

TUTORIAL

MADCAP FLARE DESKTOP 2025

Lists

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CHAPTER 1

Welcome

Approximate Time: 40 minutes

Welcome to the Lists Tutorial.

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

How to Kayak

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

Here is the best way to do it:

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

We recommend not falling out.

Seriously, don't fall out.

- 4. Focus your brain.
- 5. Paddle like the wind.

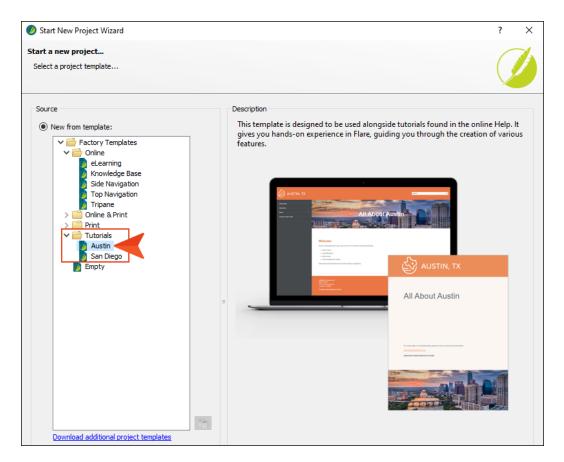
CHAPTER 2

Creating a Project From a Template

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

How to Create a New Project From a Template

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



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

CHAPTER 3

Creating Bulleted and Numbered Lists

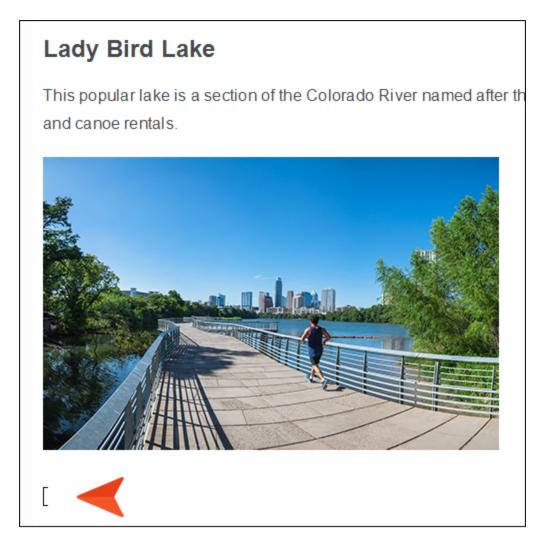
Let's create some simple and multi-level lists.

This chapter discusses the following:

How to Create a Simple Bulleted List	10
How to Create Multiple Levels in the Bulleted List	15
How to Create a Simple Numbered List	18
How to Create Multiple Levels in the Numbered List	23

How to Create a Simple Bulleted List

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



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

Things You Need for Kayaking

Paddle

Get the right size.

Don't choose a paddle made of jello.

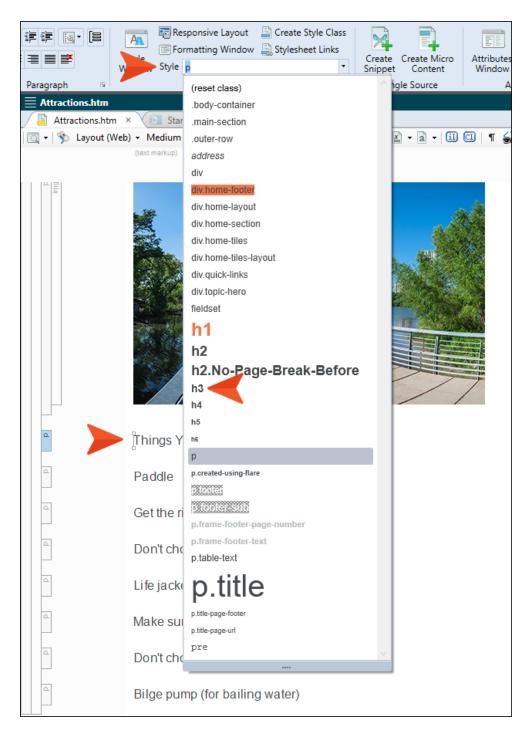
Life jacket

Make sure it is snug.

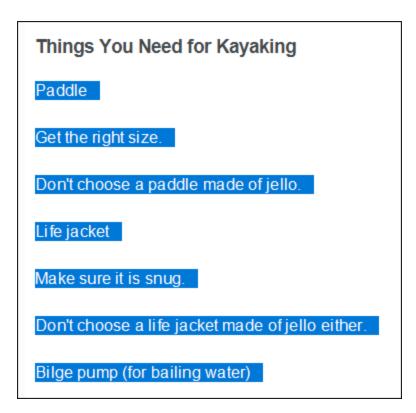
Don't choose a life jacket made of jello either.

Bilge pump (for bailing water)

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



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



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

You now have a simple bulleted list.

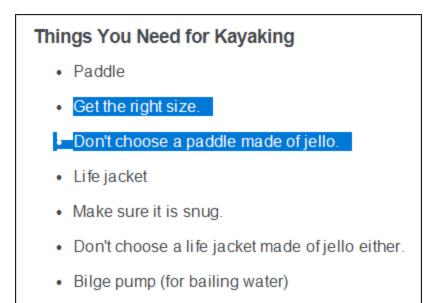


✓ TIP When starting a new list, it is best to select either the Bullet List or Numbered List option. Selecting any of the other options might give you the kind of bullet or number you want, but it will be local formatting, which you should avoid. Instead, use styles to control the types of bullets and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

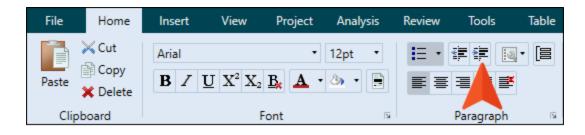
How to Create Multiple Levels in the Bulleted List

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

1. Select the second and third bullet items.



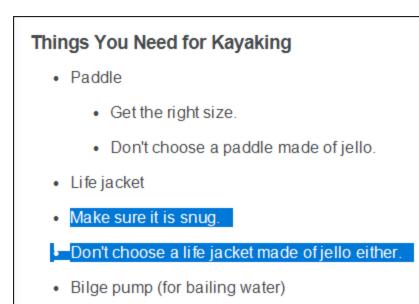
2. In the Home ribbon, click 🗐. (Alternatively, you can press the TAB key.)



Those items are indented.

Things You Need for Kayaking

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



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

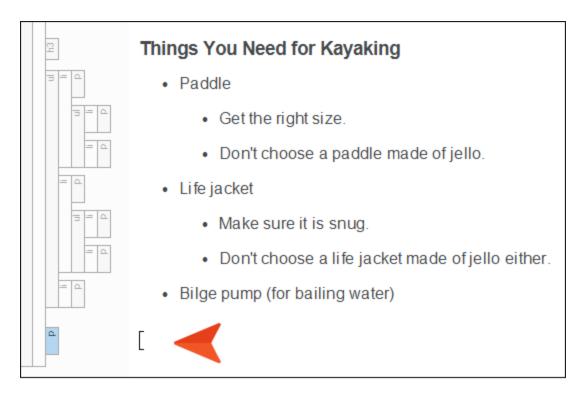
The list should now look like this.

Things You Need for Kayaking

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

How to Create a Simple Numbered

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



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

How to Kayak

Find a good area.

Calm, shallow water

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

Thank the water.

No rocks

Place the kayak in the water.

Put the front end in first.

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

Get in the kayak.

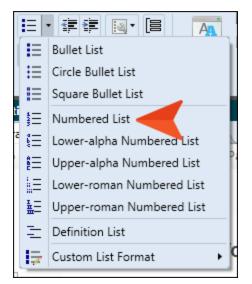
Paddle like the wind.

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

When finished, it should look like this.

43	Things You Need for Kayaking
3 = 0	Paddle
<u> </u>	Get the right size.
= 0.	Don't choose a paddle made of jello.
= Q	Life jacket
	Make sure it is snug.
	Don't choose a life jacket made of jello either.
	Bilge pump (for bailing water)
FA Designed and the second sec	How to Kayak
٩	Find a good area.
d	Calm, shallow water
۵.	Say, "Hello, water. Mind if I kayak?"
٩	Thank the water.
d.	No rocks
۵.	Place the kayak in the water.
٩	Put the front end in first.
۵.	With your hand on the back of the kayak, position it in the water.
٩	Get in the kayak.
٥	Paddle like the wind.

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



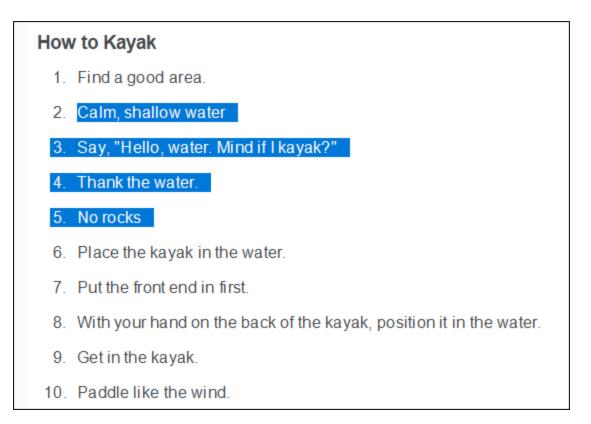
You now have a simple numbered list under the bulleted list.

Things You Need for Kayaking
Paddle
Get the right size.
 Don't choose a paddle made of jello.
Life jacket
Make sure it is snug.
 Don't choose a life jacket made of jello either.
Bilge pump (for bailing water)
How to Kayak
1. Find a good area.
2. Calm, shallow water
3. Say, "Hello, water. Mind if I kayak?"
4. Thank the water.
5. No rocks
6. Place the kayak in the water.
7. Put the front end in first.
8. With your hand on the back of the kayak, position it in the water.
9. Get in the kayak.
10. Paddle like the wind.

How to Create Multiple Levels in the Numbered List

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

1. Select list items 2-5.



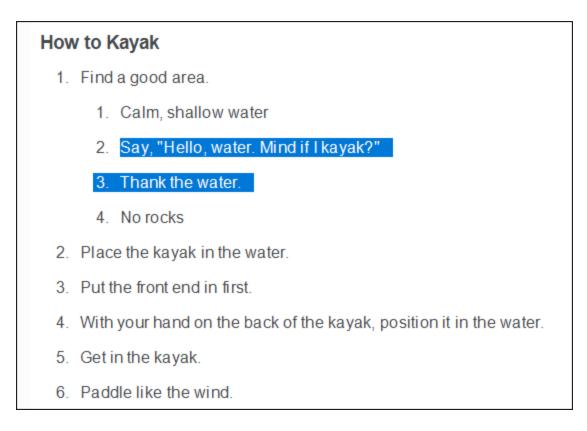
2. In the Home ribbon, click 🗐 or press the TAB key.

Those items are indented.

How to Kayak

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

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



4. Click 🗐 or press TAB.

Now there are three levels.

How to Kayak

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

5. Select list items 3-4.

How to Kayak

1. Find a good area.

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

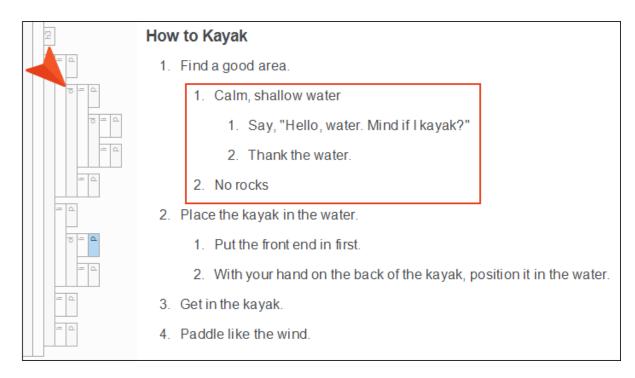
6. Click 🗐 or press TAB.

The list should now look like this.

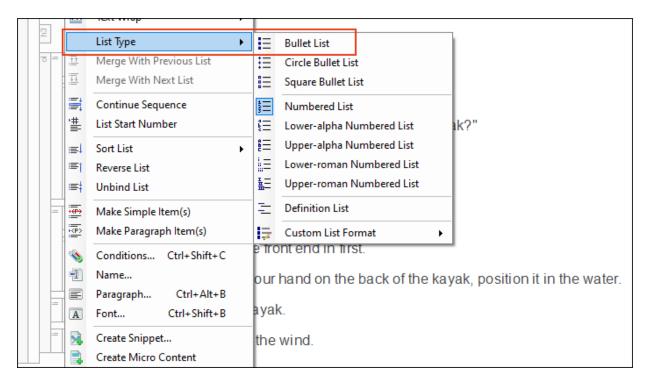
How to Kayak

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

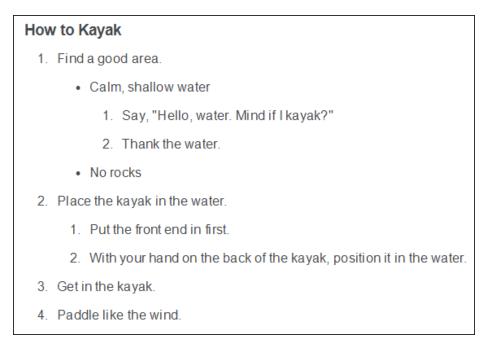
7. We don't want all of the sub-lists to use regular decimals like the first level. In fact, we want one of those lists to use bullets. So right-click the **ol** structure bar to the left of the first sub-list.



8. Select List Type > Bullet List.



The list should now look like this.



9. Click 🔙 to save your work.

CHAPTER 4

Editing and Applying List Styles

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

This chapter discusses the following:

How to Control the List Style Type for First-Level Bullets
How to Control the List Style Type for Second-Level Bullets
How to Control the List Style Type for Second-Level Numbers
How to Control the Spacing Between List Items

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

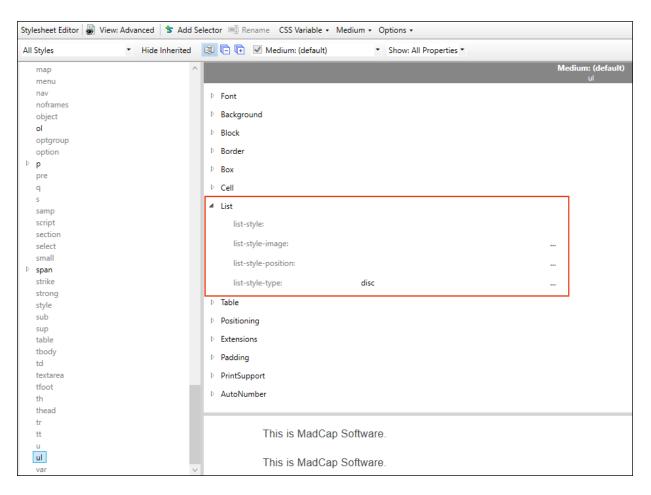
- 1. From the Content Explorer, expand **Resources > Stylesheets**. Then double-click **Styles.css**.
- 2. Make sure the following are selected in the Stylesheet Editor.

Stylesheet Editor 🕃 View: Adv	anced 🕏 Add Selector 🛒 Rename CSS Variable + Medium + Options +
All Styles 🔹	Hide Inherited 🗐 🕞 🕀 Medium: (default) 🔹 Show: All Properties 🕶
 (Linked Stylesheets) ▷ (Generic Classes) ▷ (Generic Pseudo Classes) (Identifiers) ▷ (Complex Selectors) (Custom Lists) ▷ (Variables) ▷ a abbr 	 Font Background Block Border

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

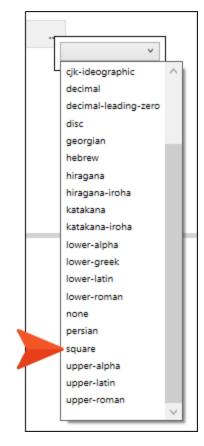
Styl	esheet Editor 👼	View: Adva	nced	5	Add Se
All	Styles	•	Hide	Inhe	rited
	map				^
	menu				
	nav				
	noframes				
	object				
	ol				
	optgroup				
	option				
₽	р				
	pre				
	q				
	S				
	samp				
	script				
	section				
	select				
	small				
⊳	span				
	strike				
	strong				
	style				
	sub				
	sup				
	table				
	tbody				
	td				
	textarea				
	tfoot				
	th				
	thead				
	tr 🔺				
	tt				
	u				
	ul				
	var				\sim

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



Stylesheet Editor 📓 View: Advanced 👌 Add Selector 🛒 Rename 🛛 CSS Variable 🔹 Medium 🔹 Options 🗸						
All Styles Hide Inherited	C C Medium: (default) Show: All Properties *					
map ^		Medium: (default) ul				
nav	▶ Font					
noframes						
object	Background					
ol	▶ Block					
optgroup option	▶ Border					
▷ p						
pre	▷ Box					
q	▷ Cell					
s	▲ List					
samp						
script section	list-style:					
select	list-style-image:					
small	Patratic and the second					
▷ span	list-style-position:					
strike	list-style-type: disc					
strong	▷ Table					
style sub						
sup	Positioning					
table	▶ Extensions					
tbody	Padding					
td						
textarea tfoot	PrintSupport					
th	AutoNumber					
thead						
tr						
tt	This is MadCap Software.					
u						
ul var	This is MadCap Software.					
vai 🗸						

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



7. Click 🖬 to save your work.

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

Things You Need for Kayaking

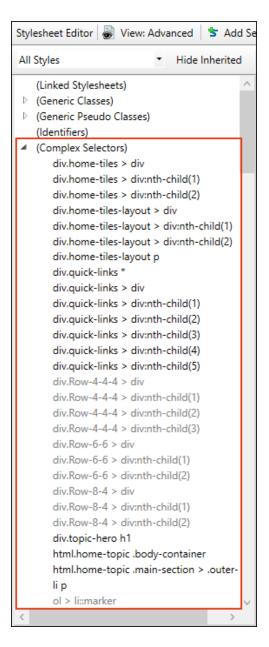
- Paddle
 - Get the right size.
 - Don't choose a paddle made of jello.
- Life jacket
 - Make sure it is snug.
 - Don't choose a life jacket made of jello either.
- Bilge pump (for bailing water)

How to Kayak

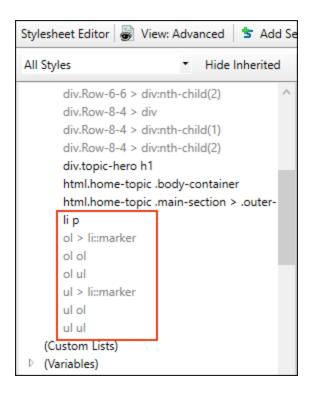
- 1. Find a good area.
 - Calm, shallow water
 - 1. Say, "Hello, water. Mind if I kayak?"
 - 2. Thank the water.
 - No rocks
- 2. Place the kayak in the water.
 - 1. Put the front end in first.
 - 2. With your hand on the back of the kayak, position it in the water.
- 3. Get in the kayak.
- 4. Paddle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

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

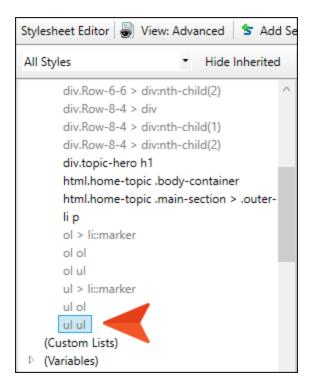
- 1. Go back to the stylesheet.
- 2. On the left side, scroll up and expand (Complex Selectors).



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



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

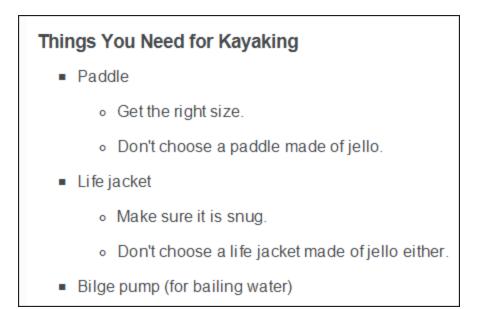


5. On the right side, notice that "square" is already selected as the **list-style type**, since it is inheriting form the simple "ul" selector that we already changed. But we want our second-level bullet items to use something different. So click [...], and from the menu select **circle**.

4	List		
	list-style:		
	list-style-image:		
	list-style-position:		
	list-style-type:	circle	

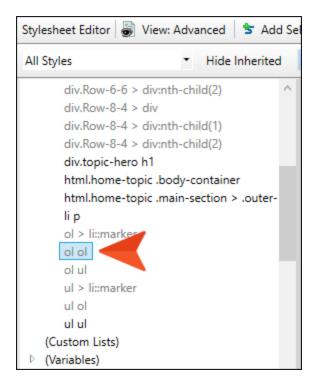
6. Click 🔙 to save your work.

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



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

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



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

4	List		
	list-style:		
	list-style-image:		
	list-style-position:		
	list-style-type:	lower-alpha	

4. Click 🖬 to save your work.

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

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

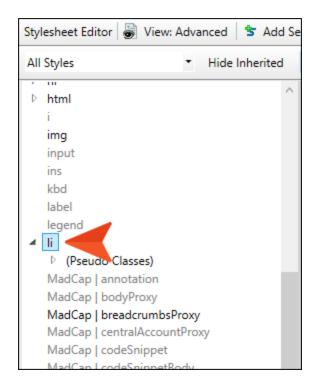
- 3. Get in the kayak.
- 4. Paddle like the wind.

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

How to Control the Spacing Between List Items

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

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



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

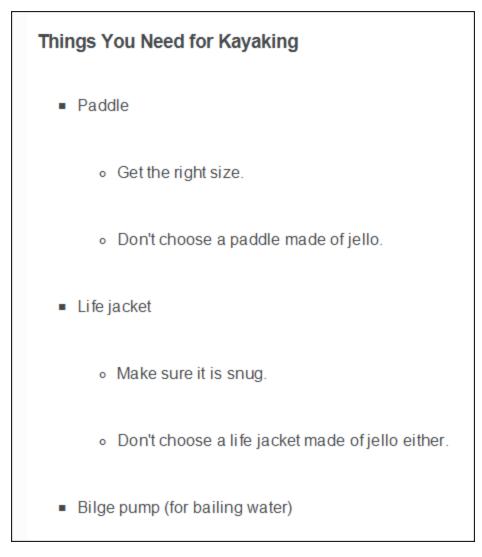
⊳	Block		
⊳	Border		
4	Box		
	clear:		
	float:		
	height:		
	margin:		
	margin-bottom:	8рх	
	margin-left:		
	margin-right:		
	margin-top:	8px	
	padding:		
	padding-bottom:		
	padding-left:		

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

⊳	Bl	ock	
⊳	Bo	order	
4	Вс	х	
		clear:	
		float:	
		height:	
		margin:	
		margin-bottom: 40px	
		margin-bottom: 40px margin-left:	
		margin-left:	
		margin-left: margin-right:	
		margin-left: margin-right: margin-top: 40px	

5. Click 🖬 to save your work.

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



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

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

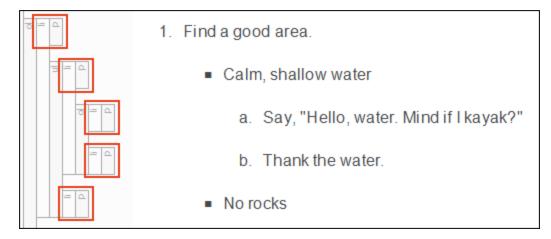
Stylesheet Editor 👹 View: Advanced 🕇 🕏 Ado	l Se
All Styles Hide Inherited	
(Identifiers)	
 (Complex Selectors) 	_
div.home-tiles > div	
div.home-tiles > div:nth-child(1)	
div.home-tiles > div:nth-child(2)	
div.home-tiles-layout > div	
div.home-tiles-layout > div:nth-child(1)	
div.home-tiles-layout > div:nth-child(2)	
div.home-tiles-layout p	
div.quick-links *	
div.quick-links > div	
div.quick-links > div:nth-child(1)	
div.quick-links > div:nth-child(2)	
div.quick-links > div:nth-child(3)	
div.quick-links > div:nth-child(4)	
div.quick-links > div:nth-child(5)	
div.Row-4-4-4 > div	
div.Row-4-4-4 > div:nth-child(1)	
div.Row-4-4-4 > div:nth-child(2)	
div.Row-4-4-4 > div:nth-child(3)	
div.Row-6-6 > div	
div.Row-6-6 > div:nth-child(1)	
div.Row-6-6 > div:nth-child(2)	
div.Row-8-4 > div	
div.Row-8-4 > div:nth-child(1)	
div.Row-8-4 > div:nth-child(2)	
div.topic-hero h1	
html.home-topic .body-container	
html.home-topic .main-section > .outer-	
li p	
ol > li::market	
ol ol	
ol ul	

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

CHAPTER 5

Adding Content Between List Items

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



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

General	Options					
	Enable Drag and Drop Text					
Interface	Show web images					
Source Control	Insert Empty Alt Text					
XML Editor	Replace straight quotes with smart quotes					
Project Analysis	Show style previews in UI					
Auto Suggestion	Text Rendering					
Spelling	Enable ClearType Font	-				
Index & Concepts	Enable GDI + Text Ren	derer				
Keyboard Shortcuts	Defaults					
	Paste Text:	Paragraphs	\sim			
Build	Link:	Cross-Reference	~			
Review	List:	Paragraph	~			
Plugins	Definition List:	Paragraph Simple				
Services	Cut Table Columns:	Columns	~			
	Cut Table Rows:	Rows	\sim			
	Merge Table:	Don't Merge Tables	\sim			
	Merge List:	Don't Merge Lists	\sim			
	Paste Cells Into Tables:	Cells	\sim			

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

This chapter discusses the following:

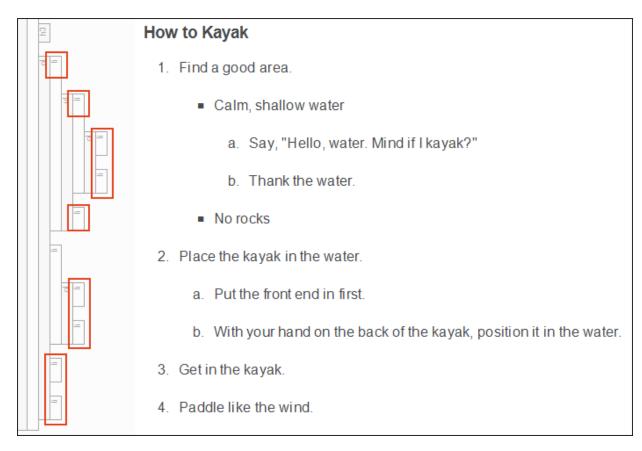
How to Manually Add or Remove Paragraph Tags in Lists52	
How to Add Content Between List Items	

How to Manually Add or Remove Paragraph Tags in Lists

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

Pia Pia	Onbina Ctri+Shift+O Delete	ak
	Move Faxt Wrap	od area.
	List Type 🕨	m, shallow water
	Merge With Previous List Merge With Next List	. Say, "Hello, water. Mind if I kayak?"
	Continue Sequence	. Thank the water.
i=1	Sort List	rocks
≡† ≡‡	Reverse List Unbind List	e kayak in the water.
ilêji	 Make Simple Item(s) Make Paragraph Item(s) 	the front end in first.
 <td>Conditions Ctrl+Shift+C Name</td><td>h your hand on the back of the kayak, pos</td>	Conditions Ctrl+Shift+C Name	h your hand on the back of the kayak, pos
	Paragraph Ctrl+Alt+B Font Ctrl+Shift+B	e kayak.
	Create Snippet	ke the wind.

All of the tags are removed from the tags.



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

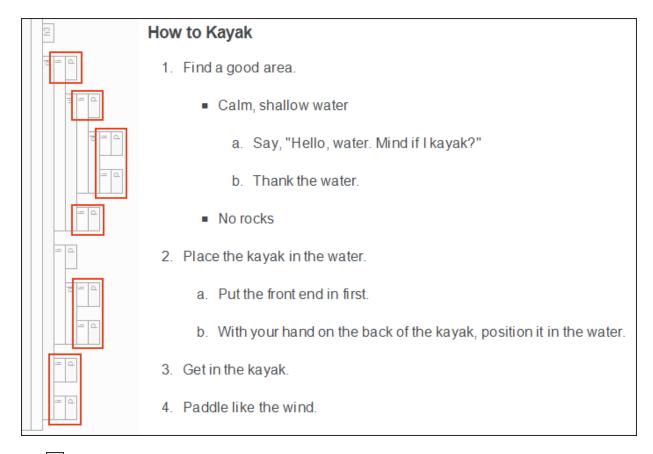
4. From the context menu, select Make Paragraph Item(s) (or press CTRL+;).

A tag is inserted within that tag.

h3	How to Kayak
= 0	1. Find a good area.
= =	 Calm, shallow water
= 5	a. Say, "Hello, water. Mind if I kayak?"
	b. Thank the water.
	 No rocks
	2. Place the kayak in the water.
	a. Put the front end in first.
	b. With your hand on the back of the kayak, position it in the water.
= 0	3. Get in the kayak.
	4. Paddle like the wind.

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

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

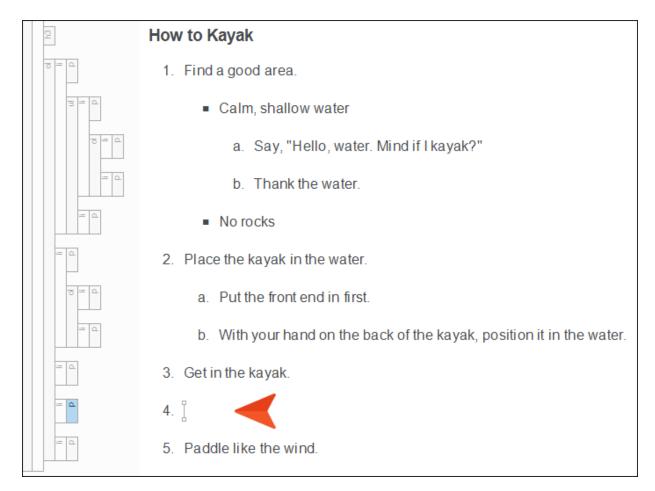


Now we are back where we started, with tags inside all tags.

6. Click 🖬 to save your work.

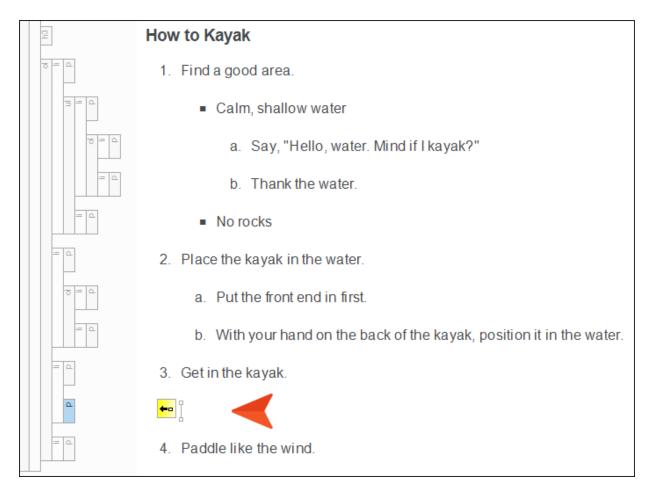
How to Add Content Between List Items

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



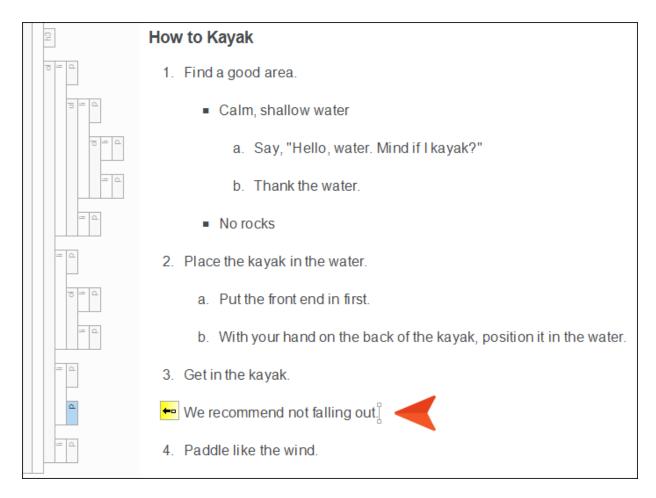
2. With your cursor still on that line, press the **BACKSPACE** key.

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



3. Type the following in the new paragraph:

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



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

Seriously, don't fall out.

P3	How to Kayak
	1. Find a good area.
	 Calm, shallow water
	a. Say, "Hello, water. Mind if I kayak?"
= 0	b. Thank the water.
= 0.	 No rocks
= <u>a</u>	2. Place the kayak in the water.
	a. Put the front end in first.
= 0.	b. With your hand on the back of the kayak, position it in the water.
= 0	3. Get in the kayak.
۵.	We recommend not falling out.
α.	🕶 Seriously, don't fall out 🛛
Ξ= <u>Δ</u>	4. Paddle like the wind.

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

5. Click 🔲 to save your work.

CHAPTER 6

Setting Page Breaks in Lists

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

This chapter discusses the following:

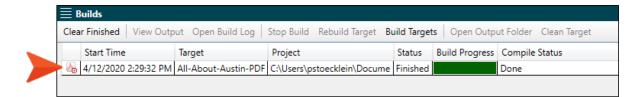
How to Add Page Breaks via Styles	61
How to Add Page Breaks Manually	

How to Add Page Breaks via Styles

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

File	Home	Insert	View	Project	Analys	is Revi
New	Import	Build Primary •		Publish	₩Clean F ⊇ Open (≩Builds	Project Dutput Fol
Con	itent	🛛 👰 🛛 Build	d "All-About-A	Austin-HTM	1L5"	
	tent F	Ruilo	d "All-About-A	Austin-PDF	· [Attracti
	- @ @	 (9 1 1	1	Ŧ	Style
	Content					ब - 🛸
> 🛅 🗌 Print-Only-Topics						
× 6	🍵 🔄 Resou	urces				

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



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

<text><text></text></text>	 Make sure it is snug. Don't choose a life jacket made of jello either. Bilge pump (for bailing water) How to Kayak 1. Find a good area. Calm, shallow water Say, "Hello, water. Mind if I kayak?" b. Thank the water. No rocks 2. Place the kayak in the water. a. Put the front end in first. 				
Things You Need for Kayaking • Paddle • Get the right size. • Don't choose a paddle made of jello. • Life jacket	 b. With your hand on the back of the kayak, position it in the water. 3. Get in the kayak. We recommend not falling out. Seriously, don't fall out. 4. Paddle like the wind. 				
ATTRACTIONS 8	ATTRACTIONS 9				

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

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

Stylesheet Editor 🛛 👼	View: Advanced 🛛 ち Add	Selector 🛋 Re	ename CSS Variable •	Medium + Options +
All Styles	 Hide Inheriter 	⊜©©	Medium: (default)	 Show: All Properties
fieldset figcaption	^			Med
figure	Þ	Font		
footer form	đ	Background		
frame	Þ	Block		
frameset h1	Þ	Border		
▶ h2	Þ	Box		
h3 h4	Þ	Cell		
h5	Þ	List		
h 6 head	Þ	Table		
header ▷ hr	Þ	Positioning		

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

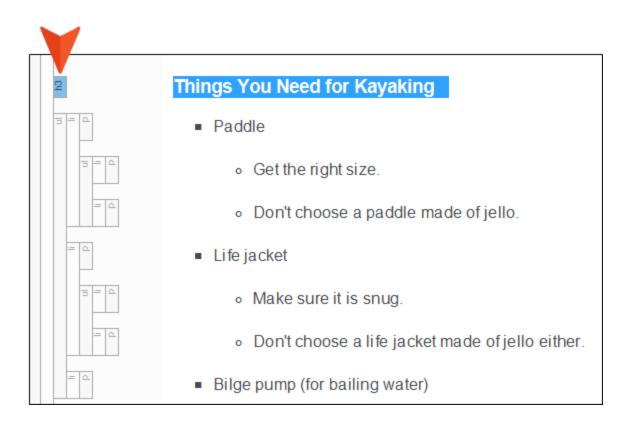
New Selector	? ×
Manually add selector or choose Options.	
HTML Element	Class Name
<mark>h3</mark> ~	Page-Break-Before
 Advanced Options 	
	OK Cancel

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

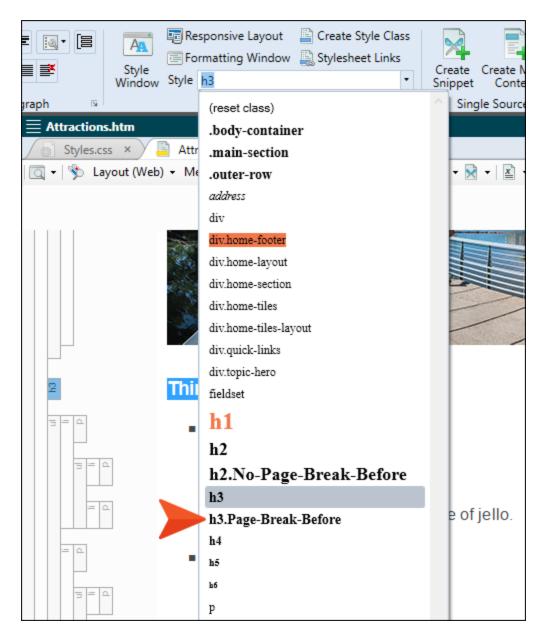
Styl	Stylesheet Editor 👼 View: Advanced 👌 Add Selector 🛋 Rename CSS Variable 🔹 Medium 👻 Options 🗸				
All	Styles	 Hide Inherited 	🗐 🕞 🗭 🗹 Medium: (default)	 Show: All Properties 	
	fieldset figcaption figure footer form frame frameset h1 h2 h3 Page-Break-Before		Padding PrintSupport column-break-after: column-break-before: column-break-inside: frame-break-after:	Medium: (default) h3.Page-Break-Before 	
	h4 h5 h6		frame-break-before: frame-break-inside:		
	head header hr html		mc-heading-level: orphans:	3	
	i img input		page-break-after: page-break-before:	always	
	ins kbd label		page-break-inside: widows:		

8. Click 🔲 to save your work.

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

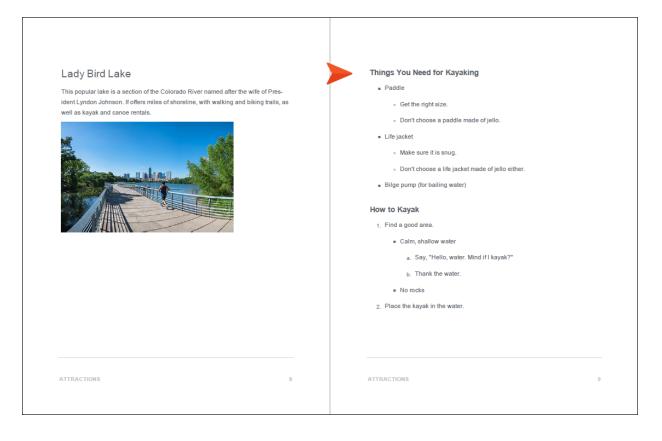


10. From the Home ribbon, click the Style drop-down and select h3.Page-Break-Before.



- 11. Click 🔙 to save your work.
- 12. Rebuild the PDF target, and open it when it finishes.

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



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

	How to Kayak 1. Find a good area.
 a. Put the front end in first. b. With your hand on the back of the kayak, position it in the water. 3. Get in the kayak. We recommend not falling out. Seriously, don't fall out. 	Music Known as "The Live Music Capital of the World," Austin has an eclectic, vibrant music scene. There are more music venues per capita in Austin than in any other city in the United States. See "South by Southwest" on the next page and "Austin City Limits" on page 13.

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

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

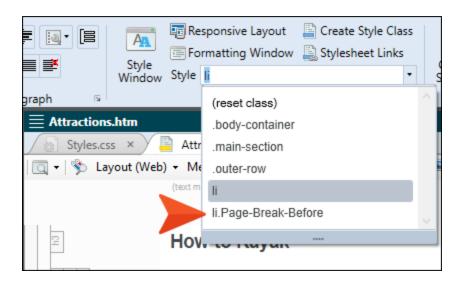
Stylesheet Editor 👹 View: Advanced 👌 Add Selector 🛒 Rename 🛛 CSS Variable 🔹 Medium 🔹 Options 🔹						
All	All Styles 🔹 Hide Inherited 🗐 🕞 🕞 🗹 Medium: (default) 🔹 Show: All Properties •					
	head ^				Medium: (default) li.Page-Break-Before	
⊳	hr	\triangleright	Padding			
Þ	html i	4	PrintSupport			
	img		column-break-after:			
	input					
	ins		column-break-before:			
	kbd		column-break-inside:			
	label					
-	legend		frame-break-after:			
4	li Page-Break-Before		frame-break-before:			
-	Pseudo Classes)		frame-break-inside:			
	MadCap annotation					
	MadCap bodyProxy		mc-heading-level:			
	MadCap breadcrumbsProxy MadCap centralAccountProxy		orphans:			
	MadCap codeSnippet		page-break-after:			
	MadCap codeSnippetBody		F-9	_		
	MadCap codeSnippetCaption		page-break-before: always			
⊳	MadCap codeSnippetCopyButton		nago broak insider			
	MadCap concept		page-break-inside:			
₽	MadCap conceptLink		widows:			
	MadCap LeoncontLinkControlList					

17. Click 🔲 to save your work.

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

64	How to Kayak
	1. Find a good area.
	 Calm, shallow water
2 = 0	a. Say, "Hello, water. Mind if I kayak?"
= 0.	b. Thank the water.
= 0	 No rocks
= α	2. Place the kayak in the water.
2 = C	a. Put the front end in first.
= <u>0</u> .	b. With your hand on the back of the kayak, position it in the water.
= <u>0</u>	3. Get in the kayak.
۵	We recommend not falling out.
٩	Seriously, don't fall out.
Ξ Δ	4. Paddle like the wind.

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



- 20. Click 🔲 to save your work.
- 21. Rebuild the PDF target, and open it when it finishes.

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

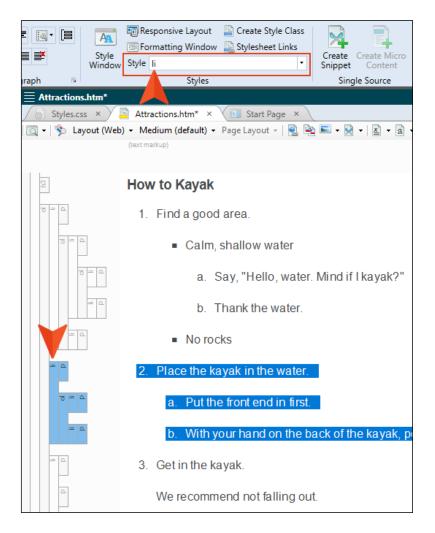
	1	 Bilge pump (for bailing water) How to Kayak Find a good area. Calm, shallow water Say, "Hello, water. Mind if I kayak?" Thank the water. No rocks
ATTRACTIONS 8	А	TTRACTIONS 9
 Place the kayak in the water. Put the front end in first. With your hand on the back of the kayak, position it in the water. Get in the kayak. We recommend not falling out. Seriously, don't fall out. Paddle like the wind. 	k n c	Music Known as "The Live Music Capital of the World," Austin has an eclectic, vibrant music scene. There are more music venues per capita in Austin than in any other sity in the United States. See "South by Southwest" on the next page and "Austin City Limits" on page 13.

23. Close the PDF.

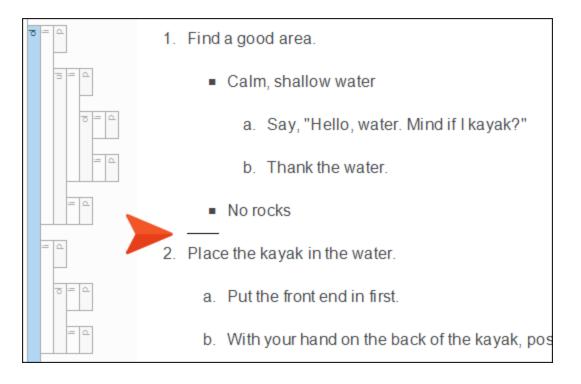
How to Add Page Breaks Manually

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

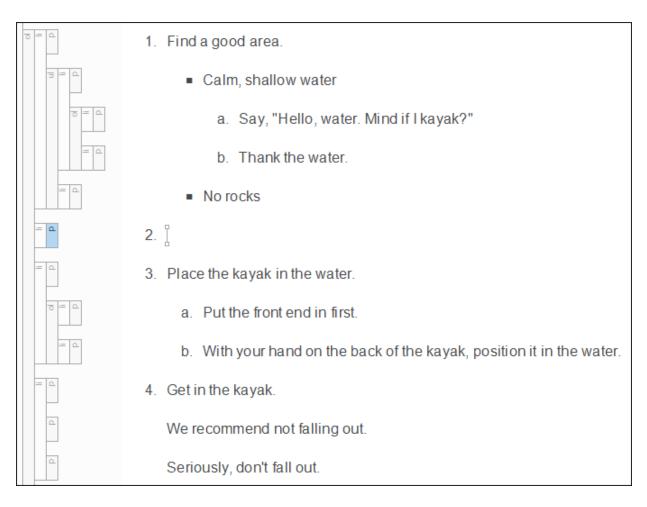
1. Go back to the **Attractions.htm** topic and undo the application of the li.Page-Break-Before style class to step 2. In other words, you want step 2 to only use the parent li style.



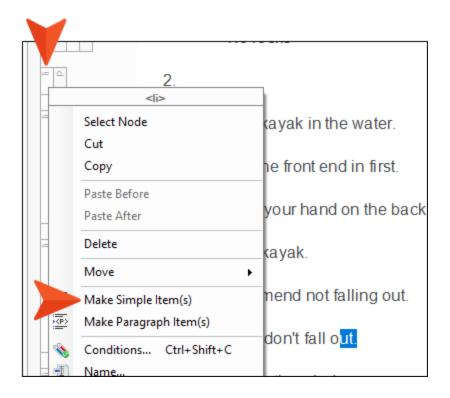
2. Place your cursor somewhere on the last line ("No rocks") under step 1. Then, press the down arrow key on your keyboard four times, until you see a horizontal line flashing between the steps.



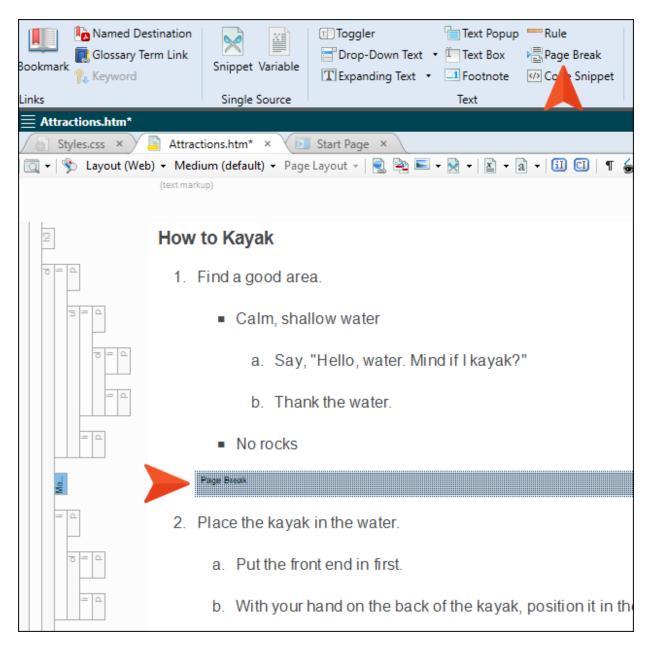
3. Press **ENTER**. You should now see an empty step 2. However, this number will go away when we are finished.



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



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



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

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

CHAPTER 7

Creating Advanced Lists With Autonumbers

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

This chapter discusses the following:

How to Add Autonumber List Styles	80
How to Apply Autonumber List Styles	.83
How to Insert a Cross-Reference to a Step	. 88

How to Add Autonumber List Styles

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

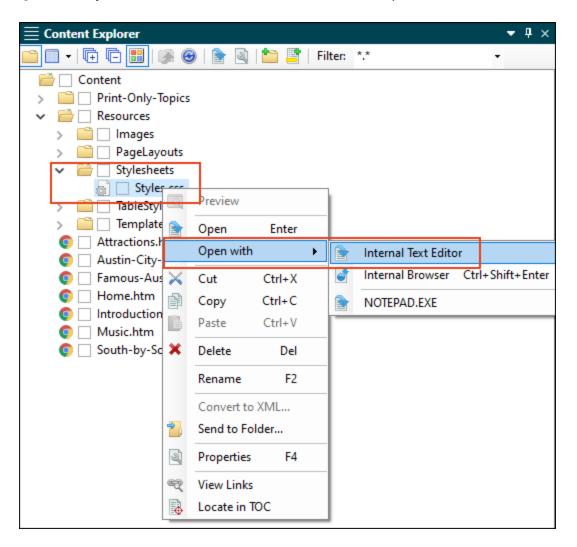
Also, with the following we are associating autonumbers with an ol style class, but you can accomplish something similar by using autonumbers with paragraph style classes.

1. Copy the following.

```
ol.StepNumber > li
{
    list-style-type: none;
    mc-auto-number-format: 'S:Step {n+}: ';
    mc-auto-number-class: StepNumber;
    margin-left: -35px;
    padding-left: 59px;
    text-indent: -59px;
}
ol.StepNumber > li:first-child
{
    mc-auto-number-format: 'S:Step {n=1}: ';
}
span.StepNumber
{
    font-weight: bold;
}
MadCap xref.StepNumber
{
    mc-format: '{paranumonly}';
}
```

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

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



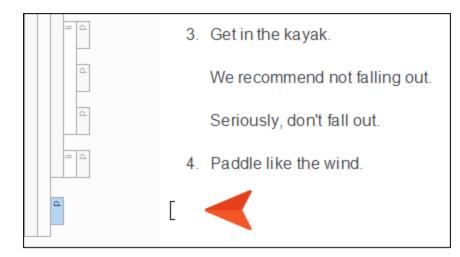
4. Scroll to the bottom of the editor and paste the styles.

```
795
     h3.Page-Break-Before
796
     {
797
          page-break-before: always;
798
     }
799
800
     li.Page-Break-Before
801
     {
          page-break-before: always;
802
803
      }
804
805
     ol.StepNumber > li
806
     {
807
         list-style-type: none;
808
         mc-auto-number-format: 'S:Step {n+}: ';
809
         mc-auto-number-class: StepNumber;
810
         margin-left: -35px;
811
         padding-left: 59px;
812
         text-indent: -59px;
813
     }
814
815
     ol.StepNumber > li:first-child
816
     {
817
         mc-auto-number-format: 'S:Step {n=1}: ';
818
819
      }
820
821
     span.StepNumber
822
      {
823
         font-weight: bold;
824
      }
825
826
     MadCap xref.StepNumber
827
     {
828
         mc-format: '{paranumonly}';
829
```

5. Click 🔙 to save your work.

How to Apply Autonumber List Styles

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



3. Copy and paste the following at that location.

How to Get to Lady Bird Lake

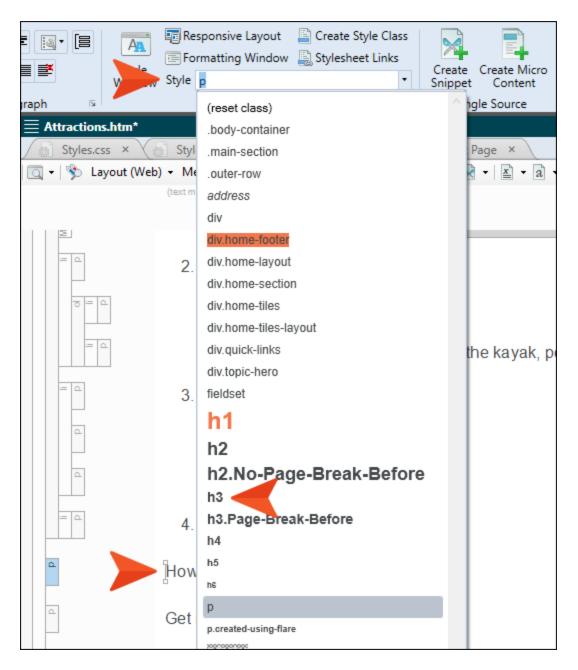
Get in the car.

Follow the GPS directions to Lady Bird Lake.

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

Go back to .

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



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

How to Get to Lady Bird Lake
Get in the car.
Follow the GPS directions to Lady Bird Lake.
If your mom calls, pull over safely and stop the car to take the call.
Go back to .

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

You now have a simple numbered list.

How to Get to Lady Bird Lake
1. Get in the car.
2. Follow the GPS directions to Lady Bird Lake.
3. If your mom calls, pull over safely and stop the car to take the call.
4. Go back to .

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

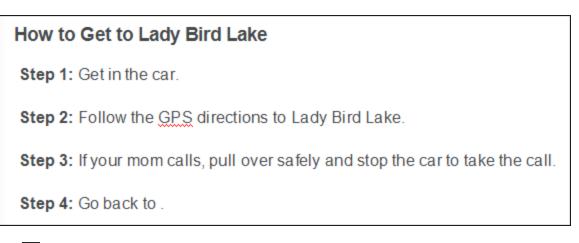
The entire list should be highlighted.

V	How to Get to Lady Bird Lake
ت =	1. Get in the car.
-	2. Follow the GPS directions to Lady Bird Lake.
-	3. If your mom calls, pull over safely and stop the car to take the call.
-	4. Go back to .

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

▋▋▋		sponsive Layout 📳 Create Style Class rmatting Window 🖺 Stylesheet Links	Cre
🛛 Paragraph 🖾		(reset class)	\sim
Attractions.htm*		.body-container	
🕼 Styles.css 🗙 🚡 Styl	es.css × 🗡 🖺 ,	.main-section	
🔲 🗸 🛸 Layout (Web) 👻 Me	edium (default) 👻	.outer-row	a
	img img i	blockquote	
		dl	
0 =	- Dutth	form	
	a. Put the	ol	
	b. With ye	ol.StepNumber ul	_ k, ∣
	Page Break		

Initially the numbering might not be seen in the XML Editor, so press F5 to refresh.
 The list should now look like this.



11. Click 🔲 to save your work.

How to Insert a Cross-Reference to a Step

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

Cross-Reference Book	Mamed Destination	Snippet Variable	Toggler Top-Down Text TExpanding Text		Page Breal
E Attractions.htm		Single Source		Text	
Styles.css ×	💿 Styles.css 🛛 🖺 Attra	actions.htm × 🔨	📕 Start Page 🛛 🖌		
🔲 🗸 🛸 Layout (We	eb) • Medium (default) • Pag	ge Layout 👻 🗟 🛓	🛋 • 🕅 • 🖹 • a	- I 🗊 🖸 I 🦷	🔗 • 🕞 🖻
	(text markup)				
= <u>a</u>	3. Get in the kaya	ik.			
٩	We recommend	d not falling out			
٩	Seriously, don'	't fall out.			
i= Δ.	4. Paddle like the	e wind.			
64	How to Get to La	dy Bird Lake			
= 0	Ster 1: Get in the c	ar.			
-	Step 2: Follow the	GPS directions	to Lady Bird Lak	e.	
=	Step 3: If your mom	n calls, pull over	safely and stop	the car to tak	e the call.
=	Step 4: Go back to				

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

Bookmarks Paragraphs Rename Add Delete Go T	GPS		
Rename Add Delete Go	Bookmarks	Paragraphs	
Rename Add Delete Go			
Rename Add Delete Go	1		
Rename Add Delete Go			
Rename Add Delete Go			
Rename Add Delete Go			
Kename Add Delete Go			
		Rename	
content where you have already inserted the bookmark. This means that y	Note: If you rer	Rename Add D ame a bookmark, the name change will r	

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

How to Get to Lady Bird Lake
Step 1: Get the car.
Step 2: SFollow the GPS directions to Lady Bird Lake.
Step 3: If your mom calls, pull over safely and stop the car to take the call.
Step 4: Go back to .

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

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

Insert Cross-Reference	?	×
nk to:		
Place in this document		
Top of the document Bookmarks GPS Headings Paragraphs Ordered List Items Unordered List Items Unordered List Items Table Content Dropdowns Expanding Text Micro Content Styles		
ross-Reference Properties		
ross-Reference Properties XRef Class: Edit New XRef Format (Preview below):		
XRef Class: Edit New XRef Format (Preview below): MadCap:xref.StepNumber ^ {paranumonly}		
XRef Class: Edit New XRef Format (Preview below): MadCap:xref.StepNumber		
XRef Class: Edit New XRef Format (Preview below): MadCap:xref.StepNumber ^ {paranumonly}		
XRef Class: Edit New XRef Format (Preview below): MadCap:xref.StepNumber ^ {paranumonly} MadCap:xref.RelLinkPageNumber Step 2		

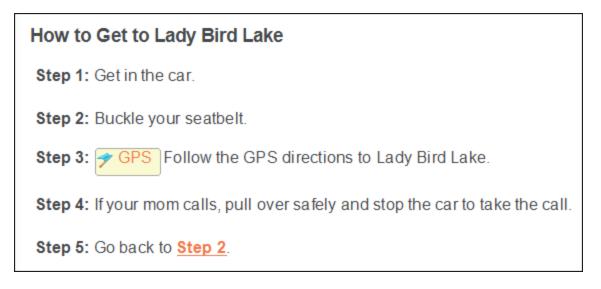
5. Click OK.

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

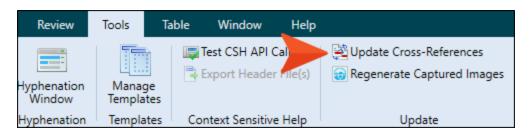
How to Get to Lady Bird Lake
Step 1: Get in the car.
Step 2: Sollow the GPS directions to Lady Bird Lake.
Step 3: If your mom , pull over safely and stop the car to take the call.
Step 4: Go back to Step 2

- 6. At the end of step 1 press ENTER to create a new list item, and type Buckle your seatbelt.
- 7. Press **F5** to refresh the editor.

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



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



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

How to Get to Lady Bird Lake
Step 1: Get in the car.
Step 2: Buckle your seatbelt.
Step 3: Step 3
Step 4: If your mom calls over safely and stop the car to take the call.
Step 5: Go back to Step 3.

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

10. Click 🔲 to save your work.

CHAPTER 8

Creating a Definition List

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

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

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

This chapter discusses the following:

How to Create a Definition List95	5
How to Create a Snippet in a Definition List)

How to Create a Definition List

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

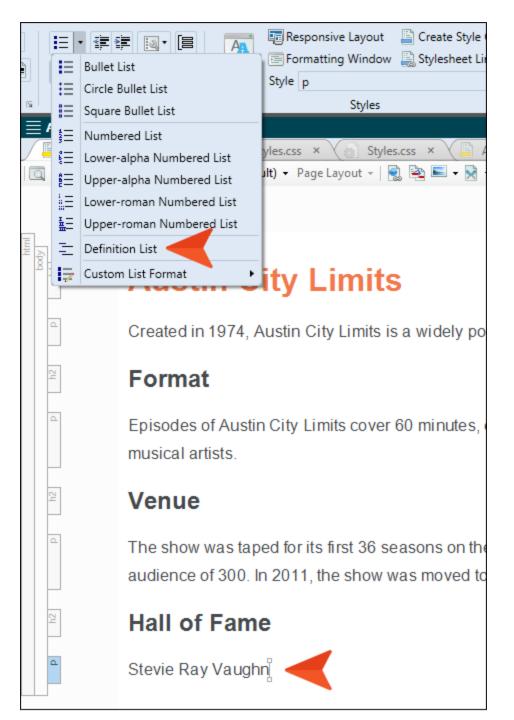
body h1	Austin City Limits
٩	Created in 1974, Austin City Limits is a widely pop
h2	Format
٩	Episodes of Austin City Limits cover 60 minutes, e musical artists.
h2	Venue
۵.	The show was taped for its first 36 seasons on the audience of 300. In 2011, the show was moved to
٩	[

3. Type Hall of Fame, apply the h2 style to it, and press $\ensuremath{\mathsf{ENTER}}.$

html S	
h1	Austin City Limits
٩	Created in 1974, Austin City Limits is a widely pop
h2	Format
d	Episodes of Austin City Limits cover 60 minutes, e musical artists.
h2	Venue
đ	The show was taped for its first 36 seasons on the audience of 300. In 2011, the show was moved to
h2	Hall of Fame
٩	[

4. Type Stevie Ray Vaughn.

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

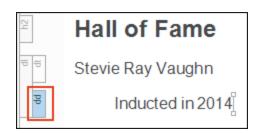


The text is placed in a <dt> tag, which in turn is placed inside a <dl> tag. The <dl> tag is for the entire definition list. The <dt> tag is for the definition term.



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

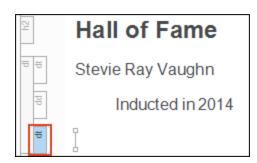
Notice that text is placed within a <dd> tag, which is for the definition of the term above it. The text is indented because of the left margin currently associated with that style.



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

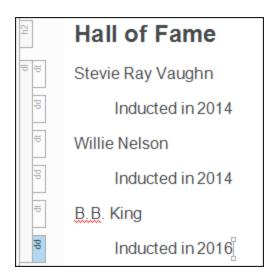
h2	Hall of Fame
dt	Stevie Ray Vaughn
pp	Inducted in 2014
pp	I

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



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

The list should now look like this:



12. Click 🔙 to save your work.

How to Create a Snippet in a Definition List

1. Select the two lines for Willie Nelson.

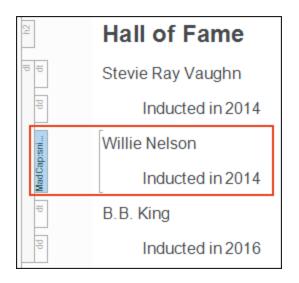
h2	Hall of Fame	
dt d	Stevie Ray Vaughn	
pp	Inducted in 2014	
đ	Willie Nelson	
pp	Inducted in 2014	
dt	B.B. King	
pp	Inducted in 2016	

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

Ø Create Snippet	?	×
Snippet File:	Willie-Nelson	
Project Folder:	Resources/Snippets/	~
Snippet:	Willie Nelson Inducted in 2014	\$
	Replace Source Content with the New Snippet	
	Create Car	ncel

4. Click Create.

The content is now contained in a snippet tag.



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

5. Click 🔲 to save your work.

APPENDIX

PDFs

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

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

User Guides

Accessibility Guide	Meta Tags Guide	Source Control Guide: Team Foundation Server Styles Guide Tables Guide	
Analysis and Reports Guide	Micro Content Guide		
Architecture Guide	Navigation Links Guide Plug-In API Guide Print-Based Output Guide Project Creation Guide QR Codes Guide		
Autonumbers Guide			
Branding Guide		Tables of Contents Guide	
Condition Tags Guide		Targets Guide	
Context-Sensitive Help Guide		Template Pages Guide	
Eclipse Help Guide	Reviews & Contributions With Contributor Guide	Templates Guide	
eLearning Guide		Topics Guide	
-	Scripting Guide	Touring the Workspace Guide	
Getting Started Guide	Search Guide	Transition From FrameMaker	
Global Project Linking Guide	SharePoint Guide	Guide	
HTML5 Guide	Skins Guide	Translation and Localization Guide	
Images Guide	Snippets Guide	Variables Guide	
Import Guide	Source Control Guide: Git	Videos Guide	
Indexing Guide			
Key Features Guide	Source Control Guide: Perforce Helix Core	What's New Guide	
Lists Guide	Source Control Guide:		
MadCap Flare Online Integration Guide	Subversion		