

**MADCAP FLARE 2024 r2**

# Touring the Workspace

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## CHAPTER 1

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# Introduction

Flare's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want. This manual focuses on some of the more important parts of the workspace. For more information about other areas of the interface, see the online Help.

### Main Interface Areas and Activities

- "Main Sections of the Interface" on page 7
- "Start Page" on page 12
- "Primary Window Panes" on page 17
- "Primary Editors" on page 74
- "Primary Dialogs" on page 173
- "Ribbons and Toolbars" on page 237
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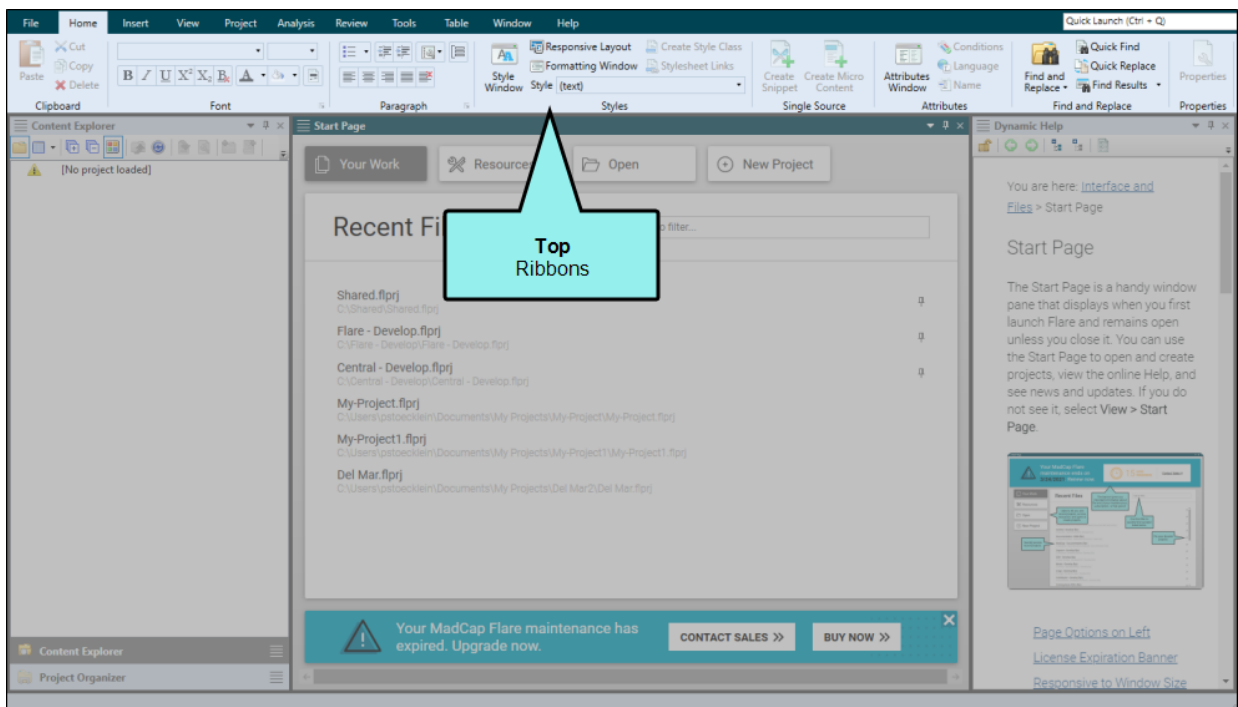
## CHAPTER 2

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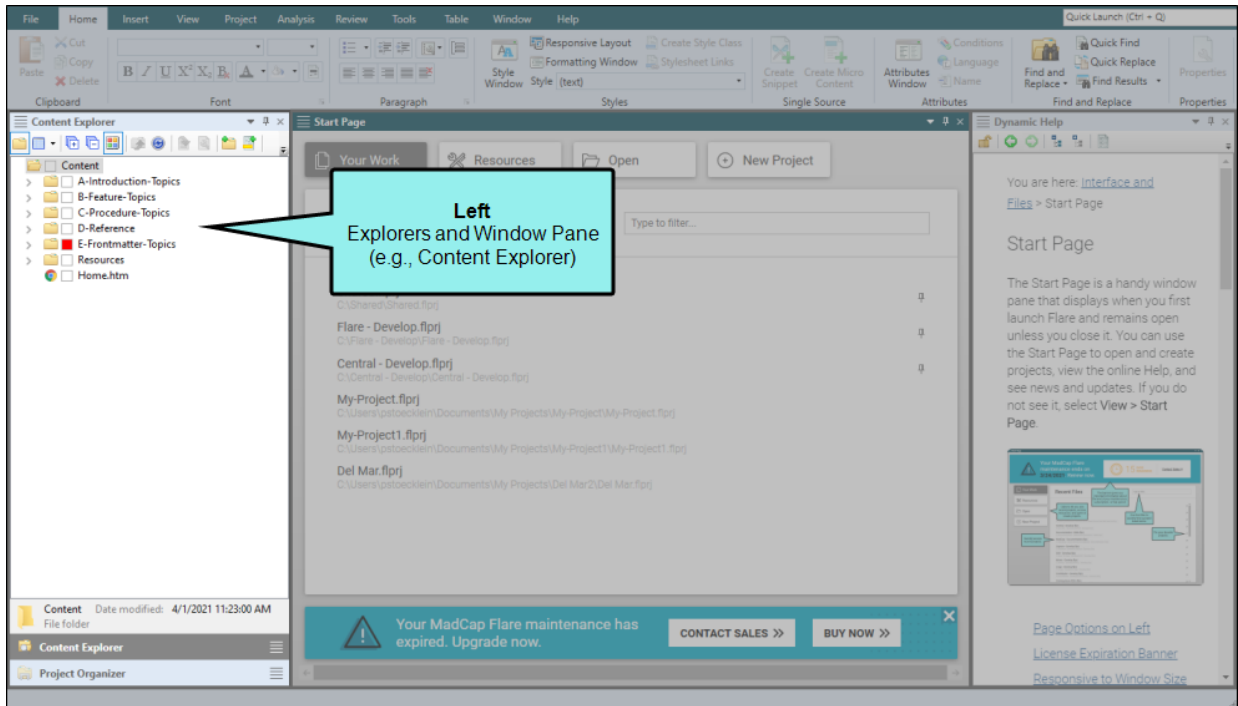
# Main Sections of the Interface

The user interface consists of the following major sections:

- **Top—Ribbons** This area is used to access features.

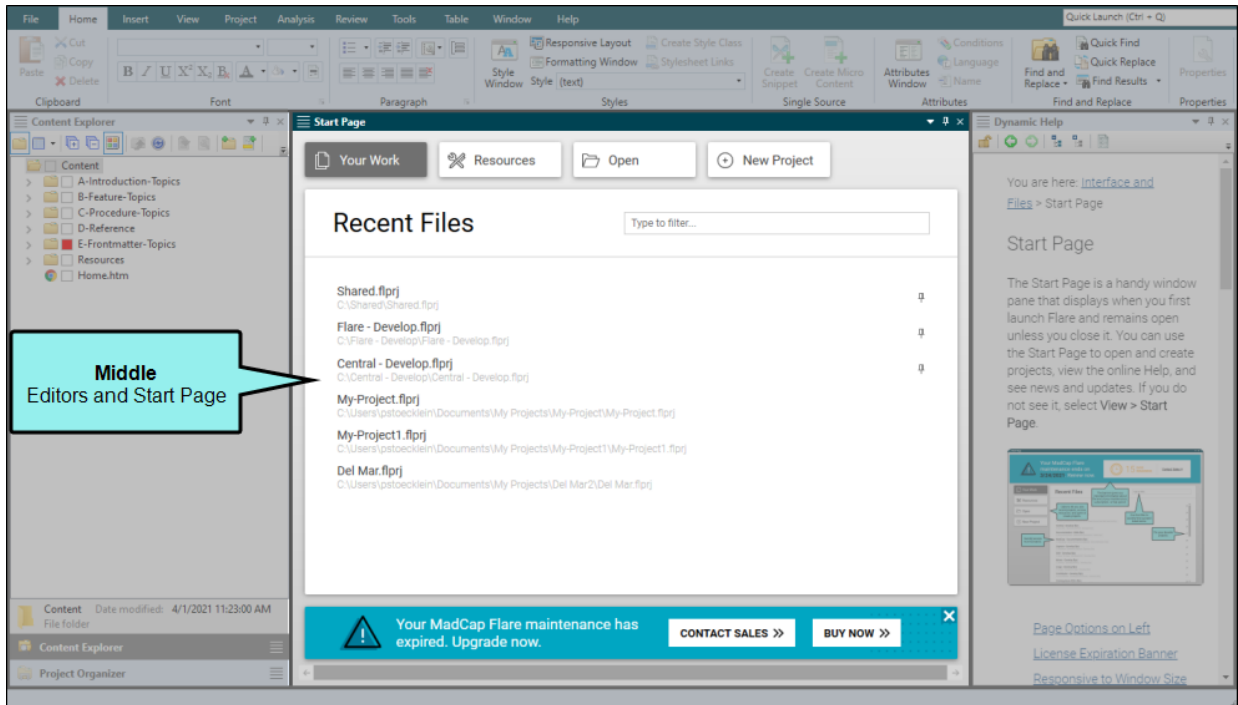


- **Left—Explorers and Window Panes** This is the default location for many different explorers and window panes (e.g., Content Explorer, Project Organizer), which can be used to create, open, and view various elements in the project.

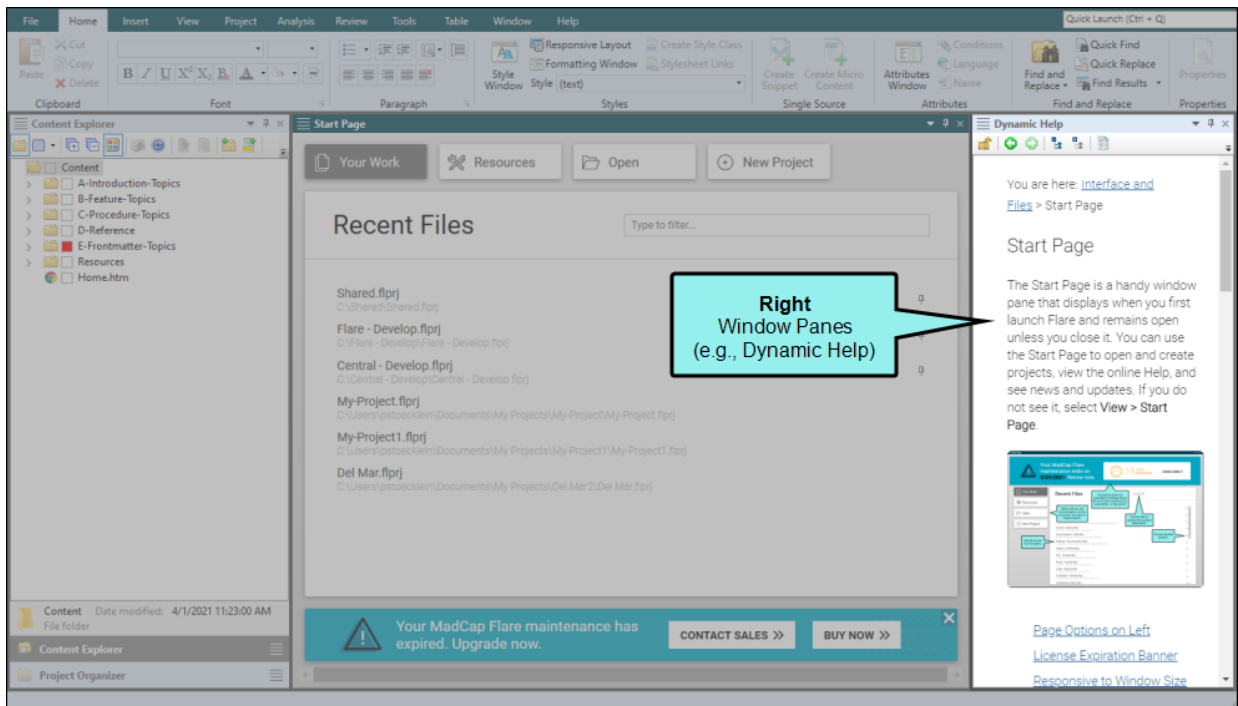




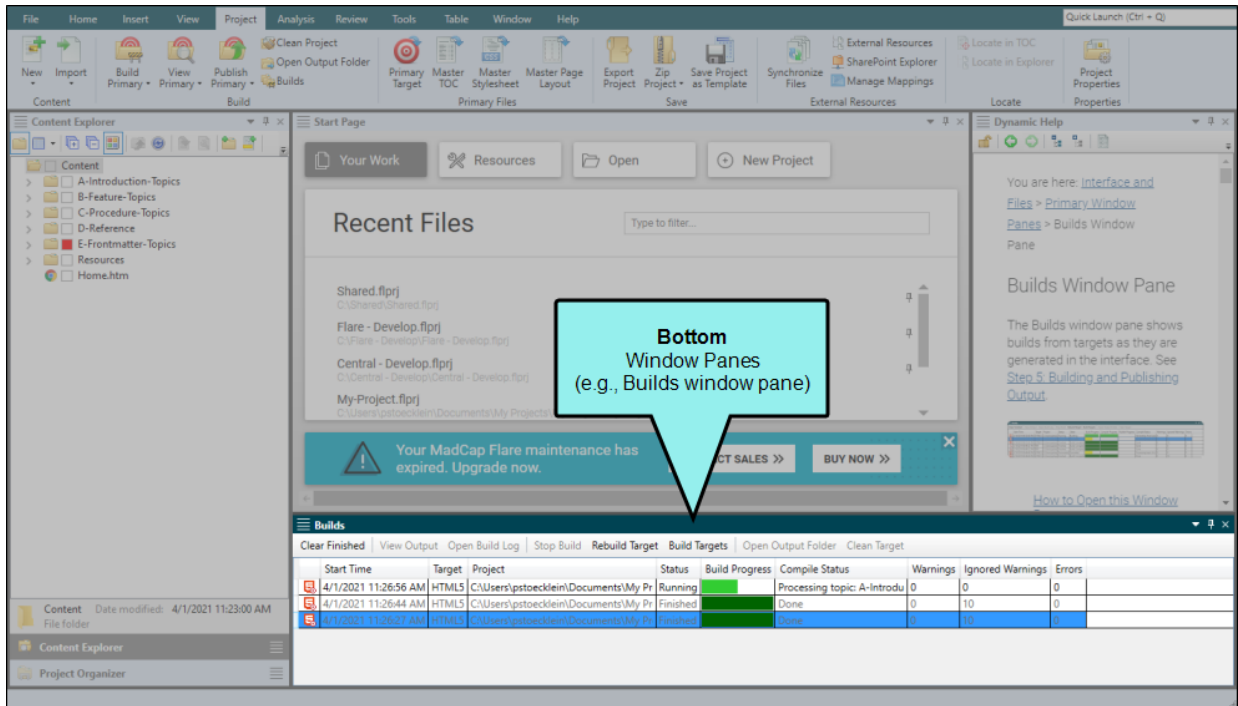
- **Middle—Editors and Start Page** This is the default location for the many editors in Flare (e.g., XML Editor, TOC Editor, Stylesheet Editor), which are used to enter and design the vast majority of the content for your project. It also displays some window panes (e.g., File List, Analysis Summary window) and the Start Page, which is used for quickly performing high-level tasks and accessing information.



- **Right–Window Panes** Like the left side, this is the default location for many different window panes (e.g., Dynamic Help, Styles window pane).



- **Bottom—Window Panes** This is the default location for yet more window panes (e.g., Builds window pane).



For the most part, the explorers and window panes on the edges of the interface are used to support the work that you do in the middle. You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

## CHAPTER 3

# Start Page

The Start Page is a handy window pane that displays when you first launch Flare and remains open unless you close it. You can use the Start Page to open and create projects, view the online Help, and see news and updates. If you do not see it, select **View > Start Page**.

The screenshot shows the MadCap Flare Start Page interface. At the top, a blue banner contains a warning icon and the text: "Your MadCap Flare maintenance ends on 3/24/2021. Renew now." To the right of the banner, a clock icon indicates "15 DAYS REMAINING" with a "Contact Sales >>" link. Below the banner is a sidebar on the left with buttons for "Your Work", "Resources", "Open", and "New Project". The main area is titled "Recent Files" and contains a list of project files with their full paths. A search filter box at the top right of the list is labeled "Type to filter...". Callouts provide additional information: "Options let you see recent projects, access resources, and open or create projects." points to the sidebar; "The banner gives you important information about the end of your maintenance, subscription, or trial period." points to the top banner; "Use the filter to quickly find a project listed below." points to the search filter; and "Pin your favorite projects." points to the pin icons on the right side of the file list.

**Start Page**

**Your MadCap Flare maintenance ends on 3/24/2021. Renew now.**

**15 DAYS REMAINING** [Contact Sales >>](#)

**Your Work**

**Resources**

**Open**

**New Project**

**Quickly access recent projects.**

**Recent Files**

Type to filter...

**The banner gives you important information about the end of your maintenance, subscription, or trial period.**

**Options let you see recent projects, access resources, and open or create projects.**

**Use the filter to quickly find a project listed below.**

**Pin your favorite projects.**

- Central - Develop.flprj  
C:\Central - Develop\Central - Develop.flprj
- Documentation - Bible.flprj  
C:\Documentation - Bible\Documentation - Bible.flprj
- MadCap - Documentation.flprj  
C:\MadCap - Documentation\MadCap - Documentation.flprj
- Capture - Develop.flprj  
C:\Capture - Develop\Capture - Develop.flprj
- D2H - Develop.flprj  
C:\Doc-To-Help - Develop\D2H - Develop.flprj
- Mimic - Develop.flprj  
C:\Mimic - Develop\Mimic - Develop.flprj
- Lingo - Develop.flprj  
C:\Lingo - Develop\Lingo - Develop.flprj
- Contributor - Develop.flprj  
C:\Contributor - Develop\Contributor - Develop.flprj
- Coming-Soon-PDFs.flprj

This chapter discusses the following:

Page Options on Left .....	14
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# I Page Options on Left

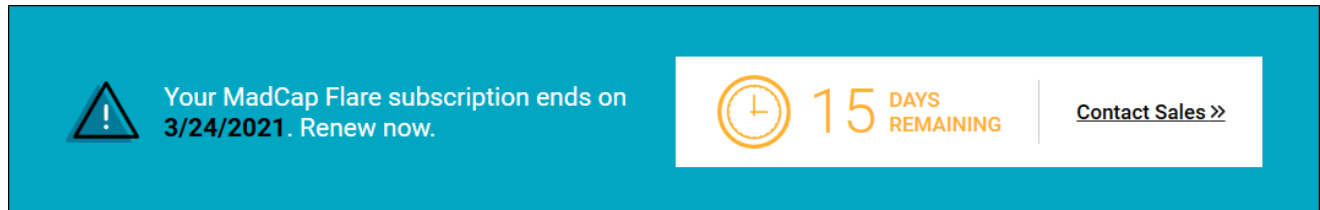
A series of options on the left side of the Start Page can be used to access different information or perform specific actions.

- **Your Work** Displays recent files, with a filter field at the top.
- **Resources** Displays various resources, which you can click to see more information.
- **Open** Lets you open an existing Flare project.
- **New Project** Opens the wizard so that you can create a new Flare project.

# License Expiration Banner

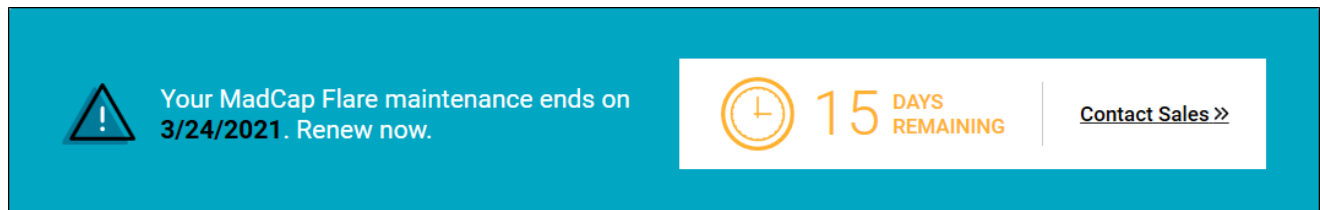
Depending on your type of license (e.g., subscription, maintenance, trial), a banner displays when a deadline for renewing or purchasing is approaching. You can click a link to take action (e.g., Contact Sales). If you have more than 90 days left, you will not see a banner.

## Subscription



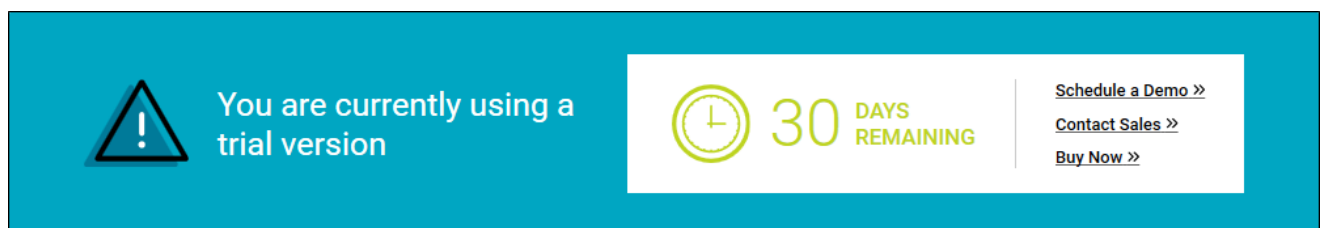
A blue banner with a white warning triangle icon on the left. The text reads: "Your MadCap Flare subscription ends on 3/24/2021. Renew now." To the right, there is a white box containing a clock icon, the text "15 DAYS REMAINING", and a link "Contact Sales >>".

## Maintenance



A blue banner with a white warning triangle icon on the left. The text reads: "Your MadCap Flare maintenance ends on 3/24/2021. Renew now." To the right, there is a white box containing a clock icon, the text "15 DAYS REMAINING", and a link "Contact Sales >>".

## Trial

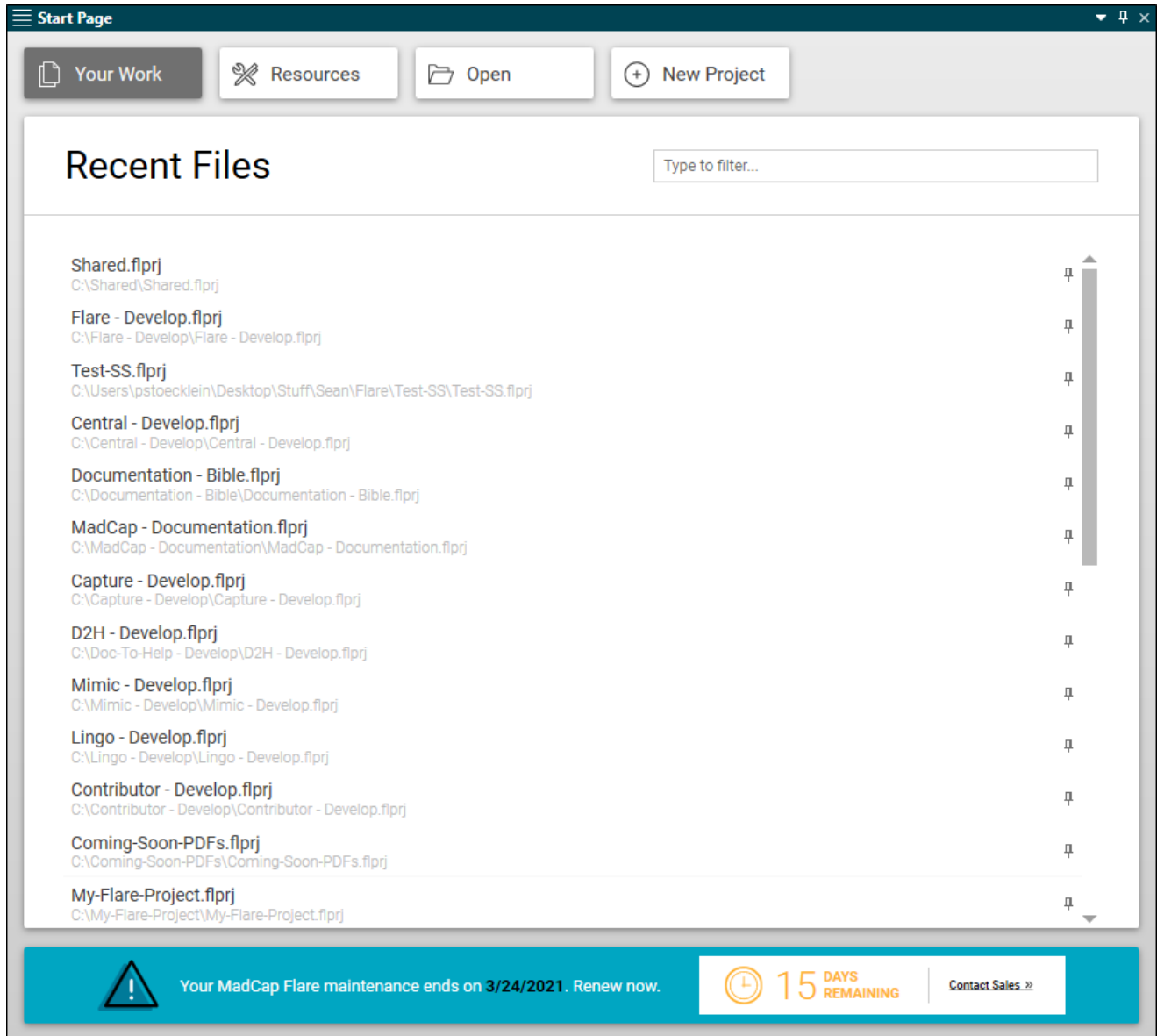


A blue banner with a white warning triangle icon on the left. The text reads: "You are currently using a trial version". To the right, there is a white box containing a clock icon, the text "30 DAYS REMAINING", and three links: "Schedule a Demo >>", "Contact Sales >>", and "Buy Now >>".

# I Responsive to Window Size

The layout of the Start Page changes depending on the size of the window.

For example, if the window is large, the page options are shown on the left, and the information banner is at the top. But if the window is reduced in size, the page options are shown at the top, and the information banner is at the bottom. A horizontal bar might also appear if the window becomes narrow enough.





# Primary Window Panes

Flare has numerous window panes in the interface that are used for a variety of purposes. The two panes that you are likely to use most are the Project Organizer and Content Explorer.

Some of these panes are located by default on the left side of the workspace, some on the right side, some in the middle, and some at the bottom.

If more than one window pane is open in the same location in the interface, the panes are organized in an accordion or tab structure. This means they are stacked on top of each other, with the active window pane displayed in front of the others. You can click any accordion bar or tab to bring that particular window pane in front so you can work in it.

Certain window panes are most commonly used in Flare.

**This chapter discusses the following:**

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# Content Explorer

The Content Explorer (along with the Project Organizer) is one of the most often used areas of the Flare interface. Just as it sounds, the Content Explorer is used to hold all of the content-related items in your project—both topics and non-topic files.

✓ **TIP** You can drag and drop files from Windows into the Content Explorer.

✓ **TIP** If you have a content file open and want to quickly find where it is stored in the Content Explorer, you can right-click the file and select **Locate in Explorer**. You can also open the **Project** ribbon and click **Locate in Explorer**. Flare opens the Content Explorer, expanding folders to show where the file is located.

✓ **TIP** You can quickly insert a text hyperlink to a file (e.g., topic, image, snippet) in the Content Explorer. To do this, click and drag the destination file from the Content Explorer to the location in the topic where you want to insert it. As you drag the file into the topic, a vertical red bar acts as a guide to help you place the link in the topic. When you release the mouse button, the Insert Hyperlink dialog opens. You can modify any fields in the dialog (if necessary) and click OK to insert the hyperlink.

📄 **NOTE** If you are working with HTML Help and import a RoboHelp project that has been merged with other CHM files or includes shortcut controls, the linked files are placed in a special subfolder in the Content Explorer (Resources > CHMSupport).

📄 **NOTE** If you import Microsoft Word documents containing embedded images into a project, Flare places copies of those image files in subfolders within the Resources > Images folder. This is done in order to avoid naming conflicts with embedded images from other Word documents that you might import. The subfolders are named after the Word documents being imported.

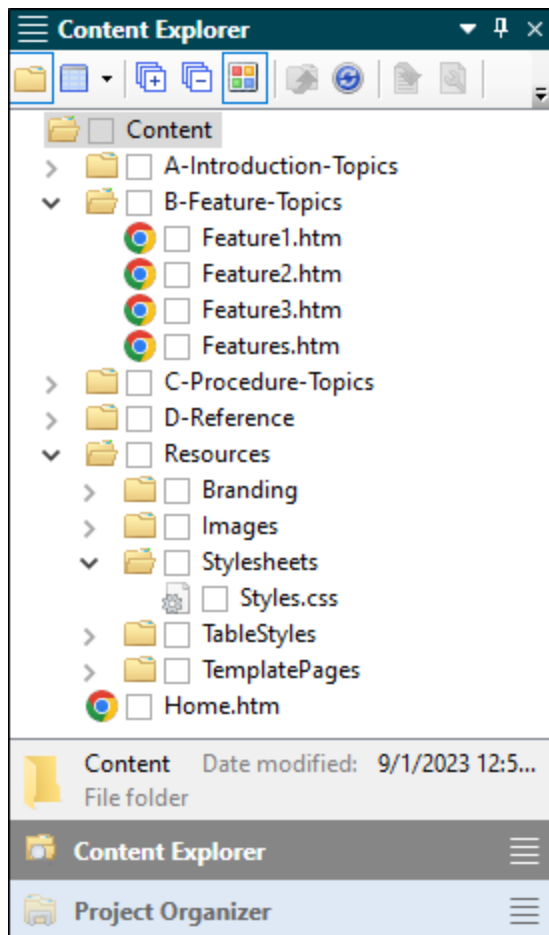
# Opening the Content Explorer

You can open the Content Explorer from the View ribbon or via shortcut keys.

## How to Open the Content Explorer

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

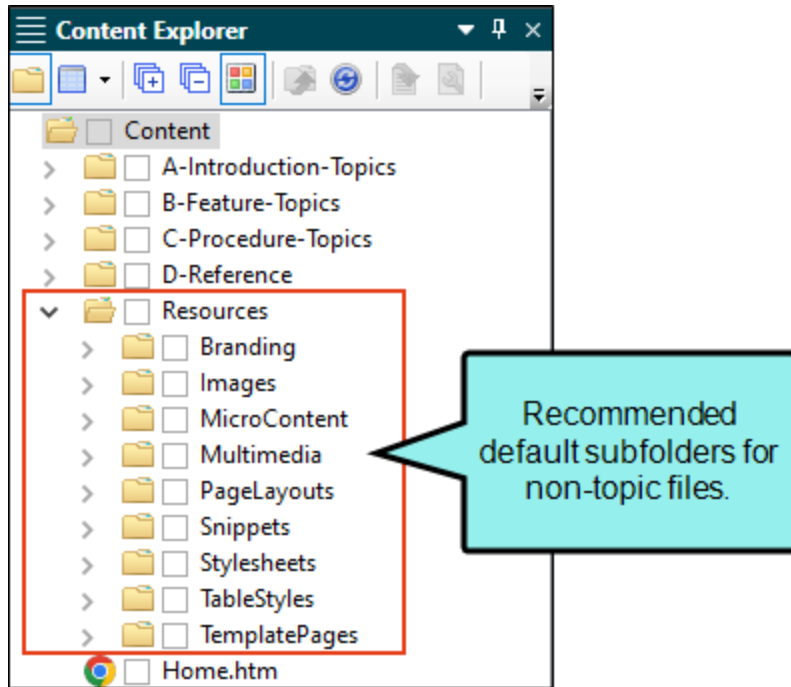
- Ribbon Select View > Content Explorer.
- Keyboard Shortcut Press CTRL+J on your keyboard.



# Where Content Files are Stored

You can store new content files anywhere you like in the Content Explorer, either in the root Content folder or in any subfolders under it.

We recommend that you store non-topic content files in subfolders under Resources.




Non-Topic File Type	Recommended Default Folder in Content Explorer
Branding	Resources > Branding
Image	Resources > Images
Micro Content	Resources > MicroContent
Multimedia	Resources > Multimedia
Page Layout	Resources > PageLayouts
Snippet	Resources > Snippets
Stylesheet	Resources > Stylesheets
Table Stylesheet	Resources > TableStyles
Template Page	Resources > TemplatePages

# What You Can Do in the Content Explorer

Following are the primary tasks that you can perform in the Content Explorer.

Feature	Description
3D Models (Insert)	You can click on a U3D file in the Content Explorer and drag it to the XML Editor. This inserts a 3D model into that file.
Audio (Insert)	You can click on an audio file in the Content Explorer and drag it to the XML Editor. This creates an audio object.
Branding (Add/Open)	You can double-click the Branding.css file to open the Branding Editor. This is a stylesheet that specifically holds branding elements in your project for editing items such as colors, font, logo, and hero image.
Cross-References (Insert)	You can click on a topic file in the Content Explorer and drag it to the XML Editor. This creates a cross-reference.
Folders (Add)	In order to keep your topics and other files organized and easier to find, you can create subfolders in the Content Explorer and move topics into them.
Images (Insert)	You can click on an image file in the Content Explorer and drag it to the XML Editor. This inserts the image.
Images (Add/Open)	You can open an image that you have added to your project. When you open the image, it displays in the Image Viewer within Flare.

Feature	Description
<b>Micro Content (Add/Open)</b>	<p>Micro content is short, concise information that stands alone and is easily consumable. In Flare, it begins with the creation of a collection of brief <i>phrases</i> and corresponding <i>responses</i>, such as questions and answers. After generating HTML5 output, these phrase/response combinations can be used in different ways as users interact with your output. For example, it can greatly improve the user experience when people search in your HTML5 output. It can also be used to create field-level context-sensitive Help.</p>
<b>Movies (Insert)</b>	<p>You can click on a movie file in the Content Explorer and drag it to the XML Editor. This inserts the movie.</p>
<b>Page Layouts (Add/Open)</b>	<p>A page layout is used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. You might create multiple page layouts for different purposes (e.g., title page, TOC, chapters, appendix). Page layouts are similar to template pages, but are more flexible and easier to use. The general rule is that page layouts are recommended for <i>print-based output</i>, and template pages continue to be the best method for automatically adding headers, footers, breadcrumbs, and more in multiple topics for <i>online output</i>. Another difference between page layouts and template pages is that page layouts can be used for Adobe PDF, Microsoft Word or Microsoft PowerPoint, whereas template pages can be used only for Microsoft Word when creating print-based output.</p>
<b>Properties Dialog (Open)</b>	<p>You can open the properties dialog for individual content items by selecting them and clicking . From the Properties dialog you can perform a variety of tasks, depending on the type of file you selected.</p>










Feature	Description
<b>Snippets (Add/Open)</b>	A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. Snippets are not usually intended for single words or very short phrases that change frequently. In those cases, you probably want to use variables instead.
<b>Snippets (Insert)</b>	You can click on a snippet file in the Content Explorer and drag it to the XML Editor. This inserts the snippet.
<b>Stylesheets (Add/Open)</b>	A stylesheet is a file with a .css extension (cascading stylesheet) that holds styles, properties, and values. You need to apply a stylesheet at the project, target, or file level if you want to use the styles in the associated topics, snippets, or template pages.
<b>Table Stylesheets (Add/Open)</b>	This is a stylesheet that lets you create and use different styles that pertain specifically to tables in your project. Using a table stylesheet makes it easier to have multiple looks for tables throughout your project.
<b>Template Pages (Add/Open)</b>	A template page lets you automatically apply certain content—such as breadcrumbs, menus, toolbars, search bars, mini-TOCs, or footer text—to multiple topics in the output. A template page is primarily used in online outputs, but it can be used in Word output as well. For Word output, a template page lets you determine page specifications (such as size or orientation) and to apply certain content (e.g., header text or page numbers) to many topics in a manual. For print-based outputs other than Word, page layouts are used instead of template pages.










Feature	Description
Topics (Add/Open)	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.





✔ **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.








# Buttons and Sections of the Content Explorer

Option	Description
	Toggles between showing or hiding the subfolders in the Content Explorer.
	<p>Splits the Content Explorer into two halves. When you select a folder on the left side, the folders and files within it are shown on the right side. Also, you can select multiple files on the right side, which lets you perform the same action on all of them at the same time.</p> <p>You can use the down arrow to view the files on the right in a list format or in a tile format.</p>
	Expands all of the folders so that you can see all of the files under each one.
	Collapses all of the folders so that you can no longer see all of the files under each one.
	Lets you show or hide the small squares next to each folder and file, which are used to show colors representing condition tags that have been applied.
	Moves up one folder in the hierarchy. This button becomes enabled if you use the Split View button  and select a file or folder on the right side of the split view.
	Refreshes the window pane so that the latest information is shown.
	Opens the selected item.

Option	Description
	Opens the Properties dialog for the selected item.
	Creates a new custom folder, which you can use to organize your files.
	Opens the Add File dialog, which lets you create a new topic or import one from outside the project.
<div data-bbox="178 672 495 714" style="border: 1px solid black; padding: 2px;">Filter: All Files (*.*)</div>	<p>Lets you limit the files that are displayed by file format.</p> <ul style="list-style-type: none"> <li>▪ <b>All Files</b> Displays all files.</li> <li>▪ <b>Topic Files</b> Displays only the topic (HTM and HTML) files.</li> <li>▪ <b>Template Page Files</b> Displays only the template page (FLMSP) files.</li> <li>▪ <b>Page Layout Files</b> Displays only the page layout (FLPGL) files.</li> <li>▪ <b>Snippet Files</b> Displays only the snippet (FLSNP) files.</li> <li>▪ <b>Micro Content Files</b> Displays only the micro content (FLMCO) files.</li> <li>▪ <b>Stylesheet Files</b> Displays only the stylesheet (CSS) files.</li> <li>▪ <b>Image Files</b> Displays only the image files.</li> <li>▪ <b>Multimedia Files</b> Displays only multimedia (audio, video, and 3D model) files.</li> <li>▪ <b>GIF Files</b> Displays only GIF files.</li> <li>▪ <b>JPEG Files</b> Displays only JPG and JPEG files.</li> <li>▪ <b>PNG Files</b> Displays only PNG files.</li> <li>▪ <b>Flash Movie Files</b> Displays only SWF files.</li> </ul>

Option	Description
	<p>Displays the color of condition tags that are associated with the file (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.</p>
	<ul style="list-style-type: none"> <li>▪ <b>Git and Subversion</b> This indicates that the file has been modified. You can commit the file when you are ready. If your project is bound to Subversion, you can commit the file when you are ready (if you are the user who has modified it, or if you have stolen the lock on the file from another user).</li> <li>▪ <b>Perforce Helix Core</b> This indicates that the file has been checked out from source control. You can submit the file when you are ready (if you are the user who has checked it out).</li> <li>▪ <b>TFS and VSS</b> This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).</li> </ul>
	<p>This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select <b>Source Control &gt; Add</b>.</p>
	<p>This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.</p>

Option	Description
	<p>This indicates that another user has locked the file. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file. You can make changes to this file even if another user has locked it.</p> <p>If your project is bound to Subversion and you need to commit the file in while another user is working on it, you can steal their lock. To do this, right-click on the file and select <b>Source Control &gt; Lock</b>. In the Lock dialog, select <b>Steal the lock</b>, then click <b>Lock</b>.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>
	<p>This indicates that you have locked the file. You will often see this icon in conjunction with the  icon, indicating that you have both locked and modified the file. Other users can make changes to this file even if you have locked it.</p> <p>If your project is bound to Subversion, other users can steal your lock.</p> <p>If you are using Team Foundation Server, you can lock a file when you check it out.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, or Perforce Helix Core, or Subversion.</p>

Option	Description
	<ul style="list-style-type: none"> <li>■ <b>Perforce Helix Core and Subversion</b> This indicates that the file is currently being modified by another user. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file.</li> <li>■ <b>TFS</b> This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.</li> </ul> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>
	<p>This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>
	<p>This indicates that a file has been renamed, but not modified in any other way. If you make any additional changes to the file, such as editing the text or adding a condition tag, the renamed  icon is replaced by a  icon.</p> <p>You will see this icon if your project is bound to Subversion.</p>
	<p>This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server.</p>

Option	Description
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This indicates that the file is mapped to an external resource or SharePoint file.

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**[Preview Bar]**

This is the area at the bottom of the Content Explorer. When you click on a folder or file, this bar shows its name, size, and last modified date.

When you click on an image file, a small copy of that image is shown, as well as its resolution and dimensions.

If you have set the online or print DPI for an image using MadCap Capture, these values are also shown.

# I Project Organizer

The Project Organizer (along with the Content Explorer) is one of the most often used areas of the Flare interface. Just as it sounds, the Project Organizer contains and organizes all of your project-related files.

✔ **TIP** If you have a project file open and want to quickly find where it is stored in the Project Organizer, you can right-click the tab of the file and select **Locate in Explorer**. You can also open the Project ribbon and click **Locate in Explorer**. Flare opens the Project Organizer, expanding folders to show where the file is located.

✔ **TIP** You can drag and drop files from Windows into the Project Organizer.



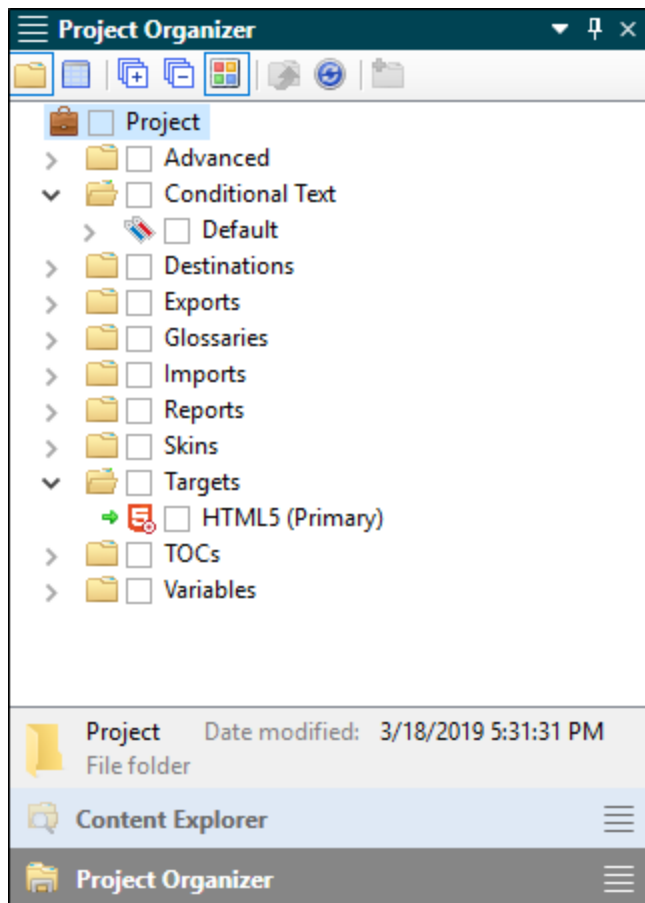
# Opening the Project Organizer

You can open the Project Organizer from the View ribbon or via shortcut keys.

## How to Open the Project Organizer

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

- Ribbon Select View > Project Organizer.
- Keyboard Shortcut Press CTRL+[ on your keyboard.



# What You Can Do in the Project Organizer

Following are the primary tasks that you can perform in the Project Organizer.


Feature	Description
<b>Auto Suggestion List Files (Add/Open)</b>	When you first start typing content in a topic, a popup may display below your text as you type. This is the Auto Suggestion feature, which analyzes text as you type and compares it to other content (e.g., phrases, variables, snippets) that already exists in the project. This means you can quickly select existing content from the popup so that you do not have to finish typing it.
<b>Browse Sequences (Add/Open)</b>	If you have several topics that you think end users should read in order, you can create browse sequences. When users view the compiled online Help system, they can use your browse sequences to "browse" through topics in a particular order.
<b>Conditions (Add/Open/Apply)</b>	A condition tag set is used to hold condition tags you create for your project. A condition is a single-sourcing feature that you can apply to files or different areas of your content. Conditions can determine whether certain information displays in some outputs but not in others. You can also control whether content displays on a certain device or screen size. If you want to apply a condition to content, you can click and drag it from the Project Organizer to the content in the XML Editor.
<b>Confluence—Import File (Add/Open)</b>	A Confluence import file is used to import Atlassian Confluence pages into a project.
<b>Context-Sensitive Help—Alias Files (Add/Open)</b>	An alias file is used to populate a header file with the information necessary for producing context-sensitive Help (CSH). In Flare, you can open an alias file and use the Alias Editor to create and assign identifiers for the header file.

Feature	Description
Context-Sensitive Help—Header Files (Add/Open/Export)	A header file is a simple text file that contains basic information about connecting the dialogs or windows in a software application to the corresponding topics in the Help system. Both you and the software developer need access to this file.
DITA—Import File (Add/Open)	A DITA import file is used to import DITA file content into a project.
Excel—Import File (Add/Open)	An Excel import file is used to import Excel files into a project.
Export File (Add/Open)	An export file is used to export an entire Flare project, or parts of one, to another location.
File Tag Sets (Add/Open)	A file tag set is used to assign "tags" to topics and any other files in Flare, even folders. You can use file tags for many different purposes, such as assigning authors or milestones to topics. Flare lets you generate reports based on the tags that are assigned. This makes project development easier to track, manage, and schedule.
Flare Project—Import File (Add/Open)	A Flare project import file is used to import Flare files from other projects.
Folders (Create)	When you add project files, they are added to various folders in the Project Organizer. As your list of files grows, it may become somewhat difficult to find a specific file when you want to work on it. In order to keep your files organized and easier to find, you can create subfolders in the Project Organizer and move files into them.
FrameMaker—Import File (Add/Open)	A FrameMaker import file is used to import FrameMaker documents into a project.









Feature	Description
Glossaries (Add/Open)	A glossary is a feature that you can add to your output to help users understand the meaning of individual terms.
HTML—Import File (Add/Open)	An HTML import file is used to import HTML files into a project.
Indexes—Auto- Indexes (Add/Open)	An auto-index lets you automatically add words and phrases in your project to a generated index, rather than inserting the index markers manually. In the Project Organizer, you can add and open an auto-index phrase set.
Indexes—Link Sets (Add/Open)	This is an index entry that links to another index entry. There are three kinds of index links: "See," "See Also," and "Sort As." In the Project Organizer, you can add and open an index link set.
Language Skins (Add/Open)	Flare provides language skins for certain languages, such as French, German, and Spanish (i.e., many values are already translated). These languages are identified as being "localized" skins. You can edit these default translations by creating a language skin for the language. For languages that do not provide default translations, you can create language skins so they can be applied to the output too.
Meta Tag Sets (Add/Open)	You can add meta tag sets to your project to set up a schema of meta tags to be used at various file levels.
Publishing Destinations (Add/Open)	A publishing destination is a project file that contains the information needed for publishing output (i.e., copying the files) to another location (such as a website or a directory on your computer).




Feature	Description
<b>Relationship Tables (Add/Open)</b>	A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.
<b>Reports (Add/Open)</b>	From the Reports folder in the Project Organizer, you can generate custom reports based on information contained in your project. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).
<b>Search—Filter Sets (Add/Open)</b>	A search filter lets users narrow their search based on concepts that you have inserted into topics. Concepts are simply keyword markers that you insert into topics that have some kind of relationship with each other. They are also used for inserting concept links into topics.
<b>Search—Synonym Files (Add/Open)</b>	A synonym file lets you create synonyms for terms in your project so that users are more likely to find the information they need when performing searches.
<b>Skins (Add/Open)</b>	A skin is a file that contains information about the appearance of the output window.
<b>Tables of Contents (Add/Open)</b>	In many cases, Flare provides you with an initial table of contents (TOC), which you further develop using the TOC Editor.
<b>Targets (Add/Open)</b>	A target is one instance of an output type. When you build your final output, you are essentially building one or more of the targets in your project. You can add regular targets, as well as batch targets.

Feature	Description
<b>Variables</b> (Add/Open/Insert)	<p>A variable set is a file that holds one or more variables. A variable is a small piece of plain text or auto-generated content that can be edited in one place but used in many places throughout your project. Variables are especially useful for text that might change frequently, such as version numbers and dates. Variables are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets and variables as you like. You can expand the variable sets in the Project Organizer to see the variables within them. If you want to insert a variable into a document, you can click and drag it from the Project Organizer to the XML Editor.</p>
<b>Word—Import File</b> (Add/Open)	<p>A Word import file is used to import Microsoft Word documents into a project.</p>







 **NOTE** You can right-click files in the Project Organizer and perform tasks from the context menu. For example, you can select "Open with" and open the selected file in another application (e.g., Notepad++).






# Buttons and Sections of the Project Organizer

Option	Description
	Toggles between showing or hiding the folders in the Project Organizer.
	Splits the Project Organizer into two halves. When you select a folder on the left side, the folders and files within it are shown on the right side. Also, you can select multiple files on the right side, which lets you perform the same action on all of them at the same time.
	Expands all of the folders so that you can see all of the files under each one.
	Collapses all of the folders so that you can no longer see all of the files under each one.
	Lets you show or hide the small squares next to each folder and file, which are used to show colors representing condition tags that have been applied.
	Moves up one folder in the hierarchy. This button becomes enabled if you use the Split View button  and select a file or folder on the right side of the split view.
	Creates a new custom folder, which you can use to organize your files.
<input type="checkbox"/>	Displays the color of condition tags that are associated with the file (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.

Option	Description
	<ul style="list-style-type: none"> <li>▪ <b>Git and Subversion</b> This indicates that the file has been modified. You can commit the file when you are ready. If your project is bound to Subversion, you can commit the file when you are ready (if you are the user who has modified it, or if you have stolen the lock on the file from another user).</li> <li>▪ <b>Perforce Helix Core</b> This indicates that the file has been checked out from source control. You can submit the file when you are ready (if you are the user who has checked it out).</li> <li>▪ <b>TFS and VSS</b> This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).</li> </ul>
	<p>This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select <b>Source Control &gt; Add</b>.</p>
	<p>This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.</p>



Option	Description
	<p>This indicates that another user has locked the file. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file. You can make changes to this file even if another user has locked it.</p> <p>If your project is bound to Subversion and you need to commit the file in while another user is working on it, you can steal their lock. To do this, right-click on the file and select <b>Source Control &gt; Lock</b>. In the Lock dialog, select <b>Steal the lock</b>, then click <b>Lock</b>.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>
	<p>This indicates that you have locked the file. You will often see this icon in conjunction with the  icon, indicating that you have both locked and modified the file. Other users can make changes to this file even if you have locked it.</p> <p>If your project is bound to Subversion, other users can steal your lock.</p> <p>If you are using Team Foundation Server, you can lock a file when you check it out.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, or Perforce Helix Core, or Subversion.</p>
	<ul style="list-style-type: none"> <li>▪ <b>Perforce Helix Core and Subversion</b> This indicates that the file is currently being modified by another user. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file.</li> <li>▪ <b>TFS</b> This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.</li> </ul> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>

Option	Description
	<p>This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server, Perforce Helix Core, or Subversion.</p>
	<p>This indicates that a file has been renamed, but not modified in any other way. If you make any additional changes to the file, such as editing the text or adding a condition tag, the renamed  icon is replaced by a  icon.</p> <p>You will see this icon if your project is bound to Subversion.</p>
	<p>This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.</p> <p>You will see this icon if your project is bound to Microsoft Team Foundation Server.</p>
<b>Advanced</b>	Holds various types of files for different features.
<b>Conditional Text</b>	Holds the condition tag sets that you add to the project. You can expand the condition tag sets to see the conditions within them, and you can drag those conditions to content in the XML Editor.
<b>Destinations</b>	Holds the publishing destinations that you add to the project.
<b>Glossaries</b>	Holds the glossaries that you add to the project.

Option	Description
Exports	Holds export files that you add to the project. These are used to export your Flare project (or parts of it) to another location.
Imports	Holds import files that you add to the project.
Reports	Holds reports that you create in order to track information in your project.
Skins	Holds the skins and skin components that you add to the project.
Targets	Holds the targets that you add to the project. You can add as many targets to a project as you need. In addition to regular targets, you can add batch targets, which are used to generate multiple targets in one batch.
TOCs	Holds the tables of contents that you add to the project.
Variables	Holds the variable sets that you add to the project. You can expand the variable sets to see the variables within them, and you can drag those variables to content in the XML Editor.
[Preview Bar]	This is the area at the bottom of the Project Organizer. When you click on a file or folder, this bar shows an icon, as well as the name of the folder or file.

# File List Window Pane

The File List window pane lets you view all of the content files in your project. You can limit the files that are displayed by using the file type filter (e.g., click the **Filter** drop-down and select **Snippet Files**).

You can also perform certain tasks from this window pane, such as opening files, applying condition tags, applying stylesheets, and dragging files to an editor (e.g., XML Editor). And because you can select multiple files from the list, you can perform some of these tasks for all of the selected files at the same time.

The screenshot shows the File List window pane with three callouts:

- Use this button to set properties for the selected file(s) below.** (Points to the Properties icon in the toolbar)
- Use this field to limit the type of files shown below. Currently, it is set to show all types of files.** (Points to the Filter: \*\* field)
- Double-click a file to open it.** (Points to the file list)

Name	Path	Size	Date Modified	Status
Alternate-Row-Color.css	Content\Resources\Tabl...	14.24 ...	3/12/2019 11:38:22 AM	
Company.htm	Content\D-Reference\	630 b...	3/12/2019 11:38:22 AM	
Default.flcts	Project\ConditionTagSets\	235 b...	1/16/2019 6:34:52 PM	
FAQs.htm	Content\D-Reference\	743 b...	3/12/2019 11:38:22 AM	
Feature1.htm	Content\B-Feature-Topi...	821 b...	3/12/2019 11:38:22 AM	
Feature2.htm	Content\B-Feature-Topi...	821 b...	3/12/2019 11:38:22 AM	
Feature3.htm	Content\B-Feature-Topi...	821 b...	3/12/2019 11:38:22 AM	
Features.htm	Content\B-Feature-Topi...	820 b...	3/12/2019 11:38:22 AM	
General.flvar	Project\VariableSets\	689 b...	1/16/2019 6:34:52 PM	
Getting-Started.htm	Content\A-Introduction...	828 b...	3/12/2019 11:38:22 AM	
Hero-Background.jpg	Content\Resources\Ima...	1.94 ...	1/16/2019 6:34:52 PM	
Home.htm	Content\	6.35 KB	3/12/2019 11:38:22 AM	
Home-Page.flmsp	Content\Resources\Mas...	1.25 KB	3/12/2019 11:38:22 AM	
HTML5.fltar	Project\Targets\	468 b...	3/12/2019 11:38:22 AM	
icon-checkbox.png	Content\Resources\Ima...	1.89 KB	1/16/2019 6:34:52 PM	
icon-download.png	Content\Resources\Ima...	2.93 KB	1/16/2019 6:34:52 PM	
icon-forum.png	Content\Resources\Ima...	1 KB	1/16/2019 6:34:52 PM	
icon-gears.png	Content\Resources\Ima...	5.0 KB	1/16/2019 6:34:52 PM	

Alternate-Row-Color  
Cascading Style Sheet Document  
Date modified: 3/12/2019 11:38:22 AM  
Size: 14.24 KB

# Opening the File List Window Pane

You can open the File List window pane from the View ribbon or via shortcut keys.

## How to Open the File List Window Pane

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

- **Ribbon Select View > File List.**
- **Keyboard Shortcut Press CTRL+R.**







# What You Can Do in the File List Window Pane

Following are the tasks that you can perform in the File List window pane. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. For more details and steps for each, see the online Help.

Feature	Description
<b>3D Models (Insert)</b>	You can click on a U3D file in the File List window pane and drag it to the XML Editor. This inserts a 3D model into that file.
<b>Audio (Insert)</b>	You can click on an audio file in the File List window pane and drag it to the XML Editor. This creates an audio object.
<b>Browse Sequence Entries (Add)</b>	You can click on a topic file in the File List window pane and drag it to the Browse Sequence Editor. This adds an entry in the browse sequence to that topic.
<b>Column Information (Customize)</b>	You can configure the way that the information in the window pane is shown. For example, you can hide or show certain columns, set a background color for a column, or increase the width for a column.
<b>Condition Tags (Apply)</b>	You can apply condition tags to files.
<b>Cross-References (Insert)</b>	You can click on a topic file in the File List window pane and drag it to the XML Editor. This creates a cross-reference to that topic.
<b>Data (Export)</b>	You can export all or selected data from the File List window pane to a comma-separated value (CSV) file. This can be quite useful since there are several columns of data in the window pane.
<b>File Tags (Associate)</b>	You can associate tags with files.

Feature	Description
<b>Images (Insert)</b>	You can click on an image file in the File List window pane and drag it to the XML Editor. This inserts the image.
<b>Language (Select)</b>	You can select a language to be used.
<b>Movies (Insert)</b>	You can click on a movie file in the File List window pane and drag it to the XML Editor. This inserts the movie.
<b>Read Only</b>	You can mark files as "Read Only" so that they cannot be modified.
<b>Related Topics Link (Insert)</b>	You can click on multiple topic files in the File List window pane and drag them to the XML Editor. This opens the Insert Related Topics Control dialog, which lets you create a related topics link.
<b>Snippets (Insert)</b>	You can click on a snippet file in the File List window pane and drag it to the XML Editor. This inserts the snippet.
<b>Source Control (View Checked Out or Modified Files)</b>	You can use the Pending Changes window pane and the Source Control Explorer to view all of the files that you have checked out and need to check in. You can use the File List window pane and Pending Changes window pane to view files that are checked out by other users. If you are using Git or Subversion, you will see files you have modified.
<b>Stylesheets (Apply)</b>	You can apply a stylesheet to topics, snippets, and template pages.
<b>Table of Contents Entries (Add)</b>	You can click on a topic file in the File List window pane and drag it to the TOC Editor. This adds an entry in the table of contents to that topic.
<b>Title (Add)</b>	You can specify a title for a topic.

# Buttons and Sections of the File List Window Pane

Option	Description
	Opens the Columns dialog, which lets you configure the way the column information is shown.
	Opens the selected item.
	Opens the Properties dialog for the selected item.
	Refreshes the window pane so that the latest information is shown.
	Exports all of the data in the window pane to a comma-separated value (CSV) file.
	Exports only the selected data in the window pane to a comma-separated value (CSV) file.



Option	Description
<input data-bbox="178 283 495 325" type="text" value="Filter: All Files (*.*)"/>	<p data-bbox="584 283 1299 325">Lets you limit the files that are displayed by file format.</p> <ul data-bbox="625 336 1412 1228" style="list-style-type: none"> <li>▪ <b>All Files</b> Displays all files.</li> <li>▪ <b>Topic Files</b> Displays only the topic (HTM and HTML) files.</li> <li>▪ <b>Template Page Files</b> Displays only the template page (FLMSP) files.</li> <li>▪ <b>Page Layout Files</b> Displays only the page layout (FLPGL) files.</li> <li>▪ <b>Snippet Files</b> Displays only the snippet (FLSNP) files.</li> <li>▪ <b>Micro Content Files</b> Displays only the micro content (FLMCO) files.</li> <li>▪ <b>Stylesheet Files</b> Displays only the stylesheet (CSS) files.</li> <li>▪ <b>Image Files</b> Displays only the image files.</li> <li>▪ <b>Multimedia Files</b> Displays only multimedia (audio, video, and 3D model) files.</li> <li>▪ <b>GIF Files</b> Displays only GIF files.</li> <li>▪ <b>JPEG Files</b> Displays only JPG and JPEG files.</li> <li>▪ <b>PNG Files</b> Displays only PNG files.</li> <li>▪ <b>Flash Movie Files</b> Displays only SWF files.</li> </ul>
<input data-bbox="178 1291 211 1333" type="checkbox"/>	<p data-bbox="584 1291 1445 1407">Displays the color of condition tags that are associated with the file (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.</p>
<p data-bbox="178 1470 259 1512"><b>Name</b></p>	<p data-bbox="584 1470 1429 1543">Displays the file name for the item. You can click in this field and rename the file.</p>
<p data-bbox="178 1606 243 1648"><b>Path</b></p>	<p data-bbox="584 1606 1347 1648">Displays the location in the project where the file is stored.</p>

Option	Description
Size	Displays the size of the file.
Date Modified	Displays the most recent date and time when the file was changed.
Status	Displays the status of the file, such as whether you have it checked out. You can also see if another user has a file checked out.
User	Displays the user name. If you see the name of another user in this column, it means that the file is checked out by that user through source control.
Title	Displays the title for the topic. This title is used in the following situations: <ul style="list-style-type: none"><li>▪ <b>Help Control Links</b> 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.</li><li>▪ <b>Window Title Bar</b> If the topic is opened in a new window or outside of the project, the display title is shown in the title bar of that window.</li></ul>

Option	Description
Description	Displays the meta description for the file. Description meta tags contain brief summaries of web pages and are recognized by all major search engines. These tags might not factor into the search rankings by all search engines, but they are still useful for search engine optimization in web-based outputs, because they can help with the click-through rate in HTML5 output. We recommend that you create a meta tag set file, which adds an empty description meta tag by default. This is faster than adding it separately to each topic. This meta tag then becomes available at lower file levels (including topics), and you can then provide the value in the topic properties.
Class	Displays the topic style class associated with the topic. The properties for this style class will be applied to the entire topic.
Stylesheet	Displays the stylesheet associated with the file.
Conditions	Displays the condition tags associated with the file.
Language	Displays the language associated with the file.
Dimensions	Displays the size of image files.
Resolution	Displays the resolution of image files.
Searchable	Indicates whether the topic is to be included in searches or not. This setting can be adjusted in the Properties dialog for the topic.
[File Tags]	If you create file tag sets, these will be displayed in columns with the tag names associated with each file.

## Option

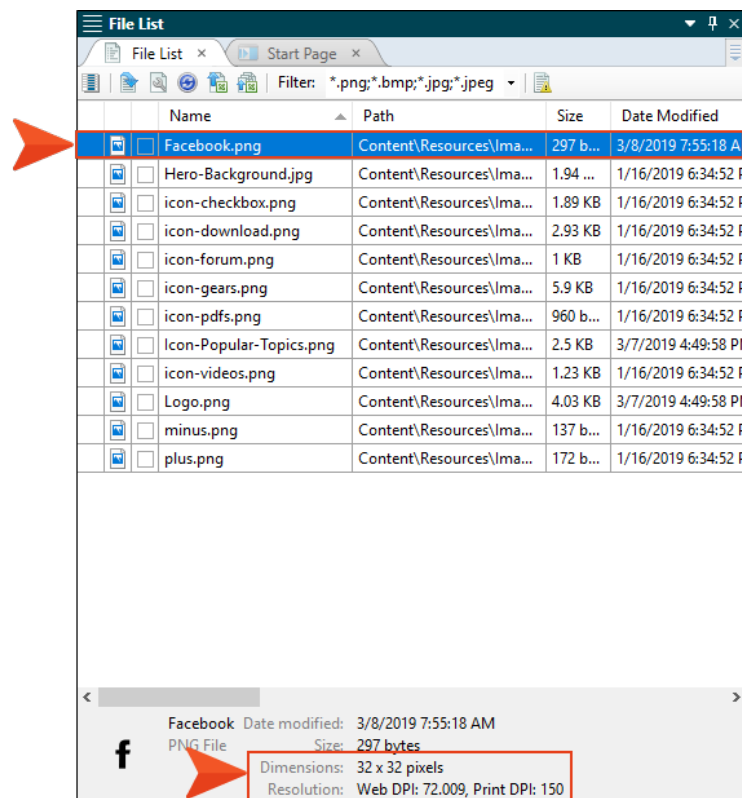
## Description

### [Preview Bar]

This is the area at the bottom of the File List window pane. When you click on a file, this bar shows its name, size, and last modified date.

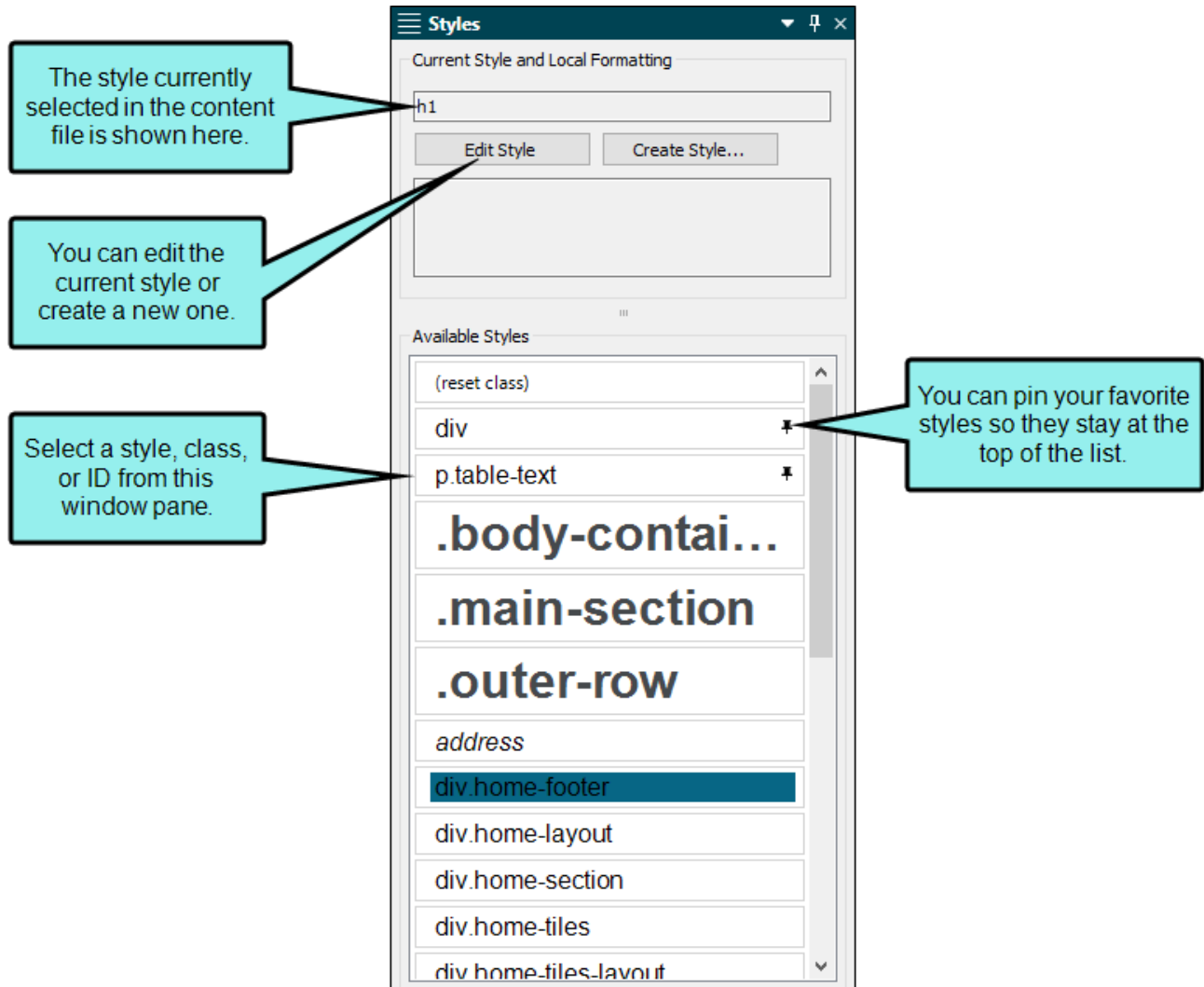
When you click on an image file, a small copy of that image is shown, as well as its resolution and dimensions.

If you have set the online or print DPI for an image using MadCap Capture, these values are also shown.



# Styles Window Pane

The Styles window pane displays styles, classes, and identifiers (IDs) contained in the stylesheets that are associated with the current content file. You can select any of the items in the window pane to apply that style with the selected content in the open file.



# Opening the Styles Window Pane

You can open the Styles window pane from the View ribbon or via shortcut keys.

## How to Open the Styles Window Pane

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

- **Ribbon** Select **Home > Style Window**.
- **Keyboard Shortcut** Press **F12**.

# What You Can Do in the Styles Window Pane

Following are the primary tasks that you can perform in the Styles window pane:

Feature	Description
Apply	You can apply a style (including a class or ID) to selected content. To do this, click the style in the Styles window pane to apply it to the selected content in the XML Editor. Classes are preceded by a period, and IDs are preceded by a hash (#).
Create	You can create a new style class or ID, which you can then apply to content. To do this, click the <b>Create Style</b> button.
Edit	You can modify the settings for the style currently applied to the selected content. To do this, click the <b>Edit Style</b> button.
Pin	You can pin your favorite styles to keep them displayed at the top of the list.

# Buttons and Sections of the Styles Window Pane

Option	Description
[Style]	Displays the style applied to the selected content in the XML Editor.
Edit Style	Opens the Stylesheet Editor, with the current style already selected, allowing you to quickly edit it.
Create Style	Opens the Create Style dialog, which lets you create a new class or ID based on the properties already applied to the selected content.



Option	Description
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**Available Styles**

Displays the styles that can be applied to the selected content in the XML Editor. To apply a style, click on it once.


When applying styles to content, you may notice from time to time that the style you are looking for is not available from the drop-down list or Styles window pane when you try to select it.

This can occur if the style exists in a particular medium (e.g., print) but not in the default medium. So if you are working in the XML Editor with the medium set to default and you attempt to apply that style to content, you won't see it in the selection list with all of the other styles. To correct this, make sure the style exists in the default medium as well.

Another possible reason for this has to do with the location of the cursor in the topic. Flare realizes where the cursor is placed and knows that only certain styles should be applied at that location.



**EXAMPLE – Lists**

Your cursor is on a regular paragraph and you want to apply a list style to it in order to turn it into the beginning of a bulleted list. Because it is not yet a list item, but rather a simple paragraph, you won't see your list style in the Styles window pane when you try to select it. Instead, you see several paragraph styles. In order to use the list style, you first need to turn the paragraph into a bulleted list item, by opening the **Home** ribbon and clicking the bullet button .

You might notice that if you have your cursor in a list, you only see li (list item) styles in the window pane, but not the broader ol (ordered list) and ul (unordered list) styles. To see these other styles, click at the very beginning of a list item. Then press the left arrow key. This should switch the Style window pane from showing li styles to the ol and ul styles. If you have your structure bars on, you'll see why this happens. When you initially click in a list, the li block bar is highlighted, so Flare assumes you want to do something with that style level. After you press

## Option



## Description

★ your left arrow key enough, the next level up (ol or ul) becomes highlighted. And if you keep pressing the left arrow key, Flare highlights the next level of style (e.g., body). Whatever is highlighted in the structure bar should become available as styles in the Style window pane.

★ **EXAMPLE** – Paragraph and Character Styles

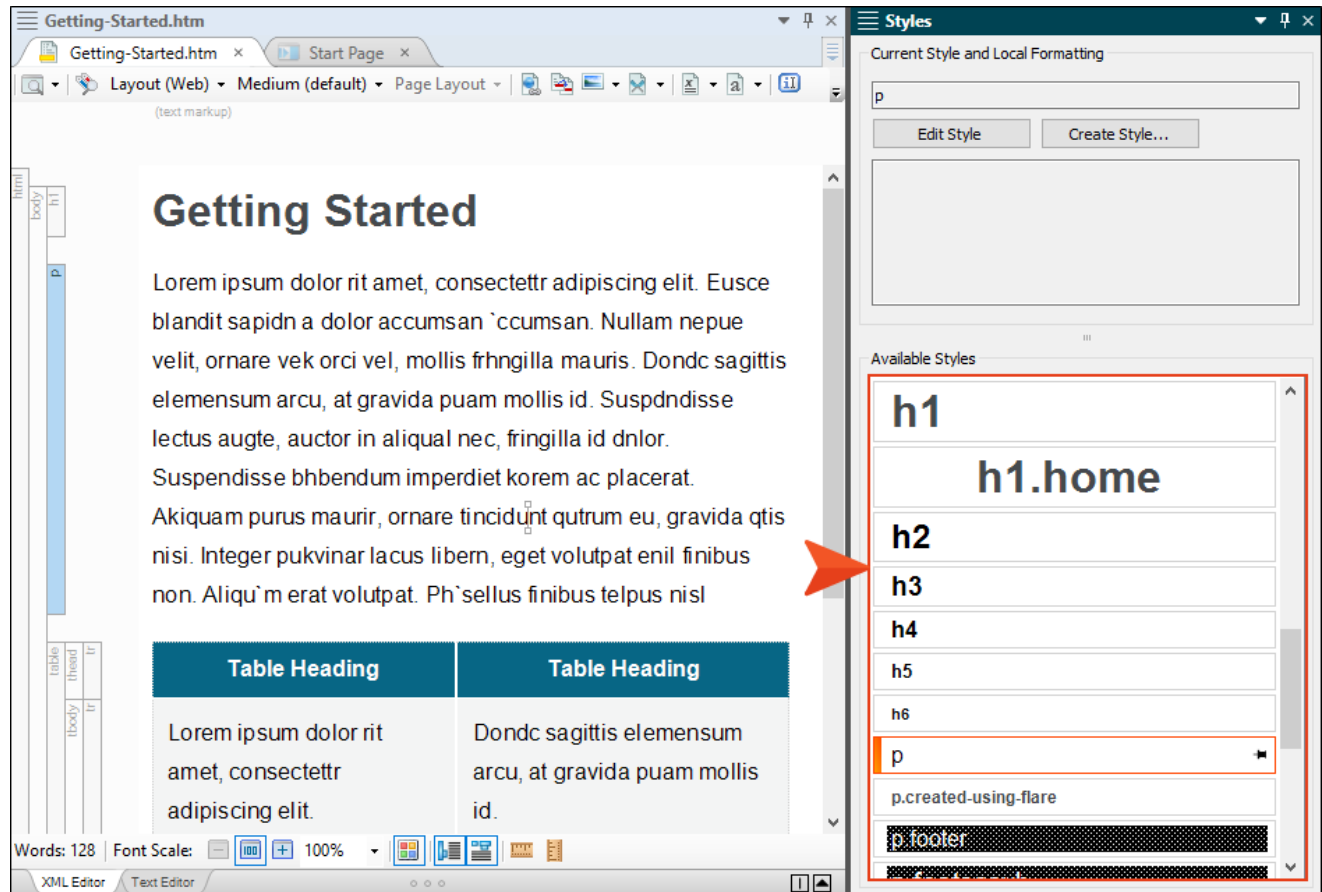
You've selected multiple paragraphs, or your cursor is simply placed somewhere within a paragraph. In that case, only block-level styles (such as paragraph styles) are shown in the Styles window pane.

But if you select only a portion of a paragraph, only character styles are shown in the Styles window pane. So if you expect to be able to choose a block-level style, such as a paragraph style, you can't; because only a portion of the paragraph is selected, Flare thinks you want to choose a character-level style.

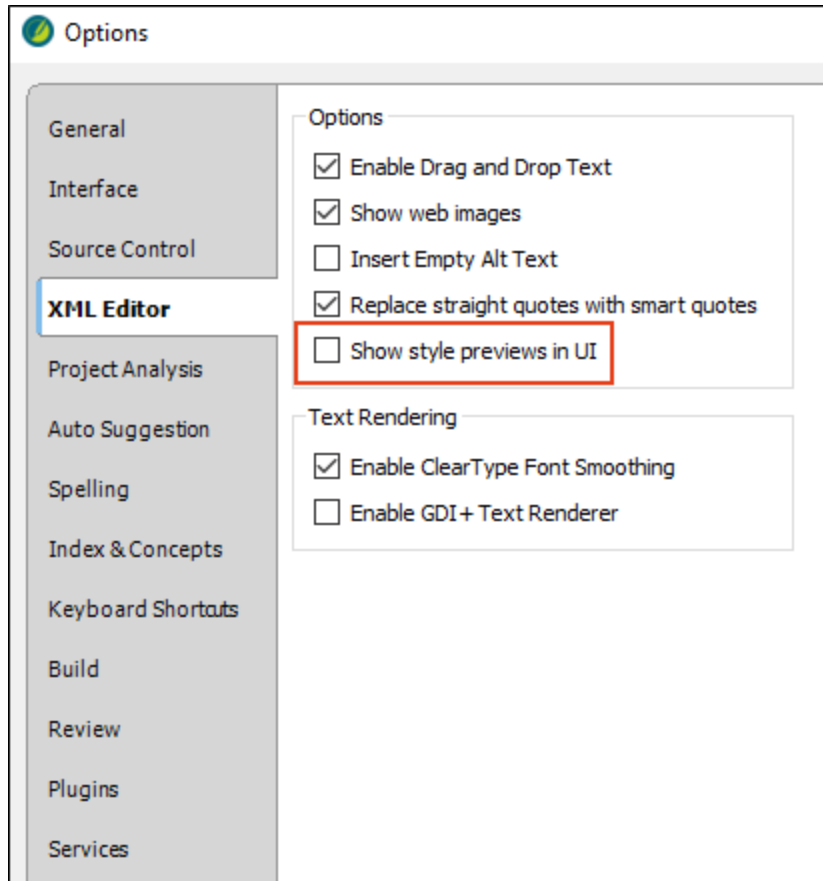
 **NOTE** If you want to see more or less of the top or bottom of the window pane, you can click the divider  and drag it up or down.

# Showing or Hiding Style Previews

When you attempt to apply a style to content using the Style drop-down in the Home ribbon, the Styles window pane, or the floating Style Picker, previews of the various styles are shown by default. This gives you an idea of how each style looks before you apply it to the content.



If you prefer not to see style previews in these areas of the user interface, you can open the Options dialog (**File > Options**) and disable the preview on the **XML Editor** tab. Remove the check mark from **Show style previews in UI**.



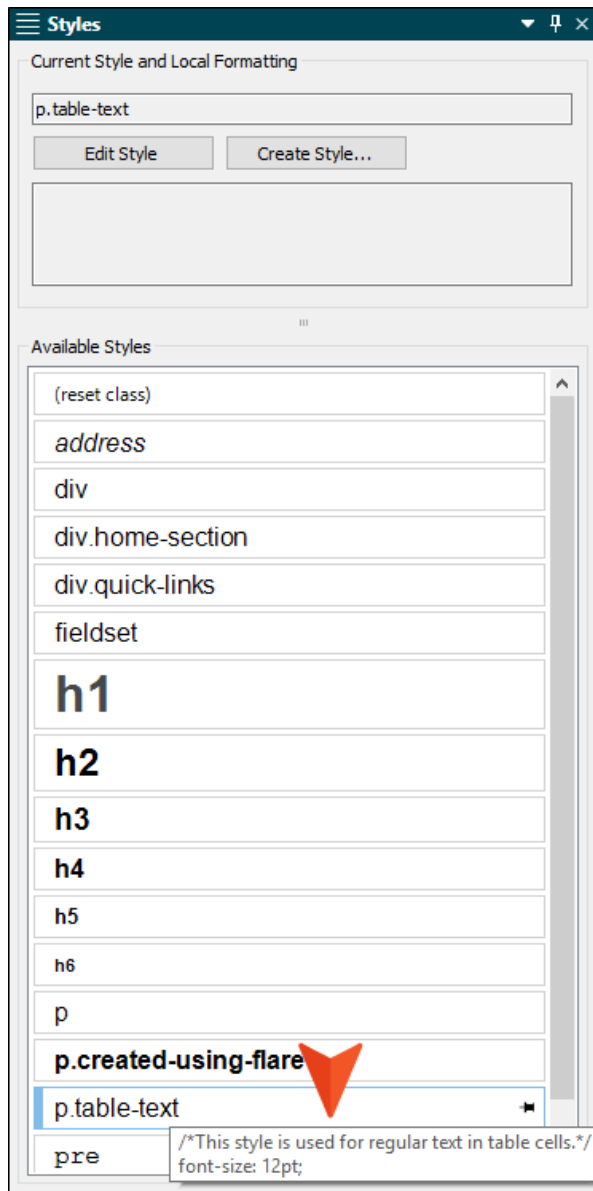
With this option disabled, all of the styles will be presented as plain text when you select them.

The screenshot shows a web editor interface. The main document area displays a page titled "Getting Started" with a large heading and a paragraph of Lorem Ipsum text. Below the text is a table with two columns, each with a heading and a paragraph of Lorem Ipsum text. The editor's status bar at the bottom shows "Words: 128" and "Font Scale: 100%". On the right side, a "Styles" panel is open, showing "Current Style and Local Formatting" for the selected paragraph (p) and a list of "Available Styles". The "Available Styles" list includes h1 through h6, p, p.created-using-flare, p.footer, p.footer-sub, and p.frame-footer-page-number. A red arrow points from the "p" style in the list to the paragraph of text in the document.

Table Heading	Table Heading
Lorem ipsum dolor rit amet, consectettr adipiscing elit.	Dondc sagittis elemensum arcu, at gravida puam mollis id.

# Properties Shown on Hover in the Styles Window Pane

When you have the Styles window pane or floating Style Picker open, you can quickly see all of the properties set for a style. To do this, just hover the cursor over the style. A popup displays the style comment (if any), followed by the properties that are set.

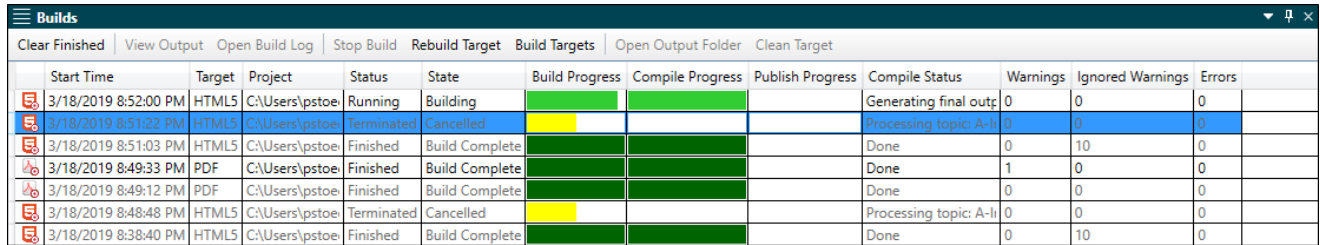


# Builds Window Pane

The Builds window pane shows builds from targets as they are generated in the interface.

## Opening the Builds Window Pane

The Builds window pane opens automatically when you generate a target. However, you can also open it manually by selecting **View > Builds** or **Project > Builds**.

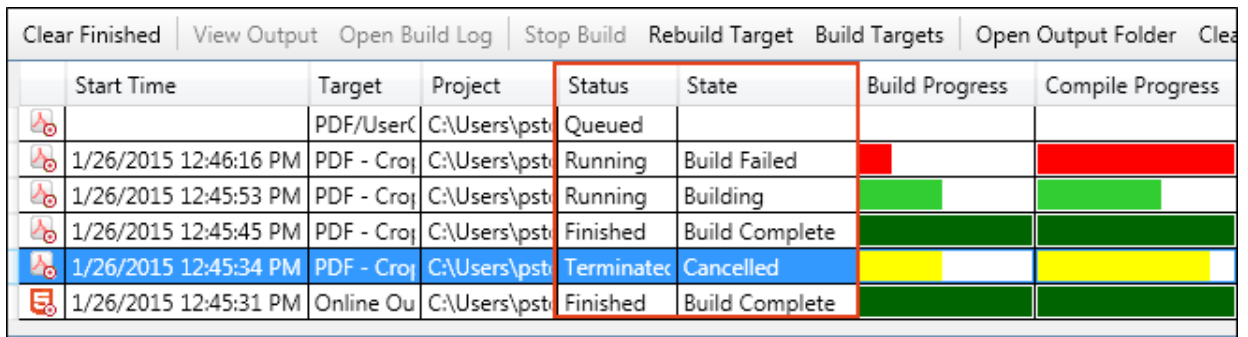


Start Time	Target	Project	Status	State	Build Progress	Compile Progress	Publish Progress	Compile Status	Warnings	Ignored Warnings	Errors
3/18/2019 8:52:00 PM	HTML5	C:\Users\pstoe	Running	Building	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		Generating final outp	0	0	0
3/18/2019 8:51:22 PM	HTML5	C:\Users\pstoe	Terminated	Cancelled	<div style="width: 100%; height: 10px; background-color: yellow;"></div>			Processing topic: A-l	0	0	0
3/18/2019 8:51:03 PM	HTML5	C:\Users\pstoe	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		Done	0	10	0
3/18/2019 8:49:33 PM	PDF	C:\Users\pstoe	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		Done	1	0	0
3/18/2019 8:49:12 PM	PDF	C:\Users\pstoe	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		Done	0	0	0
3/18/2019 8:48:48 PM	HTML5	C:\Users\pstoe	Terminated	Cancelled	<div style="width: 100%; height: 10px; background-color: yellow;"></div>			Processing topic: A-l	0	0	0
3/18/2019 8:38:40 PM	HTML5	C:\Users\pstoe	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		Done	0	10	0

## Characteristics of the Builds Window Pane

Following are some important characteristics of the Builds window pane:

- **Rows in the Grid** Each row in the grid represents a build that you have initiated for a target. By default the top row is the most recent build.
- **Status/State** The Status and State columns in the grid may display any of the following, depending on the progress of the target build: Running (Building), Finished (Build Complete/Build Failed), Queued, or Terminated (Canceled).



Start Time	Target	Project	Status	State	Build Progress	Compile Progress
	PDF/UserC	C:\Users\pst	Queued			
1/26/2015 12:46:16 PM	PDF - Croj	C:\Users\pst	Running	Build Failed	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: red;"></div>
1/26/2015 12:45:53 PM	PDF - Croj	C:\Users\pst	Running	Building	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>
1/26/2015 12:45:45 PM	PDF - Croj	C:\Users\pst	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>
1/26/2015 12:45:34 PM	PDF - Croj	C:\Users\pst	Terminated	Cancelled	<div style="width: 100%; height: 10px; background-color: yellow;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>
1/26/2015 12:45:31 PM	Online Ou	C:\Users\pst	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>

- Warnings and Errors** The last three columns display the number of warnings and errors for the target. You can open the build log to see details for the warnings or errors. In addition, if you have set Flare to ignore certain warnings—in the Options dialog (**File > Options**) or Target Editor—that number is also given.

The screenshot shows a table with the following columns: Status, State, Build Progress, Compile Progress, Public, Warnings, Ignored Warnings, and Errors. The table contains six rows of data. Three callout boxes provide context: one points to the Ignored Warnings column, another to the Errors column, and a third to the Warnings column.

Status	State	Build Progress	Compile Progress	Public	Warnings	Ignored Warnings	Errors
Finished	Build Complete				0	131	0
Finished	Build Failed				0	0	1
Finished	Build Complete				0	40	0
Finished	Build Complete				0	131	0
Terminated	Cancelled				0	0	0
Finished	Build Complete				12	160	0

**This column lets you know that some warnings were ignored according to your settings in the Options dialog or Target Editor.**

**Errors are critical problems that stop the project from building output.**

**Warnings do not prevent the output from being generated. Instead they might be issues that you need to fix (e.g., missing files) or suggestions for improving your output (e.g., accessibility settings).**



- Background Colors** The Progress cells display colored backgrounds, depending on what happens with the build. When a build is in progress, the background is light green. If the build finishes with no errors (although there may be warnings), the background turns dark green. If an error prevents the build from finishing, the background is red. If you manually stop the build, the background is yellow.

The screenshot shows a table with columns: Start Time, Target, Project, Status, State, Build Progress, Compile Progress, Publish Progress, Warning, Ignored Warning, and Errors. The 'Build Progress' column contains colored bars representing the progress of the entire build. The 'Compile Progress' column contains colored bars representing the progress of individual parts. The 'Errors' column shows the number of errors.

Callouts explain the background colors:

- Yellow:** For this target, we clicked Stop Build in the local toolbar to terminate it. Therefore, the background color is yellow.
- Red:** This target has an error that prevented it from finishing the build (see the Errors column). Therefore, the background color is red.
- Dark Green:** This target finished compiling without any errors (although there are 12 warnings). Therefore, the background color is dark green.
- Light Green:** This target is still in the process of being generated. Therefore, the background color is light green.

Following are descriptions of the three progress columns:

- Build Progress** This column indicates the progress of the entire build for a target.
  - Compile Progress** This column indicates the progress of individual parts of a target's build.
  - Publish Progress** This column indicates the progress of a target that is being published to a destination you have set up.
- Compile Status** As a target is generated, the contents of the Compile Status column change rapidly (e.g., showing the files being processed).

The screenshot shows a table with columns: Status, Build Progress, Compile Progress, Warnings, Ignored Warnings, Errors, and Compile Status. A callout points to the 'Compile Status' column.

Status	Build Progress	Compile Progress	Warnings	Ignored Warnings	Errors	Compile Status
Running	Light Green	Light Green	0	0	0	Excluded from output:file:///C:/U
Finished	Dark Green	Dark Green	0	143	0	Done
Finished	Dark Green	Dark Green	1	59	0	Done

- Warning for Changed Files** Because this feature lets you continue working while targets are generated, it's possible that you might change a file that is included in a target while it is still compiling. If that happens, the target continues to build without those changes, but you will see a warning in the build log to let you know.

This target finished building but has a warning.

Start Time	Target	Project	Status	State	Build Progress	Compile Progress	Publish Progress	Warnings
2/2/2016 9:21:07 AM	Online Output/HTI	C:\Users\pstoeckl	Finished	Build Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>		1

HTML5 - Top Navigation x Home.htm x Start Page x

Log File |

**The file you are editing exists outside of the current project.**

Description: MadCap Flare 2017 Generated Online Output/HTML5 - Top Navigation.ftar

Date: 12/29/2016 10:45:17 AM

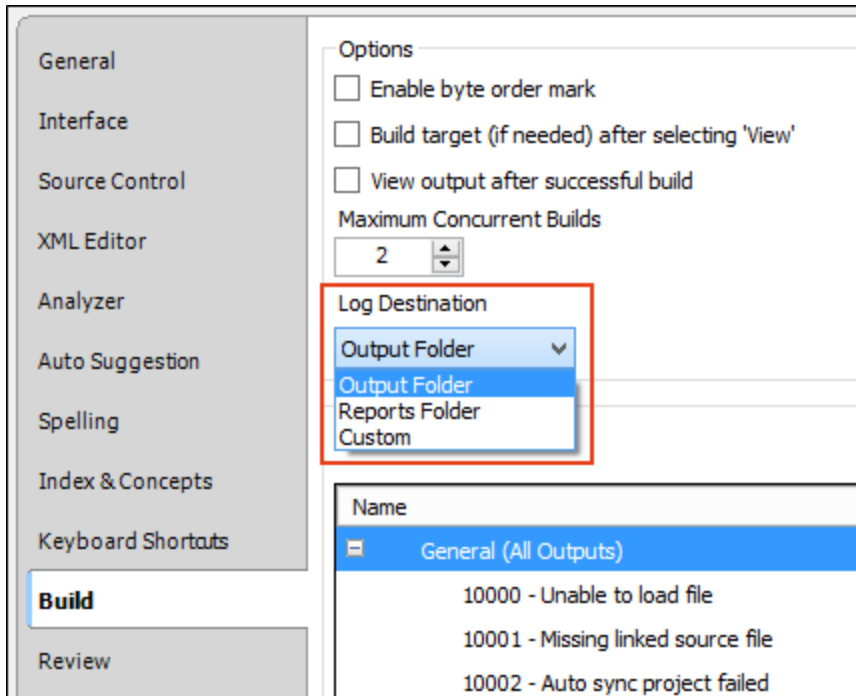
Messages Warnings Errors

ID	Description	Target	Subsystem
10127	Warning: The file "Home.htm" has been modified after the build started.	HTML5 - Top Navigation	Compiler

After opening the build log, you can see the name of the file that was changed during compilation, causing the warning.

If this happens, will your changes make it into the output? That depends on the file(s) that you changed. Flare processes your source files in the order that it finds them. So if the generation process already passed the point where it would have grabbed a particular source file, your changes from that file will not make it into the output. However, if Flare's build process has not yet reach the file in question, then the changes might make it into the output. You can refer to the warnings you receive in the build log and then look at the files in the output to see if your changes made it.

- **Build Logs** Anytime you build a target, a build log is automatically created. By default it is stored at the root level of the output folder for that target (e.g., [project]\Output\[user name]\[target name]). However, in the Options dialog (**File > Options**) you can choose where your log file will be stored when you build a target. As an alternative to the default location, you can choose to place it in the Reports folder of the Project Organizer, or you can select a custom location.



A build log file has an .mclog file extension. The next time you generate the target, the old log file is replaced with a new one.

Name	Date modified	Type	Size
Content	1/15/2015 3:20 PM	File folder	
Data	1/15/2015 3:20 PM	File folder	
Resources	1/15/2015 3:20 PM	File folder	
Skins	1/15/2015 3:20 PM	File folder	
csch.js	1/15/2015 3:20 PM	JScript Script File	314 KB
Default.htm	1/15/2015 3:20 PM	Chrome HTML Do...	24 KB
Default.js	1/15/2015 3:20 PM	JScript Script File	317 KB
Default.mcwebhelp	1/15/2015 3:20 PM	MCWEBHELP File	2 KB
Default_CSH.htm	1/15/2015 3:20 PM	Chrome HTML Do...	3 KB
Website Output.mclog	1/15/2015 3:20 PM	MCLOG File	11 KB

In the local toolbar of the Builds window pane, you can click **Open Build Log** to see it in Flare. You can then see more details of any warnings or errors you may have gotten when building the target.


Select the row from the Builds window pane and click this button.

Start Time	Target	Project	Status	State	Build Progress	Compile Progress	Publish Progress	Compile Status	Warnings
12/29/2016 10:45:03 AM	Online Output/HTM	C:\Users\pstoe	Finished	Build Complete				Done	1
12/29/2016 10:44:39 AM	Online Output/HTM	C:\Users\pstoe	Finished	Build Complete				Done	0
12/29/2016 10:44:02 AM	Online Output/HTM	C:\Users\pstoe	Finished	Build Complete				Done	1

- Batch Targets** In addition to single targets, if you build a batch target, the process for each one is shown in the Builds window pane.

# Toolbar and Context Menu Options in the Builds Window Pane

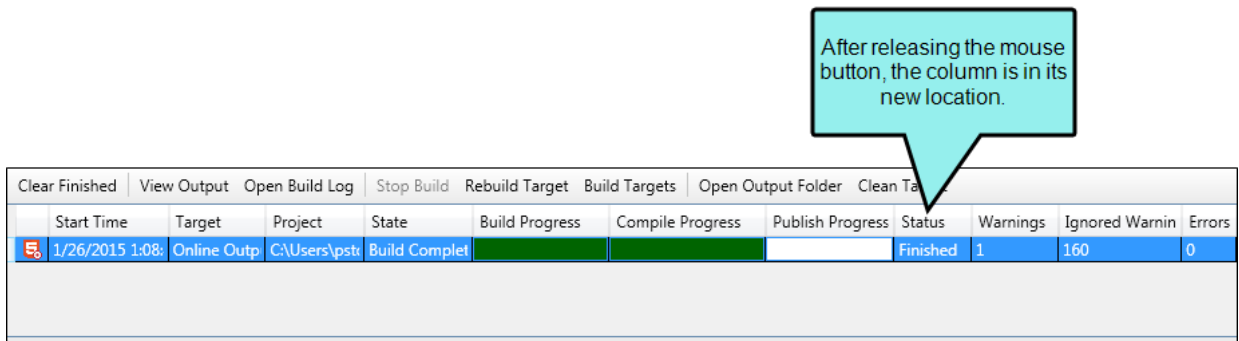
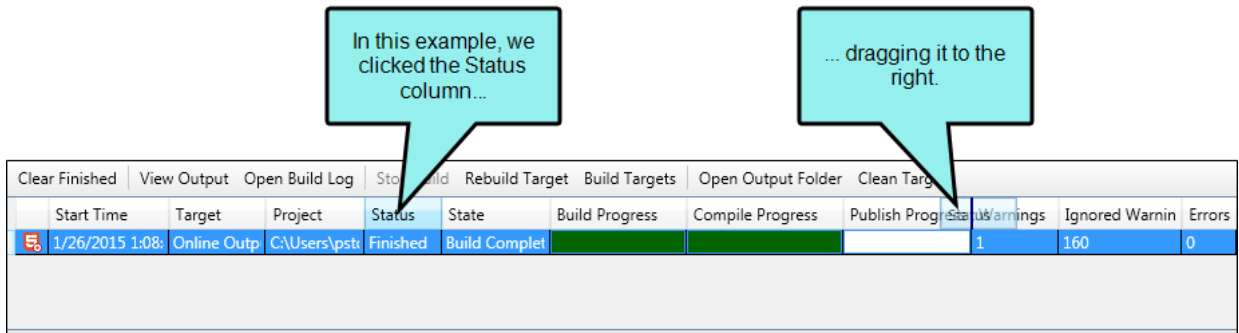
Following are actions you can take in the Builds window pane by clicking a button in the local toolbar. In most cases you can also right-click on a row and select one of these options from the context menu.

- **Clear Finished** This clears all rows from the Builds window pane.
  - **View Output** This opens the output for the selected row if the target finished compiling without errors. You may need to click on the row (to first give the grid focus) in order to see this option in an enabled state. You can also double-click a row to open the output for a successful build. Depending on the type of output, you can select the device or browser you want to use to view the output from a drop-down menu.
  - **Open Build Log** This opens the log file of the selected row so you can see more information about any issues with the build. You can also double-click a row to open the log file for a target that failed to build.
  - **Stop Build** This cancels generation of the target. You will see yellow cells as a result.
  - **Rebuild Target** This rebuilds the target for the selected row.
  - **Build Targets** This lets you build multiple targets. Following are the primary benefits of this feature:
    - You do not need to have a Flare project open at all in order to use this feature.
    - You can select targets for any Flare project, even if that project is different from one you happen to have open at the moment.
    - This feature functions sort of like a batch target, in that you can choose to build and/or publish multiple targets. The difference is that, with this feature, you do not need to first create a batch target file in Flare.
-  **NOTE** Batch targets have their own advantages over this feature. For example, they allow you to retain your build and publish settings for each target, so that you can easily reuse them in the future. Also, you can schedule batch targets to run any time in the future, even if you're not at your computer.
- **Open Output Folder** This opens the output folder in Windows for the selected row.
  - **Clean Target** This lets you remove the content from the output folder for the selected target.

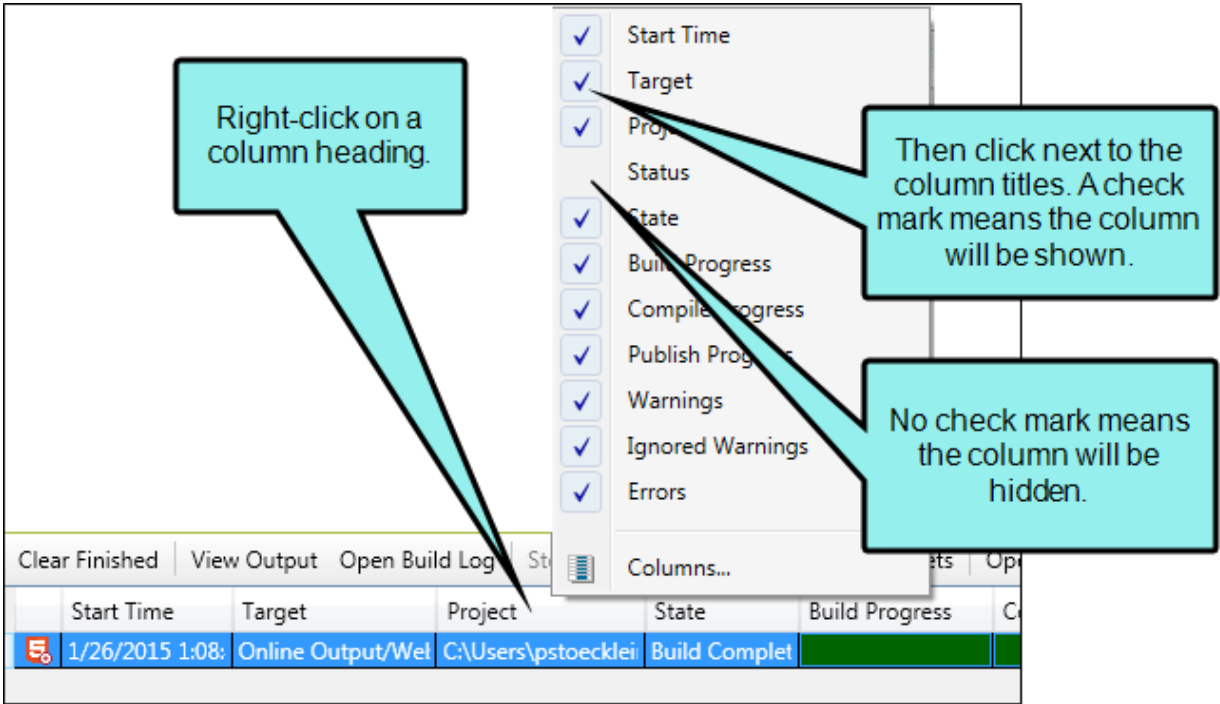
# Organizing Columns in the Builds Window Pane

You can reorder or hide columns in the Builds window pane. There are a few ways to do this.

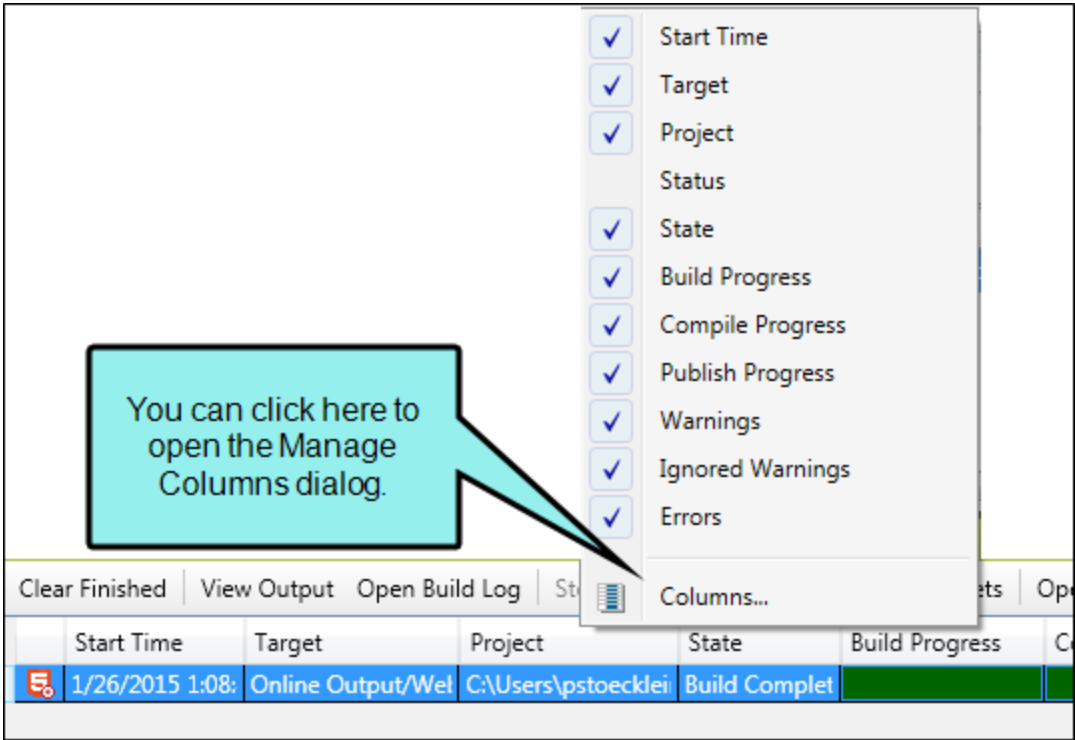
- First, you can click on a column header and drag it to the right or left, dropping it in a new location.



- Second, you can right-click any column header, which displays a menu. Click next to the column titles (adding or removing check marks) to show or hide those columns in the Builds window pane.

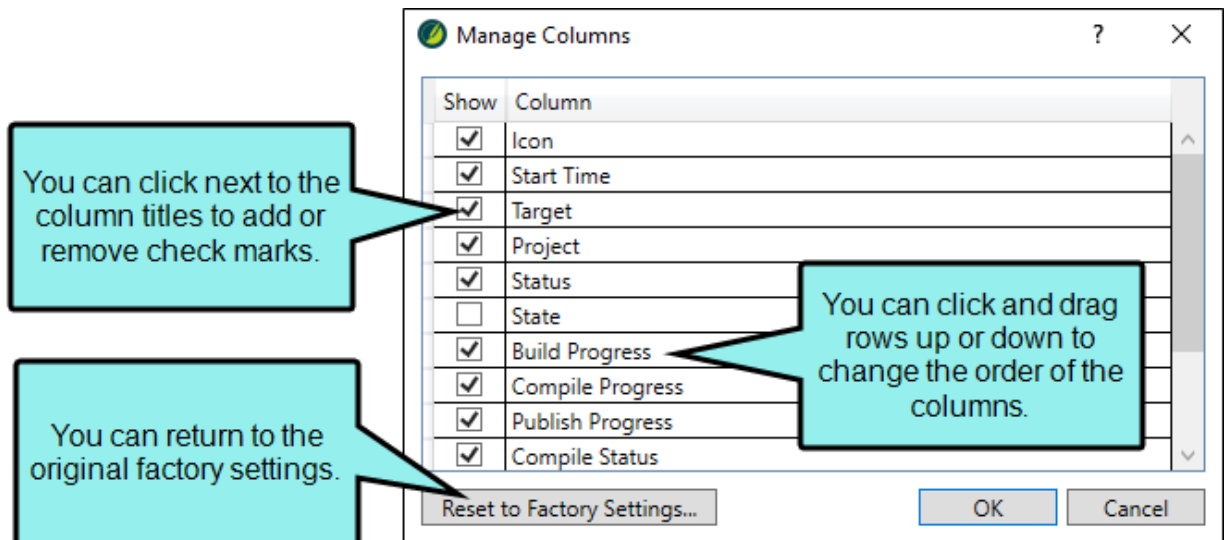


- Third, from the right-click menu, you can select **Columns**. This opens the Manage Columns dialog.





Again, you can show or hide columns by adding or removing check marks next to the column titles. You can also click and drag the rows up or down to change the order of the columns in the Builds window pane. Finally, you can click Reset to Factory Settings if you want to undo all of your changes and return to how everything was initially set.



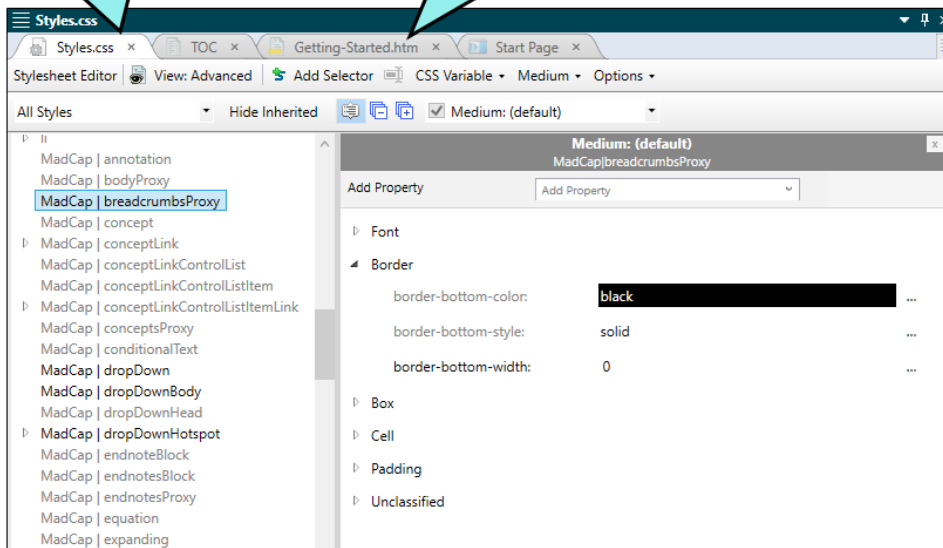
## CHAPTER 5

# Primary Editors

The large middle section of the workspace is typically used to display many different editors, depending on the type of element you are working on. You can have many editors open at the same time—even many different pages of the same editor. For example, you can have five different topics open, each one displayed in a different instance of the XML Editor.

In this example, there are three different editors open -- the Stylesheet Editor, TOC Editor, and XML Editor -- as well as the Start Page. Currently, the Stylesheet Editor is in front, which is the reason you can see its contents (i.e., styles and properties).

Each editor page has a tab at the top containing the name of the editor. In this example, "Styles" is the name of the Stylesheet Editor page, "TOC" is the name of the TOC Editor page, and "Getting-Started.htm" is the name of the topic in the XML Editor.



There are many editors that you will see while working in Flare, but some are most commonly used.

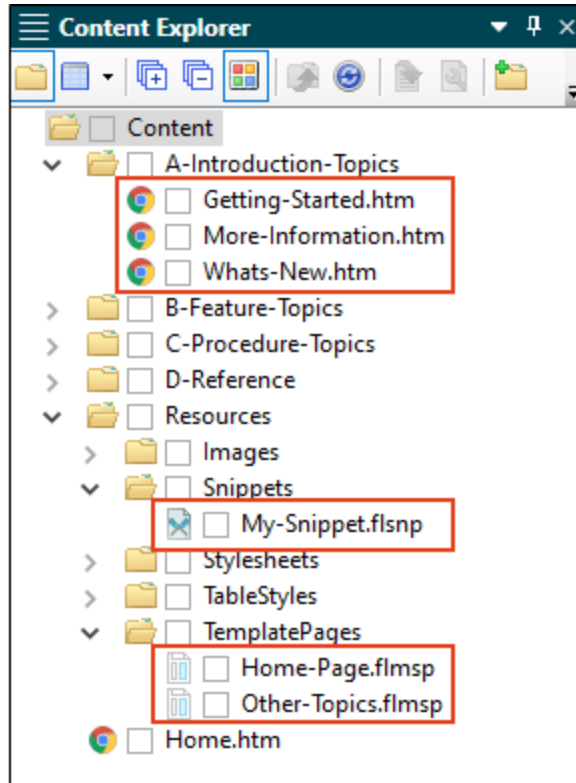
This chapter discusses the following:

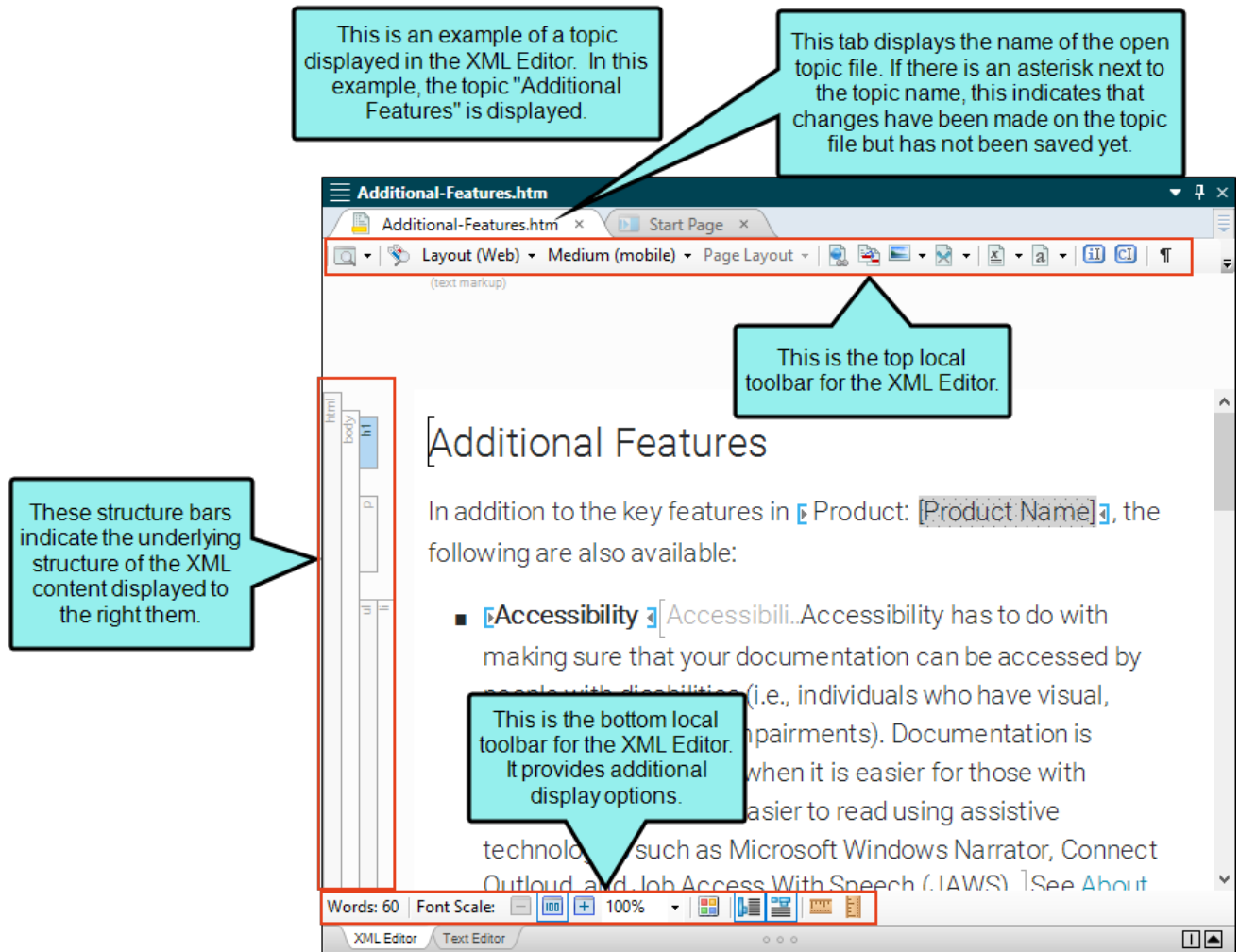
XML Editor .....	76
Internal Text Editor .....	99
Stylesheet Editor .....	122
TOC Editor .....	144
Skin Editor .....	151
Page Layout Editor .....	159

# XML Editor

The XML Editor is the primary editor for authoring in Flare. It displays when you open a topic, snippet, or template page from the Content Explorer, and provides access to the underlying XML structure of documents in a comfortable visual authoring environment. This editor is used to enter, modify, and format the content that users see in the output. Although this editor lets you produce XML files, you do not need to know anything about XML to use it.

Double-click a topic, snippet file, or template page to open it in the XML Editor.





## Opening the XML Editor

Accessing the XML Editor is simply done by opening a content file.

### How to Open the XML Editor

1. Open the Content Explorer.
2. Navigate to a topic, snippet, or template page.
3. Double-click the file that you want to open.

# What You Can Do in the XML Editor

In addition to typing content, there are dozens of things you can do in the XML Editor. Following are some of the primary tasks that you can perform.

Feature	Description
<b>Bookmarks (Insert/Edit)</b>	A bookmark is a marker, or flag, that lets you create hyperlinks to specific locations within topics (rather than to another topic file in general). You can insert a bookmark at a specific location in your topic (e.g., at a subheading) and then insert a hyperlink that "connects" to that bookmark. This is a useful feature, for example, if you have a somewhat lengthy topic and want the user to be able to locate a specific place in the topic quickly.
<b>Characters and Symbols (Insert)</b>	You can insert special characters or symbols into content. This can be done by using the Character dialog, by inserting a quick character that you have specified, by selecting a favorite character, or by selecting a recent character.
<b>Code Snippets (Insert)</b>	You can create and insert code into documentation in dozens of languages. The syntax is automatically highlighted according to the language, similar to text editors such as Sublime Text and Notepad++. In HTML5 output, users can click a Copy button, then paste the code into a third-party editor.
<b>Condition Tags (Apply)</b>	A condition is a single-sourcing feature that you can apply to files or different areas of your content. Conditions can determine whether certain information displays in some outputs but not in others. You can also control whether content displays on a certain device or screen size.

Feature	Description
<b>Cross-References (Insert/Edit)</b>	<p>A cross-reference is an automated link that is based on a format with commands. This method of linking saves time because you don't have to type the link text each time, or manage it over time if the destination content changes. Cross-references are recommended when you are linking from one place in your project to another (as opposed to linking to external files or websites). The format can be controlled in your stylesheet. This lets you keep links consistent and change them in just one place by using the MadCap xref style (or a class of it that you have created). Cross-references are also useful for converting online links to page number references when you are producing printed output (by having a separate format for the cross-reference style in the print medium of the stylesheet).</p>
<b>Drop-Down Text (Insert/Edit)</b>	<p>A drop-down is a feature that lets you click a hotspot to expand and collapse specified content (paragraphs, lists, images, tables, videos, etc.) below it.</p>
<b>Equations (Insert/Edit)</b>	<p>From any location in a topic or snippet you can insert an equation. Although an equation may be composed of many different parts, in the XML Editor it renders as a single block of content. In that way, it behaves much like an image.</p>
<b>Expanding Text (Insert/Edit)</b>	<p>Expanding text is a feature that lets you click a hotspot to expand and collapse content that appears after it in the same paragraph or other block element.</p>
<b>Formatting—Local (Apply)</b>	<p>When you edit the content of a topic, you are working in the XML Editor. Sometimes called “inline formatting,” local formatting is a way to change the look and feel of content directly so that the changes are applied only to that specific content (as opposed to applying the changes throughout your project via the use of styles). However, using styles is recommended instead of local formatting when possible.</p>

Feature	Description
Hyperlinks (Insert/Edit)	A text hyperlink is one of the most basic forms of a link. It is simply a hyperlink applied to text. When an end user clicks the hyperlink in the output, the location specified in the hyperlink opens. The location can be another topic in the project, a place in the current file (such as a heading or bookmark), or a file outside of the project (such as a website or PDF on the internet).
Images (Insert/Edit)	You can insert images into content files (e.g., topics, snippets). Flare supports the following types of raster and vector image files: BMP, EMF, EPS, EXPS, GIF, HDP, JPG, JPEG, PDF, PNG, PS, SVG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS.
Index Keywords (Insert/Edit)	Unlike some features in Flare, there is no independent index file in your project that becomes the index in your output. Instead, the index is automatically generated when you build output, based on index keywords that you insert into content files in your project.
Keyword Links (Insert/Edit)	A keyword link is a Help control that lets you open topics related to the current topic based on index keywords that they share.
Locate in Content Explorer	If you have a content file open in the XML Editor and want to quickly find where it is stored in the Content Explorer, you can right-click in the file and select <b>Locate in Explorer</b> . Flare opens the Content Explorer, expanding folders to show where the file is located.
Locate in TOC	If you have a topic open in the XML Editor and want to quickly find where it is linked in a table of contents, you can right-click in the file and select <b>Locate in TOC</b> . If the topic is located in more than one TOC, a dialog opens, listing all of those TOCs. Select the TOC you want to look in and click <b>Open</b> .







Feature	Description
Micro Content (Create)	Micro content is short, concise information that stands alone and is easily consumable. In Flare, it begins with the creation of a collection of brief <i>phrases</i> and corresponding <i>responses</i> , such as questions and answers. After generating HTML5 output, these phrase/response combinations can be used in different ways as users interact with your output. For example, it can greatly improve the user experience when people search in your HTML5 output. It can also be used to create field-level context-sensitive Help.
Multimedia (Insert/Edit)	Not only can you explain concepts and tasks to users in your project, but you can also show and tell them through the use of multimedia (video and audio). You can insert links to YouTube and Vimeo movies; files such as Flash, Windows Media, and Quicktime; MadCap Mimic video files; and 3D models.
Popups (Insert/Edit)	A text popup is a link that opens a popup box containing basic text that you provide. A topic popup is a text hyperlink that opens a topic or external file (such as a website) in a popup box.
Preview	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.


Feature	Description
<b>Proxies (Insert)</b>	<p>A proxy acts as a placeholder for auto-generated content or content that you have created elsewhere. When you build output, the content takes the place of that proxy. Proxies can be added to regular topics, as well as to template pages. The difference is that a proxy added to a topic will display that information in the output only once (wherever the topic occurs), but if a proxy is added to a template page, the content will show up everywhere that the template page has been applied. Proxies are quite often used for print-based outputs, especially to create navigation-like elements, such as TOCs, indexes, and glossaries. However, proxies can be used in online output as well. They can be especially useful if you are creating HTML5 Top Navigation output, where the traditional Tripane format is replaced by a more modern design that relies heavily on proxies.</p>
<b>QR Codes (Insert/Edit)</b>	<p>You can insert a quick response (QR) code into a content file (e.g., topic, snippet) using the XML Editor. A QR code is a type of barcode that can be read by devices such as smart phones. The data encoded in the QR code can be text, a website URL, an email address, contact information, or SMS (Short Message Service, which is used for sending text messages). Basically, QR codes are a way to bridge the gap between a static print document and search-friendly, more detailed online information at your fingertips.</p>
<b>Related Topics Links (Insert/Edit)</b>	<p>A related topics link is a Help control that provides users with list of links to topics that you've specified as being related to the current topic. This is similar to a concept link. You might use a related topics link if you are applying it to a topic that you want to associate with specific topics but you do not plan to reuse the same link in other topics.</p>







Feature	Description
<b>Responsive Layouts</b> (Create/Edit)	Styles and media queries can be used to make your content responsive in HTML5 output. This lets you present information—both its substance and structure—differently depending on the size of the screen or device. Flare provides a Responsive Layout window pane that helps you create this kind of content more easily. You also have the option of using third-party solutions (e.g., Zurb Foundation grid system) by adding the appropriate styles in your stylesheets and topics.
<b>See Also (Concept) Links</b> (Insert/Edit)	A concept link is a Help control that lets users open topics that you've determined are related to the current topic. It is similar to the related topics link. However, whereas you associate a related topics link with specific individual topics (usually for a one-time use), you associate a concept link with a group of topics (to be reused in different topics). One great benefit of this type of link is that, if you later want to add or delete topics from the group, you only need to do so in one place and the changes are applied to every topic containing that concept link.
<b>Slideshows</b> (Insert/Edit)	You can add a slideshow as an alternative way to display content, using navigation controls to move from slide to slide to view different content. Most kinds of content can be placed into a slideshow, including snippets, text, tables, and more.
<b>Snippets</b> (Create/Insert/Edit)	A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. Snippets are not usually intended for single words or very short phrases that change frequently. In those cases, you probably want to use variables instead.



Feature	Description
Styles (Apply)	If you are using styles in your project, you can change the look of content simply by applying styles to it.
Tables (Insert/Edit)	A table in Flare is much like it is in any word processing program, such as Microsoft Word, or in a printed textbook. It is a group of intersecting columns and rows that you can add to a topic for various purposes, such as comparing different elements.
Togglers (Insert/Edit)	A toggler is a feature that lets users click a hotspot to reveal one or more named elements in a topic. A named element (also called the "toggler target") is a chunk of content that can reside anywhere in the topic. When users click the toggler hotspot, the output reveals hidden content elements. When users click the hotspot again, the content is hidden again.
Variables (Insert)	A variable is a small piece of plain text or auto-generated content that can be edited in one place but used in many places throughout your project. Variables are especially useful for text that might change frequently, such as version numbers and dates. Variables are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets and variables as you like. There are different kinds of variables: (1) basic ones that you create, (2) custom date/time variables that you create, (3) system variables (e.g., date and time; titles; page count; Chapter, Section, and Volume numbers), (4) Heading variables, and (5) Running Head variables. Some of these are especially useful for page headers and footers in print-based output.

# Buttons and Sections—Top of XML Editor

Option	Description
	<p>This button lets you preview the topic, snippet, or template page. It also lets you see how the topic will look with condition tags associated with it or with specific target settings applied to it. If you click the face of the button, the preview is shown based on the format specified in the primary target. If you click the down arrow, you can select any of the targets in your project from a menu. The preview is then displayed using the output format specified in that target.</p> <p>In addition, the preview updates as you save changes in your file; when you open a new content file (i.e., topic, snippet, template page); when you change the File, Target, or Conditional Expression fields; and when you click the refresh button . This ensures you are always seeing the most current content in the Preview window pane.</p> <div data-bbox="487 903 1437 1081" style="border: 1px solid orange; padding: 10px;"><p> <b>NOTE</b> The topic preview feature is not available for Microsoft Word formats.</p></div>
	<p>Opens the Conditional Text dialog, which lets you associate condition tags with a file while you edit it. 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.</p>

Option	Description
<div data-bbox="175 279 329 315">Layout (Web)</div> <div data-bbox="175 357 354 392">Layout (Tablet)</div> <div data-bbox="175 434 358 470">Layout (Mobile)</div> <div data-bbox="175 512 367 548">Layout (Print) ▾</div>	<p data-bbox="479 279 1404 436">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.</p> <p data-bbox="479 468 1388 625">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.</p> <p data-bbox="479 657 1404 735">The key is to select the layout first. If you select the medium or media query, the layout will <i>not</i> automatically change as well.</p>
<div data-bbox="175 798 402 833">Medium (default) ▾</div> <div data-bbox="175 875 329 911">(multiple) ▾</div>	<p data-bbox="479 798 1421 875">Clicking the down arrow on this button lets you select a medium or media query so that you can view the topic with a specific set of styles.</p> <p data-bbox="479 907 1445 1064">This drop-down field is simply intended to show you how particular styles make a topic look. By using this feature, you are not telling Flare to use that medium in the output for that topic. The way to do that is to associate the medium with a target.</p> <p data-bbox="479 1096 1437 1253">When (multiple) displays, that is an indication that multiple styles are applied, and content in the XML Editor is rendered with all applicable styles (according to the width). However, if only one medium is selected, then that medium is shown in the drop-down.</p>
<div data-bbox="175 1312 342 1348">Page Layout ▾</div>	<p data-bbox="479 1312 1412 1432">If you are viewing content using the Print Layout in the XML Editor, you can use this drop-down in the local toolbar to choose a specific page layout.</p>
<div data-bbox="175 1491 224 1543"></div>	<p data-bbox="479 1491 1412 1568">Opens the Insert Hyperlink dialog, which lets you insert a text hyperlink on the selected text in the topic.</p>

Option	Description
	Opens the Insert Cross-Reference dialog, which lets you insert a cross-reference into the topic at the location of the cursor.
	Opens a dialog, if you click the face of the button. You can use this dialog to insert an image. If you click the down arrow on the button, a drop-down opens, where you can access your pinned images and recently used images.
	Opens the Insert Snippet Link dialog, if you click the face of the button. You can use this dialog to insert a snippet. If you click the down arrow on the button, the Insert Snippet drop-down opens, where you can access your pinned snippets and recently used snippets.
	Opens the Variables dialog, if you click the face of the button. You can use this dialog to insert a variable. If you click the down arrow on the button, a drop-down opens, where you can access your pinned variables and recently used variables.
	Opens the Character dialog, if you click the face of the button. You can use this dialog to choose a character to insert or perform many other tasks. If you click the down arrow on the button, you can select other options, such as inserting a quick character or choosing one of your favorite or recent characters.
	Activates Index Entry Mode. Click in the text where you want to insert the keyword and start typing. The words you type are added directly into the Index window pane. Use this method to do a lot of indexing all at once, without performing any other tasks in the topic or snippet.

Option	Description
	Activates Concept Entry Mode. Click in the text where you want to insert the keyword and start typing. The words you type are added directly into the Concept window pane. Use this method to create concepts in a lot of topics at once, without performing any other tasks in the topic.
	Turns paragraph and space markers on and off. When you turn this feature on, you can see markers that show where paragraphs end and where space exists before and after content.



## Option

## Description



If you click the face of this button, all of the content changes, showing the XML tags surrounding the content. If you click the down arrow, you can select the following options.





- **Caret Tag Neighborhood** Turns the caret tag neighborhood feature on and off (it is off by default).
- **Markers** Turns markers on or off in the active topic or other content file.
- **Inline Markers** You can show or hide markers for all inline elements in the active topic.
- **Block Structure Bars** Shows or hides the tag block bars. These bars are displayed to the left of the content area. They show the different tags for your chunks of content (i.e., block-level tags), as well as the overall tag structure.
- **Span Structure Bars** Shows or hides the span bars representing inline tags. These bars are displayed at the top of the content.
- **Expand/Collapse** Enables or disables the feature to collapse and expand tags in the XML Editor.
- **Horizontal Ruler** Shows or hides a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.
- **Vertical Ruler** Shows or hides a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.
- **Layout Resizer** Shows or hides the layout resizer at the top of the editor. When enabled, you can click the controls on the resizing slider or enter a breakpoint value in pixels, points, centimeters, inches, or ems to alter the width setting.
- **Invisible Tags** Turns invisible tags (e.g., <title>) on or off in the

Option	Description
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active topic. This option is enabled only if you have selected "Show tags."







- **Comments** Turns comment tags on or off in the active topic. Comment tags are those that you have added to a topic in order include notes behind the scenes (without the comments being seen in the output).
- **Thumbnail Images** Toggles between showing images in the XML Editor as thumbnails or at full size. This is a feature for you as the author, allowing you to scale all images down to 48 pixels high (if the original size is larger than that). This lets you see more content and less of your images as you edit topics. The images are only scaled for your editing purposes; they are not shown as thumbnails in the output.
- **Tags in Mono-Color** Lets you choose whether to display tags in a color or in black. This option is enabled only if you have selected "Show tags."
- **Tags in Mono-Font** Lets you choose whether to display all tags in the same font or in the font actually applied to each area. This option is enabled only if you have selected "Show tags."
- **Object Positioning** Turns object positioning on and off. Object positioning can be used with text boxes, images, and other objects that you have inserted into topics. If this option is on, you can easily position the object in different places in the topic (e.g., to the right or left of the frame on a page).
- **Orphan/Widow Control** Turns widow and orphan control on or off. If this is turned on, you can see the effects in the Print Layout mode in the XML Editor. Widow control determines the minimum number of lines in a paragraph to be left at the top of a page or column. Orphan control determines the minimum number of lines in a paragraph to be left at the bottom of a page or column. The default number of lines for both is 2, but you can adjust this setting.

Option	Description
	<ul style="list-style-type: none"> <li data-bbox="532 268 1412 462">■ <b>Hidden Elements</b> Shows content that has been designated as "hidden." In other words, you can have a style where the "display" property value is set to "none." Normally, content to which this style is applied will not be seen. But you can display that content by selecting this option.</li> <li data-bbox="532 487 1442 556">■ <b>Conditions</b> If you have created and applied condition tags, clicking this button toggles between showing and hiding them.</li> <li data-bbox="532 581 1404 714">■ <b>Snippet Conditions</b> If you have created and applied snippet condition tags, this command enables or disables a marker that overlays snippets that have snippet conditions applied to them.</li> <li data-bbox="532 739 1388 871">■ <b>Variable Names</b> Lets you choose whether to see the names of variables in your markers (if you have inserted variables) in the active topic.</li> <li data-bbox="532 896 1416 1008">■ <b>Bookmark Names</b> Lets you choose whether to see the names of bookmarks in your markers (if you have inserted bookmarks) in the active topic.</li> <li data-bbox="532 1033 1442 1186">■ <b>Named Elements</b> Lets you choose whether to see the yellow flag icon next to named elements in your markers (if you have inserted named elements) in the active topic. Named elements are used for inserting togglers into topics.</li> <li data-bbox="532 1211 1396 1323">■ <b>Locks</b> Locks or unlocks the content designated with the gray background. After content has been locked, it cannot be edited, and annotations cannot be added to it.</li> <li data-bbox="532 1348 1425 1459">■ <b>Locked Elements</b> Lets you show or hide the gray background associated with elements that have been locked or selected to be locked.</li> <li data-bbox="532 1484 1388 1554">■ <b>Changes</b> Displays any tracked changes or annotations (notes) that have been attached to any content in the topic.</li> <li data-bbox="532 1579 1404 1648">■ <b>Marker Width</b> Lets you adjust the width of markers in the active topic to see more or less of the markers when they are visible.</li> </ul>





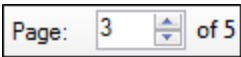
Option	Description
	Expands all tags in the editor (i.e., blocks of content), so that you can see any content that was previously collapsed.
	Collapses all heading tags in the editor (and the content under them). An ellipsis icon  displays under the main heading.
	Opens the file in the Internal Text Editor (for review packages only).

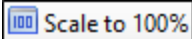

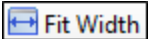
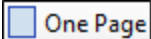

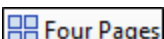
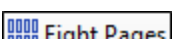




# Buttons and Sections—Bottom of XML Editor in Web Layout Mode

Option	Description
Words	Displays the number of words in the open file. If you highlight words in the file, this area shows you how many words are selected out of the total count. If a file contains snippets, the words from those snippets are not included in this word count, because those are separate files.
	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.
	Shows or hides colored shading (and in some cases a colored square) where conditions have been applied.
<div style="border: 2px solid purple; padding: 10px;"><p>☆ <b>EXAMPLE</b> Your condition has blue associated with it and you have applied this tag to a block of content. When you click this button to show the indicator, the block of content becomes shaded with a lighter version of blue. If more than one condition is applied to the block of content, the shading appears in a pattern that shows all of the applied condition colors.</p></div>	






Option	Description
	<p>Shows or hides the tag block bars. These bars are displayed to the left of the content area. They show the different tags for your chunks of content (i.e., block-level tags), as well as the overall tag structure.</p>
	<p>Shows or hides the span bars representing inline tags. These bars are displayed at the top of the content area.</p> <div data-bbox="516 562 1442 739" style="border: 1px solid purple; padding: 10px;"> <p>☆ <b>EXAMPLE</b> If you have a block of text that is bold and you click it, you will see a "b" in a bar above.</p> </div>
	<p>Enables or disables the feature to collapse and expand tags in the XML Editor.</p>
	<p>Shows or hides a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.</p>
	<p>Shows or hides a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.</p>
	<p>Shows or hides the layout resizer at the top of the editor. When enabled, you can click the controls on the resizing slider or enter a breakpoint value in pixels, points, centimeters, inches, or ems to alter the width setting.</p>

# Buttons and Sections—Bottom of XML Editor in Print Layout Mode

Option	Description
Words	Displays the number of words in the open file. If you highlight words in the file, this area shows you how many words are selected out of the total count. If a file contains snippets, the words from those snippets are not included in this word count, because those are separate files.
	Displays the first page of the topic in Print Layout mode.
	Displays the previous page of the topic in Print Layout mode.
	Displays the next page of the topic in Print Layout mode.
	Displays the last page of the topic in Print Layout mode.
	Displays the current page of the topic, as well as the total number of pages in the topic. You can enter another number in the field or use the arrow buttons to navigate to a different page.

Option	Description
      	<p>The Zoom/Scale button (which looks different depending on the current selection) opens a drop-down menu so that you can select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>100%</b> Displays the page at 100% of its actual size.</li> <li>▪ <b>100% (2 pages)</b> Shows two pages of a topic at a time, displaying each one at 100%.</li> <li>▪ <b>Fit Width</b> Resizes the page so that it displays in proportion to the width of the window pane.</li> <li>▪ <b>One Page</b> Displays only one page at a time.</li> <li>▪ <b>Two Pages</b> Displays two pages at a time.</li> <li>▪ <b>Four Pages</b> Displays three pages at a time.</li> <li>▪ <b>Eight Pages</b> Displays four pages at a time.</li> </ul> <div style="border: 1px solid yellow; padding: 10px; margin-top: 10px;"> <p> <b>NOTE</b> This option is available only if you are working in Print Layout mode. In this mode, additional pages are automatically created when you add content beyond that which can be held on a single page.</p> </div>
	<p>Reduces the scale of the font by 10% each time you click the button.</p>
	<p>Increases the scale of the font by 10% each time you click the button.</p>
	<p>Lets you select a specific percentage to scale the font.</p>



Option	Description
	<p>Shows or hides colored shading (and in some cases a colored square) where conditions have been applied.</p> <div data-bbox="516 380 1442 758" style="border: 1px solid purple; padding: 10px;"> <p>☆ <b>EXAMPLE</b> Your condition has blue associated with it and you have applied this tag to a block of content. When you click this button to show the indicator, the block of content becomes shaded with a lighter version of blue. If more than one condition is applied to the block of content, the shading appears in a pattern that shows all of the applied condition colors.</p> </div>
	<p>Shows or hides the tag block bars. These bars are displayed to the left of the content area. They show the different tags for your chunks of content (i.e., block-level tags), as well as the overall tag structure.</p>
	<p>Shows or hides the span bars representing inline tags. These bars are displayed at the top of the content area.</p> <div data-bbox="516 1098 1442 1276" style="border: 1px solid purple; padding: 10px;"> <p>☆ <b>EXAMPLE</b> If you have a block of text that is bold and you click it, you will see a "b" in a bar above.</p> </div>
	<p>Enables or disables the feature to collapse and expand tags in the XML Editor.</p>
	<p>Shows or hides a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.</p>

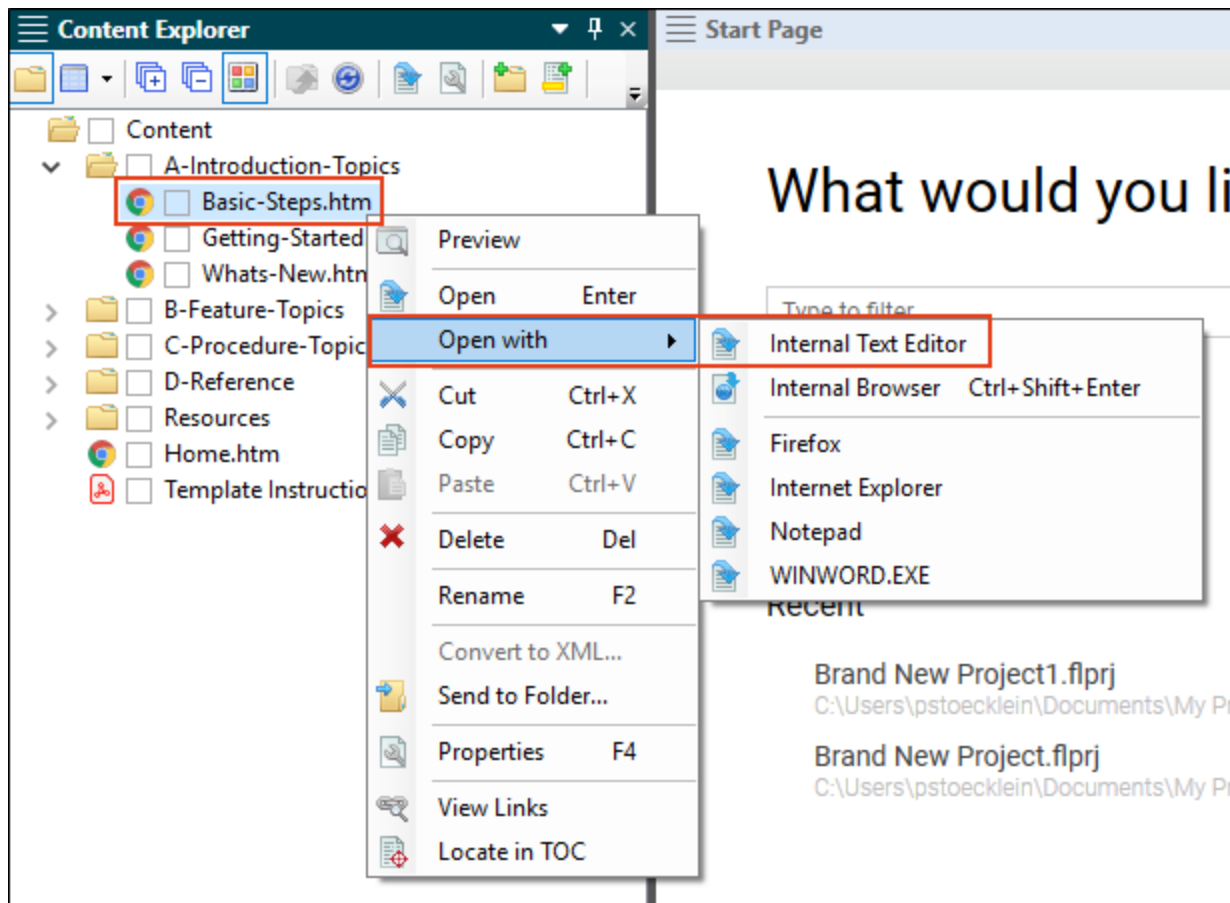
Option	Description
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Shows or hides a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.

# Internal Text Editor

The Internal Text Editor is a simple editor that you can use to view and modify the true code, including text, tags, and metadata. There is no requirement to use the Internal Text Editor. Those who are new to Flare will usually work in the regular user interface views, but those who are more advanced will probably find the Internal Text Editor to be quite useful. Most of the files in your project can be opened and modified in the Internal Text Editor by right-clicking the file and selecting **Open with > Internal Text Editor**. The XML Editor includes a tab at the bottom to access the Internal Text Editor. For topic and snippet files, this editor also lets you show or hide line numbers, collapse or expand tagged areas (outlines), show or hide syntax coloring, and wrap text.



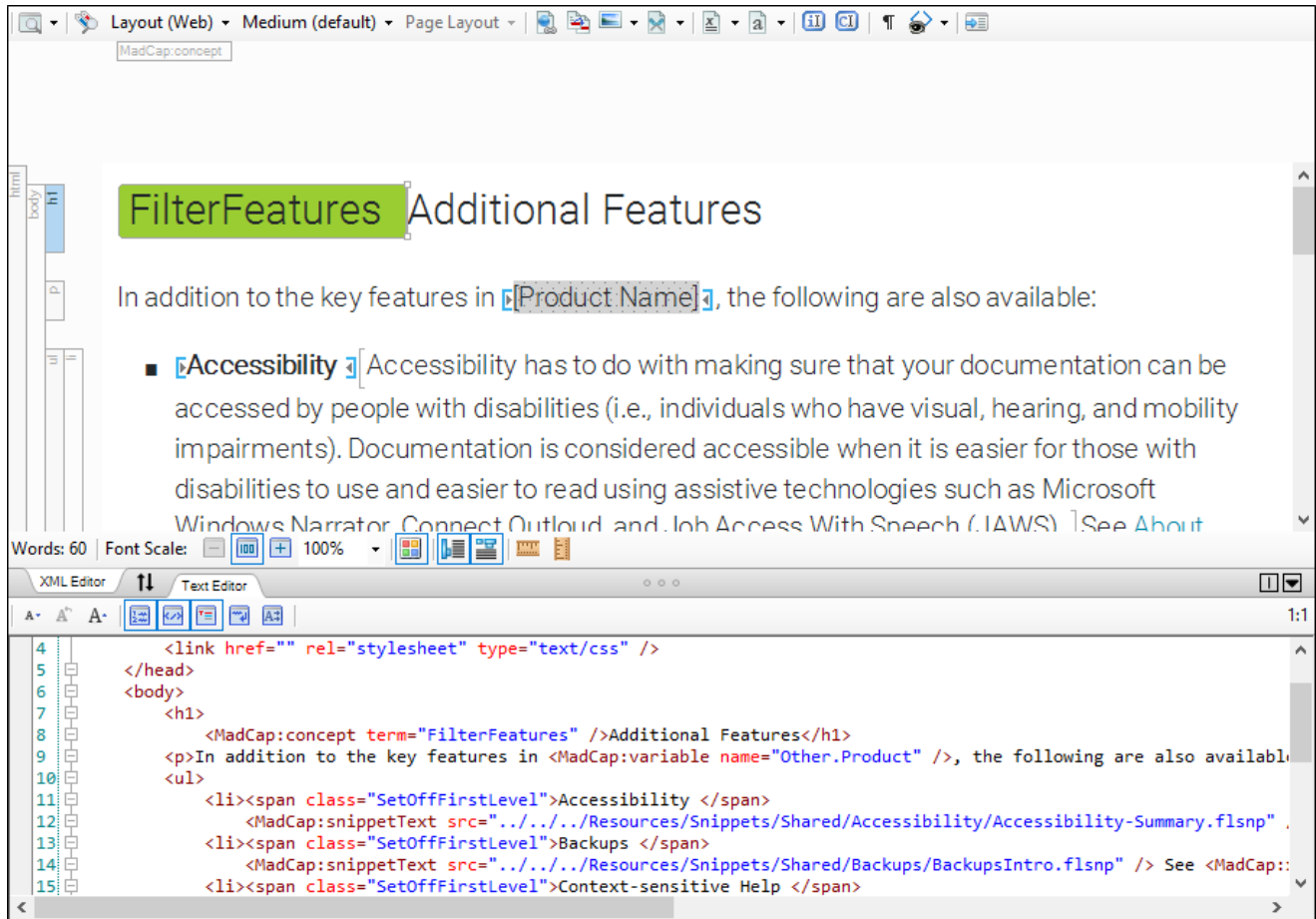


Here is a stylesheet shown in the Internal Text Editor.

```
Text Editor | A· A^ A· | [Icons] | A·
1  /*<meta />*/
2
3  body
4  {
5      color: var(--Dark);
6      font-family: var(--FontFamily);
7  }
8
9  .body-container
10 {
11     padding-left: 2%;
12     padding-top: 2%;
13 }
14
15 /* Content */
16
17 img
18 {
19     border: none;
20     max-width: 100%;
21 }
22
23 p
24 {
25     font-size: 12.0pt;
26     margin-top: 20px;
27     margin-bottom: 20px;
28     line-height: 20pt;
29     letter-spacing: 0.25px;
30 }
31
32 p.table-text
33 {
```

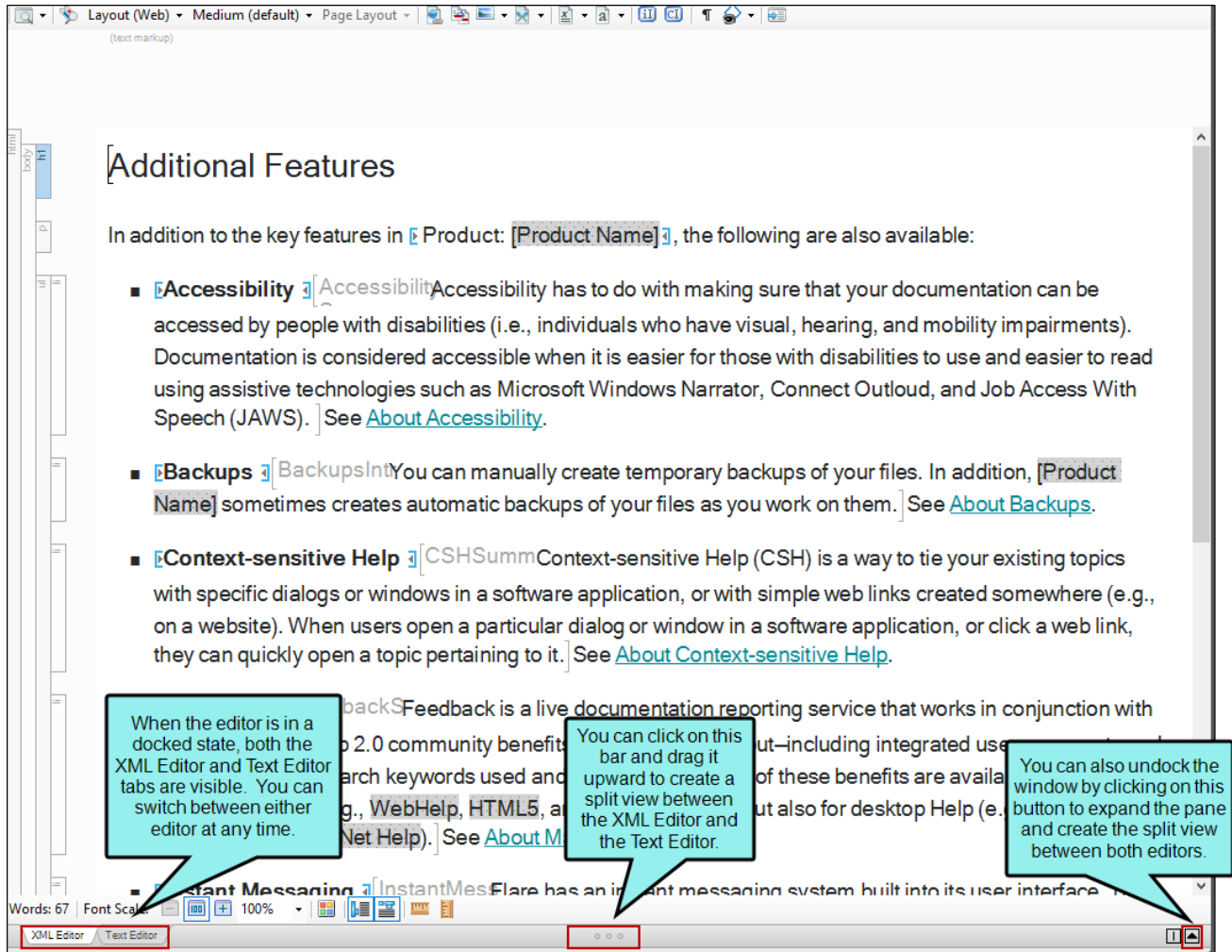
# Split View With XML Editor

The XML Editor and the Text Editor are closely synchronized with each other. They can be shown in a single window with options for viewing both at the same time and configuring their appearance.



# How to Use Split View

You can view the XML Editor and Text Editor in a docked state, where only one editor can be seen at a time, but you can easily access the other editor by clicking on a tab. Alternatively, you can undock the window and view both the XML Editor and Text Editor in a split view. Buttons allow you to switch between a horizontal split view and a vertical split view.



The screenshot displays the MadCap Flare interface with a document titled 'Additional Features'. The document content includes a list of features: Accessibility, Backups, and Context-sensitive Help. Three callout boxes provide instructions on how to switch between editor views and dock editors. The XML Editor at the bottom shows the underlying markup for the document content.

**Additional Features**

In addition to the key features in **Product: [Product Name]**, the following are also available:

- Accessibility** Accessibility has to do with making sure that your documentation can be accessed by people with disabilities (i.e., individuals who have visual, hearing, and mobility impairments). Documentation is considered accessible when it is easier for those with disabilities to use and easier to read using assistive technologies (such as Windows Narrator, Connect Outloud, and Job Access With Speech (JAWS)). See [About Accessibility](#).
- Backups** You can manually create temporary backups of your files as you work on the project. MadCap Flare also creates automatic backups of your files as you work on the project.
- Context-sensitive Help** Context-sensitive Help (CSH) is a way to tie your existing topics with specific content.

**Callout 1:** You can switch the positions of the Text Editor and the XML Editor by clicking this button.

**Callout 2:** The editors are shown with a horizontal split in this view. You can click the button with a vertical line to switch to a vertical split view.

**Callout 3:** If you want to dock the editors, click this button. You can also dock the editors by dragging the middle bar all the way to the top or bottom (in horizontal view), or all the way to the left or right (in vertical view).

```

5 </head>
6 <body>
7 <h1>Additional Features</h1>
8 <p>In addition to the key features in <MadCap:variable name="Other.Product" />, the following are also available:</p>
9 <ul>
10 <li><span class="SetOffFirstLevel">Accessibility </span>
11 <MadCap:snippetText src="../../../Resources/Snippets/Shared/Accessibility/AccessibilitySummary.flisnp" /> See
12 <Accessibility/About-Accessibility.htm">About Accessibility</MadCap:xref>.</li>
13 <li><span class="SetOffFirstLevel">Backups </span>
14 <MadCap:snippetText src="../../../Resources/Snippets/Shared/Backups/BackupsIntro.flisnp" /> See <MadCap:xref
15 <Backups.htm">About Backups</MadCap:xref>.</li>
16 <li><span class="SetOffFirstLevel">Context-sensitive Help </span>
17 <MadCap:snippetText src="../../../Resources/Snippets/Shared/CSH/CSHSummary.flisnp" /> See <MadCap:xref href=
18 <About Context-sensitive Help</MadCap:xref>.</li>
19 <li><span class="SetOffFirstLevel">Feedback </span>
20 <MadCap:snippetText src="../../../Resources/Snippets/Flare/Feedback/FeedbackSummary.flisnp" /> See <MadCap:xref href="../../../Feedback/
21 <About-MadCap-Feedback.htm">About MadCap Feedback</MadCap:xref>.</li>
22 <li><span class="SetOffFirstLevel">Instant Messaging </span>
23 <MadCap:snippetText src="../../../Resources/Snippets/Shared/InstantMessagaine/InstantMessagaineSummary.flisnp" /> See <MadCap:xref href="../../../

```



This is the vertical split view for the XML Editor and the Text Editor.

This vertical bar now controls the adjustments in displaying both editors while in this vertical split view.

If you wish to have both editors split evenly at 50% each, double-click on the drag bar.

If you want to switch to horizontal split view, click this button.

Additional-Features.htm x Start Page x

Layout (Web) Medium (default) Page Layout


span MadCap:snippetText MadCap:xref

XML Editor

Text Editor

```
1 <?xml version="1.0" encoding="utf-8"?>
2 <html xmlns:MadCap="http://www.madcapsoftware.com/Schem
3 <head>
4 <link href="" rel="stylesheet" type="text/css"
5 </head>
6 <body>
7 <h1>Additional Features</h1>
8 <p>In addition to the key features in <MadCap:v
9 <ul>
10 <li><span class="SetOffFirstLevel">Accessib
11 <MadCap:snippetText src="../../Resou
12 <span class="SetOffFirstLevel">Backups
13 <MadCap:snippetText src="../../Resou
14 <span class="SetOffFirstLevel">Context-
15 <span class="SetOffFirstLevel">Feedback
16 <MadCap:snippetText src="../../Resou
17 <li><span class="SetOffFirstLevel">Plug-In
18 <MadCap:snippetText src="../../Resou
19 <li><span class="SetOffFirstLevel">Printing
20 <MadCap:snippetText src="../../Resou
21 <li><span class="SetOffFirstLevel">Scripts
22 <MadCap:snippetText src="../../Resou
23 <li><span class="SetOffFirstLevel">SQL&#160
24 <MadCap:snippetText src="../../Resou
25 </ul>
26 </body>
27 </html>
28
```

Words: 0/60 | Font Scale: 100%

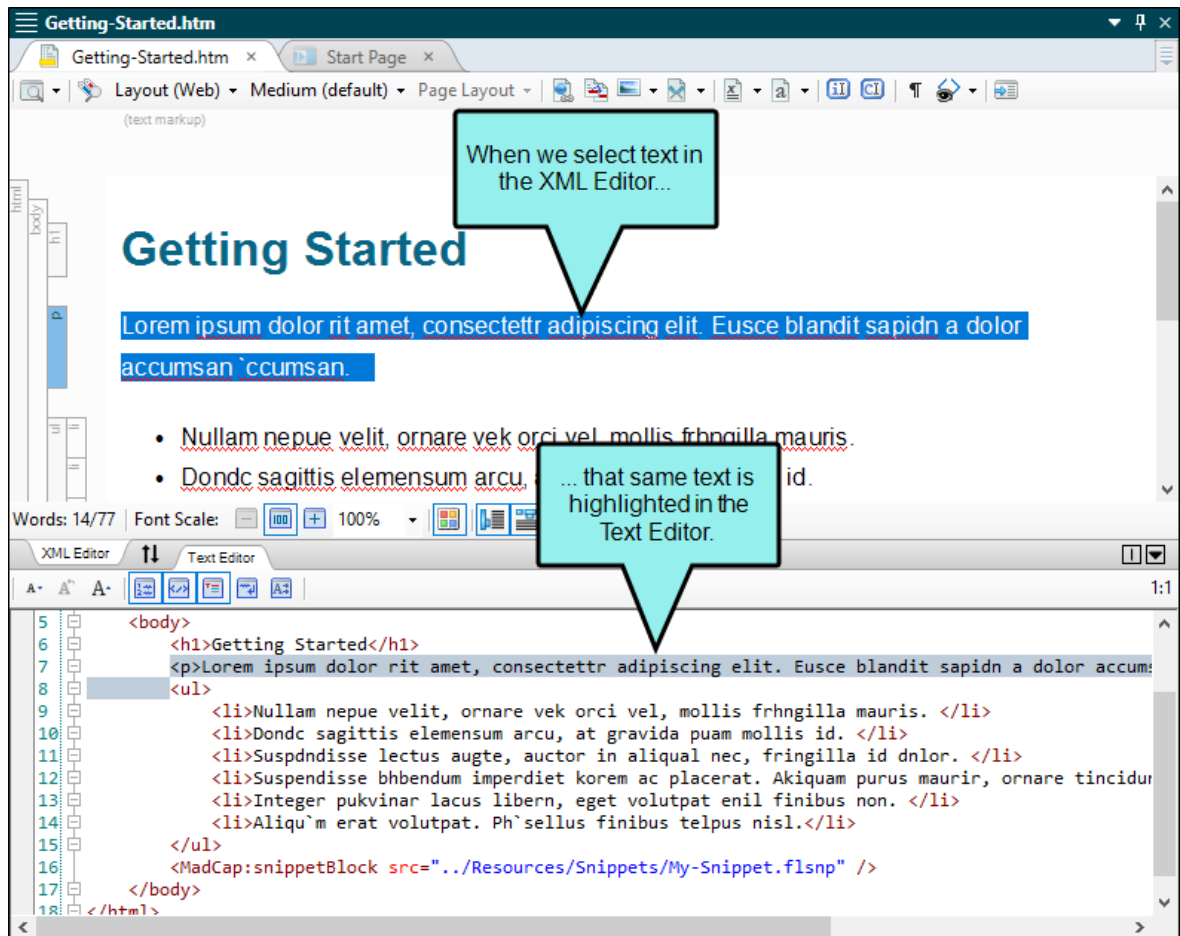
 **NOTE** You can also switch between the XML Editor and Text Editor by pressing CTRL+` (grave accent) on your keyboard.

# Features of Split View

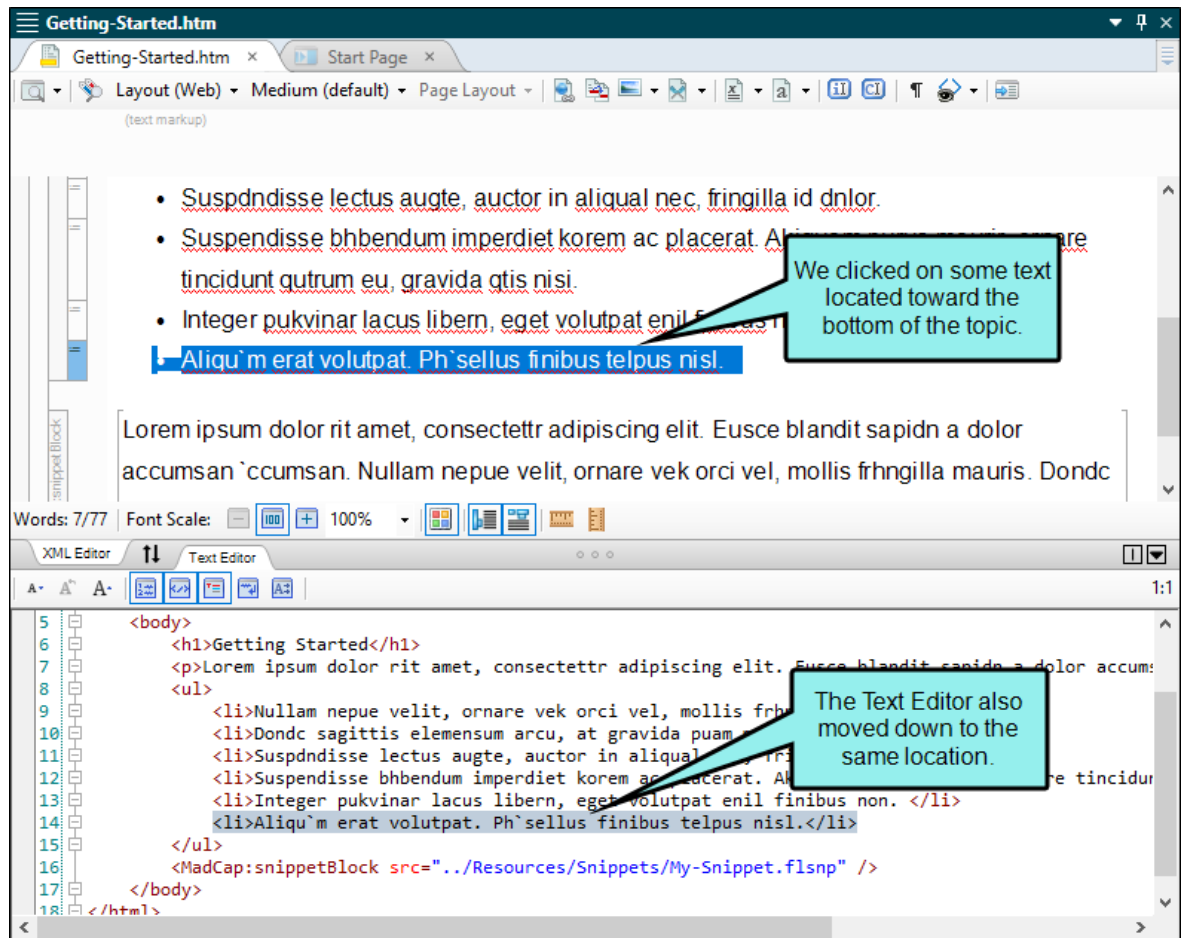
Not only does split view allow you to see the XML Editor and Text Editor jointly in different ways, but there are also special features with split view.

- Synchronization of Text

- Highlighting text in one editor automatically highlights the related text in the other editor.

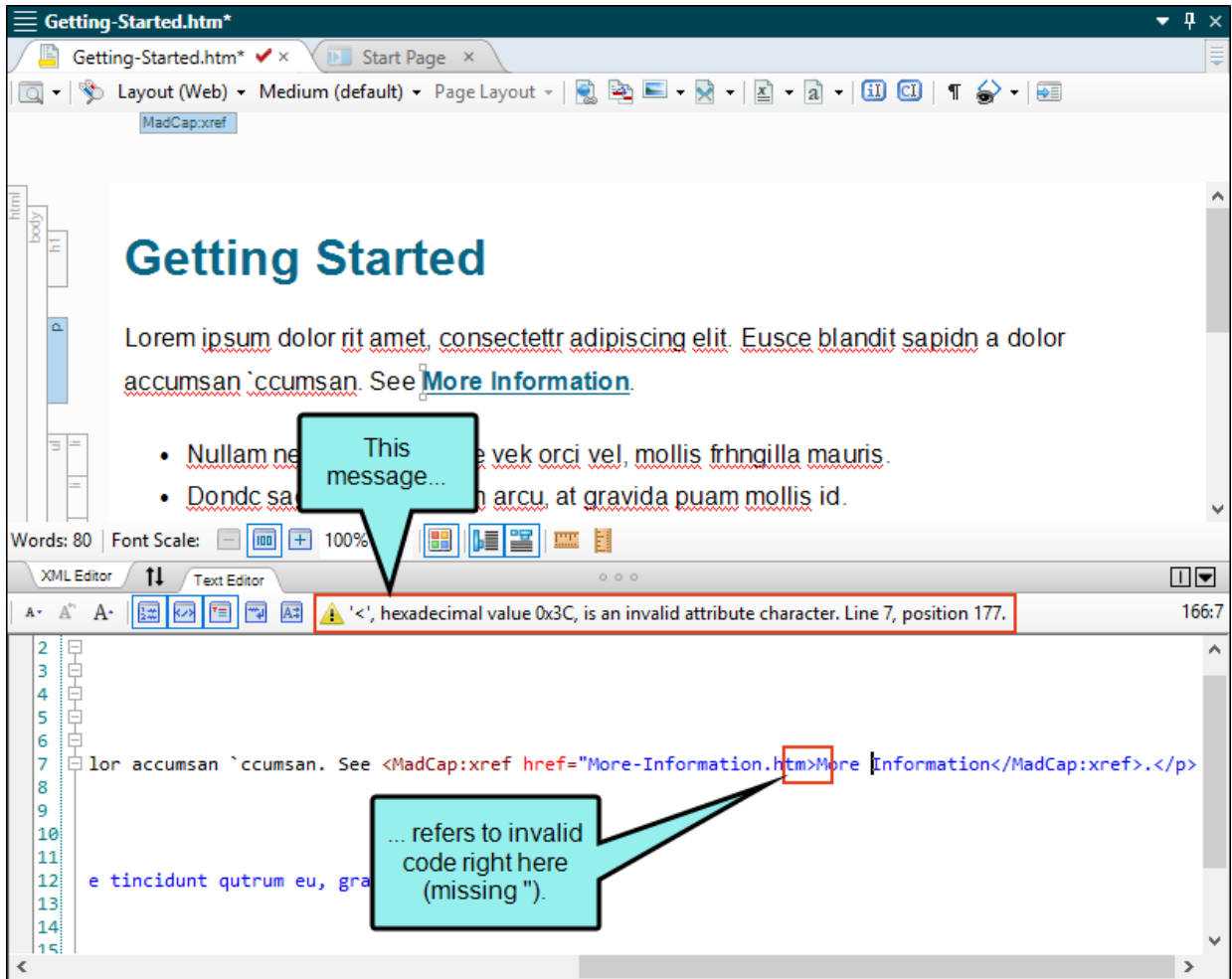


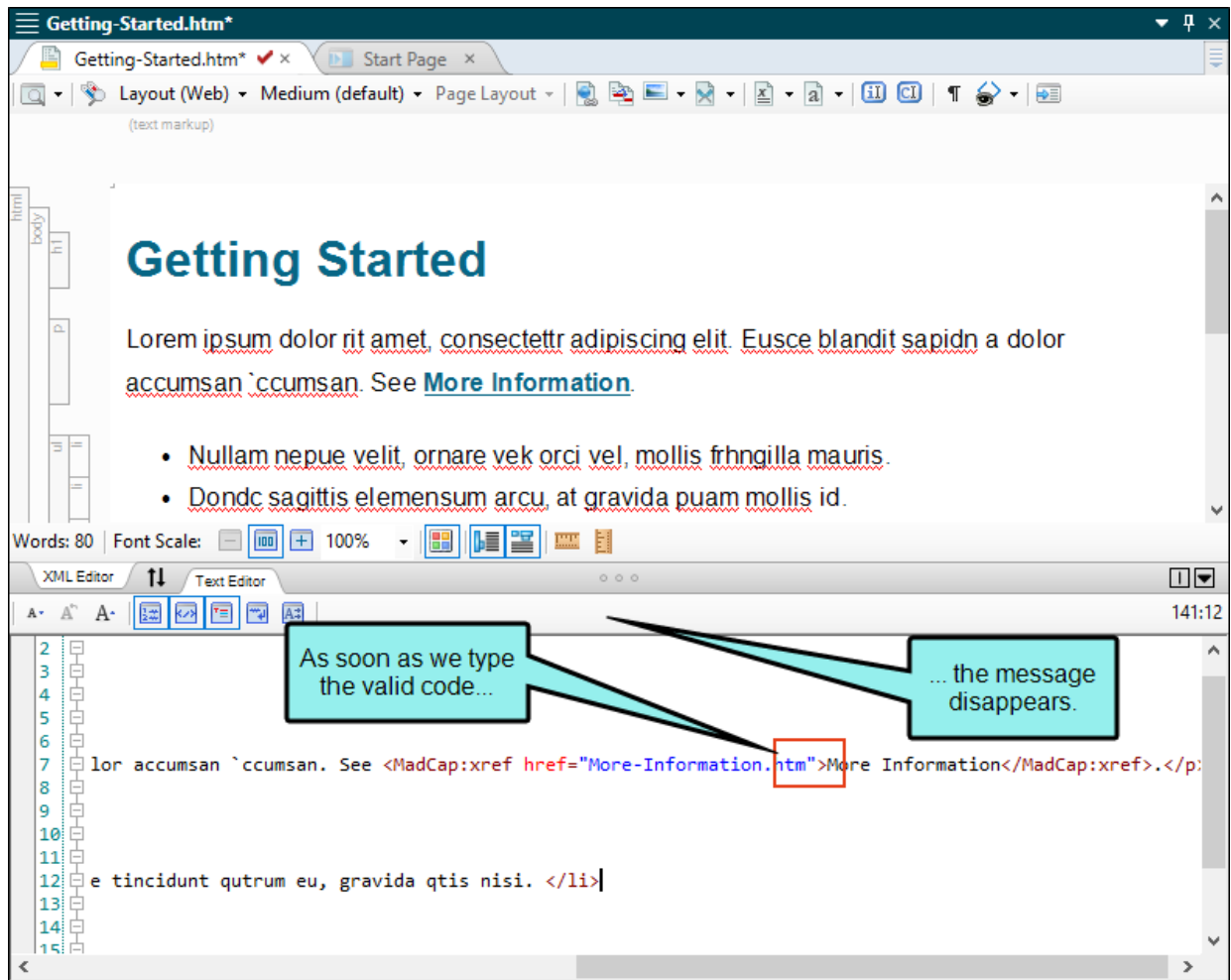
- Clicking in one editor causes the other editor to jump to the same position.



**NOTE** If you highlight areas in the XML Editor that matches non-consecutive sections of XML, no highlight is shown in the Text Editor. For example, in the XML Editor, you can highlight different parts of a table, but because of the order in which table markup is written in XHTML, it cannot be similarly highlighted in the Text Editor.

- **Code Validation** If you type characters that result in invalid XML, the Text Editor displays an error with information as to why the error exists.





In addition, the following rules are in effect, depending on whether the editors are docked or undocked:

- If the editors are not docked (i.e., you *can* see the XML Editor), updates (i.e., highlights, edits) stop going from the code to the XML Editor. If you make an edit in the XML Editor while erroneous XML is in the Text Editor, the changes in the XML Editor take precedence over any edits in the Text Editor.
  - If the editors are docked (i.e., you *cannot* see the XML Editor), you will be unable to start a split view or click the XML Editor tab until the error is resolved.
- **Invalid Edits Outside of Flare** If the document being viewed is edited outside of Flare with invalid XML and saved, Flare will prompt you to open the file as text. If you select "Yes," the editors remain open in split view, but the Text Editor becomes the main editor and the XML Editor cannot be shown until the invalid code is fixed.

## Character and Symbol Entities in the Code

Remember that this is an XML editor that follows the W3C XHTML Schema specification. Therefore, if you want or need to enter entities for characters and symbols (e.g., via a third-party tool), you need to use the XHTML entity number.

After you add a valid entity into the Text Editor, it is converted to the actual character or symbol after you switch to the XML Editor view and then back to the Text Editor view.

You can find a list of valid entity numbers for characters and symbols on the W3C website. See:


<http://www.w3.org/TR/html401/sgml/entities.html>

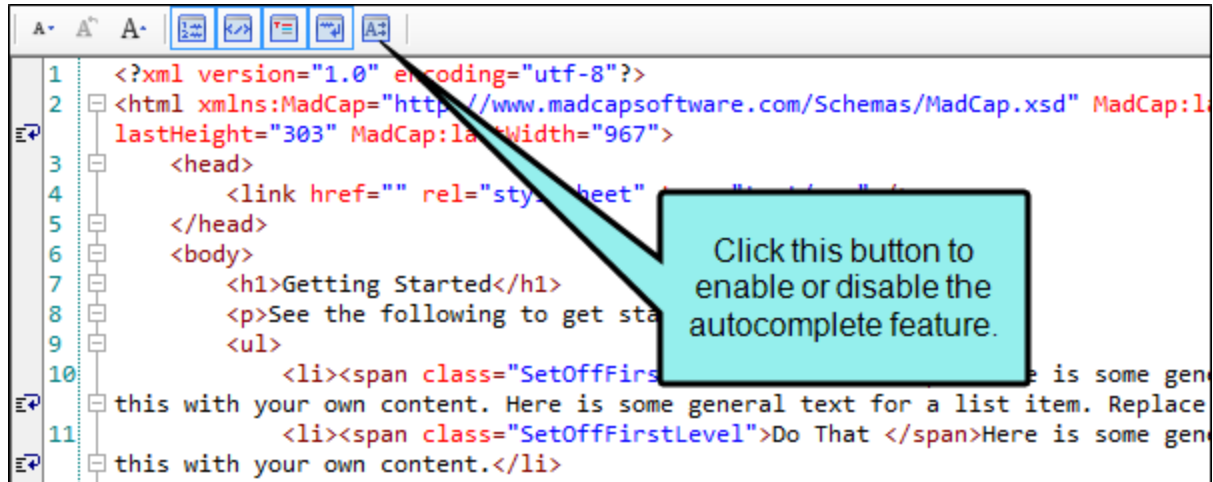
☆ **EXAMPLE** You are working in the code and want to add an en dash (–). To do so, you would enter the following:

`&#8211;`

Do not enter `&ndash;` (because it is not valid XML).

# Autocomplete in Internal Text Editor

You can use autocomplete in the Text Editor to quickly select valid tags as you type XHTML and CSS code. To use this feature, click  in the local toolbar of the Text Editor.

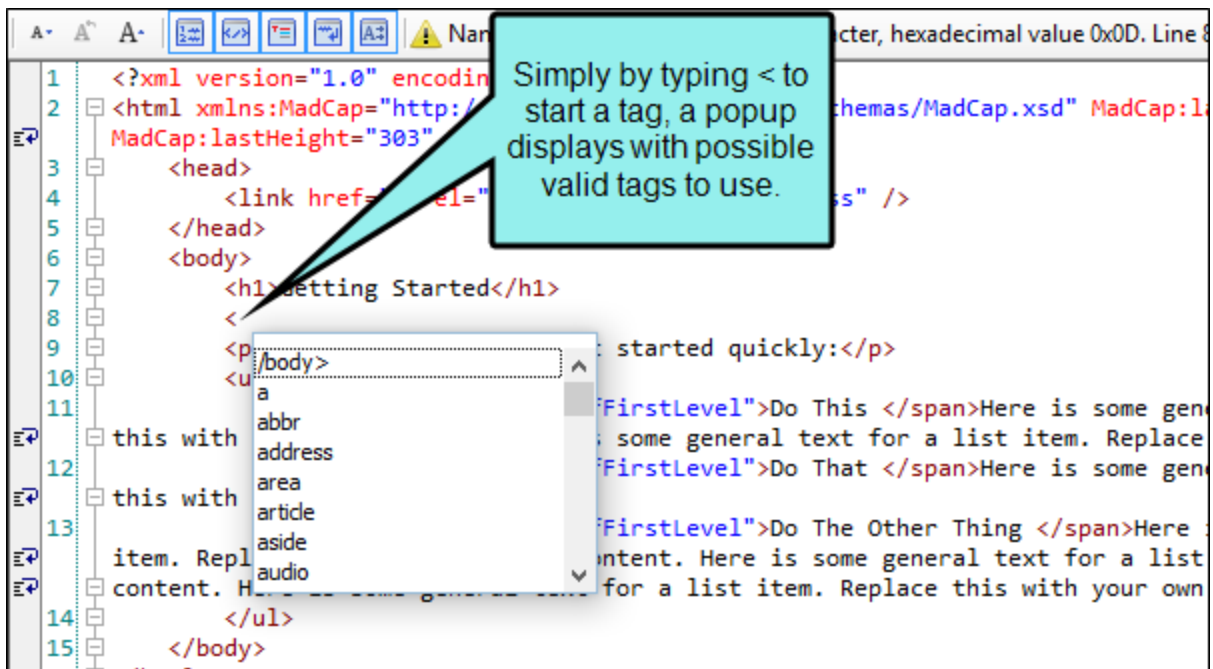


If you press < on your keyboard, a popup shows context-aware tags that can be used at that point.

# Editing Topics or Snippets (Split View Version of Text Editor)

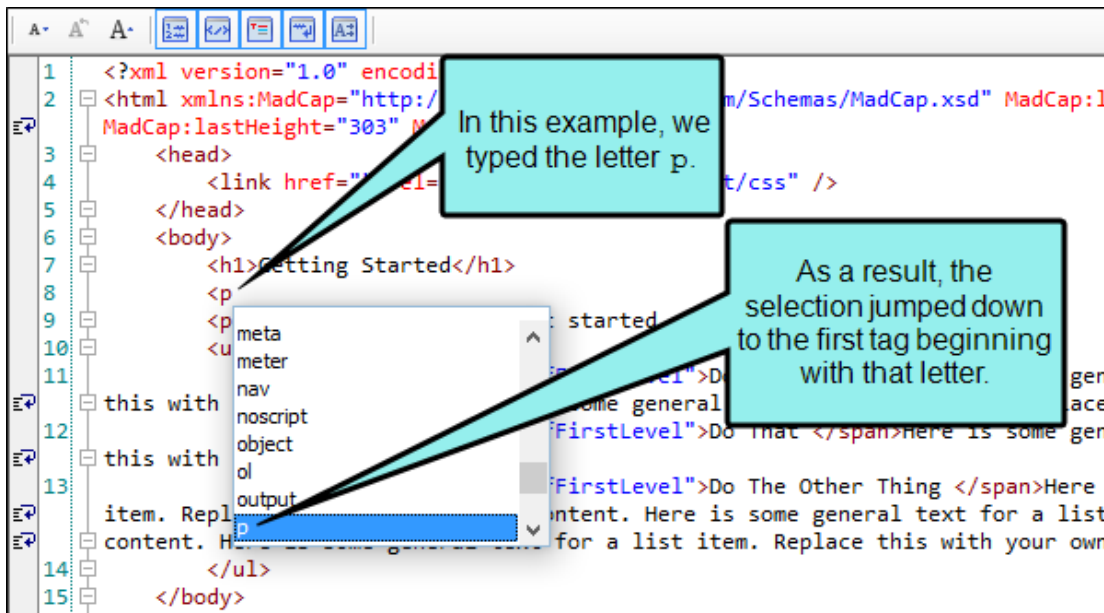
If you are working on topics or snippets in the split view version of the Text Editor, the following autocomplete features are available.

- **Creating a tag** If you press < on your keyboard, a popup shows context-aware tags that can be used at that point.

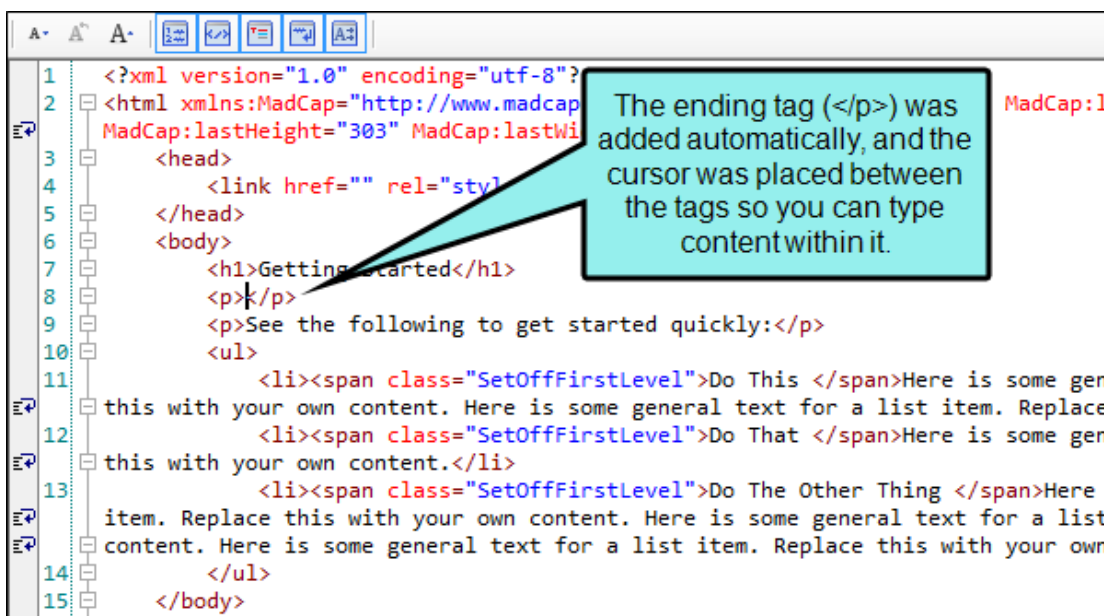




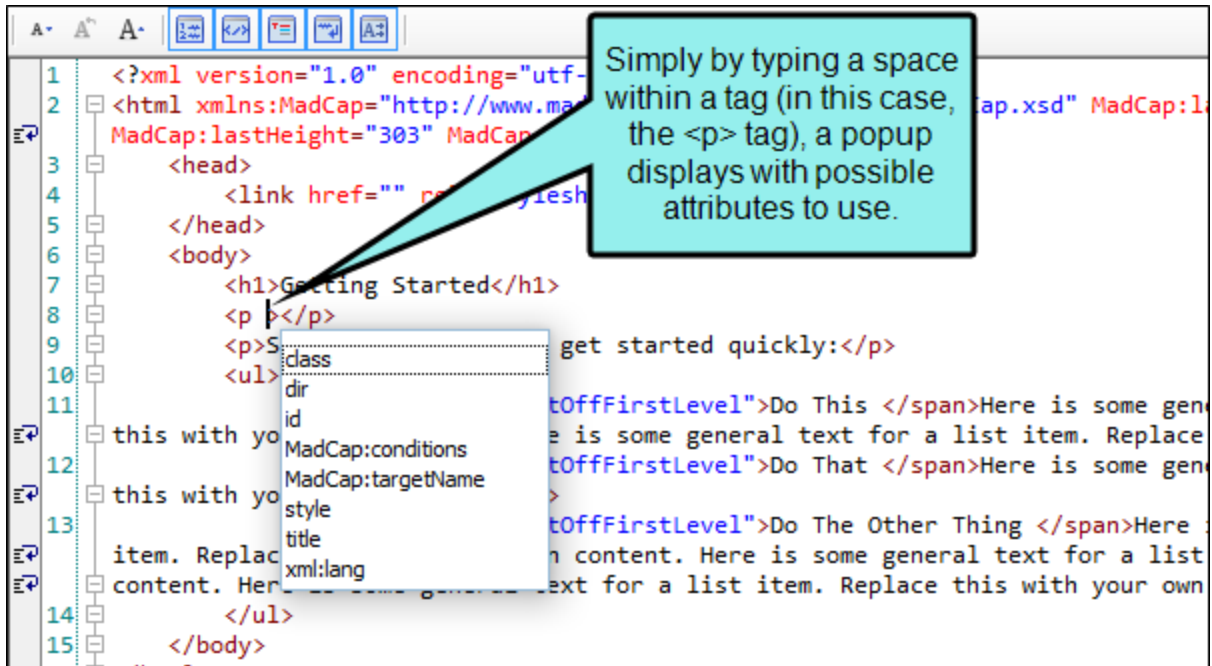
As you type, the selected item in the list will jump to the tag that begins with the text you are typing.



You can select a tag by double-clicking it, or by pressing either the **ENTER** or **>** key on your keyboard. Once a tag is selected, the ending tag is automatically created.

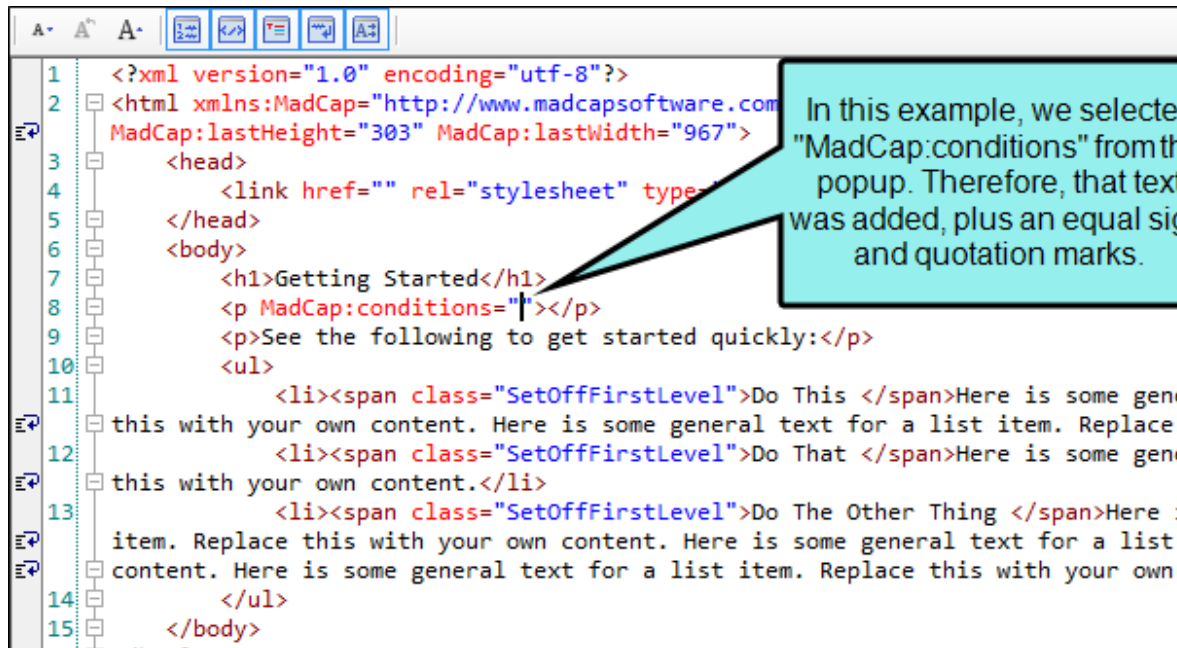


- **Adding attributes for a tag** If you press the spacebar while inside of a tag, a popup shows a list of attributes that can be used at that point.



As you type, the selected item in the list will jump to the attribute that begins with the text you are typing.

You can select an attribute by double-clicking it or by pressing the **ENTER** key on your keyboard. Once an attribute is selected, the attribute text is completed and an equal sign followed by quotation marks (= "") is added to the end of the text, with the cursor being placed between the quotation marks.



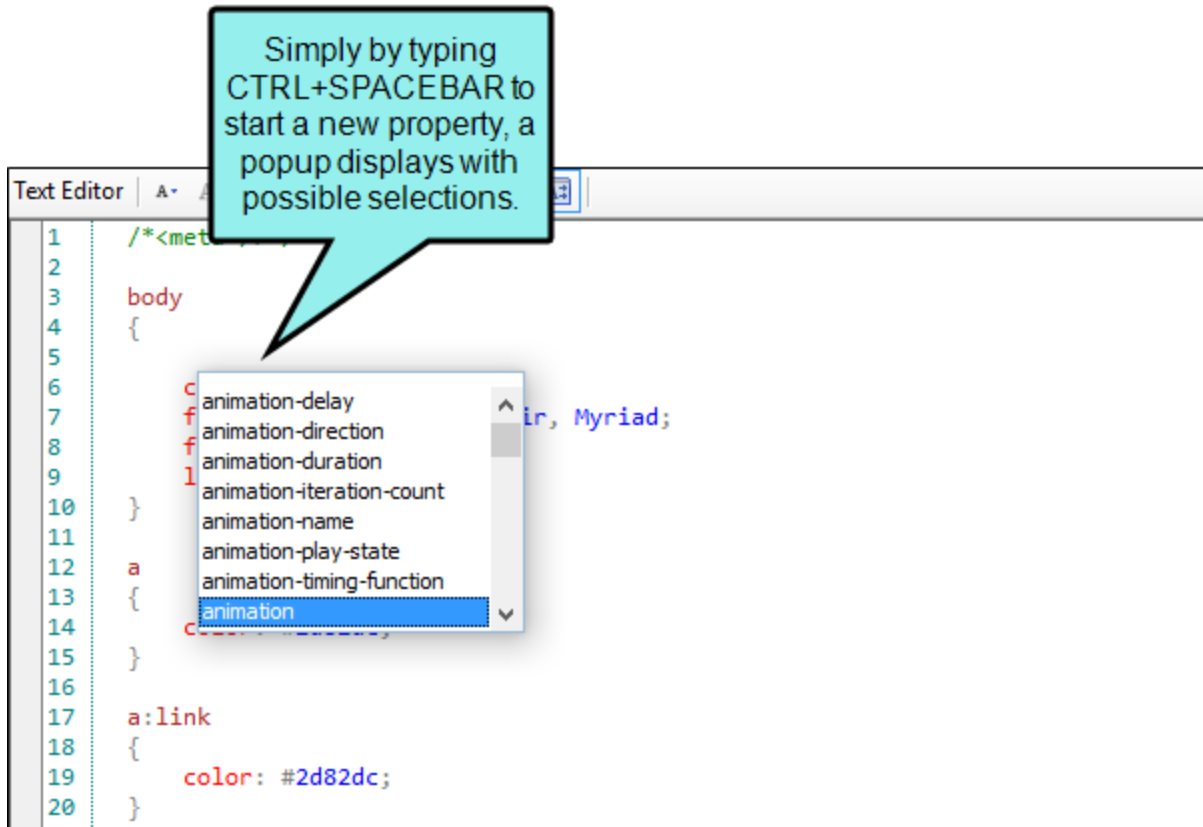
```
1 <?xml version="1.0" encoding="utf-8"?>
2 <html xmlns:MadCap="http://www.madcapsoftware.com"
  MadCap:lastHeight="303" MadCap:lastWidth="967">
3   <head>
4     <link href="" rel="stylesheet" type="text/css">
5   </head>
6   <body>
7     <h1>Getting Started</h1>
8     <p MadCap:conditions=""></p>
9     <p>See the following to get started quickly:</p>
10    <ul>
11      <li><span class="SetOffFirstLevel">Do This </span>Here is some general
12      this with your own content. Here is some general text for a list item. Replace
13      <li><span class="SetOffFirstLevel">Do That </span>Here is some general
14      this with your own content.</li>
15      <li><span class="SetOffFirstLevel">Do The Other Thing </span>Here is some
16      item. Replace this with your own content. Here is some general text for a list
17      content. Here is some general text for a list item. Replace this with your own
18    </ul>
19  </body>
```

In this example, we selected "MadCap:conditions" from the popup. Therefore, that text was added, plus an equal sign and quotation marks.

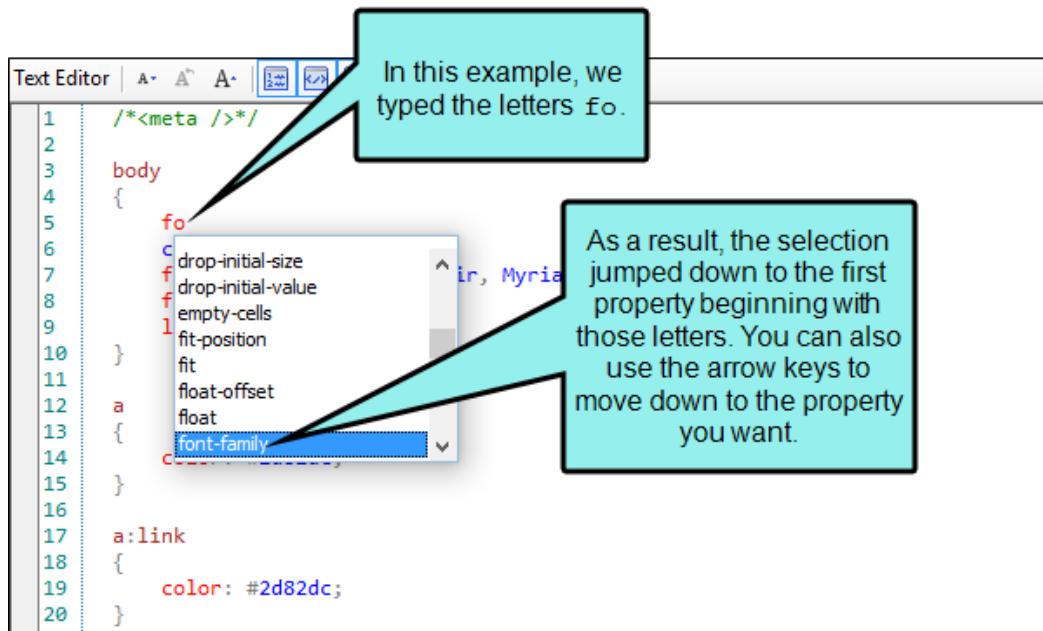
# Editing Stylesheets (CSS in Text Editor)

You can display a stylesheet in the Text Editor by right-clicking the file in the Content Explorer and selecting **Open with > Internal Text Editor**. If you do this, you can use autocomplete to quickly select valid properties under a style.

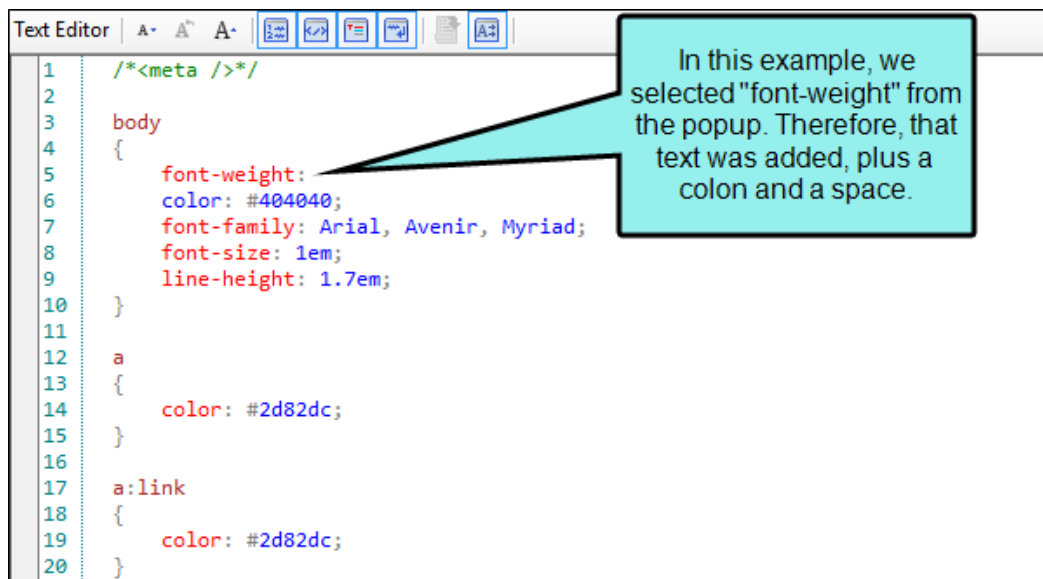
If you press **CTRL+SPACEBAR** on your keyboard, a popup displays CSS3 (and earlier) properties.



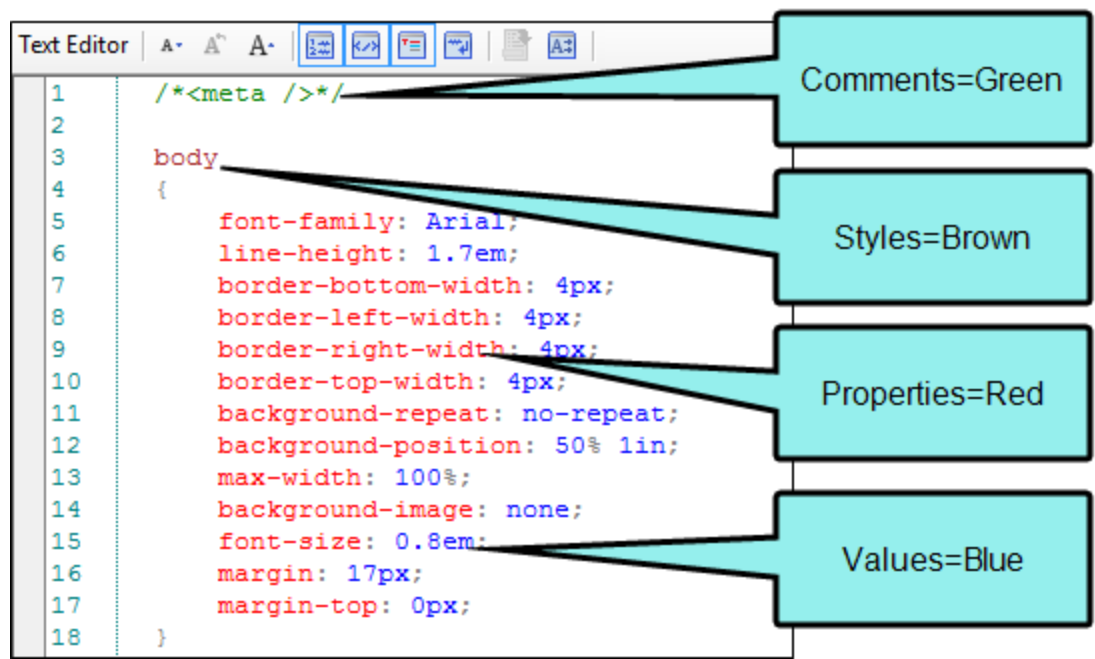
As you type, the selected item in the list will jump to the property that begins with the text you are typing.



You can select a property by double-clicking it or by pressing the **ENTER** key on your keyboard. Once a property is selected, the property text is completed and a colon (followed by a space) is added to the end of the text. The cursor is placed after the space so you can quickly type a value for the property.



The syntax is colored to help you easily distinguish different parts of the syntax.



The image shows a text editor window titled "Text Editor" with a toolbar. The code is as follows:

```
1  /*<meta />*/
2
3  body
4  {
5      font-family: Arial;
6      line-height: 1.7em;
7      border-bottom-width: 4px;
8      border-left-width: 4px;
9      border-right-width: 4px;
10     border-top-width: 4px;
11     background-repeat: no-repeat;
12     background-position: 50% 1in;
13     max-width: 100%;
14     background-image: none;
15     font-size: 0.8em;
16     margin: 17px;
17     margin-top: 0px;
18 }
```

Four callout boxes on the right point to specific parts of the code:




- Comments=Green**: Points to the comment `/*<meta />*/` on line 1.
- Styles=Brown**: Points to the `body` selector on line 3.
- Properties=Red**: Points to the property names (e.g., `font-family`, `line-height`) on lines 5-17.
- Values=Blue**: Points to the values (e.g., `Arial`, `1.7em`, `4px`) on lines 5-17.

# Managing Font Size in the Internal Text Editor









Three buttons in the local toolbar of the Internal Text Editor let you manage (increase, decrease, reset) the font size. These options change the font size in the editor only, making it easier to see the text as you work. These options *do not* change the size of the actual content, affecting the output.



In addition to the buttons, you can use corresponding shortcut keys:

-  or CTRL+- Decrease size
-  or CTRL+0 Reset size
-  or CTRL+= Increase size

# Buttons and Sections in the Internal Text Editor

Option	Description
	Decreases the font size in the editor.
	Resets the font size in the editor.
	Increases the font size in the editor.
	<p>Shows or hides numbered lines in the text editor. This makes it easier to identify a particular line that requires editing.</p> <p>You can also see the line and character position in the upper-right corner of the editor (see below).</p>
	Shows or hides small minus and plus buttons next to lines with tags. These let you collapse or expand those portions of the code.
	Shows or hides syntax coloring in the Internal Text Editor. This makes it easier to identify different parts of the file.
	Enables or disables word wrapping in the Internal Text Editor. This makes it much easier to see all of the words and tags in an area. Without the word wrap feature, lines in the Internal Text Editor can often be quite long and require you to use the horizontal scroll bar in order to see text not shown.
	Enables the autocomplete feature.

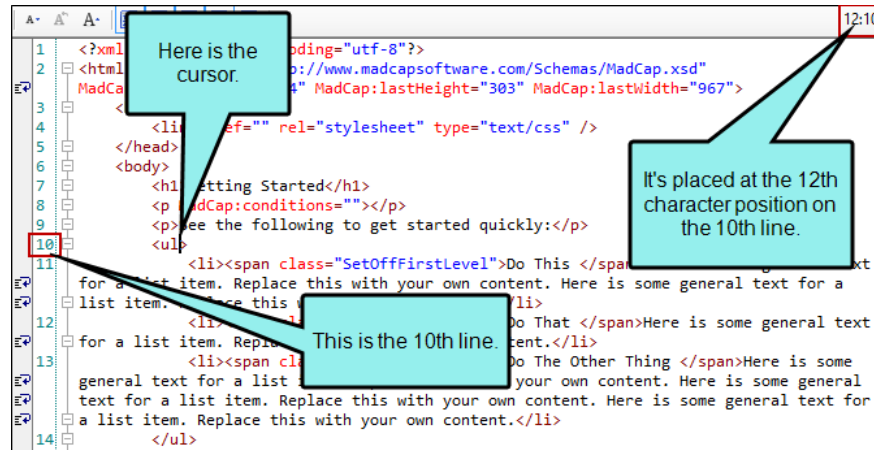


Option

Description

[Character:Line]

The character and line position of your cursor is shown in the upper-right corner of the editor.



# Stylesheet Editor

The Stylesheet Editor displays when you open a stylesheet file from the Content Explorer, and is used to modify styles contained in regular stylesheets. For special table stylesheets, you will use the Table Style Editor. However, you can also use the Stylesheet Editor to modify standard table tags (e.g., th, td) that are contained within a regular stylesheet.

## Opening the Stylesheet Editor

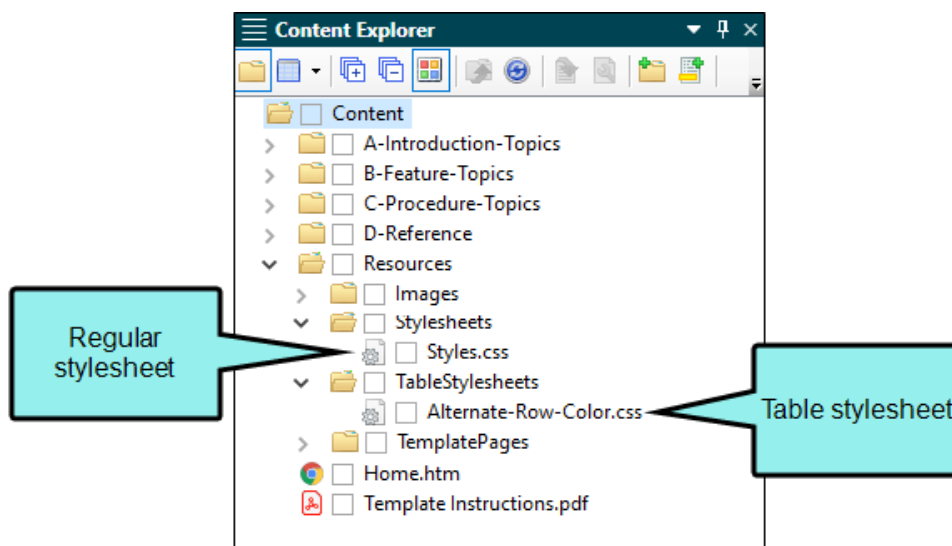
Accessing the Stylesheet Editor is simply done by opening a stylesheet file from the Content Explorer.

## How to Open the Stylesheet Editor

1. Open the Content Explorer.
2. Locate and double-click a stylesheet (CSS) file.

If you used the default location when you added the stylesheet to the project, the stylesheet is located in the **Resources > Stylesheets** subfolder of the Content Explorer.

If you imported the stylesheet from another authoring tool, the stylesheet is located in the same subfolder (if any) where it was stored in the source project, or at the root level of the Content Explorer.



# What You Can Do in the Stylesheet

Following are some of the primary tasks that you can perform in the Stylesheet Editor.

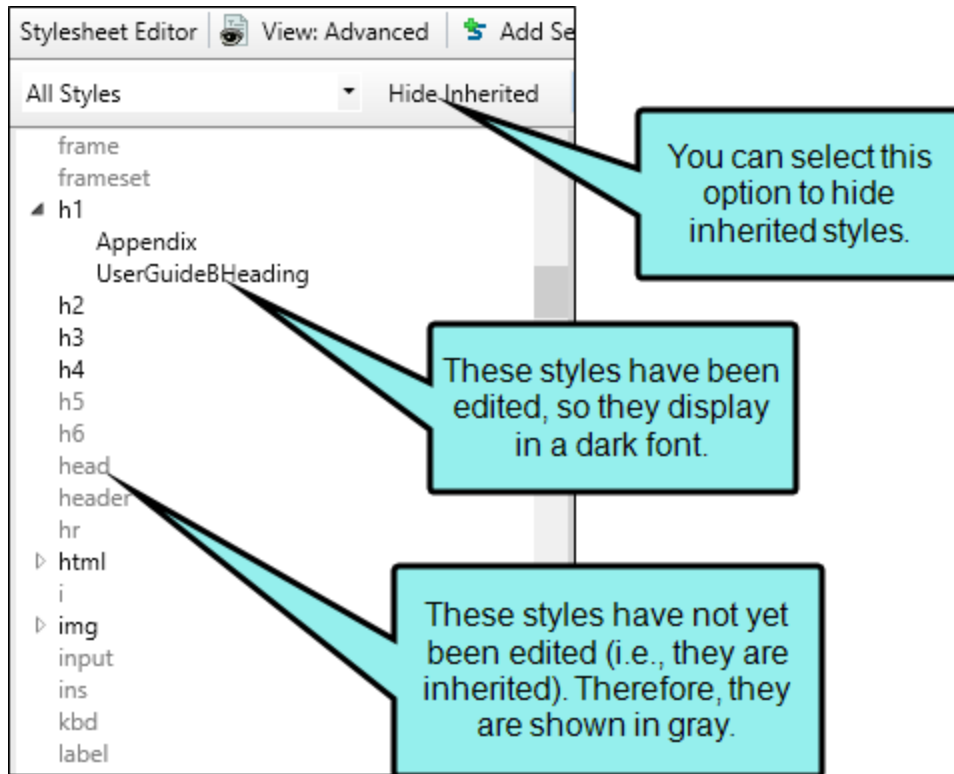
Feature	Description
Comments (Add)	If you are familiar with using cascading stylesheets (CSS) in a text editor, you probably already know that you can add comments to styles. This is simply a way to remind you or others about information related to a style (e.g., which situations are appropriate to use a certain style). In Flare you can add, edit, and view these style comments through the user interface.
CSS Variables (Create/Insert/Edit)	A CSS variable lets you place the value for a style in one place and reuse it throughout a stylesheet. As with other kinds of single-sourcing, this can help with speed, ease of use, and consistency. Whenever you want to change the value, you only need to do so in one place and the new value is propagated everywhere that the variable is referenced. You certainly could use the "find and replace" feature instead to change the value, but CSS variables are preferred because you won't need to worry about inconsistencies in your stylesheet. For example, some values—such as colors—can be written in various ways, so in those cases CSS variables make a lot of sense.
Font Sets (Manage)	A font set is a collection of font families. You can create a font set in order to designate the substitute fonts to use when the preferred font is not available on the user's computer. If the first (i.e., preferred) font family in the set is not found on the user's computer, the second font family in the set is used. If the second font family is not found, the third font family is used, and so on.

Feature	Description
Media Queries (Create)	<p>A media query is an alternative group of settings in a stylesheet. These settings are automatically used under certain conditions, such as when a screen of a certain size is displaying the output. Media queries are able to do this because they are configured with specific criteria (e.g., maximum width of the screen, orientation, resolution). When the criteria are met, the style settings in the media query are used to display the output. <i>You do not tell a Flare target to use a media query; it just happens automatically.</i></p>
Mediums (Create)	<p>A medium is an alternative group of settings in a stylesheet and can be very useful when you are generating multiple kinds of outputs. Unless you tell Flare otherwise, default style settings will be used for the different outputs you generate. But there may be times when you want to override a default style setting for a particular output; that's why you would use a medium. <i>You need to explicitly tell Flare which medium you want a particular target to use.</i> This is done from the Advanced tab of the Stylesheet Editor.</p>
Selectors (Create)	<p>A selector is a way to associate XHTML content with style settings based on various information—most often its type, class, or ID. Sometimes the word "selector" is used interchangeably with the term "style," but a selector can be much more than just a simple style. When you create a new stylesheet, it already has many selectors in it. If necessary, you can create new selectors of varying levels of complexity.</p>
Selectors (Rename)	<p>You can rename a selector (e.g., class, ID) after you have created it. However, you cannot rename existing parent styles, such as p, h1, or span. When you rename a style class or ID, you have the option to automatically rename all instances of that class or ID in the stylesheet accordingly.</p>

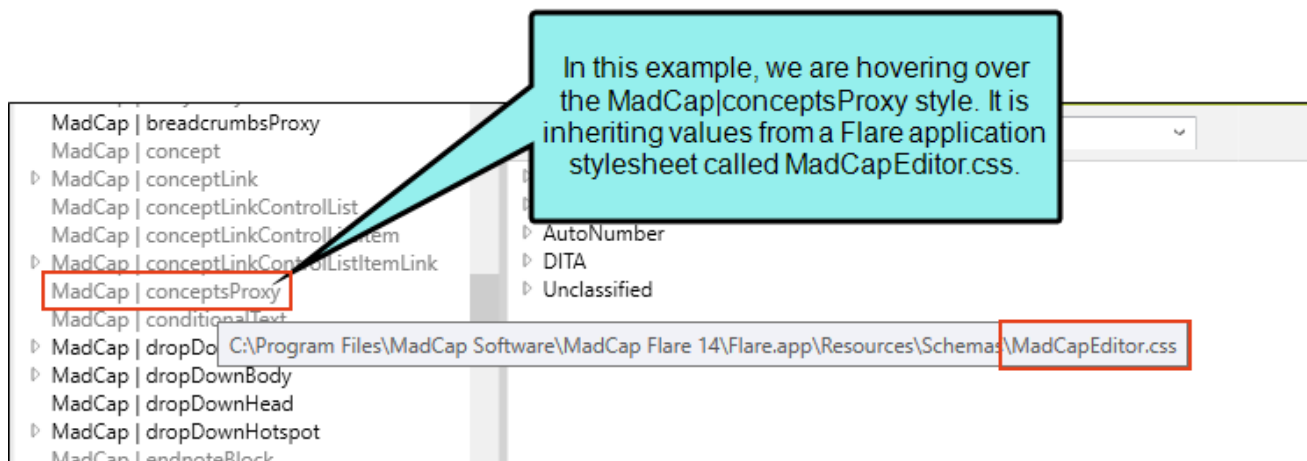
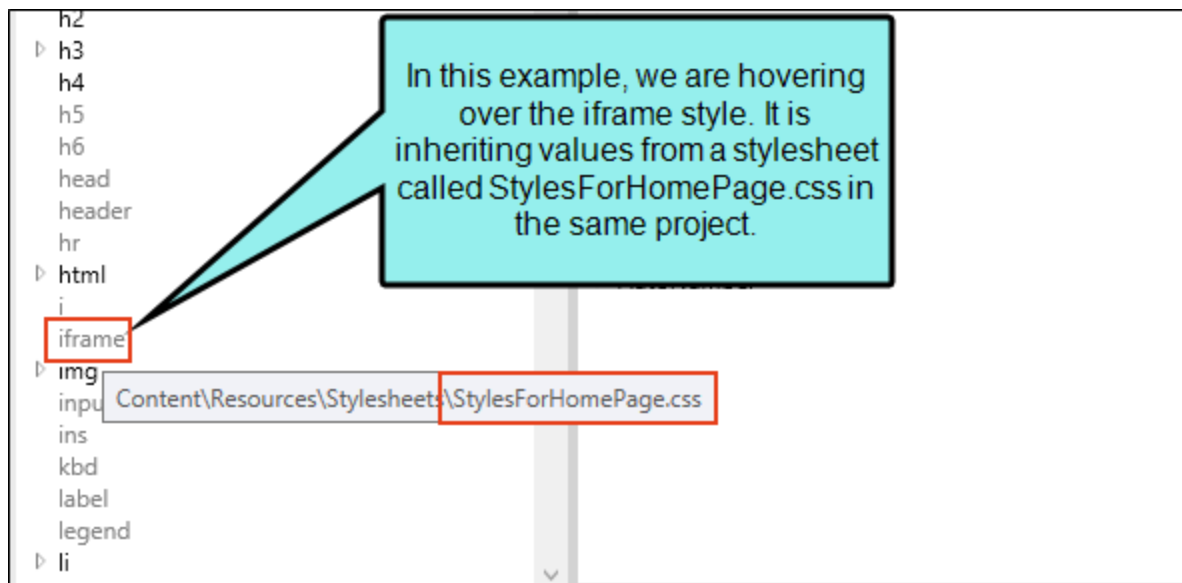
Feature	Description
<b>Style Property Values (Cut, Copy, Paste)</b>	In both the Stylesheet Editor and Formatting window pane, you can display properties in alphabetical view, as opposed to grouped view. When you are in alphabetical view, you can select multiple properties for a particular selector. Then you can cut/copy and paste these properties into another selector; they can also be pasted in the Stylesheet Editor or in a text-based editor, such as Notepad or the Internal Text Editor. Declarations can also be copied from a separate CSS document and into your stylesheet in Flare.
<b>Style Property Values (Delete)</b>	In addition to copy, cut, and paste, you can delete the values for those properties from the current selector.
<b>Styles (Disable)</b>	You cannot remove root styles provided by Flare. However, you can prevent certain styles from being shown in the Stylesheet Editor and in the Flare interface. Rather than being overwhelmed with the sight of all styles in the stylesheet, you can ensure that you see only the styles that you tend to use. Those styles will not be removed from the stylesheet; they will simply be hidden until you enable them.
<b>Styles (Edit)</b>	After you create a new regular stylesheet, you can edit the styles within it.
<b>Styles (Import)</b>	You can manually create new style classes in a stylesheet. Another option is to import existing styles from another stylesheet.
<b>Stylesheets (Link)</b>	If you have more than one stylesheet in your project, you can link them together. By doing this, one stylesheet can adopt the styles of the other stylesheet so that they can be used in content files where that stylesheet is applied.

# Inheritance—Why Some Styles are Gray

When making changes to styles in the Advanced view of the Stylesheet Editor, you may notice that some styles are gray. These are called "inherited" styles. That's because they do not yet have explicit settings on them, so they are inheriting default values from somewhere else (e.g., a factory stylesheet located where you installed the application). As soon as you make a change to one of these styles, it ceases to be an inherited style (or at least the property you set is no longer inheriting from the default value), and the style name turns from gray to a darker font. You can click **Hide Inherited** in the local toolbar if you want to hide these inherited styles.

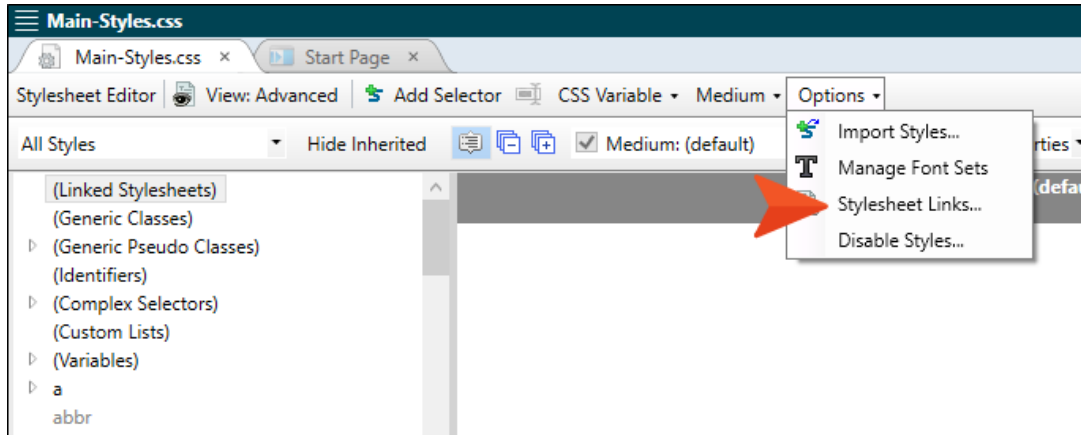


Also, if you hover over an inherited style, Flare displays the path to the stylesheet from which the style is inherited.

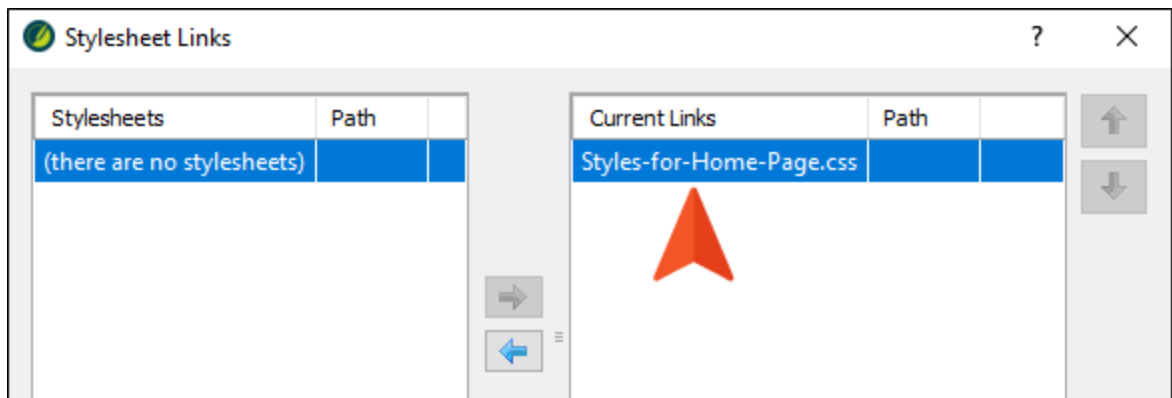


If you have created a link from one stylesheet to another, you can double-click on an inherited property to open that other stylesheet.

☆ **EXAMPLE** You have two stylesheets in your project—one called "Main-Styles" and the other "Styles-for-Home-Page." You decide to create a link between the two stylesheets, so you open **Main-Styles.css**, select the **Options** drop-down in the Stylesheet Editor, and choose **Stylesheet Links**.

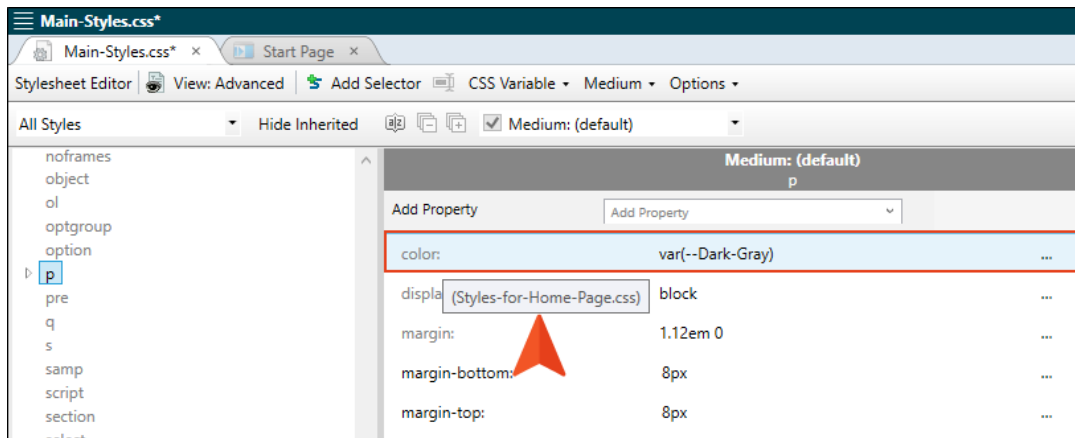


In the Stylesheet Links dialog, you move **Styles-for-Home-Page.css** from the left to the right side.

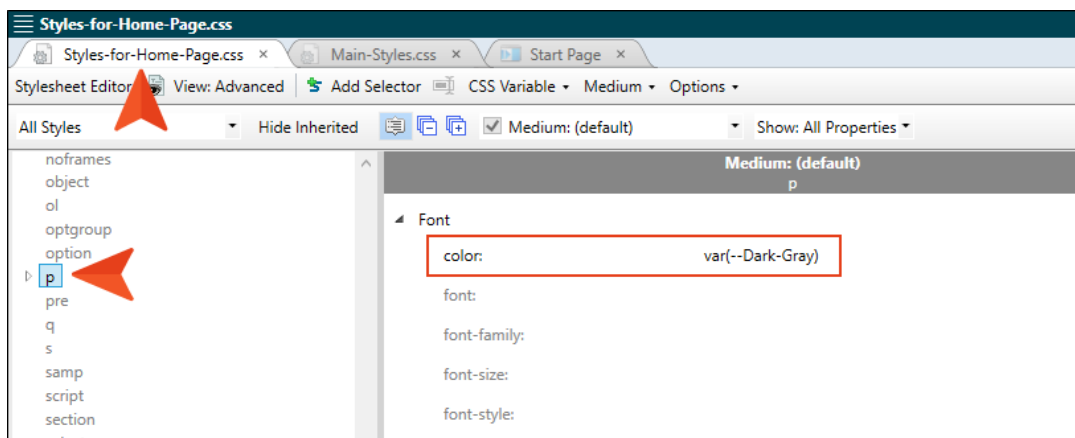




☆ Back in the Main-Styles.css file, you notice that the color property is inheriting a setting. This is indicated by the gray text. If you hover over this property, you can see that the color is coming from the Styles-for-Home-Page.css stylesheet.



If you open the Styles-for-Home-Page.css stylesheet and select that same style, you will notice that the text for the color property is darker, meaning it is the source of that setting.



# Two Views of the Stylesheet Editor

There are two views available in the Stylesheet Editor: Simplified and Advanced. You can toggle between these two views by clicking  or  in the local toolbar of the editor.

- **Simplified** The Simplified view displays styles in a grid view and is often best for brand new users.






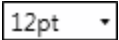


This view provides an easy way to apply properties to styles, with format options available from a toolbar and dialogs (similar to the way one would use an interface such as Microsoft Word). In some cases, only the most common property options are available in the Simplified view (e.g., font, letter/word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

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

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


# Simplified View of the Stylesheet Editor

Option	Description
[Styles]	You can use this field to filter which types of styles to show in the area below.
Hide Inherited	Hides the inherited styles from the list below in the editor. These are styles that do not yet have explicit settings on them, so they are inheriting default values from a stylesheet located elsewhere (e.g., a factory stylesheet stored in the place where you installed Flare). As soon as you make a change to one of these styles, it ceases to be an inherited style (or at least the property you set is no longer inheriting from the default value). In the Advanced view of the Stylesheet Editor, inherited styles are gray; non-inherited styles are black. In addition, there are a couple of factory media queries (tablet and mobile), which are inherited. If you have not yet edited these media queries, they will not show up in the Medium drop-down field in the local toolbar if you have this option set to hide inherited.
Hide Properties	Hides the properties in the main portion of the Stylesheet Editor. By hiding the properties you can make the editor load faster than it would otherwise.
Medium: [Name of Medium]	You can use this field to select a medium or media query, which opens it in the editor so you can edit it. This includes factory mediums and media queries, as well as those that you may have created. If you have "Hide Inherited" enabled, the factory mediums and media queries will not show up in the drop-down if you have not yet made any edits to them. In the Advanced view of the editor, you can have multiple mediums or media queries open at the same time. The default medium is always placed on the left of the others.

Option	Description
	Opens the Properties dialog for the selected style. From this dialog, you can provide various settings for the style(s), such as changing the font or the background color.
	Applies bold typeface to the font for the selected style.
	Applies italic typeface to the font for the selected style.
	Underlines the font for the selected style.
	Lets you select a font type (e.g., Arial, Times New Roman), applying it to the selected style.
	Lets you select a font size, applying it to the selected style.
	Lets you choose and apply a color to the font for the selected style.
	Lets you choose and apply a color to the background of the selected style.





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

[Styles Grid]


Columns and rows in the grid display the various styles and classes in the stylesheet, as well as some of the more common property settings. These grid cells are populated based on the settings you provide in the Properties dialog (which is opened by clicking ) or by selecting certain buttons (e.g., bold, font size) in the editor.

- **Name** Displays the full name of the style class (the XML tag followed by a period and the name of the class, if any). For example, if you create a class of the p style called "tip," this column will display "p.tip."
- **Tag** Displays the XML tag upon which the class is based.
- **Class** Displays the class name if you have created one (based on the XML tag).
- **ID** Displays the identifier (ID) name if you have created one (based on the XML tag).
- **Pseudo Class** Displays the pseudo class, if one exists (e.g., active, hover, visited).
- **Preview** Displays a preview of the style class as you make changes to the property settings.
- **Comment** You can click twice (or click once and press **F2**) in this cell and type comment text related to the style.

# Advanced View of the Stylesheet Editor

Option	Description
[Styles]	You can use this field to filter which types of styles to show in the area below.
<b>Hide Inherited</b>	Hides the inherited styles from the list below in the editor. These are styles that do not yet have explicit settings on them, so they are inheriting default values from a stylesheet located elsewhere (e.g., a factory stylesheet stored in the place where you installed Flare). As soon as you make a change to one of these styles, it ceases to be an inherited style (or at least the property you set is no longer inheriting from the default value). In the Advanced view of the Stylesheet Editor, inherited styles are gray; non-inherited styles are black. In addition, there are a couple of factory media queries (tablet and mobile), which are inherited. If you have not yet edited these media queries, they will not show up in the Medium drop-down field in the local toolbar if you have this option set to hide inherited.
	Toggles between showing the properties in grouped view or alphabetical view.
	Properties are organized into logical groups (when using grouped view) in the Stylesheet Editor. The Unclassified group holds miscellaneous properties that do not really fit in any of the other groups. This group consists of both standard CSS properties and MadCap-specific properties.
	If you are using the grouped view, this expands all of the property groups.
	If you are using the grouped view, this collapse all of the property groups.

Option	Description
Medium: [Name of Medium]	<p>You can use this field to select a medium or media query, which opens it in the editor so you can edit it. This includes factory mediums and media queries, as well as those that you may have created. If you have "Hide Inherited" enabled, the factory mediums and media queries will not show up in the drop-down if you have not yet made any edits to them. In the Advanced view of the editor, you can have multiple mediums or media queries open at the same time. The default medium is always placed on the left of the others.</p>
Show: [Properties]	<p>You can use this field to filter the style properties that are displayed.</p> <ul style="list-style-type: none"> <li>▪ <b>Set (Locally) Properties</b> Displays properties that have been set explicitly in the stylesheet. An "Add Property" field is also shown at the top of the properties. You can use this field to quickly add another property to the list so you can edit it.</li> <li>▪ <b>Set Properties</b> Displays properties that have been set explicitly in the stylesheet. It will also show properties that have been set in an imported stylesheet or inherited properties that have been set in a factory stylesheet. An "Add Property" field is also shown at the top of the properties. You can use this field to quickly add another property to the list so you can edit it.</li> <li>▪ <b>Assorted Relevant Properties</b> Displays the properties that are used most often for the selected style type.</li> <li>▪ <b>All Properties</b> Displays all available properties.</li> </ul>
[Styles]	<p>Lists the styles. After you select a style on the left, you can edit its properties on the right.</p>

Option	Description
[Properties]	Lists the properties relevant to the style that is selected to the left. If the properties are displayed in group view, expand the group to see the actual properties. The property name is displayed on the left. Click  on the right and use the options to specify the value settings for the property. Depending on the property, you might set the value by typing an entry, selecting an option from a drop-down list, or specifying settings in a small popup.

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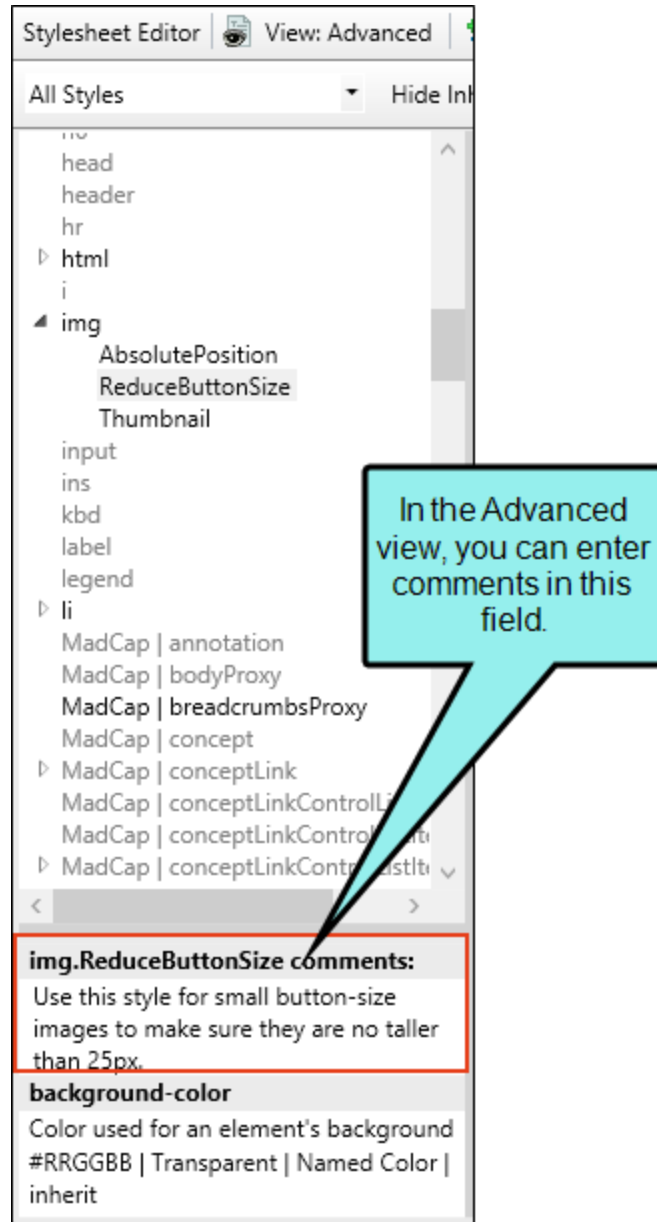


Option

Description

Comments

You can select the style and then type a comment in the field at the bottom of the **Styles** section.

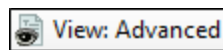


Option	Description
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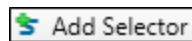
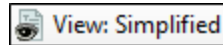
[Preview]	As you make changes to a property's values, you can see how the changes look in the Preview section at the bottom of the editor.
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## Local Toolbar of the Stylesheet Editor

Option	Description
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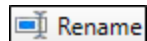


Toggles between an Advanced view and a Simplified view of the Stylesheet Editor.

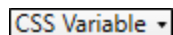


Opens the New Selector dialog opens, which lets you create a new selectors of varying levels of complexity.

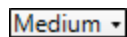
A selector is a way to associate XHTML content with style settings based on various information—most often its type, class, or ID. Sometimes the word "selector" is used interchangeably with the term "style," but a selector can be much more than just a simple style.



Lets you rename a selector (e.g., class, ID).



Opens a menu, which lets you add a new CSS variable or insert an existing one into a property.



Opens a menu, which lets you add a new medium or media query. You can also delete the custom medium or media query that is active in the Stylesheet Editor.

Option	Description
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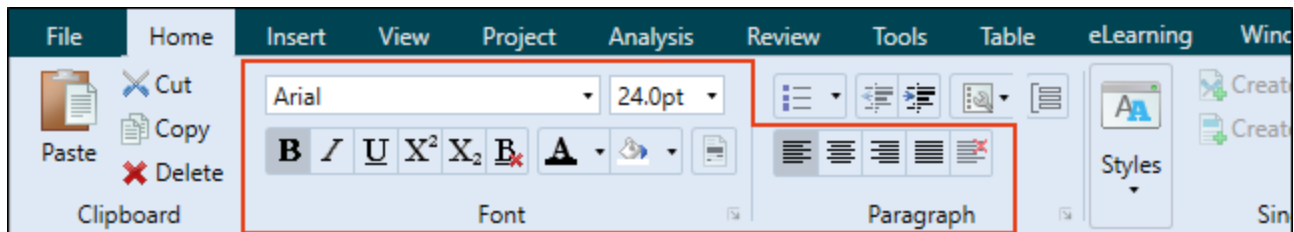
**Options** ▾

Opens a submenu that lets you select from the following options:

- **Import Styles** Opens the Import Styles dialog, which lets you import individual styles from another stylesheet to the current one. You can import from one of Flare's factory stylesheets or any other CSS file that you have access to.
- **Manage Font Sets** Opens the Font Set Manager, which lets you add, edit, and delete a font set.
- **Stylesheet Links** Opens the Stylesheet Links dialog, which lets you link another stylesheet to the current stylesheet. The style classes within the linked stylesheet are therefore copied into the current stylesheet.
- **Disable Styles** Opens the Disable Styles dialog, which lets you You cannot remove root styles provided by Flare. However, you can prevent certain styles from being shown in the Stylesheet Editor and in the Flare interface. Rather than being overwhelmed with the sight of all styles in the stylesheet, you can ensure that you see only the styles that you tend to use. Those styles will not be removed from the stylesheet; they will simply be hidden until you enable them.

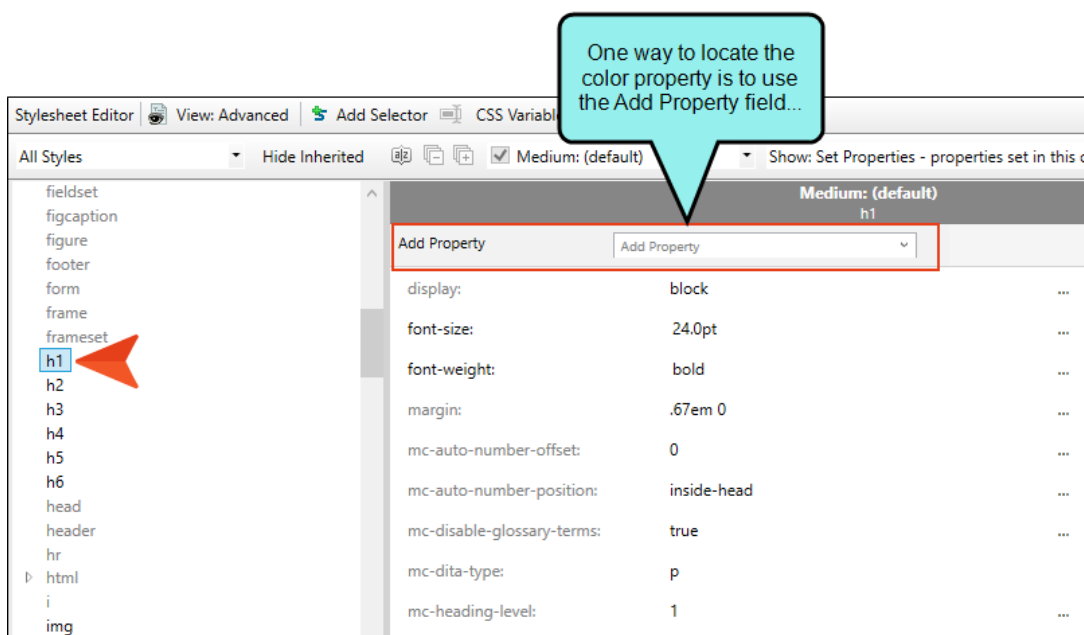
# Ribbon Options for Editing Styles

Some options in the Home ribbon were originally designed for local formatting only, which is generally discouraged.



However, if you have a stylesheet open, these options can be used to apply formatting to styles in the Stylesheet Editor. This can speed up the process of editing certain style properties.

☆ **EXAMPLE** You want to make the **h1** style green in your stylesheet. After selecting the style in the Stylesheet Editor, you could find and set the **color** property to green.





Stylesheet Editor View: Advanced Add Selector CSS Variable Medium Options

All Styles Hide Inherited Medium: (default) Show: Set Properties - properties set in this c

Medium: (default)  
h1

Add Property

color: inherit

display: block

font-size: 24.0pt

font-weight: bold

margin: .67em 0

mc-auto-number-offset: 0

mc-auto-number-position: inside-head

mc-disable-glossary-terms: true

mc-dita-type: p

frame

frameset

h1

h2

h3

h4

h5

h6

head

header

hr

html

i

img

Then you can set the color in this field...

Stylesheet Editor View: Advanced Add Selector CSS Variable Medium Options

All Styles Hide Inherited Medium: (default) Show: Set Properties - properties set in this c

Medium: (default)  
h1

Add Property

color: #008000

display: block

font-size: 24.0pt

font-weight: bold

margin: .67em 0

mc-auto-number-offset: 0

mc-auto-number-position: inside-head

mc-disable-glossary-terms: true

mc-dita-type: p

fieldset

figcaption

figure

footer

form

frame

frameset

h1

h2

h3

h4

h5

h6

head

header

hr

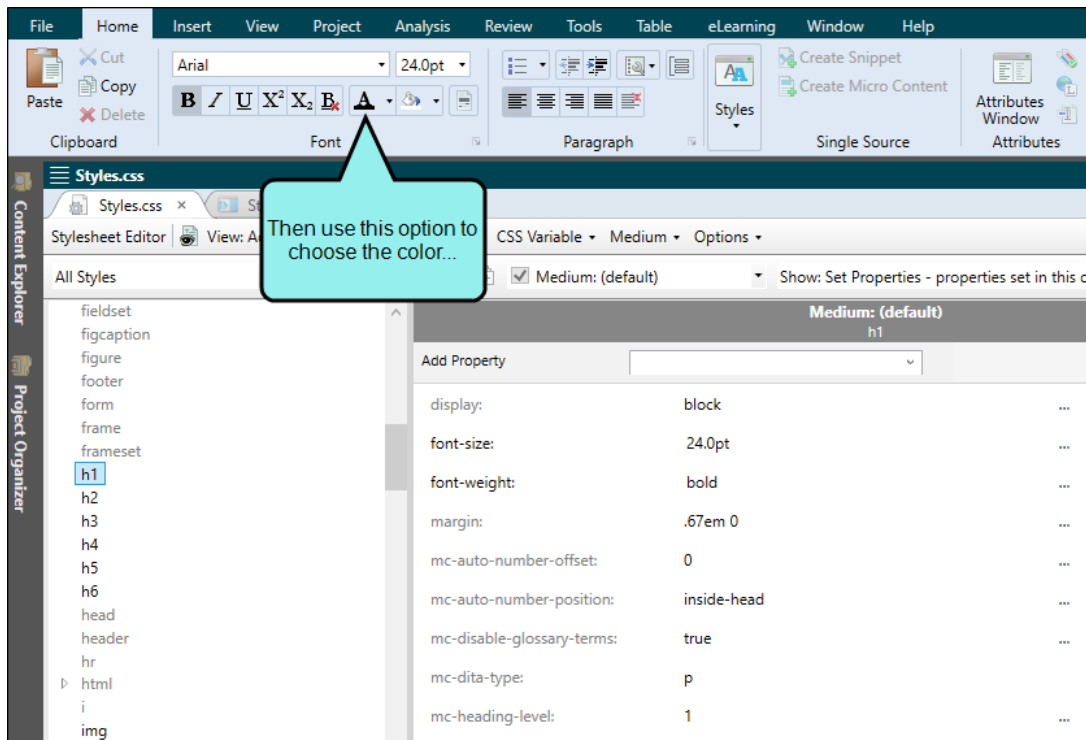
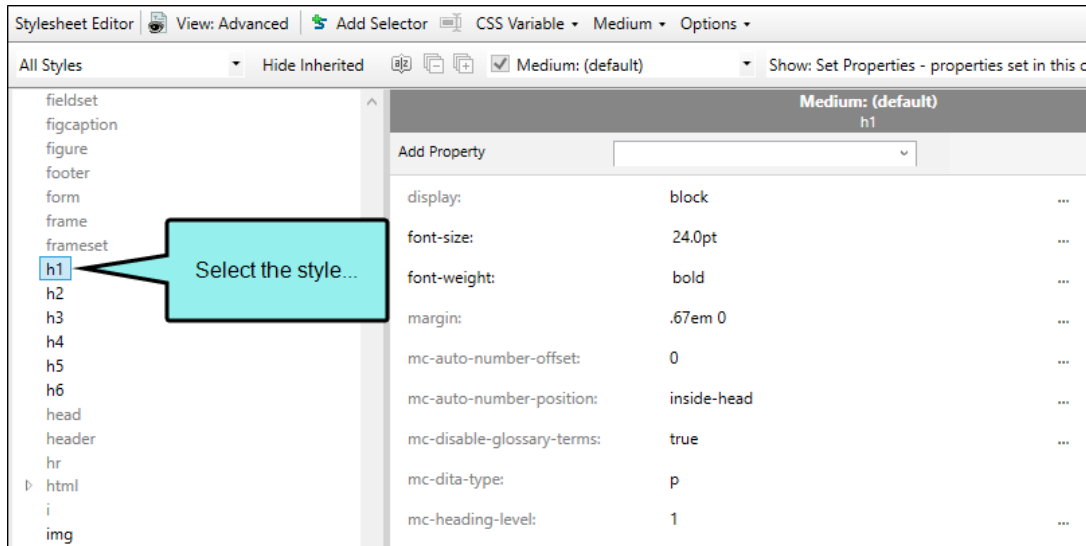
html

i

img

Like this.

- ☆ However, you could use the color option in the Home ribbon to do the same thing, only faster.





Stylesheet Editor | View: Advanced | Add Selector | CSS Variable | Medium | Options

All Styles

fieldse  
figcap  
figure  
footer  
form  
frame  
frameset  
h1  
h2  
h3  
h4  
h5  
h6  
head  
header  
hr  
html  
i  
img

Medium: (default)  
h1

Show: Set Properties - properties set in this c

Add Property

color:	#008000	...
display:	block	...
font-size:	24.0pt	...
font-weight:	bold	...
margin:	.67em 0	...
mc-auto-number-offset:	0	...
mc-auto-number-position:	inside-head	...
mc-disable-glossary-terms:	true	...
mc-dita-type:	p	...

The property is automatically added and modified in the stylesheet.

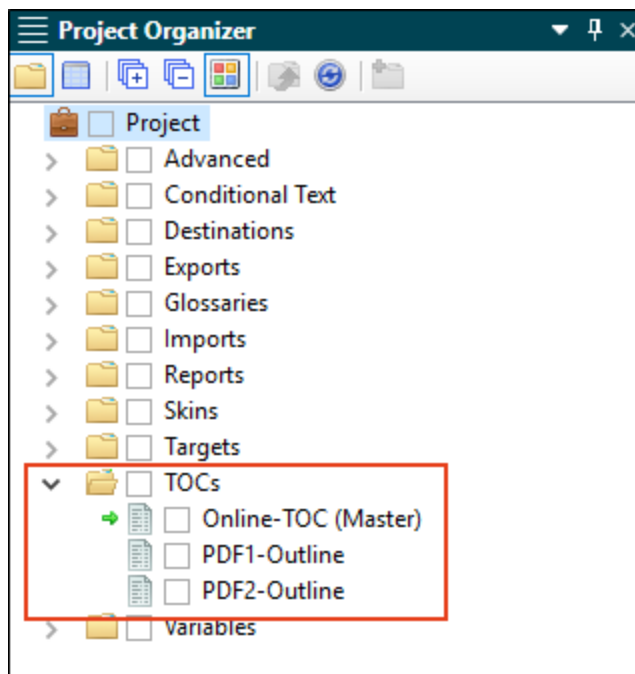
# TOC Editor

The TOC Editor is used to create tables of contents manually.

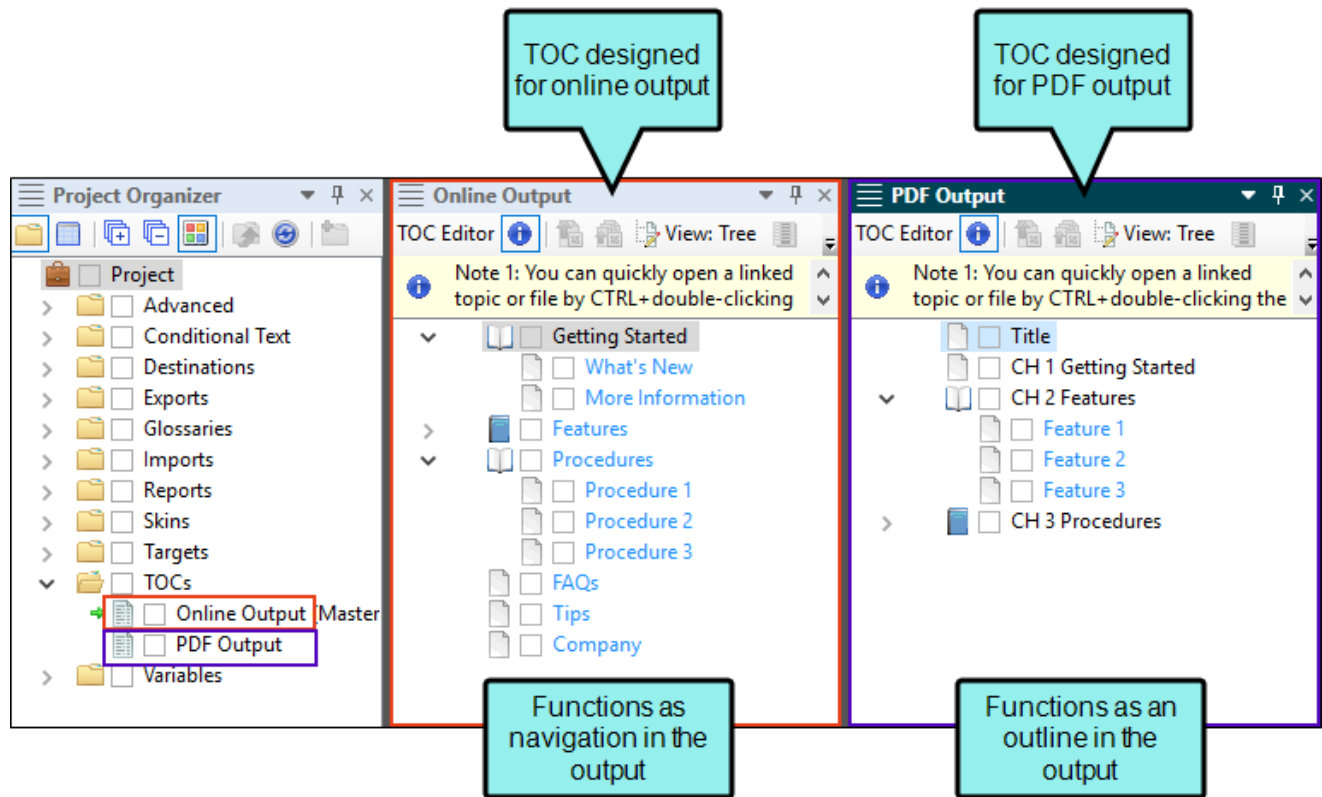
Creating and editing a table of contents file in Flare can be very easy to do for both online and print output. You can drag topics from the Content Explorer to the TOC Editor. You can also manually add TOC books and items, and then link them to other files. The links usually point to topics, but for online outputs they can also point to external files, other Help systems, and movies. You put all of these books and items in a structure that you think would be useful for the individual. In online output, end users browse through a TOC to find information. And in HTML5 Side and Top Navigation output, the TOC items become links in menus.

## Online vs. Print TOCs

The TOC files you see in the Project Organizer work differently for online output than they do for print-based output. For online outputs, TOC files are exactly as their name suggests; they are files that create TOCs or menus in the output. But for print-based outputs, that same TOC file functions more like an outline. The element that actually generates a TOC in print-based output is called a “proxy,” which is inserted into a topic. You can manually create that proxy yourself, or you can select an option in the Advanced tab of the Target Editor and let Flare do it all for you. There are pros and cons for both methods.







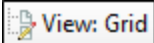






















## How to Open This Editor









1. Open the Project Organizer.
2. Expand the TOCs folder and double-click the file.

# Buttons and Descriptions


Option	Description
	Hides or shows special information pertaining to the editor or window pane.
	Exports all of the data in the window pane to a comma-separated value (CSV) file. This option is enabled only if you are working in Grid View.
	Exports only the selected data in the window pane to a comma-separated value (CSV) file. This option is enabled only if you are working in Grid View.
 	This button toggles between Tree View and Grid View when you click it. Tree View is the traditional format of the TOC, displaying books and items in a hierarchy. Grid View displays all of the books and items in a column format. In either view you can select a range of entries and set the same property information for all of those items.
	Opens the Columns dialog, which lets you configure the way the column information is shown. This option is enabled in Grid View only.
	Expands all of the TOC books so that you can see the items under each book (enabled in Tree View only).
	Collapses all of the TOC books so that you can no longer see the items under each book (enabled in Tree View only). You can only see the books.
	If you have created and applied condition tags, clicking this button toggles between showing and hiding them in the TOC Editor. This option is enabled in Tree View only.

Option	Description
	<p>Click this button to create a new topic and simultaneously link it to a new item in the TOC. When you click this button, it opens the Add File dialog, which you use to create the new topic, associate it with a topic template, and give it any name you want. When you are finished with this dialog, the new topic is created and it opens in the XML Editor. You can click the tab containing your TOC to return to the TOC Editor. You will notice that the item is created at the selected location in the TOC. For example, if you have a TOC book selected and then click this button, the new item will be added under the book.</p>
	<p>Click this button to add a new item to the TOC. You can link the item to a topic, a TOC, a browse sequence, another Flare project, an external Help system, or a MadCap Mimic movie. The item is created at the selected location in the TOC. For example, if you have a book selected and then click this button, the new item will be added under the book. (As an alternative, you can click existing topics in the Content Explorer and drag them to the TOC Editor. Doing this creates a new TOC item with the same name and automatically links it to the topic.)</p>
	<p>Click this button to add a new book to the TOC. A TOC book simply acts as a folder in your TOC to help organize it. You can then click an item (such as a topic) and drag it under the book.</p>
	<p>Click this button to add a new book at the top level (i.e., extreme left) of the TOC.</p>
	<p>Click this button to create a test node in a TOC. Select an item in the TOC, and click  to add a new TOC entry as a sibling below the selected entry.</p>

Option	Description
	<p>Click this button to open the Properties dialog for whatever item is selected in the TOC. You can then specify where the item is linked, whether it should have condition tags, and other behavioral settings.</p> <p>If the item selected in the TOC Editor is a test node, this button displays as Test Options and opens directly to the eLearning tab in the Properties dialog.</p>
	<p>Click this button to move the selected item to the left in the TOC structure.</p>
	<p>Click this button to move the selected item to the right in the TOC structure.</p>
	<p>Click this button to move the selected item upward in the TOC structure.</p>
	<p>Click this button to move the selected item downward in the TOC structure.</p>
	<p>Opens the Content Explorer and highlights the location of the selected content file within it.</p>
	<p>Opens the Send Topic for Review Wizard, which lets you send the linked document to another person for review.</p>
	<p>Click this button to open the selected item. For example, if you select an item that is linked to a topic and then click this button, that topic opens in the XML Editor. You can also open an item by holding your CTRL key and double-clicking the item.</p>

Option	Description
	Click this button to show or hide reports of unlinked entries.
 	Click either of these buttons to open a small window that displays how many broken or unlinked items are in the editor. Below, in the editor, a triangle icon  is displayed next to broken links, and another icon that looks like a small flag  is displayed next to unlinked items.
	Click this button to navigate to the previous warning in the TOC.
	Click this button to navigate to the next warning in the TOC.
	<p>Click this button if you want to toggle the behavior of double-clicking an item in the TOC.</p> <p>The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.</p>
<input type="checkbox"/>	Displays the color of condition tags that are associated with the TOC entry (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.

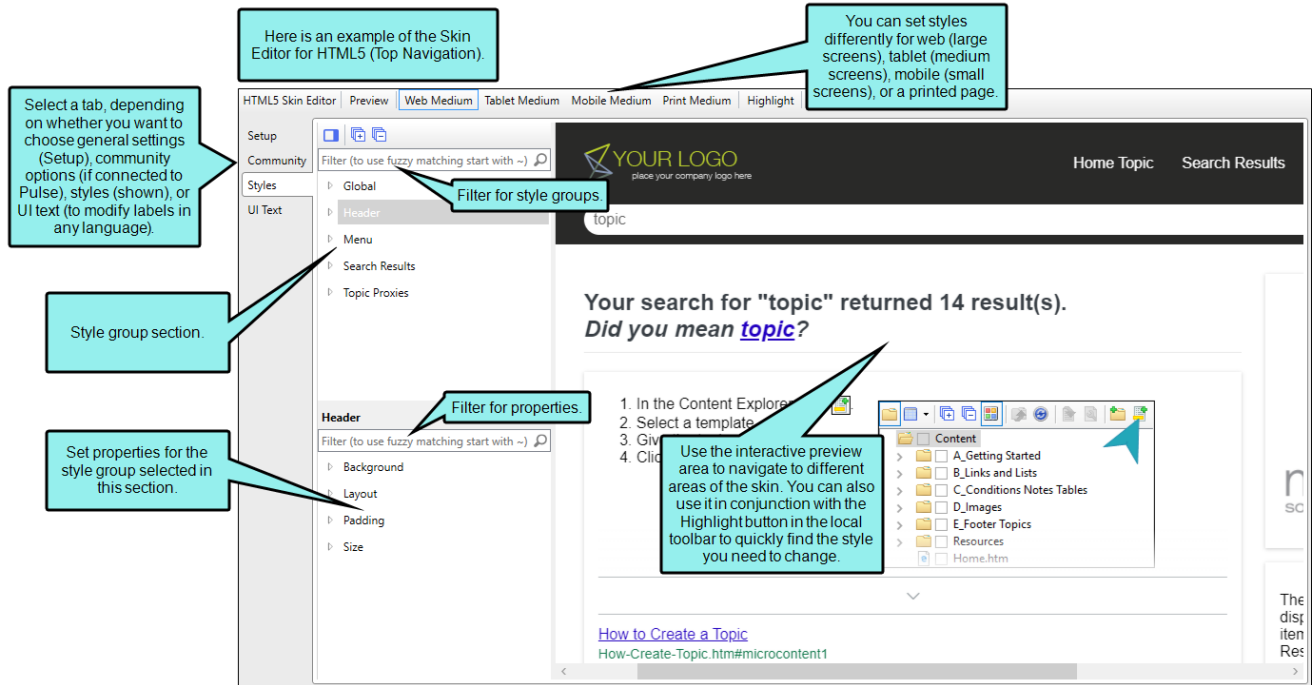
## What's Noteworthy?

 **TIP** To find where a particular topic has been inserted into a table of contents (TOC), right-click the topic file in the Content Explorer or within the topic itself, and select **Locate in TOC**.

- ✔ If the topic is located in more than one TOC, a dialog opens, listing all of those TOCs. Select the TOC you want to look in and click **Open**.

# Skin Editor

The Skin Editor displays when you open a skin file from the Project Organizer, and is used to develop a skin for one or more online targets in your project. A skin is a file that contains information about the appearance of the output window (such as its size and positioning, which buttons or tabs it should include, and style settings). The Skin Editor consists of several tabs, displaying only settings relevant to the selected skin type—HTML5 (the recommended online output type) or Standard (for other online outputs). You can also perform certain tasks for HTML5 and micro content skin components.



# What You Can Do in the Skin Editor

Following are some of the primary tasks that you can perform in this editor:

Feature	Description
About Box (Standard Skins)	You can select an image to be used for the "About box" in the output window. You can use this About box for any purpose you like.
Accordion Title—Exclude (Standard Skins)	You can exclude the accordion title from output. This shifts the navigation buttons to the left.
Browser Settings (HTML5 Tripane and Standard skins)	You can specify which features will be used in the output window when a browser is involved.
Buttons (HTML5 Tripane Skins)	You can specify web toolbar settings for some online outputs. This includes determining which buttons are displayed in the web toolbar. You can also add custom JavaScript for the toolbar.
Buttons (Standard Skins)	You can select the Help buttons that you would like to include in the output window (e.g., Hide, Forward, Back, Print, customized buttons).
Caption (HTML5 Tripane and Standard Skins)	You can enter the caption that you want to be used at the top of your online Help window (e.g., in the title bar of the browser window or HTML Help viewer).




Feature	Description
<b>Central Account Link (HTML5 Skins)</b>	<p>You can produce private output that requires a user to log in with an email and Central password. Without credentials, people cannot see the output. It is possible to set private output for all output types supported by Central. Also, accessing private output is not limited to people in your company. Central has a free viewer user type that you can use to add any of your customers to your Central license, and then give them access to live private output. After users log in to see private output, an account link displays in the output interface for HTML5 targets (not for other output types). If the output is not set to private, this link is not shown. When users hover over the link, a menu shows two options. You can change the look of this account link in an HTML5 skin.</p>
<b>Index—Binary (Standard Skins)</b>	<p>You can create a binary index for your project. Binary indexes are intended for merging multiple CHM files when you build a target. The index keywords in the CHM files are sorted alphabetically and numerically for display in the output.</p>
<b>Index—Bookmarks (Standard Skins)</b>	<p>If you want index term links to point to the exact spot in the topic where the index marker has been set, you need to specify this in the Skin Editor. Otherwise, the index term links will point to the topic in general. However, by pointing to the individual index markers, the index may not display the way you want if the index term points to multiple topics and you also have created a binary index. In other words, index entries pointing to multiple topics will display the index terms repeated instead of the topic title. A workaround is to deselect the binary index option in the Skin Editor. However, keep in mind that a binary index is required if you want to merge CHM files.</p>


Feature	Description
<b>Localization and UI Text (HTML5 and Standard Skins)</b>	<p>As an alternative to using language skins, you can use the UI Text tab in the Skin Editor to perform all of the localization tasks for HTML5 targets. This tab not only lets you enter text in other languages, but it lets you change the substance of text strings altogether, whether they are in your primary language or another. If you are using a standard skin, you can use the Styles tab to localize skin settings.</p>
<b>Mediums (HTML5 Skins)</b>	<p>To support responsive output, HTML5 skins come equipped with three mediums—Web, Tablet, and Mobile. You can use these mediums to specify different looks when necessary for the different devices people might be using to view your output.</p>
<b>Micro Content (HTML5 Skins)</b>	<p>You can include micro content containers (e.g., featured snippets, Knowledge Panel) for HTML5 search results output. However, you can also use more advanced micro content proxies (e.g., FAQ, Knowledge, Promotion) and related skin components for more choices and control over your micro content.</p>
<b>Navigation Link—Standalone Topics (HTML5 Tripane and Standard skins)</b>	<p>You can add a link to the top or bottom of topics in HTML5, WebHelp, or WebHelp Plus outputs. This link will not display unless the output topic is opened as a standalone (outside of the main navigation framework of the output). By clicking the link, a user can view the standalone topic in the main navigation framework.</p>
<b>Navigation Pane (HTML Help) (Standard Skins)</b>	<p>You can specify navigation pane settings for Microsoft HTML Help output. This includes setting the width of the navigation pane and determining whether it shown or hidden under different circumstances. The navigation pane is used to hold elements such as TOCs and indexes.</p>

Feature	Description
<b>Navigation Pane (HTML5 and WebHelp) (HTML5 and Standard Skins)</b>	You can specify navigation settings for HTML5, WebHelp, or WebHelp Plus output. For some of these outputs, the navigation pane is used to hold the TOC, Index, Search, Glossary, Browse Sequences, and Favorites in an accordion-type structure. For HTML5 Side and Top Navigation outputs, the navigation pane settings let you choose the main menu and slide-out position, fixed header, depth level of menu items (Top Navigation only), slide-out menu style, and a URL for a logo.
<b>Preview (HTML5 and Standard Skins)</b>	You can see how your skin settings look in each of the online output types.
<b>Print Medium (HTML5)</b>	The print medium in skin files is for styling printed pages from the generated online target (i.e., a browser function).
<b>Responsive Output—Enable (HTML5 Skins)</b>	Responsive web design (RWD) is a way to construct your HTML5 output so that the display and content are adjusted automatically depending on the device. Therefore, on tablets and mobile devices such as smart phones, users will see a condensed look and perhaps different text that is more appropriate for those devices, compared with larger monitors. You can get the same effect if you shrink your browser to a smaller size.
<b>Skin ID (HTML5 Skins)</b>	You can assign skin IDs to your skin if you want to use a specific skin for context-sensitive Help. Skin IDs are also used to allow users to choose from multiple skins to change the display of the output.
<b>Styles (HTML5 and Standard Skins)</b>	For certain elements of the online output window (e.g., menu, search, navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings. The styles available depend on the type of skin.

Feature	Description
<b>Tabs/Accordions/Links HTML5 Tripane and Standard Skins)</b>	<p>You can determine which navigation elements from your project (e.g., TOC, Index, Glossary, Browse Sequences) that you want users to have access to in the output. If you are creating Microsoft HTML Help output, these elements will display as tabs in the output window (except for a glossary, which is included in the TOC as a book). If you are creating HTML5 Tripane, WebHelp, or WebHelp Plus, these elements will display as accordion items in the output window. In some outputs, you can select one of the navigation elements to serve as the default in the output. This feature is not supported in HTML5 Top Navigation output.</p>
<b>TOC—Binary (Standard Skins)</b>	<p>You can create a binary table of contents (TOC) for your project. Binary TOCs are intended for very large compiled Microsoft HTML Help projects, reducing the amount of time it takes to load a TOC.</p>
<b>TOC—Look (Standard Skins)</b>	<p>You can specify the look and feel of your table of contents (TOC). This includes adding plus/minus squares next to entries, changing the book/folder icons, adding border around the TOC, and more.</p>
<b>TOC—Reduce Flicker/Embed Visible TOC Entries (HTML5 Side and Top Navigation Skins)</b>	<p>For frameless output (HTML5 Side or Top Navigation) you can reduce "flicker" effects that users might see when clicking in the main table of contents (TOC) navigation. This can be done by selecting the "Embed Visible TOC Entries" option on the Setup tab of the Skin Editor. When this option is enabled, the top-level (i.e., parent) TOC items are preloaded (i.e., embedded) into the output topics. Because of this, the movement (or "flicker") when opening topics is less significant.</p>

Feature	Description
<b>TOC—Synchronize (HTML5 and Standard Skins)</b>	You can customize your output so that users can always see where the current topic belongs in the table of contents (TOC), even if they did not access the topic via the TOC. This can be done by selecting the "Automatically Synchronize TOC" option on the Setup tab of the Skin Editor. When users navigate from topic to topic in the output, the TOC automatically changes accordingly, highlighting the topic that is open.
<b>Topic Toolbar Custom Settings (Standard Skins)</b>	In addition to the regular web toolbars that can be included in all most online outputs, you have another option for including toolbars. This option lets you insert toolbars anywhere in any topics.
<b>Web Toolbar—Add for HTML Help (Standard Skins)</b>	You can add a web toolbar that displays at the top of each topic. This toolbar is added automatically if you have enabled MadCap Feedback in the target, but you can add the toolbar manually in the Skin Editor, even if you are not using MadCap Feedback.
<b>Web Toolbar Custom Settings (HTML5 Tripane and Standard skins)</b>	You can specify web toolbar settings for some online outputs. This includes determining which buttons are displayed in the web toolbar. You can also add custom JavaScript for the toolbar.
<b>Window—Size/Position (HTML5 Tripane and Standard skins)</b>	You can set the size and position of the output window. The size refers to the height and width of the output window. The position refers to the distance that the output window is placed from the top, bottom, left, and right of the user's computer screen.
<b>Window—User-defined Size/Position (Standard Skins)</b>	You can let end users control the position and size of the output window by using an option on the HTML Help Setup tab of the Skin Editor. This option causes an HTML Help (CHM) file to save its window position and size after its first use. The next time, it will open at the same window position and size.

 **NOTE** If you want to display the output user interface in a particular language, you can modify styles in a language skin instead of a regular skin. As an alternative to using language skins, you can use the UI Text tab in the Skin Editor to perform all of the localization tasks for HTML5 targets. This tab not only lets you enter text in other languages, but it lets you change the substance of text strings altogether, whether they are in your primary language or another. For more information see the online Help.

 **NOTE** You can download a variety of free skins with different looks from the MadCap Software website.

`http://madcapsoftware.com/downloads/flareskingallery.aspx`

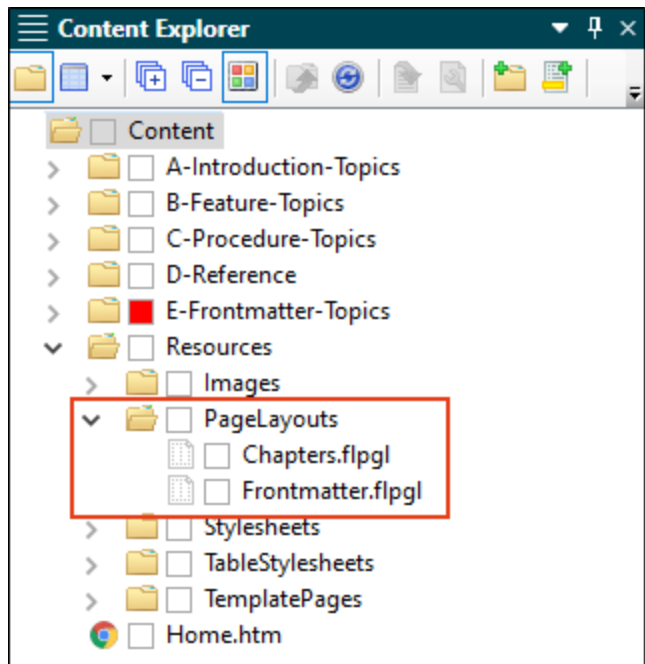
After downloading the skin, you can import it into your project.

# I Page Layout Editor

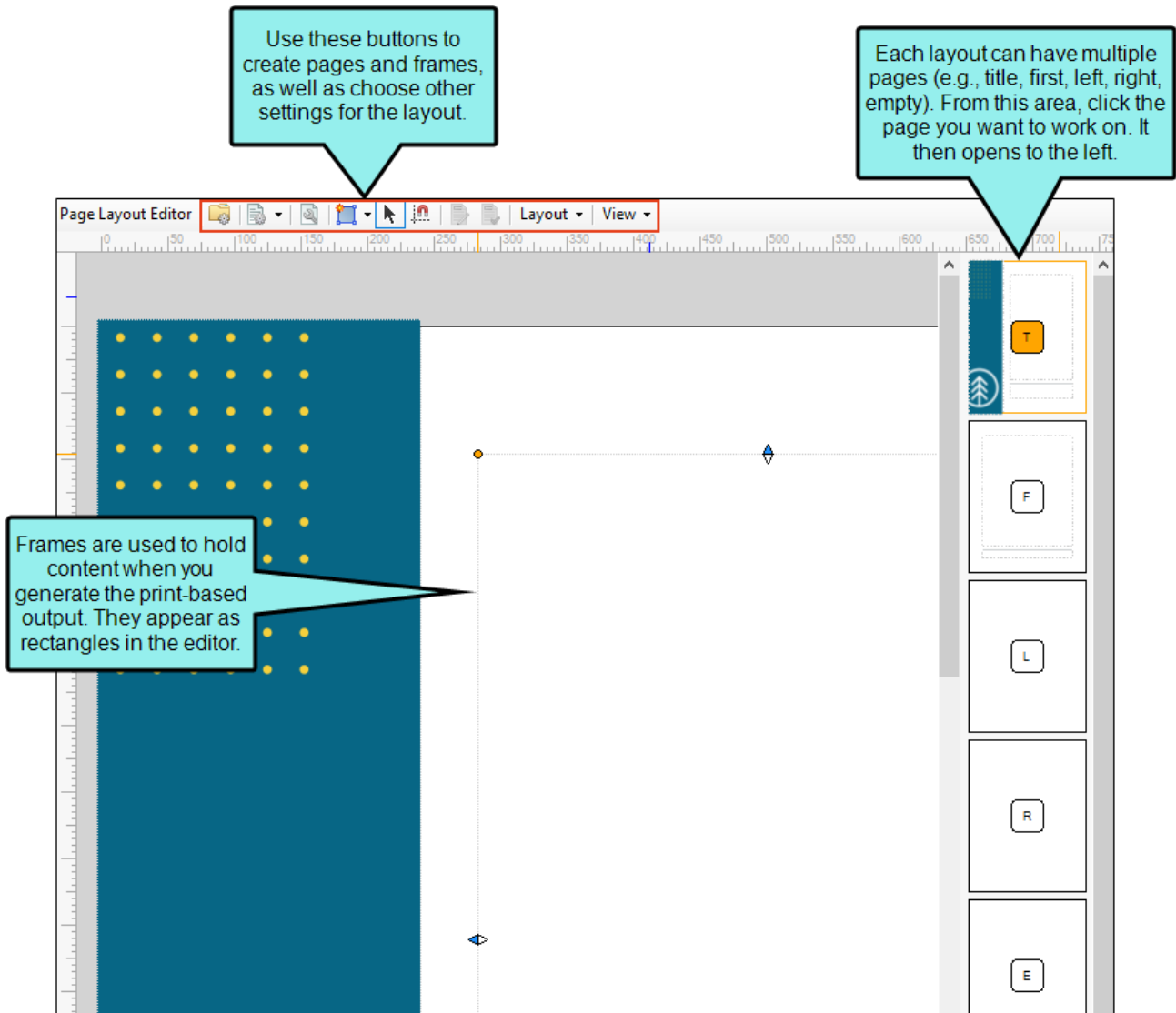
The Page Layout Editor lets you edit page layouts, including individual pages and frames within them.

A page layout is used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. You might create multiple page layouts for different purposes (e.g., title page, TOC, chapters, appendix). Page layouts are similar to template pages, but are more flexible and easier to use. The general rule is that page layouts are recommended for *print-based output*, and template pages continue to be the best method for automatically adding headers, footers, breadcrumbs, and more in multiple topics for *online output*. Another difference between page layouts and template pages is that page layouts can be used for Adobe PDF, Microsoft Word or Microsoft PowerPoint, whereas template pages can be used only for Microsoft Word when creating print-based output.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
Page Layouts Supported	✗	✓	✓	✗	✓	✗	✗	✓
Template Pages Supported	✓	✗	✓	✓	✓	✗	✓	✗







# Opening the Page Layout Editor

Accessing the Page Layout Editor is simply done by opening a page layout file from the Content Explorer.

## How to Open the Page Layout Editor

1. Open the Content Explorer.
2. Locate and double-click a page layout file.

If you used the default location when you added the page layout to the project, the page layout is located in the Resources > PageLayouts subfolder of the Content Explorer.




# What You Can Do in the Page Layout Editor

Following are the primary tasks that you can perform in the Page Layout Editor.

Feature	Description
Bleed, Crop Marks, Registration Marks (Show)	You can turn on indicators to see where your bleed is set on a page, as well as crop and registration marks.
Frames (Add)	You can add the following types of frames: Body, Header, Footer, Decoration, Image.
Frames (Remove)	Just as you can add new frames to a page as necessary, you can remove existing frames as well.
Margins (Show)	You can turn on indicators to see where your margins are set on a page.
Padding (Show)	You can turn on indicators to see where padding is set in a frame.
Page Numbers/Variables (Add to Frame)	The Select Frame Text dialog is used to choose an existing snippet for a frame. This is often used to insert page numbers or Heading variables into frames. You can also create custom snippet templates and select them from the dialog.
Page Properties (Set)	The Page Properties button lets you set properties for the active page in the layout. You can set properties such as the size, margins, page name, page type, background, and bleeds.

Feature	Description
<b>Pages (Add)</b>	In each page layout, you need to decide how many pages you need and add them to the layout. The number of pages that you add depends on the differences that may occur on the various pages. For example, you might add a First Right page to be used only for the first page of the chapter. You also might add a Left page for even pages (e.g., 12, 14, 16, 18) and a Right page for odd pages (e.g., 11, 13, 15, 17). Each of those page types might display header or footer content differently. You also might want to add an Empty Left page to make sure that new chapters start on a right page. In the Page Layout Editor, only one page will be visible at any one time, but you can navigate to the other pages quickly by using the small squares to the right of the editor (one for each page in the page layout).
<b>Pages and Frames (Edit)</b>	After you have the pages and frames that you need in a page layout, you can modify them to affect the content, as well as the look of the pages in the output. This might consist of various tasks, such as inserting page numbers or text, adding borders to frames, resizing frames, and more.
<b>Text (Add to Frame)</b>	You can add any kind of content to a frame that you can add to a regular topic (e.g., text, links, images).

# Local Toolbar of the Page Layout Editor

Option	Description
	Opens the Properties dialog for the page layout file. You can use this dialog to set file tags on the file, as well as apply condition tags to it.
	Clicking the face of the button opens the Page Properties button, which lets you set properties for the active page in the layout. You can set properties such as the size, margins, page name, page type, background, and bleeds.  For option details, see the online Help.
	Opens the Frame Properties dialog, which lets you edit frames that you add to a page layout.

Option	Description
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Select the down arrow to choose one of the following, adding a new frame. .

- **New Frame Mode** The first time you select this option, it will allow you to draw a body frame. The second time, it will allow you to draw a header frame. The third time, it will allow you to draw a footer frame. And the fourth time, it will allow you to draw a decoration frame.
- **New Header Frame Mode** This lets you draw a header frame. This frame is designed to hold content from the topic (e.g., chapter title, page number). The frame is usually positioned at the top of a page, above the body text.



**NOTE** You can have only one header frame per page.

- **New Footer Frame Mode** This option lets you draw a footer frame. This frame is designed to hold content from the topic (e.g., chapter title, page number) or text that you add. The frame is usually positioned at the bottom of a page, below the body text.



**NOTE** You can have only one footer frame per page.


- **New Body Frame Mode** This option lets you draw a body frame. This frame, usually the largest on the page, is basically a placeholder for the content that you add to topics. You cannot add content directly to a body frame. If necessary, you can have multiple body frames on a page. This lets you customize the flow of text from one frame to another on a page.
- **New Decoration Frame Mode** This option lets you draw a decoration frame. This frame can be used to display content for aesthetic purposes on a page. You can add color, a border, text, and images to a decoration frame.



**NOTE** Decoration frames are not supported in ord output.

Option	Description
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- **New Image Frame** This option lets you draw an image frame. This frame opens the Insert Image dialog, prompting you to provide an image file. The image is added to a frame of the same size, which you can place on the page as necessary. If you do not want to use an image frame, you can use a decoration frame instead to display a picture.


**NOTE** Image frames are not supported in Word output.



Converts the cursor to Select mode, which lets you select any frames in the page.



Enables the snap feature, which functions somewhat like a magnet in the editor. When you are resizing, moving, or creating a frame, this option lets you snap its edges to different display positions—such as the edge of the page, margins, other frames, and the middle of the page vertically or horizontally. You do not need to have indicators—such as margins—turned on in order to use this feature, but it may be helpful to do so.



Lets you add any kind of content to a frame that you can add to a regular topic (e.g., text, links, images).



Opens the Select Frame Text dialog, which is used to choose an existing snippet for a frame. This is often used to insert page numbers or Heading variables into frames. You can also create custom snippet templates and select them from the dialog.

Option	Description
<b>Layout</b> ▾	<p data-bbox="365 283 1421 325">Opens a submenu to select from various rotation, depth, and alignment options.</p> <ul style="list-style-type: none"> <li data-bbox="414 346 544 388">■ <b>Rotate</b> <ul style="list-style-type: none"> <li data-bbox="479 409 1226 451">• <b>Rotate Clockwise</b> Turns the frame 1 degree clockwise.</li> <li data-bbox="479 472 1291 514">• <b>Rotate 45 Clockwise</b> Turns the frame 45 degrees clockwise.</li> <li data-bbox="479 535 1291 577">• <b>Rotate 90 Clockwise</b> Turns the frame 90 degrees clockwise.</li> <li data-bbox="479 598 1307 661">• <b>Rotate Counter Clockwise</b> Turns the frame 1 degree counter clockwise.</li> <li data-bbox="479 682 1372 766">• <b>Rotate 45 Counter Clockwise</b> Turns the frame 45 degrees counter clockwise.</li> <li data-bbox="479 787 1404 829">• <b>Rotate 90 Counter Clockwise</b> Turns the frame 90 degrees counter clockwise.</li> <li data-bbox="479 850 1234 892">• <b>Reset Rotation</b> Returns the frame to its original setting.</li> </ul> </li> <li data-bbox="414 913 527 955">■ <b>Depth</b> <ul style="list-style-type: none"> <li data-bbox="479 976 1429 1060">• <b>Float</b> Floats the selected frame, bringing it forward one level if at least one other frame overlaps it (above it).</li> <li data-bbox="479 1081 1429 1165">• <b>Sink</b> Sinks the selected frame, sending it backward one level if at least one other frame overlaps it (below it).</li> <li data-bbox="479 1186 1404 1270">• <b>Sink To Bottom</b> Sinks the selected frame, sending it backward to the bottom level if at least one other frame overlaps it (below it).</li> <li data-bbox="479 1291 1404 1375">• <b>Float To Top</b> Floats the selected frame, bringing it forward to the top level if at least one other frame overlaps it (above it).</li> </ul> </li> <li data-bbox="414 1396 665 1438">■ <b>Align on Canvas</b> <ul style="list-style-type: none"> <li data-bbox="479 1459 1388 1543">• <b>Center on Canvas</b> Centers the selected frame(s) both vertically and horizontally on the canvas.</li> <li data-bbox="479 1564 1437 1648">• <b>Vertically Center on Canvas</b> Centers the selected frame(s) vertically on the canvas.</li> <li data-bbox="479 1669 1307 1753">• <b>Horizontally Center on Canvas</b> Centers the selected frame(s) horizontally on the canvas.</li> </ul> </li> </ul>



Option	Description
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- **Make Same**
  - **Same Left** Horizontally aligns the frames so the left border is at the same location.
  - **Same Right** Horizontally aligns the frames so the right border is at the same location.
  - **Same Top** Vertically aligns the frames so the top border is at the same location.
  - **Same Bottom** Vertically aligns the frames so the bottom border is at the same location.
  - **Same Width** Resizes the width of the selected frames so that they are all the same. The resizing is based on the width of the first frame that you select.
  - **Same Height** Resizes the height of the selected frames so that they are all the same. The resizing is based on the height of the first frame that you select.
  - **Same Size** Resizes the width and height of the selected frames so that they are all the same. The resizing is based on the width and height of the first frame that you select.
  - **Same Center** Vertically aligns the selected frames so that the center of each is at the same location. The alignment is based on the center of the first frame that you select.
  - **Same Middle** Horizontally aligns the selected frames so that the middle of each is at the same location. The alignment is based on the middle of the first frame that you select.
  
- **Vertically Align**
  - **Top** Aligns the text vertically along the top edge of the frame.
  - **Middle** Aligns the text vertically at the middle point of the frame
  - **Bottom** Aligns the text vertically along the bottom edge of the frame.
  
- **Align**

Option	Description
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- **Left** Aligns the text horizontally along the left edge of the frame.
  - **Center** Aligns the text horizontally at the center point of the frame.
  - **Right** Aligns the text horizontally along the right edge of the frame.
  - **Justify** Spaces the text so both the left and right sides are aligned.
  - **Default** Resets the text alignment to the default (inherited) setting.
-

Option	Description
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**View** ▾

Opens a submenu that lets you select from the following.

- **Page Overview Bar** You can show or hide the Page Overview Bar, which is the area on the right side of the Page Layout Editor that displays small rectangles, representing each page in the layout.
- **Anchor Lines** If you have anchors enabled on a frame, this option displays lines to show where the anchors are placed.
- **Bleed (as well as crop and registration marks)** You can turn on indicators to see where your bleed is set on a page, as well as crop and registration marks.
  - **Bleed** This refers to the area beyond the edge of the page where printing occurs. Professional printers use the bleed to prevent a final trimmed document from having unprinted areas along the edge of the document. You can set the size of the bleed in the Page Properties dialog.
  - **Crop marks** These are thin vertical and horizontal lines that show the edges of the page, where it will be trimmed by the printer. The location of crop marks are determined by the page size you specify.
  - **Registration marks** These are small cross-hair target icons shown next to crop marks. Each color in the final output is printed on its own layer. Therefore, in order to make sure the colors are matched up accurately, printers use registration marks to align plates on the press.
- **Labels** You can turn on indicators to see labels on a page, both for the page itself and frames within it.
- **Margins** You can turn on indicators to see where your margins are set on a page.
- **Padding** You can turn on indicators to see where padding is set in a frame.
- **Word Overlay** When enabled, this option shows the real header, footer, and body areas if the page layout will be used in Microsoft Word output.

## Option

## Description

Why is it important to have a special page layout view for Word output? Because Word treats the header, footer, and body areas differently than Flare and other outputs treat them. In Flare the frames are determined by the sizes that you specify either in the Frame Properties dialog or by drawing them on the page. But in Word, frames are determined instead by the margins and content within the frames. Therefore, if you send output to Word, you might end up with results that you do not expect, unless you use the Word Overlay to see what the actual results will be.



**NOTE** You can still edit frames when the Word Overlay view is enabled.

- **Show Vertical Ruler** Shows or hides a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.
- **Show Horizontal Ruler** Shows or hides a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, inches, or ems.
- **Scale to 100%** Displays the page at 100% of its actual size.
- **Fit Width** Resizes the page so that it displays in proportion to the width of the editor.
- **Fit Height** Resizes the page so that it displays in proportion to the height of the editor.

**CHAPTER 6**

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# Primary Dialogs

There are many dialogs that you will see while working in Flare, but some are most commonly used.

This chapter discusses the following:

- Add File Dialog .....174
- Character Dialog .....187
- Options Dialog .....195
- Project Properties Dialog .....231

# Add File Dialog

This dialog is used to add the various files to a project. You can choose the kind of file from the File Type at the top of the dialog. When you do this, the dialog changes to display only the fields pertinent to adding that specific element.

## Files That You Can Add

Following are the types of files that you can add from the Add File dialog.

File	Description
Alias	An alias file is used to populate a header file with the information necessary for producing context-sensitive Help (CSH). In Flare, you can open an alias file and use the Alias Editor to create and assign identifiers for the header file.
Auto Suggestion List	In addition to snippets, variables, and several common system suggestions (e.g., date, time), you can create a custom auto suggestions list and add your own words and phrases to it. The first step to doing this is to add an auto suggestions list file to your project.
Auto-index Phrase Set	An auto-index lets you automatically add words in your project to a generated index, rather than inserting all of the index markers manually. To do this, you can add phrases and corresponding index entries to an auto-index file. When you generate the output, Flare scans the auto-index file and adds the words it finds to the generated index.
Batch Target	You can add a batch target file, which can be used to generate and/or publish one or multiple targets in a batch from the user interface, perhaps scheduled to run at a specific time.

File	Description
Branding	You can add a branding stylesheet to a project. It provides basic branding connections for updating the main brand color (i.e., Primary), font, logo, and a couple complementary colors.
Browse Sequence	A browse sequence is like an alternative table of contents (TOC) for online output. For example, if you have several topics that you think end users should read in order, you can create a browse sequence. Another way to use a browse sequence is to create an alphabetical list of all of the topics. So readers can use your regular TOC for a structured method of navigation (with folders and subfolders), or they can use the browse sequence for a more flattened, alphabetical way to find topics.
Condition Tag Set	A condition is a single-sourcing feature that you can apply to files or different areas of your content. Conditions can determine whether certain information displays in some outputs but not in others. You can also control whether content displays on a certain device or screen size. It is just one of the many single-sourcing features that you can use in Flare.
Confluence Import	You can add a Confluence import file, which is used to import Atlassian Confluence pages into a project.
Destination	The first step to setting up your project for publishing output is to create a publishing destination. You can create as many publishing destinations in your project as necessary, depending on how many locations you need to send your output files.
DITA Import	You can add a DITA import file, which is used to import DITA file content into a project.

File	Description
Export Project	You can add an export project file, which is used to export Flare projects, or parts of them, to another location.
File Tag Set	You can assign "tags" to files in Flare, even folders. You can use file tags for many different purposes, such as assigning authors or milestones to topics.
Flare Import	The first step to importing files from another project is to add an import project file. After you create this file, it will be stored in the Imports folder in the Project Organizer. If you want to manually reimport files from the project in the future, you can open this file (with an .flimpfl extension). Your settings are saved in the file, and you can simply initiate a reimport.
FrameMaker Import	You can add a FrameMaker import file, which is used to import FrameMaker documents into a project.
Glossary	Flare may provide you with an initial glossary called "MyGlossary," to which you add terms and definitions using the Glossary Editor. You can use this initial glossary, but you can also add more glossaries if you want.
Header	A header file is a simple text file that contains basic information about connecting the dialogs or windows in a software application to the corresponding topics in the Help system. Both you and the software developer need access to this file.
HTML Import	You can add an HTML import file, which is used to import HTML files into a project.



File	Description
Image	You can add an image to your project, without inserting it into a content file. If you follow the steps for inserting an image, the image file is added to the project as well.
Index Link Set	In addition to creating regular index entries that point to a specific place in your project, you can also create index links. An index link is an entry in a generated index that points to another entry. There are three kinds of index links—"See," "See Also," and "Sort As."
Language Skin	Flare provides language skins for certain languages, such as French, German, and Spanish (i.e., many values are already translated). These languages are identified as being "localized" skins. You can edit these default translations by creating a language skin for the language. For languages that do not provide default translations, you can create language skins so they can be applied to the output too. If you have a legacy language skin in your AppData folder, you can use it as a template to create new language skins.
Markdown Import	You can add a Markdown import file, which is used to import Markdown files into a project.
Meta Tag Set	You can add meta tag sets to your project to set up a schema of meta tags to be used at various file levels.
Micro Content	You can create micro content phrases and responses, which can be used for HTML5 search results, topic output, or for other uses (e.g., chatbots).
MS Word Import	You can add an MS Word import file, which is used to import Word documents into a project.

File	Description
Multimedia	ou can add many types of multimedia files to your project, which can then be inserted into topics or snippets.
Page Layout	A page layout is used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. You might create multiple page layouts for different purposes (e.g., title page, TOC, chapters, appendix). Page layouts are similar to template pages, but are more flexible and easier to use. The general rule is that page layouts are recommended for <i>print-based output</i> , and template pages continue to be the best method for automatically adding headers, footers, breadcrumbs, and more in multiple topics for <i>online output</i> . Another difference between page layouts and template pages is that page layouts can be used for Adobe PDF, Microsoft Word or Microsoft PowerPoint, whereas template pages can be used only for Microsoft Word when creating print-based output.
Relationship Table	A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.
Report	From the Reports folder in the Project Organizer, you can generate custom reports based on information contained in your project. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).

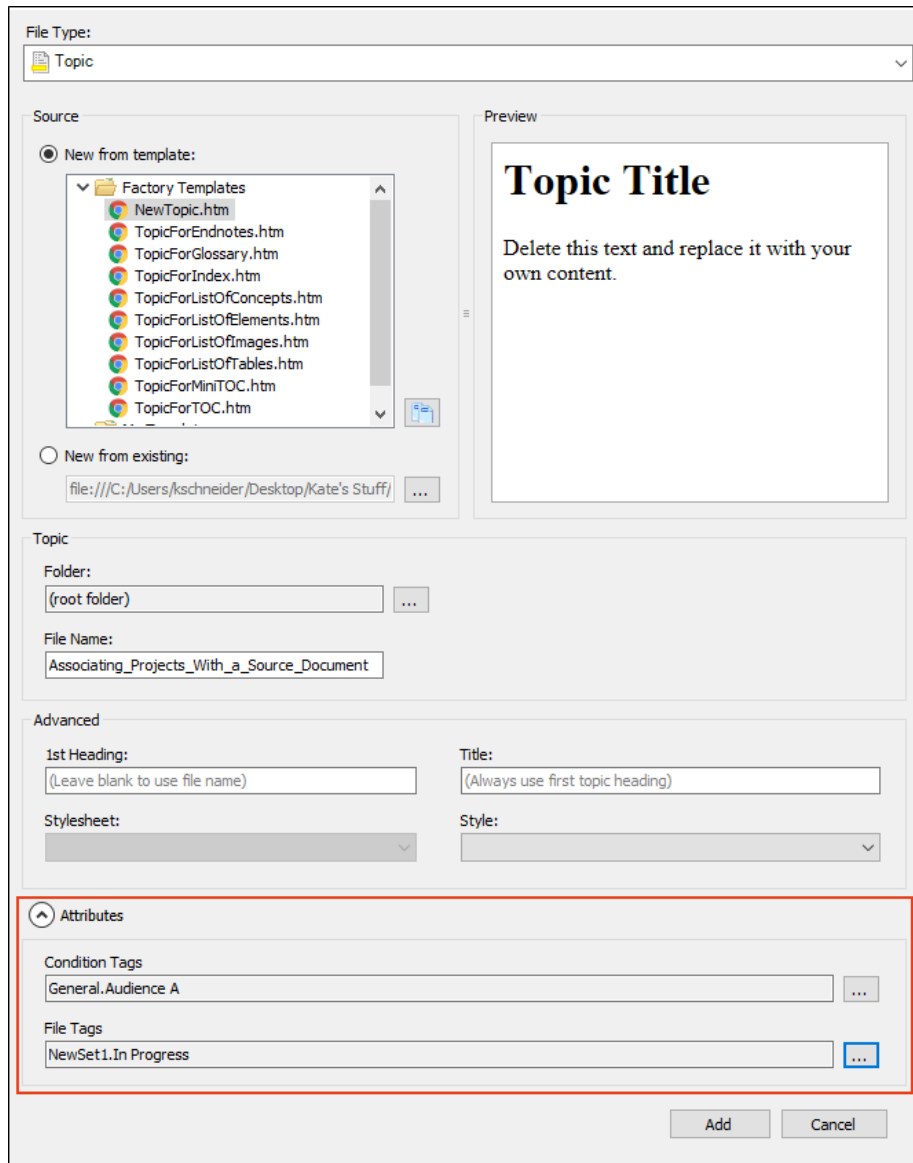
File	Description
Search Filter Set	Search filter lets users narrow their search based on concepts. Concepts are simply keyword markers that you insert into topics that have some kind of relationship with each other. They are also used for inserting concept links into topics.
Skin	A skin is a file that contains information about the appearance of an online output window. There are three kinds of skins: Standard, HTML5, and Mobile.
Snippet	A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. Snippets are not usually intended for single words or very short phrases that change frequently. In those cases, you probably want to use variables instead.
Stylesheet	Stylesheets are files with a .css extension. They are used to hold many styles, as well as information about how each style looks or behaves. Whenever you need to create new styles or change their properties, you accomplish this in a stylesheet, via the Stylesheet Editor.
Synonyms	If users enter search phrases in your online output and those phrases are not returning results, you can make improvements to your output so that, in the future, users are able to find the search results they need. One way to enhance your output is to create synonyms for search phrases.
Table Style	You can add a new .css file specifically designed to design the look of tables.

File	Description
Target	It is easy to confuse output types with targets, but they are two different (although related) concepts. A target is one instance of an output type. It is the engine that takes all of your files and settings, and brings them together to produce the end result. When you build your final output, you are essentially building one or more of the targets in your project.
Template Page	You can create template pages for use in both online and Word output.
TOC	A table of contents (TOC) is a method that end users can use to find information easily in your output. A TOC in Flare works much like a TOC in a printed book. It provides an outline of contents in your Help system so that end users can easily and quickly navigate to the information they need. You create a TOC, adding books, topic links, and links to external files in a structure that you think would be useful for the user. End users then browse through a TOC to find information. For print-based (Adobe PDF, Microsoft Word) and EPUB output, you need to use the TOC Editor to create a TOC just as you would create one for online output (HTML5, Eclipse Help, Microsoft HTML Help, WebHelp, WebHelp Plus). However, there is a fundamental difference. Performing this task for online output creates an actual TOC in the output, which people use to navigate from topic to topic. This is not the case for print-based output. Performing this task for print-based output lets you indicate which topics will be included in the output and in what order. In that sense, this TOC functions more as an outline for print-based output. Therefore, for print-based output, you can think of it as an "outline TOC." If you want to include a generated TOC in print-based output, you need to use a TOC proxy in a topic instead.

File	Description
<b>Topic</b>	<p>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.</p>
<b>Variable Set</b>	<p>A variable is a small piece of plain text or auto-generated content that can be edited in one place but used in many places throughout your project. Variables are especially useful for text that might change frequently, such as version numbers and dates. Variables are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets and variables as you like.</p>

# Applying Conditions and File Tags to New Files

When you create new files, you can apply conditions and file tags to them directly from the Add File dialog. This saves you the time of having to locate the file in the Content Explorer or Project Organizer after you create the file. To do this, expand the **Attributes** area at the bottom. Then next to the **Condition Tags** and **File Tags** fields, click **...** and select the relevant conditions and file tags.





# Content Files and the Folder Location


If you are adding a content file (e.g., topic, image, template page, multimedia, page layout, snippet, stylesheet, table stylesheet), the Folder field is automatically populated based on whatever has focus in the Content Explorer. Flare does not try to direct you to a particular folder (such as the recommended default folders for non-topic files). Instead, it assumes that you want to place the file in the folder that has focus in the Content Explorer, with the option to place it anywhere else if you like.

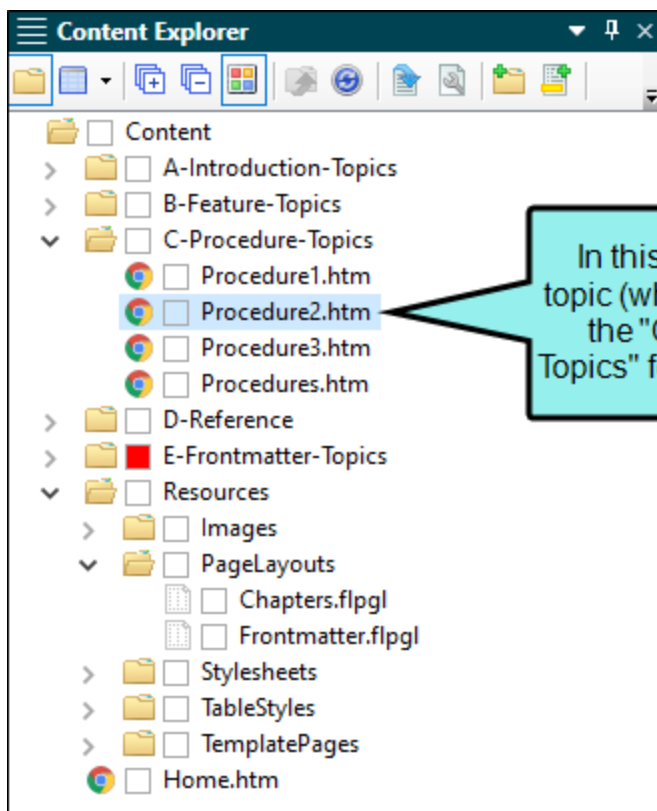
## Recommended Folders for Non-Topic File Types

Non-Topic File Type	Recommended Default Folder in Content Explorer
Branding	Resources > Branding
Image	Resources > Images
Micro Content	Resources > MicroContent
Multimedia	Resources > Multimedia
Page Layout	Resources > PageLayouts
Snippet	Resources > Snippets
Stylesheet	Resources > Stylesheets
Table Stylesheet	Resources > TableStyles
Template Page	Resources > TemplatePages

 **NOTE** If you want to place non-topic files in a recommended folder, first make sure that folder exists in the Content Explorer. If it does not exist, you can easily add it.

 **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.

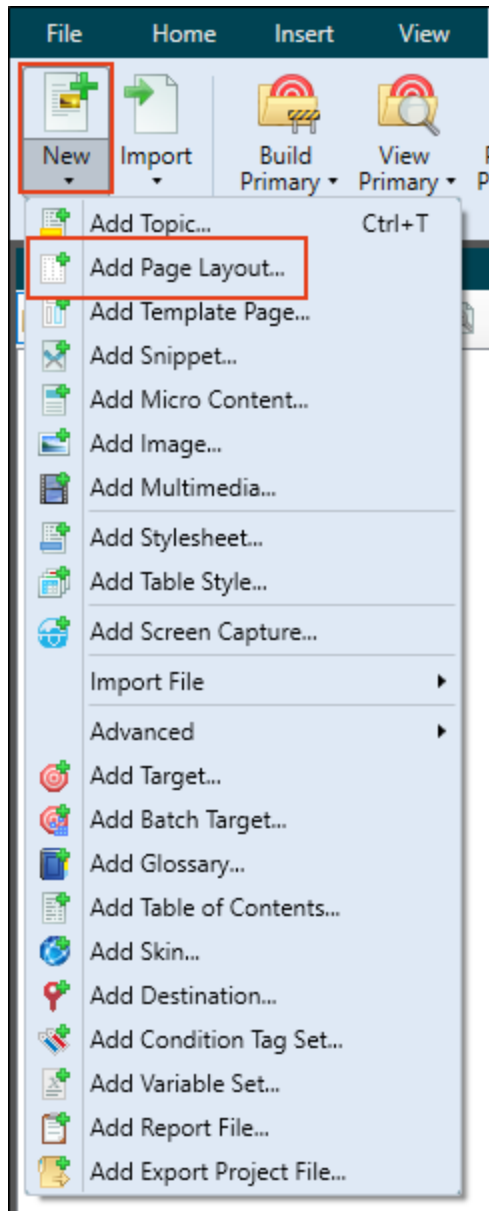
 **EXAMPLE** The last place you clicked in the Content Explorer was a random topic in a custom folder called "C-Procedure-Topics" that you created.



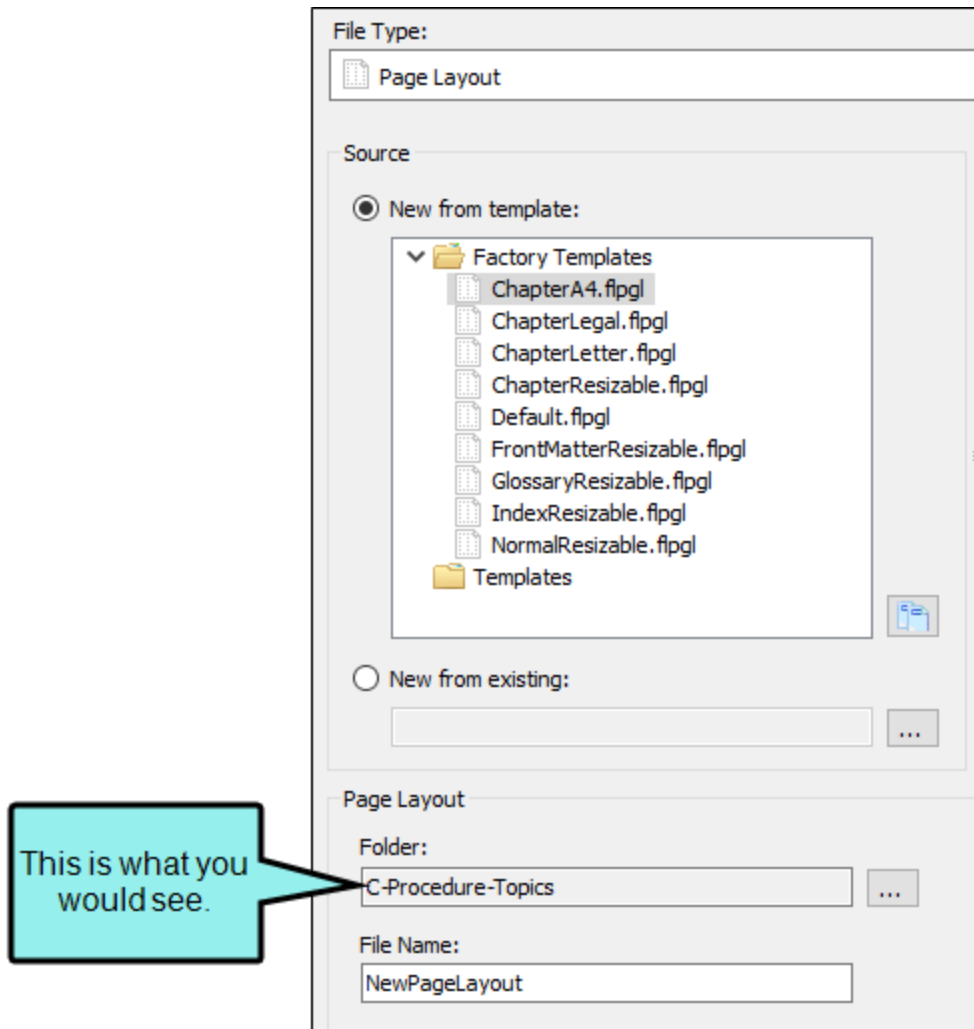
In this example, this topic (which is located in the "C-Procedure-Topics" folder) has focus.



☆ You then select the **Project** ribbon, click **New**, and select **Page Layout**.

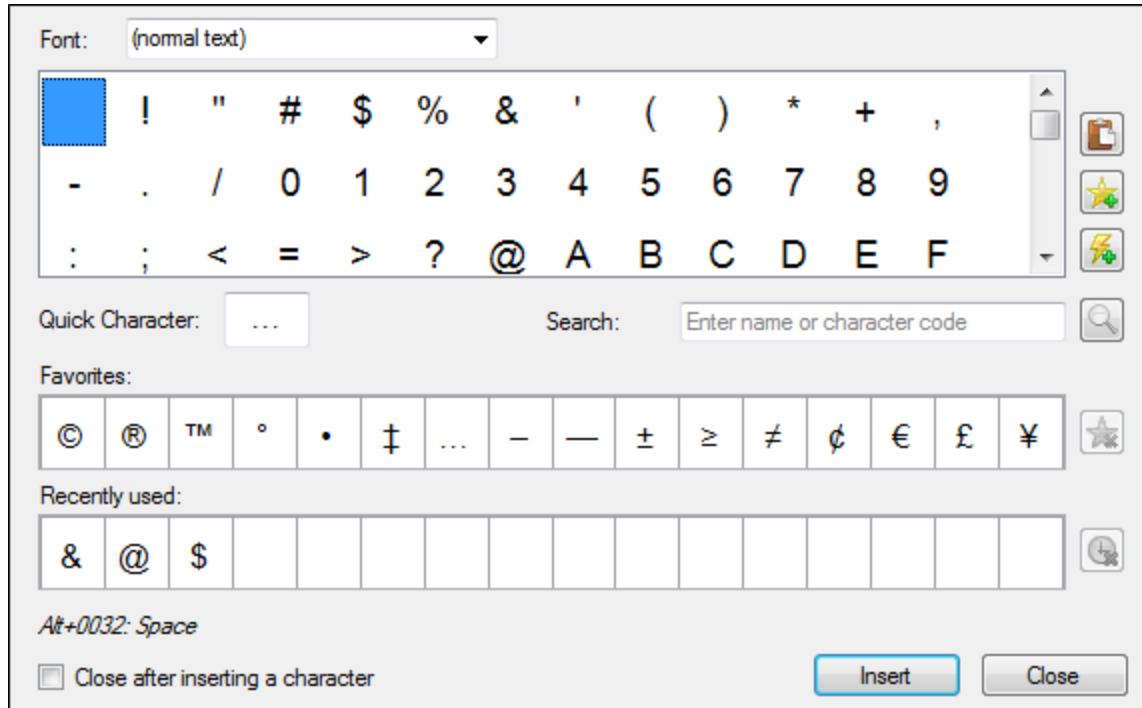


- ☆ The Add File dialog populates the Folder field with "C-Procedure-Topics," because that is the folder that had focus when you opened the Add File dialog.



# Character Dialog

The Character dialog offers hundreds of characters and symbols that you can insert into your content. You can also use features in the dialog to perform a variety of tasks, such as specifying a quick character, selecting favorite characters, and searching for characters.



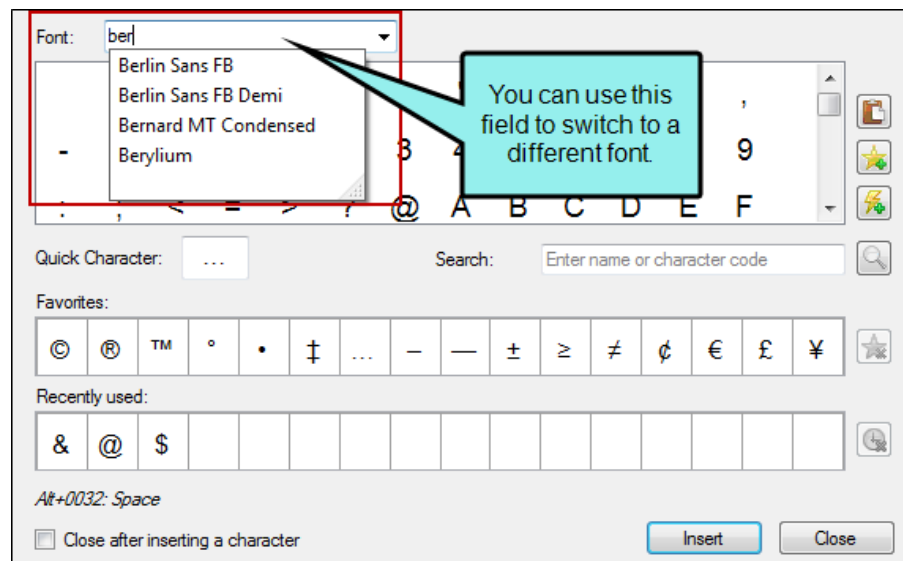
## How to Open the Dialog

1. Open the content file.
2. Do one of the following, depending on the part of the user interface you are using:
  - Ribbon Select Insert > Character.
  - Keyboard Shortcut Press SHIFT+F11.




# Buttons and Sections

Option	Description
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**Font** When you first open the Character dialog, the characters and symbols are shown in the font you are currently using. So this field displays (normal text), which is probably what you want most of the time. However, you can use the drop-down field at the top-left of the dialog to switch to a different font. Also, you can begin to type a font in the field, and as you do, the list shortens accordingly.




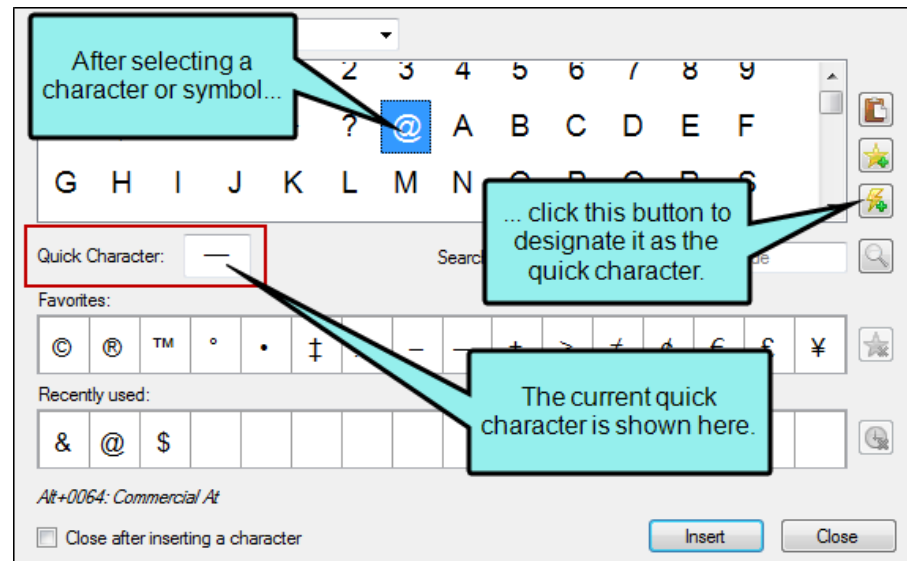
**NOTE** If you insert a character with "(normal text)" selected in the Font field, that character will use the same font properties of the content where it is being inserted. But if you select a specific font in the Font field, the character will use those properties at the point of insertion, which will likely result in a `<span>` tag being created.


Option	Description
[Characters and symbols]	This large area displays all of the characters and symbols available. You can click on a character or symbol to select it for insertion. If you right-click on a character, you can choose an option to set that character as a favorite or as a quick character.
	After selecting a character, you can click this to copy it to the clipboard. That way, you can continue pasting it into other places after closing the Character dialog.
	After selecting a character, you can click this to add it to the list of favorites below.
	After selecting a character, you can click this to set it as the quick character.


## Option

## Description

**Quick Character** You can designate one character or symbol as your "quick character," which means that a special menu and shortcut option are set aside for that character. Simply select the character or symbol and then click . The current quick character is displayed in this field.




In the XML Editor you can insert the specified quick character by either pressing **F11** on your keyboard or clicking the down arrow of the Character button  and selecting **Insert Quick Character**.

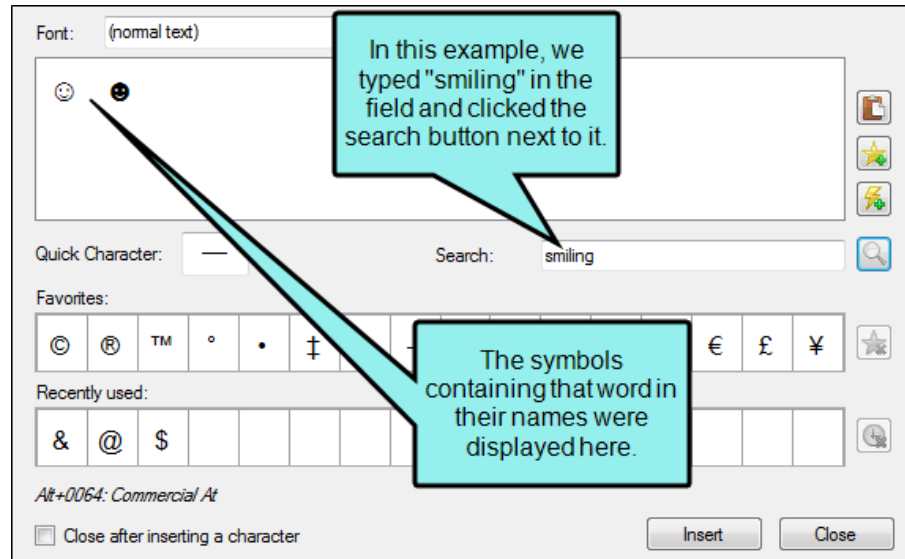
 **NOTE** You can also paste a character in the field, or you can right-click on a character in the dialog and use the context menu to set it as the quick character.

## Option

## Description

### Search

If you know the name of a character or its code, you can type it in this field and click  to locate it quickly.



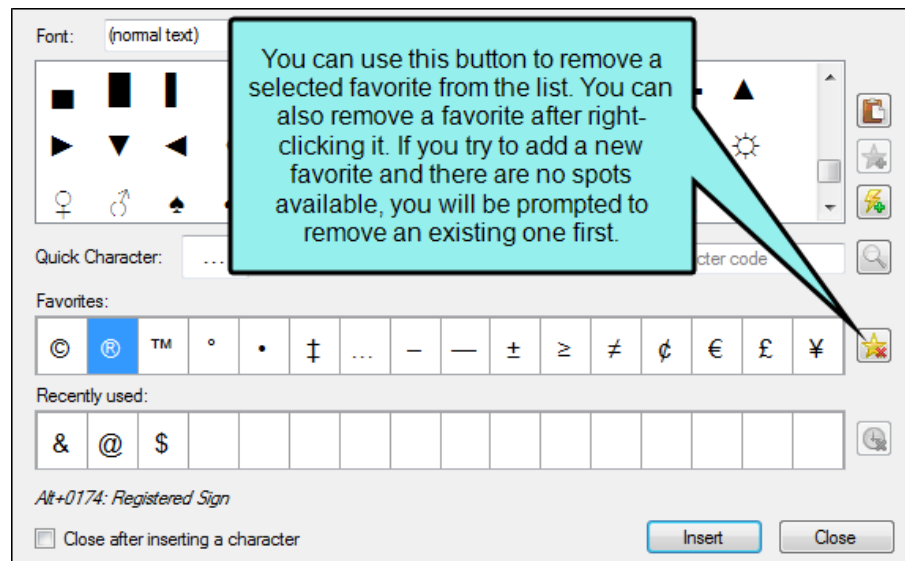
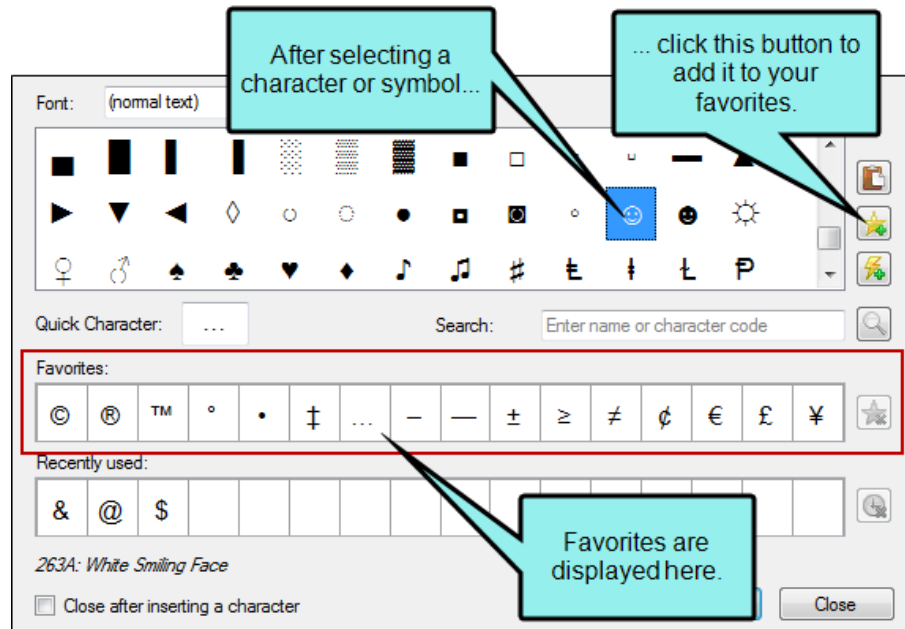
**NOTE** To return to the view where you see all of the characters and symbols, simply clear the Search field.

Option

Description

Favorites

If there are certain characters and symbols that you use frequently, you can add them to this list of favorites for quick and easy access. You can also remove favorites from the list.





## Option

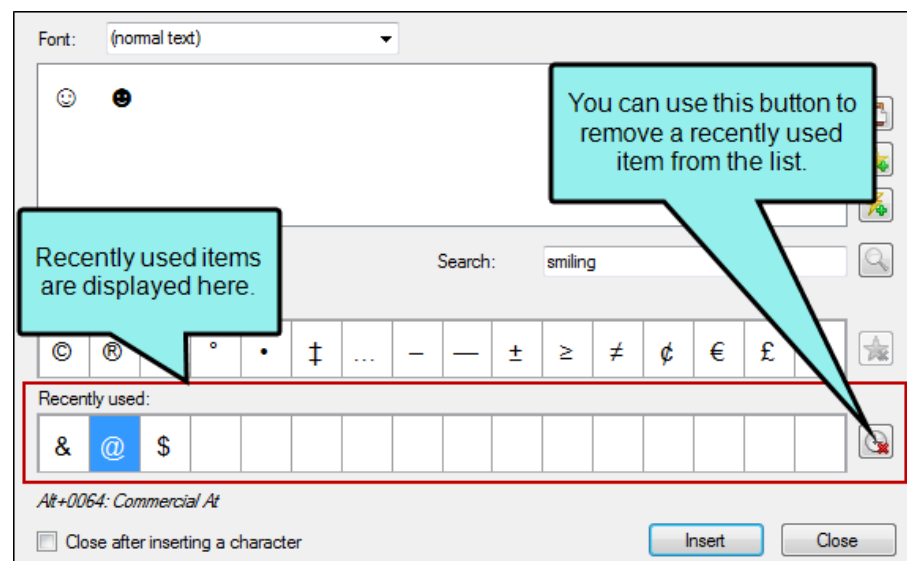
## Description



**NOTE** Favorite characters are shared across products.

## Recently used

When you insert a character or symbol from the dialog, it is added to the list of the 16 most recently used. This is another way to quickly find and select characters or symbols in the future. If the list of recently used characters and symbols is full, the oldest one is removed automatically when a new one is used.

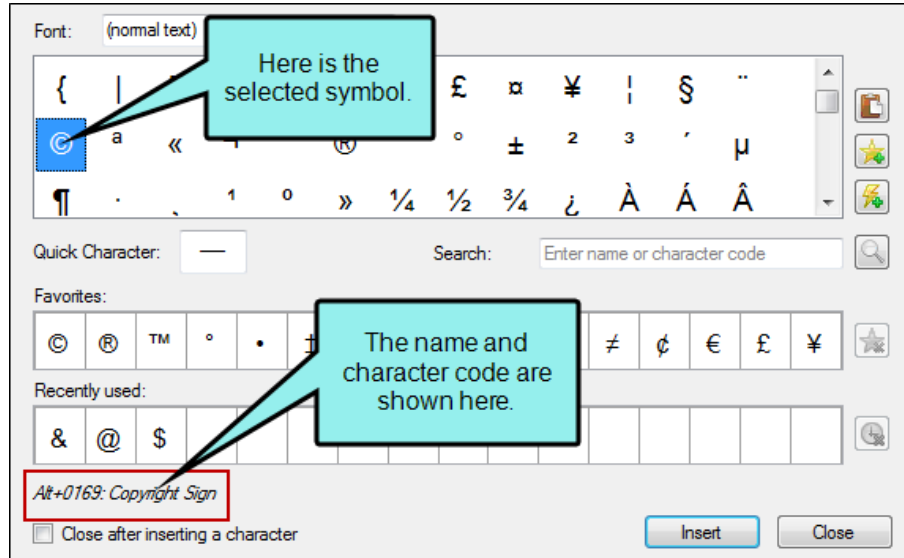


**NOTE** Recent characters are shared across products.

Option	Description
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[Name and code]

When a character or symbol is selected in the dialog, its name and character code are shown.



The code is also shown in a tooltip when you hover over a character.

Close after inserting a character

If this check box is not selected, the dialog will remain open until you click Close. This way, you can click the Insert button several times to add many characters to your content before closing the dialog. If the check box is selected, the dialog will close immediately after you click the Insert button.

# I Options Dialog


You can open the Options dialog by selecting **File > Options**. This dialog lets you choose miscellaneous preferences and global settings.

## Options Dialog—General Tab

Option	Description
Auto-Reload Documents	Select this check box if you want Flare to reload documents automatically. In other words, if you have topics or editor pages open and then close the project, this option ensures that those same documents are reopened the next time you open the project.
Auto-Save Documents	Select this check box if you want Flare to periodically auto-save any open files. You can specify the number of minutes that should elapse between each auto-save.

Option	Description
Close others when opening new document	<p>You can have multiple files of all types (e.g., topics, stylesheets, targets) open in the interface at the same. By default, when you open a new file, other documents that are already open remain open. However, you can change this behavior so that files already open in the interface are automatically closed when you open a new document.</p> <p>You can use any of the following options:</p> <ul style="list-style-type: none"><li>▪ <b>Close others</b> This option automatically closes all other open documents.</li><li>▪ <b>Close others with no changes</b> This option automatically closes all other open documents that do not have unsaved changes. If you have files open where changes have been made but not saved, those files will remain open until you save and close them.</li><li>▪ <b>Close others with same extension</b> This option automatically closes all other open documents that share the same file extension. For example, let's say you have a topic, a stylesheet, and a target open. If you open another topic, the topic file that is currently open will be closed, but the stylesheet and target will remain open.</li><li>▪ <b>Close others with same extension and no changes</b> This option is the same as the previous option, except that files with unsaved changes will not automatically be closed. Those files remain open until you save and close them.</li></ul>

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Option	Description
<b>Show Select UI Language Dialog on Startup</b>	<p>Select this box to show the Select UI Language dialog the next time you launch Flare.</p> <p>You have the option of viewing the interface in English, French, German, Japanese, or Chinese. All of these languages are available from the same version of Flare (you do not need to purchase different versions for different languages). When you initially launch Flare, you are asked to select our language preference. Based on your selection, the user interface is displayed in the selected language, with the option to switch your preferences at any time from the Select UI Language dialog. If a particular element is not available in the selected language, that element displays in English.</p>
<b>Import/Export Word Files Without MS Office</b>	<p>Flare supports the import and export of Microsoft Word documents without the need to have Word installed locally. For example, a user of Microsoft Office 365 (a subscription-based software solution) would not have Microsoft Word installed locally (via Microsoft Office). However, Flare lets Office 365 users build Word output, or import Word files in the DOCX, DOC, or RTF format, even if they do not have Microsoft Word installed on the same machine.</p> <p>It is still recommended that you work with Word installed locally, which is a more robust process. However, if you are an Office 365 user without a local installation of Word, you can select this check box to enable this feature. (This option is disabled by default.)</p> <div data-bbox="495 1297 1442 1514" style="border: 1px solid orange; padding: 10px;"><p> <b>NOTE</b> This feature does not support WMF or EMF files in Word documents. If you have those types of image files, you should disable this option and use a local installation of Word.</p></div>

Option	Description
<b>Import Excel Files Without MS Office</b>	<p>Flare supports the import and export of Microsoft Excel files without the need to have Excel installed locally.</p> <p>It is still recommended that you work with Excel installed locally, which is a more robust process. However, if you do not have recent version installed (Excel 2010 or newer), you should select this check box to enable this feature. (This option is disabled by default.)</p>
<b>Automatically resize low DPI images</b>	<p>Starting with Flare 10, images with a very low DPI are rendered more accurately in the XML Editor (WYSIWYG) and PDF output, usually resulting in slightly larger and more blurry images (as is consistent with their lower DPI). Therefore, if you upgrade from an older version to Flare 10 or higher, you might notice images that looked a certain size before now look larger and more blurry (because their true DPI is being rendered more precisely). The best solution, and a long-term one, is to replace your lower-DPI images with higher-DPI images to be used in print output. But you also have the option to revert back to previous version behavior. If you select this option, the newer, more precise resizing from newer versions of the software is used. If you do not select this option, the behavior of older versions is used.</p>

## Option

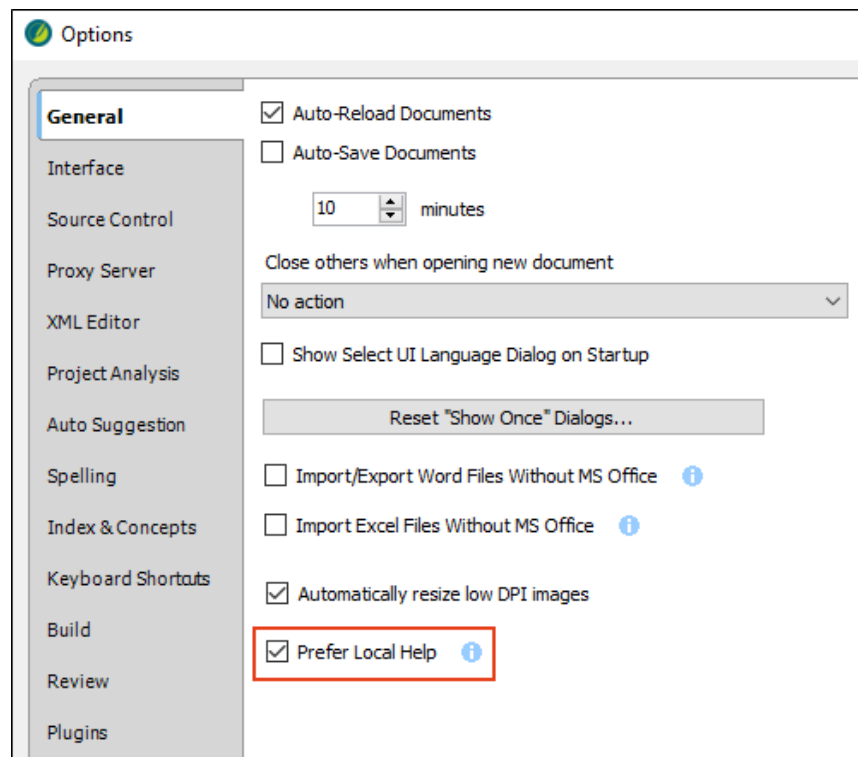
## Description

### Prefer Local Help

By default, Flare's online and dynamic Help system points to files hosted externally. This allows for live updates to the Help.


Because the Help system is hosted online, you may not be able to access it if you are behind a firewall or if you have a slow connection. In that case, you can use a local version of the Help. Flare will even switch to the local Help automatically if it detects that you cannot connect to the external Help system.


Select this option if you want to use the local Help manually.



**NOTE** To choose the local Help system using this field, the local Help must have been included when you first installed Flare. If you did not initially include the local online Help during

Option	Description
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 installation, you can modify the installation from Add/Remove Programs in your Control Panel (Uninstall/Change).

 **NOTE** The local Help system is only updated when the application is updated. If you want to be sure that you have the most current version of the Help, disable the local Help.



# Options Dialog—Interface Tab



Option	Description
Menu Style	You can select an option to display the interface with ribbons or with the classic tool strip.
Theme	You can click the <b>Active Theme</b> field and select a color scheme for the interface. You can choose a black, classic, or silver theme.

# Options Dialog—Source Control Tab


The options you see on this tab depend on whether your project is already bound to source control.

Not all options are applicable to each of Flare's integrated source control providers. If you select an option that is not applicable to the provider you are using, this option is ignored. For example, Git does not use lock functionality, so if you select this option it will be ignored.

Additionally, terminology varies for each source control provider. You may see slightly different dialogs or prompts depending on which source control provider you are using.

Option	Description
Automatically check file out from source control when saving file changes	Select this check box to automatically check the file out from source control when you save changes to it.
Lock files when automatically checking out	You can select this check box if you are using Microsoft Team Foundation Server, Apache Subversion, or Perforce Helix Core and want files that are automatically checked out to be locked as well. Locking files means that other users cannot check those same files in when you have them checked out. You might use this feature to prevent conflicting changes from occurring and having to merge files as a result. <div data-bbox="451 1220 1442 1560" style="border: 1px solid orange; padding: 10px;"><p> <b>NOTE</b> Subversion will automatically lock a modified file when saving changes (if it is not already locked) if you selected the option to automatically check out files from source control when saving them. Because there is not a "checked out" status for Subversion files, these files will be marked as modified  and can be committed.</p></div>

Option	Description
<b>Show prompt to add auto-created files to source control</b>	Select this if files were automatically added to your project and you want to be prompted to add those files to source control. For example, this might occur if you drag a word file to Content Explorer. Multiple files might be automatically created when you do this.
<b>Enable background status checks</b>	Select this check box if you are using source control integration in Flare and you want the application to check for frequent status changes automatically. You can specify the number of minutes and seconds when you want Flare to ping the source control repository and get status changes for files that have been checked out, checked in, moved, deleted, etc. The upside of this feature is that you can ensure that the source control status information is always up to date. The downside is that you may experience slower performance due to this constant communication over the network.
<b>Do not prompt to get latest when opening source control bound projects</b>	When you open a project that is bound to source control, a message automatically asks if you want to get the latest version of files. Select this check box if you want to disable this prompt. Therefore, in the future when you open the project you will no longer see the message, and the project will open without replacing any local files with the latest ones from source control.
<b>Prompt to check in files when closing source control bound projects</b>	Select this if you want to automatically be reminded to check in files when you close a project that is bound to source control.

Option	Description
<p><b>Enforce TFS comment policy</b></p>	<p>By default, Flare ignores all Microsoft Team Foundation Server check-in policies. However, if your source control administrator requires a comment when you check in a file, you can select this option to force Flare to abide by this policy.</p> <div data-bbox="451 457 1442 640" style="border: 1px solid orange; padding: 10px;"> <p> <b>NOTE</b> Selecting this option only enforces the TFS comment policy. It will not check for other policies.</p> </div>
<p><b>Bind Detection</b></p>	<p>Bind detection scans your project when you load it to see if the project has been previously bound to source control. If a binding is detected, you then have the option of applying the binding and committing the project to source control. Depending on the provider you are using, Flare may search the file system and its artifacts, as well as contact and query servers, to find potential source control bindings.</p>
<p><b>Use Git executable for network functions</b></p> <p>Get Git for Windows</p> <p>Get an updated version of Git for Windows</p>	<p>Use this section to integrate Git for Windows (Git.exe) if your project is bound to Git (not a Central binding though) via Secure Shell (SSH). This might be necessary to avoid errors. However, an upside to installing Git.exe is that it is likely to result in faster and better performance for file transfers.</p>
<p><b>MadCap Central Transfer Protocol</b></p>	<p>If you plan to bind a Flare project to a MadCap Central license, you must use the HTTPS transfer protocol. This field also shows the SSH protocol, but this protocol is actually no longer available for Central connections due to security issues. Selecting SSH here will no longer cause Flare to use SSH for Central bindings.</p>

# Options Dialog—Proxy Server Tab

Option	Description
Use proxy server	<p>You might need to enable this option if your network has a proxy server and you require any network connection from Flare (e.g., opening the online Help or logging in to Salesforce or Zendesk). After enabling this option, enter your company's proxy server information. You might need to consult your network administrator to obtain the necessary credentials.</p> <p>After completing the fields on this tab, close and restart Flare for the changes to take effect.</p>
Address	Enter the address of the proxy server.
Port	Enter the port for the proxy server.
Enable authentication	Enable this so that you can enter a <b>username</b> and <b>password</b> for access to the proxy server.

# Options Dialog—XML Editor Tab

Section	Options and Descriptions
Options	<ul style="list-style-type: none"><li>▪ <b>Enable Drag and Drop Text</b> Place a check mark in this check box to enable the drag-and-drop feature. When enabled, you can highlight and drag text to move it within topics.</li><li>▪ <b>Show web images</b> Select this check box to show or hide web-linked images in the XML Editor. If you have many image tags that link to websites, slow website response times may slow down your work. Therefore, you might want to disable the rendering of such images in the XML Editor.</li><li>▪ <b>Insert Empty Alt Text</b> Select this check box to automatically add an empty alt tag to images when you insert them into a topic or snippet (unless you specifically add an alt tag to an image).</li><li>▪ <b>Replace straight quotes with smart quotes</b> Select this check box to use single and double curly smart quotes instead of straight quotes when you type in the XML Editor. This option is disabled by default.</li><li>▪ <b>Show style previews in UI</b> When you attempt to apply a style to content using the Style drop-down in the Home ribbon, the Styles window pane, or the floating Style Picker, previews of the various styles are shown by default. This gives you an idea of how each style looks before you apply it to the content.  If you prefer not to see style previews in these areas of the user interface, remove the check mark from this option.  With this option disabled, all of the styles will be presented as plain text when you select them.</li></ul>

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Text  
Rendering

- **Enable ClearType Font Smoothing** Displays text in a "ClearType" font, which appears to "smooth out" the words and make them easier to read. ClearType is a software technology developed by Microsoft that improves the readability of text on existing LCDs (Liquid Crystal Displays), such as laptop screens, Pocket PC screens, and flat panel monitors. With ClearType font technology, the words on your computer screen look almost as sharp and clear as those printed on a piece of paper. ClearType works by accessing the individual vertical color stripe elements in every pixel of an LCD screen. Before ClearType, the smallest level of detail that a computer could display was a single pixel, but with ClearType running on an LCD monitor, we can now display features of text as small as a fraction of a pixel in width. The extra resolution increases the sharpness of the tiny details in text display, making it much easier to read over long durations.
- **Enable GDI+ Text Renderer** Toggles between Microsoft Windows Graphics Device Interface (GDI) and GDI+ in terms of how content is rendered on your monitor. What is the difference between GDI and GDI+? The bottom line is that GDI+ improves the quality of the rendering somewhat, but it can be slower than GDI. For more information about GDI+, see:

<http://msdn.microsoft.com/en-us/library/ms533797.aspx>

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## Section

## Options and Descriptions

### Defaults

- **Paste Text** Select the default behavior when pasting text from another program.
  - **Paragraphs** Paste the text as regular paragraphs.
  - **Paragraph Block** Paste the text as paragraph blocks, such as `<div>`, `<blockquote>`, or `<fieldset>`.
  - **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.
  - **Table** Paste the text into a new table.
  - **List** Paste the text as a new bulleted list.
- **Link** Select the default behavior when creating a link by dragging a file into the XML Editor—**Cross-References** (which are dynamically generated based on commands) or **Hyperlinks** (which are based on specific text you provide in the XML Editor).
- **List** Select the default behavior when creating a new numbered or bulleted list. You can include `<p>` tags within each `<li>` tag (**Paragraph**), or you can just have `<li>` tags (**Simple**) but add `<p>` tags later manually for list items where you want them.
- **Definition List** Select the default behavior when creating a new definition list. You can include `<p>` tags within each `<dt>` and `<dd>` tag (**Paragraph**), or you can just have `<dd>` and `<dt>` tags (**Simple**) but add `<p>` tags later manually for list items where you want them.
- **Cut Table Columns** Select the default behavior when cutting columns in a table. You can choose to cut the entire **Columns** (including the contents) or just the **Cell Contents**.
- **Cut Table Rows** Select the default behavior when cutting rows in a table. You can choose to cut the entire **Rows** (including the contents) or just the **Cell Contents**.
- **Merge Table** Select the default behavior when creating or pasting a new table above or below and existing one. You can choose to keep the




tables separate (**Don't Merge Tables**), or to merge the tables. **Merge Table Up** means the new merged table will use the style of the table on top. **Merge Table Down** means the new merged table will use the style of the table on bottom.

- **Merge List** Select the default behavior when creating or pasting a new list above or below and existing one. You can choose to keep the lists separate (**Don't Merge Lists**), or to **Merge Lists** into a single list.
- **Paste Cells Into Tables** Select the default behavior when pasting table cells that you have copied or cut.
  - **Cells** Paste the copied cells, replacing the cells nearest to where you have placed your cursor.
  - **Table** Paste the copied cells as a separate table. It will be placed within the cell where you have placed your cursor.
  - **(Above)** Paste the copied cells above the cell where you have placed your cursor.
  - **(Below)** Paste the copied cells below the cell where you have placed your cursor.
  - **(Left)** Paste the copied cells to the left of the cell where you have placed your cursor.
  - **(Right)** Paste the copied cells to the right of the cell where you have placed your cursor.
- **Table to Text** Select the default behavior when converting a table to text.
  - **Convert to Paragraphs** Convert the content in each table cell into separate paragraphs.
  - **Separate with Commas** Convert the content in each table cell into text separated by commas.
  - **Separate with Text** Convert the content in each table cell into text separated by a text string that you specify (e.g., a semicolon).

# Options Dialog—Project Analysis Tab

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

Option	Description
Collect Segments	Select this check box if you want Flare to collect segments of text while scanning your project. Segment collection lets you view information about your project such as frequent segments found and index keyword suggestions.
Collect Variable Prospects	Select this check box if you want Flare to look for text that you might want to convert to variables.
Collect Snippet Prospects	Select this check box if you want Flare to look for text that you might want to convert to snippets.
Collect Local Style Prospects	Select this check box if you want Flare to look for places where you have applied local formatting and might want to apply styles to those areas instead.
Collect Embedded Stylesheet Prospects	Select this check box if you want Flare to look for style information (embedded styles in <style> elements) in your topic files. Disabling this scan limits the results found in the style reports. <div data-bbox="487 1323 1442 1543" style="border: 1px solid yellow; padding: 10px;"> <b>NOTE</b> You should select this option if you have imported topics that have embedded styles. Otherwise, it is not usually necessary to select this option.</div>
Collect Accessibility Prospects	Select this check box if you want Flare to look for text where you might want to add web accessibility features (e.g., captions, alternate text).

Option	Description
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**Collect Markup Prospects**

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

**Search Limits**

You can limit the number of results returned from some analysis reports. You can limit the search results to 100, 500, 1000, or 5000. If "All" is selected, there are no limitations for the search results. You might want to use this new feature to improve performance.

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


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

Informative	Suggestion	Index Keyword Suggestions	1000	Search limited	
Informative	Suggestion	Markup Suggestions	1507		
Informative	Link	Named Destinations	27		
Informative	Suggestion	New Style Suggestions	1000	Search limited	
Informative	Suggestion	Replace Local Style Suggestions	1	Search limited	
Informative	Link	Topics not in any TOC	1349		
Informative	Link	Topics not in Index	1262		
Informative	Link	Topics not linked by Map ID	2424		
Critical	Undefined	Undefined Condition Tags	33		
Critical	Undefined	Undefined File Tags	13		
Informative	Undefined	Undefined Styles	1000	Search limited	
Critical	Undefined	Undefined Variables	6383		

# Options Dialog—Auto Suggestion Tab

Option	Description
Enable Auto Suggestion	Select this to enable the entire Auto Suggestion feature.
Enable Snippet Auto Suggestion	Select this to enable snippet suggestions.
Max Suggestions	Enter the maximum number of suggestions that you want to be displayed in the popup at any given time. You can enter a number from 1 to 25.
Min Character Length	Enter the minimum number of characters that must be typed before the popup opens to display matching phrases, variables, or snippets. You can enter a number from 3 to 12.
Enable/disable files	This area lists all custom auto suggestion list files and all variable sets in your project. Select any of the check boxes to enable a particular file for Auto Suggestion.

# Options Dialog—Spelling Tab

Section	Option and Description
Select Global Dictionary Location	<p>A global dictionary is a file that contains words and can be used for spell checking by any Flare project you open on your computer. This is a convenient way to ensure that all of your projects are using the same spellings for terms, rather than having each project rely on a different dictionary.</p> <p>By default, a new global dictionary is stored in your AppData folder, like all of your built-in dictionaries.</p> <p>However, you can select <b>Use custom location</b> to choose a different location for your global dictionary. For example, you might be working with a team of users and want to make sure you are all using the same spellings for certain terms. By choosing a network directory, your entire team can use the same global dictionary. After selecting this option, click  to choose the location.</p>

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## Section

## Option and Description

### Installed Dictionaries

This section displays information about the dictionaries that are installed and therefore available to your project. You can import additional dictionaries if you want.

- **Language** This column lists the names of all languages with dictionaries that are installed on your computer. Dictionaries are stored in your AppData Windows folder.
- **Code** Displays the code for each language.
- **Spell** Green dots indicate which dictionaries support spell checking.
- **Hyphen** Green dots indicate which dictionaries support hyphenators. A hyphenator is used to automatically hyphenate words in an editor based on particular word patterns, as outlined in the dictionary file. (Hyphenators are important only for certain languages.) For more information about hyphenation patterns in different languages, see: <http://www.tug.org/TUGboat/tb27-1/tb86nemeth.pdf>
- **Thesaurus** Green dots indicate which dictionaries contain a thesaurus.
- **Description** This column provides a short description of each dictionary.
- **Import Dictionaries** You can download more dictionaries from [OpenOffice.org](http://OpenOffice.org). After you download a new dictionary, you can install it by clicking this button.

## Section

## Option and Description

### Spelling Options

You can use these fields to ignore any of the following when spell checking files:

- Ignore repeated words
- Ignore words with numbers
- Ignore uppercase words
- Ignore URLs
- Ignore mail addresses
- Ignore mixed case words
- **Ignored styles** If there are certain styles or classes in your stylesheet that you want to ignore when spell checking, you can enter them in this grid. For example, you might have styles containing code text that you do not want to be affected by a spell check.

Spelling Options	
<input type="checkbox"/>	Ignore repeated words
<input type="checkbox"/>	Ignore words with numbers
<input type="checkbox"/>	Ignore uppercase words
<input type="checkbox"/>	Ignore URLs
<input type="checkbox"/>	Ignore email addresses
<input type="checkbox"/>	Ignore mixed case words

Ignored styles	
▶	MadCap xref.SpecialClass
*	

Ignored conditions	
▶*	General.Notes

- **Ignored conditions** If there are certain chunks of content that are conditioned and you want to ignore them when spell checking, you can enter them in this grid (type the condition tag set, followed by a period and then the name of the condition). For example, you might have a condition that you use for content that is not yet ready for release. Content with this condition might have your notes and characters that you don't feel the need to spell check.

Spelling Options

- Ignore repeated words
- Ignore words with numbers
- Ignore uppercase words
- Ignore URLs
- Ignore email addresses
- Ignore mixed case words

Ignored styles	
▶	MadCap xref.SpecialClass
*	


Ignored conditions	
	General.Notes
▶*	



# Options Dialog—Index and Concepts Tab

Option	Description
<b>Auto-complete Index and Concept Entries</b>	<p>As you enter index keywords in the Index window pane, the application recognizes if you have created a similar index keyword. The similar keywords appear in a list just below the entry field. You can quickly select one of the keywords from the list instead of typing the entire word manually. This option turns this feature on and off.</p>
<b>Mode Warnings for Index and Concept Entries</b>	<p>If you turn on the Index Entry Mode or Concept Entry Mode and then close the application, you will receive a warning message the next time you open the application. The message lets you know that the mode is still on. You can disable the warning messages from that dialog. This option lets you turn those warning messages on again:</p> <ul style="list-style-type: none"><li>▪ <b>Check mode and display this dialog when first topic opened</b> You can avoid seeing the Mode Warning dialog in the future by not selecting this option. However, this does not mean the mode will automatically be turned off for you. It simply means that you will not be warned.</li><li>▪ <b>Auto-switch to normal selection mode on launch</b> Select this option if you always want the application to disable the mode automatically when you open the program in the future. You can always turn the mode on again manually.</li><li>▪ <b>Continue in mode</b> The "Index Entry Mode" or "Concept Entry Mode" will continue to be enabled after this dialog is closed. You can turn off the mode manually by right-clicking in the topic and selecting the mode.</li></ul>

# Options Dialog—Keyboard Shortcuts Tab

Option	Description
Command Scope	Select whether the custom shortcut will be available throughout the interface (Global) or just in the XML Editor. The options available on the tab change depending on your selection. <div data-bbox="487 504 1442 724"> <b>NOTE</b> If you set one shortcut with XML Editor selected and another with Global selected, the XML Editor shortcut has precedence.</div>
Option/Shortcut	Select the option whose hot keys you want to change. You can click the <b>Option</b> or <b>Shortcut</b> column headings to sort the columns alphabetically. This can help you more easily find a command or see which shortcut keys are free to use.
Key Assignment	Select the hot key that you want to assign to the option.
Other commands using shortcut	If you create a shortcut that is already being used, this field displays the conflicting command.
Modifier Key Assignment	You can select the <b>Control Key</b> , <b>Shift Key</b> , and/or <b>Alt Key</b> check boxes if you want to use a combination for the shortcut. For example, if you select D from the list to the right and add check marks to the Shift Key and Alt Key boxes, the new shortcut for the option will be SHIFT+ALT+D.
Unlisted Commands	You can assign a hot key to a command that does not appear in the grid above by clicking <b>Unlisted Commands</b> . In the Other Commands dialog, select a command, then click <b>OK</b> . The unlisted command appears in the grid.
Reset to Factory Defaults	This returns the tab to the factory default keyboard shortcuts.



# Options Dialog—Build Tab

Option	Description
<b>Enable byte order mark</b>	<p>Select this to enable the byte order mark (BOM). The BOM is a Unicode character that appears at the start of a text stream. Most authors probably want to disable the BOM. But if you are hosting content on a web server that requires BOM such as a LINUX machine), you can enable it.</p> <p>On the first launch of Flare, it will use the preset value of the BOM option from your registry. If there isn't a value in the registry, it will be turned off. After the first launch, you can only enable or disable BOM through the Options dialog. The registry will reflect the changes, but the registry will not be used to control the enabling or disabling of the BOM.</p>
<b>Build target (if needed) after selecting 'View'</b>	<p>If you select an option in the user interface to view output from a target, Flare shows that output if it is up to date. But if there is no output or it is out of date, Flare gives you a message, asking if you want to build the output. This feature lets you avoid seeing this message for all targets in all projects.</p>
<b>View output after successful build</b>	<p>The Builds window pane has a button that lets you open output after it has been generated so you can view it. Select this option to do this automatically at a global level for all targets in all projects.</p>

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

**Maximum  
Concurrent Builds**

You can use this field to limit the number of targets that can be generated at the same time. If you are concerned about Flare slowing down during builds, you may want to make sure this number is not too high.



**EXAMPLE** You have three targets in your project and you have the Maximum Concurrent Builds field set at 2.

You generate Target 1, and then shortly after, you also generate Target 2. These targets compile simultaneously.

Then you tell Flare to generate Target 3. But because your maximum number is 2, Target 3 is queued for the moment.

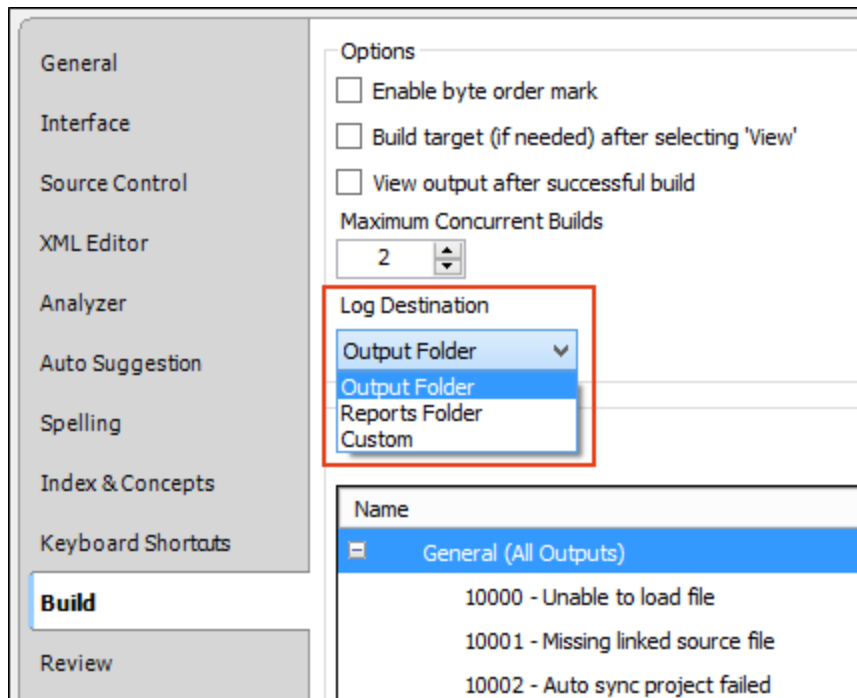
Let's say Target 2 finishes building. At that point, Target 3 begins its build process while Target 1 also continues its generation.

## Option

## Description

### Log Destination

You can choose where your log file will be stored when you build a target. The default location is the Output folder, but you can also choose to place it in the Reports folder of the Project Organizer, or you can select a custom location.



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

Use timestamps in log file

Select this option if you want your output build logs to include time markers for each activity in your target's compilation. This might help you identify places where your build is lagging.

Messages	Warnings	Errors
1/25/2016 9:18:17 PM		Compiling target HTML5...
1/25/2016 9:18:17 PM		Removing previously generated content...
1/25/2016 9:18:17 PM		Loading skin info...
1/25/2016 9:18:18 PM		Gathering Glossary information...
1/25/2016 9:18:18 PM		Gathering Auto-index information...
1/25/2016 9:18:18 PM		Loading Master TOC...
1/25/2016 9:18:18 PM		Processing Master TOC...
1/25/2016 9:18:18 PM		Collecting linked (merged) help system info...
1/25/2016 9:18:18 PM		Generating Glossary...
1/25/2016 9:18:18 PM		Collecting source files...
1/25/2016 9:18:18 PM		Processing source files...

### Warnings

You can tell Flare to ignore certain warnings so that they do not display as such in the Builds window pane when generating output. This can be done globally for all targets in all projects by using this section. You can also override those global settings for a specific target in a project.

You can remove check marks next to any warning that you want Flare to ignore. By default, all check boxes are initially selected.

### Reset Warnings

If you want to return to the default settings where all of the check boxes are selected, you can click this option.

# Options Dialog—Review Tab

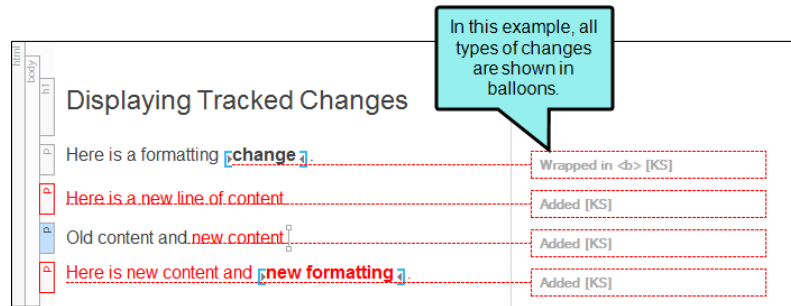
Section	Options and Descriptions
User Name	When you first install and launch Flare, your login user name is captured and stored in the Options dialog ( <b>File &gt; Options</b> ). You can change the user name (for Flare purposes) in this field.
Initials	The first two letters of the user name are also stored as your initials. This information is employed whenever you use the track changes and annotations features. For example, if you insert an annotation in a topic, your initials are displayed at the beginning of the comment so that other users know where the annotation came from. You can change your initials in this field.



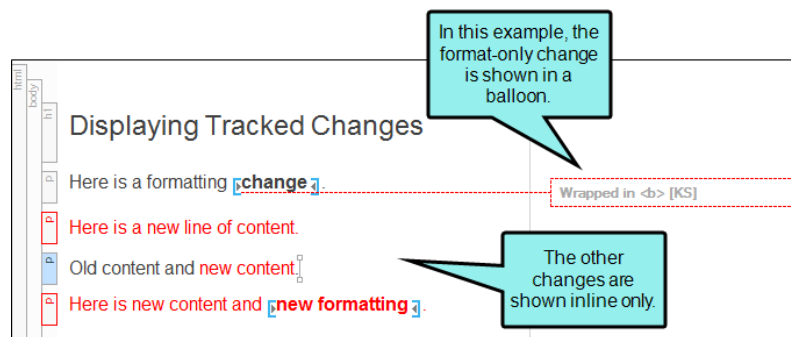
### Tracked Change Display

You can change the way tracked changes are displayed in the interface.

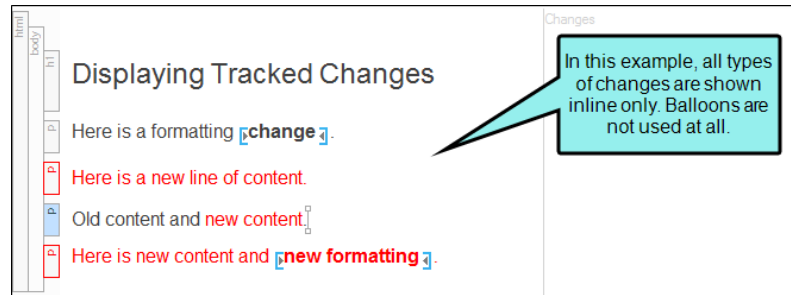
- Display all changes in balloons** If you select this option, all changes—text and formatting—will be shown in balloons in the sidebar.



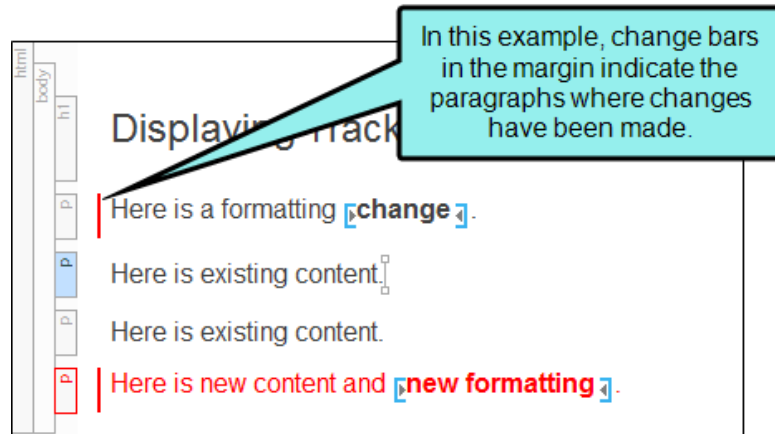
- Display only format changes in balloons** If you select this option, changes that include content only (or content plus formatting) will be shown inline. But changes that contain formatting modifications only will be shown in balloons in the sidebar.



- Display all non-format changes inline** If you select this option, all text changes will be shown inline. Balloons are not used.



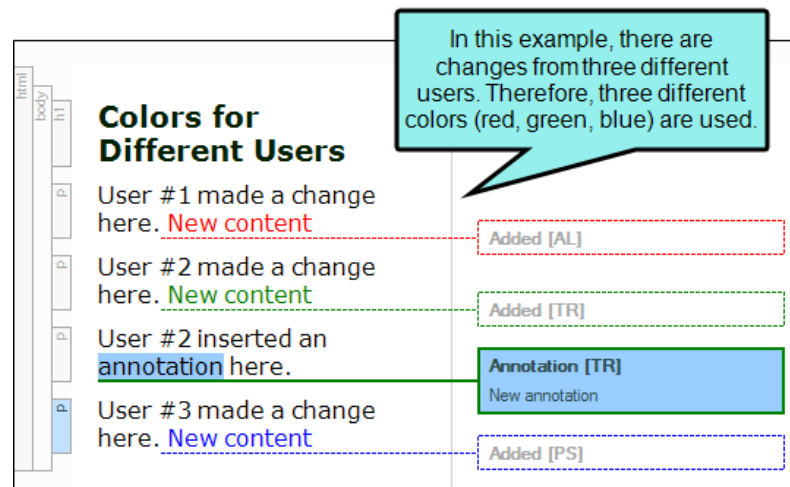
- **Change Bar** Select whether or not you want to turn on change bars. If you turn on change bars, a bar appears on the left side of the line where a change has been made.



## User Colors

The tracked changes and annotations for each user can be shown in a separate color. You also have the option of choosing a specific color for all users.

- **Use a different color for each user** Select this option if you want Flare to automatically assign a different color for each user.



- **Use the following color for all users** Select this option if you want all changes, regardless of the user, to display in the same color. After you choose this option, click the down arrow below to select a color.

The screenshot shows a web editor interface with a DOM tree on the left and a text area on the right. The DOM tree includes elements like `html`, `body`, `h1`, and several `p` elements. The text area contains four paragraphs of text, each with a change made by a different user. The changes are: User #1 added 'New content' (red), User #2 added 'New content' (red), User #2 inserted an 'annotation' (blue), and User #3 added 'New content' (red). On the right side, there are four dashed boxes representing annotations: 'Added [AL]', 'Added [TR]', 'Annotation [TR]', and 'New annotation'. A solid blue box labeled 'Added [PS]' is also present. A callout box explains that the same color (red) is used for all changes regardless of the user.

**Colors for Different Users**

User #1 made a change here. **New content**

User #2 made a change here. **New content**

User #2 inserted an **annotation** here.

User #3 made a change here. **New content**

In this example, there are changes from three different users. But the same color (in this case, red) is used to display all of the changes, regardless of the user.

Added [AL]

Added [TR]

Annotation [TR]  
New annotation

Added [PS]

# Options Dialog—Plugins Tab

Field	Description
Name	Displays the name of the plugin, based on the DLL file you have created and added to the Flare installation folder in Windows.
Description	Displays a description of the plugin.
Version	Displays the version number of the plugin.
Enable/Disable	Click <b>Enable</b> to install the plugin, then restart Flare. Click <b>Disable</b> to uninstall the plugin.

# Options Dialog—Services Tab

These options are for the Content Services Portal and Elasticsearch service.

Option	Description
Content Services URL	This location is used to run the web services associated with your Elasticsearch target. Click the <b>Restore Default</b> button to revert back to the original URL.
Elasticsearch URL	This location runs the search engine for your Elasticsearch target. Click the <b>Restore Default</b> button to revert back to the original URL.
Memory allocation	This field manages the amount of memory used by the Elasticsearch service. This is set to 512 MB by default. Click the <b>Restore Default</b> button to revert back to the original URL.
Show console windows	This option enables the console windows if you need to troubleshoot your Elasticsearch build. For this option to take effect, please restart the MadCap Process Manager in the system tray.

# I Project Properties Dialog

This dialog is used to see basic information (e.g., location of files, creation date) and to make property changes for your Flare project in the following ways.

Tabs/Options	Description
Defaults	
<b>Primary TOC</b>	<p>In most situations, you will have one TOC that you use for a particular output (target). In that case, you simply associate the appropriate TOC with the target. If you have multiple TOCs that you want to include in the same project or output target, the TOC that you associate with the project or target serves as the primary TOC. In your primary TOC, you have the option of creating links to the other TOC that you want to include in the output. If you do not select a TOC, Flare will use the first one in the project (if there is more than one). If you have specified a primary TOC at the project level and another at a target level, the TOC at the target will take precedence. Click in the field and select a table of contents (TOC) from your project to use as the primary one. If you click the <b>Edit</b> button, the selected TOC opens in the TOC Editor.</p>
<b>Primary Page Layout</b>	<p>After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time. Click in the field and select a page layout from your project to use as the primary one. If you click the <b>Edit</b> button, the selected page layout opens in the Page Layout Editor.</p>

Tabs/Options	Description
<b>Branding Stylesheet</b>	<p>The branding stylesheet (Branding.css) specifically identifies values for branding elements for your project. When you add a new branding file to a project it will not include all the necessary connections for instant results, but it will tie the stylesheet to a project if you select it as your primary branding stylesheet. (The branding stylesheet can also be associated at the Target level.) If you click the <b>Edit</b> button, the selected stylesheet opens in the Branding Editor.</p>
<b>Primary Stylesheet</b>	<p>When you want to use styles in your content, the stylesheet needs to be made available for the content in question. In Flare, you can associate regular stylesheets with individual files. However, you also have the option of using a regular stylesheet as the primary one, applying it at either the project or target level, or both. If you associate a primary stylesheet with an entire project, the styles will be available for the content in the project. If you have specified a primary stylesheet at the project level and another at a target level, the stylesheet at the target will take precedence. If you are using different primary stylesheets for different targets, the stylesheet associated with the primary target determines what you see in the XML Editor. You can set a target-level primary stylesheet on the General tab of the Target Editor. Click in the field and select a stylesheet from your project to use as the primary one. If you click the <b>Edit</b> button, the selected stylesheet opens in the Stylesheet Editor.</p>



Tabs/Options	Description
Meta Tags	You can set meta tag values and override those inherited from a meta tag set. You can also create custom meta tags at the project level.
Language	You can select a language to use for the project.
Source Control	You can select several options related to source control. The options shown are different, depending on which source control provider your project is bound to.

### Bind Project

If you have a Flare project open—and bind detection in the Options dialog is disabled, or if you don't already have a repository in the folder—you will see a button that lets you bind (i.e., connect) it to a source control application. Binding a project to source control lets you take advantage of the many multi-author features available through source control integration. This includes automatic check-in, check-out; viewing differences between source control and local copies of the project files; and more. If the bind detection option is enabled in the Options dialog and you already have a repository in the folder, which Flare locates, the project will automatically become bound to it.

### Unbind or Disable Provider

You can remove the connection between the Flare project and a source control provider. You can also disable a provider so that the Flare interface is not available for source control tasks for that provider.

### Check In Files

When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control. You will see this option if your project is bound to Microsoft Team Foundation Server.

Tabs/Options	Description
<b>Commit</b>	<p>When you are finished editing files, you can commit them to source control. If you are working with Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote. If you are working with Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine. You will see this option if your project is bound to Git or Subversion.</p>
<b>Submit</b>	<p>When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control. You will see this option if your project is bound to Perforce Helix Core.</p>
<b>Check Out Files</b>	<p>When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is displayed next to each file that is checked out. You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.</p>
<b>Lock Files</b>	<p>When you are working, you may want to lock the files you have modified. Locking a file does not prevent other users from modifying the file. However, no one else can commit a file that you have locked until you unlock the file. If your project is bound to Subversion, you can steal a lock from another user if you need to commit a locked file while they are working on it. Likewise, another user can steal a lock on a file you have locked. You will see this option if your project is bound to Perforce Helix Core or Subversion.</p>

Tabs/Options	Description
Unlock Files	If you have locked a file, you should unlock it when you are done modifying it. Other users can modify the file while you have it locked, but they cannot submit a locked file until you unlock it. To help prevent file conflicts and make sure that everyone on your team has the most current version of the file, you should unlock and submit the file when you are finished working on it. You will see this option if your project is bound to Perforce Helix Core or Subversion.
Get Latest Version	After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out. You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.
Update	After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project. When working with other authors, it is a good idea to do this frequently (e.g., at the beginning of each day) in order to ensure you have the latest changes that those authors have made, and that they have the latest changes you've made. You will see this option if your project is bound to Subversion.
Undo Check Out	If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files. You will see this option if your project is bound to Microsoft Team Foundation Server.

Tabs/Options	Description
<b>Revert</b>	<p>If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved. You will see this option if your project is bound to Git, Perforce Helix Core, or Subversion.</p>
<b>View Differences</b>	<p>One of the benefits of Flare's integrated source control is that you can view the history and differences for a particular file. You will see this option for all source control providers.</p>
<b>View History</b>	<p>One of the benefits of Flare's integrated source control is that you can view the history for a particular file, including who checked in the file and when it was checked in. You can also view differences between different versions of the file and roll back to an older version if necessary. You will see this option for all source control providers.</p>
<b>Create or Edit Ignore File</b>	<p>If you bind a project to Git outside of Flare (i.e., you do not use Flare's interface to do the binding), you should make sure that you have a .gitignore file. You can add the .gitignore file by selecting an option in the Source Control Explorer or Project Properties dialog. Once you have a project containing a .gitignore file, the button in the interface changes to "Edit Ignore File," so that you can open the file to make edits to it.</p>

**CHAPTER 7**

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# Ribbons and Toolbars

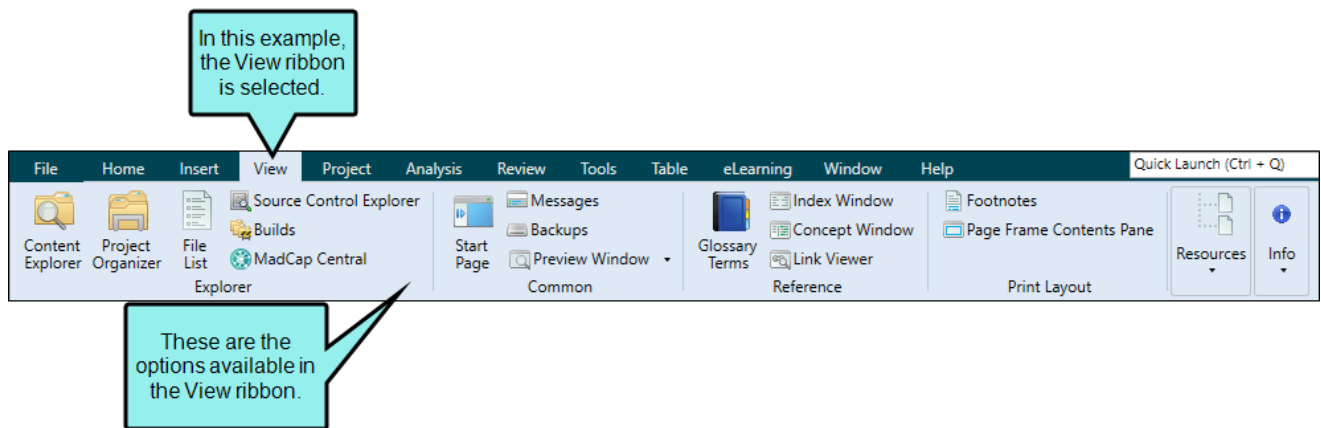
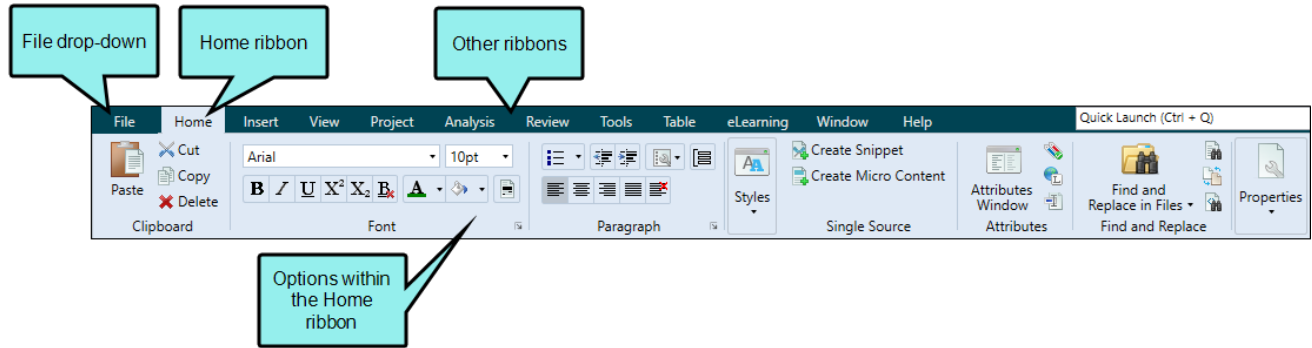
Flare's user interface lets you use ribbons and toolbars to access features.

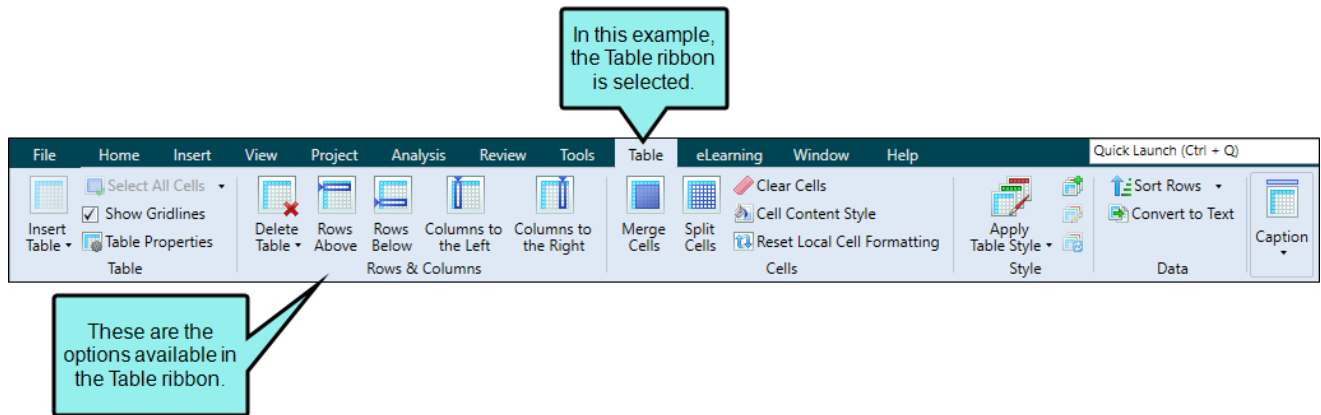
This chapter discusses the following:

- Ribbons ..... 238
- Quick Launch Bar ..... 332
- Quick Access Toolbar ..... 334
- Global Toolbars ..... 337

# Ribbons

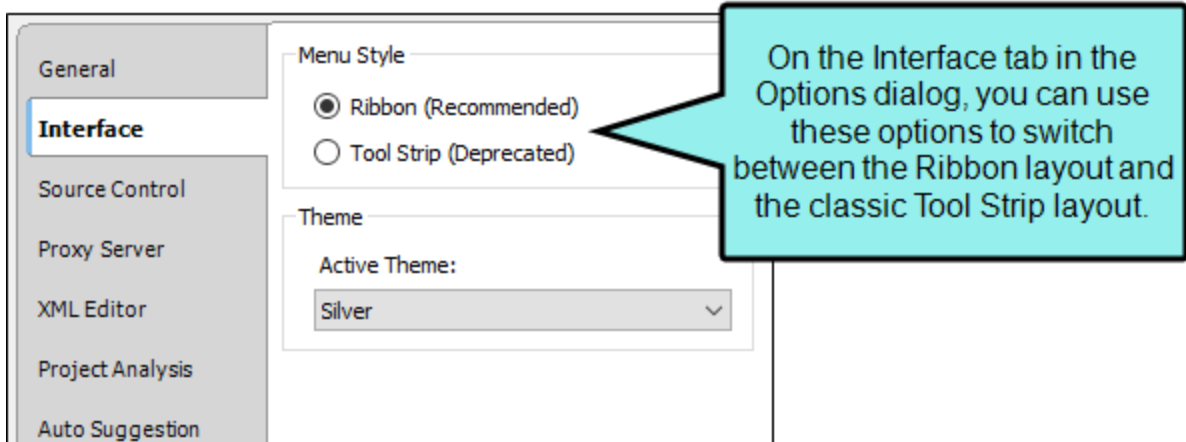
Flare's user interface lets you switch between using a ribbon layout, or using a more traditional tool strip layout. The ribbon layout consists of a File drop-down with common tasks such as creating new projects and files, as well as opening and saving documents. This is followed by the Home ribbon, which is the default, and several others related to various features in Flare.



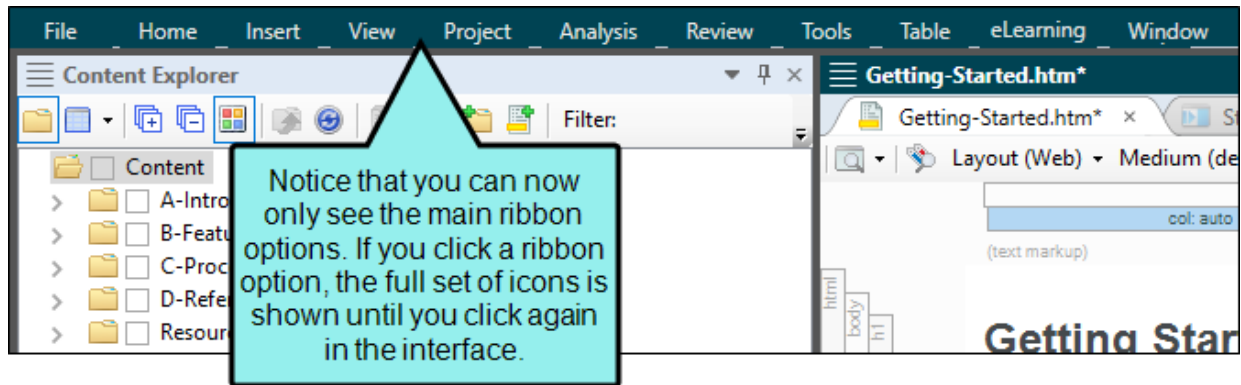
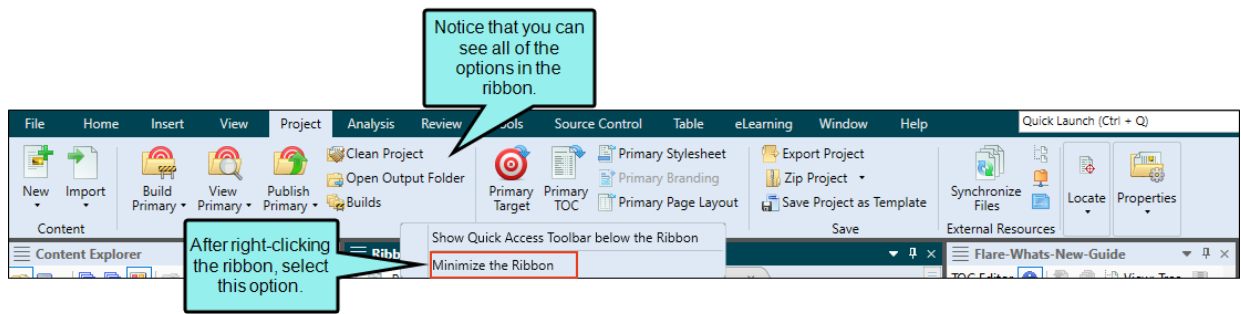


## Characteristics

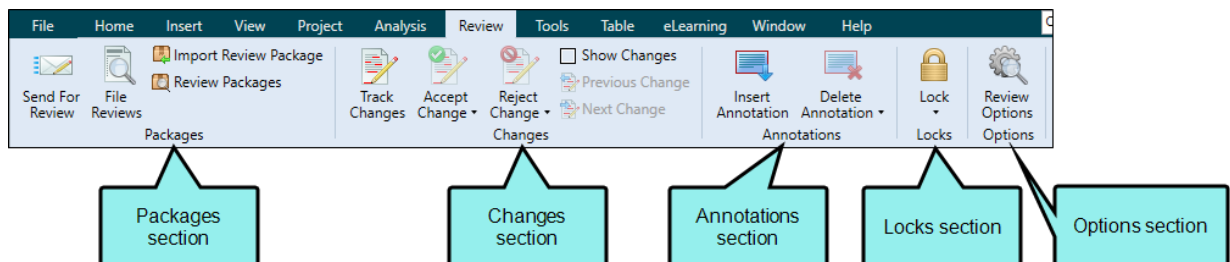
- **Switch Views** By default ribbons are used when you install and launch Flare for the first time. However, you can use the Options dialog (**File > Options**) to switch back to the classic tool strip.



- **Minimize** You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option. To do this, right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.



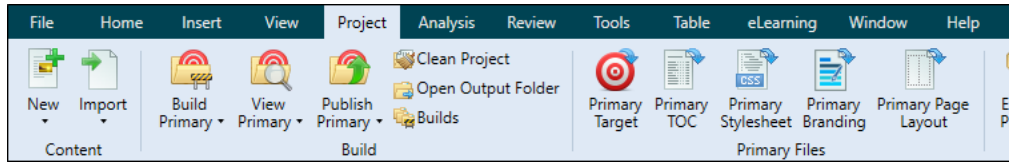
- **Hidden Ribbons** Some ribbons are not always shown. For example, the Source Control ribbon is displayed only if your project is bound to version control.
- **Icons/Text** Ribbons consist of icons and text, which let you perform various tasks. Larger icons are shown for the most common tasks.
- **Sections** Ribbons are split into sections to make it easier to locate the options on them. For example, the Review ribbon contains the following sections: Packages, Changes, Annotations, Locks, and Options.



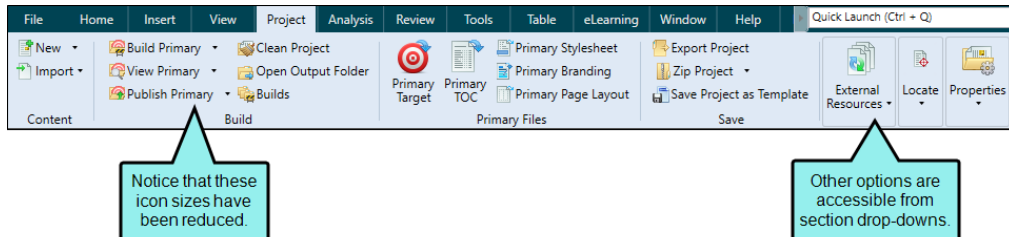


- **Reducing Application Window Size** When you reduce the size of the entire application window, the ribbons are also reduced in a way that lets you continue to access hidden options by clicking on the section name.

☆ **EXAMPLE** You have the application window maximized, and this is what you see when opening the Project ribbon:

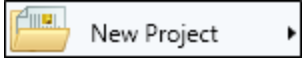




If you reduce the size of the application window, the ribbon shrinks along with it. You can still access all of the options. Some icons are simply smaller, and others are accessible from section drop-downs.



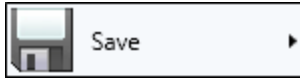
# File Menu

Various options are available in the File menu for starting and managing projects.

Option	Description
 A button with a folder icon, the text "New Project", and a right-pointing arrow.	Opens the Start New Project Wizard, which you can use to create a new project. You can also use this wizard to import files from other sources. Click on the arrow to the right to show a list of different wizards that you can use to import a variety of file types into the project. You can also choose to create a new project or import from source control.
 A button with a document icon, a green plus sign, and the text "New".	Opens the Add File dialog, which you can use to add a variety of files to your project.
 A button with a folder icon, a blue arrow pointing into it, and the text "Open".	Opens a dialog, which lets you open any type of file supported by Flare.

## Option

## Description



Click the face of the button to save changes to the active file. You can also select an option from the submenu.

- **Save** Saves changes to the active file.
- **Save All** Saves changes to all of the open files.
- **Save As** Opens the Save As dialog, which lets you save the active file under a different name and/or file type and to a particular location. The new file is then displayed in the editor.
- **Save To** Opens the Save As dialog, which lets you save the active file under a different name and/or file type and to a particular location. The new file is not automatically displayed in the editor.
- **Save As Template** Opens the Save as Template dialog, which lets you save a copy of the active file as a template. When you create a new file of the same type in the future, you can select your template file as a starting point for the new file.
- **Save As Contribution Template** Opens the Save as Contribution Template Wizard, which you can use to create templates for others to use.

## Option

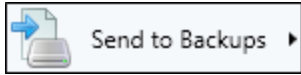
## Description



Click the face of the button to open the Print dialog and send a file to a printer. You can also select an option from the submenu.

- **Print** Opens the Print dialog, which lets you send a file to a printer. Make sure that the item that you want to print is selected. For example, if you want to print a topic from the online Help, first click somewhere inside the topic so that it is the active element in the interface.
- **Print Preview** Opens the Print Preview dialog, which lets you see how a document looks before you send it to a printer. Make sure that the item that you want to preview is selected. For example, if you want to preview a topic from the online Help, first click somewhere inside the topic so that it is the active element in the interface.

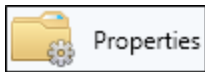
Option	Description
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Click the face of the button to create a temporary copy of the active file. You can also select an option from the submenu.

- **Send to Backups** Creates a temporary copy of the file that is open and active in the interface (not files that you select in the Content Explorer, Project Organizer, or File List window pane). The file is placed in the Backups window pane.
- **Clear the "Backups Folder"** Removes all temporary backup files from the Backups window pane.

☆ **EXAMPLE** You might use this feature, for example, if you want to make some changes to a file but are not certain if you will want to keep them when you are finished. Therefore, you can make a backup of the file in question. When you are finished making your changes, you might decide that you prefer the file the way it was. If so, you can quickly roll back to the backup file, which overwrites the changes that you made.



Opens the Properties dialog for the selected item.

## Option

## Description



Click the arrow and choose from the following. The options shown are different, depending on which source control provider your project is bound to.

- **Import Project** Opens the Import From Source Control Wizard, which lets you create a new project by importing an existing project that is located in a source control application.

You will see this option for all source control providers.

- **Add** Opens the Check In dialog, which lets you add the selected files to the integrated source control application.

When working in a project that is connected to source control, there may be occasions when you have files in your local copy of the project that are not yet part of the source control copy. For example, when you add a new topic in your local copy of the project, that file will not be included in the source control copy of the project until you add it.

You will see this option for all source control providers

- **Check In** Opens the Check In dialog, which lets you check files into source control.

When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control.

You will see this option if your project is bound to Microsoft Team Foundation Server.

Option	Description
	<ul style="list-style-type: none"><li>■ <b>Commit</b> Opens the Commit dialog, which lets you commit files into source control.  When you are finished editing files, you can commit them to source control. If you are working with Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote.  If you are working with Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine.  You will see this option if your project is bound to Git or Subversion.</li></ul>
	<ul style="list-style-type: none"><li>■ <b>Submit</b> Opens the Submit dialog, which lets you submit files into source control.  When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control.  You will see this option if your project is bound to Perforce Helix Core.</li></ul>
	<ul style="list-style-type: none"><li>■ <b>Check Out</b> Opens the Check Out dialog, which lets you check out files from source control.  When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is</li></ul>

## Option

## Description

displayed next to each file that is checked out.

You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.

- **Lock** Opens the Lock dialog, where you can select files to lock. If your project is bound to Subversion, you can steal locks from another user's locked files.

When you are working, you may want to lock the files you have modified. Locking a file does not prevent other users from modifying the file. However, no one else can commit a file that you have locked until you unlock the file.

If your project is bound to Subversion, you can steal a lock from another user if you need to commit a locked file while they are working on it. Likewise, another user can steal a lock on a file you have locked.

You will see this option if your project is bound to Helix Core or Subversion.

- **Unlock** Opens the Unlock dialog, where you can select files you want to unlock.

If you have locked a file, you should unlock it when you are done modifying it. Other users can modify the file while you have it locked, but they cannot submit a locked file until you unlock it. To help prevent file conflicts and make sure that everyone on your team has the most current version of the file, you should unlock and submit the file when you are finished working on it.

You will see this option if your project is bound to Helix Core or Subversion.



Option	Description
	<ul style="list-style-type: none"><li data-bbox="649 273 1421 357">■ <b>Get Latest Version</b> Opens the Get Latest Version dialog, which lets you "get" files from source control.  After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.  You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.</li></ul>
	<ul style="list-style-type: none"><li data-bbox="649 850 1421 934">■ <b>Update</b> Opens the Get Latest Version dialog, which lets you update files from source control.  After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project.  You will see this option if your project is bound to Subversion.</li></ul>
	<ul style="list-style-type: none"><li data-bbox="649 1270 1445 1354">■ <b>Undo Check Out</b> Opens the Undo Check Out dialog, which lets you reverse the check-out of the files.  If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files.  You will see this option if your project is bound to Microsoft Team Foundation Server.</li><li data-bbox="649 1648 1388 1701">■ <b>Revert</b> Opens the Revert dialog, which lets you return</li></ul>

## Option

## Description

files to their last known state.

If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved.

You will see this option if your project is bound to Git, Helix Core, or Subversion.

- **Show Differences** Opens a window pane that lets you view the content and code differences for files. If you select a single file and choose this option, the differences between the local version of the file and the source control version of the file are shown. If you select two files and choose this option, the differences between those two files are shown.

You will see this option for all source control providers.

- **View History** Opens the History dialog, which lets you view the history of a particular source control file, including all of the occasions when the file has been checked in. You can then use the dialog to view the differences between older versions of the file or roll back to a particular version.

You will see this option for all source control providers.

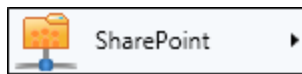
- **Undelete** Undeletes a file, allowing you to add it to source

Option	Description
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control. You will see this option if your project is bound to Microsoft Team Foundation Server.

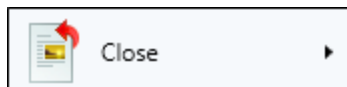
- **Refresh** Refreshes the window pane so that the latest information is shown. You will see this option for all source control providers.
- **Network Settings** Opens the Network Settings dialog, which lets you view and modify source control network settings from Flare.

You will see this option if your project is bound to Git or Subversion.







Click the arrow to open a submenu, which lets you select various SharePoint options for the selected file(s).

- **Check In** Opens the Check In dialog, which lets you check files into SharePoint. When you are finished editing files, you can check them in to SharePoint.
- **Check Out** Opens the Check Out dialog, which lets you check out files from SharePoint.
- **Undo Check Out** Opens the Undo Check Out dialog, which lets you reverse the check-out of the files.



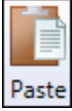

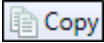
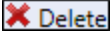





Click the face of the button to close the active file. You can also select an option from the submenu.








- **Close** Closes the active file.
- **Close Project** Closes the current project, but the application itself does not close.

Option	Description
 <b>Manage Recent Projects</b>	Displays a list of recently opened projects. You can select one from the list to open it. You can also remove projects from the list of recently opened projects, which lets you keep the list shorter and more manageable. When you use this feature, the project is merely removed from the list, but the actual project is not deleted.
 <b>Manage Recent Files</b>	Displays a list of recently opened files. You can select one from the list to open it. You can also remove files from the list of recently opened files, which lets you keep the list shorter and more manageable. When you use this feature, the file is merely removed from the list, but the actual file is not deleted.
 <b>Options</b>	Opens the Options dialog, which lets you set various global options.
 <b>Exit</b>	Closes the application.

# Home Ribbon

Various options are available in the Home ribbon for managing content.

Option	Description
	Pastes the selection from the clipboard to the place where the cursor is inserted.
	Cuts the selection and sends it to the clipboard.
	Copies the selection and sends it to the clipboard.
	Deletes the selection.
	Lets you select a font type (e.g., Arial, Times New Roman), applying it to the content selected in the topic.
	Lets you select a font size, applying it to the content selected in the topic.
	Applies bold typeface to the content selected in the topic.
	Applies italic typeface to the content selected in the topic.
	Underlines the content selected in the topic.

Option	Description
	Raises the selected content in the topic above the normal line of text (e.g., X <sup>2</sup> ).
	Lowers the selected content in the topic below the normal line of text (e.g., X <sub>2</sub> ).
	Removes local formatting in a selection or even an entire topic.
	Lets you choose and apply a color to the selected content.
	Lets you choose and apply a color to the background of the selected content.
	You can set redacted text on any kind of content (e.g., characters, paragraphs, images, tables). You can do this locally at the font level by highlighting each piece of content, or you can specify redaction on a style and then apply that style to content whenever necessary. It is recommended that you use styles whenever possible. Redaction occurs when content is permanently eliminated from a printed or electronic document. In place of that content, end users will see black rectangles that indicate where the original content was found.
 (at bottom of Font section)	Opens the Font Properties dialog, which lets you edit the font properties for topic content directly.

## Option

## Description



Lets you select one of several kinds of bullet or numbered lists, applying it to the selected content. If you want to create a bulleted or numbered list, it is a best practice to limit your selections to the **Bullet List** and **Numbered List** options, then rely on list style settings to provide the type of list item automatically depending on its level. For example, for a three-level numbered list, you can place settings on the **ol** style for the first level, on **ol ol** for the second level, and on **ol ol ol** for the third level.

- **Bullet List** Applies a bulleted list to the selected content.
- **Circle Bullet List** Applies a bulleted list to the selected content. The bullets are circles.
- **Square Bullet List** Applies a bulleted list to the selected content. The bullets are squares.
- **Numbered List** Applies a numbered list to the selected content.
- **Lower-alpha Numbered List** Applies a numbered list to the selected content where lowercase alpha characters are used (a., b., c., d., etc.)
- **Upper-alpha Numbered List** Applies a numbered list to the selected content where uppercase alpha characters are used (A., B., C., D., etc.)
- **Lower-Roman Numbered List** Applies a numbered list to the selected content where lowercase Roman numerals are used (i., ii., iii., iv., etc.)
- **Upper-Roman Numbered List** Applies a

Option	Description
	<p>numbered list to the selected content where uppercase Roman numerals are used (I., II., III., IV., etc.)</p> <ul style="list-style-type: none"> <li data-bbox="812 409 1445 724">■ <b>Definition List</b> A definition list is used to create a group of terms and definitions. It is also sometimes referred to as a description list, and although it is called a "list," it does not have bullets or numbers. Instead, it is similar to a table that doesn't have borders (although it can have borders, shading, etc. if you edit the necessary styles).</li> <li data-bbox="812 745 1445 1333">■ <b>Custom Format</b> Opens a custom list format that lets you create a uniquely styled list up to 10 levels deep. You can also select an existing custom format from this submenu to apply it to the selected content in your topic or snippet. At this time, custom list formats are supported only in PDF output. After browsers begin to support the CSS3 marker element that makes custom list formats possible, this feature will automatically be supported in browser-based outputs as well. Until then, if you want to generate a browser-based output, you should use the standard method for creating lists instead.</li> </ul>



Removes the group tag from a paragraph, thus "outdenting" it.




## Option

## Description



Lets you use a group tag such as <div> to indent content. Another method for indenting content is through the use of margin or padding settings on a style.



**NOTE** If you click inside a paragraph (rather than at the very beginning) and press **Tab** or click  in the Home ribbon or Text Format toolabar, you will notice that the paragraph is not indented, but rather the Create Group dialog opens, allowing you to select different types of block styles. These styles let you create block-level content in a unique "container" for different purposes. For more information about tag groups, see the online Help.

## Option

## Description



Lets you apply miscellaneous actions to selected content in a list.

- **Merge With Previous List** Combines a list with another list immediately before it.
- **Merge With Next List** Combines a list with another list immediately following it.
- **Sort List** Reorders the items in the list alphabetically.
- **Reverse List** Reorders the items in the list so that they appear in reverse order (i.e., first item is last, last item is first).
- **Unbind List** Removes the list designation from the content so that it displays as regular text.
- **Continue Sequence** Ensures that the next list you create in the topic starts with the next number in the sequence of the list above (even if the two lists are separated by other content).



**EXAMPLE** You have a numbered list from 1 to 10 at the top of your topic and you add a few regular paragraphs (not in a list) after it. If you start another numbered list and select this option, the new list will start at 11.








- **List Start Number** Lets you specify a number to start a numbered list.




- **Item Number** Lets you specify a number to start a selected item in a numbered list.



**EXAMPLE** You have a numbered list from 1 to 10. If you click in the paragraph with the number 7 and then use this option to start numbering at 23, your list would change so the numbering displayed as 1 to 6, and then 23 to 26.

- **Move Up** Moves the selected item in the list above the item before it.
- **Move Down** Moves the selected item in the list below the item after it.
- **Make Simple Item(s)** Lets you return a line in a list from a paragraph item to a simple item (an `<li>` tag without a `<p>` tag following it). Paragraph items can be used in numbered or bulleted lists, for example, to add comments without disrupting the flow of the list.
- **Make Paragraph Item(s)** Lets you add a `<p>` tag after the `<li>` tag in a numbered or bulleted list. You can then add more lines after a list item without adding numbers or bullets to those lines. Paragraph items can be used in numbered or bulleted lists, for example, to add comments without disrupting the flow of the list.

Option	Description
	Groups selected items. The Create Group dialog opens, which lets you create a group from selected content and apply one of the following tags to it: <blockquote>, <div>, <fieldset>, <form>.
	Aligns the selected content to the left.
	Aligns the selected content in the center.
	Aligns the selected content to the right.
	Spaces the selected content so that both the left and right sides are aligned.
	Resets the alignment of the selected text to the default (inherited) setting.
 (at bottom of Paragraph section)	Opens the Paragraph Properties dialog, which lets you edit the paragraph properties for topic content directly. This includes the ability to apply page breaks, column breaks, and widow/orphan control to a paragraph directly.

Option	Description
 The icon for the Style Window, featuring a blue square with a white 'A' and a blue underline, with the text 'Style Window' below it.	<p>Opens the Styles window pane, which displays styles contained in the stylesheets that are associated with the current topic. The styles that are shown depend on the positioning of your cursor in the topic. For example, if the cursor is highlighting multiple paragraphs or is simply placed somewhere within a paragraph, the paragraph styles are shown in the Styles window pane. If the cursor is highlighting a portion of a paragraph, the character styles are shown.</p>
 The icon for the Responsive Layout window, featuring a blue square with a white grid pattern, with the text 'Responsive Layout' below it.	<p>Opens the Responsive Layout window pane, which lets you create single-row grids that allow your content to be responsive. This means that the structure of the content shifts, depending on the size of the screen displaying it.</p>
 The icon for the Formatting Window, featuring a blue square with a white list icon, with the text 'Formatting Window' below it.	<p>Opens the Formatting window pane, which has two tabs. The Style Inspector tab lets you see the style details for selected content in the open file (e.g., topic, snippet), and even edit those styles if necessary, without having to open the full stylesheet. The Local Properties tab displays local formatting for the selected content in a topic.</p>

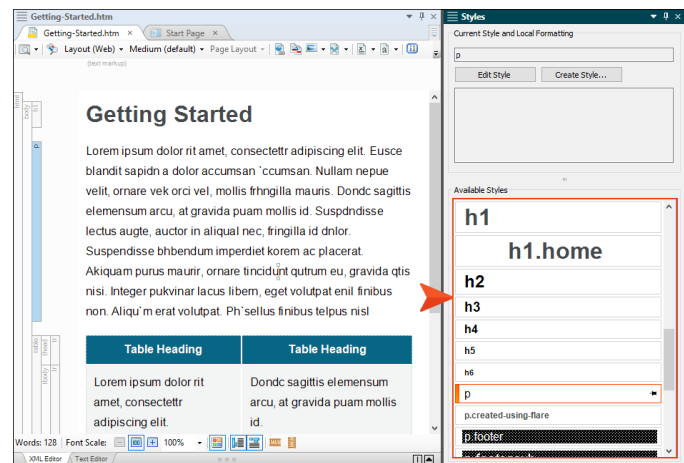
## Option

## Description

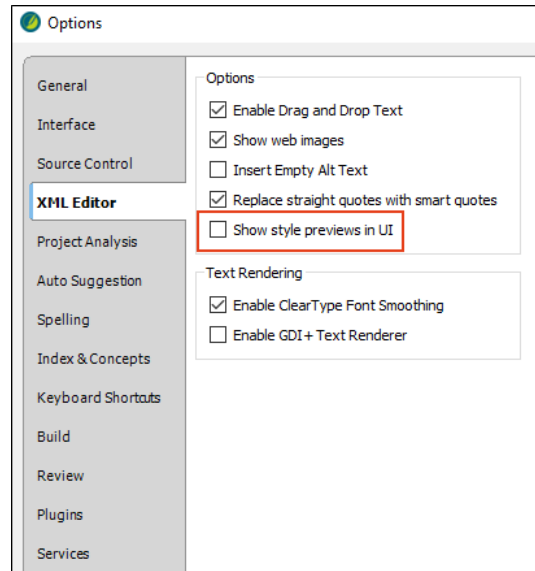


Lets you apply a style to the content selected in the topic.

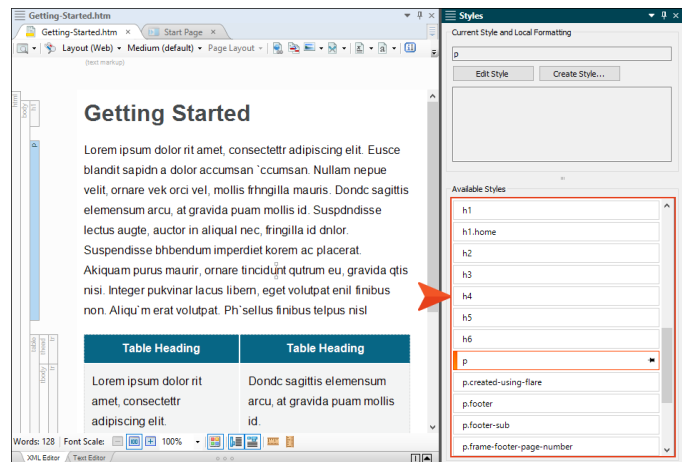
When you attempt to apply a style to content using the Style drop-down in the Home ribbon, the Styles window pane, or the floating Style Picker, previews of the various styles are shown by default. This gives you an idea of how each style looks before you apply it to the content.




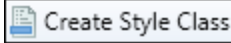



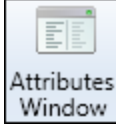


If you prefer not to see style previews in these areas of the user interface, you can open the Options dialog (**File > Options**) and disable the preview on the **XML Editor** tab. Remove the check mark from **Show style previews in UI**.



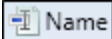
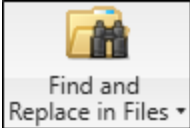
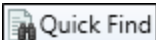
With this option disabled, all of the styles will be presented as plain text when you select them.

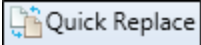
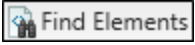



**TIP** It is likely that you will have certain styles that you tend to use more than others. You can pin these styles in various

Option	Description
	<div style="border: 2px solid #90EE90; padding: 10px;">  places of the Flare interface so that they are always easily accessible. </div>
	<p>Opens the Create Style dialog, which lets you create a new style for the content selected in the content file.</p>
	<p>Opens the Stylesheet Links dialog, which lets you apply one or more stylesheets to the active content file.</p>
	<p>Opens the Create Snippet dialog, which lets you create a new snippet from the content selected in the topic.</p>
	<p>Lets you create a micro content file from a topic or snippet.</p>
	<p>This window pane is used to set attributes for a tag. Attributes let you provide additional information about tagged content and how that content should behave.</p>
	<p>Opens a dialog that lets you apply conditions to content.</p>
	<p>Opens the Select Language dialog, which lets you choose a language for the selected content.</p>






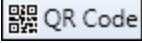
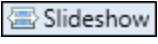


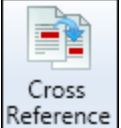
Option	Description
	<p>Opens the Manage Named Elements, which you can use to name content when creating togglers.</p>
	<p>Opens a submenu, which lets you choose from various options.</p> <ul style="list-style-type: none"> <li>▪ <b>Find and Replace in Files</b> Opens the Find and Replace in Files window pane, which lets you search for and replace text in multiple documents. .</li> <li>▪ <b>Find Results 1</b> Opens the Find Results 1 window pane, which is used to display results from a search in the Find in and Replace in Files window pane.</li> <li>▪ <b>Find Results 2</b> Opens the Find Results 2 window pane, which is used to display results from a search in the Find in and Replace in Files window pane.</li> <li>▪ <b>Find Elements</b> Opens the Find Elements window pane, which is used for finding files containing particular elements—custom tags, MadCap-specific features (e.g., drop-down text, concepts, equations), markup, inline styles, and style classes. You have the flexibility to look in all files in the project or only in the open documents. The results of the search are displayed in either the Find Results 1 window pane or in the Find Results 2 window pane, depending on your selection.</li> </ul>
	<p>Opens the Quick Find widget in the upper-right corner of the open document. This lets you search for text in that document.</p>

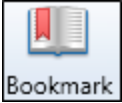
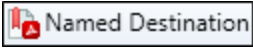
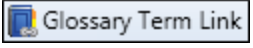
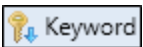
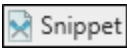
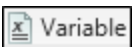

Option	Description
 Quick Replace	Opens the Quick Replace widget in the upper-right corner of the open document. This is the same as the Quick Find widget, except that it opens with the replace fields already in view. It lets you search for and replace text in that document.
 Find Elements	Opens the Find Elements window pane, where you can search for specific elements, tags, styles, and markup in the open document or the entire project.
 Properties	Opens the Properties dialog for the selected item.


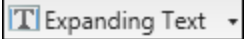

# Insert Ribbon

Various options are available in the Insert ribbon for adding different features and elements.

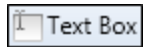
Option	Description
 The icon shows a small landscape image with the word "Image" written below it.	Opens a dialog that lets you insert an image at the location of the cursor.
 The icon shows a film strip with the word "Multimedia" written below it and a small downward arrow.	Opens a submenu, which lets you select options for inserting multimedia (audio and video). <ul style="list-style-type: none"><li>▪ <b>Flash Movie</b> Opens the Insert Multimedia dialog, with tabs designed specifically for inserting Adobe Flash files.</li><li>▪ <b>Windows Media Player</b> Opens the Insert Multimedia dialog, with tabs designed specifically for inserting Windows Media files.</li><li>▪ <b>Quicktime Movie</b> Opens the Insert Multimedia dialog, with tabs designed specifically for inserting Quicktime files.</li><li>▪ <b>Mimic Movie</b> Opens a dialog that lets you insert a Mimic movie link into a topic. You must have MadCap Mimic installed on your computer in order to use this feature.</li><li>▪ <b>HTML5 Movie</b> Opens the Insert Multimedia dialog, with tabs designed specifically for inserting HTML5 movie files (e.g., MP4, WebM).</li><li>▪ <b>3D Model</b> Opens the Insert Multimedia dialog, with tabs designed specifically for inserting 3D model files.</li><li>▪ <b>YouTube/Vimeo</b> Opens the Insert Multimedia dialog, with tabs designed specifically for linking to YouTube or Vimeo movies and embedding them in your content files.</li></ul>

Option	Description
	<p>Opens the Screen Capture dialog, which lets you insert a screen capture image into a topic. You must have MadCap Capture installed on your computer in order to use this feature.</p>
	<p>Opens the Insert QR Code dialog, which lets you create and insert a QR code into a content file (e.g., topic, snippet).</p>
	<p>Inserts a slideshow element into a content file (e.g., topic, snippet). You can use a slideshow as an alternative way to display content, using navigation controls to move from slide to slide to view different content. You can place most kinds of content into a slideshow, including snippets, text, tables, and more.</p>
	<p>If you click on the face of the button, the Insert Table dialog opens, which lets you insert a table and specify various settings for it.</p> <p>If you click the down arrow, you can use a grid to select the number of rows and columns for a simple table and insert it.</p>
	<p>Lets you insert or edit a text hyperlink in a content file.</p>
	<p>Lets you insert or edit a cross-reference in a content file (e.g., topic, snippet).</p>

Option	Description
	<p>Opens the Manage Bookmarks dialog, which lets you insert a bookmark into a topic.</p>
	<p>Opens the Named Destination dialog, where you can name and insert a named destination for use in Adobe PDF output. This allows you point to a specific place in a PDF from the selected location.</p>
	<p>Opens the Create Glossary Term dialog, which lets you create a glossary term and definition, and insert a link to the definition into a topic. In order for this option to be enabled, you first need to select text in the topic that you want to use as the glossary term link.</p>
	<p>Creates and inserts an index keyword at the location in your topic where text is selected. To enable this option, you must first select the text in the topic that you want to use as the index keyword.</p>
	<p>Opens the Insert Snippet Link dialog, which lets you insert a snippet into a content file (e.g., topic, snippet).</p>
	<p>Opens the Variables dialog, which lets you insert a variable.</p>
	<p>Opens the Insert Toggler dialog, which lets you insert a toggler into a content file (e.g., topic, snippet).</p>

Option	Description
 Drop-Down Text ▾	<p>Opens a submenu, which lets you choose an option.</p> <ul style="list-style-type: none"><li>▪ <b>Drop-Down Text</b> Creates a drop-down effect from the selected content.</li><li>▪ <b>Drop-Down Hotspot</b> Lets you specify the exact text to use in a drop-down effect as the drop-down hotspot. In order for this option to be enabled, you first need to create a drop-down effect. Then select a portion of the drop-down head and choose this option.</li></ul>
 Expanding Text ▾	<p>Opens a submenu, which lets you choose an option.</p> <ul style="list-style-type: none"><li>▪ <b>Expanding Text</b> Creates an expanding text effect from the selected content.</li><li>▪ <b>Expanding Hotspot</b> Lets you adjust the text that serves as the hotspot. In order for this option to be enabled, you first need to create an expanding text effect. Then highlight the text in the current hotspot area and select this option. This pushes any text after your selecting into the second set of brackets.</li></ul>
 Text Popup	<p>Opens the Insert Text Popup dialog, which lets you insert a text popup into a content file (e.g., topic, snippet).</p>

Option	Description
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Opens the Insert Text Box dialog, which lets you insert a box into a topic (using a <div> tag) so that you can add content to it. A text box can be positioned in a variety of places on a page (e.g., aligned left on the page, outside frame, center of column).


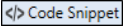

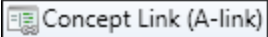
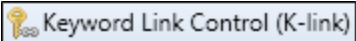
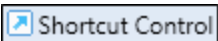
☆ **EXAMPLE** You want to add a case study that is positioned next to the main body text on a page. Therefore, you insert a text box with a border and unique background color to make it stand out. You position the text box to the left of the body frame on a page. That way, it is clear to the reader that the case study is intended to provide additional information pertaining to the body text on that page.



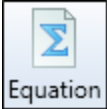
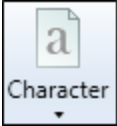

Opens the Insert Footnote/Endnote dialog, which lets you insert a footnote or endnote. When inserting a footnote or endnote, an indicator (a number by default) is added at the location where your cursor is placed in the topic. Also, you can determine where the accompanying comment is inserted. A footnote is typically added at the end of a page, but you can also insert an endnote at the end of a document, chapter, section, or book.



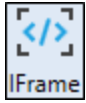
Opens the Insert Rule dialog, which lets you insert a rule (horizontal line) into a content file (e.g., topic, snippet).

Option	Description
	<p>Inserts a manual page break into a content file (e.g., topic, snippet). Placing a page break on a style may be the preferred method in many cases, but there may be times when you find that it makes more sense to use an independent page break directly in the content file. This might be the case, for example, if you need a page break to occur after a paragraph and just before a heading, but only in some outputs. After inserting the page break, you can set conditions on it if necessary so that it is used in some outputs but not others.</p>
	<p>Opens the Code Editor, which lets you insert a code snippet. The syntax is automatically highlighted according to the language, similar to text editors such as Sublime Text and Notepad++. In HTML5 output, users can click a Copy button, then paste the code into a third-party editor.</p>
	<p>Opens the Insert Related Topics Control dialog, which lets you insert a related topics link into a topic.</p>
	<p>Opens the Insert Concept Link Control dialog, which lets you insert a concept (See Also) link into a topic.</p>
	<p>Opens the Insert Keyword Link Control dialog, which lets you insert a keyword link into a topic.</p>
	<p>Opens the Insert Shortcut Control dialog. Insert a shortcut control into a topic.</p>



Option	Description
	<p>Opens the Equation Editor, which lets you insert a mathematical equation into a content file (e.g., topic, snippet).</p>
	<p>Opens a submenu for inserting special characters or symbols into the editor.</p> <ul style="list-style-type: none"> <li>▪ <b>Insert Quick Character</b> Inserts the quick character. You can also do this by clicking the by pressing F11 on the keyboard.</li> <li>▪ <b>Non-breaking Space</b> Inserts a non-breaking space. This is a special space character that prevents an automatic line break (line wrap) at its position. Also known as a hard space or fixed space, it can be used to create multiple spaces in a row in systems like HTML that reduce sequences of normal spaces to a single space. You can also insert a non-breaking space by pressing SHIFT+SPACE on your keyboard.</li> <li>▪ <b>Non-breaking Hyphen</b> Inserts a non-breaking hyphen. You can also insert a non-breaking hyphen by pressing CTRL+SHIFT+- on your keyboard.</li> <li>▪ <b>Favorites</b> Displays and lets you select any of the characters and symbols from your favorites list.</li> <li>▪ <b>Recently Used</b> Displays and lets you select any of your most recently used characters and symbols.</li> <li>▪ <b>More characters</b> Opens the new Character dialog.</li> </ul>
	<p>Opens the Insert Script dialog. Insert a script into a content file (e.g., topic, snippet).</p>

Option	Description
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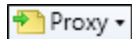


Opens the Insert IFrame dialog. Add external content to a topic (e.g., a web page).

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## Option

## Description



Opens a submenu, which lets you select a proxy to insert into a topic. A proxy is a placeholder for a certain type of content.



- **Body Proxy** You can insert a Body proxy into a template page. You can then enter text above the proxy (for a header) or below the proxy (for a footer). In order for this option to be enabled, open a template page first.
- **Breadcrumbs Proxy** You can insert a Breadcrumbs proxy into a template page or an individual topic. If a proxy is included in a template page or topic, the output displays a "trail of breadcrumbs" composed of the table of contents (TOC) entries above the current topic in the TOC hierarchy.
- **Topic Toolbar Proxy** You can insert a topic toolbar proxy into a template page or an individual topic. You can use the topic toolbar proxy to generate a web toolbar anywhere in any topics. This is an alternative (or an additional option) to the regular toolbar that can be included in all online outputs (via the Help Viewer or through the use of skins).
- **TOC Proxy** You can insert a TOC proxy into a topic. TOC proxies are primarily used when creating print-based output from your project, but they can also be used in online output, in particular when you generate HTML5 Top Navigation output that does not have a built-in TOC. When you build the output, the TOC proxy is replaced with the generated TOC from your project.
- **Mini-Toc Proxy** You can insert a "mini-TOC" proxy into a template page or topic. If this proxy is included in a template page or topic, the output will display links to TOC entries below the current topic in the TOC hierarchy (a "mini-TOC").
- **Index Proxy** You can insert an Index proxy into a topic. Index proxies are used when creating print-based output

from your project. When you build the printed output, the Index proxy is replaced with the generated index from your project.

- **Glossary Proxy** You can insert a Glossary proxy into a topic. Glossary proxies are used when creating print-based output from your project. When you build the printed output, the Glossary proxy is replaced with the generated glossary from your project.
- **Endnotes Proxy** You can insert an Endnotes proxy into a topic. You would use this proxy if you want to generate a list of your footnotes on a separate page of your output, perhaps at the end of the manual. When you build the output, the Endnotes proxy is replaced with the generated list of footnotes from your project.
- **Concepts Proxy** You can insert a Concepts proxy into a topic. You would use this proxy if you want to generate a list of the concepts in your project. When you build the output, the Concepts proxy is replaced with the generated list of concepts from your project.
- **List-Of Proxy** You can insert a List-Of proxy into a topic based on a particular style class. This lets you create a list of elements, such as a list of images or tables in your project. When you build the output, the proxy is replaced with the generated list.
- **Relationships Proxy** You can insert a Relationships proxy into a topic or template page. This lets you create a link that is based on a relationship table. When you build the output, the proxy is replaced with the generated link, which lets users quickly navigate to related topics.
- **Search Bar Proxy** You can insert a Search Bar proxy into a topic or template page. A Search Bar proxy lets you create a field that can be used to perform searches in


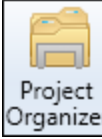

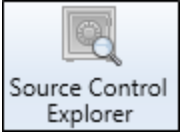

Option	Description
	<p>HTML5 output. When you build the output, the proxy is replaced with the generated search bar. If you insert a search bar using a proxy, you might also need to hide the search bar from some topics so that you do not have two search bars on a page.</p> <ul style="list-style-type: none"> <li data-bbox="665 483 1445 798">■ <b>Menu Proxy</b> You can insert a Menu proxy into a topic or template page. A Menu proxy lets you create a topic menu based on your TOC file, allowing users to navigate to other topics. This proxy can be especially useful if you are creating HTML5 Top Navigation or skinless output and you want a context-sensitive menu to display next to each topic. When you build the output, the proxy is replaced with the generated menu.</li> <li data-bbox="665 819 1445 1050">■ <b>Search Results Proxy</b> You can insert a Search Results proxy into a topic. A Search Results proxy works with the Search Bar proxy and lets you create a container that is used to display the results of end user searches in your output. When you build the output, the proxy is replaced with the generated search results.</li> <li data-bbox="665 1071 1445 1344">■ <b>Central Account Proxy</b> You can insert a Central Account proxy into a topic or template page. A Central Account proxy lets you create an account link drop-down, allowing users viewing private output to log out or edit their MadCap Central profile settings. By default, the account link is included automatically in the header of the regular skin.</li> <li data-bbox="665 1365 1445 1596">■ <b>eLearning Toolbar Proxy</b> You can insert a proxy into a template page. The eLearning Toolbar proxy lets you include intuitive navigation buttons and controls in your course. These might be a Next and Previous button, or a progress bar. When you build HTML5 output, the proxy content is replaced with the generated navigation tools.</li> <li data-bbox="665 1617 1445 1701">■ <b>Test Results Proxy</b> You can insert a Test Results proxy into a topic. Creating a topic to use as a link for a</li> </ul>

Option	Description
	<p>custom test results page is just like creating any other content, but you also need to include a Test Results proxy. The proxy is necessary for displaying content such as the test results score, learner answers vs. correct answers, and feedback.</p> <ul style="list-style-type: none"><li data-bbox="665 483 1437 798">■ <b>FAQ Proxy</b> You can insert an FAQ proxy into a topic or template page. The FAQ proxy lets you generate a list of phrases and responses for the selected micro content file(s) in most outputs. Results are static, based on specific criteria selected when the target is built, not on the search engine output. This type of proxy is ideal for including traditional FAQs, but it can be used for other purposes as well.</li><li data-bbox="665 819 1437 1134">■ <b>Knowledge Proxy</b> You can insert a Knowledge proxy into a topic or template page. The Knowledge proxy lets you display filtered micro content items in HTML5 output. Results are dynamic, generated at runtime in the browser, using search engine rankings. You might use a Knowledge proxy to display content such as information about a person, a company, technical specifications, related tasks, etc.</li><li data-bbox="665 1155 1437 1386">■ <b>Promotion Proxy</b> You can insert a Promotion proxy into a topic or template page. A Search Results proxy works with the Search Bar proxy and lets you create a container that is used to display the results of end user searches in your output. When you build the output, the proxy is replaced with the generated search results.</li></ul>




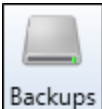

Option	Description
 Page Header	<p>Opens the Page Header dialog, which lets you insert a Page Header proxy into a topic. Page header proxies are used when creating printed output from your project. When you build the printed output, the Page Header proxy is replaced with the page header from the template page your project (see "Body Proxy" above). A page header is simply a block of text that you can format freely and include variables such as page numbers.</p>
 Page Footer	<p>Opens the Page Footer dialog, which lets you insert a Page Footer proxy into a topic. Page footer proxies are used when creating printed output from your project. When you build the printed output, the Page Footer proxy is replaced with the page footer from the template page in your project (see "Body Proxy" above). A page footer is simply a block of text that you can format freely and include variables such as page numbers.</p>





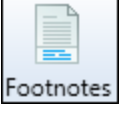


# View Ribbon





Various options are available in the View ribbon for opening interface elements.

Option	Description
 <p>The icon for Content Explorer shows a magnifying glass over a folder.</p>	<p>Opens the Content Explorer, which is one of the most-used elements in the Flare interface. The Content Explorer, just as it sounds, is used to hold all of the content-related items in your project.</p>
 <p>The icon for Project Organizer shows a folder with a document inside.</p>	<p>Opens the Project Organizer, which is one of the most-used elements in the Flare interface. The Project Organizer, just as it sounds, is used to hold all of the project-related items in your project.</p>
 <p>The icon for File List shows a document with a list of items.</p>	<p>Opens the File List window pane, which lets you view all of the content files in your project in alphabetical order. You can limit the files that are displayed by using the file type filter. For example, if you want to see only your image files, you could select the "Image/Media Files" option from the Filter drop-down list. You can also perform certain tasks from this window pane, such as opening files, applying condition tags, and applying stylesheets. And because you can select multiple files from the list, you can perform these tasks for all of the selected files at the same time.</p>
 <p>The icon for Source Control Explorer shows a document with a magnifying glass and a gear.</p>	<p>Opens the Source Control Explorer. The Source Control Explorer is used to view and manage source control-related files and settings for your project.</p>
 <p>The icon for Builds shows a stack of documents with a warning sign.</p>	<p>Opens the Builds window pane, which is used to display targets as they are being generated.</p>





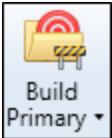
Option	Description
	<p>Opens the MadCap Central window pane. From there, you can log in to your MadCap Central account. You can also perform tasks related to Central while you are working in Flare.</p>
	<p>Opens the Start Page, which provides links to high-level tasks and information.</p>
	<p>Opens the Messages window pane, which displays important information as you work. For example, if a necessary file is missing, this window pane lets you know.</p>
	<p>Opens the Backups window pane so that you can see the files for which you have created backups and restore (roll back) any of those files if necessary.</p>
	<p>Opens the Preview window pane, which shows a preview of the open topic, snippet, or template page. 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. Initially, the window pane opens as a floating window. This can be quite useful if you are working with dual monitors, because you can drag the Preview window pane to one monitor while editing the topic in the other monitor. However, you always have the option of docking the Preview window pane to the interface.</p> <p>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).</p>


Option	Description
	<p>Opens the Glossary Terms window pane, which you can use to see all of the glossary terms and definitions that you have added to the project. You can double-click the terms in this window pane to insert them as links.</p>
	<p>Opens the Index window pane, which is used to create index keywords and insert them into topics.</p>
	<p>Opens the Concept window pane, which is used to create concepts and insert them into topics.</p>
	<p>Opens the Link Viewer window pane, which is used to view other files linked to and from the active file.</p>
	<p>Opens the Footnotes window pane, which lets you see all of the footnotes that have been added in the active topic.</p>
	<p>Opens the Frame Contents window pane, which lets you add content to the selected frame in a page layout.</p>
	<p>Opens the External Resources window pane, which lets you work with external resource files that you want to bring into your projects.</p>

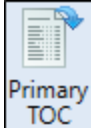

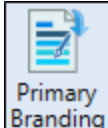
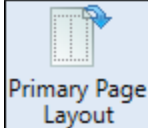

Option	Description
	<p>Opens the SharePoint Explorer, which lets you connect to a SharePoint server and work with files that you want to bring into your projects.</p>
	<p>Opens the Contributions window pane, which lets you see documents received from contributors that are pending acceptance.</p> <p>It also lets you see a list of contribution templates that you have created and send them to others.</p>
	<p>Hides or shows special information pertaining to the editor or window pane.</p>
	<p>Opens or closes the status bar at the bottom of the program window.</p>

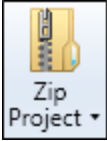


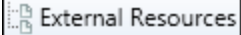
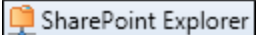
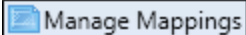
# Project Ribbon

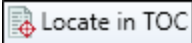
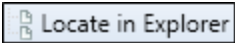

Various options are available in the Project ribbon for managing your project.

Option	Description
 The icon shows a document with a green plus sign and the word "New" below it.	<p>Click on the face of the button to add a new topic. You can also click the down arrow and choose a different kind of element to add. Either way, the Add File Dialog opens. The Add File dialog will be populated with all the settings for the item you select. You can change the selected item in the File Type field at the top of the dialog.</p>
 The icon shows a document with a green arrow pointing into it and the word "Import" below it.	<p>Opens a submenu with options for importing different types of external files.</p> <ul style="list-style-type: none"><li>▪ <b>Flare Project</b> Lets you import files from another project, linking them to the current project. That way, you can single-source the content across multiple projects.</li><li>▪ <b>MS Word Documents</b></li><li>▪ <b>MS Excel Workbooks</b></li><li>▪ <b>HTML File Set</b></li><li>▪ <b>Confluence Pages</b></li><li>▪ <b>Markdown Documents</b></li><li>▪ <b>FrameMaker Documents</b></li><li>▪ <b>DITA Document Set</b></li></ul>
 The icon shows a folder with a red target symbol and the words "Build Primary" below it.	<p>If you click the face of the button, output is generated for the target that is designated as the "primary" target. When the build process finishes, you are asked if you want to view the output. Click <b>Yes</b> if you do.</p> <p>If you click the down arrow, you can select a specific target (not necessarily the primary target) to generate.</p>

Option	Description
	<p>Lets you view the output for the target that you have designated as the primary target. If the target has not yet been generated, or if changes have been made to the project since it was last generated, you will be asked if you want to build the output. Click <b>Yes</b> if you do.</p> <p>If you click the down arrow, you can select a specific target (not necessarily the primary target) to view.</p>
	<p>Publishes the output for the primary target to its destination(s). If the target has not yet been generated, or if changes have been made to the project since it was last generated, you will be asked if you want to build the output. Click <b>Yes</b> if you do.</p> <p>If you click the down arrow, you can select a specific target (not necessarily the primary target) to publish.</p>
	<p>Deletes the Output folder for the project and all output files inside. The next time you build a target, the Output folder will be created again to hold the new output files.</p>
	<p>Opens the project Output folder in Windows so that you can see the output subfolders and files.</p>
	<p>Opens the Builds window pane, which is used to display targets as they are being generated.</p>
	<p>Opens the primary target in the Target Editor.</p>

Option	Description
 <p>Primary TOC</p>	<p>Opens the primary TOC in the TOC Editor.</p>
 <p>Primary Stylesheet</p>	<p>Opens the Stylesheet Editor and displays the primary stylesheet specified in your primary target. If you have not specified a primary stylesheet in that target, it opens the primary stylesheet specified for the project (<b>Project &gt; Project Properties</b>). If you have not specified a primary stylesheet for either of those, this option is disabled.</p>
 <p>Primary Branding</p>	<p>Opens the Branding Editor and displays the primary branding stylesheet in your primary target. If this ribbon option is disabled, that is an indication of no branding file, or that no branding stylesheet is set in the Project Properties or Target Editor.</p>
 <p>Primary Page Layout</p>	<p>Opens the Page Layout Editor and displays the primary page layout specified in your primary target. If you have not specified a primary page layout in that target, it opens the primary page layout specified for the project (<b>Project &gt; Project Properties</b>). If you have not specified a primary page layout for either of those, it opens the first page layout listed in your project (in the Resources &gt; PageLayouts subfolder of the Content Explorer).</p>
 <p>Export Project</p>	<p>Opens the Export Project Wizard, which lets you export a project, or parts of one, to another location.</p>


Option	Description
	<p>Opens a submenu, which lets you select an option to "pack" your project into a single zip file, which makes it easier to move it and send it to other individuals who have Flare installed.</p> <ul style="list-style-type: none"> <li>▪ <b>Zip Project</b> Opens the Create Package dialog, which lets you zip a project and select a location for storing it.</li> <li>▪ <b>Zip and Email Project</b> Automatically zips the project, opens your email program, and attaches the zip file to a new message. All you need to do is provide the address of the email recipient and send the email.</li> </ul>
	<p>Opens the Save Project as Template Wizard, which lets you save the project and its files in another location as a template. When you create a new project in the future, you can select the template project as a starting place for the new project.</p>
	<p>Opens the Synchronize Files dialog, which lets you synchronize files in your project that are linked to source files elsewhere.</p>
	<p>Opens the External Resources window pane, which lets you work with external resource files that you want to bring into your projects.</p>
	<p>Opens the SharePoint Explorer, which lets you connect to a SharePoint server and work with files that you want to bring into your projects.</p>
	<p>Opens the Map Files and Folders dialog, which lets you create and edit mappings for files in your project that are linked to source files elsewhere. .</p>

Option	Description
	<p>Opens the TOC Editor and highlights the location of the active topic in the TOC.</p>
	<p>Opens the Content Explorer and highlights the location of the selected content file within it.</p>
	<p>Opens the Project Properties dialog, which lets you perform various actions.</p> <ul style="list-style-type: none"> <li>■ Select a primary table of contents (TOC) for the entire project. The TOC will be used for all targets in the project. However, you can also set a primary TOC at the target level. If you do that, the TOC specified at on the target takes precedence over the primary TOC set at the project level.</li> <li>■ Select a primary page layout for the entire project.</li> <li>■ Select a primary stylesheet for the entire project, as well as allow local stylesheets to be applied to files separately.</li> <li>■ Create custom meta tags for the project, set meta tag values, and override meta tag values inherited from the meta tag set.</li> <li>■ Select a language to be used for the project.</li> <li>■ Bind a project to source control, and unbind it.</li> </ul>



# Analysis Ribbon

Various options are available in the Analysis ribbon for analyzing your project.

Option	Description
 The icon shows a document with a magnifying glass over it, with the word "Summary" written below it.	Opens the Analysis window pane, which is the primary window pane used for analysis in your project. This window pane displays a list of current issues in the project being analyzed.

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## Option

## Description



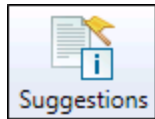
Opens a submenu, which lets you select window panes that show information about links in your project.

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

Option	Description
	<p>double-click on the specific row, or right-click on the row and select <b>Open</b>. The link is highlighted so that you can easily fix it.</p> <ul style="list-style-type: none"><li data-bbox="479 378 1429 493">▪ <b>Named Destinations</b> Opens the Named Destinations window pane, which displays files in your project containing named destinations for PDF output.</li><li data-bbox="479 514 1429 672">▪ <b>Index Keyword Links</b> Opens the Index Keyword Links window pane. You can view a list of all index keywords used in index links throughout your project. You can also quickly rename index keywords associated with the links.</li><li data-bbox="479 693 1429 850">▪ <b>Concept Links</b> Opens the Concept Links window pane. You can view a list of all concepts that have been used in concept links throughout your project. You can also quickly rename concepts associated with the links.</li></ul>

## Option

## Description



Opens a submenu, which lets you open window panes that display suggestions for improving your project.

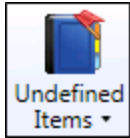
- **Index Keyword Suggestions** Opens the Index Keyword suggestions pane. You can view a list of topics containing text that matches existing index keywords in your project. You can then quickly add the same index keywords to those topics.
- **Snippet Suggestions** Opens the Snippet Suggestions window pane. You can view content that matches existing snippets in your project, and you can quickly convert these occurrences to snippets. You can also double-click a row to open the topic in question, with the potential snippet content highlighted.
- **Variable Suggestions** Opens the Variable Suggestions window pane. You can view regular text that matches existing variables in your project, and then quickly convert these occurrences to variables. You can also double-click a row to open the topic in question, with the potential variable text highlighted.
- **New Style Suggestions** Opens the New Style Suggestions window pane. You can view the places in a project containing local formatting. The analysis tool suggests that you convert these instances to new styles. You can use the Create New Style dialog to do just that. You can also double-click a row to open the file where the formatted content exists.
- **Replace Local Style Suggestions** Opens the Replace Local Style Suggestions window pane. You can view the places in your project where you have used local formatting. The analysis tool suggests that you replace these instances of formatting with existing styles in your stylesheet that match the formatting that you have applied manually. This is different from a new style suggestion in the following way: With a new style suggestion, the properties in the tag do not match an *existing* style exactly; therefore, the analysis suggests that you create a *new* style. On the other hand, if you make formatting changes that happen to result in an exact match to all of the properties in an *existing* style, the analysis suggests that you replace the formatting with that style (rather than creating a new style).

Option	Description
	<ul style="list-style-type: none"><li data-bbox="483 268 1429 737">■ <b>Accessibility Suggestions</b> Opens the Accessibility Suggestions window pane, where you can search for places in your project where you can make accessibility improvements for web-based and PDF outputs in Flare. That way, you can make sure your documentation can be accessed by people with disabilities (i.e., individuals who have visual, hearing, and mobility impairments). This includes the ability to identify tables that are missing certain elements and finding objects—such as images, equations, and QR codes—that are missing alternate text. You can click the "Search Properties" button to customize which types of issues to display in the window pane. You can double-click a row to open the topic or other file. You can also right-click on the row and select <b>Open</b>.</li><li data-bbox="483 764 1429 1115">■ <b>Markup Suggestions</b> Opens the Markup Suggestions window pane, where you can search for places in your project where the XHTML markup (code) can be improved (e.g., empty tags, CDATA tags, empty attributes, excessive spaces). You can click the "Apply" button to automatically apply the suggestions to the selected files. You can click the "Search Properties" button to customize which types of issues to display in the window pane. You can double-click a row to open the topic or other file in Flare. You can also right-click on the row and select <b>Open</b>.</li><li data-bbox="483 1142 1429 1325">■ <b>Cross-Reference Suggestions</b> Opens the Cross-Reference Suggestions window pane, where you can search for hyperlinks in your project that can be converted to cross-references. You can double-click a row to open the file and proceed to convert the hyperlink into a cross-reference.</li><li data-bbox="483 1352 1429 1703">■ <b>Writing Suggestions</b> Opens the Writing Suggestions window pane. You can view places in your project where you can make writing improvements based on industry-wide standards. For example, the analysis tool can locate files where an h1 or h2 heading has only one subheading (i.e., an h1 heading with only one h2 heading under it, or an h2 heading with only one h3 heading under it). It is recommended that you have more than one subheading under a parent heading. Therefore, occurrences such as these are raised as concerns. The analysis tool can also locate files where a heading level has been</li></ul>

Option	Description
	<p>skipped (e.g., an h1 heading is followed by an h3 heading, rather than h2), as well as any files where consecutive headings exist (e.g., an h1 heading is followed by an h2 heading, with no other content between them). You can use the Writing Suggestions Search Properties dialog to customize which types of suggestions to display in the window pane.</p> <ul style="list-style-type: none"><li data-bbox="479 520 1445 793">■ <b>Frequent Segments</b> Opens the Frequent Segments window pane, which lets you view a list of segments that occur frequently in your project. You can see the text, the number of occurrences of each segment, and the number of words and characters in each segment. If you notice that certain segments are repeated numerous times throughout your project, you can easily convert them to snippets or variables.</li><li data-bbox="479 821 1445 1052">■ <b>Similar Segments</b> Opens the Similar Segments window pane. You can view a list of segments of text in your project that are similar, but not identical, to each other. You may want to modify similar segments so that they become identical to each other, or even convert them to snippets. You can also use the "Start Search" button to limit or expand the list of similar segments that are displayed.</li></ul>

## Option

## Description



Opens a submenu, which lets you open window panes showing information related to undefined elements in your project. These undefined elements include glossary term links, undefined variables, condition tags, file tags, and styles.

- **Undefined Glossary Term Links** Opens the Undefined Glossary Term Links window pane. You can view a list of files where glossary term links are inserted, but those glossary terms do not appear in any of your glossary files. This might occur, for example, if you have created a new term in a glossary and then inserted that term into a topic as a glossary term link. Later, you remove that term from the glossary. You now have a glossary term link in a topic, but the term no longer exists in the glossary. Therefore, a problem exists. You need to either remove the glossary term link from the content, or you need to add the term to the glossary again. From the Undefined Glossary Term Links window pane, you can quickly unbind or rename multiple glossary term link occurrences in a single batch, add a new glossary term, or map the undefined term to an existing glossary term.
- **Undefined Variables** Opens the Undefined Variables window pane. You can view a list of all files where you have variables inserted in the content, but those variables have not been defined. This might occur, for example, if you have inserted a variable in a topic and then later change the name of the variable or variable set. The old variable or set name is still used at the location where it was previously inserted in the topic; therefore, a problem exists. From the Undefined Variables window pane, you can open the topic in question and fix the undefined variable. You can also quickly rename or remove multiple variables in a single batch, add the undefined variable to the project, or map the undefined variable to an existing variable.
- **Undefined Condition Tags** Opens the Undefined Condition Tags window pane. You can view a list of all files where you have condition tags in the content, but those condition tags have not been defined. This might occur, for example, if you have applied a condition tag in a topic and then later change the name of the tag or condition tag set. The old tag or set name is still used at the location where it was previously applied in the topic. Therefore, a problem exists. From the

Option	Description
	<p>Undefined Condition Tags window pane, you can open the file in question and fix the undefined condition tag. You can also quickly rename or remove multiple condition tag occurrences in a single batch, add the undefined tag to the project, or map the undefined tag to an existing condition tag.</p> <ul style="list-style-type: none"><li data-bbox="479 483 1437 829">■ <b>Undefined File Tags</b> Opens the Undefined File Tags window pane. You can view a list of all files that are associated with file tags, but those file tags have not been defined. This might occur, for example, if you have associated a file tag with a topic and then later change the name of the tag or file tag set. The old tag or set name is still used for the topic. Therefore, a problem exists. From the Undefined File Tags window pane, you can open the file in question and fix the undefined tag. You can also quickly rename or remove multiple file tag occurrences in a single batch.</li><li data-bbox="479 861 1437 1291">■ <b>Undefined Styles</b> Opens the Undefined Styles window pane. You can view a list of all files where you have style classes applied to content, but those styles have not been defined. This might occur, for example, if you have created a new style class and applied it to a paragraph in a topic. Later, you remove that style class from the stylesheet. Therefore, you now have a style in a topic that is no longer defined in the stylesheet. You need to either apply a different, existing style class to that content, or you need to add the style class to the stylesheet again. You can also quickly rename or remove multiple style occurrences in a single batch, add the undefined style to the project, or map the undefined style to an existing style.</li><li data-bbox="479 1323 1437 1501">■ <b>Undefined Meta Tags</b> Opens the Undefined Meta Tags window pane. You can view a list of all files with meta tags applied to them, but those meta tags have not been defined. This might occur, for example, if you have applied a meta tag to a file and then later change the name of the tag or meta tag set in the Text Editor.</li></ul>

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## Option

## Description



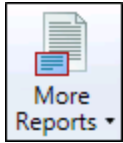
Opens a submenu, which lets you open window panes showing information related to used elements in your project. This includes condition tags, file tags, language tags, variables, index keywords, concepts, and bookmarks.

- **Used Condition Tags** You can view a list of all condition tags that have been applied in files throughout your project. The list shows not only the condition tags, but each file where they have been used. You can also quickly rename or remove multiple condition tag occurrences in a single batch.
- **Used File Tags** You can view a list of all file tags used in your project. The list shows the tag type and the file that it is associated with. You can quickly rename or remove multiple file tag occurrences in a single batch.
- **Used Language Tags** You can view a list showing each file where a language tag is found, the content tag to which it has been applied (e.g., html, span), and the language used.
- **Used Variables** You can view a list of variables that have been inserted in your project. The list shows not only the variables, but each topic where they have been used. You can also quickly rename or remove multiple variable occurrences in a single batch.
- **Used Index Keywords** You can view a list of all index keywords used throughout your project. You can also quickly rename multiple keyword occurrences in a single batch.
- **Used Concepts** You can view a list of all concepts used in your project. You can also quickly rename multiple concept occurrences in a single batch.
- **Used Bookmarks** You can view a list showing each file where a link to a bookmark is found, including the name of the bookmark, the kind of link used, and the path of the link. You can also double-click a row to open the file where the bookmark link is inserted.
- **Used Meta Tags** You can view a list of all meta tags that have been applied to files throughout your project. The list shows not only the meta tags, but each file where they have been used, and the values (i.e., content) of each. You can also quickly rename or remove multiple

Option	Description
	meta tag occurrences in a single batch.

## Option

## Description



Opens a submenu, which lets you open additional window panes for additional analysis of your Flare project.

- **Files With Annotations** Opens the Files With Annotations window. You can view a list of all files where annotations (internal comments) have been inserted. You can also double-click a row to open the topic in question.
- **Files With Changes** Opens the Files with Changes window pane where you can view all topics in your project that contain tracked changes. You can either double-click on the specific row, or right-click on the row and select **Open**.
- **Topics Not In Index** Opens the Topics Not in Index window pane. 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.
- **Topics Not In Selected TOC** Opens the Topics Not in Selected TOC window pane. 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.
- **Topics Not Linked by Map ID** Opens the Topics Not Linked By Map ID window pane. You can view a list of all topics that are not linked to context-sensitive Help (CSH) map IDs. You can also double-click a row to open the topic in question.
- **Duplicate TOC Items** Opens the Duplicate TOC Items window pane, which lets you view a list of all files in your project that have been added more than once to a table of contents.
- **Duplicate Style Formats** Opens the Duplicate Styles window pane. You can view a list of all styles in your project where the same properties have been set. For example, let's say you have a style called "p.tip" and another style called "p.note." If you have specified the same settings for each of these styles (e.g., red font, 12 pt), with no other properties

set, these styles will be included in the Duplicate Styles window pane. Groups or pairs of duplicate styles are displayed in alternating shaded rows (e.g., the rows for the first pair of duplicate styles are not shaded, the rows for the next group are shaded, the rows for the next group are not shaded, and so on). If you encounter duplicate styles, you may want to modify the settings for one or both styles, or you can remove one of the style classes from the stylesheet.



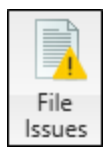
**NOTE** Duplicate styles are displayed only if they are based on the same tag. For example, if you have identical properties set for the styles "p.tip" and "p.note," they will be included in the window pane (because they are both based on the p style). However, if you have identical properties set for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

- **Duplicate Meta Tags** Opens the Duplicate Meta Tags window pane. You can view a list of all meta tags that have been applied to files throughout your project and whose values are defined two or more times in the same file. However, the same meta tag name *is allowed* in different meta tag sets.
- **Unused Items** Opens the Unused Items window pane, which lets you view lists of unused elements in your project.
- **Non-XML Topics** Opens the Non-XML Topics window pane. You can view a list of non-XML files (e.g., HTML files) that have been added to your project. You can also convert those HTML files to XHTML files in a single batch.
- **Files With Snippet Conditions** Opens the Files with Snippet Conditions window pane. You can view a list of all files where snippet conditions have been applied. You can also double-click a row to open the file in question.
- **Files Without File Tags** Opens the Files Without File Tags window

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



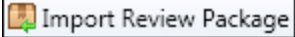
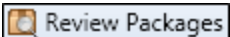
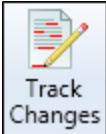
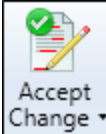
- **Topics Without Concepts** Opens the Topics Without Concepts window pane. You can view a list of all topics in the project that do not have concepts inserted. You can then open a topic and insert concepts into it.
- **Invalid Meta Values** Opens the Invalid Meta Values window pane. You can view a list of all files containing meta tags that have invalid values. For example, an invalid meta tag might occur if you remove a meta tag's list item from the meta tag set file. In a case such as this, you can resolve the issue by adding the list item back to the meta tag set, or re-associating the files with a different value.

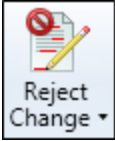

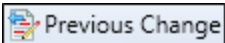
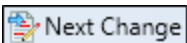
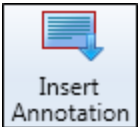



Opens the File Issues Viewer, where you can see any issues associated with selected files. You can use the File List window pane to quickly add many files to this Viewer, or you can add files one at a time from within the user interface.

# Review Ribbon

Various options are available in the Review ribbon for dealing with topic reviews.

Option	Description
 <p>Send For Review</p>	<p>Opens the Send File for Review Wizard, which lets you specify settings and send the open file to others so that they can review it.</p>
 <p>File Reviews</p>	<p>Opens the File Reviews window pane, which lets you see files that have been reviewed from others and are pending acceptance.</p> <p>It also lets you see a list of files that you have sent out for review.</p>
 <p>Import Review Package</p>	<p>Opens a dialog, which lets you import reviewed files into your project. After that, you can view and/or accept the file. You might use this feature, for example, if you have received a file from a reviewer, but rather than immediately sending the file to your Inbox from the email message, you saved it to your local drive.</p>
 <p>Review Packages</p>	<p>Opens the Review Packages window pane, which displays all of the files contained in a review package received from another Flare author. From this window pane you can open the files to review and edit them.</p>
 <p>Track Changes</p>	<p>Enables or disables the track changes feature.</p>
 <p>Accept Change ▾</p>	<p>Accepts tracked changes or annotations in the active document, making them part of that document. You can click the down arrow to accept a single change or all of them.</p>

Option	Description
	<p>Rejects tracked changes or annotations in the active document, removing them from that document. You can click the down arrow to reject a single change or all of them.</p>
	<p>Opens a sidebar and displays any tracked changes or annotations (notes) that have been attached to any content in the topic.</p>
	<p>Navigates to the previous change or annotation.</p>
	<p>Navigates to the next change or annotation.</p>
	<p>Adds an annotation rectangle, extended to a sidebar to the right, with a line pointing to the selected content. This rectangle will hold annotation text after you type it. Also, the selected content is shaded, indicating that the annotation refers to that text. However, the shading will not be displayed in the output; it is for internal use only.</p>
	<p>Removes annotations from the document. You can click the down arrow to delete a single annotation or all of them.</p>

Option	Description
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Opens a submenu to select options for locking content in files so that it cannot be edited.

- **Mark Element(s) to be Locked** Places a gray background behind the selected content in the file, where content can be locked. In order to see this gray background, select the option below to show locked elements.
- **Locks (Disabled/Enabled)** Locks or unlocks the content designated with the gray background. After content has been locked, it cannot be edited, and annotations cannot be added to it.
- **Show Locked Elements** Lets you show or hide the gray background associated with elements that have been locked or selected to be locked.


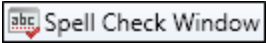



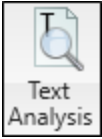





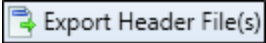
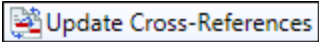
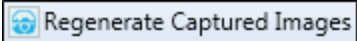
Opens the Review tab in the Options dialog, which lets you set various options for viewing tracked changes and annotations.







# Tools Ribbon

Various options are available in the Tools ribbon for working with and improving your project.

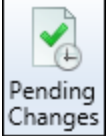


Option	Description
	Opens the Open Dictionary dialog, which lets you choose a custom global or project dictionary so you can make changes to it.
	Opens the Spell Check window pane, which lets you perform spell checking manually.
	Activates a feature that lets you check your spelling as you type in your topics. Questionable words are underlined with a jagged red line. You can take action with the word by right-clicking on it.
	Opens the Ignored Words dialog, which lets you create a list of words to be ignored when using the spell checking feature in the application.
	Opens the Thesaurus window pane, which lets you quickly view and select words related to those in an open topic or snippet.
	Opens the Text Analysis window pane, which lets you evaluate your files for things such as readability, average sentence length, and more.
	Opens the Hyphenation window pane, which lets you add custom hyphenation rules for words so that they are hyphenated at the end of lines after specific letters.



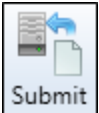
Option	Description
	<p>Opens the Template Manager, where you can perform a variety of tasks to manage your template files.</p>
	<p>Opens the Context-sensitive Help API Tester dialog, which lets you test the context-sensitive Help links that you've created in the Alias Editor.</p>
	<p>Opens the Export Header Files dialog, which lets you export existing header files in your project to another location. You can export header files to the following formats: C/C++ (.h), Visual Basic (.bas), Java (.properties), Delphi Pascal (.inc). Work with your developer to determine the appropriate format (s) to use.</p>
	<p>Opens the Update Cross-References dialog, which lets you update the cross-references that you have added to topics. By updating the cross-references, you can ensure that they reflect any changes in your project that might affect them.</p> <p>Updating cross-references is not a mandatory step. When you generate output for a target, all of your cross-references will be updated automatically. However, you can use this feature to manually update cross-references in a single topic. This is a way of performing a "spot check" ahead of time, verifying that cross-references will be updated accurately before you generate the entire target.</p>
	<p>Regenerates (updates) all of the images in your project. The primary reasons for using this option are to remove watermarks and to modify PROPS files.</p>

Option	Description
	<p>Opens a submenu, which lets you open various integrated MadCap Software products.</p> <ul style="list-style-type: none"> <li>▪ <b>MadCap Capture</b> Opens the MadCap Capture application (if you have it installed on your computer), which lets you capture and edit images.</li> <li>▪ <b>MadCap Mimic</b> Opens the MadCap Mimic application (if you have it installed on your computer), which lets you create and edit movies.</li> </ul>
	<p>Lets you record your actions so that they become a macro command that you can use to repeat the same task.</p>
	<p>Lets you select one of your recorded macros so that you can play it back.</p>
	<p>Lets you open a dialog so that you can make changes to any macros you've recorded.</p>

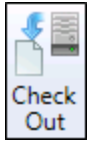
# Source Control Ribbon

The Source Control ribbon uses a dynamic interface. The icons that display will change depending on the source control provider your project is bound to. Additionally, the ribbon will not display if you are not using source control.

Option	Description
	<p>Opens the Pending Changes window pane. This displays files in the project that are pending check in (if the project is integrated with a source control application). Use this window pane to see which files you have checked out, which files have been created but not yet added to source control, which files other users have checked out, and which files are out of date.</p>
	<p>Opens the Check In dialog, which lets you add the selected files to the integrated source control application.</p> <p>When working in a project that is connected to source control, there may be occasions when you have files in your local copy of the project that are not yet part of the source control copy. For example, when you add a new topic in your local copy of the project, that file will not be included in the source control copy of the project until you add it.</p> <p>You will see this option for all source control providers.</p>
	<p>Opens the Check In dialog, which lets you check files into source control.</p> <p>When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server.</p>

Option	Description
	<p>Opens the Commit dialog, which lets you commit files into source control.</p> <p>When you are finished editing files, you can commit them to source control.</p> <p>If your project is bound to Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote.</p> <p>This icon is Git-specific.</p>
	<p>Opens the Commit dialog, which lets you commit files into source control.</p> <p>When you are finished editing files, you can commit them to source control.</p> <p>If your project is bound to Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine.</p> <p>This icon is Subversion-specific.</p>
	<p>Opens the Submit dialog, which lets you submit files into source control.</p> <p>When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control.</p> <p>You will see this option if your project is bound to Perforce Helix Core.</p>

Option	Description
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Opens the Check Out dialog, which lets you check out files from source control.

When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is displayed next to each file that is checked out.

You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.

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Opens the Lock dialog, where you can select files you want to lock. If your project is bound to Subversion, you can steal locks from another user's locked files using this dialog.

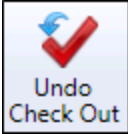

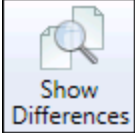
When you are working, you may want to lock the files you have modified. Locking a file does not prevent other users from modifying the file. However, no one else can commit a file that you have locked until you unlock the file.

If your project is bound to Subversion, you can steal a lock from another user if you need to commit a locked file while they are working on it. Likewise, another user can steal a lock on a file you have locked.




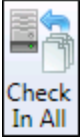
You will see this option if your project is bound to Perforce Helix Core or Subversion.


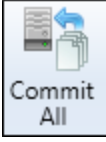
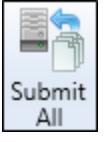
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Option	Description
	<p>Opens the Unlock dialog, where you can select files you want to unlock.</p> <p>If you have locked a file, you should unlock it when you are done modifying it. Other users can modify the file while you have it locked, but they cannot submit a locked file until you unlock it. To help prevent file conflicts and make sure that everyone on your team has the most current version of the file, you should unlock and submit the file when you are finished working on it.</p> <p>You will see this option if your project is bound to Perforce Helix Core or Subversion.</p>
	<p>Opens the Get Latest Version dialog, which lets you "get" files from source control.</p> <p>After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.</p>
	<p>Opens the Get Latest Version dialog, which lets you update files from source control.</p> <p>After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project.</p> <p>You will see this option if your project is bound to subversion.</p>

Option	Description
 <p>The icon for 'Undo Check Out' features a blue circular arrow pointing counter-clockwise, with a red checkmark overlaid on it. Below the icon, the text 'Undo Check Out' is written in a blue, sans-serif font.</p>	<p>Opens the Undo Check Out dialog, which lets you reverse the check-out of the files.</p> <p>If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server.</p>
 <p>The icon for 'Revert' features a blue circular arrow pointing counter-clockwise, with a red checkmark overlaid on it. Below the icon, the text 'Revert' is written in a blue, sans-serif font.</p>	<p>Opens the Revert dialog, which lets you return files to their last known state.</p> <p>If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved.</p> <p>You will see this option if your project is bound to Git, Perforce Helix Core, or Subversion.</p>
 <p>The icon for 'Show Differences' features a magnifying glass over two overlapping document icons. Below the icon, the text 'Show Differences' is written in a blue, sans-serif font.</p>	<p>Opens a window pane that lets you view the content and code differences for files. If you select a single file and choose this option, the differences between the local version of the file and the source control version of the file are shown. If you select two files and choose this option, the differences between those two files are shown.</p> <p>You will see this option for all source control providers.</p>

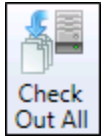


Option	Description
 <p>The icon shows a circular arrow with a plus sign inside, and the text "View History" below it.</p>	<p>Opens the History dialog, which lets you view the history of a particular source control file, including all of the occasions when the file has been checked in. You can then use the dialog to view the differences between older versions of the file or roll back to a particular version.</p> <p>You will see this option for all source control providers.</p>
 <p>The icon shows a blue arrow pointing to the right, crossed out with a red 'X', and the text "Undelete" below it.</p>	<p>Undeletes a file, allowing you to add it to source control.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.</p>
 <p>The icon shows a circular arrow with a refresh symbol, and the text "Refresh" below it.</p>	<p>Refreshes the window pane so that the latest information is shown.</p> <p>You will see this option for all source control providers.</p>
 <p>The icon shows a document with a blue arrow pointing to it, and the text "Check In All" below it.</p>	<p>Opens the Check In dialog, which lets you check all the files in the project into source control.</p> <p>When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server.</p>

Option	Description
	<p>Opens the Commit dialog, which lets you commit all the files in the project into source control.</p> <p>When you are finished editing files, you can commit them to source control.</p> <p>If your project is bound to Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote.</p> <p>This icon is Git-specific.</p>
	<p>Opens the Commit dialog, which lets you commit all the files in the project into source control.</p> <p>When you are finished editing files, you can commit them to source control.</p> <p>If your project is bound to Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine.</p> <p>This icon is Subversion-specific.</p>
	<p>Opens the Submit dialog, which lets you submit all files in the project into source control.</p> <p>When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control.</p> <p>You will see this option if your project is bound to Perforce Helix Core.</p>

## Option

## Description



Opens the Check Out dialog, which lets you check out all of the files in the project from source control.

When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is displayed next to each file that is checked out.

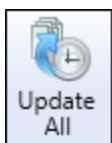
You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.



Opens the Get Latest Version dialog, which lets you "get" all of the files in the project from source control.

After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.

You will see this option if your project is bound to Microsoft Team Foundation Server or Perforce Helix Core.



Opens the Get Latest Version dialog, which lets you update all of the files in the project from source control.

After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project.

You will see this option if your project is bound to Subversion.

Option	Description
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Opens the Undo Check Out dialog, which lets you reverse the check-out of all of the files in the project.

If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files.

You will see this option if your project is bound to Microsoft Team Foundation Server.

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Opens the Revert dialog, which lets you return all files in the project to their last known state.

If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved.

You will see this option if your project is bound to Git, Perforce Helix Core, or Subversion.

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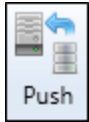
Opens the Select Remote for Pull dialog, which lets you select the remote repository from which you will download remote files. After you select the repository you want to pull from, the remote files are retrieved from the repository and downloaded to your local project.

If necessary, Flare will perform a commit before pulling your files.

You will see this option if your project is bound to Git.

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Option	Description
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Opens the Select Remote for Push dialog, which lets you select the remote repository to which you will upload your local commits. After you select the repository you want to push to, your files are sent to the remote repository.

If necessary, Flare will perform a commit before pushing your files.

You will see this option if your project is bound to Git.

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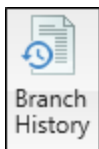
Opens the Select Remote for Synchronize dialog, which lets you select the remote you want to use for a pull and push of files.

After you select the repository, Flare pulls the remote files from the Git repository and merges them with your local database. Then Flare pushes your local changes back to the remote Git repository.

If necessary, Flare will perform a commit before synchronizing your files.

You will see this option if your project is bound to Git.

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Opens a dialog that lets you view when a branch was started, committed, r merged. If there are any changes you wish to back out, you have the option to revert those changes on the branch.

You will see this option if your project is bound to Git.

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Opens the Branch Management dialog, which lets you create branches, switch to (select) a different branch, and delete an existing branch.

A Git branch is a pointer to a snapshot of your changes, or you can think of it as a variation from the original or main state of your files. Adding a branch lets you create a new development area for your work (e.g., when documenting a new feature, rewriting large sections of a topic, or making structural changes). Then later, you can merge the branch into another one.

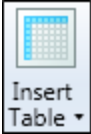

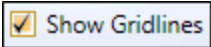
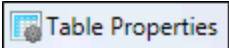
You will see this option if your project is bound to Git.

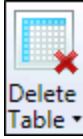
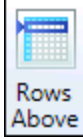
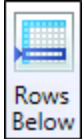
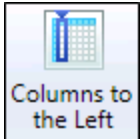
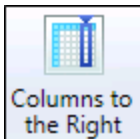
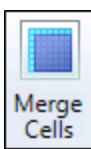
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Option	Description
 The icon shows a blue arrow pointing upwards and to the right, with the word "Merge" written below it.	<p data-bbox="440 283 1369 359">Opens the Select branch to merge dialog. This lets you choose another branch to merge with the active branch.</p> <p data-bbox="440 394 1136 428">You will see this option if your project is bound to Git.</p>
 The icon shows a red circle with a white 'X' over a network diagram, with the word "Disconnect" written below it.	<p data-bbox="440 520 1398 596">Disconnects the source control network so you can work offline. You can reconnect at any time.</p> <p data-bbox="440 632 1419 707">You will see this option if your project is bound to TFS, Perforce Helix Core, or Subversion.</p>
 The icon shows a network diagram with a gear, with the words "Network Settings" written below it.	<p data-bbox="440 764 1417 840">Opens the Network Settings dialog, which lets you view and modify source control network settings from Flare.</p> <p data-bbox="440 875 1325 909">You will see this option if your project is bound to Git or Subversion.</p>

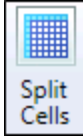
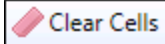
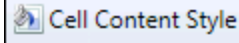
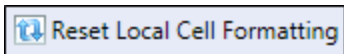



# Table Ribbon

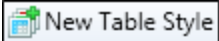

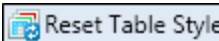

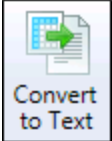
Various options are available in the Table ribbon for creating and managing tables.

Option	Description
	<p>If you click on the face of the button, the Insert Table dialog opens, which lets you insert a table and specify various settings for it.</p> <p>If you click the down arrow, you can use a grid to select the number of rows and columns for a simple table and insert it.</p>
	<p>Opens a submenu, which lets you choose options for selecting the following.</p> <ul style="list-style-type: none"><li>▪ <b>Select All Cells</b> Selects all of the cells in the table.</li><li>▪ <b>Select Table</b> Selects the entire table.</li><li>▪ <b>Select Row</b> Selects the row where the cursor is placed in a table.</li><li>▪ <b>Select Column</b> Selects the column where the cursor is placed in a table.</li><li>▪ <b>Select Cell</b> Selects the cell where the cursor is placed in a table.</li></ul>
	<p>Shows and hides the gridlines in the table.</p>
	<p>Opens the Table Properties dialog, which lets you edit properties of the table (e.g., table size, caption, auto-fit behavior, stylesheet).</p>

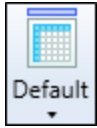
Option	Description
	<p>Opens a submenu, which lets you select an option for deleting.</p> <ul style="list-style-type: none"> <li>▪ <b>Delete Table</b> Deletes the entire table.</li> <li>▪ <b>Delete Rows</b> Deletes the selected row(s) in a table.</li> <li>▪ <b>Delete Columns</b> Deletes the selected column(s) in a table.</li> </ul>
	<p>Inserts a new row in a table. The new row is inserted above the area where the cursor is inserted.</p>
	<p>Inserts a new row in a table. The new row is inserted below the area where the cursor is inserted.</p>
	<p>Inserts a new column in a table. The new column is inserted to the left of the area where the cursor is inserted.</p>
	<p>Inserts a new column in a table. The new column is inserted to the right of the area where the cursor is inserted.</p>
	<p>Turns the selected cells in a table into one big cell. You can merge any number of rows and columns in a table, as long as they are adjacent to one another.</p>



Option	Description
	<p>Turns the selected cell in a table into many smaller cells by splitting the cell. When you split a cell, you are essentially inserting a smaller table into that cell.</p>
	<p>Removes the text from the cells selected in a table.</p>
	<p>Opens the Table Cell Content Style dialog, which lets you choose specific table or paragraph styles to use for the selected cells.</p>
	<p>Removes local cell formatting in a table. If you have applied local formatting to a table (e.g., applying background shading to cells directly, not through the use of styles), you can easily remove it. This is possible even if the topic was previously saved and closed. The local formatting is removed from the entire table (if you simply placed your cursor within it) or from selected cells.</p> <div data-bbox="609 1081 1437 1470" style="border: 2px solid orange; padding: 10px; margin-top: 10px;"> <p> <b>NOTE</b> This option resets formatting placed on the entire cells (e.g., a background color added to cells would be removed). However, local formatting on content (e.g., bold text) is not affected. If you would like to remove local formatting for cells as well as cell content, you can use the Remove Inline Formatting button  instead.</p> </div>
	<p>Opens a drop-down menu where you can select an existing table style to apply to selected content.</p>

Option	Description
	<p>Opens the Add File dialog, where the Table Style file type is already selected. After completing the dialog, the TableStyle Editor opens.</p>
	<p>Opens the table style in the Table Style Editor so that you can edit styles in the stylesheet.</p>
	<p>Applies the table style to the table again.</p>
	<p>Opens a submenu, which lets you select options for sorting table rows .</p> <ul style="list-style-type: none"> <li>▪ <b>Ascending</b> Sorts the selected table rows in ascending order.</li> <li>▪ <b>Descending</b> Sorts the selected table rows in descending order.</li> <li>▪ <b>Advanced Sorting Options</b> Opens the Advanced Sorting Options dialog. You can sort tables using advanced options, choosing which columns to sort first. In addition, you can sort tables in this manner immediately, at compile time, or both.</li> </ul>
	<p>Converts a table to text. This option is enabled only if you have placed the cursor within an existing table.</p>

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



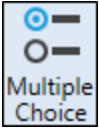
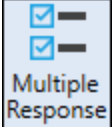
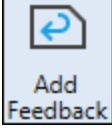

Opens a submenu, which lets you select an option.

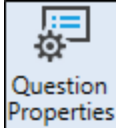
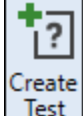
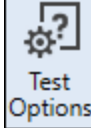
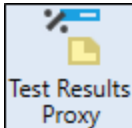
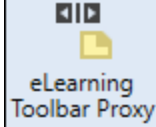
- **Default** Adds a placeholder for you to type a caption in the default position. The factory default position is centered above the table.
- **Above Table** Adds a placeholder for you to type a caption above the table.
- **Below Table** Adds a placeholder for you to type a caption below the table.
- **None** Removes a caption from the table.

# eLearning Ribbon

The eLearning ribbon supports Flare's learning and development (L&D) capabilities for creating interactive eLearning courses. This ribbon is the main gateway to many of the eLearning features. Use it to insert different question types, feedback, placeholders for course navigation and test results, and more.

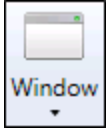
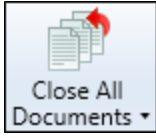


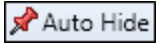

Various options are available in the eLearning ribbon for managing eLearning content.





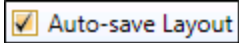
Option	Description
 The icon shows two radio buttons, one selected, with the text "Multiple Choice" below it.	Inserts multiple choice question sections into the open topic in the XML Editor. You can replace the default text with your question and answers. If you press ENTER after the first answer, another paragraph displays. Only one answer can be marked as the correct answer.
 The icon shows two checkboxes, both checked, with the text "Multiple Response" below it.	Inserts multiple response question sections into the open topic in the XML Editor. You can replace the default text with your question and answers. If you press ENTER after the first answer, another paragraph displays. More than one answer can be marked as the correct answer.
 The icon shows a document with a blue circular arrow, with the text "Add Feedback" below it.	Inserts correct feedback and incorrect feedback paragraphs to the active question section. The feedback displays with default text, indicating for you to replace it with the appropriate eLearning content. The end-of-test feedback is implemented with this button, where the feedback displays on the test results page. This button can also be used in conjunction with the Add Submit Button for immediate feedback.
 The icon shows a document with a blue arrow pointing right and a mouse cursor, with the text "Add Submit Button" below it.	Inserts correct feedback, and incorrect feedback paragraphs, plus a submit button to the active question section. The feedback displays with default text, indicating for you to replace it with the appropriate eLearning content. Instant feedback is implemented with this button, where each question provides immediate feedback. (If feedback already exists for the question, then only the Submit button is added.)

Option	Description
 <p>Question Properties</p>	<p>Opens the Question Properties window pane, which displays information about a question section in a topic. This window pane provides alternative ways to interact with questions and answers (e.g., creating questions, generating IDs, restricting navigation, assigning answers).</p>
 <p>Create Test</p>	<p>Adds a test node as an unlinked item to the active TOC. If more than one TOC is open, then selecting this button first opens a Select TOC dialog to choose a TOC to add the test node. When applied to the TOC, the test node indicates the start of a gradable test.</p>
 <p>Test Options</p>	<p>Opens the TOC Properties dialog to select eLearning test node options. If more than one TOC exists that includes a test node, then selecting this button first opens a Select TOC dialog listing the TOCs with test nodes. When a TOC is selected from that list, the Test Options display for the test node.</p>
 <p>Test Results Proxy</p>	<p>Opens the Test Result proxy dialog which allows you to insert a Test Result proxy into a topic. This topic can be set as a custom results page that displays at the end of a test.</p>
 <p>eLearning Toolbar Proxy</p>	<p>Opens the eLearning Toolbar proxy dialog which allows you to include a toolbar with navigation controls for a course.</p>

# Window Ribbon




Various options are available in the Window ribbon for adjusting the Flare interface.

Option	Description
 The icon shows a window with the word "Window" and a downward arrow below it.	Opens the Manage Windows dialog, which lists the files that are currently open in your project and lets you activate (i.e., switch to), save, or close a particular file.
 The icon shows a stack of documents with a red arrow pointing to the top document and the text "Close All Documents" with a downward arrow.	Closes open files. You can click the down arrow and select an option. <ul style="list-style-type: none"><li>▪ <b>Close All Documents</b> Closes all files that you have opened in the workspace.</li><li>▪ <b>Close All But This</b> Closes all files that you have opened in the workspace, with the exception of the document that is currently active.</li></ul>
 The icon shows a window with a plus sign and the word "Dock".	If you select the Dock option when a window pane is active, the Drag Pane area  is shown or hidden in the window pane accordingly. The Drag Pane area lets you move the window pane and dock it elsewhere in the program window.
 The icon shows a red pushpin and the text "Auto Hide".	"Pins" the active window pane or editor to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select the pin button at the top-right of the window pane, the window pane returns to its previous state (no longer pinned to the side of the interface).
 The icon shows a window with the word "Float".	Converts the active window pane or editor to a floating window, which means it is no longer attached to the interface. This is a good option to use if you want to work on two topics side-by-side. If you do not want a window pane or editor to be floating anymore, you can right-click in the title bar and select <b>Dock</b> .

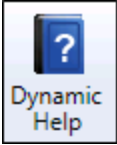
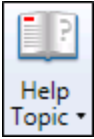



Option	Description
	<p>Opens a submenu that lists the layouts in your project. Select a layout to display it in the interface.</p>
	<p>Saves the window layout. You can click the down arrow and select an option.</p> <ul style="list-style-type: none"> <li>▪ <b>Save Window Layout</b> If you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to save the changes to the layout.</li> <li>▪ <b>Save Window Layout As</b> Opens the Rename Window Layout dialog, which lets you save the current interface configuration as a layout.</li> </ul>
	<p>If you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to return to the saved configuration of the layout.</p>
	<p>Returns the current configuration of the interface to the factory layout settings (the original layout when you first installed and launched Flare).</p>
	<p>Automatically saves the layout of the workspace when you exit Flare. The next time you launch Flare, that same layout will be displayed.</p>



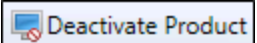

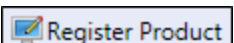
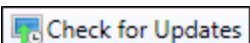
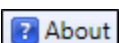
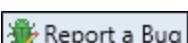
# Help Ribbon


Various options are available in the Help ribbon for obtaining more information and assistance.

Option	Description
	<p data-bbox="521 430 1000 466">Opens the Help system in a browser.</p> <p data-bbox="521 499 1373 573">By default, Flare's online and dynamic Help system points to files hosted externally. This allows for live updates to the Help.</p> <p data-bbox="521 611 1425 802">Because the Help system is hosted online, you may not be able to access it if you are behind a firewall or if you have a slow connection. In that case, you can use a local version of the Help. Flare will even switch to the local Help automatically if it detects that you cannot connect to the external Help system.</p> <p data-bbox="521 837 1393 911">If you want to use the local Help manually, open the Options dialog (<b>File &gt; Options</b>), and on the <b>General</b> tab select <b>Prefer Local Help</b>.</p> <div data-bbox="521 936 1442 1272"><p data-bbox="542 982 1382 1228"> <b>NOTE</b> To choose the local Help system using this field, the local Help must have been included when you first installed Flare. If you did not initially include the local online Help during installation, you can modify the installation from Add/Remove Programs in your Control Panel (Uninstall/Change).</p></div> <div data-bbox="521 1297 1442 1514"><p data-bbox="542 1344 1378 1467"> <b>NOTE</b> The local Help system is only updated when the application is updated. If you want to be sure that you have the most current version of the Help, disable the local Help.</p></div>



Option	Description
	<p>Opens the Dynamic Help window pane, which automatically displays the Help topic related to the active element in the interface.</p>
	<p>Opens Help topics. You can select the following options.</p> <ul style="list-style-type: none"> <li>▪ <b>Help Topic</b>Opens the Help topic related to the active element in the Flare interface.</li> <li>▪ <b>New Help Topic Window</b>Opens a new instance of a Help topic in another window.</li> </ul>
	<p>Opens a Help topic that lets you access one of the printed guides related to Flare.</p>
	<p>Opens a website containing videos about Flare.</p>
	<p>Opens the MadCap Forums website, where you can obtain additional information about Flare and communicate with other Flare users.</p>

Option	Description
	<p data-bbox="516 300 1425 373">Opens the Activate Product Wizard, allowing you to activate or renew the product.</p> <div data-bbox="521 394 1442 655" style="border: 1px solid orange; padding: 10px;"> <p data-bbox="540 443 1357 611">  <b>NOTE</b> You can also activate or deactivate Flare using the command line prompt. This can be helpful for companies using imaged machines and are not able to activate Flare from the user interface. </p> </div>
	<p data-bbox="516 735 1422 768">Deactivates the currently used license for the machine running Flare.</p> <div data-bbox="521 789 1442 1050" style="border: 1px solid orange; padding: 10px;"> <p data-bbox="540 837 1357 1005">  <b>NOTE</b> You can also activate or deactivate Flare using the command line prompt. This can be helpful for companies using imaged machines and are not able to activate Flare from the user interface. </p> </div>
	<p data-bbox="516 1115 1438 1226">Lets you register your version of Flare if you have not done so already. This option is enabled only if you are using a trial version of the software.</p>
	<p data-bbox="516 1293 1390 1367">Opens the New Updates Available dialog, which lets you download Flare updates from MadCap Software.</p>
	<p data-bbox="516 1434 1433 1507">Displays a popup that shows information about the current version of Flare. Click the popup to make it disappear.</p>
	<p data-bbox="516 1570 1377 1644">Opens your default internet browser to the MadCap Software bug submission web page, where you can report the bug.</p>

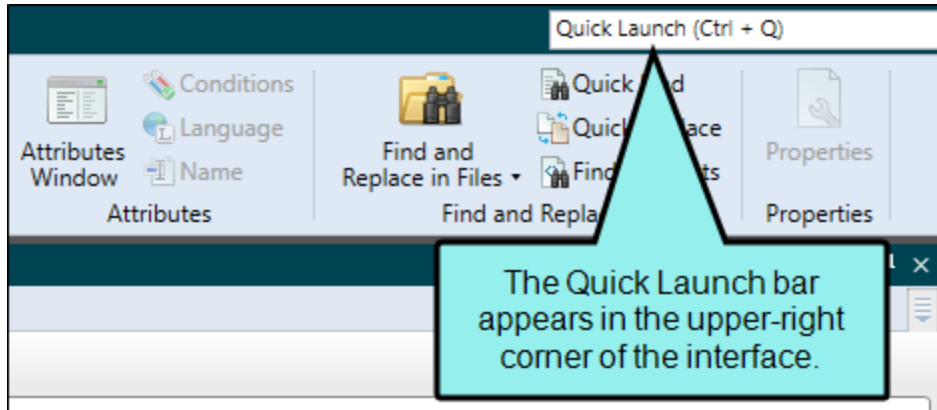
 **NOTE** If you encounter issues viewing online Help in the Flare interface, it might be caused by your company using a proxy server.

If this is the case, you can open the Options dialog (**File > Options**), select the **Proxy Server** tab, and complete the fields. You might need to consult your network administrator to obtain the necessary credentials.

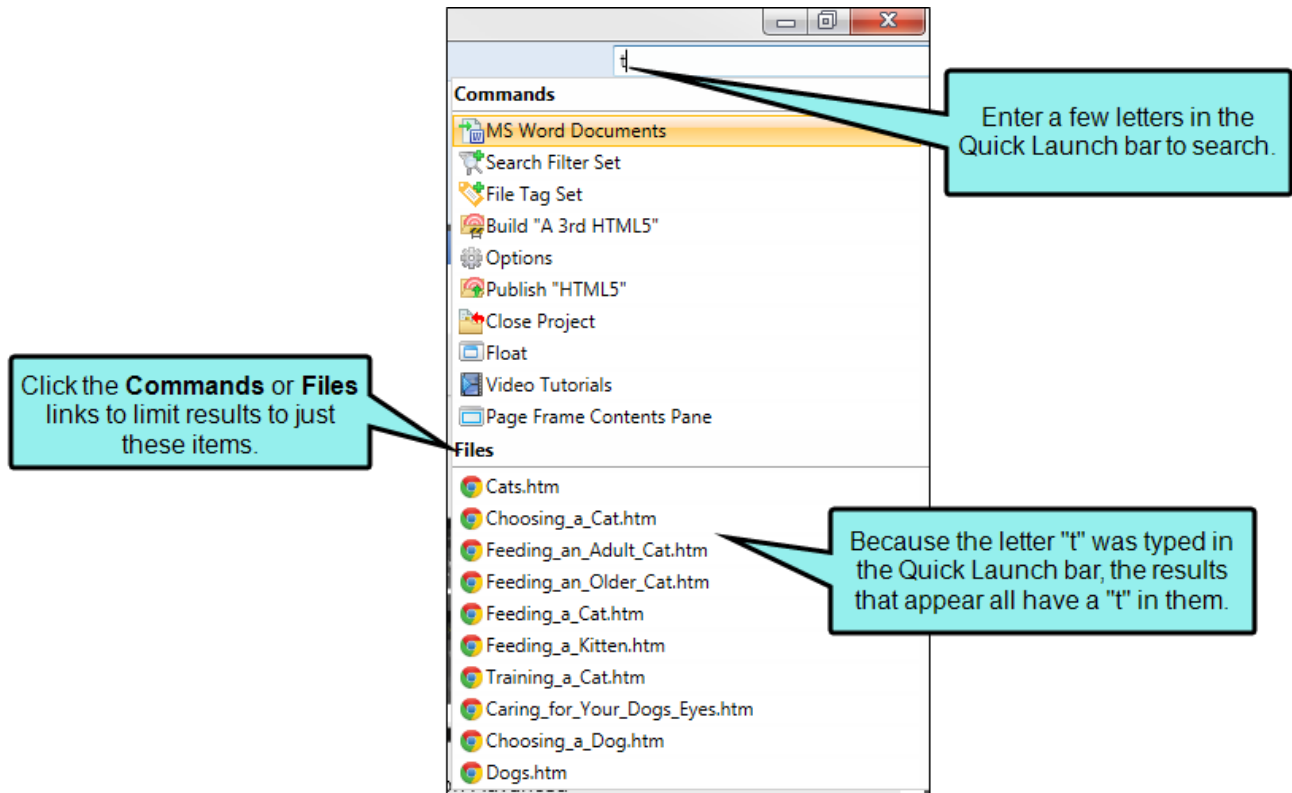
After completing the fields on this tab, close and restart Flare for the changes to take effect.

# 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.



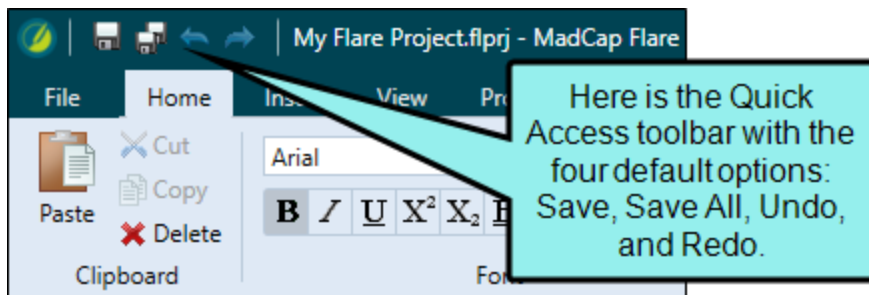
To search using the Quick Launch bar, type a few letters of the file or command you want to find. Any available results appear in a drop-down list. Click the **Commands** or **Files** links in the list to filter the results.



# Quick Access Toolbar

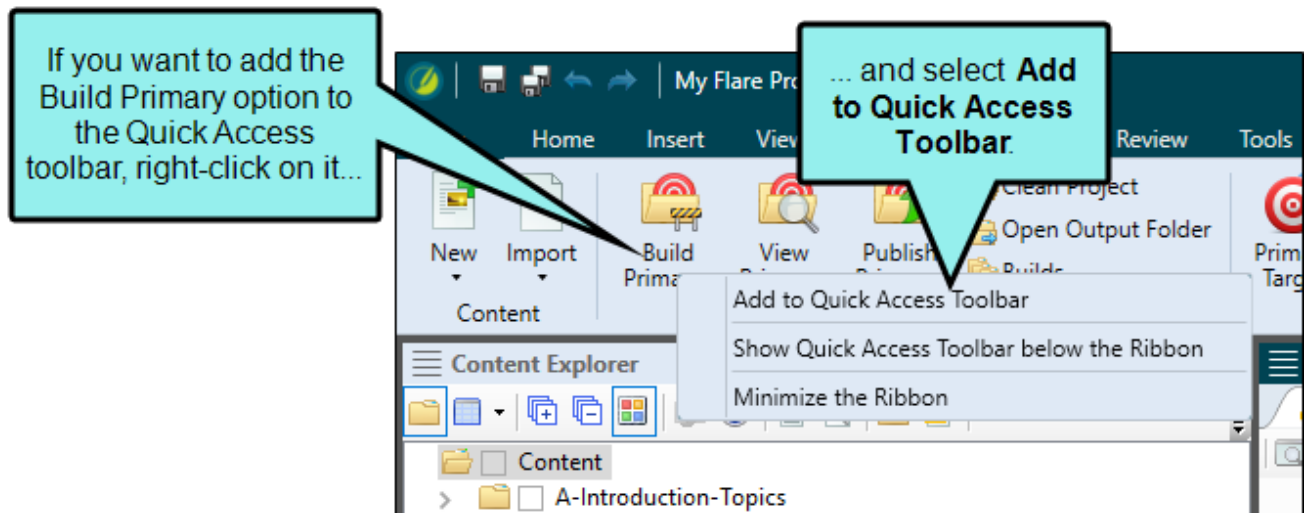
You can create a Quick Access toolbar at the top of the workspace to display options that you use most often. When options are added to the Quick Access toolbar, they are easily accessible, regardless of the ribbon that is open.

By default the Save, Save All, Undo, and Redo buttons are already added to the toolbar. However, you can add others as well.



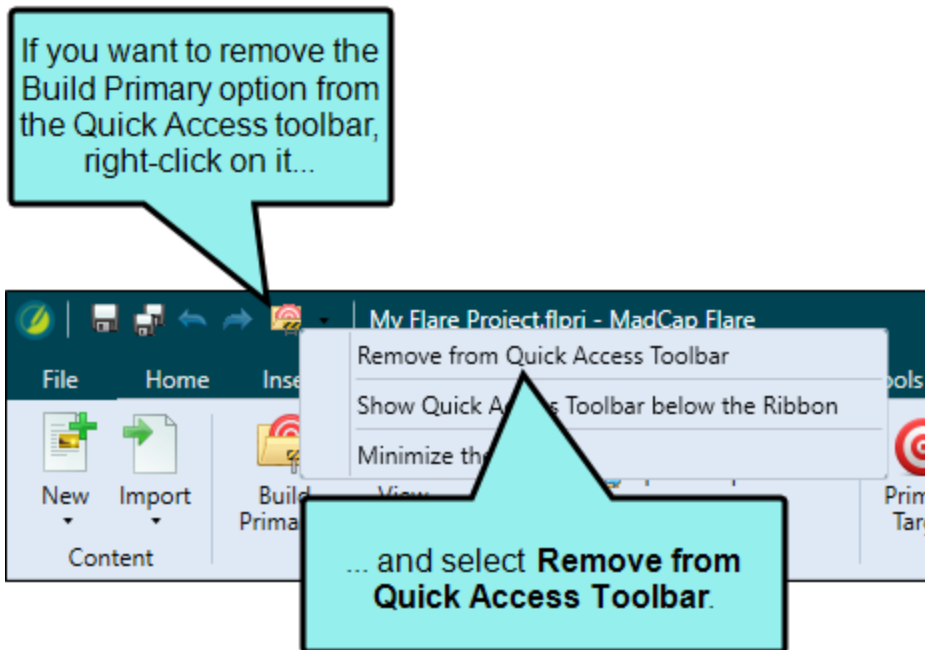
## How to Add an Option to the Quick Access Toolbar


Right-click on an option in the ribbon and from the context menu, select **Add to Quick Access Toolbar**.



# How to Remove an Option From the Quick Access Toolbar

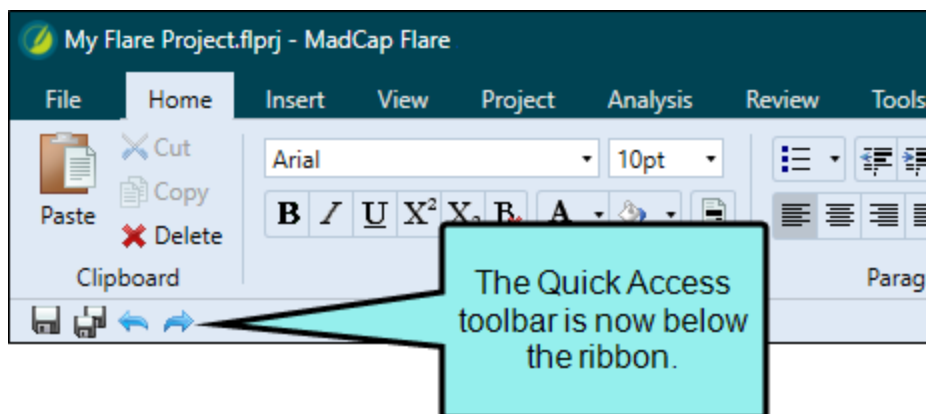
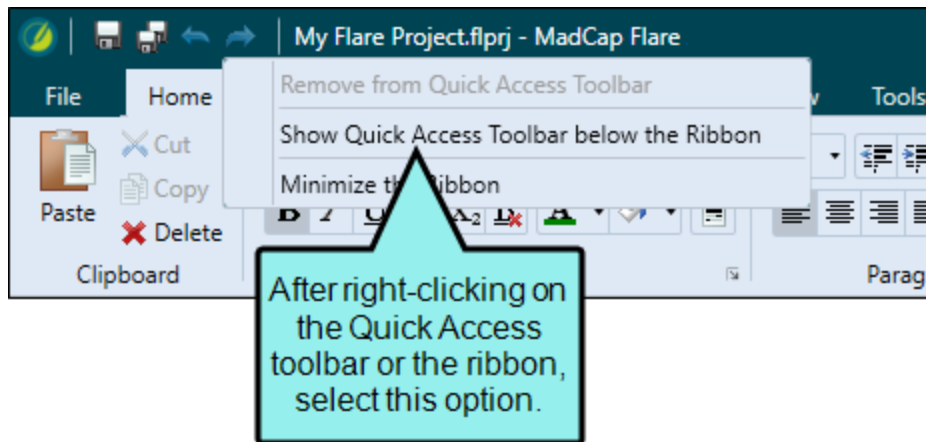
In the Quick Access toolbar, right-click on the option and from the context menu, select **Remove** from Quick Access Toolbar.



 **NOTE** You cannot remove the default Save, Save All, Undo, and Redo options from the Quick Access toolbar.

# How to Move the Quick Access Toolbar Above or Below the Ribbon

1. Right-click on the Quick Access toolbar or on a ribbon.
2. From the context menu select one of the following:
  - Show Quick Access Toolbar below the Ribbon
  - Show Quick Access Toolbar above the Ribbon



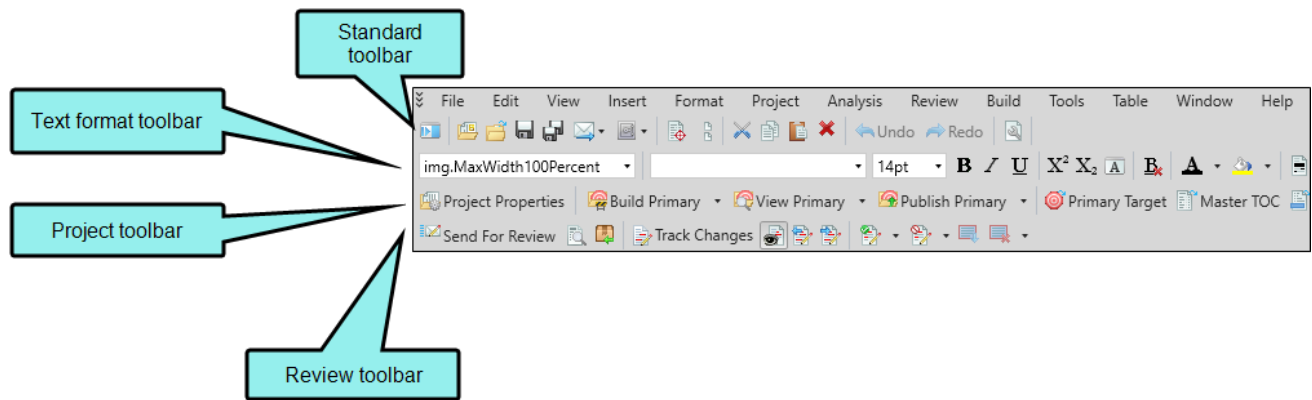
**NOTE** The Quick Access toolbar is available only if you are using the ribbon layout, as opposed to the classic tool strip. See "Switching Between Ribbons and the Tool Strip" on page 380.



# Global Toolbars

**!** **IMPORTANT** The tool strip is deprecated in Flare, which means that it is slated to be removed in a future version.







Flare has multiple global toolbars ("global" meaning they are always available at the top of the user interface, regardless of the type of document, editor, or window pane you are working on at the moment).




Global toolbars can be seen only if you are working in the traditional tool strip view, as opposed to the ribbon view. You can use the Interface tab of the Options dialog (**File > Options**) to switch between ribbons and the classic tool strip layout. For more information see the online Help.

# Standard Toolbar

Tools in the Standard toolbar let you perform basic functions, such as Save, Cut, Copy, Paste, Undo, and Redo. There are also shortcut buttons for performing source control functions, as well as sending documents to other applications (e.g., opening a topic's true code in Notepad in order to edit the tags). To see this toolbar you can select **View > Toolbars > Standard**.

Option	Description
	Opens the Start Page, which provides links to high-level tasks and information. See "Start Page" on page 12.
	Opens the Start New Project Wizard, which you can use to create a new project. You can also use this wizard to import files from other sources.
	Opens a dialog, which lets you open any type of file supported by Flare.
	Saves changes to the active file.
	Saves changes to all of the open files.
	Opens a submenu, which lets you open the active file in another application, attach it to an email, or open the Windows folder where it is stored.

Option	Description
	<p>Opens a submenu, which lets you select various source control options for the selected file(s). The options shown are different, depending on which source control provider your project is bound to.</p> <ul style="list-style-type: none"> <li>▪ <b>Project</b> Opens a submenu, which lets you select a source control action to be applied to the entire project (as opposed to just the selected folder or files): <ul style="list-style-type: none"> <li>• <b>Check In All</b> Opens the Check In dialog, which lets you check in all files in the project into source control. <p>When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server.</p> </li> <li>• <b>Commit All</b> Opens the Commit dialog, which lets you commit all files in the project into source control. <p>If your project is bound to Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote. If your project is bound to Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine.</p> <p>You will see this if your project is bound to Git or Subversion.</p> </li> <li>• <b>Submit All</b> Opens the Submit dialog, which lets you submit all files in the project into source control. <p>When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file</p> </li> </ul> </li> </ul>

Option	Description
	<p>in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control.</p> <p>You will see this option if your project is bound to Perforce Helix Core.</p>
	<ul style="list-style-type: none"> <li>• <b>Check Out All</b> Opens the Check Out dialog, which lets you check out all files in the project from source control.</li> </ul> <p>When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is displayed next to each file that is checked out.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.</p>
	<ul style="list-style-type: none"> <li>• <b>Get Latest Version All</b> Opens the Get Latest Version dialog, which lets you "get" all files in the project from source control.</li> </ul> <p>After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.</p> <p>You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.</p>
	<ul style="list-style-type: none"> <li>• <b>Update All</b> Opens the Get Latest Version dialog, which lets you update files from source control.</li> </ul>

Option	Description
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After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project.

You will see this option if your project is bound to Subversion.

- **Undo Check Out All** Opens the Undo Check Out dialog, which lets you reverse the check-out of all files in the project.

If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files.

You will see this option if your project is bound to Microsoft Team Foundation Server.

- **Revert All** Opens the Revert dialog, which lets you return files to their last known state.

If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved.

You will see this option if your project is bound to Git, Helix Core, or Subversion.

- **Pull** Opens the Select Remote for Pull dialog, which lets you select the remote repository from which you will download remote files.

After you select the repository you want to pull from, the remote

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

files are retrieved from the repository and downloaded to your local project. If necessary, Flare will perform a commit before pulling your files.

You will see this option if your project is bound to Git.

- **Push** Opens the Select Remote for Push dialog, which lets you select the remote repository to which you will upload your local commits.

After you select the repository you want to push to, your files are sent to the remote repository. If necessary, Flare will perform a commit before pushing your files.

You will see this option if your project is bound to Git.

- **Synchronize** Opens the Select Remote for Synchronize dialog to select the remote for a pull and push of files.

After you select the repository, Flare pulls the remote files from the Git repository and merges them with your local database. Then Flare pushes your local changes back to the remote Git repository. If necessary, Flare will perform a commit before synchronizing your files.

You will see this option if your project is bound to Git.

- **Branch** Opens the Branch Management to create branches, switch to (select) a different branch, and delete an existing branch.

A Git branch is a pointer to a snapshot of your changes, or you can think of it as a variation from the original or main state of your files. Adding a branch lets you create a new development area for your work (e.g., when documenting a new feature, rewriting large sections of a topic, or making structural changes). Then later, you can merge the branch into another one.

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

You will see this option if your project is bound to Git.

- **Disconnect/Reconnect** Disconnects the source control network so you can work offline. You can reconnect at any time.

This is available if your project is bound to TFS, Helix Core, or Subversion.

- **Network Settings** Opens the Network Settings dialog to view and modify source control network settings from Flare.

This is available if your project is bound to Git or Subversion.

- **Add** Opens the Add File(s) dialog to add the selected files to the integrated source control application. When working in a project that is connected to source control, there may be occasions when you have files in your local copy of the project that are not yet part of the source control copy. For example, when you add a new topic in your local copy of the project, that file will not be included in the source control copy of the project until you add it.

You will see this option for all source control providers.

- **Check In** Opens the Check In dialog to check files into source control. When you are finished editing files, you can check them in to source control. Checking in a file overwrites the old copy of the file in the database with the new one from your local machine. Even if others are not working on a file, it is a good idea to periodically check in files for a backup in source control.

You will see this option if your project is bound to Microsoft Team Foundation Server.

- **Commit** Opens the Commit dialog, which lets you commit files into source control.

When you are finished editing files, you can commit them to source

## Option

## Description

control. If you are working with Git, committing a file adds your changes to the local database. When you are ready to add your local commits to the remote repository, you can push these files to the remote.

If you are working with Subversion, committing a file overwrites the old copy of the file in the source control database with the new one from your local machine.

You will see this option if your project is bound to Git or Subversion.

- **Submit** Opens the Submit dialog, which lets you submit files into source control.

When you are finished editing files, you can submit them to source control. Submitting a file overwrites the old copy of the file in the source control database with the new one from your local machine. So even if others will not be working on that file, it is a good idea to periodically submit files so that you have a backup in source control.

You will see this option if your project is bound to Helix Core.

- **Check Out** Opens the Check Out dialog, which lets you check out files from source control.

When you need to work on any of the Flare project files, you can check them out. Checking out files means to copy the latest source control files to your local Flare project and remove the "Read Only" designation from them so that you can edit the files. A red check mark is displayed next to each file that is checked out.

You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.

- **Lock** Opens the Lock dialog, where you can select files you want to lock. If your project is bound to Subversion, you can steal locks from another user's locked files using this dialog. When you are working,



## Option

## Description

you may want to lock the files you have modified. Locking a file does not prevent other users from modifying the file. However, no one else can commit a file that you have locked until you unlock the file. If your project is bound to Subversion, you can steal a lock from another user if you need to commit a locked file while they are working on it. Likewise, another user can steal a lock on a file you have locked.

You will see this option if your project is bound to Helix Core or Subversion.

- **Unlock** Opens the Unlock dialog, where you can select files you want to unlock. If you have locked a file, you should unlock it when you are done modifying it. Other users can modify the file while you have it locked, but they cannot submit a locked file until you unlock it. To help prevent file conflicts and make sure that everyone on your team has the most current version of the file, you should unlock and submit the file when you are finished working on it.

You will see this option if your project is bound to Helix Core or Subversion.

- **Get Latest Version** Opens the Get Latest Version dialog, which lets you "get" files from source control.

After you bind a Flare project to a source control application, you can get the latest version of any of the source control files. When you do this, you are copying the most current files stored in the source control application to your local Flare project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.

You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.

- **Update** Opens the Get Latest Version dialog, which lets you update files from source control.

## Option

## Description

After you bind a Flare project to Subversion, you can update any of the source control files. When you do this, you are copying the most current files stored in Subversion to your local Flare project.

You will see this option if your project is bound to Subversion.

- **Undo Check Out** Opens the Undo Check Out dialog, which lets you reverse the check-out of the files.

If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files.

You will see this option if your project is bound to Microsoft Team Foundation Server.

- **Revert** Opens the Revert dialog. You can return files to their last known state.

If you have modified files from source control but do not want to keep your modifications, use the "Revert" option instead of committing the files. While committing the file would save changes to source control, reverting a file returns it to its previously committed state and does not commit any of your new changes to source control. When reverting changes made in Git, you only revert changes to the file on the branch you are currently editing. If you have a file that resides on multiple branches, copies of the file on other branches are preserved.

This is available if your project is bound to Git, Helix Core, or Subversion.

- **Show Differences** Opens a window pane that lets you view the content and code differences for files. If you select a single file and choose this option, the differences between the local version of the file and the source control version of the file are shown. If you select two files and choose this option, the differences between those two files are shown.

Option	Description
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You will see this option for all source control providers.

- **View History** Opens the History dialog, which lets you view the history of a particular source control file, including all of the occasions when the file has been checked in. You can then use the dialog to view the differences between older versions of the file or roll back to a particular version.

You will see this option for all source control providers.

- **Undelete** Undeletes a file, allowing you to add it to source control. You will see this option if your project is bound to Microsoft Team Foundation Server or Helix Core.
- **Refresh** Refreshes the window pane so that the latest information is shown.

You will see this option for all source control providers.

- **Pending Changes** Opens the Pending Changes window pane. This displays files in the project that are pending check in (if the project is integrated with a source control application). Use this window pane to see which files you have checked out, which files have been created but not yet added to source control, which files other users have checked out, and which files are out of date. You will see this option for all source control providers.



Opens the TOC Editor and highlights the location of the active topic in the TOC.









Opens the Content Explorer and highlights the location of the selected content file within it.



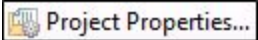


Cuts the selection and sends it to the clipboard.

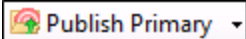
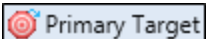
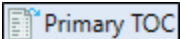
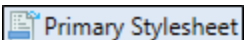
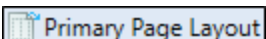
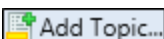
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Option	Description
	Copies the selection and sends it to the clipboard.
	Pastes the selection from the clipboard to the place where the cursor is inserted.
	Deletes the selection.
	<p>Lets you reverse the most recent action in a file. The undo and redo functions are enhanced in the following ways.</p> <ul style="list-style-type: none"> <li>▪ <b>Unlimited</b> You can undo or redo an unlimited number of times, back to the last time you opened the file, even after you have saved the document.</li> <li>▪ <b>Multiple Buffers</b> Each document in the interface has its own Undo/Redo buffer. This means that you can undo actions in one document and then switch to another document and undo actions specific to that file.</li> </ul>
	Lets you repeat the most recent action that you reversed in a file.
	Opens the Properties dialog for the selected item.

# Project Toolbar









Tools in the Project toolbar provide shortcut buttons for some of the most common tasks in Flare, such as building and viewing targets, opening the primary target, and adding topics. To see this toolbar, select **View > Toolbars > Project**.










Option	Description
	<p>Opens the Project Properties dialog, which lets you do the following.</p> <ul style="list-style-type: none"><li>■ Select a primary table of contents (TOC) for the entire project. The TOC will be used for all targets in the project. However, you can also set a primary TOC at the target level. If you do that, the TOC specified at on the target takes precedence over the primary TOC set at the project level.</li><li>■ Select a primary page layout for the entire project.</li><li>■ Select a primary stylesheet for the entire project.</li><li>■ Select a language to be used for the project.</li><li>■ Binding a project to source control.</li></ul>
	<p>Builds (generates) the output for the target that is designated as the "primary" target. When the build process finishes, you are asked if you want to view the output. Click <b>Yes</b> if you do.</p> <p>If you click the down arrow, you can select a specific target (not necessarily the primary target) to generate.</p>
	<p>Lets you view the output for the target that is designated as the "primary" target. If the target has not yet been generated, or if changes have been made to the project since it was last generated, you will be asked if you want to build the output. Click <b>Yes</b> if you do.</p> <p>If you click the down arrow, you can select a specific target (not necessarily the primary target) to view.</p>

Option	Description
	<p>Publishes the output for the "primary" target to its destination(s). If the target has not yet been generated, or if changes have been made to the project since it was last generated, you will be asked if you want to build the output. Click <b>Yes</b> if you do.</p>
	<p>Opens the primary target in the Target Editor.</p>
	<p>Opens the primary TOC in the TOC Editor.</p>
	<p>Opens the primary stylesheet in the Stylesheet Editor.</p>
	<p>Opens the primary page layout in the Page Layout Editor.</p>
	<p>Opens the Add File dialog, which lets you create a new topic or import one from outside the project. .</p>


# Text Format Toolbar

The Text Format toolbar lets you quickly apply formatting to content in your topics and other files. To see this toolbar, select **View > Toolbars > Text Format**.

Option	Description
	Lets you apply a style to the content selected in the topic. <div data-bbox="602 527 1442 747" style="border: 1px solid #90EE90; padding: 10px;"><p>✔ <b>TIP</b> It is likely that you will have certain styles that you tend to use more than others. You can pin these styles in various places of the Flare interface so that they are always easily accessible.</p></div>
	Lets you select a font type (e.g., Arial, Times New Roman), applying it to the content selected in the topic.
	Lets you select a font size, applying it to the content selected in the topic.
	Applies bold typeface to the content selected in the topic.
	Applies italic typeface to the content selected in the topic.
	Underlines the content selected in the topic.
	Raises the selected content in the topic above the normal line of text (e.g., X <sup>2</sup> ).
	Lowers the selected content in the topic below the normal line of text (e.g., X <sub>2</sub> ).

Option	Description
	Opens the Font Properties dialog, which lets you edit the font properties for topic content directly.
	Removes local formatting in a selection or even an entire topic.
	Lets you choose and apply a color to the selected content.
	Lets you choose and apply a color to the background of the selected content.
	You can set redacted text on any kind of content (e.g., characters, paragraphs, images, tables). You can do this locally at the font level by highlighting each piece of content, or you can specify redaction on a style and then apply that style to content whenever necessary. It is recommended that you use styles whenever possible. Redaction occurs when content is permanently eliminated from a printed or electronic document. In place of that content, end users will see black rectangles that indicate where the original content was found.
	Aligns the selected content to the left.
	Aligns the selected content in the center.
	Aligns the selected content to the right.
	Spaces the selected content so that both the left and right sides are aligned.



Option	Description
	Resets the alignment of the selected text to the default (inherited) setting.

---



## Option

## Description



Lets you select one of several kinds of bullet or numbered lists, applying it to the selected content.

- **Bullet List** Applies a bulleted list to the selected content.
- **Circle Bullet List** Applies a bulleted list to the selected content. The bullets are circles.
- **Square Bullet List** Applies a bulleted list to the selected content. The bullets are squares.
- **Numbered List** Applies a numbered list to the selected content.
- **Lower-alpha Numbered List** Applies a numbered list to the selected content where lowercase alpha characters are used (a., b., c., d., etc.)
- **Upper-alpha Numbered List** Applies a numbered list to the selected content where uppercase alpha characters are used (A., B., C., D., etc.)
- **Lower-Roman Numbered List** Applies a numbered list to the selected content where lowercase Roman numerals are used (i., ii., iii., iv., etc.)
- **Upper-Roman Numbered List** Applies a numbered list to the selected content where uppercase Roman numerals are used (I., II., III., IV., etc.)
- **Definition List** A definition list is used to create a group of terms and definitions. It is also sometimes referred to as a description list, and although it is called a "list," it does not have bullets or numbers. Instead, it is similar to a table that doesn't have borders (although it can have borders, shading, etc. if you edit the necessary styles).
- **Custom Format** Opens a custom list format that lets you create a uniquely styled list up to 10 levels deep. You can also select an existing custom format from this submenu to apply it to the selected content in your topic or snippet.

Option	Description
	<p>At this time, custom list formats are supported only in PDF output. After browsers begin to support the CSS3 marker element that makes custom list formats possible, this feature will automatically be supported in browser-based outputs as well. Until then, if you want to generate a browser-based output, you should use the standard method for creating lists instead.</p>
	<p>Lets you shift indented content to the left, thus "outdenting" it.</p>
	<p>Lets you shift selected content to the right, thus "indenting" it.</p>

## Option

## Description



Lets you apply miscellaneous actions to selected content in a list. These actions are as follows:

- **Merge With Previous List** Combines a list with another list immediately before it.
- **Merge With Next List** Combines a list with another list immediately following it.
- **Sort List** Reorders the items in the list alphabetically.
- **Reverse List** Reorders the items in the list so that they appear in reverse order (i.e., first item is last, last item is first).
- **Unbind List** Removes the list designation from the content so that it displays as regular text.
- **Continue Sequence** Ensures that the next list you create in the topic starts with the next number in the sequence of the list above (even if the two lists are separated by other content).



**EXAMPLE** You have a numbered list from 1 to 10 at the top of your topic and you add a few regular paragraphs (not in a list) after it. If you start another numbered list and select this option, the new list will start at 11.

- **List Start Number** Lets you specify a number to start a numbered list.
- **Item Number** Lets you specify a number to start a selected item in a numbered list.

## Option

## Description



**EXAMPLE** You have a numbered list from 1 to 10. If you click in the paragraph with the number 7 and then use this option to start numbering at 23, your list would change so the numbering displayed as 1 to 6, and then 23 to 26.

- **Move Up** Moves the selected item in the list above the item before it.
- **Move Down** Moves the selected item in the list below the item after it.
- **Make Simple Item(s)** Lets you return a line in a list from a paragraph item to a simple item (an `<li>` tag without a `<p>` tag following it). Paragraph items can be used in numbered or bulleted lists, for example, to add comments without disrupting the flow of the list.
- **Make Paragraph Item(s)** Lets you add a `<p>` tag after the `<li>` tag in a numbered or bulleted list. You can then add more lines after a list item without adding numbers or bullets to those lines. Paragraph items can be used in numbered or bulleted lists, for example, to add comments without disrupting the flow of the list.




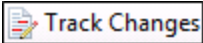









If you click on the face of the button, the Insert Table dialog opens, which lets you insert a table and specify various settings for it.

If you click the down arrow, you can use a grid to select the number of rows and columns for a simple table and insert it.

# Review Toolbar

The Review toolbar lets you quickly perform tasks that are part of the review workflow. This includes sending and importing files for review, inserting and working with annotations, as well as tracking changes. To see this toolbar select **View > Toolbars > Review**.

Option	Description
	Opens the Send File for Review Wizard, which lets you email the active file (and others) to another person for review.
	Opens the File Reviews window pane, which lets you see files that have been reviewed from others and are pending acceptance.  It also lets you see a list of files that you have sent out for review.
	Lets you import a reviewed file into the inbox of the File Reviews window pane. After that, you can view and/or accept the file. You might use this feature, for example, if you have received a file from a reviewer, but rather than immediately sending the file to your inbox from the email message, you saved it to your local drive.
	Enables or disables the track changes feature.
	Opens a sidebar and displays any tracked changes or annotations (notes) that have been attached to any content in the topic.
	Navigates to the previous change or annotation.
	Navigates to the next change or annotation.

Option	Description
	Accepts tracked changes or annotations in the active document, making them part of that document. You can click the down arrow to accept a single change or all of them.
	Rejects tracked changes or annotations in the active document, removing them from that document. You can click the down arrow to reject a single change or all of them.
	Adds an annotation rectangle, extended to a sidebar to the right, with a line pointing to the selected content. This rectangle will hold annotation text after you type it. Also, the selected content is shaded, indicating that the annotation refers to that text. However, the shading will not be displayed in the output; it is for internal use only.
	Removes annotations from the document. You can click the down arrow to delete a single annotation or all of them.

# Customizing the Workspace

You can set preferences and customize the workspace in various ways.

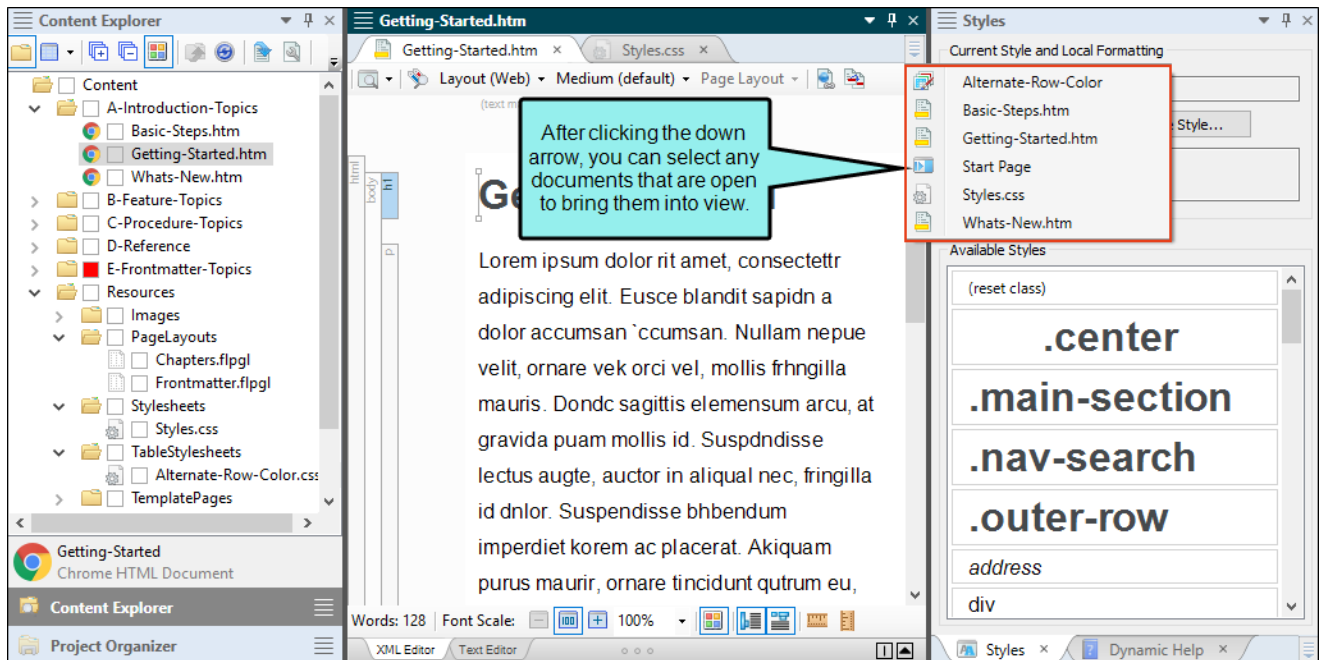
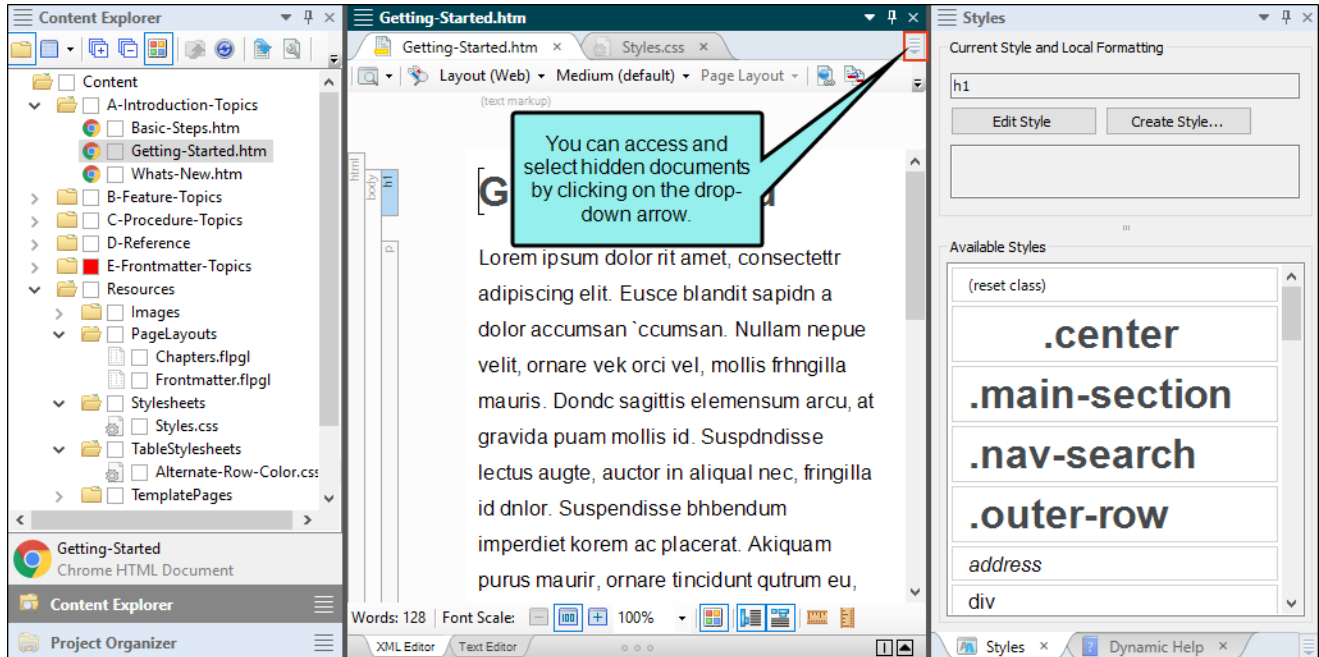
This chapter discusses the following:

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# Accessing Hidden Documents

You can open as many documents as you need in the interface. When you have opened more documents than can be shown, the hidden documents can be accessed by clicking a drop-down menu on the right side of the workspace.



# I Autohiding Window Panes

In the top-right corner of every window pane, you will see a small button that looks like a pin . If you click this button, the window pane is hidden (or "pinned" to the edge of the program window). However, you can still see the title of the window pane along the edge of the program window. When you hover over the title, the window pane temporarily displays again until you move the mouse off the window pane. Click the button again to "un-pin" the window pane.

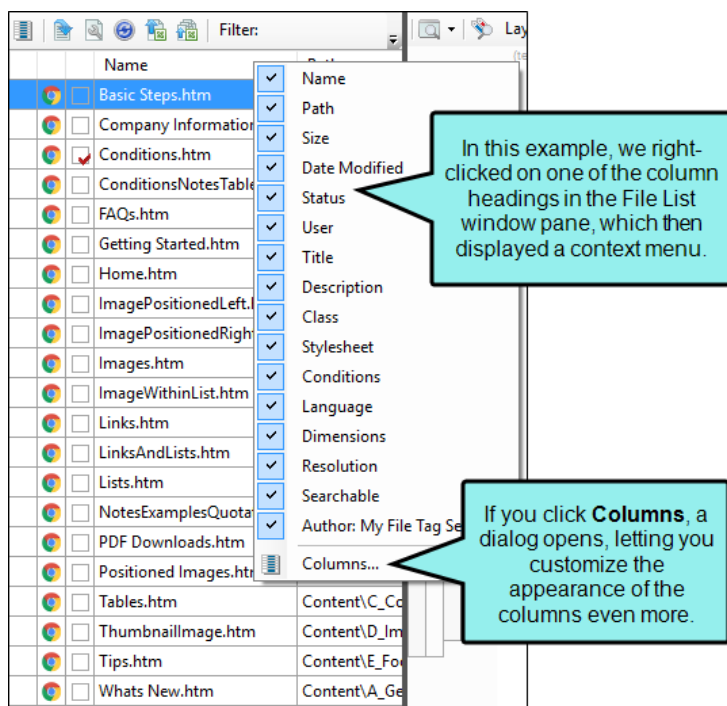
# Customizing Column Information

In certain window panes, information is presented in a grid. You can configure these grids to change the way the information is displayed. For example, you can hide or show certain columns, set a background color for a column, or increase the width for a column.

You can use a context menu to simply hide or show certain columns in a window pane, or you can open the Columns dialog to customize columns even more.

## How to Hide or Show Columns From the Context Menu

1. In the window pane, right-click on any of the column headings.
2. From the context menu, click next to any column name to remove or add the check mark next to it. If a check mark appears next to a column name, it will be shown in the window pane. If a check mark does not appear next to it, the column will not be shown.



# How to Customize From the Columns Dialog

1. Open the Columns dialog.
2. Use the options in the dialog to do any of the following.

## HIDE A COLUMN

In the **Show** column, click the check box to remove the check mark next to the column that you want to hide in the interface.

## RESIZE THE COLUMN WIDTH

Double-click in the appropriate **Width** cell and type the new width in pixels.

## SET THE COLOR FOR TEXT IN A COLUMN

- a. In the appropriate **Color** cell, click the down arrow and select **Pick Color**. The Color Picker dialog opens.
- b. Select the color.

## SET THE BACKGROUND COLOR FOR A COLUMN

- a. In the appropriate **Background** cell, click the down arrow and select **Pick Color**. The Color Picker dialog opens.
- b. Select the color.

## CHANGE THE ORDER OF THE COLUMNS

- a. Select any of the items in the dialog. The row for that item is highlighted.
- b. Click the **Move Up** or **Move Down** button to adjust the position of the row.

When you are finished, the item at the top of the dialog will display on the far left in the final interface. The item at the bottom will display at the far right.

3. Click **OK**.

# What's Noteworthy?



**NOTE** You can also customize column information in the Builds window pane, but the features are slightly different than those described here.

# Customizing Column Information in the Builds Window Pane

You can reorder or hide columns in the Builds window pane. There are a few ways to do this.

- First, you can click on a column header and drag it to the right or left, dropping it in a new location.

In this example, we clicked the Status column...

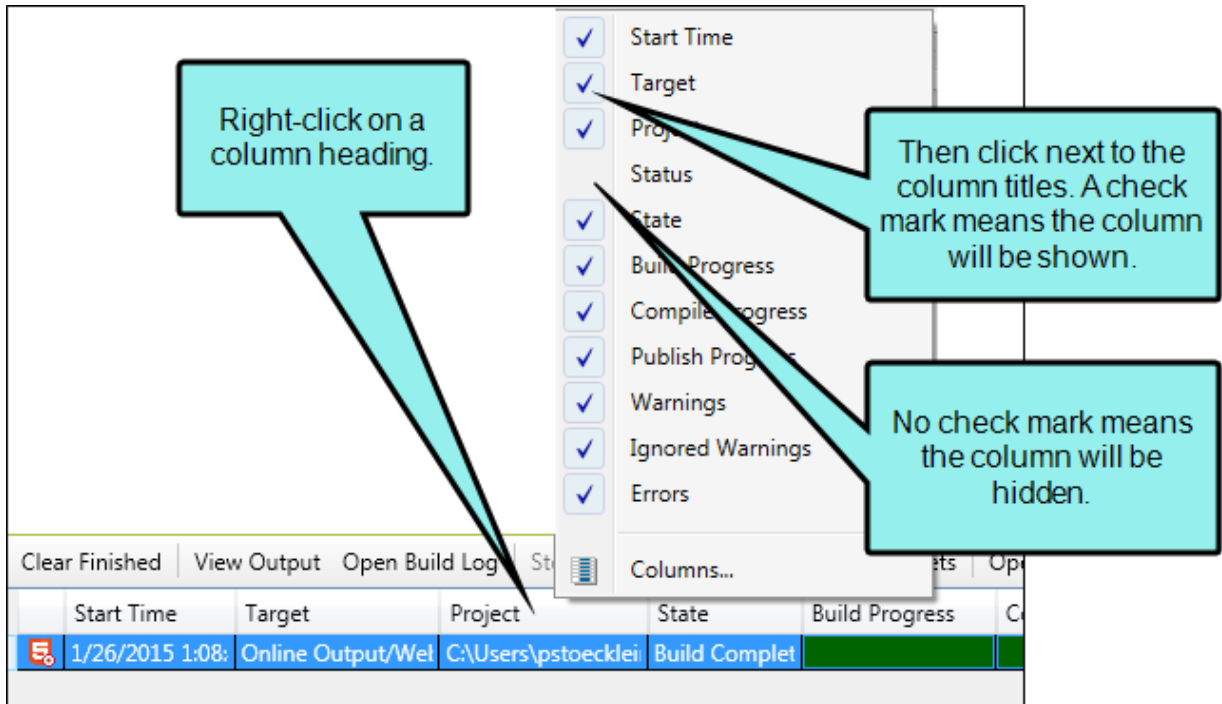
... dragging it to the right.

Clear Finished	View Output	Open Build Log	Stop Build	Rebuild Target	Build Targets	Open Output Folder	Clean Target					
Start Time	Target	Project	Status	State	Build Progress	Compile Progress	Publish Progress	Status	Warnings	Ignored Warnings	Errors	
1/26/2015 1:08:	Online Outp	CAUsers\psti	Finished	Build Complet				1	160		0	

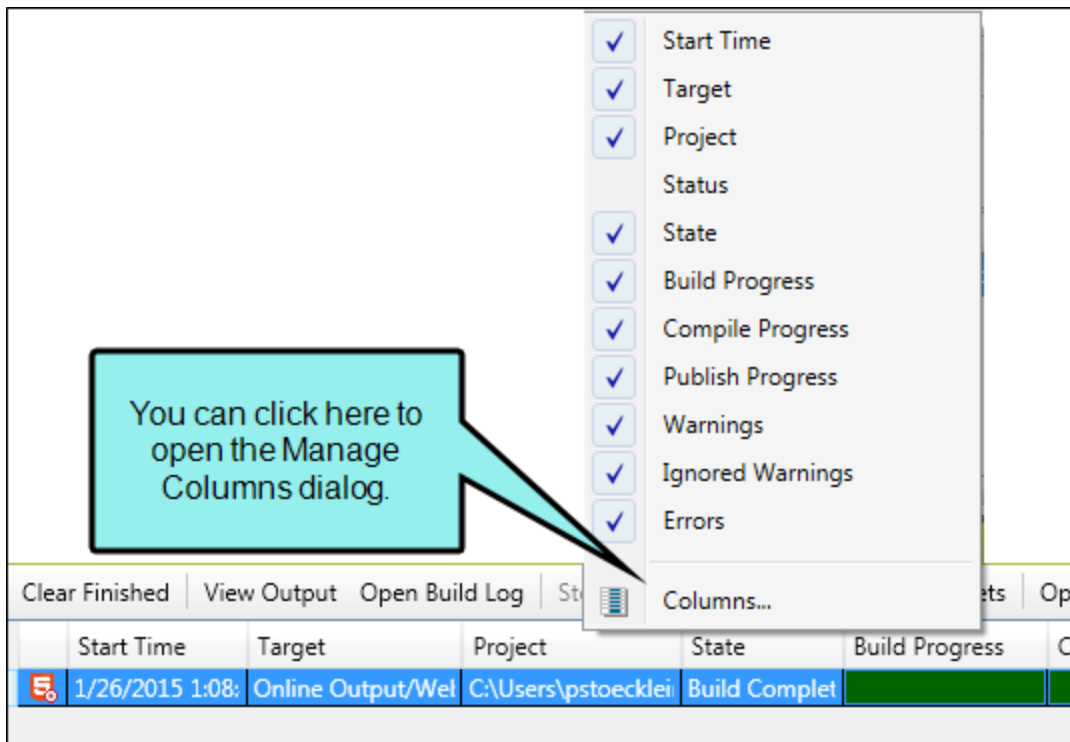
After releasing the mouse button, the column is in its new location.

Clear Finished	View Output	Open Build Log	Stop Build	Rebuild Target	Build Targets	Open Output Folder	Clean Target					
Start Time	Target	Project	State	Build Progress	Compile Progress	Publish Progress	Status	Warnings	Ignored Warnings	Errors		
1/26/2015 1:08:	Online Outp	CAUsers\psti	Build Complet				Finished	1	160	0		

- Second, you can right-click any column header, which displays a menu. Click next to the column titles (adding or removing check marks) to show or hide those columns in the Builds window pane.

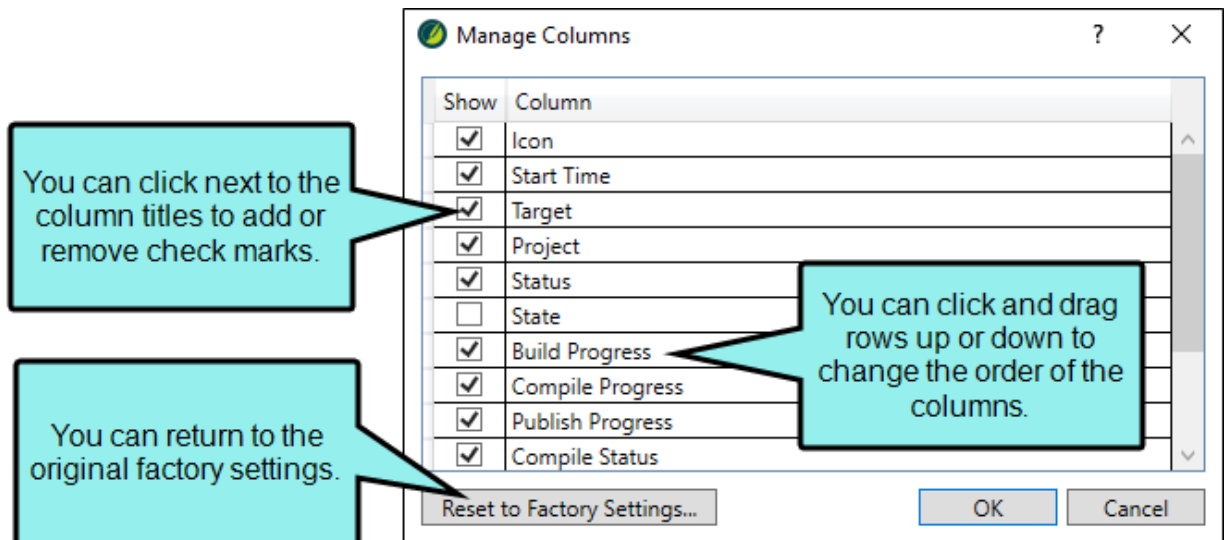


- Third, from the right-click menu, you can select **Columns**. This opens the Manage Columns dialog.





Again, you can show or hide columns by adding or removing check marks next to the column titles. You can also click and drag the rows up or down to change the order of the columns in the Builds window pane. Finally, you can click Reset to Factory Settings if you want to undo all of your changes and return to how everything was initially set.



**NOTE** You can also customize column information in various areas of the user interface, but the features are slightly different than those described here. See "Customizing Column Information" on page 363.

# I Customizing Window Layouts

When you move window panes, explorers, or editors around in the Flare interface, the configuration (or "layout") of the workspace is changed. You can do several things with layouts, including the following.

## How to Save a Window Layout

You can save different layouts of the interface, in case you want to use them for different purposes.

1. Configure the workspace how you want it.
2. Select **Window > Save Layout > Save Window Layout As**.
3. In the Save Window Layout dialog, enter a name for the layout.
4. Click **OK**.

## How to Auto-Save a Window Layout

You can automatically save the layout of the workspace when you exit Flare. The next time you launch Flare, that same layout will be displayed.

Select **Window > Auto-save Layout**.

## How to Select a Saved Window Layout

You can quickly change the configuration of your workspace by selecting a window layout that you have saved previously.

Select **Window > Layout > [Name of Layout]**.

# How to Reset the Window Layout

You can return the workspace configuration to the original layout that you saw when you first installed and launched Flare.

Select **Window > Reset Layout**.

# How to Reload the Window Layout

You can return the workspace to the saved configuration of the layout. In other words, if you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to go back to the saved configuration.

Select **Window > Reload Layout**.



**NOTE** Resetting a layout returns the interface to the way it was when you opened Flare for the first time. Reloading a layout means returning the interface to your last saved layout.

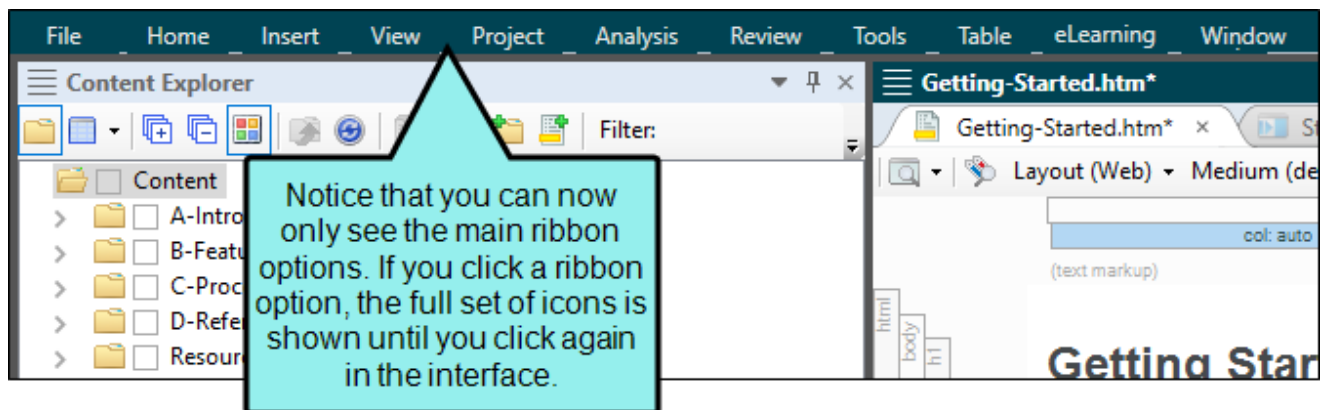
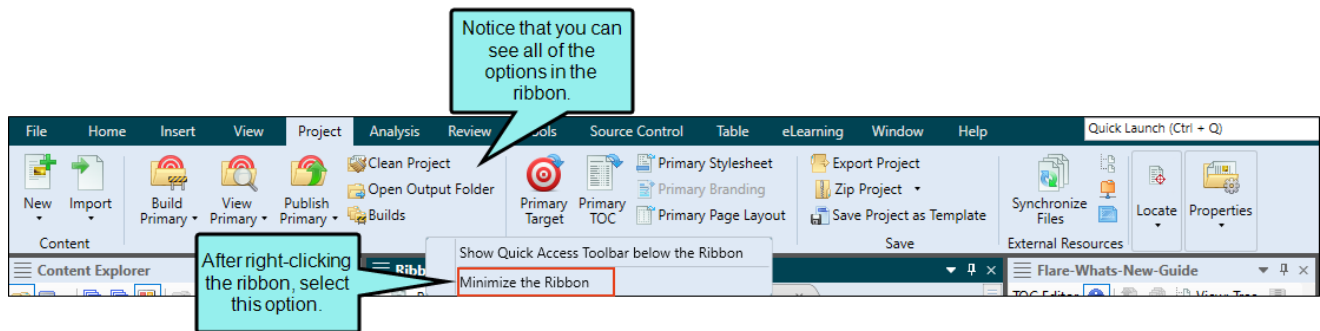
# How to Delete a Window Layout

You can open the Manage Window Layouts dialog, which lets you select or delete an existing layout.

1. Select **Window > Layout > Layouts**.
2. Select the layout that you want to delete.
3. Click **Delete**.
4. Confirm the deletion by clicking **OK**.
5. Click **Close**.

# Minimizing Ribbons

You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option. To do this, right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.

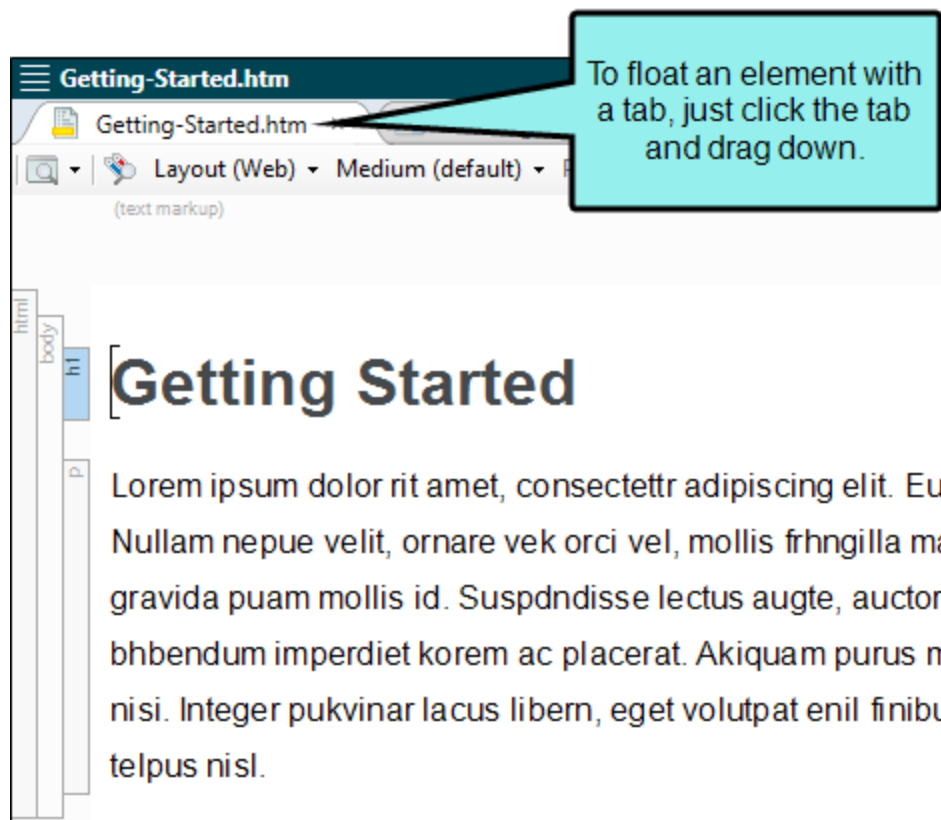


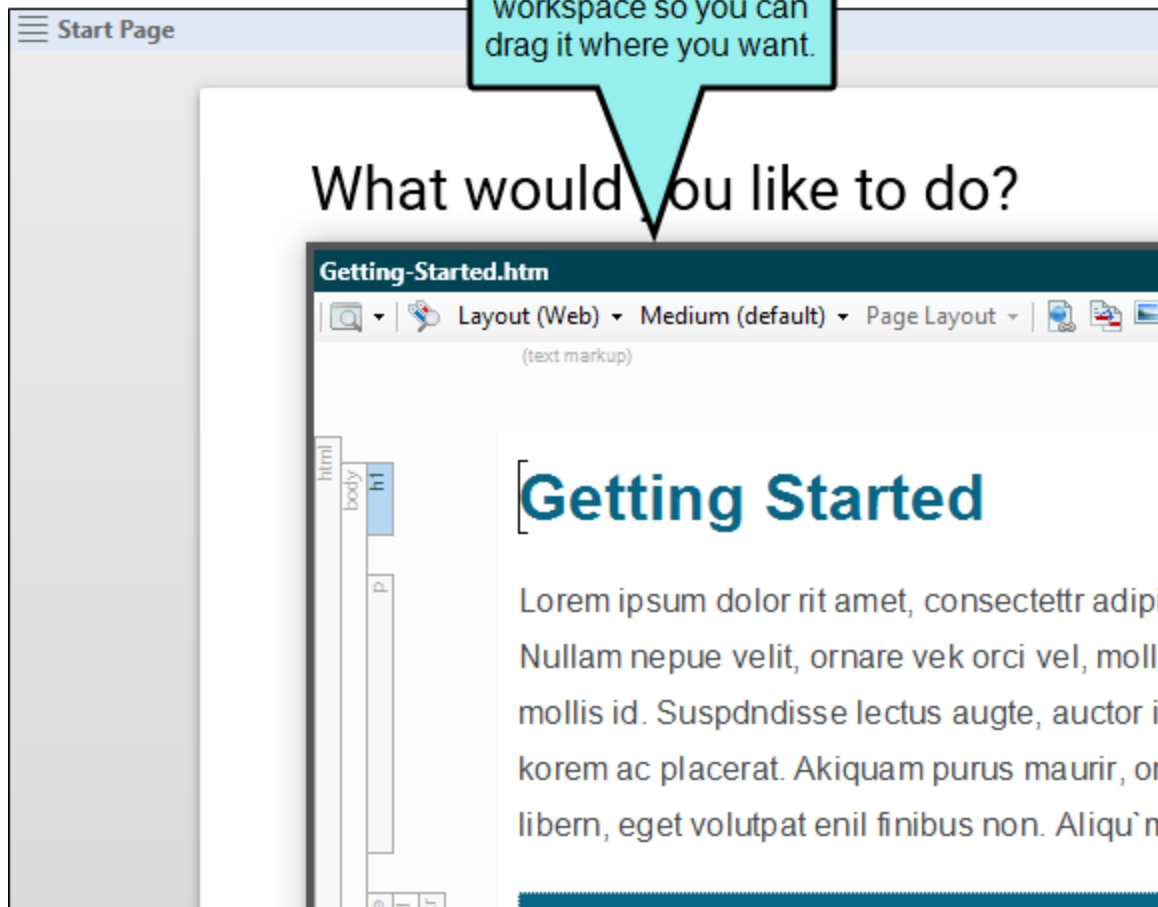
# Moving, Docking, and Floating User Interface Elements

Simply because a window pane or tab is attached to a particular area of the program window by default, does not mean it has to stay there.


## Floating and Moving Elements

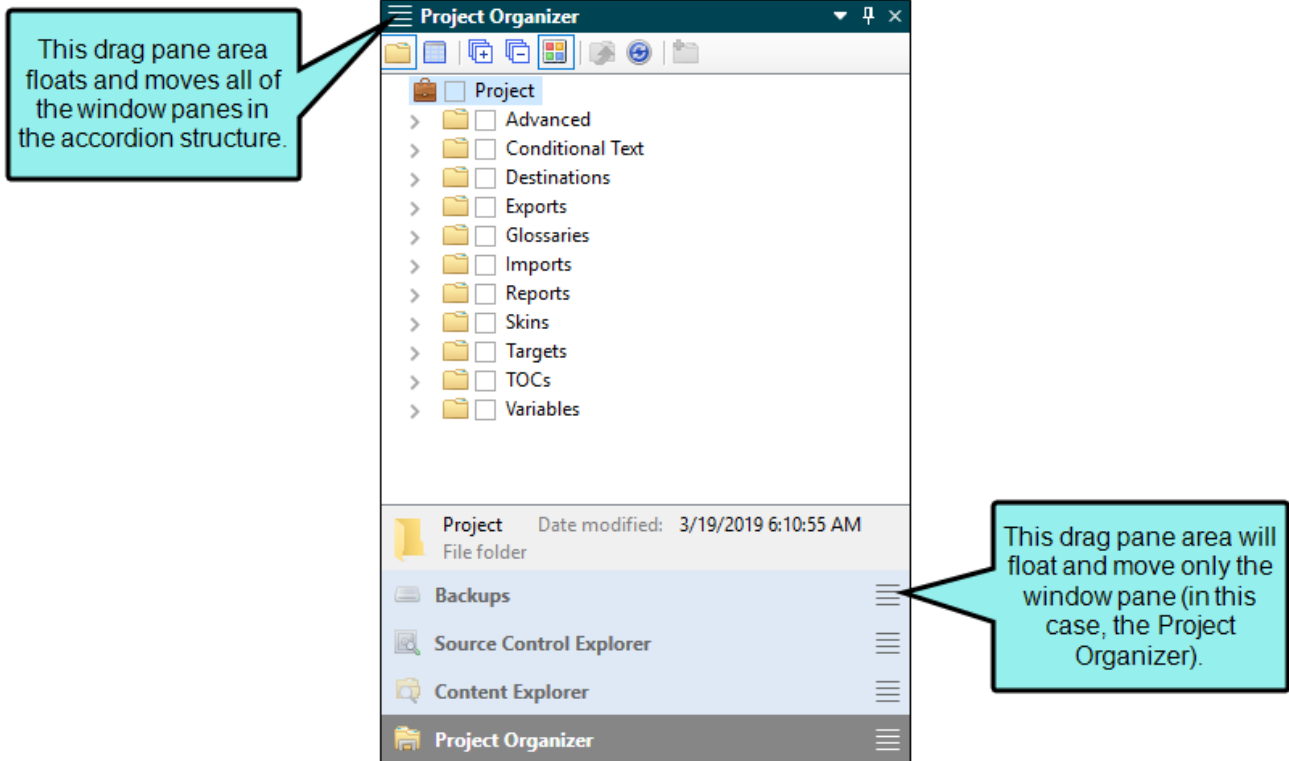
You can float an element that displays with a tab by clicking the tab and dragging it down until it floats.










Another way to float an element is to click on it and select **Window > Float**.

You can move window panes displayed in accordion view by clicking the "Drag Pane" section . To drag all of the window panes grouped together, click this button in the upper-left corner of the window pane. To drag a single window pane, click this button in the accordion bar for that window pane. Hold down your mouse and drag the window panes where you want them. If you drop a window pane at a random location in the program window, it becomes a "floating" window.



# Docking Elements

Docking an element that is floating means to attach it to a particular part of the program window. To do this, click in the title bar, drag it to the edge where you want to dock it, and drop it onto one of the small squares that appear in the interface. The portion of the square that has color indicates where the window pane will be docked.

Floating Square	Description
	Dock in <i>center</i> of workspace
	Dock on <i>left</i> side of workspace
	Dock on <i>right</i> side of workspace
	Dock on <i>top</i> side of workspace
	Dock on <i>bottom</i> side of workspace



# I Resizing User Interface Elements

You can easily resize the program window, dialog windows, and floating window panes in Flare by clicking the edge of the element and dragging the mouse to the desired size. You can also resize drop-down menus in the same way.

# I Selecting an Interface Color Theme

You can use the Interface tab on the Options dialog (**File > Options**) to choose a color scheme for the interface: black, classic, or silver.

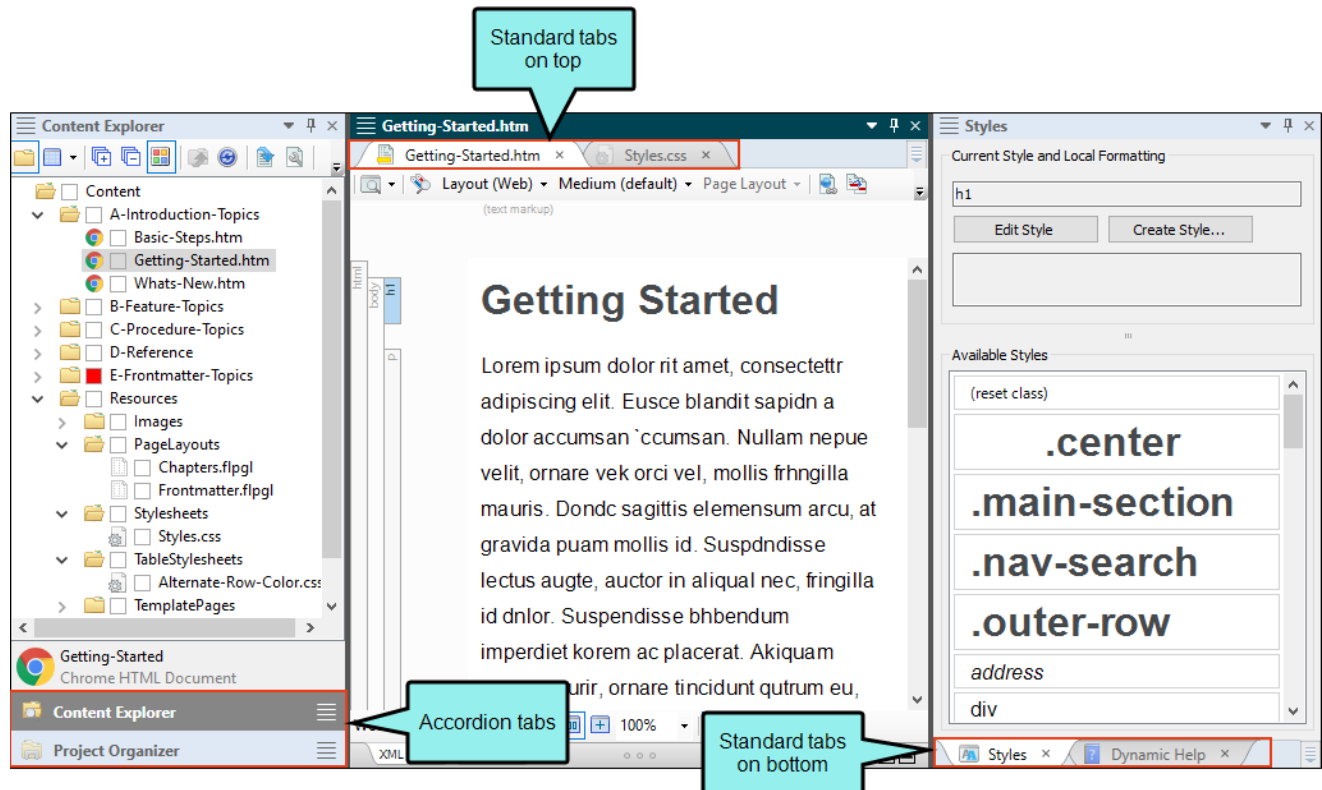
## How to Select an Interface Color Theme

1. Select **File > Options**.
2. Select the **Interface** tab.
3. Click in the **Active Theme** drop-down and select a color scheme.
4. Click **OK**.

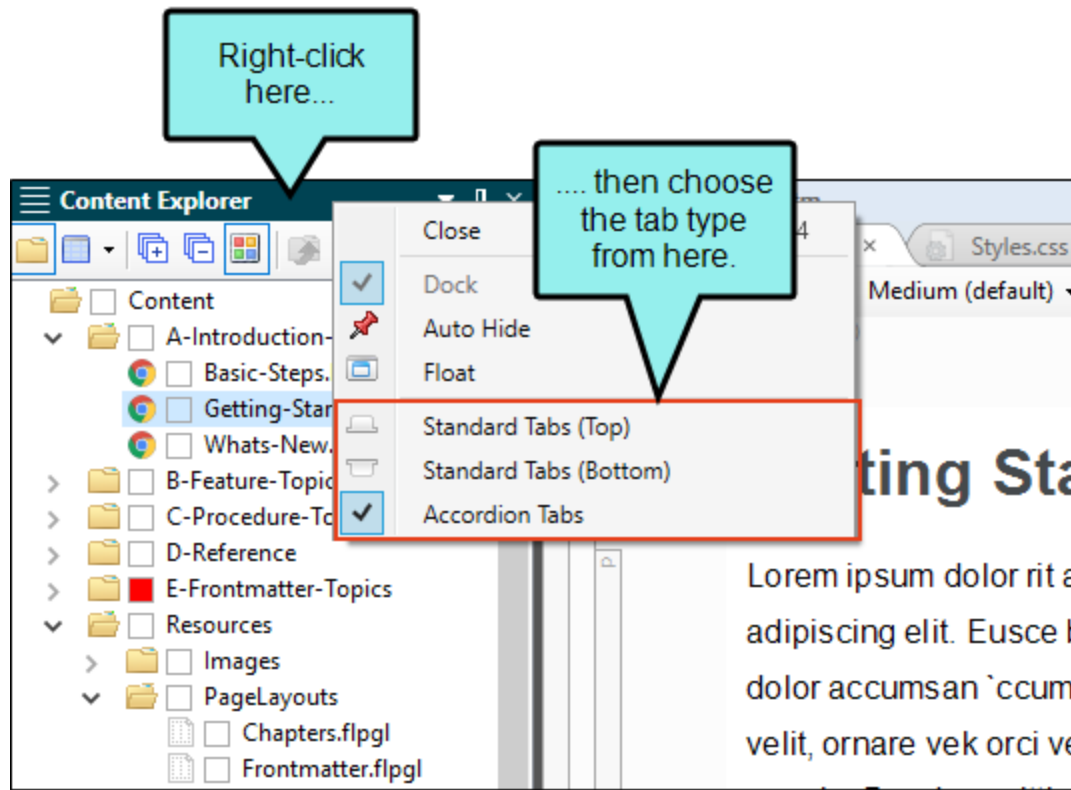
# Selecting the Way Tabs are Displayed

You can choose how to view window panes in the workspace.


- **Accordion Tabs** Stacks the document tabs below the window pane or editor.
- **Standard Tabs on Top** Places the document tabs on the top of the window pane or editor.
- **Standard Tabs on Bottom** Places the document tabs on the bottom of the window pane or editor.



To switch between tab types, right-click in the title bar of the window pane or editor and select a view.



# Switching Between Ribbons and the Tool Strip

 **IMPORTANT** The tool strip is deprecated in Flare, which means that it is slated to be removed in a future version.




By default ribbons are used when you install and launch Flare for the first time. However, you can use the Options dialog to switch back to the classic tool strip, where toolbars and menus are shown.

## How to Switch Between Ribbons and Tool Strip

1. Select **File > Options**.
2. Select the **Interface** tab.
3. In the **Menu Style** section, select **Ribbon** or **Tool Strip**.
4. Click **OK**.

# Using Navigation Buttons in the Title Bar

Window panes throughout Flare have a title bar containing options that you can use to manipulate the interface.

Option	Description
	Lets you move the window pane from its docked position to another location in the interface. Simply click on this area and drag the window pane to the new location.
	Opens a drop-down menu with commands for moving and resizing the window pane. <ul style="list-style-type: none"><li>▪ <b>Close</b> Closes the window pane.</li><li>▪ <b>Dock</b> Attaches the window pane to the interface if it is floating.</li><li>▪ <b>Auto Hide</b> "Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface).</li><li>▪ <b>Float</b> Detaches the window pane from the application so that it becomes a free-floating element in the interface.</li><li>▪ <b>Standard Tabs (Top)</b> Arranges window panes so that traditional tabs are displayed at the top.</li><li>▪ <b>Standard Tabs (Bottom)</b> Arranges window panes so that traditional tabs are displayed at the bottom.</li><li>▪ <b>Accordion Tabs</b> Arranges window panes so that they are stacked with accordion tabs.</li></ul>
	"Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface).

Option	Description
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Closes the window pane.

## 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*