

**MADCAP FLARE DESKTOP 2025**

# Snippets

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MadCap Software  
1660 17th Street, Suite 201  
Denver, Colorado 80202  
858-320-0387  
[www.madcapsoftware.com](http://www.madcapsoftware.com)

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# CONTENTS

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## CHAPTER 1

|                    |   |
|--------------------|---|
| Introduction ..... | 5 |
|--------------------|---|

## CHAPTER 2

|                                        |    |
|----------------------------------------|----|
| General Information for Snippets ..... | 7  |
| Benefits of Snippets .....             | 8  |
| Snippet Files .....                    | 8  |
| Text and Block Snippets .....          | 9  |
| Block Snippet .....                    | 9  |
| Snippets and Auto Suggestions .....    | 10 |

## CHAPTER 3

|                                    |    |
|------------------------------------|----|
| Main Activities for Snippets ..... | 11 |
| Creating Snippets .....            | 12 |
| Adding Snippet Files .....         | 14 |
| Inserting Snippets .....           | 17 |
| Opening Snippets .....             | 23 |
| Editing Snippets .....             | 25 |
| Using Snippet Conditions .....     | 26 |

## CHAPTER 4

|                                     |    |
|-------------------------------------|----|
| Other Activities for Snippets ..... | 38 |
|-------------------------------------|----|

|                                          |    |
|------------------------------------------|----|
| Replacing Snippets .....                 | 39 |
| Converting Snippets to Text .....        | 41 |
| Inserting Page Numbers into Frames ..... | 42 |
| Importing Snippets .....                 | 44 |
| Pinning Snippets .....                   | 45 |
| Deleting Snippets .....                  | 54 |

## **APPENDIX**

|                    |    |
|--------------------|----|
| PDFs .....         | 55 |
| Tutorials .....    | 55 |
| Cheat Sheets ..... | 56 |
| User Guides .....  | 57 |

## CHAPTER 1

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# Introduction

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.

### General Information

- "Benefits of Snippets" on page 8
- "Snippet Files" on page 8
- "Text and Block Snippets" on page 9
- "Snippets and Auto Suggestions" on page 10

### Main Activities

- "Creating Snippets" on page 12
- "Adding Snippet Files" on page 14
- "Inserting Snippets" on page 17
- "Opening Snippets" on page 23
- "Editing Snippets" on page 25
- "Using Snippet Conditions" on page 26

## Other Activities

- "Replacing Snippets" on page 39
- "Converting Snippets to Text" on page 41
- "Inserting Page Numbers into Frames" on page 42
- "Importing Snippets" on page 44
- "Pinning Snippets" on page 45
- "Deleting Snippets" on page 54

 **WARNING** It is recommended that you avoid creating links to snippets. This is primarily due to the nature of snippets, which are designed to be inserted into multiple files. Let's say you have a heading style in a snippet and that snippet is then inserted into 12 different topics. In another topic, you might decide to create a cross-reference that points to the heading in that snippet. But which of those 12 topics is it supposed to point to in the output? There is no way for Flare Desktop to know this, so you could end up with some very undesirable results. For this reason, it's a good idea not to link to any content in a snippet.

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

# General Information for Snippets

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

This chapter discusses the following:

- Benefits of Snippets ..... 8
- Snippet Files ..... 8
- Text and Block Snippets ..... 9
- Block Snippet ..... 9
- Snippets and Auto Suggestions ..... 10

# I Benefits of Snippets

The major benefit of using snippets is that you only have to create your content once, rather than having to type the same information in each topic (or in another snippet) where you want to use it. If you need to modify the content of a snippet, you only need to change it in one place and the change is made automatically in every file where the snippet has been inserted.

## I Snippet Files

Snippets are contained in their own files (using an `.flsnp` file extension). You can therefore share them with other authors or use them in other projects. If you insert a snippet that is stored outside of your project, the file is copied to your project. The recommended location to store a snippet in the Content Explorer is in the Resources > Snippets folder. However, you can store it anywhere in the Content Explorer that you like.



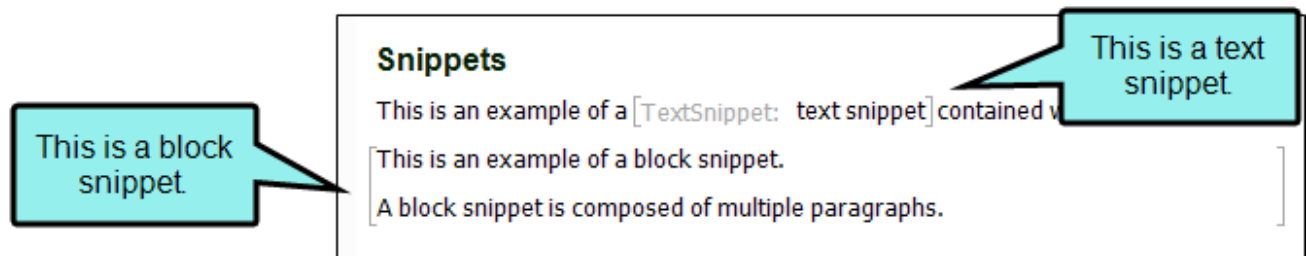
# I Text and Block Snippets

There are two types of snippets: text and block. This is determined by the way you insert the snippet.

- **Text Snippet** If you insert a snippet on a line where other content exists (i.e., inline), it is inserted as a text snippet. Therefore, if you want to insert a snippet on a blank line and also type other text before or after it, you need to type the text first and then insert the snippet afterward.
- **Block Snippet** If you insert a snippet on a blank line in a topic, it is inserted as a block snippet and takes up all of the room so that no other content can be added in front of it or behind it. (The exception to this is if you have created a snippet containing only a `<body>` tag and no block tags, such as `<p>`; in that case, the snippet inserted on an empty line becomes a text snippet.)

When a snippet has multiple "blocks" of content (e.g., paragraphs, lists, images), it is best to insert it as a block snippet on an empty line, because it doesn't work well when inserted as a text snippet (i.e., inline with other content). Conversely, a snippet containing a single line of content (e.g., one sentence, one paragraph) can be inserted as a block snippet on an empty line, or as a text snippet inline with other content.

When you create a text or block snippet, it displays surrounded by brackets (if you have markers turned on).

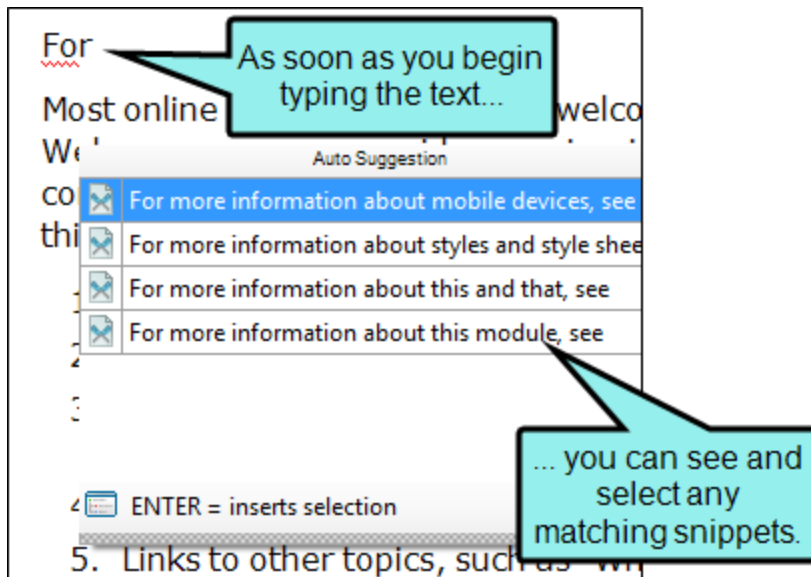


# Snippets and Auto Suggestions

Flare Desktop recognizes when you are typing content that matches existing snippets in your project. This makes it a very fast and convenient way to single-source your content.

☆ **EXAMPLE** You work on a team of 15 writers and there are a series of snippets in all of your projects that begin with the same three words—For more information...

Perhaps each person knows to start typing those words in certain places. But what if a snippet already exists with the full content that the writer needs? Without knowing that, a person might spend time typing all of the content, and maybe even create a new snippet for future use. But if Auto Suggestion is enabled, as soon as a person types a certain number of characters, all matching snippets are shown in the Auto Suggestion popup. Therefore, the writer can quickly find and select the appropriate snippet.



**CHAPTER 3**

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# Main Activities for Snippets

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

This chapter discusses the following:

- Creating Snippets ..... 12
- Adding Snippet Files ..... 14
- Inserting Snippets ..... 17
- Opening Snippets ..... 23
- Editing Snippets ..... 25
- Using Snippet Conditions ..... 26

# I Creating Snippets

If you have already typed content in your topic and want to turn that content into a snippet, you can create a snippet out of that existing content using the Home ribbon or Format menu. You can then insert the snippet into other topics where you want it to appear.

## How to Create a Snippet From Existing Content

1. In the XML Editor select the content you want to turn into a snippet.
2. In the **Home** ribbon, select **Create Snippet**.
3. Give the snippet a name and choose a folder location to store it.

It is recommended that you leave the project folder selection as "Resources/Snippets" (or select a subfolder that you have created in the Snippets folder). After the snippet is created, you can see the snippet file in the Content Explorer.

4. If you want the snippet to replace the highlighted content, select **Replace Source Content with the New Snippet**.

Why would you leave this box unchecked? Let's say you want to create two snippets and they are going to be very similar. You might create the first snippet, make a few changes to the text within the dialog, and leave this box unchecked. That snippet is created but not inserted into the topic. Then you can create the second snippet with this box checked. Flare Desktop will both create the snippet and insert it into the topic, replacing the highlighted text.

5. Click **Create**. In the XML Editor, the snippet is surrounded by brackets (if markers are turned on).
6. Click  to save your work.

 **WARNING** You can create snippets for entire question sections and reuse them. However, use caution when doing so, because each question has its own question ID associated with it, and you do not want the ID to end up inside the snippet. The question ID is necessary for eLearning tracking. For more information see the Help system.

 **NOTE** You can also add a new snippet file or import an existing snippet from outside your project. See "Adding Snippet Files" on the next page and "Importing Snippets" on page 44.

# I Adding Snippet Files

You can add a new snippet (without necessarily having any topic open) and then insert the snippet into the topics where you want it to appear.

## How to Add a Snippet File

1. Do one of the following, depending on the part of the user interface you are using:
  - **(Recommended) Right-Click** In the Content Explorer, right-click on a folder and from the context menu select **New > Snippet**.

✓ **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.

- **Ribbon Select Project > New > Snippet.**

The Add File dialog opens.

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

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

 **NOTE** 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.

| 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                      |

- In the **File Name** field, type a new name for the snippet.
- (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.

7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
8. Click **Add**. The snippet is added to the Content Explorer and opens in its own page in the XML Editor with some default text for you.
9. Now simply click inside the snippet page in the XML Editor and start typing text (replacing the default text shown) or adding any other elements (e.g., styles, tables, images, hyperlinks, multimedia) appropriate for the snippet.
10. Click  to save your work.



# I Inserting Snippets

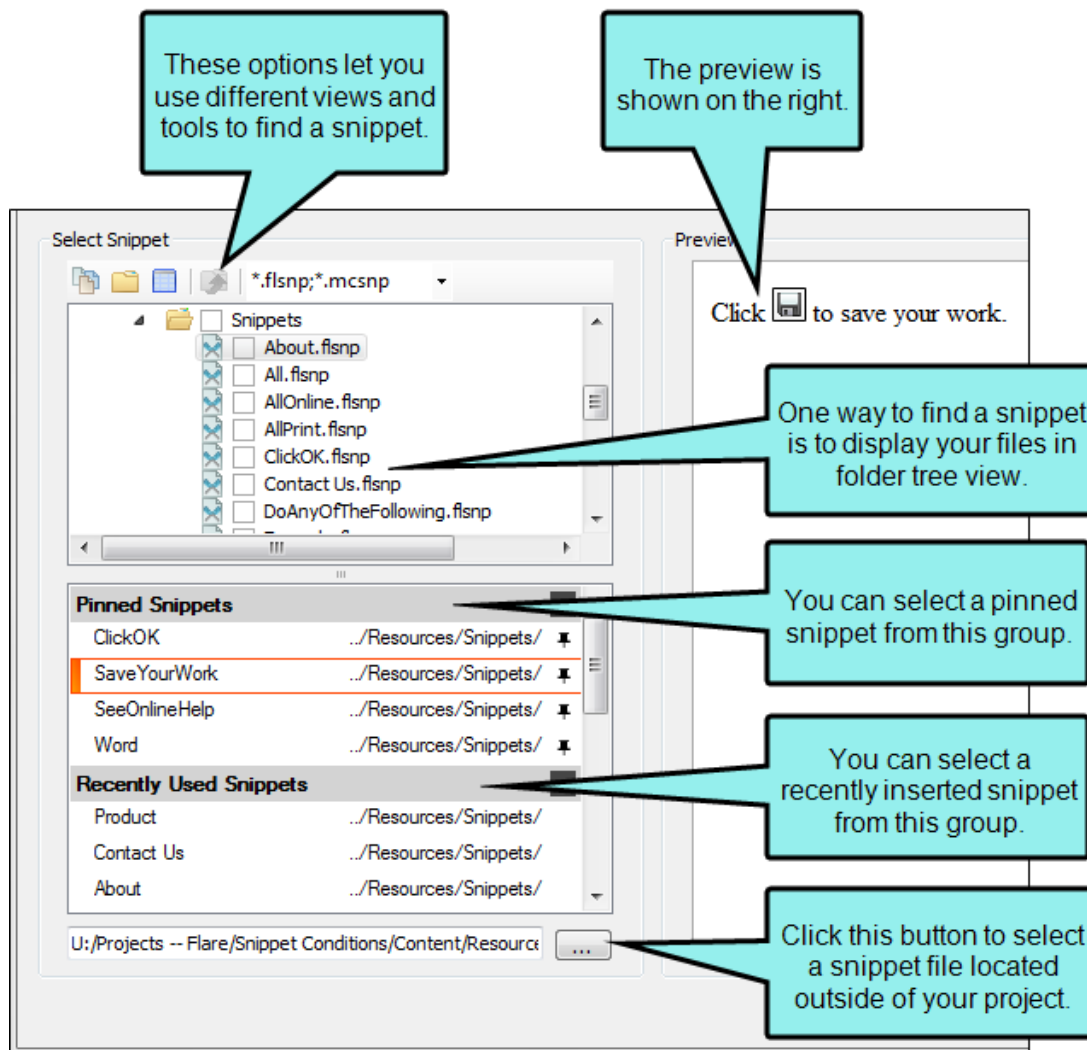
After you create or add snippets, you can insert them into a content file (e.g., topic, snippet). You can do this by using user interface options, which let you search for a snippet, or you can simply drag an existing snippet from the Content Explorer or File List window pane.

## How to Insert a Snippet—Insert Snippet Link Dialog

1. Open the content file.
2. Place your cursor where you want to insert the snippet.
3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Insert > Snippet**.
  - **Local Toolbar** Click the face of the  button.  
OR  
Click the down arrow next to , then select **More Snippets**.
  - **Keyboard Shortcut** Press **CTRL+R**.
  - **Right-Click** Right-click in the editor and select **Insert > Snippet**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).

The Insert Snippet Link dialog opens.

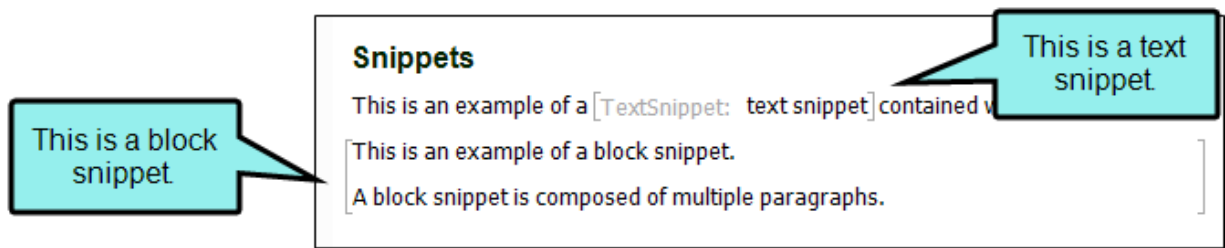
4. Navigate to the snippet that you want to insert and select it. By using the buttons in the local toolbar, you can view all snippet files in a list, view files in their folder structure, and use other options. If you want to add one of your 20 most recently used snippets to the project, you can select a snippet from the Recently Used Snippets group. If you want to add one of your pinned—or favorite—snippets to the project, you can select a snippet from the Pinned Snippets group. You also can click  to find and select a snippet file outside of the project.



| Option                                                                             | Description                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.                                                                                      |
|   | Shows or hides the folders that the files are stored in.                                                                                                                                                                                                                                                      |
|   | Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right. |
|   | If the Show Files button  is the only one selected, you can click this button to move up one folder level.                                                                                                                   |
|  | Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).                                                                                                                                         |

 **NOTE** If you select a snippet file outside the project, that file is then copied and placed inside the project. The image file is stored in the Resources\Snippets folder of the Content Explorer.

5. Click **OK**. The snippet is inserted and is surrounded by brackets (if markers are turned on).



6. Click  to save your work.

# How to Insert a Snippet—Drag-and-Drop

1. Open the Content Explorer or File List window pane.

If necessary, make sure you float and position the window pane or editor so that you can see both it and XML Editor at the same time.

2. Click and drag the snippet from the Content Explorer or File List window pane to the location where you want it in the XML Editor and drop it.
3. Click  to save your work.

# How to Insert a Snippet—Local Toolbar

1. Open the content file.
2. Place your cursor where you want to insert the snippet.
3. In the local toolbar at the top of the XML Editor click the down arrow next to . This expands the Insert Snippet drop-down, where you can see your pinned snippets and the 20 most recently used snippets.
4. Navigate to the snippet that you want to insert and select it.
5. Click  to save your work.

# What's Noteworthy?

 **NOTE** If you need to insert a snippet that does not appear in the Pinned Snippets or Recently Used Snippets groups, you can select **More Snippets** to open the Insert Snippet Link dialog.

 **NOTE** Snippets must appear in the Recently Used Snippets group before they can be pinned. If the snippet you want to pin does not appear in the Recently Used Snippets group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Snippet Link dialog.

 **NOTE** The Recently Used Snippets and Pinned Snippets groups show the relative path location of each snippet. Hover over any snippet to see its full file path.

 **NOTE** You can expand or collapse the Recently Used Snippets and Pinned Snippets groups by clicking the arrows next to each group name.

 **NOTE** If you have the snippet feature in Auto Suggestions enabled, you can quickly insert snippets into content files when you begin typing matching text.

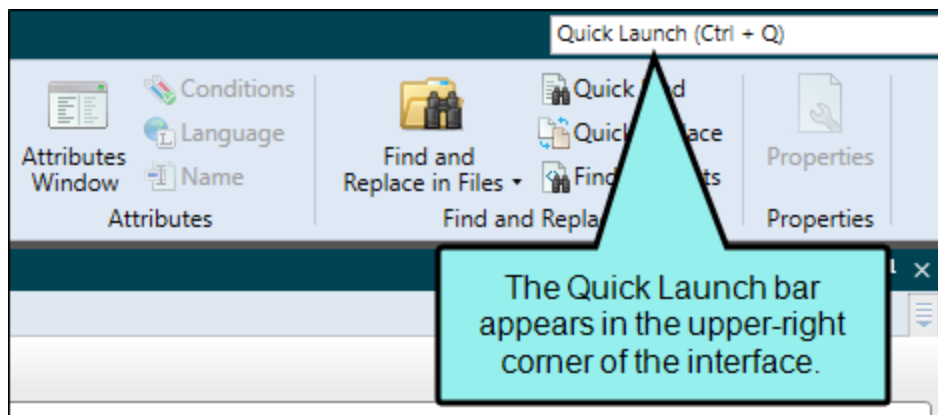
 **NOTE** If you want to change how snippets look when they're inserted in the XML Editor, you can change the MadCap|snippetBlock or MadCap|snippetText styles (for block and text snippets, respectively) in the Stylesheet Editor. This does not affect the output. For more information see the Help system.

# Opening Snippets

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

## How to Open a Snippet From the Quick Launch Bar

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



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

# How to Open a Snippet From the Context Menu

1. Open a topic where the snippet is inserted.
2. Right-click on the snippet and select **Open Snippet File**. The snippet opens in its own page of the XML Editor.

# How to Open a Snippet From the Content Explorer

1. Open the Content Explorer.
2. Expand the **Resources** folder, and double-click the **Snippets** subfolder to open it (unless you have stored these files in a custom folder).
3. Do one of the following:
  - Locate and double-click the snippet file (e.g., NameOfSnippet.flshp) that you want to open.
  - Locate and click the snippet file (e.g., NameOfSnippet.flshp) that you want to open. In the local toolbar, click .

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



# I Editing Snippets

After you create or add a new snippet to your project, you can insert it into any of your topics. Later, if you decide that the snippet needs to be altered, you can do so easily using the steps below. When you edit a snippet, the changes are automatically reflected in any topics where you have inserted the snippet previously.

## How to Edit a Snippet

1. Use one of the following methods to open the snippet that you want to modify.
  - Right-click on the snippet in a topic where it is inserted and select **Open Snippet File**.
  - Locate the snippet in the Resources > Snippets folder in the Content Explorer and double-click it.
2. In the XML Editor make the necessary changes to the snippet, just as you would edit any other document.
3. Click  to save your work.



**NOTE** If you want to change how snippets look when they're inserted in the XML Editor, you can change the MadCap|snippetBlock or MadCap|snippetText styles (for block and text snippets, respectively) in the Stylesheet Editor. This does not affect the output. For more information see the Help system.

# I Using Snippet Conditions

Snippet conditions are just regular condition tags that you can apply to content within snippets and then include or exclude them at the snippet or topic level (rather than at the target level). They are especially useful when the majority of the snippet content is identical everywhere the snippet is used, but there are some small differences in some places. This lets you use one snippet for many purposes, rather than having to create multiple snippets to account for the small exceptions.

## How to Use Snippet Conditions

1. Create all of the condition tags that you plan to use for separating your snippet content.

✔ **TIP** You might want to include the word "Snippet" somewhere in the name of a new snippet condition tag (e.g., Snippet1, Snippet2). This way, you can easily identify it, rather than confusing it with the rest of the condition tags that you use for other purposes (e.g., online output or printed output condition tags).

📄 **NOTE** The more variations that you have in your snippet content, the more condition tags you will need to create. An average number is four to eight condition tags, but you may find that you require fewer or more tags than this for snippet content. It is always preferable to create more condition tags than you may need, rather than to realize later that you have too few. You can even create a separate condition tag set to be used specifically for holding your snippet condition tags, while keeping the rest of your condition tags in other tag sets.

2. Create and open the snippet.
3. Apply the necessary condition tags to the text or other content in the snippet.

✔ **TIP** It is a good idea to click the **Hide/Show Conditional Indicators** button  at the bottom of the editor so that you can clearly see where the different tags have been applied in the snippet.

4. Do one of the following.

### TO APPLY SNIPPET CONDITIONS AT THE SNIPPET LEVEL

This method is recommended in most cases. It allows you more flexibility and tends to be easier to maintain topics as time goes by. Snippet conditions at the snippet level override snippet conditions applied at the topic level.

- a. Insert the snippet into the topic, or determine which topic already contains the snippet.
- b. In the topic, right-click the snippet, and from the context menu, select **Snippet Conditions**. The Snippet Conditions dialog opens.
- c. If you want to exclude a condition tag from the snippet, select its row to highlight it. Then click the **Exclude** option to the right. If you want to include a condition in the snippet, select its row to highlight it, then click the **Include** option to the right.
- d. Click **OK**.
- e. (Optional) Repeat steps b-d for any other instances of the snippet in the topic.
- f. Click  to save your work.

### TO APPLY SNIPPET CONDITIONS AT THE TOPIC LEVEL

This method is good if you have snippet conditions set throughout a topic and you want to include and exclude the same conditions for the entire topic. Otherwise, it is recommended that you apply snippet conditions at the snippet level.

- a. Insert the snippet into the topics, or determine which topics already contain the snippet.
- b. After you determine that a particular topic should display only certain tagged content from the inserted snippet, open the Content Explorer and select the topic file.

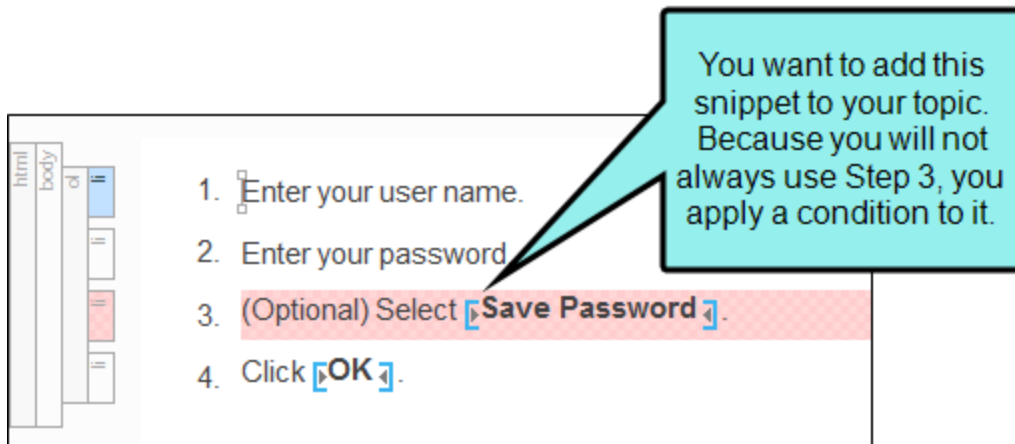
 **NOTE** If there are several topics that you know in advance will include a particular snippet condition tag, you can open the File List window pane (**View > File List**) instead and select all of those files at the same time.

- c. In the local toolbar, click . The Properties dialog for the topic opens.
- d. Click the **Snippet Conditions** tab.

- e. If you want to exclude a condition tag from the topic, select its row to highlight it. Then click the **Exclude** option to the right. If you want to include a condition in the topic, select its row to highlight it, then click the **Include** option to the right.
- f. Click **OK**.

☆ **EXAMPLE** — Snippet Level

You are writing a user guide. There is a three-step process that users need to repeat very frequently, so you create a snippet for those steps. However, there occasionally is a fourth step in the process, where users can optionally select an extra check box before completing the process. You sometimes need to include this process multiple times in the same topic, so you create a snippet for the four-step process, and apply a condition to the optional step.



☆ You add your snippet to the topic...

Layout (Web) Medium (default) Page Layout (text markup)

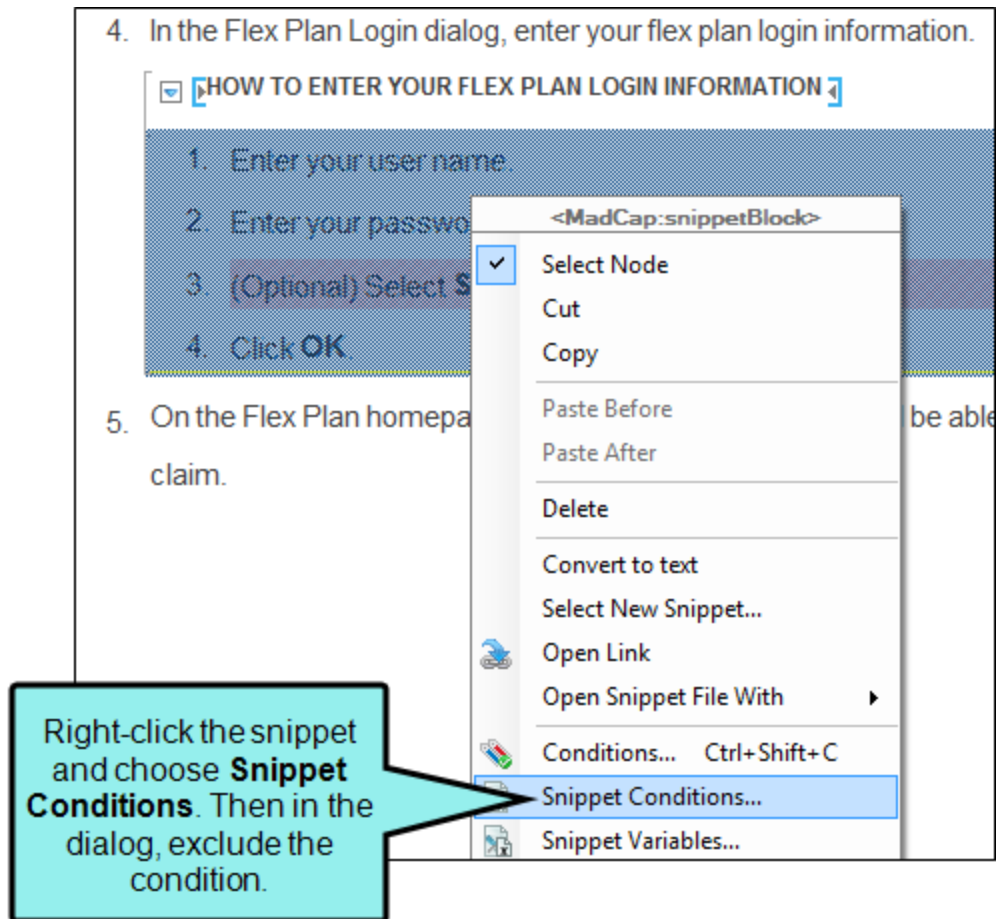
## Accessing the Flex Plan

1. Open the HR website.
2. In the Login dialog, enter your login information.
  - ☒ **HOW TO ENTER YOUR LOGIN INFORMATION**
    1. Enter your user name.
    2. Enter your password.
    3. (Optional) Select **Save Password**.
    4. Click **OK**.

You want to keep this snippet as is.
3. On the HR website homepage, click [Flex Plan](#).
4. In the Flex Plan Login dialog, enter your flex plan login information.
  - ☒ **HOW TO ENTER YOUR FLEX PLAN LOGIN INFORMATION**
    1. Enter your user name.
    2. Enter your password.
    3. (Optional) Select **Save Password**.
    4. Click **OK**.

But you want to exclude Step 3 in this instance of the snippet.
5. On the Flex Plan homepage, click [View Details](#). You will be able to see your current balance, outstanding claims, and submit a new claim.

- ☆ ...and then exclude the snippet condition on the second instance of the snippet. By doing this, you won't see the optional step in that instance of the snippet.





Layout (Web) Medium (default) Page Layout (text markup)

## Accessing the Flex Plan

1. Open the HR website.
2. In the Login dialog, enter your login information.
  - HOW TO ENTER YOUR LOGIN INFORMATION**
    1. Enter your user name.
    2. Enter your password.
    3. (Optional) Select **Save Password**.
    4. Click **OK**.
3. On the HR website homepage, click **Flex Plan**.
4. In the Flex Plan Login dialog, enter your flex plan login information.
  - HOW TO ENTER YOUR FLEX PLAN LOGIN INFORMATION**
    1. Enter your user name.
    2. Enter your password.
    3. Click **OK**.
5. On the Flex Plan homepage, click **View Details**. You will be able to see your current balance, outstanding claims, and submit a new claim.

Later, if you need to edit the content, you only have one snippet to edit.

### ☆ EXAMPLE — Topic Level

You have a table with 15 rows and four columns. Suppose the table needs to be included in 40 topics. Rather than copying and pasting the table 40 times, you create one snippet containing the table and insert it into those 40 topics. However, let's say that in 30 of those topics, you need to add three more rows to the table to explain something. In the remaining 10 topics, the three additional rows are not necessary. Otherwise, the table content is the same in all 40 topics. What do you do? You have a few options.

The first option is to add a note to the table explaining that the three additional rows are intended only for some of the topics but not others. However, this might be confusing to your readers.

The second option is to create two separate snippets—one for the 30 topics and another for the 10 topics. However, this means that you need to maintain identical information in two different places. And that is no way to single-source your content.

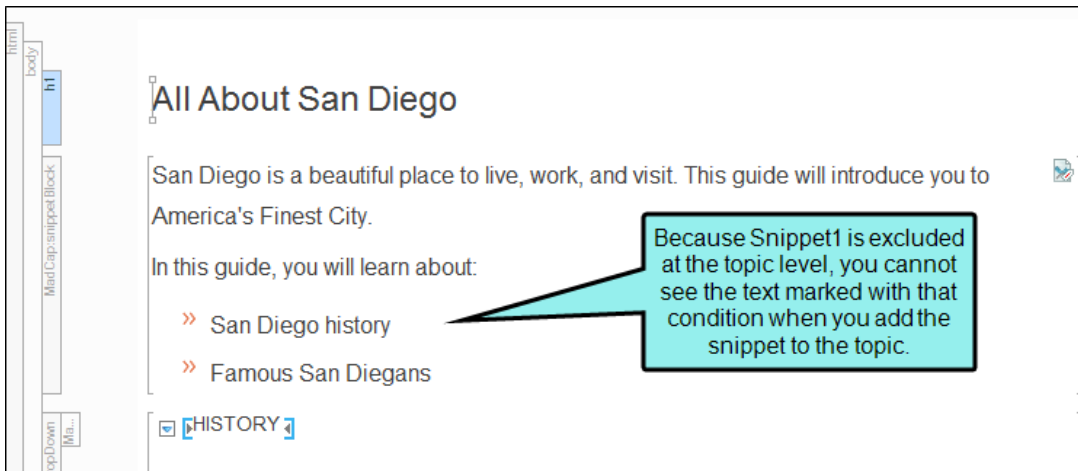
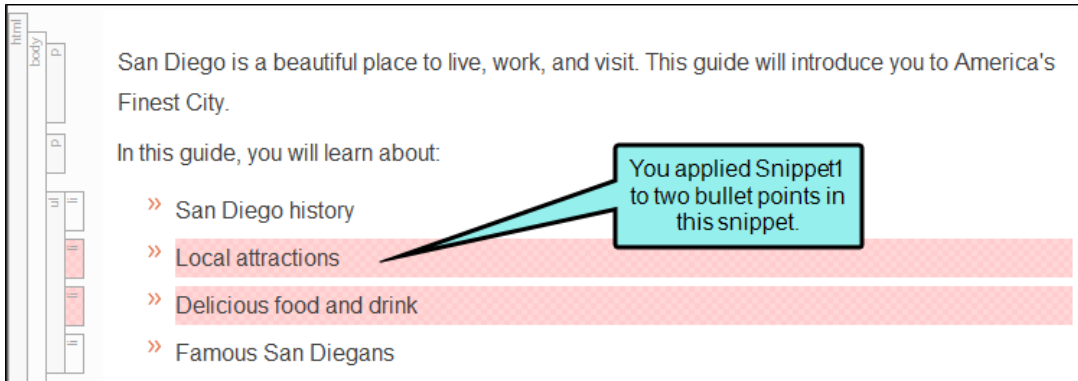
The third option is to create snippet conditions. Here is how you might do it in this example:

1. Create a condition tag.
2. Open the snippet and add the necessary three rows to the table.
3. Using the table row structure bars, apply the new condition tag to the additional three rows.
4. Use the File List window pane (**View > File List**) to select the 30 topics requiring the additional rows, and open the Properties dialog.
5. Select the **Snippet Conditions** tab.
6. Highlight the new condition tag, and select the **Include** option to the right.
7. Use the File List window pane to select the 10 topics not requiring the additional rows, and open the Properties dialog.
8. Select the **Snippet Conditions** tab.
9. Highlight the new condition tag, and select the **Exclude** option to the right.
10. After you save all of your changes and generate the target, you will notice that the three additional rows are displayed only in the 30 topics where they were included.

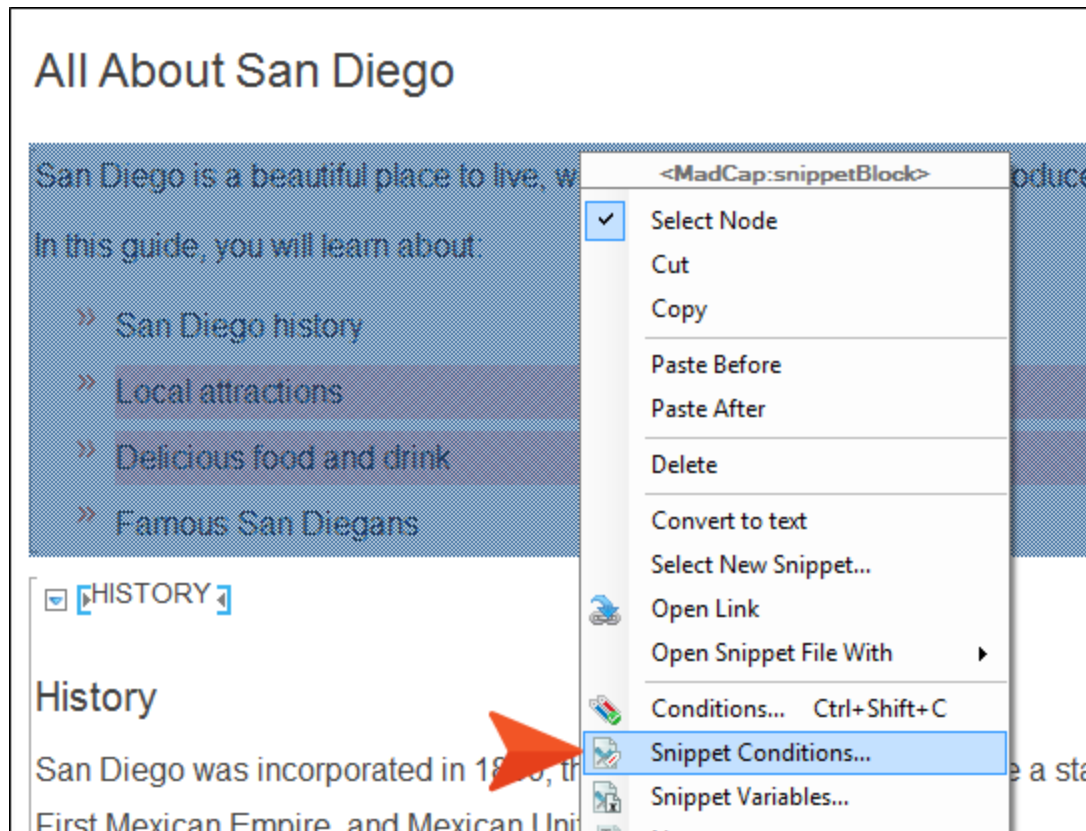




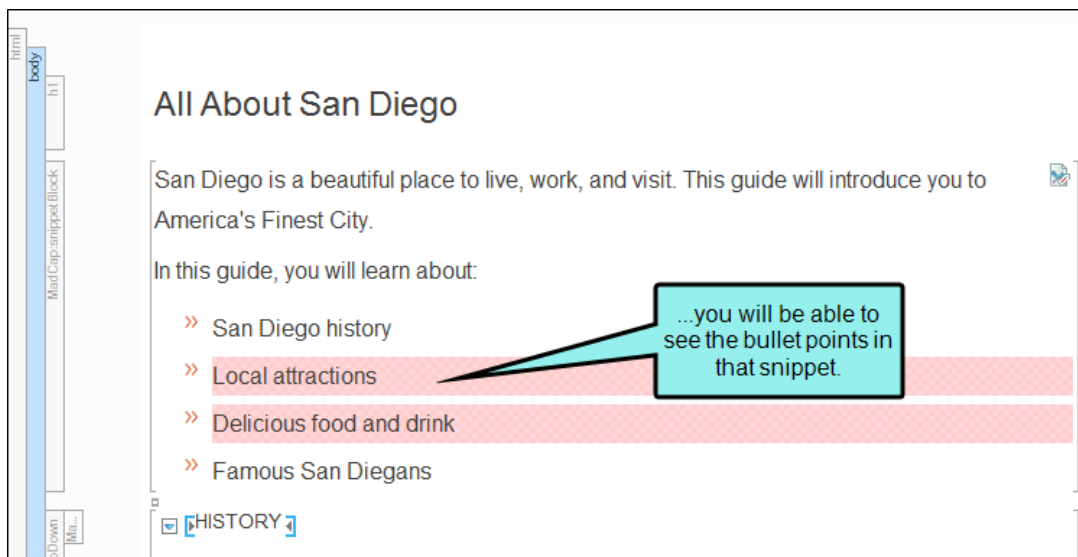
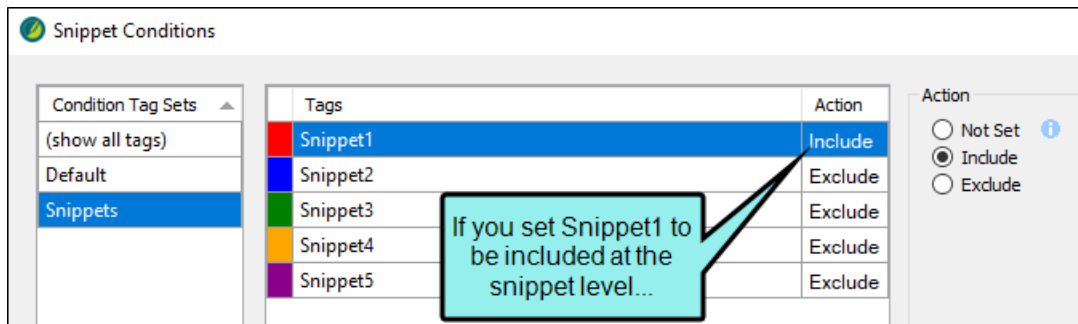
You are working in a topic that has several snippet conditions set at the topic level. When you insert an existing snippet into your topic, you notice that some of the text in the snippet is excluded using the condition tag Snippet1. However, the Snippet1 condition tag is also excluded at the topic level in the topic you are working on, so that text does not appear in the XML Editor or your output.



- ☆ Snippet conditions on individual snippets override those at the topic level. So in the topic you right-click the snippet and choose **Snippet Conditions**.



- ☆ In the Snippet Conditions dialog, you set the conditions on this snippet to *include* Snippet1. While Snippet1 will still be excluded at the topic level, in this particular snippet, you will be able to see the text that is marked with that tag.



# What's Noteworthy?

- ⚠ **WARNING** The condition feature is an inclusive system. If you do not select any options, all of the tags will automatically be *included*, as indicated by the gray text in the Action cell. If you include only some tags and exclude others, any remaining tags without options specifically set will automatically be *included*. However, if you select Include for any of the tags (even just one) and do not select Exclude for any tags, all of the other tags that do not have the Include option set explicitly will automatically be *excluded*. If you have not explicitly set an option for a condition tag, make sure you look at the gray text in the Action cell to know what will happen for that tag in the output.

| Tags       | Action    |
|------------|-----------|
| Mobile     | (include) |
| PrintOnly  | (include) |
| ScreenOnly | (include) |
| Tablet     | (include) |
| Web        | (include) |



| Tags       | Action    |
|------------|-----------|
| Mobile     | (include) |
| PrintOnly  | Exclude   |
| ScreenOnly | Include   |
| Tablet     | Include   |
| Web        | (include) |

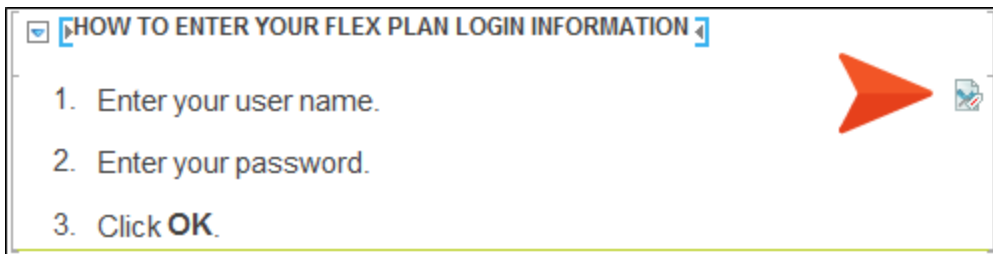




| Tags       | Action    |
|------------|-----------|
| Mobile     | (exclude) |
| PrintOnly  | (exclude) |
| ScreenOnly | Include   |
| Tablet     | (exclude) |
| Web        | (exclude) |



**TIP** If you are using snippet conditions, you may want to enable snippet condition indicators from the **Show tags** drop-down  in the XML Editor. This command enables or disables a marker  that overlays snippets that have snippet conditions applied to them.



If you enable this indicator, you will see it on snippets if you have snippet conditions enabled at either the topic level or the snippet level.



**NOTE** Remember that snippet conditions only apply to a particular instance of a snippet. If you add new snippet conditions to an existing snippet, be sure to use the Link Viewer to check that the content in other instances of the snippet is still visible (or hidden) the way you want it to be.



**NOTE** You can generate a report to see topics in your project that contain snippet conditions at the topic or snippet level.

# Other Activities for Snippets

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

This chapter discusses the following:

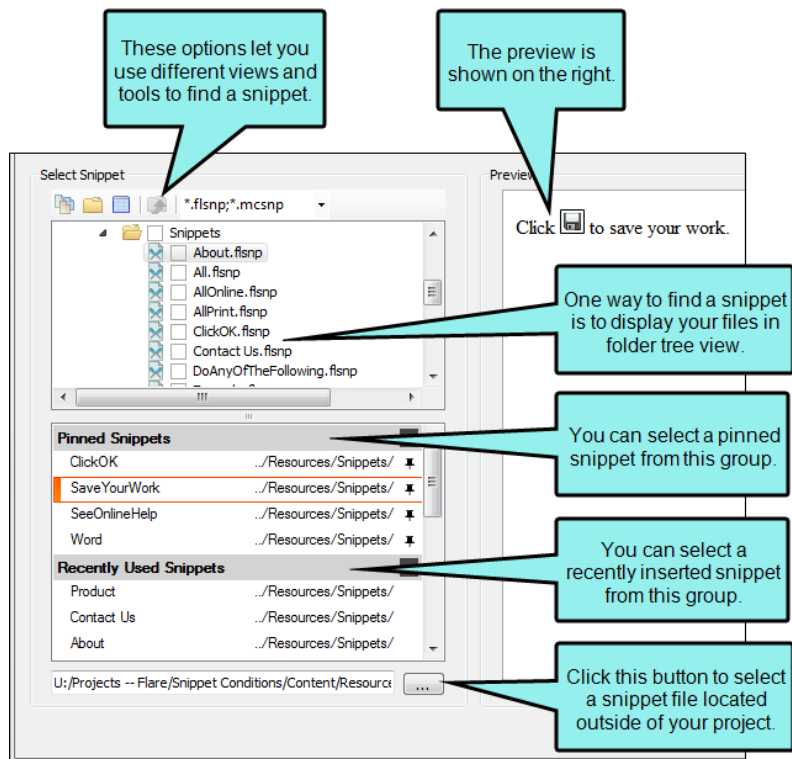
- Replacing Snippets .....39
- Converting Snippets to Text .....41
- Inserting Page Numbers into Frames .....42
- Importing Snippets .....44
- Pinning Snippets .....45
- Deleting Snippets .....54

# I Replacing Snippets

After you create or add a new snippet to your project, you can insert it into any of your topics. Later, if you decide that a different snippet is a better fit for the topic, you can select a new snippet to replace it. When you replace a snippet, it only affects the instance that you selected.

## How to Replace a Snippet

1. Right-click on the snippet where it is inserted and select **Select New Snippet**. The Insert Snippet Link dialog opens.
2. Navigate to the snippet that you want to insert and select it. By using the buttons in the local toolbar, you can view all snippet files in a list, view files in their folder structure, and use other options. If you want to add one of your 20 most recently used snippets to the project, you can select a snippet from the Recently Used Snippets group. If you want to add one of your pinned—or favorite—snippets to the project, you can select a snippet from the Pinned Snippets group. You also can click  to find and select a snippet file outside of the project.



| Option                                                                             | Description                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Shows all of the files in the project in a list below. Click the button again to switch to a folder tree view. You can click the File, Type, or Path column headers to sort the list alphabetically by that column data.                                                                                      |
|   | Shows or hides the folders that the files are stored in.                                                                                                                                                                                                                                                      |
|   | Shows or hides the files. If you click this button when the Show Folders button  is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right. |
|   | If the Show Files button  is the only one selected, you can click this button to move up one folder level.                                                                                                                   |
|  | Lets you filter the kinds of files shown below. Depending on the task you are performing, this field may already be populated with the most appropriate file type(s).                                                                                                                                         |



**NOTE** If you select a snippet file outside the project, that file is then copied and placed inside the project. The image file is stored in the Resources\Snippets folder of the Content Explorer.

3. Click **OK**. The original snippet is replaced by the new snippet.
4. Click  to save your work.



# I Converting Snippets to Text

After you create or add a new snippet to your project, you may decide that you want the snippet to be regular text instead. Rather than retyping the snippet, you can convert the snippet to text using the steps below.

## How to Convert a Snippet to Text

1. Open the topic.
2. In the XML Editor, right-click the snippet that you want to convert to text.
3. From the context menu, select **Convert to text**. The snippet is converted to text.
4. Click  to save your work.

# Inserting Page Numbers into Frames

Supported In:



One type of content that you are likely to add to a frame is a page number, which is actually a snippet that serves as a placeholder for a page number in the output.

## How to Insert a Page Number Into a Frame

1. Open a page in a page layout.
2. Click on the header, footer, or decoration frame to which you want to add a page number.

 **NOTE** You cannot insert a page number into a body frame (which automatically displays content from your topics).

3. In the local toolbar, click , or right-click the frame and select **Select Frame Text**.
4. In the **Templates** section, select one of the page number snippets.
  - **- page -.flsnp** Displays a page number surrounded by dashes (e.g., - 53 -).
  - **page (pagecount).flsnp** Displays the current page number, followed by the total number of pages in parentheses.
  - **Page n of N.flsnp** Displays the current page number and the total number of pages in the document (e.g., Page 13 of 70).

 **TIP** You can change the look of the page number (e.g., remove the dashes or parentheses). To edit the text or content around a page number, continue inserting the page snippet as it is. After it is added to the frame, click on the frame and press **F2**. In the Frame Contents window pane, modify it as necessary.

5. Click **OK**.
6. Click  to save your work.

# I Importing Snippets

You can create new snippets (FLSNP files) within your project. But if you already have created snippets in another project and want to reuse them in your current project, you can import those snippets.

## How to Import a Snippet

1. Select **Project > New > Snippet**.

The Add File dialog opens.

2. Select **New from existing** and click .
3. Find and select the snippet file that you want to import.
4. Click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
5. In the **Folder** field select a location to store the snippet in the project.
6. If you want to give the snippet a different name than that for the imported file, click in the **File name** field and replace the text.
7. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
8. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
9. Click **Add**. The snippet is added to the Resources\Snippets folder in the Content Explorer and opens in its own page in the XML Editor.

# I Pinning Snippets

You can pin your favorite snippets so you can easily find them again later. Pinned snippets appear in a group that you can expand or collapse. This is a way to limit the list of snippets to those that you use the most.

You can pin any snippet that appears in the Recently Used Snippets group. This group lists your 20 most recently used snippets.

## How to Pin a Snippet—Insert Snippet Link 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 > Snippet.**
  - **Local Toolbar** In the local toolbar at the top of the XML Editor click the face of the  button.  
  
OR  
  
In the local toolbar at the top of the XML Editor click the down arrow next to , then select **More Snippets**.
  - **Keyboard Shortcut** Press **CTRL+R**.
  - **Right-Click** Right-click in the editor and select **Insert > Snippet**. This context menu option is available only when your cursor is located in certain places in the editor (e.g., not in a drop-down effect).

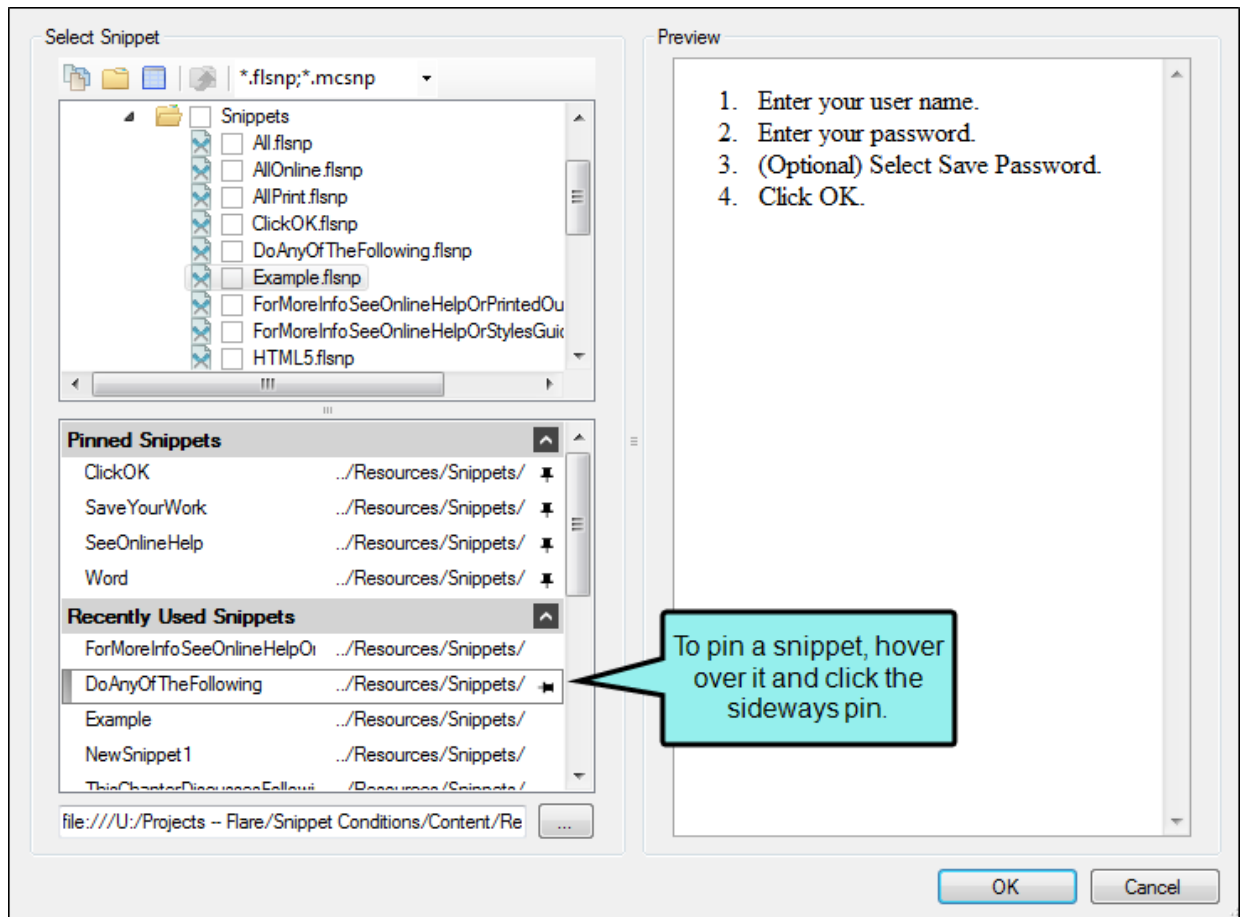
The Insert Snippet Link dialog opens.

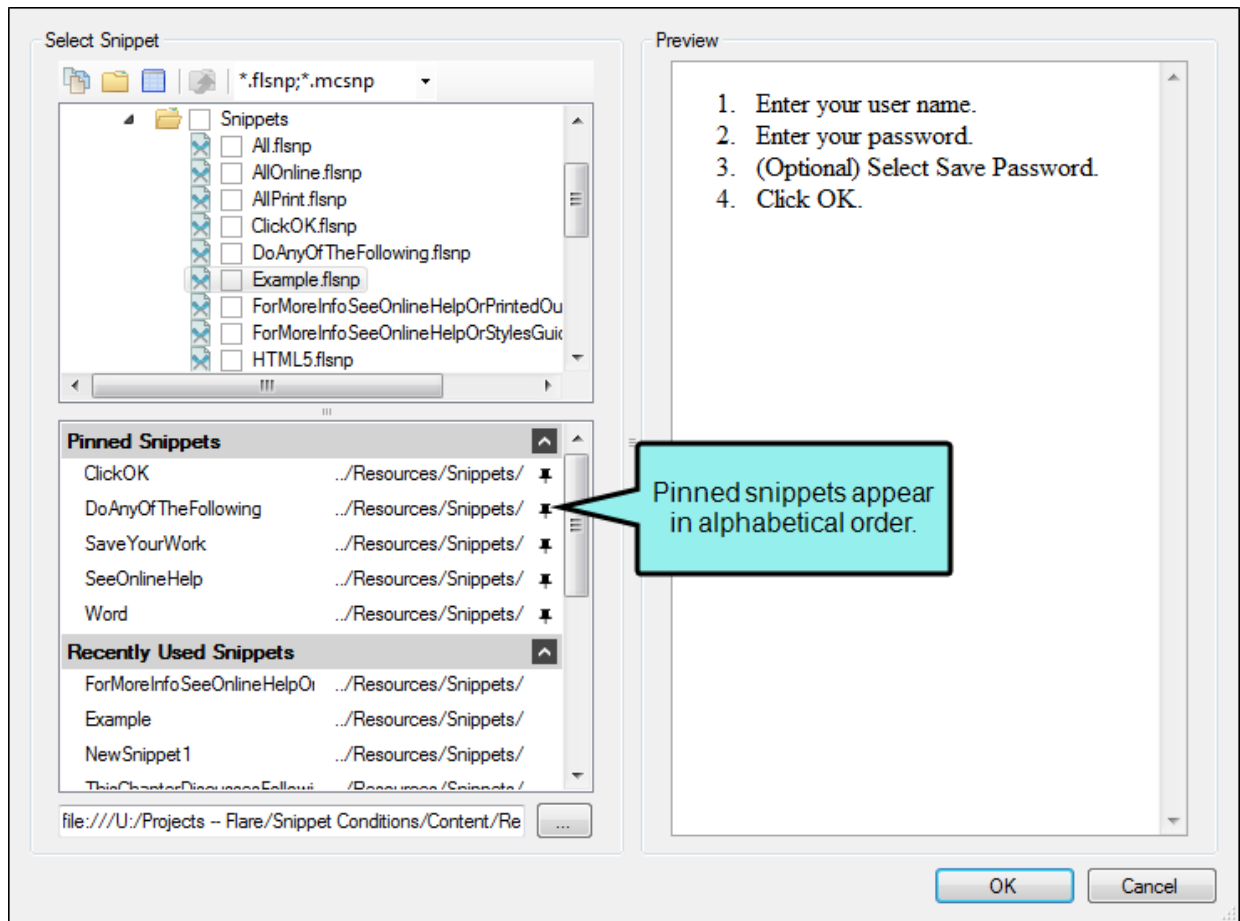
3. From the **Recently Used Snippets** group, select the snippet you want to pin. A pin  appears to the right of the snippet.



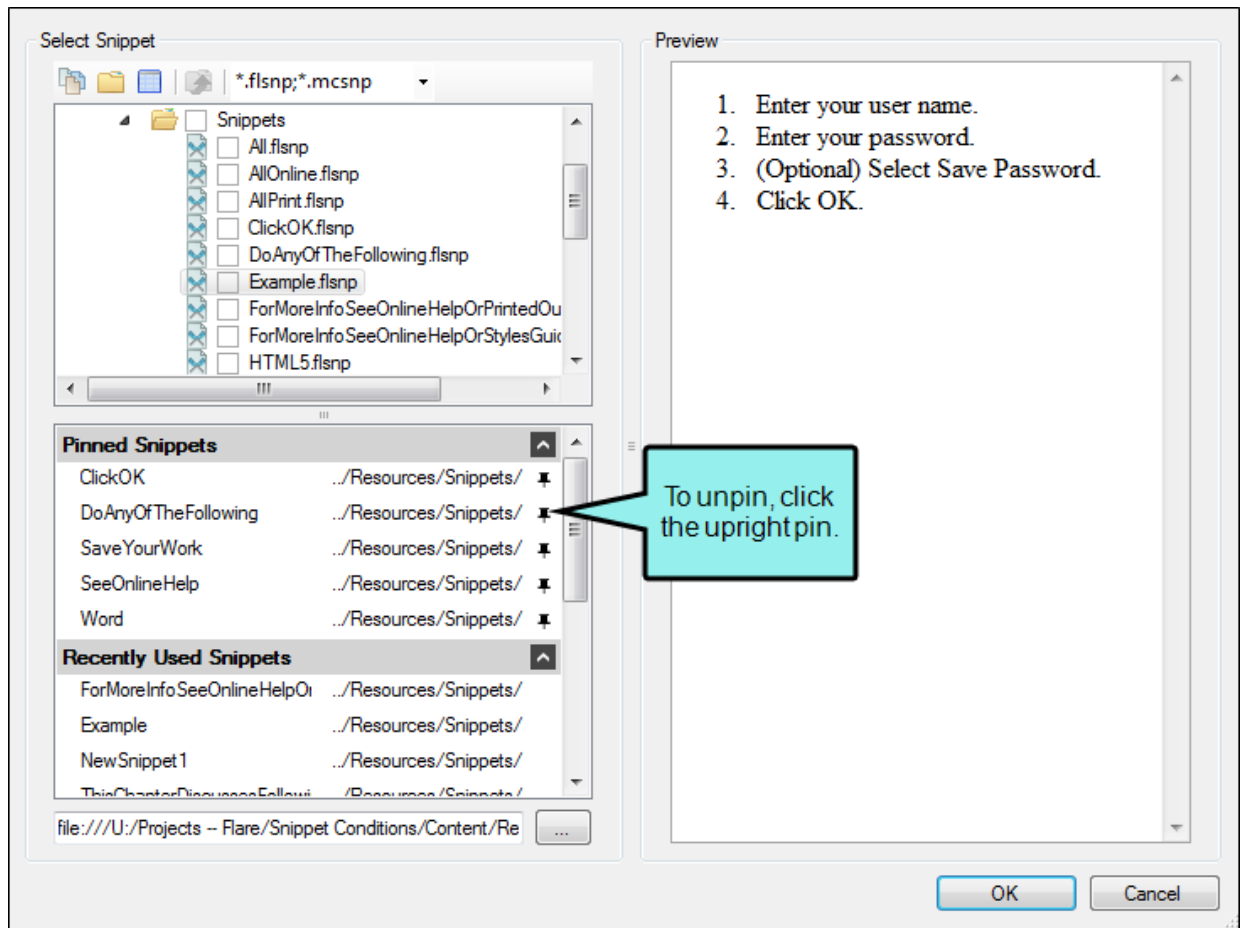
**NOTE** Snippets must appear in the Recently Used Snippets group before they can be pinned. If the snippet you want to pin does not appear in the Recently Used Snippets group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Snippet Link dialog.

4. To pin the snippet, click . The pin changes to  to show that the snippet has been pinned to the list. Pinned snippets are added to the Pinned Snippets group in alphabetical order.

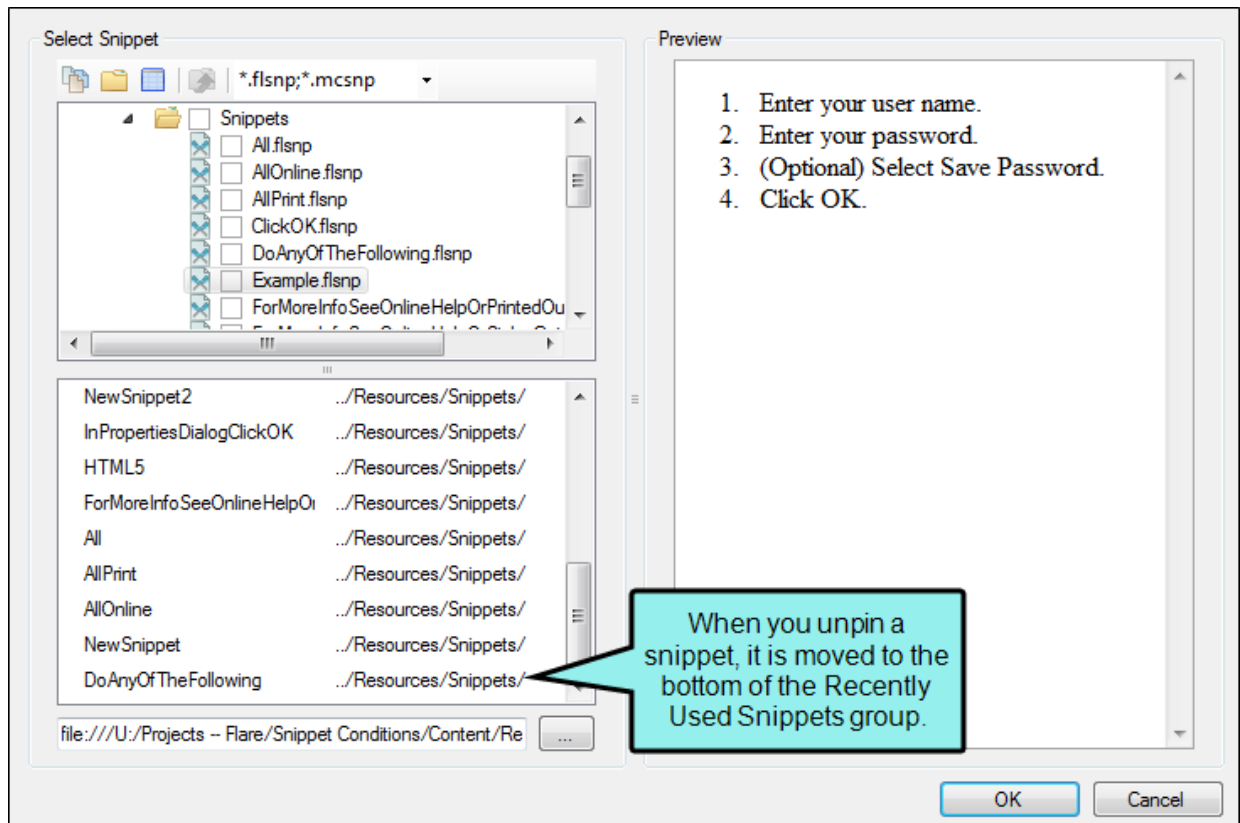




5. To unpin the snippet, click the pin again and it will be moved back to the bottom of the Recently Used Snippets group.







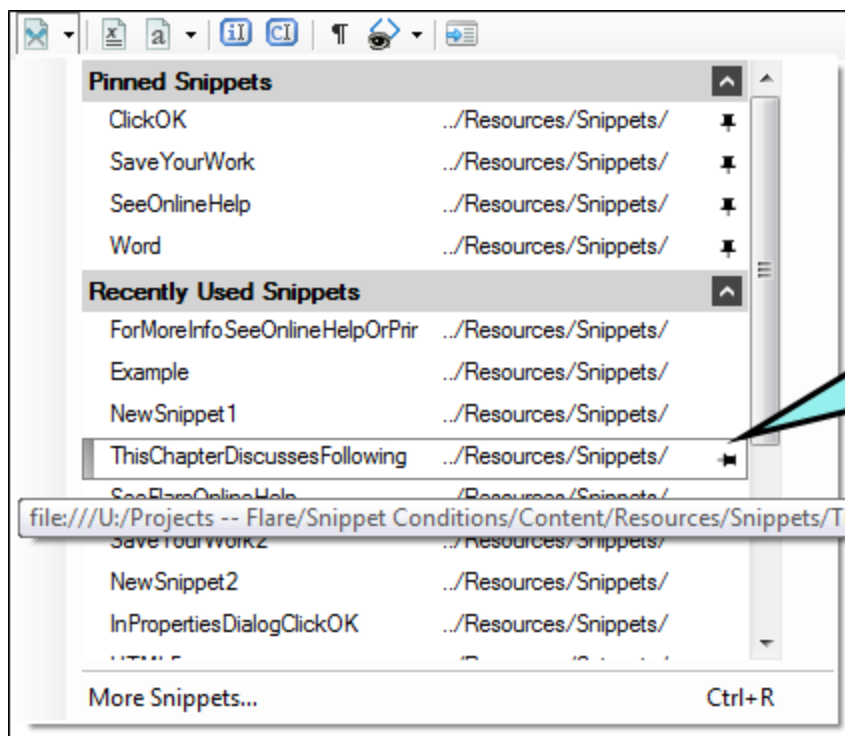
6. Click OK.

# How to Pin a Snippet—Local Toolbar

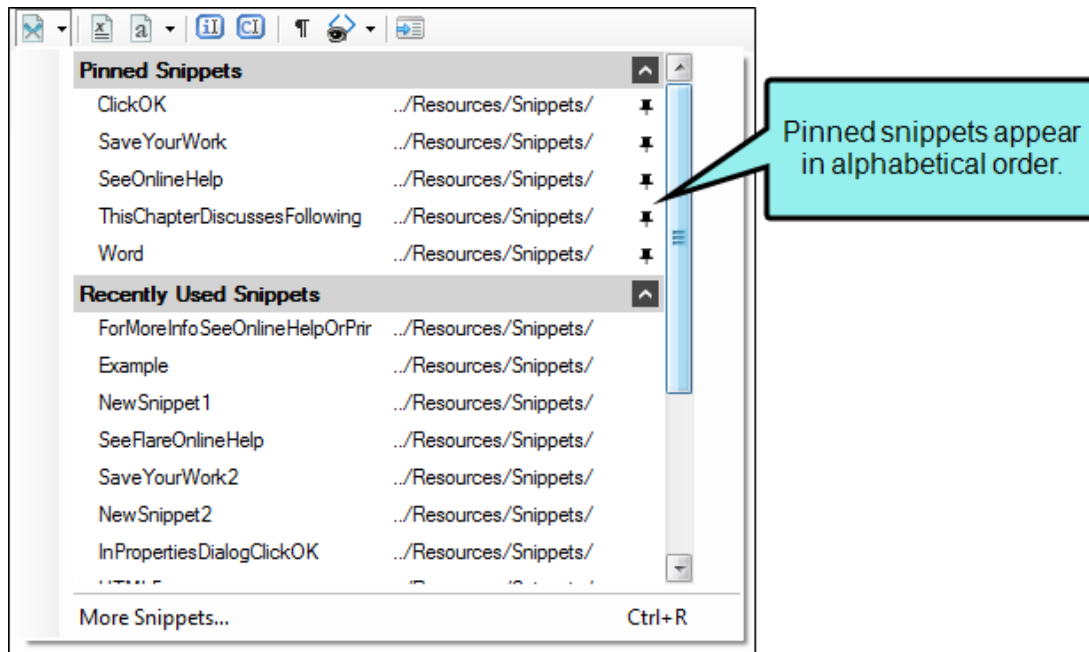
1. Open the content file.
2. In the local toolbar at the top of the XML Editor click the down arrow next to . This expands the Insert Snippet drop-down.
3. From the **Recently Used Snippets** group, select the snippet you want to pin. A pin  appears to the right of the snippet.

 **NOTE** Snippets must appear in the Recently Used Snippets group before they can be pinned. If the snippet you want to pin does not appear in the Recently Used Snippets group, you can add it to a content file by dragging it from the Content Explorer or using the Insert Snippet Link dialog.

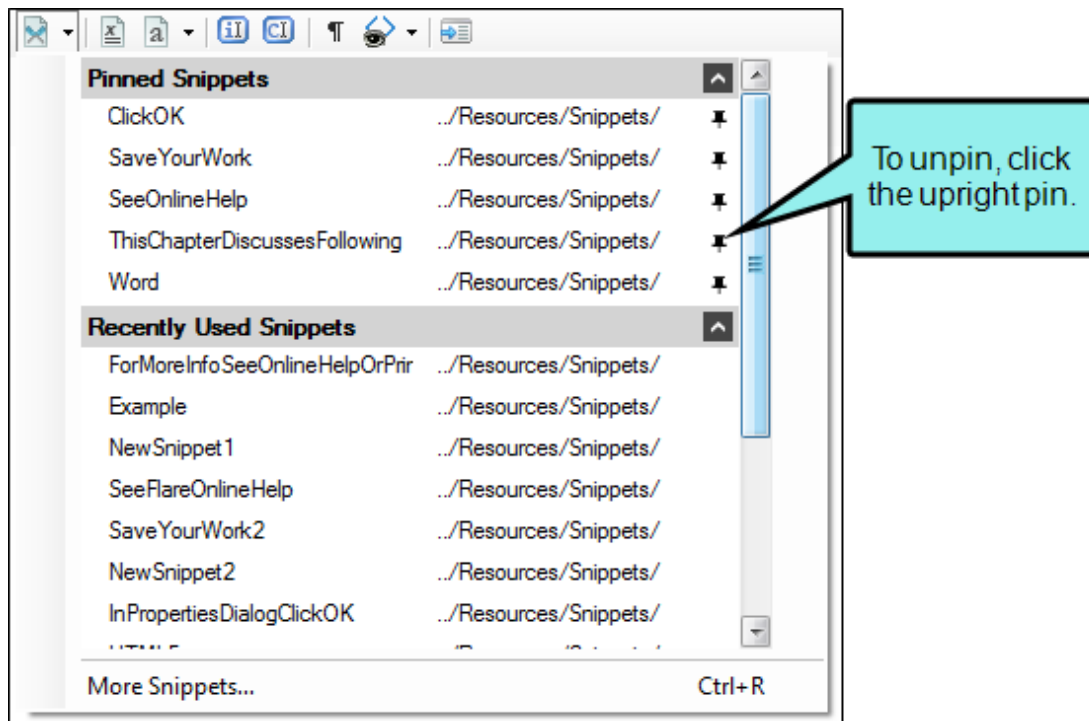
4. To pin the snippet, click . The pin changes to  to show that the snippet has been pinned to the list. Pinned snippets are added to the Pinned Snippets group.

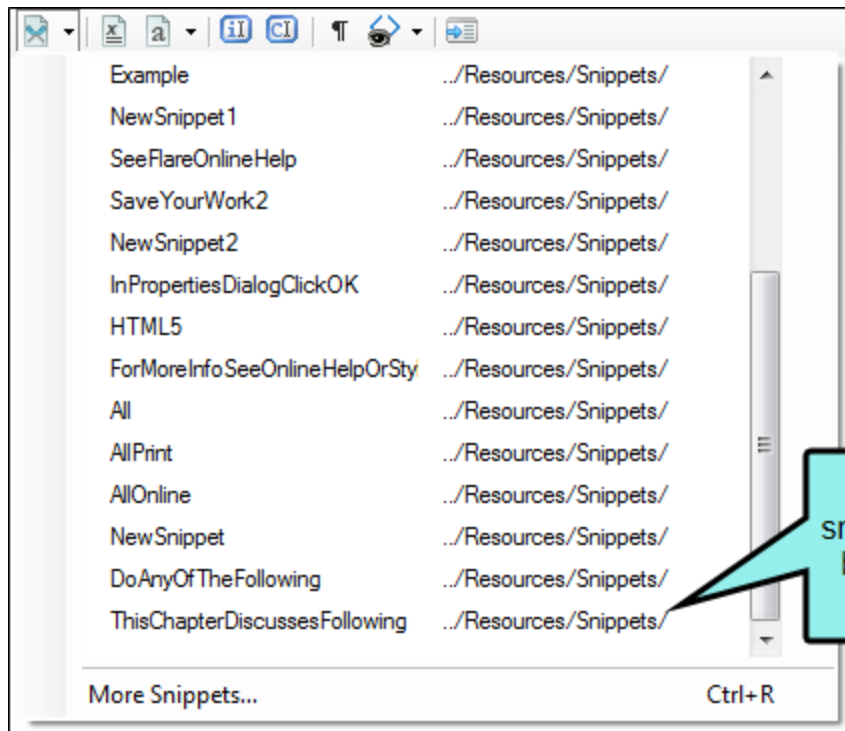


To pin a snippet, hover over it and click the sideways pin.



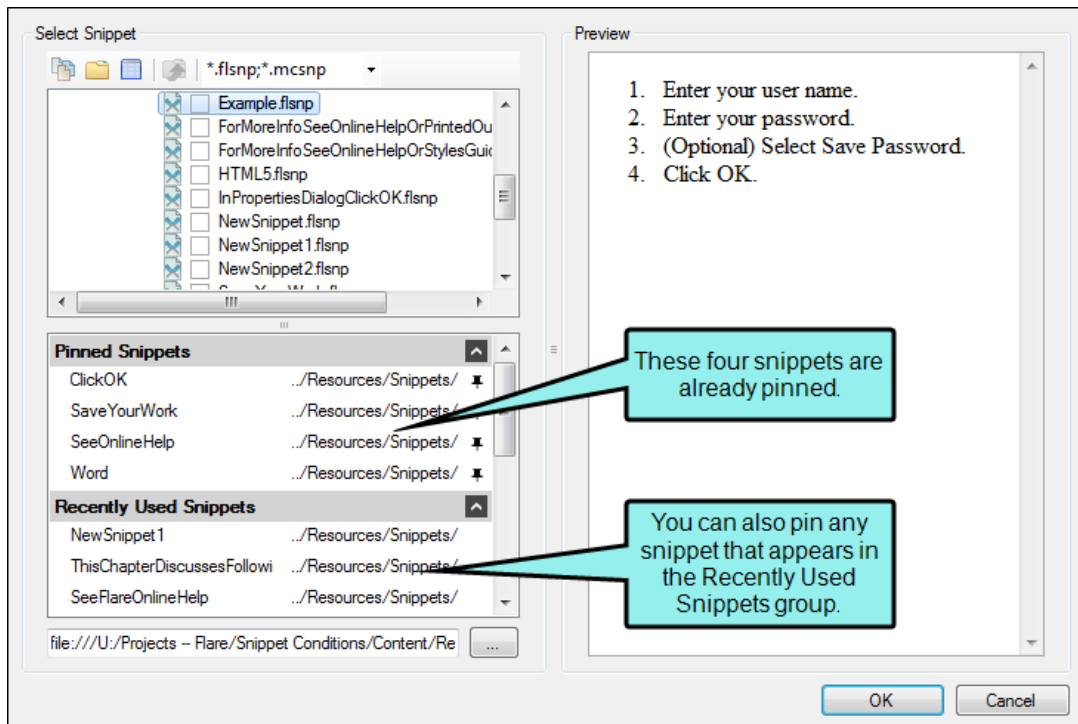
5. To unpin the snippet, click the pin again and it will be moved back to the bottom of the Recently Used Snippets group.





When you unpin a snippet, it is moved to the bottom of the Recently Used Snippets group.

☆ **EXAMPLE** Four snippets have been added to the Pinned Snippets group. Other recently used snippets can still be seen in the Recently Used Snippets group; you can add any of these snippets to the Pinned Snippets group at any time.



## What's Noteworthy?

📌 **NOTE** The Recently Used Snippets and Pinned Snippets groups show the relative path location of each snippet. Hover over any snippet to see its full file path.

📌 **NOTE** You can expand or collapse the Recently Used Snippets and Pinned Snippets groups by clicking the arrows next to each group name.

# I Deleting Snippets

If necessary, you can delete a snippet that you have added to a topic.

## How to Delete a Snippet

1. Open the topic containing the snippet.
2. In the XML Editor, right-click the snippet that you want to delete.
3. From the context menu, select **Delete**. The snippet is removed from the topic.
4. Click  to save your work.

## APPENDIX

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# 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*

*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 Flare Online  
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*