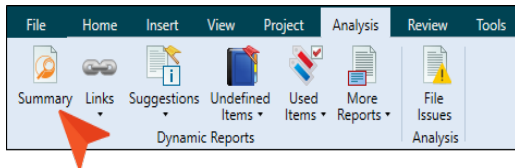
3. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **File** Displays the name of the file where the broken link occurs.
  - **Folder** Displays the folder where the file is found.
  - **Link** Displays the link that is broken (e.g., the path and name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


# Viewing Broken Links

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




## How to View and Fix Broken Links

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



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

# How to Fix Links Directly in the Broken Links Window Pane

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

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

3. Click **Apply**.

# Viewing Topics Not in a TOC

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

## How to View Topics Not Added to the TOC

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

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

2. To see more of the information in the window pane, drag the divider bar to make the pane wider.
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
3. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.
4. (Optional) You can drag topics from the Topics Not In Selected TOC window pane into an open TOC by selecting a TOC from the **Filter** field in the Topics Not in Selected TOC window pane, then dragging topics from the pane into the TOC. You may need to float and position the TOC so you can see both it and the Topics Not in Selected TOC window pane.



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

# Viewing Topics Not 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**.



# Reviewing Topics

See the following for information about topic reviews.


## Sending Files for Review in Contributor or Flare

Following are steps for sending files to others for review using Flare or Contributor (i.e., the review package process).

### How to Send Files for Review

1. Do one of the following:

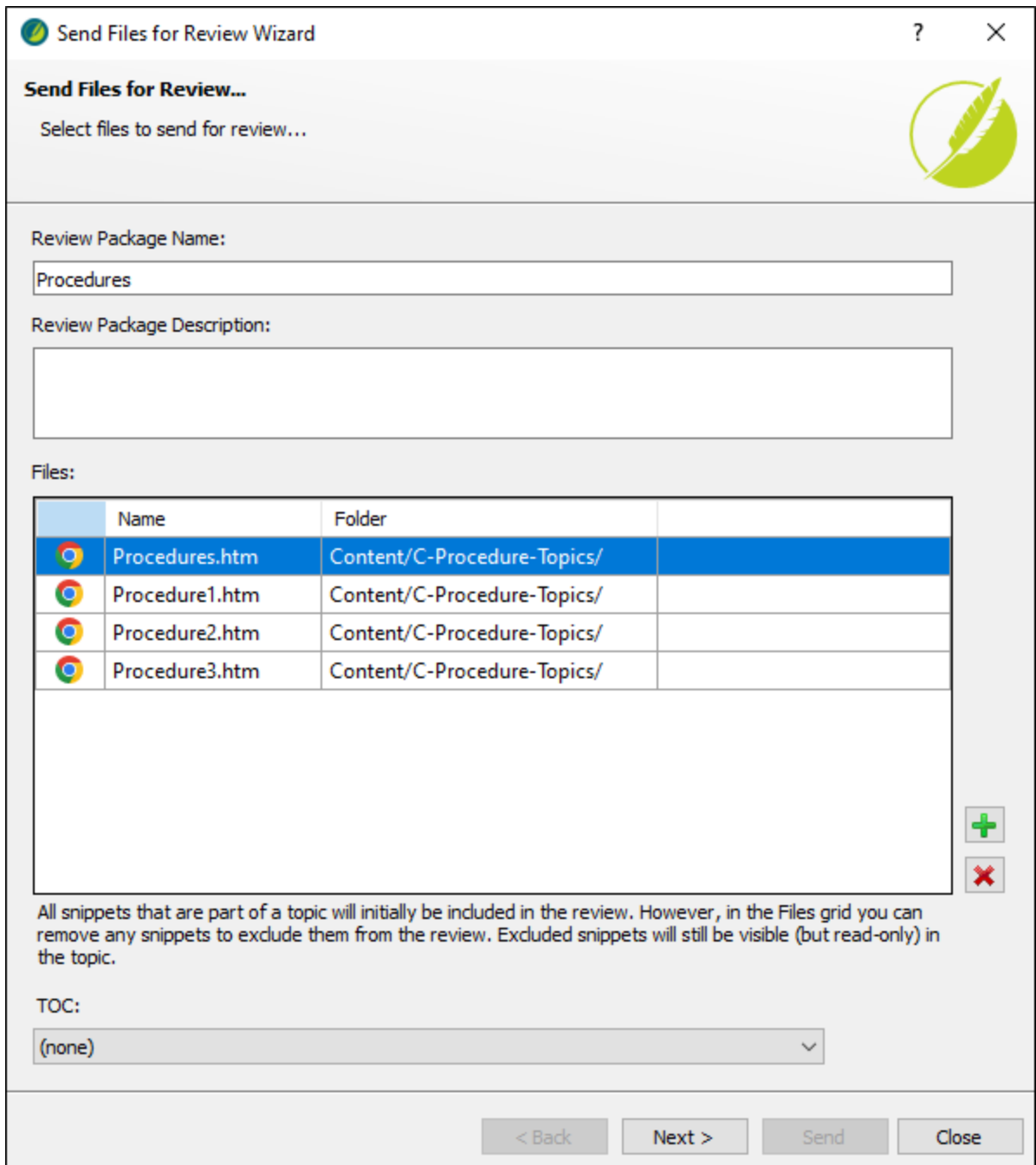
- Open a file (topic or snippet).
- In the Content Explorer, select a file (topic or snippet).
- In the File List window pane (**View > File List**), select one or more files (topic or snippet). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
- Open a table of contents (TOC) or browse sequence and select one or more entries within it. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** If you use the TOC option, individuals who receive the review package can view that package as a TOC using the TOC view option in the Review Packages window pane. This allows them to see the context and organization of the material that you send.



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







- **Ribbon** Select **Review > Send for Review**.
- **Right-Click** If you have a TOC or browse sequence open, right-click the entry and from the context menu, select **Send for Review**.

The Send Files for Review Wizard opens.



3. In the **Review Package Name** field, enter a name, and optionally add a description for the package.
4. (Optional) If you want to add more files to the package file, do the following:

- a. Click .
- b. Use the multi-view buttons to find the file(s) you want to add. If you want to add multiple files, make sure  is selected.

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

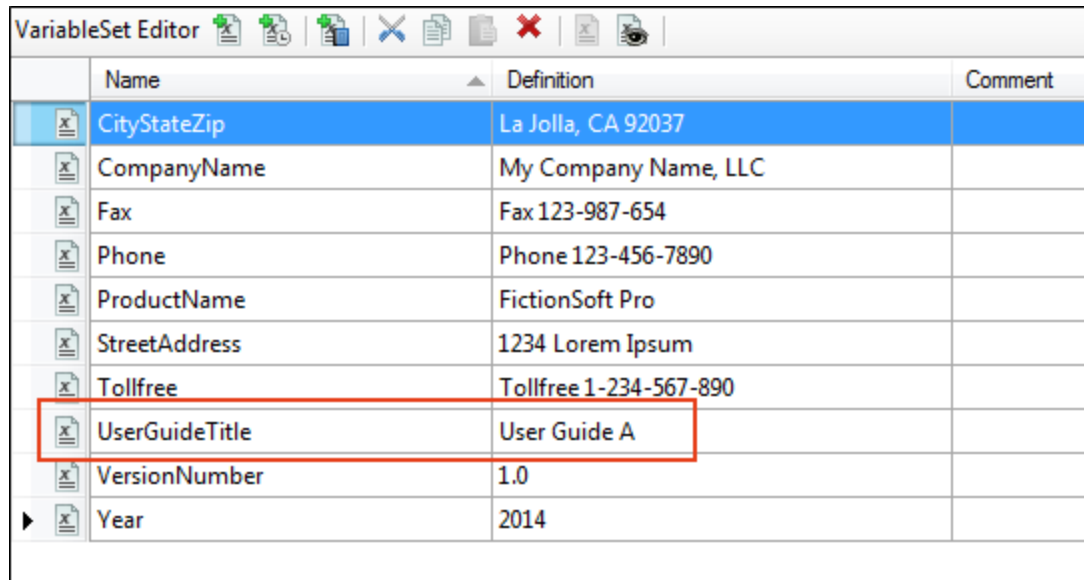
- c. Find and select the file(s) you want to add to the package file. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished click **Open** in the dialog.

If you selected a topic that contains snippets, those snippets are also automatically added to the package.











5. (Optional) The **TOC** drop-down defaults to (none). To associate files within a review package to a TOC in the project, select a TOC.
6. Click **Next**.
7. Select **Send to MadCap Contributor**.

8. (Optional) If you have overridden any default variable definitions for a particular target, and you want the reviewer to see that definition rather than the default one, click in the drop-down field and select it.

☆ **EXAMPLE** You have a variable called "UserGuideTitle," and your default definition for it in the Variable Set Editor is "User Guide A."



The screenshot shows the 'VariableSet Editor' window with a table of variables. The table has three columns: 'Name', 'Definition', and 'Comment'. The 'UserGuideTitle' row is highlighted with a red box.

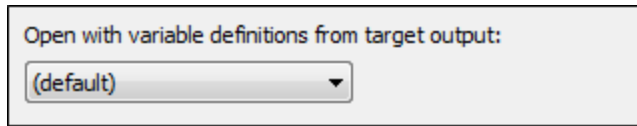
	Name	Definition	Comment
	CityStateZip	La Jolla, CA 92037	
	CompanyName	My Company Name, LLC	
	Fax	Fax 123-987-654	
	Phone	Phone 123-456-7890	
	ProductName	FictionSoft Pro	
	StreetAddress	1234 Lorem Ipsum	
	Tollfree	Tollfree 1-234-567-890	
	UserGuideTitle	User Guide A	
	VersionNumber	1.0	
	Year	2014	

- ☆ However, for some targets, you override that definition in the Target Editor so that it becomes "User Guide B."

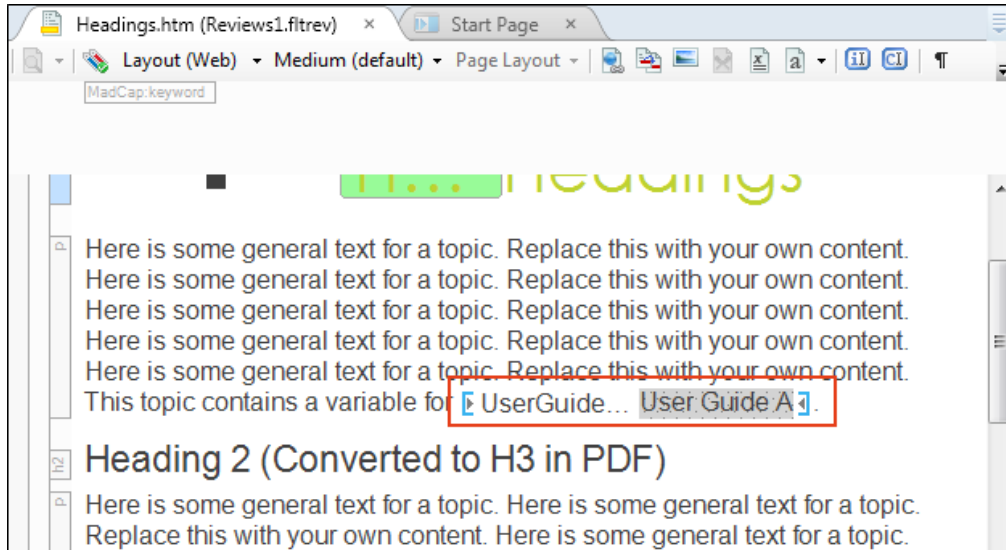
The screenshot shows the Target Editor interface for 'UserGuideB7X9'. The 'Variables' section is active, displaying a table of variables. The 'UserGuideTitle' variable is highlighted with a red box, indicating its definition is 'User Guide B'.

Name	Definition	Comment
CityStateZip	La Jolla, CA 92037	
CompanyName	My Company Name, LLC	
Fax	Fax 123-987-654	
Phone	Phone 123-456-7890	
ProductName	FictionSoft Pro	
StreetAddress	1234 Lorem Ipsum	
Tollfree	Tollfree 1-234-567-890	
UserGuideTitle	User Guide B	
VersionNumber	1.0	
Year	YYYY	

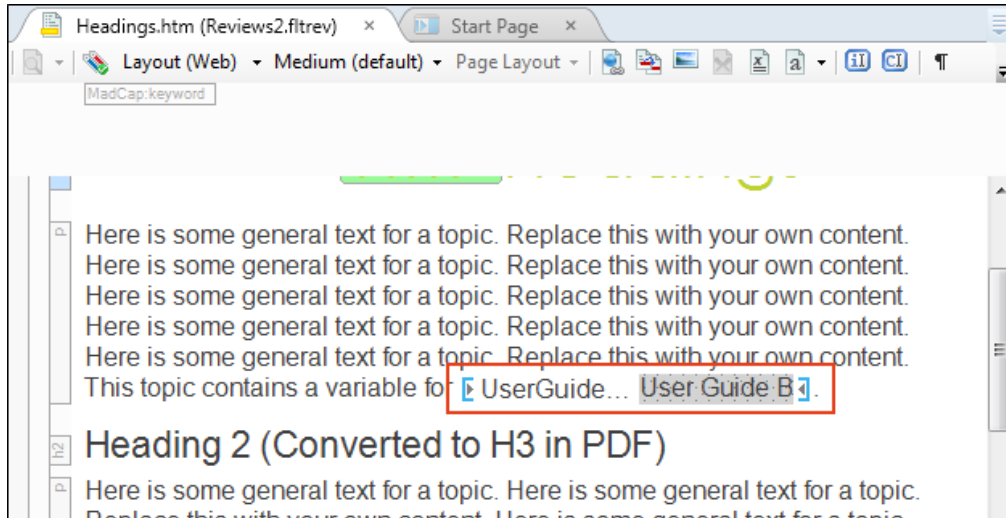
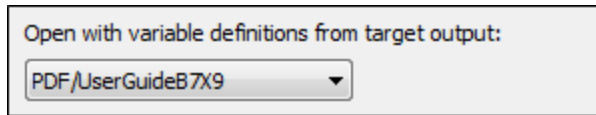
- ☆ Suppose you send a topic for review that has the variable inserted into it, and you keep the default variable selection in the Send Files for Review Wizard.




In that case, the reviewer sees the "User Guide A" variable definition.



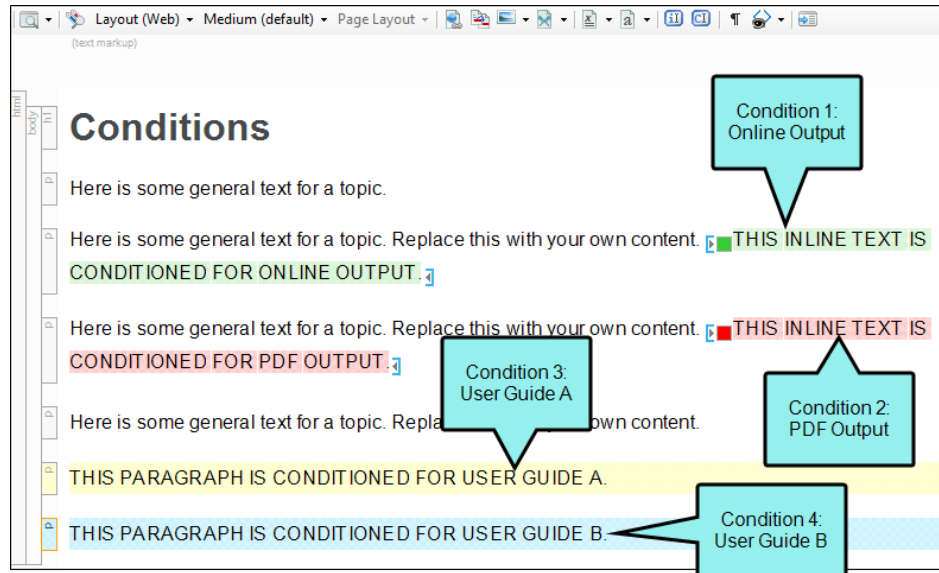
- ☆ On the other hand, in the Send Files for Review Wizard if you select a target that uses the alternate definition, the reviewer sees the "User Guide B" variable definition.



9. (Optional) If you want to include or exclude content in the review files based on condition tags, do the following:
  - a. Click . The Conditional Text dialog opens.
  - b. You can include or exclude conditions in a couple of different ways, or even use both:
    - **Target Settings** The easiest method is to click the **Target Expressions** drop-down and select a target in your project. The dialog is automatically populated based on the included and excluded conditions in that target.
    - **Manual** You can also complete this dialog manually. You can use the same steps that are used in the target for including and excluding certain condition tags. For more information about the Basic and Advanced modes, see the online Help.

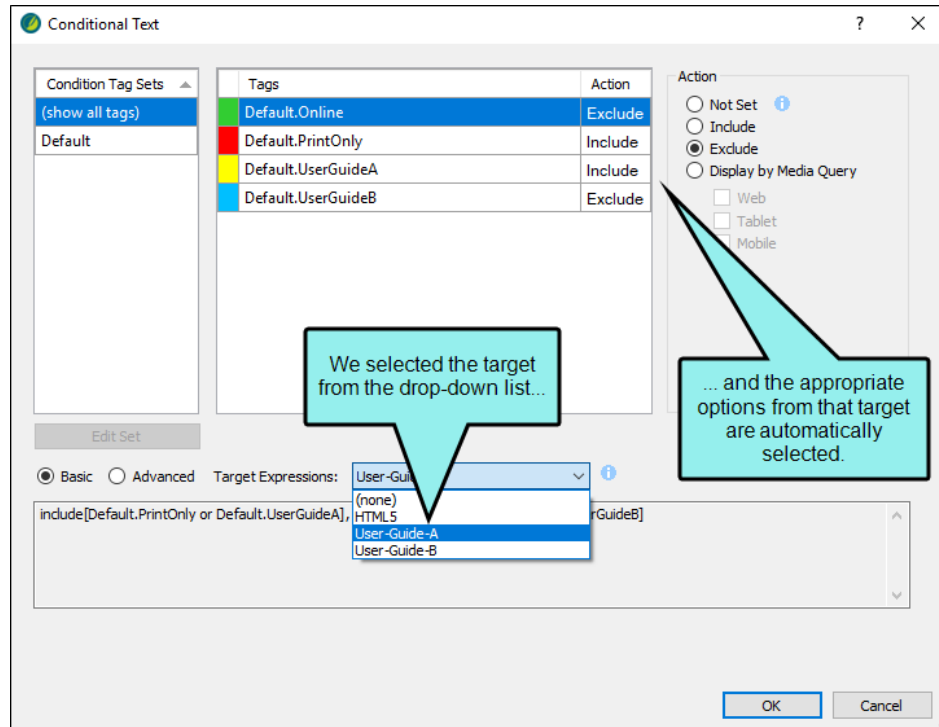
c. When you are finished, click OK.

☆ **EXAMPLE** You have a topic that looks like this, with four different conditions applied to content:

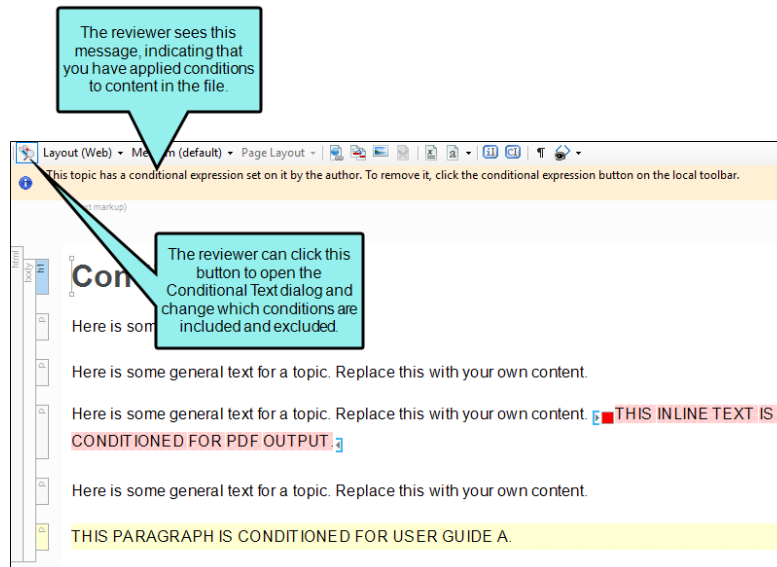
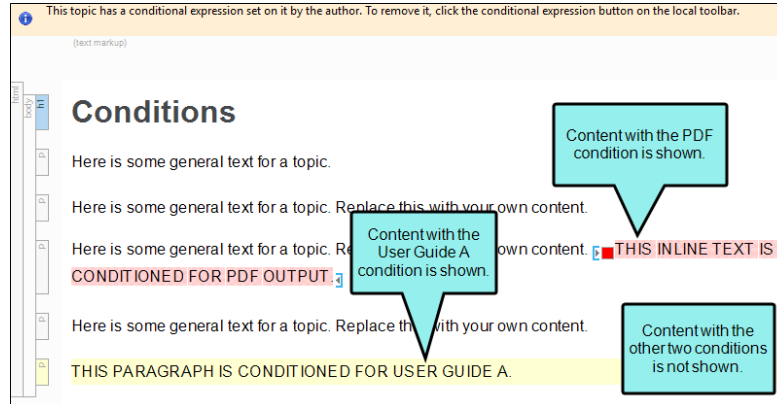




- ☆ In the Conditional Text dialog accessed from the Send Files For Review Wizard, you select **Target Expressions** and choose **User-Guide-A**.



☆ When the reviewer opens the file, this is what is shown:





10. (Optional) If you want to save a copy of the review package, click **Save**. Then find and select a folder to store it in and click **Save** again. You might use this option, for example, if you want to place the package in a network, SharePoint, or external resources folder where others can access it, instead of using the built-in email method. If you use this feature, you do not need to complete the rest of the steps. However, you do need to let the reviewer(s) know about the review package, and the reviewers will need to let you know when they are finished making changes to it.
11. (Optional) Click **Next**.

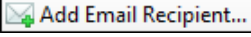
12. (Optional) On the next page of the wizard, you can click in the **Subject** field and edit the default text that will be shown in the Subject field of the email sent to the reviewers.
13. (Optional) Enter or select a message that will be shown in the main body of the email sent to the reviewers.


- You can click in the **Message** area and edit or replace the default text.


OR


- You can select a saved message from the drop-down list above the Message field.

**About the Saved Message Option** The save option is useful if you repeatedly use the same email message text when sending files for review. Instead of retyping the same message each time you go through the wizard, you can click  to type a new message, and then you can save it. After the message is saved, you can select it from the drop-down list above the Message field. If you want to rename an email message, click .

14. (Optional) If you do not have an email address in the list, click . Complete the fields in the New Address Book Entry dialog and click **Add**. Do this for each email recipient.
15. (Optional) Once email addresses have been added to the list, click the **Send** check box next to the addresses that you want to include in the email.
16. (Optional) Click **Send**. A message in Microsoft Outlook opens with the package file attached.
17. (Optional) Send the email.

 **NOTE** There is more than one way to transfer files between individuals using Flare and Contributor. For example, you can: (1) use the integrated email feature with Microsoft Outlook, (2) add files to SharePoint or External Resources where others can access them, or (3) save files to your computer (**File > Save**, then **Save As** or **Save To**) and then manually transfer them using some method (e.g., email). If you want to use the integrated email feature, you must have matching versions of Flare and Outlook. If you are using 64-bit Flare, you need 64-bit Outlook. Likewise, if you are using 32-bit Flare, you need 32-bit Outlook.

 **NOTE** If Microsoft Outlook is not installed or an Exchange server cannot be found, you will be prompted to save the review file and send it manually.

 **NOTE** If you send out review packages and then move or rename the project, you will receive an error stating that the package does not belong to the project when you attempt to import those review packages. That's because Flare looks for the path of the project. Therefore, in order for it to function correctly, you need to return the project to the original path and name.

## Viewing Reviewed Files in the Inbox

After an individual returns files that you have sent for review, you can bring those files into your Flare project. Once a reviewed file is inside your project, you can view and accept it. If you do not see any topics in the window pane, it might be because you did not use the built-in email feature, but rather saved the review package manually. In that case, you need to import the review package.

### How to View Reviewed Files

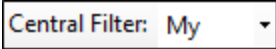




1. Select **Review > File Reviews**.




The File Reviews window pane opens.

2. From the drop-down at the top of the window pane, select **Inbox**. All reviewed files that you have brought into your project, but have not yet been accepted, are listed in the pane.

## What's Next?

From the File Reviews window pane, you can select a file in the list and click any of the following buttons in the local toolbar to take action on it. This window pane can be used for either Central reviews or for Contributor reviews. Some of the options are available for only one process or the other.

Item	Description	View	Process
	Lets you switch from viewing "My" files to "All" files. In other words, you can choose to see only the files that you have added to the review, or you can see all files that you and other Flare authors have selected for review. This filter is applicable only to Central reviews; it is not relevant to Contributor reviews.	Both	Central Reviews
	Refreshes the window pane so that the latest information is shown.	Both	Both
	Deletes the selection.	Both	Both
	Opens a dialog asking if you want to move the files to a closed state. Select yes to close the file. Select no to preview the file as a read only file; edits can still occur until it is accepted.	Both	Both
	Opens the source topic in the XML Editor.	Inbox	Both

Item	Description	View	Process
	<p>Lets you accept the reviewed file. After accepting the file, it overwrites the source file in your project. Any edits or annotations (i.e., comments) in the reviewed file therefore become part of the original file.</p>	Inbox	Both
	<p>Closes the review process for the selected files. This action pertains only to Central reviews, not to Contributor reviews. After a file is closed for review, it means the file can no longer be edited on Central. You can then accept or reject any changes to the file in the editor, then accept the file back into the Flare project.</p>	Both	Central Reviews
	<p>Opens a dialog that lets you import reviewed files into the Inbox of the File Reviews window pane. This option pertains to Contributor reviews, not to Central reviews.</p>	Inbox	Contributor Reviews

# Viewing Files Sent for Review

You can view a list of all files that you have sent to others for review. If you double-click a file from the list in the File Reviews window pane, it opens in the XML Editor.

## How to View Files Sent for Review

1. Select **Review > File Reviews**.

The File Reviews window pane opens.

2. From the drop-down at the top of the window pane, select **Sent Files**.

## What's Next?


From the File Reviews window pane, you can select a file in the list and click one of the buttons in the local toolbar to take action on it. The options that you can use depend on whether you are using Central reviews or Contributor reviews.

# Accepting Reviewed Files

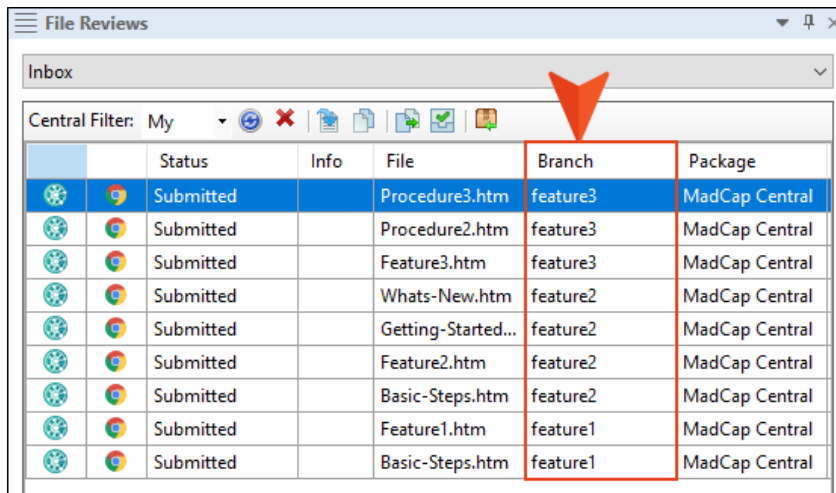
After an individual submits files that you have sent for review, those files populate the File Reviews Inbox of your Flare project. You can close files, and then view and accept the files into the project. Once all the assigned reviewers submit all the files for a review package, and those files are accepted by the owner, the review package closes automatically. After accepting a file, it overwrites the original source file in your project. Any edits or annotations in the reviewed file become part of the source file.

## How to Accept Reviewed Files

1. Select **Review > File Reviews**. The File Reviews window pane opens.
2. From the drop-down at the top of the window pane, select **Inbox**. It lists all the submitted files from the review package, but the files have not yet been accepted.

 **NOTE** If you are using Git branching, make sure the appropriate branch is active. When closing the review process for files, dealing with tracked changes, and accepting the file back into the project, you want to be working in the correct branch so that the file changes are not applied in the incorrect branch.

In the File Reviews window pane, you can see which branch a file originates from.




	Status	Info	File	Branch	Package
	Submitted		Procedure3.htm	feature3	MadCap Central
	Submitted		Procedure2.htm	feature3	MadCap Central
	Submitted		Feature3.htm	feature3	MadCap Central
	Submitted		Whats-New.htm	feature2	MadCap Central
	Submitted		Getting-Started...	feature2	MadCap Central
	Submitted		Feature2.htm	feature2	MadCap Central
	Submitted		Basic-Steps.htm	feature2	MadCap Central
	Submitted		Feature1.htm	feature1	MadCap Central
	Submitted		Basic-Steps.htm	feature1	MadCap Central

For Central reviews, a file status should be Closed before it is accepted into the project.



Also, regardless of the process you use (Central or Contributor), make sure you have accepted or rejected the changes as necessary in the files.

3. In the grid, select the file(s) that you want to accept. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

4. In the local toolbar, click .

A message opens (if there are unresolved changes), indicating that the unresolved changes will be accepted if the file is accepted. However, if a conflict exists (e.g., the original file in your project changed since the time you sent it out for review), a dialog opens to let you know of the issue. You can then take the appropriate action; you can merge the changes from the files, keep the edits from the reviewer (undoing your changes), or keep your edits (discarding those from the reviewer).

5. Click **OK**. The reviewed file replaces the source file in the project.

Also, the file is removed from the File Reviews window pane.

# Merging Reviewed Files

If you attempt to accept a reviewed file and Flare detects a conflict, a dialog opens so that you can take the appropriate action.

☆ **EXAMPLE** You send a file to a reviewer. Before the reviewer returns the file, you make changes to the original file in your project. Then you receive the reviewed file and attempt to accept it so that it becomes part of your project. Flare detects a conflict because the original has changed, so you are given a few options. You can merge the changes from the files, keep the edits from the reviewer (undoing your changes), or keep your edits (discarding those from the reviewer).

# How to Merge Reviewed Files

1. Go through the process of accepting a reviewed file (see "Accepting Reviewed Files" on page 72). If a conflict exists, a dialog opens.
2. In this dialog, you can choose from the following options and click **OK**.
  - **Merge changes in merge tool** Opens a merging interface, which lets you see exactly what changes were made and choose which to keep.
  - **Undo my local changes** Removes your changes and keeps changes from the reviewer.
  - **Discard reviewer changes** Removes changes from the reviewer and keeps your changes.

If you selected the first option, the Merge Changes dialog opens, showing the original (local) file on one side and the reviewed file on the other side, with changes shown in different colors.



3. (Optional) If you want to change the colors associated with the changes, you can click **Options**.
4. (Optional) By default the files are shown in a WYSIWYG (What You See Is What You Get) view. But you can click **Merge as Text** to work in the markup instead; you can left-click to resolve conflicts (accept changes) when merging as text.



5. You can use the Merge Changes dialog to view and select changes. You can take actions in the following ways.
  - **Right-Click Icon** You can right-click on the icon next to a change on either the local or reviewed side. This displays a context menu, which lets you keep or ignore a particular change.
  - **Left-Click Icon** You can left-click on the icon next to a change on either the local or reviewed side. When you do this, the change from one side is kept and the change from the other side is ignored. If you left-click the icon again, the results are toggled; the first change is ignored and the other is kept.
  - **Type Content** If you want to use your changes as well as those from the reviewer, and even tweak the paragraph a bit more, you can click in the area at the bottom of the dialog and simply type content.
  - **Previous/Next Conflict** When you are finished resolving the first conflict, you can use the "Previous Conflict" and "Next Conflict" buttons at the bottom of the dialog to work on other conflicts in the topic.
6. After all conflicts have been resolved, click **OK**.

A backup of the original file is added to the Backups window pane. This lets you restore that file if you do not want to keep the merged version.










## Icons for File Differences

Following are descriptions of the various icons you might see in the Merge Changes dialog when merging files.

Icon	Description
	<b>Changed Content</b> This indicates that the content has changed but there is no conflict. Therefore, no action is needed.
	<b>Changed Tag</b> This is the same as the "Changed Content" icon, except the content has not changed, just a tag, such as a style or span.



Icon	Description
	<b>New Content</b> This indicates that there is new content, but there is no conflict with your changes. Therefore, no action is needed.
	<b>Deleted</b> This indicates that content was deleted, but there is no conflict with your changes. Therefore, no action is needed.

Following are descriptions of conflict icons.

Icon	Description
	<b>Changed Content—Conflict</b> This indicates that the content has changed and a conflict exists. Therefore, user action is required. This icon appears in both the left and right panes of the Merge Changes dialog at the spot of the conflict. You must click on one of the icons to "Accept" that particular change.
	<b>Conflict Change—Accepted</b> This indicates that a change with a conflict has been accepted after clicking on  . The bottom pane of the Merge Changes dialog updates to show the accepted content.
	<b>Conflict Change—Not Accepted</b> This indicates that a change with a conflict will not be accepted. When you accept a conflict change and that side of the Merge Changes dialog displays  , the opposite pane where the conflict exists will display  .
	<b>Changed Tag—Conflict</b> This indicates that the tag has changed and a conflict exists. Therefore, user action is required. This icon appears in both the left and right panes of the Merge Changes dialog at the spot of the conflict. You must click on one of the icons to "Accept" that particular change.
	<b>Conflict Tag—Accepted</b> This indicates that a change with a conflict in a tag has been accepted after clicking on  . The bottom pane of the Merge Changes dialog updates to show the accepted content.

Icon	Description
------	-------------



**Conflict Tag—Not Accepted** This indicates that a change with a conflict in a tag will not be accepted. When you accept a conflict change and that side of the Merge Changes dialog displays , the opposite pane where the conflict exists will display .

# Other Activities for Topics

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

This chapter discusses the following:

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Creating New Topics From the TOC Editor .....	82
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# Closing Topics

You can have as many topics open as you want at one time. Each topic displays in its own page of the XML Editor and remains accessible as you work. As you open more topics or other elements (e.g., targets, tables of contents), each page displays in the appropriate editor (e.g., XML Editor, Target Editor, TOC Editor).

You can close any single topic page that you want. You can also close all open topics (and other open editors, such as targets and TOCs) at the same time. The steps below show you how to do both.

## How to Close a Single Topic

1. Click the **X** in the tab of the topic page.



**NOTE** If you have several elements open, you may need to click the ellipsis (...) or the two down arrows to access the topic you want to close, which may be hidden from view.

2. If the topic has an asterisk next to its file name, that means changes have been made to the topic, but the changes have not yet been saved. If this happens, you will be asked if you want to save your work to the file. If you do, click **Yes**. The topic is closed.

## How to Close All Open Topics at the Same Time

1. Select **Window > Close All Documents** (face of the button). If you want to close all windows except the one you have open, click the down arrow and select **Close All But This**.
2. If any elements, including topic pages, have an asterisk next to the file name, that means changes have been made to the element, but the changes have not yet been saved. If this happens, you will be asked if you want to save your work to the files. If you do, click **Yes**. The topics are closed.



# What's Noteworthy?



**NOTE** You can also set up Flare so that documents close automatically under certain conditions. This can be done from the General tab in the Options dialog (**File > Options**).




# Creating New Topics From the TOC Editor


You can create topics at the same time that you create a table of contents (TOC). This method is especially useful at the beginning of a project when you are first determining the structure of your output.

## How to Create a New Topic From the TOC Editor

1. Open your TOC.
2. Select the location in the TOC where you want to add the new topic.





☆ **EXAMPLE** If you select a topic entry that already exists in the TOC, your new topic will be placed directly after that existing topic.

3. In the local toolbar of the TOC Editor, click .
4. Complete the options in the Add File dialog.
  - a. 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.
  - b. (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.
  - c. In the **File Name** field, type a new name for the topic.

 **NOTE** Spaces are allowed in the file name. However, if you are publishing output to a UNIX system, avoiding spaces in the file name is recommended. You can use underscores in place of spaces.

- d. If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.
  - e. In the **Title** field, you can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic.  
  
If you leave this field blank, the text from the "1st Heading" field will automatically be used for the title.
  - f. If you want the heading for the topic to use the default h1 style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.
  - g. In the **Stylesheet** field, select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank.
5. Click **Add**. The topic is added to the Content Explorer and opens in its own page in the XML Editor, and it is linked to a new entry (with the same name) in the TOC.
  6. Now simply click inside the topic page and start typing text or adding any other elements (e.g., tables, images, hyperlinks, multimedia) appropriate for the topic.

It is also likely that you will want to apply formatting styles to the topic at this point.

Also, you may want to adjust the placement of the TOC entry in the TOC Editor. Click the tab for the TOC to return to the TOC Editor. If you want to adjust the position of the topic entry in the TOC, select it and then use the arrow buttons in the local toolbar (, , , ). You can also drag and drop the topic entry to the location you want in the TOC.

# I Deleting Topics

You can delete a topic any time you want. When you delete a topic, be aware of the following.

- If the topic contains any index keywords, those specific keywords will not be included in the generated index.
- If other topics contain hyperlinks to the topic you are deleting, you are asked if you want to keep or remove those links. However, even if you have the links removed, the text for the hyperlink remains in the other topic.


## How to Delete a Topic

1. Open the Content Explorer.
2. All of your topics are displayed under the Content folder (or under subfolders that you have created previously when organizing your topics). Locate and select the topic that you want to delete.
3. On your keyboard press **DELETE**.
4. You may be asked if you are certain you want to send the file to the recycle bin. If so, click **Yes**.

# Setting the Default Paste Behavior


When you perform certain paste actions with tables or content from outside of Flare, a paste icon appears in the editor. This icon lets you provide further information about how you want to handle the content (e.g., convert tables to paragraphs, paste content as a list). There is always more than one method that you can choose from when you click on the paste icon. And at the bottom of every list of options is one to set the default behavior for similar actions in the future.

## How to Set the Default Paste Behavior

1. Open a content file (e.g., topic, snippet) and perform one of the actions that causes the paste icon to display.
  - Converting Tables to Text
  - Cutting Table Columns and Rows
  - Merging Tables
  - Pasting Cells Within a Table
2. Hover over the icon that appears after the content, click the drop-down arrow, and from the menu select **Set Default**.
3. In the XML Editor of the Options dialog, select the paste method that you want to use as the default for that type of action.
4. Click **OK**.
5. Click  to save your work.


☆ **EXAMPLE** You often paste content from Microsoft Word into your Flare documents. By default, when you paste the content into a content file (e.g., topic, snippet), it comes in as regular paragraphs, although you can select one of the other methods at that moment to change it (e.g., paste as inline text, paste as paragraph block). Suppose that most of the time you want the incoming text to be pasted into a list. In that case, after you paste some content from Word, you can click on the paste icon and choose the option to set the default. When you do this, a dialog opens, and you can select **Paste List**. Then, whenever you paste content from an outside file in the future, that content will be brought in as a list instead of a paragraph by default.

# I Pasting Text From Other Programs

If you want to copy text from another program—such as Notepad, Microsoft Word, or a page in an internet browser—you can paste it into Flare , and by clicking the paste icon  next to the copied content, you can specify how it should be brought into Flare.

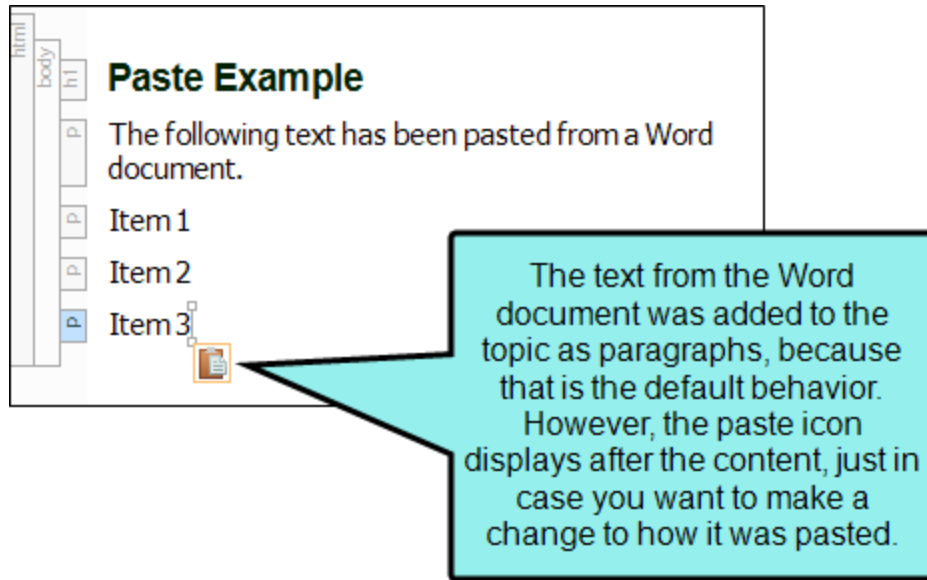
## How to Paste Text From Other Programs

1. After copying the text in the other program, open a content file (e.g., topic, snippet) in Flare.
2. Place your cursor where you want to paste the text.
3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Home > Paste.**
  - **Right-Click** Right-click and from the context menu select **Paste**.
  - **Keyboard Shortcut** Press **CTRL+V**.

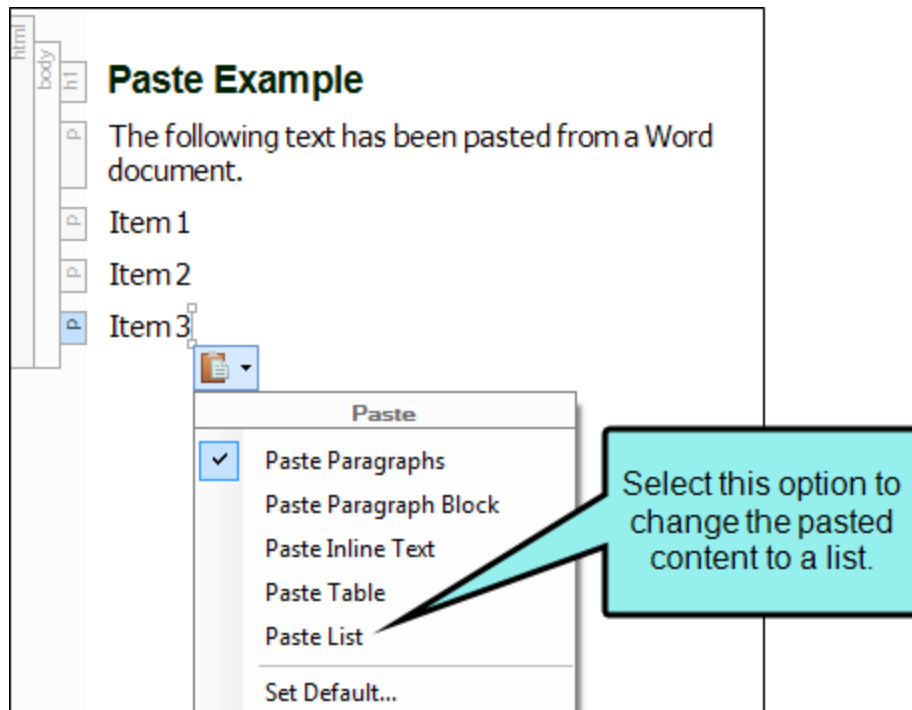
The content is pasted using the default behavior, and the paste icon  appears after it. The drop-down arrow is visible when you hover over the icon.

4. (Optional) If you want to change the way the content is added to the file, click the drop-down arrow in the paste icon and select the option that best suits your needs.
  - **Paste Paragraphs** Paste the text as regular paragraphs.
  - **Paste Paragraph Block** Paste the text as paragraph blocks, such as `<div>`, `<blockquote>`, or `<fieldset>`.
  - **Paste Inline Text** Paste the text as inline text, so that it takes on the style of the location where it is being pasted. If you have copied multiple lines of text from the source document and use this option, the text will be pasted in one line, not multiple lines.
  - **Paste Table** Paste the text into a new table.
  - **Paste List** Paste the text as a new bulleted list.
  - **Paste HTML** Paste text from an HTML source, such as a website.
  - **Set Default** Open the XML Editor tab in the Options dialog, choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.

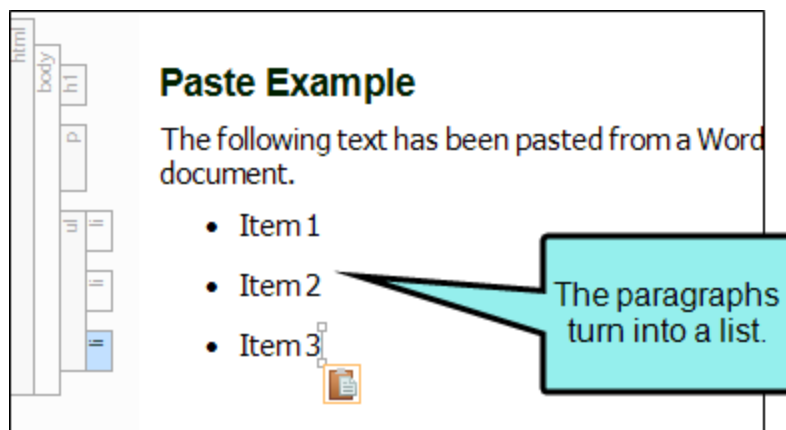
☆ **EXAMPLE** You frequently copy text from Word documents into your Flare topics. Normally you bring the text in as regular paragraphs, so you use that as the default behavior.




- ☆ But suppose that in this case you want the content to be brought in as a list. In that case, you simply click on the paste icon and select **Paste List**.



And here is the result.



5. Click  to save your work.



# I Printing Topics

You can print a topic shown in the Flare interface, whether it is a topic you are writing for your own project or a topic you are viewing in the online Help.

## How to Print a Topic

1. Open the topic.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select File > Print.**
  - **Keyboard Shortcut** Press **CTRL+P**.
3. In the Print dialog, complete the options and select **OK**.

 **NOTE** At this time, it is possible to print only one topic at a time.

# I Renaming Topics

You can rename any of your topics in the Content Explorer.

## How to Rename a Topic in the Content Explorer

1. Open the Content Explorer.
2. Click on the topic you want to rename.
3. Press **F2** on your keyboard. The topic name (but not the file extension) is highlighted.
4. Type a new name for the topic and press **ENTER**.


# Including or Excluding Topics in Search

Supported In:



You can include or exclude a topic when full-text search is generated. If you disable this feature, the topic is excluded from the search, but it is still included in the generated output.

## How to Include or Exclude Topics in Search

1. Open the Content Explorer.
2. Locate and click on the topic file.
3. In the local toolbar, click . The Properties dialog for the file opens.
4. Click the **Topic Properties** tab.
5. Click the check box labeled **Include topic when full-text search database is generated**.
6. Click **OK**.

 **NOTE** In Microsoft HTML Help, all topics are always searchable.



# Specifying the Startup Topic in a Target

Supported In:



You can specify which topic is the first one that users see when they open the online output. If you have written a welcome or introduction topic, this would be a good "startup" topic to display first in your output.

## How to Specify the Startup Topic

1. Open the target.
2. On the **General** tab of the Target Editor, click the browse button  next to the **Startup Topic** field.
3. In the Link to Topic dialog, find and double-click the appropriate topic.
4. Click  to save your work.

# Print-Based Topics

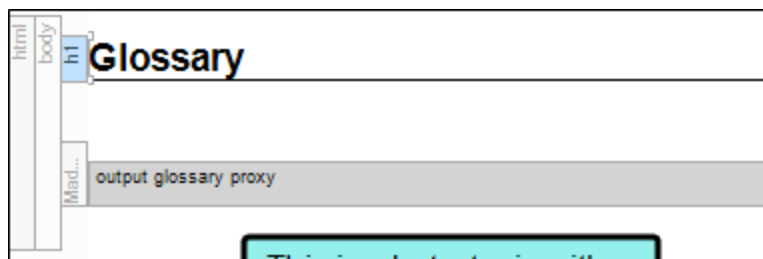
See the following for information about print-based topics:

## Creating a Glossary Manually Using a Proxy

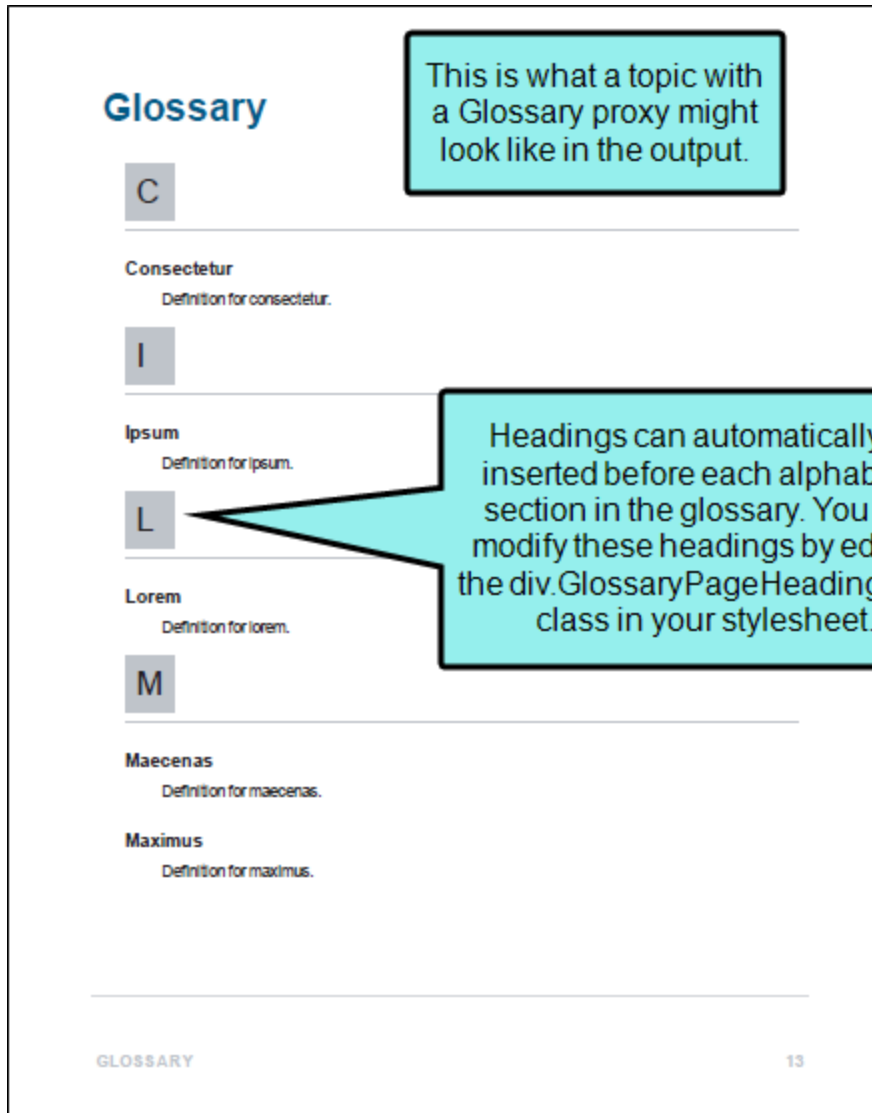
Supported In:



To produce a glossary manually for print output, you need to create a unique topic, insert a Glossary proxy into it (**Insert > Proxy > Insert Glossary Proxy**), and drag that topic into the table of contents (TOC) file (i.e., into the TOC Editor). You also do this to include a glossary in online output (instead of, or in addition to, using a skin or search results to display glossary terms and definitions).



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



Alternatively, you can let Flare auto-generate a glossary. For details, see the online Help.

The following explains how to use the manual method.


# How to Create a Glossary Manually Using a Proxy


1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your glossary. If you apply any of Flare's h1 through h6 styles to it, the glossary title will be displayed in the print TOC (if you create one).
3. Most likely, you will want to remove any text after the glossary title.
4. Select **Insert > Proxy > Insert Glossary Proxy**.

The Glossary Proxy dialog opens.

5. If you want headings (e.g., A, B, C, D) to be added automatically at the top of each section in the glossary, click the down arrow in the **Generate Headings** field and select **Yes**.
6. (Optional) From the **Stylesheet class** field, you can select a style for the glossary.


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

 **NOTE** If you want to affect the look of the individual entries in the generated glossary, you can also use the following in the Stylesheet Editor, which can be found by expanding the parent div style: GlossaryPageDefinition, GlossaryPageEntry, GlossaryPageHeading, and GlossaryPageTerm. For example, if you want to use blue font for each term in the generated glossary, you can change the font color setting on the div.GlossaryPageTerm style class.

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

# 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.

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

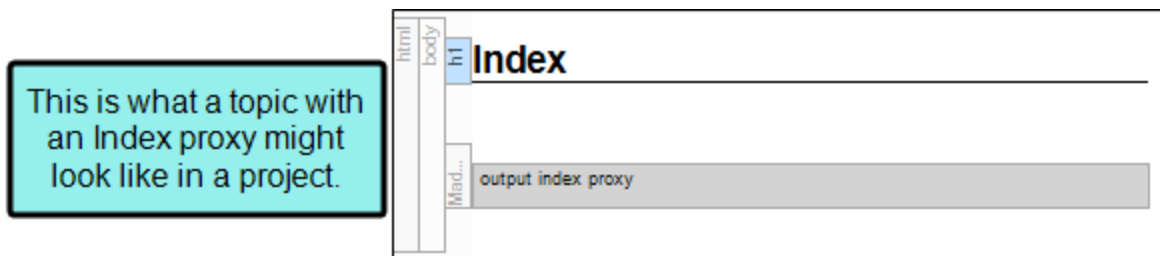
## Creating an Index Manually for Print

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.



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

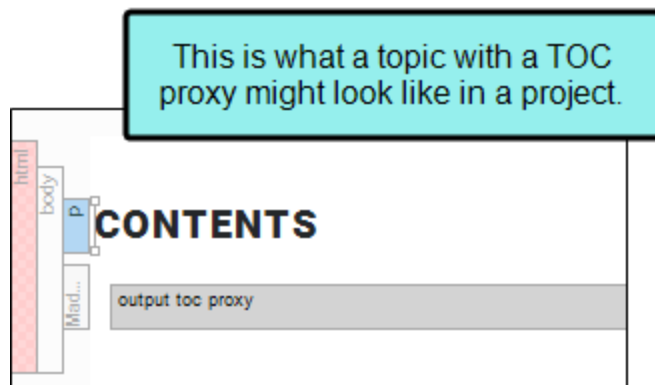
 **NOTE** If you are using chapter or volume autonumbers and want them to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout).

# Creating a TOC Manually for Print

Supported In:



To create a table of contents (TOC) manually for print output, you need to create a unique topic and insert a TOC proxy into it. By default the print-based TOC is based on the h1 through h6 styles that you have applied to content in your topics. The generated TOC in the print output is *not* necessarily based on the structure of your "outline TOC" (i.e., the TOC file found in the Content Explorer), but the outline TOC *is* used to determine the content to be included in the print-based output.



## CONTENTS

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

### CHAPTER 1


Introduction .....	6
Working with Styles .....	7
The Basics of Styles .....	9
Regular Stylesheets and Table Stylesheets .....	9
Mediums and Media Queries .....	10
Skin Styles .....	10

### CHAPTER 2

Basics of CSS .....	11
W3C and CSS Resources .....	12
What Can CSS Do? .....	13

## How to Create a TOC Manually for Print

1. Add a TOC file (which serves as an outline in print-based output) and within it create entries that link to topics.
2. Create a new topic.
3. At the top of the topic, enter a title (e.g., “Contents”) and remove unnecessary text after the topic title. It is probably best not to use an h1 through h6 style for the heading since it will then show up in the generated TOC.


 **NOTE** However, it is possible to configure your stylesheet so that certain h1 through h6 styles *do not* show up in the generated TOC. In the same way, it is possible to create other styles besides h1 through h6 and configure them so that they *do* show up in the generated TOC.


4. From the **Insert** ribbon, select **Proxy > Insert TOC Proxy**.

5. (Optional) From the **Stylesheet class** field, you can select a style for the TOC.

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

 **NOTE** If you want to affect the look of the individual entries in the generated TOC, you can use the TOC1 through TOC9 styles (classes of the p style) in the Stylesheet Editor. For example, if you want to use blue font for the first-level headings in the generated TOC, you can change the font color setting on the p.TOC1 style.

6. Click **OK**.
7. Click  to save your work.
8. In the "outline" TOC file, add an entry near the top that links to the new topic containing the TOC proxy.

 **NOTE** Options in the Advanced tab of print-based targets let you automatically add glossary, index, and TOC proxies to output. This means you do not need to create unique topics and insert proxies into them manually. 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.

# Changing Topic Titles

You can change the name of a topic title.

## Where the Title is Used



This title is used in the following situations.

- **Help Control Links** The title displays as a selection when users click Help control links (i.e., related topics links, concept or "see also" links, and keyword links) that are associated with that topic.
- **Search Results** When someone performs a search in online output, each result has a title to identify it.
- **TOC Entry** If you drag the topic from the Content Explorer to the TOC Editor in Flare, the label for that new entry automatically takes on the property title of the topic.
- **Window Title Bar** If the topic is opened in a new window or outside of the project, the title is shown in the title bar of that window.

There is an order of precedence for which element is used:

1. **Topic Title in Properties Dialog** The title set in the Properties dialog has the highest level of precedence.
2. **Headings in Topic** If there is no topic title specified in the Properties dialog, Flare uses text associated with h1 through h6 heading styles.
3. **File Name** If there is no topic title or headings in a topic, Flare uses the topic file name.

# How to Change the Title of a Topic

1. Open the Content Explorer.
2. Locate and click on the topic file.
3. In the local toolbar, click . The Properties dialog for the file opens.
4. Click the **Topic Properties** tab.
5. In the **Topic Title** field, you can enter a title. 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.

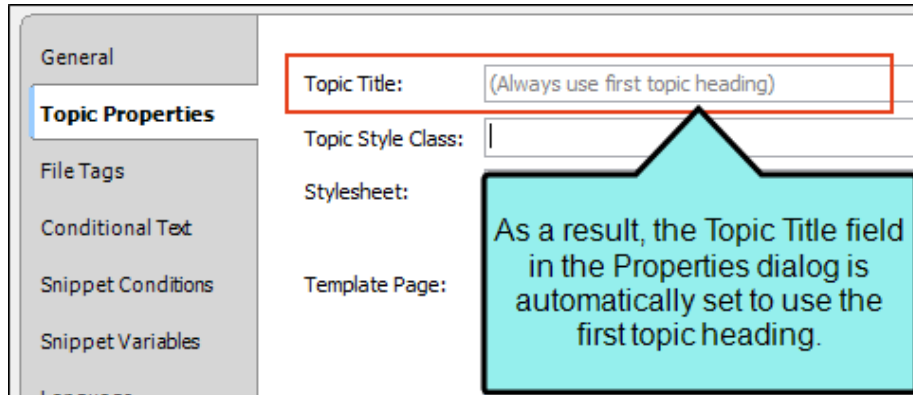
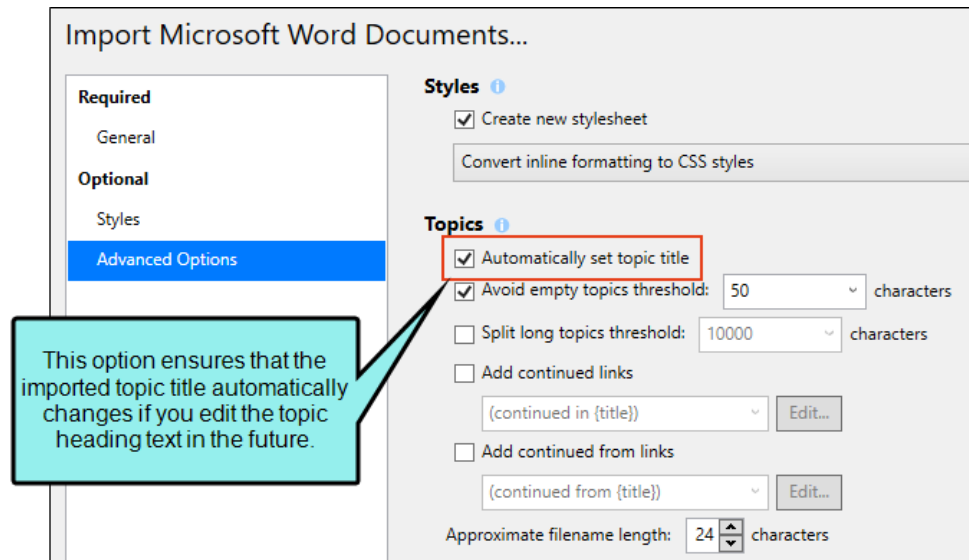
If you leave this field empty, it will automatically use the first heading text it finds in the topic. Therefore, the title will be adjusted automatically if you later change the heading text in the topic.

6. Click **OK**.

# Word Import—Use First Heading for Topic Title

You can use an automatic topic title option when importing Word documents (via the Import Microsoft Word Wizard or Word Import Editor).

If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic.



Therefore, if you later change the heading text in the topic, the title adjusts automatically as well.

If this option is disabled, the properties setting is based on that text as it existed *at the time of the import only*, and it remains so unless you manually change it later.

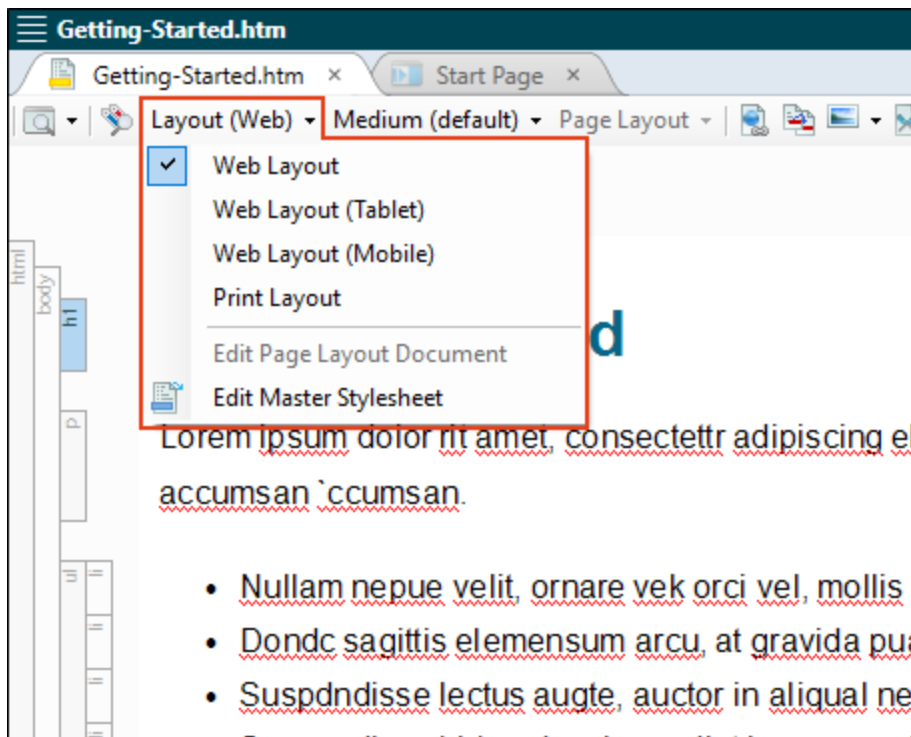


# XML Editor

The XML Editor is used when you are editing topics.

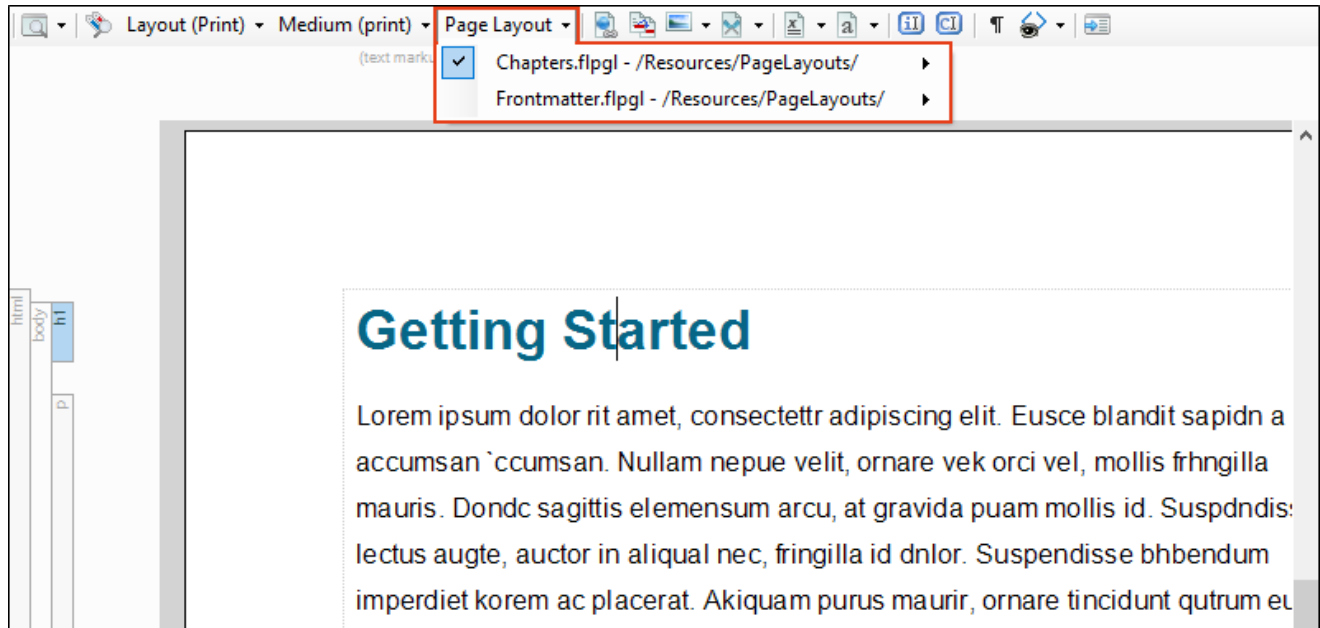
## Selecting a Page Layout to View Content in the XML Editor

Flare provides multiple layout modes when working in the XML Editor: Web Layout, Web Layout (Tablet), Web Layout (Mobile), and Print Layout. This lets you see your content in the format that you are most likely concerned about at the moment.



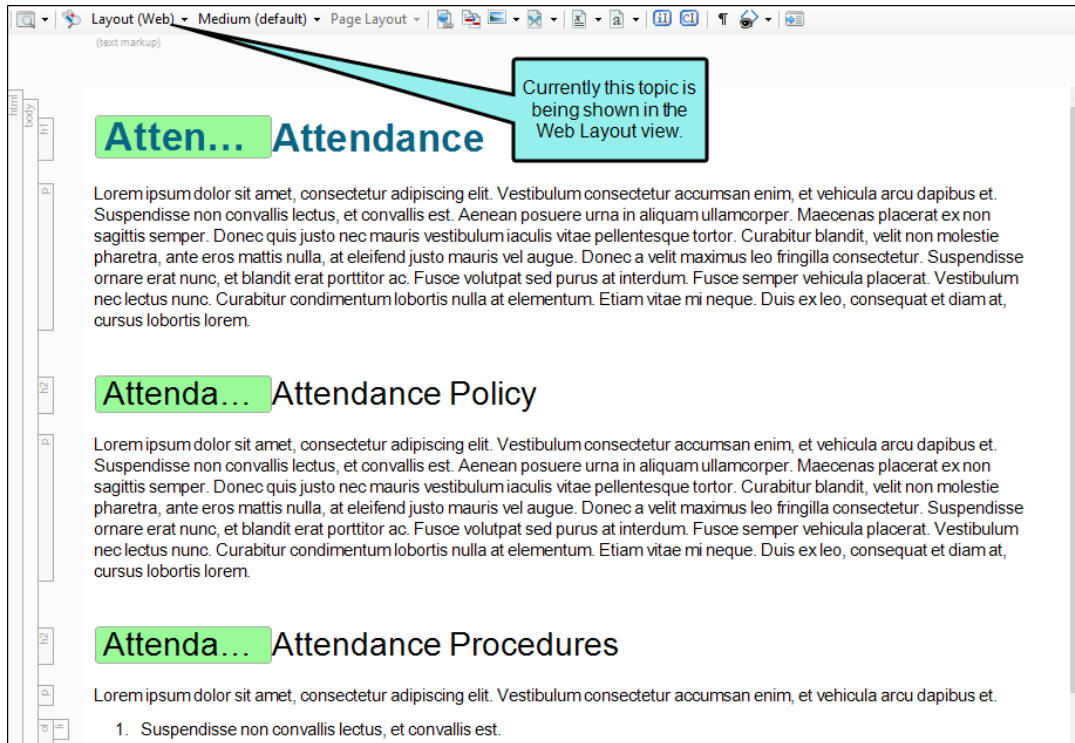
The Print Layout mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content.

If you are viewing content using the Print Layout in the XML Editor, you can use another drop-down in the local toolbar to choose a specific page layout.

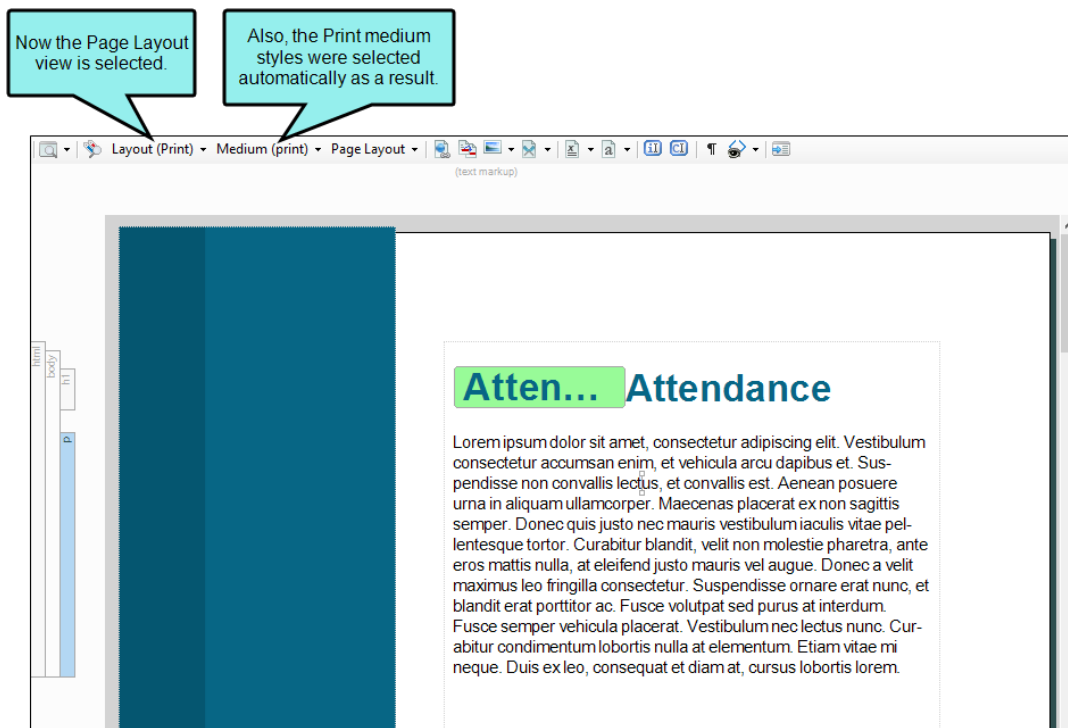


Not only can you select a certain page layout to display a topic in the XML Editor, but you can also choose a specific page type within that layout. This can be especially useful when you know for certain that a particular topic will display on the first page of a chapter, a left page, a right page, etc. The reason Flare does not automatically show a topic in the appropriate page type is because it won't assign page types to content until you generate the output. However, sometimes you may know in advance which page type will be used because of its placement in the outline TOC, so you can choose any page type contained in the layout to display the topic in the XML Editor.

☆ **EXAMPLE** You have a project where you will be producing both online and PDF output using the same topics. You open one of your topics and in the Web Layout view in the XML Editor, it might look something like this.

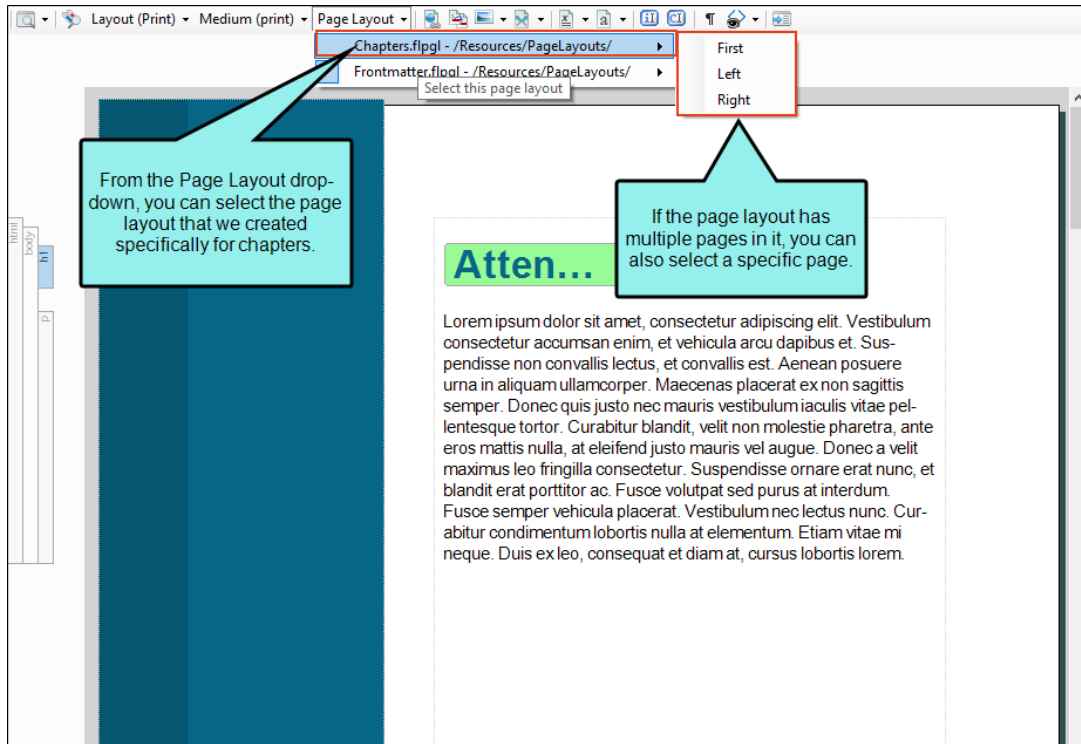


☆ Now you want to see how it will look in the PDF output, so you switch to the Page Layout view.

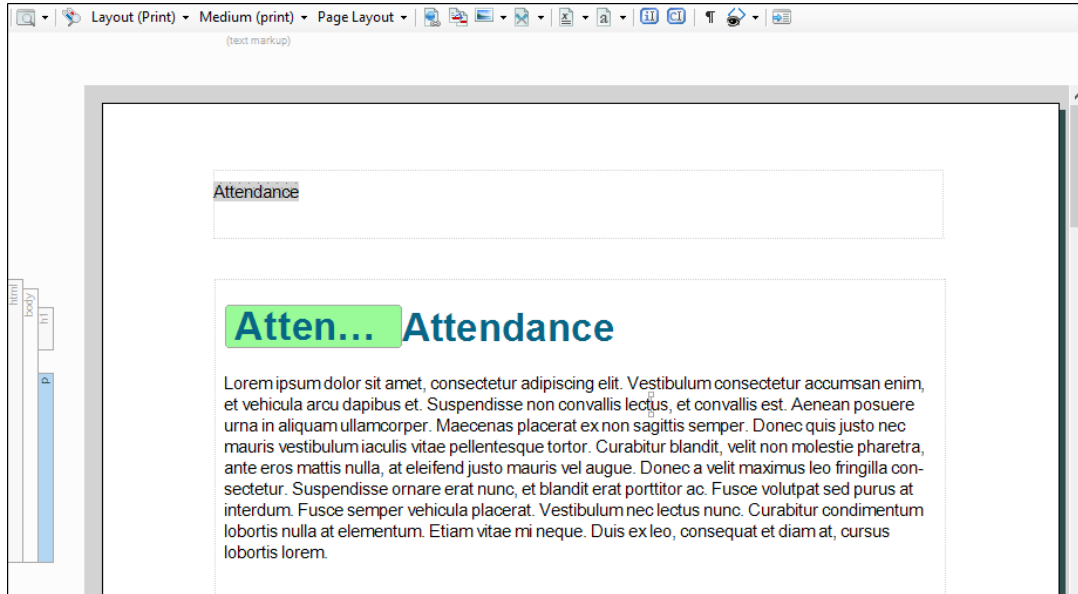


But just because the topic is being displayed in Print Layout view with print styles, this does not mean the specific page layout intended for this topic in the output is being used here. In this case, you notice that the XML Editor is using a page layout that is intended for your PDF guide title page. This particular topic should be using your Chapters page layout instead.

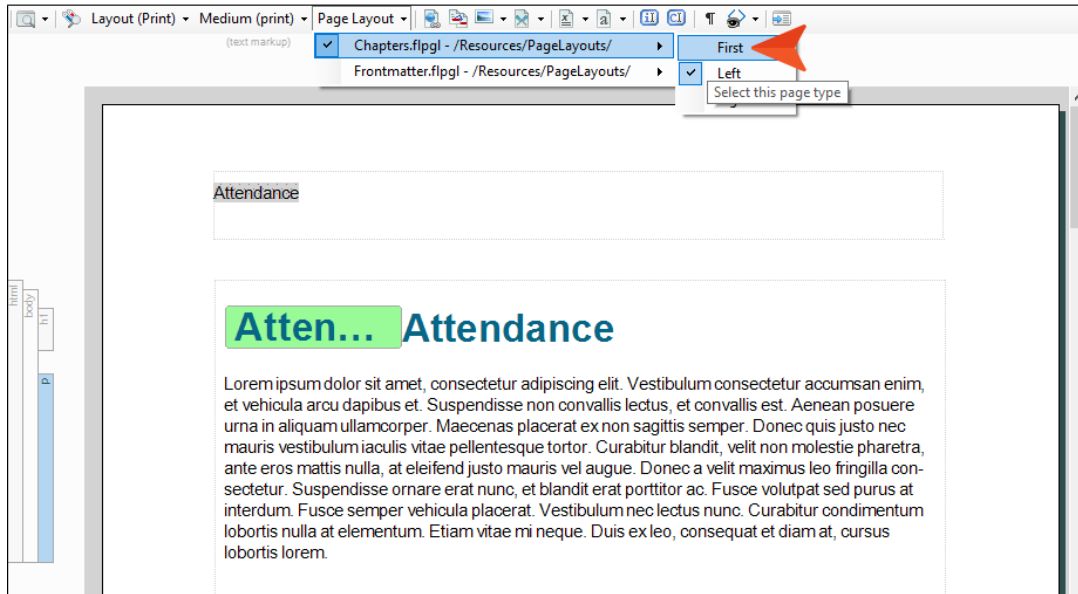
- ☆ To get a more accurate preview of how the topic will look in the output, you switch to the page layout that will be used for chapters. You also select a specific page type.



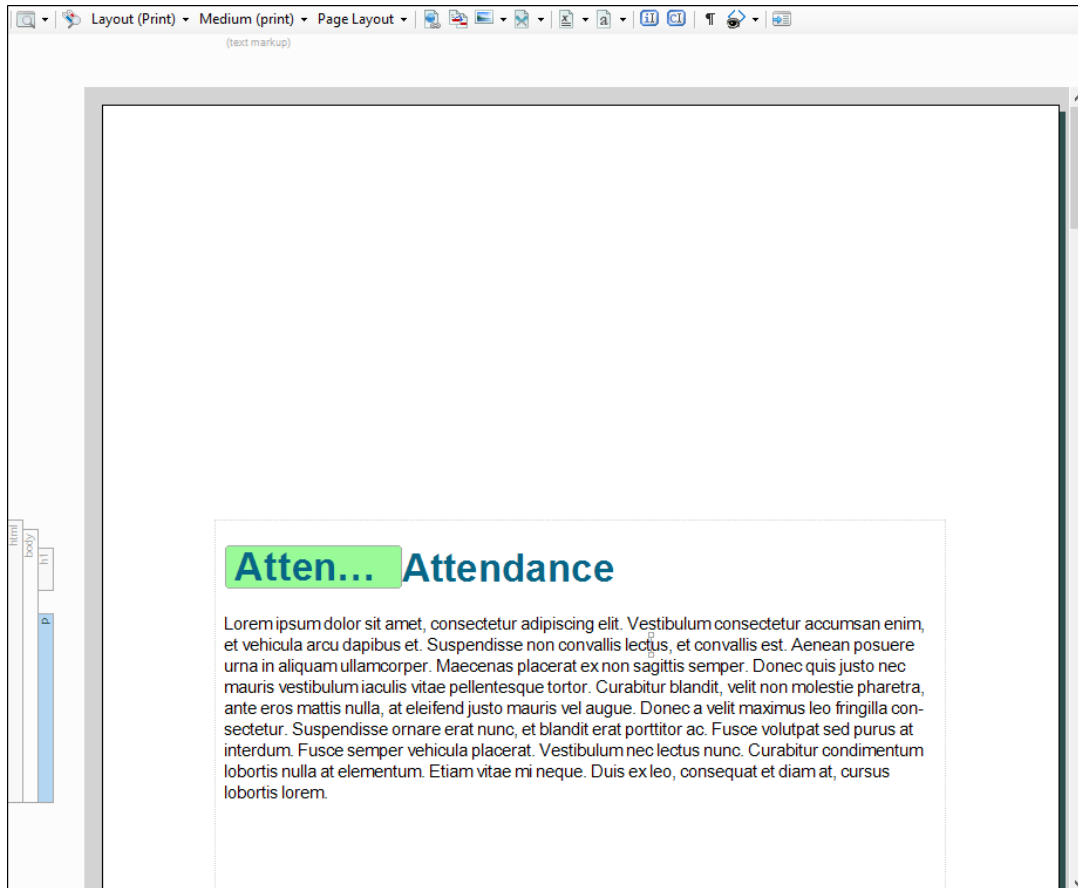
☆ The result of your selection might make the topic look something like this:



- ☆ This particular view happens to be using the Left page type from your Chapters page layout. But then you realize that this topic is actually going to be used at the very beginning of a chapter. So you once again select the drop-down and choose the First page type.




- ☆ As a result, the view changes, showing the topic with the heading appearing part way down the page, with no header. This is how you want the first page of a chapter to look, so you know you're looking at the correct view.






# How to Select a Page Layout and Page Type to View Content

1. Open the content file.
2. If the Print Layout mode is not already being used, click the down arrow next to **Layout (Web)** in the local toolbar. From the drop-down, select **Print Layout** to switch to the Print Layout view.
3. In the local toolbar, click the **Page Layout** drop-down and select a page layout. If you want to select a particular page type included in that layout, select it from the submenu.

 **NOTE** Because topics can end up anywhere in your output, based on your settings, Flare won't know exactly how a particular page will look until you generate the output. Once you generate the output, Flare takes all of the information that you've given it in different places (e.g., Target Editor, outline TOC) and puts it all together according to your rules.

 **NOTE** You can get an even more accurate look at how a topic will look in the output by associating conditions with it while you are editing. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor.

# Using the Zoom/Scale Feature

The bottom part of the XML Editor includes a toolbar that lets you use zoom/scale features to better see your content. The features that are available depend on the layout mode you are working in (e.g., Web Layout, Print Layout).

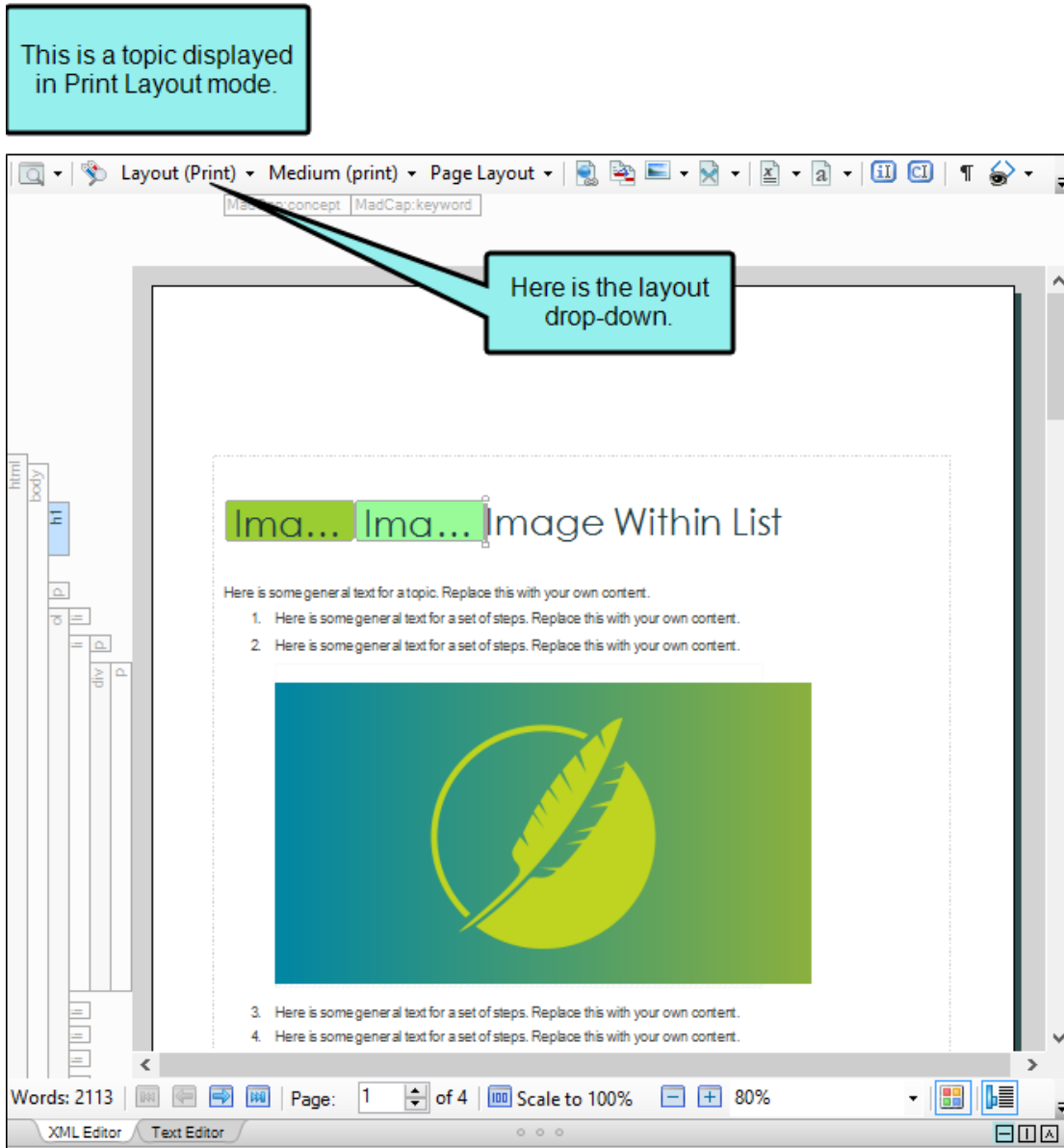
## How to Use Zoom/Scale in Web Layout Mode

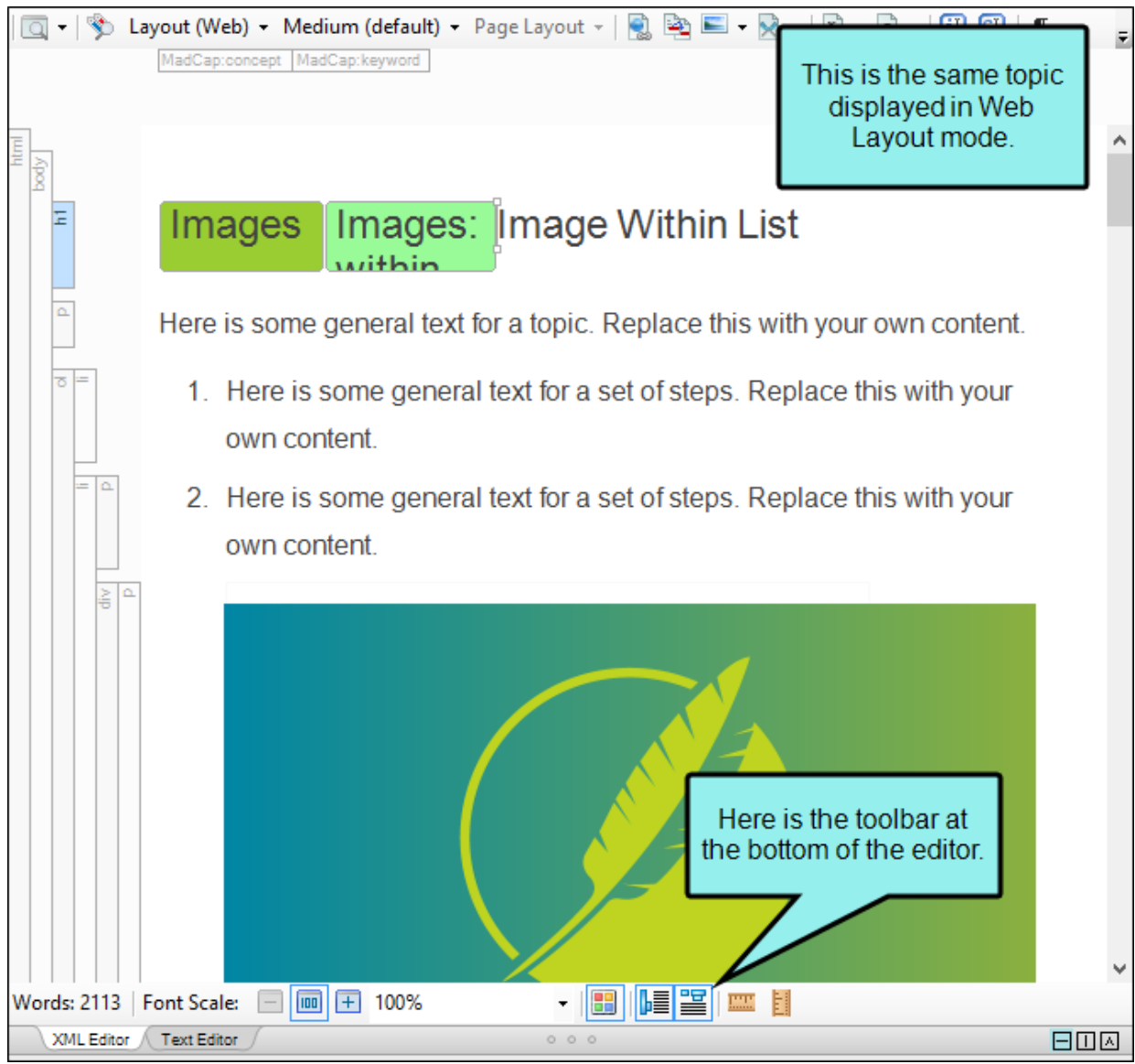
If you are using the Web Layout mode (including Tablet and Mobile), the following toolbar appears at the bottom of the XML Editor:







You can use the zoom options in this toolbar to adjust the size of the text displayed in the XML Editor.

1. Make sure the topic is displayed in the XML Editor in one of the Web Layout modes. If it is instead shown in Print Layout mode, click the down arrow next to **Layout (Print)** to switch to a Web Layout mode.



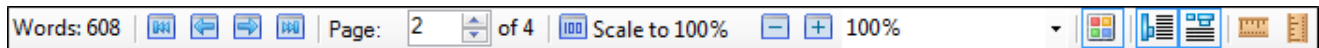


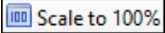
- In the toolbar at the bottom of the topic, click any of the available buttons to zoom in or out on the font in the topic.

Option	Description
	Reduces the scale of the font by 10% each time you click the button.
	Resets the scale of the font to 100%.
	Increases the scale of the font by 10% each time you click the button.
	Lets you select a specific percentage to scale the font. You can also click the down arrow to select a preset zoom percentage.

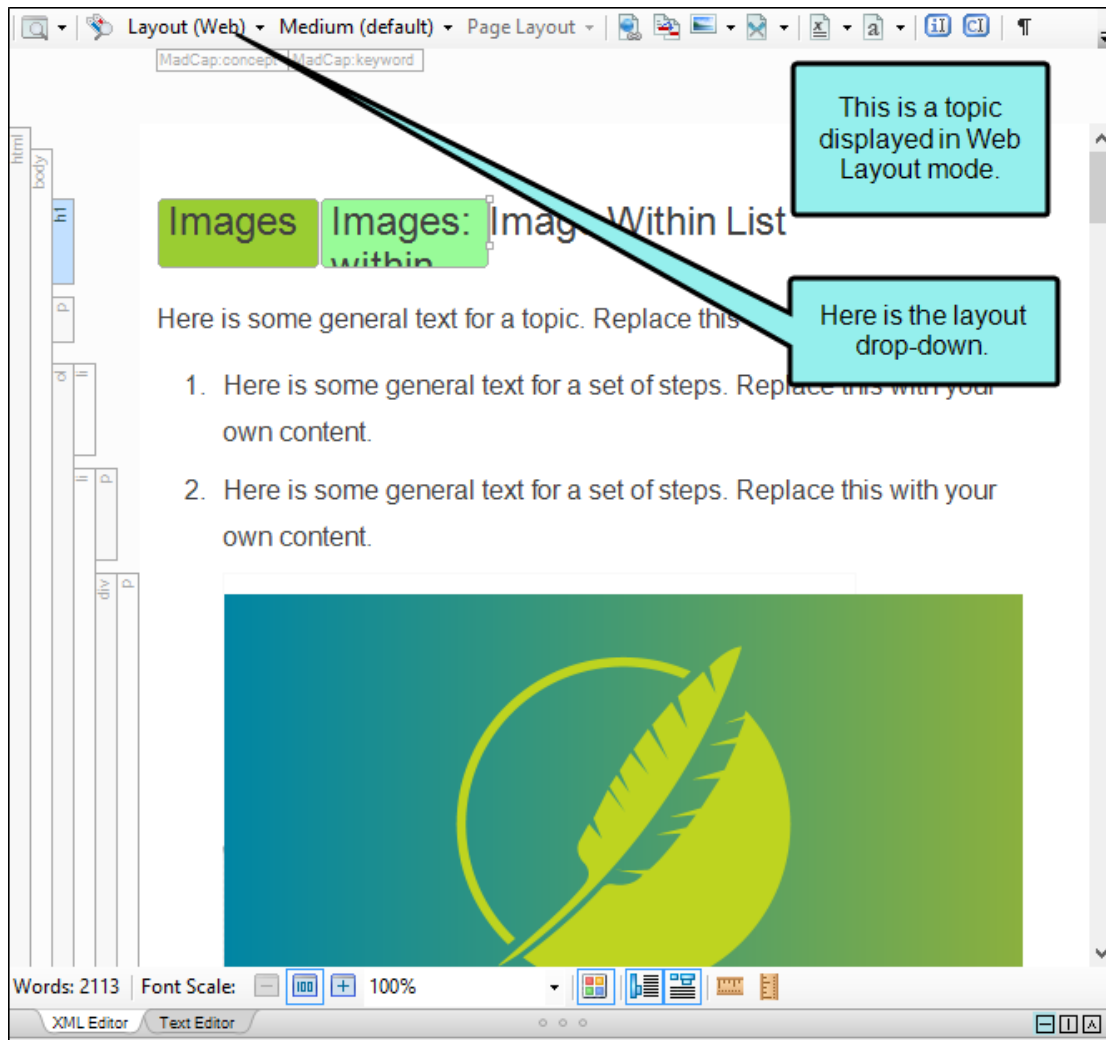
## How to Use Zoom/Scale in Print Layout Mode

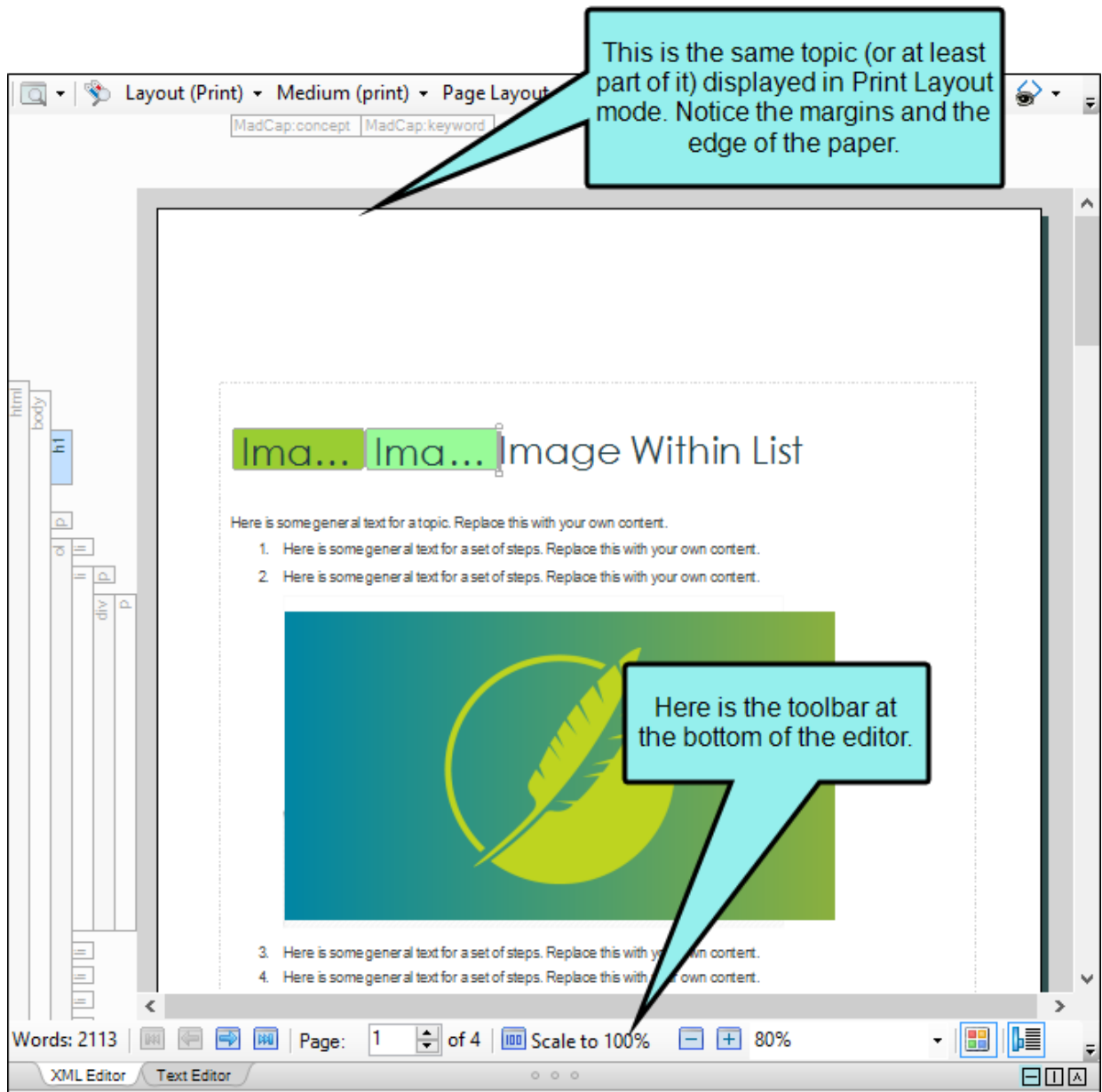
If you are using the Print Layout mode, the following toolbar appears at the bottom of the XML Editor:

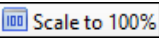





First, you can use the buttons on the left side of this toolbar for navigating through a topic that is long enough to consist of multiple pages. Second, you can use the Zoom/Scale button  to adjust the size and number of pages shown for the open topic. And third, you can use additional zoom options to adjust the size of the text displayed in the XML Editor.

1. Make sure the topic is displayed in the XML Editor in Print Layout mode. If it is instead shown in a Web Layout mode, then click the down arrow next to **Layout (Web)** in the local toolbar and select **Print Layout** from the drop-down.





2. In the toolbar at the bottom of the topic, click the Zoom/Scale button  to adjust the size and number of pages shown.
- **100%** Displays the page at 100% of its actual size.
  - **100% (2 pages)** Shows two pages of a topic at a time, displaying each one at 100%.
  - **Fit Width** Resizes the page so that it displays in proportion to the width of the window pane.
  - **One Page** Displays only one page at a time.
  - **Two Pages** Displays two pages at a time.
  - **Four Pages** Displays three pages at a time.
  - **Eight Pages** Displays four pages at a time.
3. Use the other features to zoom in or out on the font in the topic.


Option	Description
	Reduces the scale of the font by 10% each time you click the button.
	Increases the scale of the font by 10% each time you click the button.
	Lets you select a specific percentage to scale the font. You can also click the down arrow to select a preset zoom percentage.


## How to Use Mouse Wheel Zoom

In addition to the options in the bottom toolbar of the XML Editor, you can also use your mouse wheel (or scroll wheel). To do this, hold down the **CTRL** key on your keyboard and move your mouse wheel to zoom in and out on content.



## What's Noteworthy?

 **NOTE** If you have zoomed in or out on content, you can press **CTRL+0** on your keyboard to return the view to 100%.

 **NOTE** When you zoom in or out on content, the font is scaled only so that you can more easily see it in the editor. The actual font size is not adjusted for the output. Also, objects such as images remain at their original scale; only the font increases or decreases in scale.

## 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*