

MADCAP FLARE DESKTOP 2025

Source Control: Microsoft Team Foundation Server

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CHAPTER 1

Introduction

Microsoft Team Foundation Server (TFS) (or Azure DevOps) is a source control tool that integrates with Flare Desktop. You can use the Flare Desktop interface to perform various source control tasks for a project that is bound to TFS.

General Information

- "Common Source Control Terms" on page 8
- "Source Control Icons" on page 9
- "Bind Detection, Disabling Providers, and Unbinding Providers—TFS" on page 11

Process

1. Setting Up TFS (Done Outside of Flare Desktop)
2. "Binding a Project" on page 15
3. (Other Team Members) "Importing From Source Control" on page 21
4. "Getting the Latest Version" on page 23
5. "Checking Out Source Control Files" on page 27
6. "Checking In Source Control Files" on page 29
7. "Merging Source Control Files" on page 32



NOTE Because of the way Team Foundation Server is designed, when you remove files from your project and check in your changes, you still need to perform a "get latest" in order for those files to be removed from the client.



NOTE If you unpack a zipped project that is bound to source control, the files in the unpacked project become editable.

General Information for Team Foundation Server

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

This chapter discusses the following:

- Common Source Control Terms 8
- Source Control Icons 9
- Bind Detection, Disabling Providers, and Unbinding Providers—TFS . 11

I Common Source Control Terms

Following are definitions for some of the common phrases used in Flare Desktop's integrated source control with Microsoft Team Foundation Server.







- **Bind** This means to connect your project to Microsoft Team Foundation Server. After doing this, you can then take advantage of all the automated source control tasks (such as check in, check out, and so on).
- **Check In** This means to copy your local Flare Desktop files to Microsoft Team Foundation Server, overwriting the copies stored in Microsoft Team Foundation Server. This enables other authors on your team to access and edit the latest files.
- **Check Out** This means to copy the latest source control files to your local Flare Desktop project and remove the "Read Only" designation from them so that you can edit the files.
- **Get Latest Version** This means to copy the latest source control files to your local project without necessarily checking out the files. This means that the "Read Only" designation will remain associated with the files until you check them out.







NOTE Flare Desktop integrates with multiple source control providers to provide built-in source control support. Each of the source control providers built-in to Flare Desktop uses different terms. As such, Flare Desktop's source control interface is different depending on which source control provider you use. Please refer to the sections for each source control provider if you need to see information about the terms used by other built-in systems.

I Source Control Icons

Following are descriptions for the primary icons that you may see next to files when using source control.

Icon	Description
	Checked Out This indicates that the file has been checked out from source control. When your changes are done, you can check in the file. You may see this icon in conjunction with the  icon, indicating that you have checked out and locked the file.
	New File (Pending Add) This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select Source Control > Add .
	Not Checked Out This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.
	Locked by Another User This indicates that another user has locked the file. You cannot check in the file while it is locked by another user.
	Locked by You This indicates that you have locked the file. You can lock a file when you check it out. Other users cannot check in the file while it is locked.

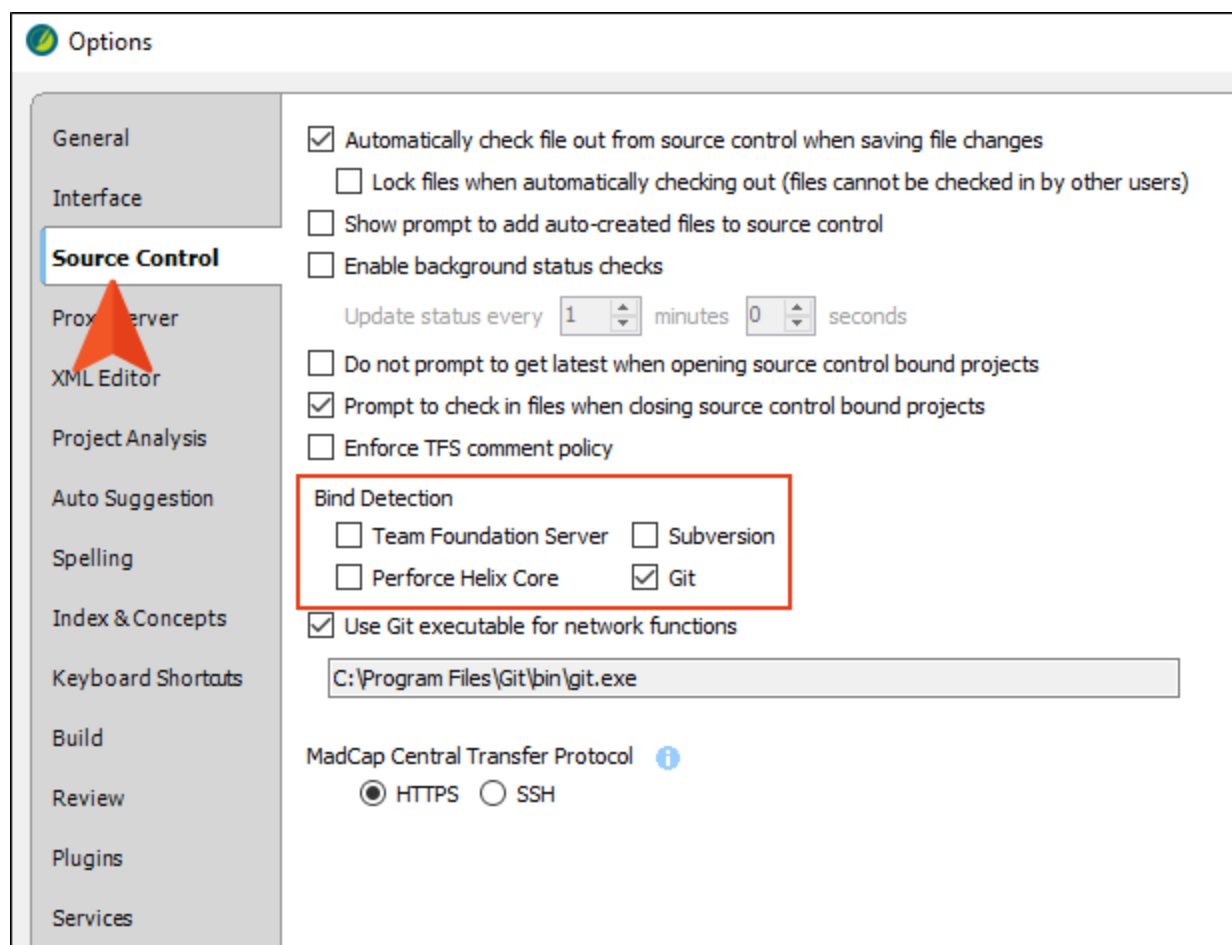
Icon	Description
	Checked Out By Other User This indicates that the file is currently checked out to another user. You may see this icon in conjunction with the  icon, indicating that another user has checked out and locked the file.
	Out of Date This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.
	Deleted This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.

Bind Detection, Disabling Providers, and Unbinding Providers—TFS

Flare Desktop has options for bind detection, disabling providers, and unbinding providers. Although these are separate features, they are all somewhat related. This information is especially important if you are using an external tool to bind and manage your source control tasks.


Bind Detection

Flare Desktop's bind detection settings are found on the Source Control tab of the Options dialog.




Bind detection scans your project when you load it to see if the project has been previously bound to source control. If a binding is detected, you then have the option of applying the binding and committing the project to source control. Depending on the provider you are using, Flare Desktop may search the file system and its artifacts, as well as contact and query servers, to find potential source control bindings.

When you open a Flare Desktop project that hasn't been bound to source control before, the bind detection option is disabled for Perforce Helix Core, Subversion, and Team Foundation Server. It is enabled by default for Git and MadCap Flare Online (which uses Git). If you bind a project to source control using the Flare Desktop interface, the option is then automatically enabled.

 **NOTE** You can use bind detection as an alternative to importing a Flare Desktop project. If you have received a Flare Desktop project file (e.g., by copying it from a server, by opening it from a network location), you can simply open the file and Flare Desktop will search for and apply existing source control bindings.

 **NOTE** Source control providers are scanned in the following order:

1. Git
2. Subversion
3. Perforce Helix Core

 **TIP** Detecting source control bindings may take a considerable amount of time. It is recommended that you select only the source control providers that you use to speed up the detection process.

Disabling Providers

By default, when a project is bound to source control, the provider (Git, Perforce Helix Core, Subversion, or Team Foundation Server) is enabled. This means that the source control interface elements in Flare Desktop are visible, and you can use them to perform various tasks (e.g., commits, synchronize changes).

Disabling a provider means that the source control interface elements are no longer shown. This does not mean you cannot use source control. As long as the provider is still *bound* to the project, you can perform source control tasks in a third-party tool outside of Flare Desktop.

For more details and steps, see "Disabling a Team Foundation Server Provider" on page 53.

Unbinding Providers

When you unbind a provider, it means you are removing the connection altogether between the Flare Desktop project and the local repository.

You can unbind a provider via the Project Properties dialog or the Settings view in the Source Control Explorer. Click the **Unbind Provider** button.

For more details and steps, See "Unbinding a Team Foundation Server Provider" on page 70.

Process for Team Foundation Server

Certain tasks must be completed in order when using this feature.

1. Setting Up TFS (Done Outside of Flare Desktop)
2. "Binding a Project" on the next page
3. (Other Team Members) "Importing From Source Control" on page 21
4. "Getting the Latest Version" on page 23
5. "Checking Out Source Control Files" on page 27
6. "Checking In Source Control Files" on page 29
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I Binding a Project

Use the following steps if you have already created a Flare project and want to bind ("connect") it to Microsoft Team Foundation Server (or Azure DevOps). You can also automatically detect existing source control bindings if your project has been previously connected to TFS.



NOTE The following steps show how to bind a project using the Flare Desktop interface. It is also possible to bind a project outside of Flare Desktop (e.g., using Git Bash). If you decide to do this, you should be aware of some additional aspects of source control, such as bind detection and disabling providers.

How to Bind a Project Using the Project Properties Dialog

1. Open the project.
2. Select **Project > Project Properties**. The Project Properties dialog opens.
3. Select the **Source Control** tab.
4. Click **Bind Project**. The Bind Project dialog opens.
5. From the drop-down, select **Microsoft Team Foundation Server**.
6. In the **Server** field, enter the name of the computer or the IP address of the server. You can also click  to select a "Team Project Collection." If you click this button, the Select Team Foundation Server Project Collection dialog opens, and you can do the following.
 - a. To add a server, click .
 - b. Enter the name or URL of the server.
 - c. Enter the path and port number.
 - d. Select the protocol (HTTP or HTTPS).



NOTE You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

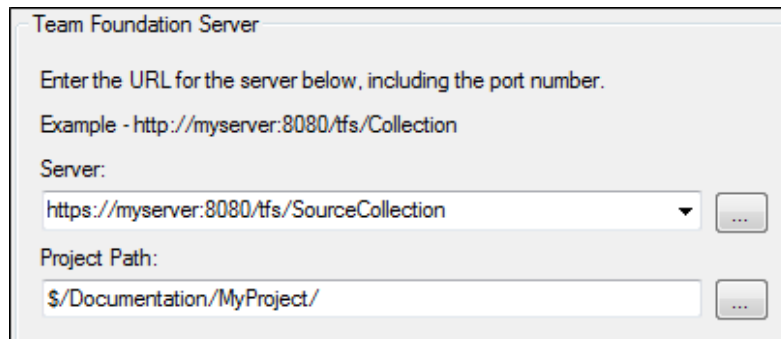
 **NOTE** Be sure to specify the path deeper than the server name. For example:


`.../tfs/DefaultCollection`


or

`.../tfs/SourceCollection`



If you do not know this information, contact your system administrator.





 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.


7. Next to the **Project Path** field, click .
8. Click on the Team Foundation Server folder to which you want to bind the Flare Desktop project.
9. Click **OK**.
10. (Optional) In the **Comment** field, you can enter any internal comments.
11. (Optional) If you want the files in the project to be checked out when you are finished, click **Keep files checked out**.
12. In the Bind Project dialog, click **OK**.
13. If the Log In dialog opens, complete the **User name** and **Password** fields and click **OK**. Copies of the Flare Desktop files are created and added to the folder you specified.
14. In the Project Properties dialog, click **OK**. The project is connected to Team Foundation Server, and you can now check files in and out as necessary.


How to Bind a Project Using the Explorer

1. Open the project.
2. Select **View > Source Control Explorer**. The Source Control Explorer opens.
3. From the drop-down or the Home pane, select **Settings**. The Settings pane opens.
4. Click **Bind**. The Bind Project dialog opens.
5. From the drop-down, select **Microsoft Team Foundation Server**.
6. In the **Server** field, enter the name of the computer or the IP address of the server. You can also click  to select a "Team Project Collection." If you click this button, the Select Team Foundation Server Project Collection dialog opens, and you can do the following.
 - a. To add a server, click .
 - b. Enter the name or URL of the server.
 - c. Enter the path and port number.
 - d. Select the protocol (HTTP or HTTPS).

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.


 **NOTE** Be sure to specify the path deeper than the server name. For example:
`.../tfs/DefaultCollection`
If you do not know this information, contact your system administrator.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.


7. Next to the **Project Path** field, click .
8. Click on the Team Foundation Server folder to which you want to bind the Flare Desktop project.
9. Click **OK**.

10. (Optional) In the **Comment** field, you can enter any internal comments.
11. (Optional) If you want the files in the project to be checked out when you are finished, click **Keep files checked out**.
12. In the Bind Project dialog, click **OK**.
13. If the Log In dialog opens, complete the **User name** and **Password** fields and click **OK**. Copies of the Flare Desktop files are created and added to the folder you specified. The project is connected to Team Foundation Server, and you can now check files in and out as necessary.

What's Noteworthy?

 **TIP** If you are having difficulty binding your project, try binding to a brand new directory in your source control provider. You should also ensure that the directory on your local machine (and its parent directories) is not already mapped to source control, as this may cause issues with binding.

 **NOTE** You can also bind a new Flare project to source control while creating it.

 **NOTE** If you want to publish your output to source control, you must create a bind destination.



I Importing From Source Control


This chapter focuses on importing a Flare project from source control. You might use this method, for example, if you are working on a multi-author project and another member of the team has placed the Flare project in Microsoft Team Foundation Server.


How to Import a Project From Team Foundation Server



1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New Project > Import Project**.
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.

The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Microsoft Team Foundation Server**.
3. In the **Server** field, enter the name of the computer or the IP address of the server. You can also click  to select a "Team Project Collection." If you click this button, the Select Team Foundation Server Project Collection dialog opens, and you can do the following.
 - a. To add a server, click . The Add Team Foundation Server dialog opens.
 - b. Enter the name or URL of the server.
 - c. Enter the path and port number.
 - d. Select the protocol (HTTP or HTTPS).

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.

4. Next to the **Team Project** field, click . If the Log In dialog opens, complete the **User name** and **Password** fields.
5. Click on the Team Foundation project.
6. Click **Next**.
7. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens.
8. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
9. Click **OK**.
10. Click **Next**.
11. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
12. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
13. Click **Finish**. The project is imported and loaded into Flare Desktop



NOTE When a project is dual bound to Flare Online and a non-Git third-party provider, keep the following in mind if you (i.e., the second user) want to access this setup. After importing the project from Perforce Helix Core, Subversion, or Team Foundation Server, you will have to re-bind the project to Flare Online. In the MadCap Flare Online window pane in Flare Desktop, click to upload (or bind) the project to Flare Online. In the Bind Project dialog, it is important to enter the exact name of the project as it currently exists in Flare Online. When you click **OK**, a message displays asking if you want to bind to the existing project. Select **Yes**. This re-establishes the existing Flare Desktop-Flare Online connection; note that it does not create a new binding.



NOTE If you want to import a project from source control, you can alternatively open the project file from another location (e.g., a server location), and then use Flare Desktop's bind detection functionality to automatically apply available source control bindings to the project.

I Getting the Latest Version

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

Following are steps for getting the latest version of all files in a project automatically, as well as steps for getting the latest version of files manually.


Automatic Get

You might use this option if you are working with a team of authors and want to make sure that you include the latest changes from other writers in the output (without having to manually get those files).

With this option:

- You will not be prompted before the "get" is performed.
- Flare Desktop will not get the latest copy of the files in the Targets folder, because that would conflict with the generation of the output.
- Conflicts with files will not cause local files to be overwritten. Therefore, if your local files are writable or already checked out, those files will be kept, rather than overwritten with the source control files.

How to Get the Latest Version of Source Control Files Automatically

1. Open the target.
2. In the Target Editor, select the **General** tab.
3. Select the check box labeled **Automatically get latest version of all files before generating the target**.
4. Click  to save your work.
5. Build the target.



NOTE The "automatic get" feature is not supported if you are building output using the command line, as opposed to the Flare Desktop interface.

Manual Get

You can manually get the latest version of all of the files in the Flare project or specific files only.

How to Get the Latest Version of Source Control Files Manually

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Get Latest Version** (for selected files) or **Source Control > Get Latest Version All** (for all files in the project).
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the file you want to get and select **Source Control > Get Latest Version**.
 - **Source Control Explorer** With the Pending Changes pane open, right-click the file you want to update and select **Get Latest Version**.
2. If the local and server files are the same, a message tells you so. Click **OK**.

If the local file is different from the file on the server, the Resolve Conflicts dialog opens. If you want to accept all of the differences between the local and server files, thus merging them, click **Auto Merge All**. If you want to review the differences in the files side by side and resolve each conflict, click **Resolve**. For more information about merging files and resolving conflicts, see "Merging Source Control Files" on page 32.

What's Noteworthy?



NOTE By default, when you open a project that is bound to source control, a message automatically asks if you want to get the latest version of files. However, you can disable this prompt in the Options dialog (**File > Options**). See "Disabling the Get Latest Prompt for Source Control" on page 52.



NOTE If you update your read-only files with read-only files and you do not perform a check out, the files will appear to be submitted without actually updating the server-side version.

Checking Out Source Control Files

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

You can check files out automatically or manually.

How to Check Out Files From Source Control Automatically

1. Select **File > Options**. The Options dialog opens.
2. Select the **Source Control** tab.



NOTE This tab will not be visible if your project is not yet bound to source control. See "Binding a Project" on page 15.

3. Click the check box **Automatically check file out from source control when saving file changes**. A check mark in the box indicates that the feature is enabled.
4. (Optional) If you want files that are automatically checked out to be locked as well, select **Lock files when automatically checking out**.

Locking files means that other users cannot check in those same files when you have them checked out. You might use this feature to prevent conflicting changes from occurring and having to merge files as a result.

5. Click **OK**.

Whenever you open a file that is not checked out, make changes, and save, not only will your changes be saved but the file will automatically be checked out to you.

How to Check Out Files From Source Control Manually

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Check Out** (for selected files) or **Source Control > Check Out All** (for all files in the project).
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the file you want to check out and select **Source Control > Check Out** (for selected files) or **Source Control > Project > Check Out All** (for all files in the project).

The Check Out dialog opens. The selected files are listed with check boxes next to them.

2. Make sure to click the check box next to each file you want to check out so that it contains a check mark.
3. (Optional) If you want the files to be locked as well, select **Lock files**.

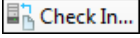
Locking files means that other users cannot check in those same files when you have them checked out. You might use this feature to prevent conflicting changes from occurring and having to merge files as a result.

4. Click **Check Out**.



I Checking In Source Control Files

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

How to Check In Files to Source Control

1. Do one of the following, depending on the part of the user interface you are using:
 - **Pending Changes Window Pane** From the **Source Control** ribbon, open the Pending Changes window pane. Select the files in the window pane that you want to check in, and in the local toolbar click .
 - **Ribbon** Select **Source Control > Check In** (for selected files) or **Source Control > Check In All** (for all files in the project).
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the file you want to check in and select **Source Control > Check In** (for selected files) or **Source Control > Project > Check In All** (for all files in the project).

The Check In dialog opens. The selected files are listed with check boxes next to them.

2. (Optional) Enter an optional comment tied to the check-in. This enables you to keep an audit trail for a file. The comment can then be viewed from the History dialog, which can be accessed from the Source Control Explorer, the Source Control ribbon, the File menu, or the Source Control button .
3. (Optional) If you want to see all files with pending changes (rather than only those you selected), click .
4. Make sure to click the check box next to each file you want to check in so that it contains a check mark.
5. If you want to keep the files checked out of source control, select **Keep Checked Out**. Doing this will overwrite the source control copies of the files so that they have the latest changes, but it lets you continue working on the files. This is a useful option if you are the only author working on the files in question.
6. Click **Check In**.

If no other users have also made changes to the file and checked it in while you were working on it, your version of the file is checked in.


However, if that is not the case, the Resolve Version Conflict dialog opens to let you know that another user has already checked in the file with changes. You can merge the files automatically if there are no conflicting changes (i.e., changes do not occur in the same location in the file). If there are conflicting changes, you can use the Merge Changes dialog to determine how changes are merged. See "Merging Source Control Files" on page 32.

How to Check In Files to Source Control Using the Explorer

1. Select **View > Source Control Explorer**. The Source Control Explorer opens.

2. From the drop-down or the Home pane, select **Pending Changes**.

The Pending Changes pane opens. Files that will be checked in are listed under **Included Changes**, and files that will not be checked in are listed under **Excluded Changes**. You can identify changed files because they say **[edit]** next to the file name.

3. (Optional) In the **Comment** field, enter an optional comment tied to the check-in. This enables you to keep an audit trail for a file. The comment can then be viewed from the History dialog, which can be accessed from the Source Control Explorer, the Source Control ribbon, the File menu, or the Source Control button .

4. (Optional) If you want to select the files or folders that you include in the check-in, right-click a file or folder and select one of the following options from the context menu.

- **Exclude** Excludes the selected file from the check-in
- **Exclude Unselected** Excludes all unselected files from the check-in
- **Include** Includes the selected file in the check-in
- **Include Unselected** Includes all unselected files in the check-in

5. Click **Check In Included** to check in all of the files in the Included Changes list.

If no other users have also made changes to the file and checked it in while you were working on it, your version of the file is checked in. The Messages pane opens and displays a list of files that were checked in.

However, if that is not the case, the Resolve Version Conflict dialog opens to let you know that another user has already checked in the file with changes. You can merge the files automatically if there are no conflicting changes (i.e., changes do not occur in the same location in the file). If there are conflicting changes, you can use the Merge Changes dialog to determine how changes are merged. See "Merging Source Control Files" on the next page.

I Merging Source Control Files

There may be times when you need to merge changes from different authors when checking in a file. The merge occurs automatically if there are no conflicting changes (i.e., changes do not occur in the same location in the file). If there are conflicting changes, a dialog opens, allowing you to determine how changes are merged.

How to Merge Source Control Files

1. Go through the process of getting the latest version of files from source control or checking in files. See "Getting the Latest Version" on page 23 and "Checking In Source Control Files" on page 29. If your local copy of the file is different from the server copy (e.g., another author has already checked in the same file), the Resolve Conflicts dialog opens.
2. Click **Auto Merge All**. If changes from the other author do not conflict with your changes, this will merge all changes. A message lets you know that a backup of your local copy has been made. This lets you restore that file if you do not want to keep the merged version. You do not need to complete the rest of the steps below.

However, if your changes conflict with those from another author, a message displays to tell you. In this case, continue with the next step.

3. Click **OK** on the conflict message.
4. In the Resolve Conflicts dialog click **Resolve**. The Resolve Version Conflict dialog opens. From this dialog, you can choose from the following options.
 - **Merge changes for me** Automatically merges changes within the same file that are not part of the same element. If changes have been made to the same element (e.g., the same <p> tag or <h1> tag), Flare Desktop will display a prompt to merge the changes using the merge tool.
 - **Merge changes in merge tool** Opens a merging interface, which lets you see exactly what changes were made and choose which to keep.
 - **Undo my local changes** Automatically removes your changes and keeps changes from other authors.
 - **Discard external changes** Automatically removes changes from other authors and keeps your changes.

5. If you selected the option to use the merge tool, the Merge Changes dialog opens. Use this dialog to view and select changes. You can take actions in the following ways.

- **Click a change** You can click a change on either the remote or local side. This lets you select a particular change. Use the key at the top of the merge changes dialog, as well as the color coding on the local and server sides, to determine if a change has been added (new), deleted, changed, or moved.

When you select a change, the change you selected will display with a solid colored background, and the conflicting change will display with a striped background. If you select the other change, the background shading will switch.

- **Type content** If you want to use your changes as well as those from another author, and even tweak the paragraph a bit more, you can click in the area at the bottom of the dialog and simply type content.
- **Previous/next conflict** When you are finished resolving the first conflict, you can use the "Previous Conflict" and "Next Conflict" buttons at the bottom of the dialog to work on other conflicts in the file.



NOTE If you selected "Merge as Text" in the local toolbar and are working in the code, you can click on text with a hatched background to keep the change in it. After you click on text with a hatched background, the hatched lines are removed, leaving a solid color.

6. After all conflicts have been resolved, a message lets you know that a backup of your local copy has been made. This lets you restore that file if you do not want to keep the merged version. Click **OK**.

☆ **EXAMPLE** — No Conflicting Changes

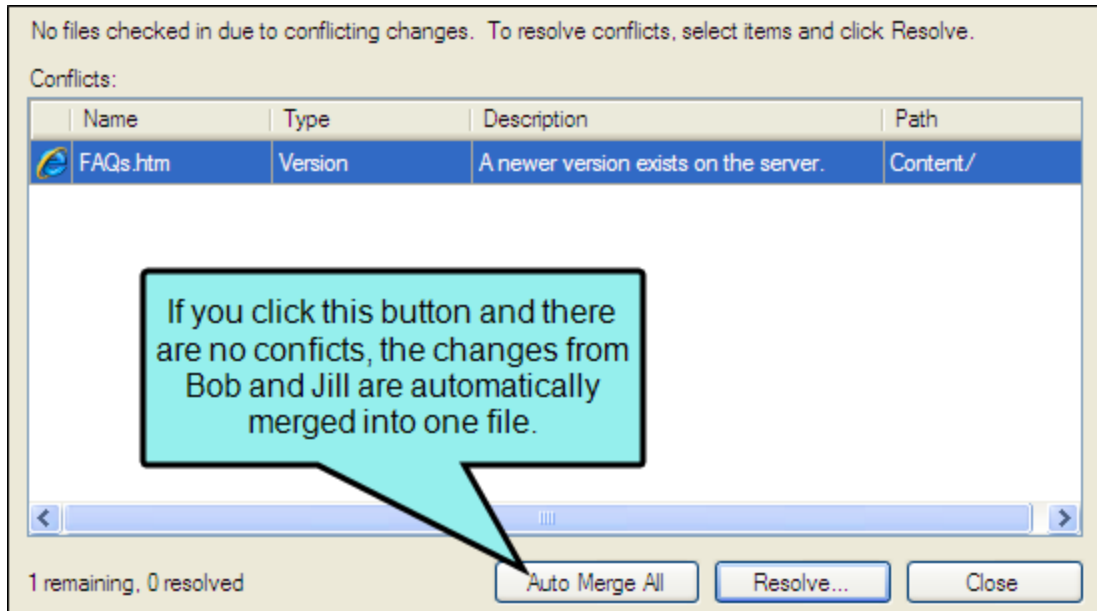
Two authors—Bob and Jill—are working on the same project, using source control to manage the files.

Bob checks out the "FAQs" topic and starts making changes to it.

Jill also checks out the "FAQs" topic and makes some changes to it. Jill's changes are in a different location in the topic than Bob's changes; there are no conflicts. She finishes before Bob and checks the file in to source control.

Bob finishes his changes and tries to check in the file. Before the file can be checked in, Bob is prompted with a dialog, indicating that changes from another author have already been checked in.

Bob selects **Auto Merge All**. The changes from Bob and Jill are now both shown in the merged topic.



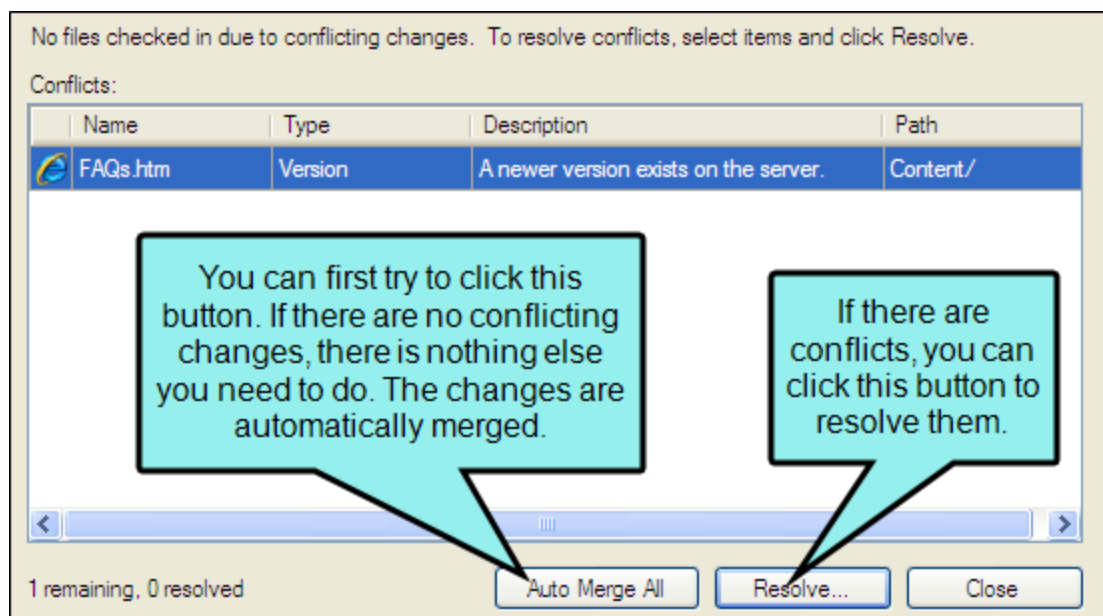
☆ EXAMPLE — Conflicting Changes

Two authors—Bob and Jill—are working on the same project, using source control to manage the files.

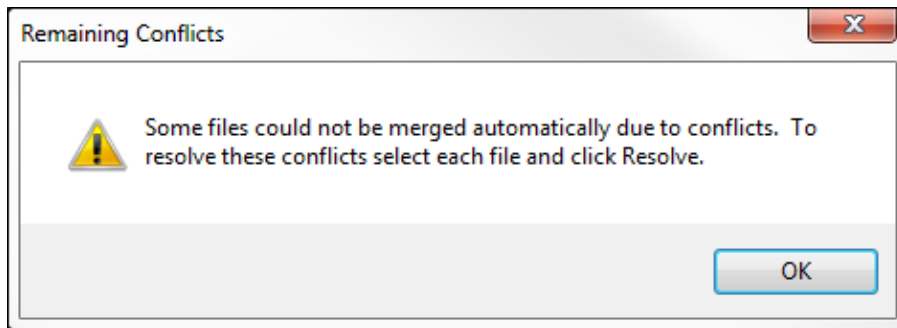
Bob checks out the "FAQs" topic and starts making changes to it.

Jill also checks out the "FAQs" topic and makes some changes to it. Jill's changes are in the same paragraph in the topic as Bob's changes; thus, there is a conflict. She finishes before Bob and checks the file in to source control.

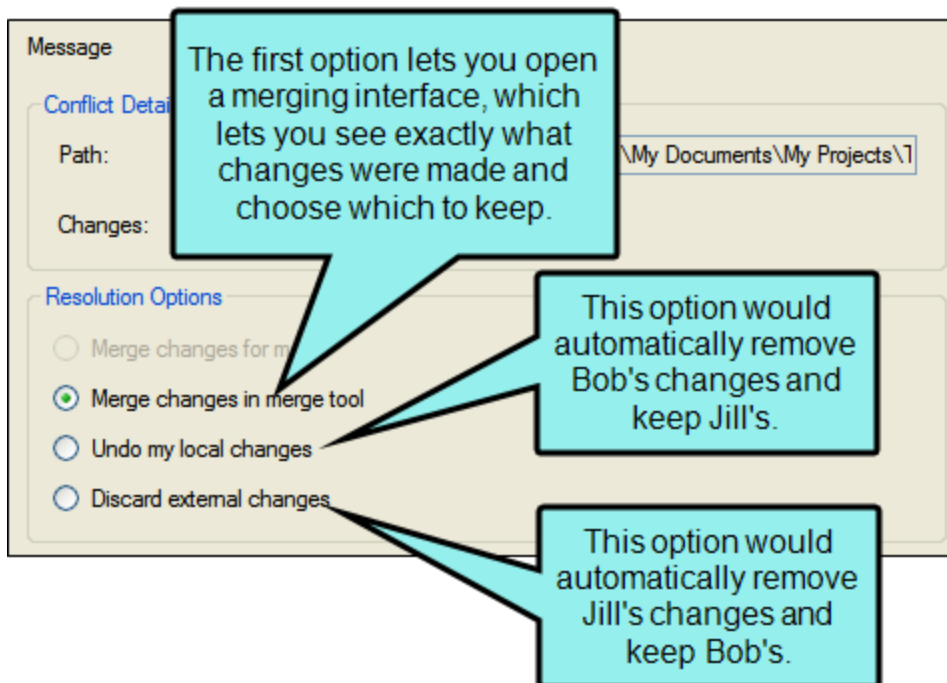
Bob finishes his changes and tries to check in the file. Before the file can be checked in, Bob is prompted with a dialog, indicating that changes from another author have already been checked in.



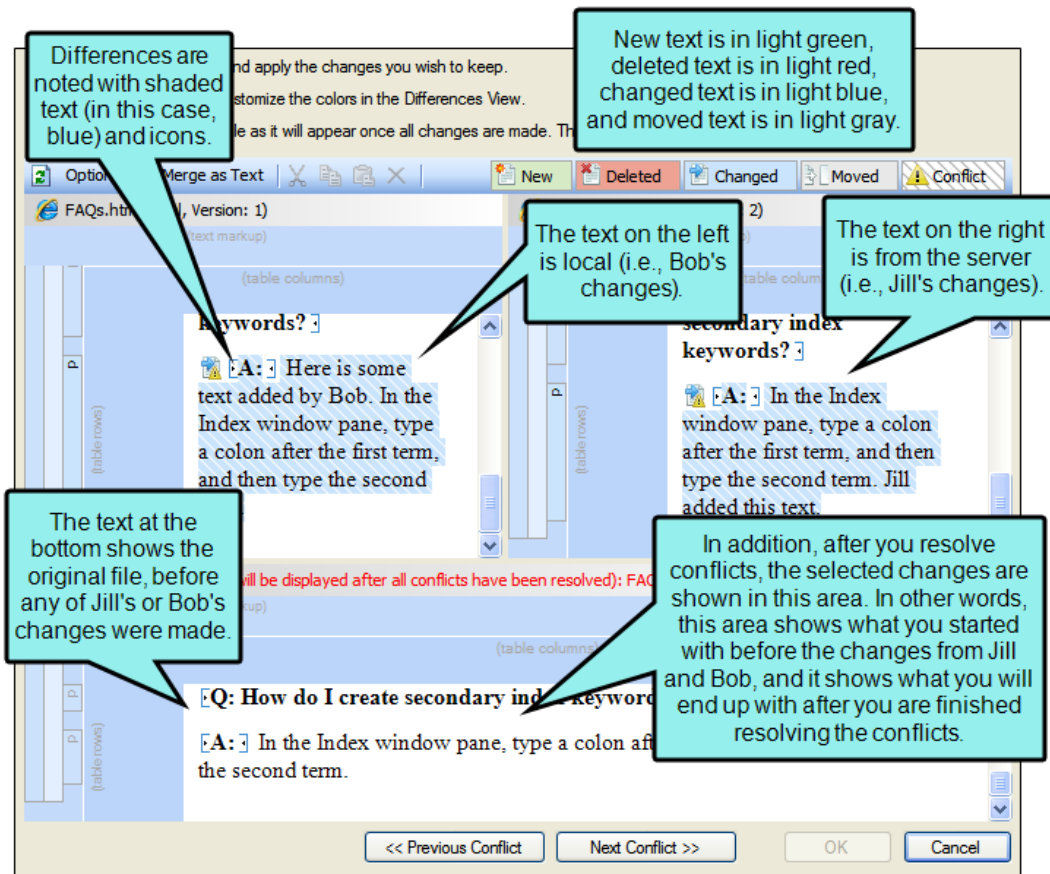
- ☆ Bob selects **Auto Merge All**. However, he receives another message, stating that his changes conflict with those of Jill.



Bob clicks **OK**. Then in the Resolve Conflicts dialog he clicks **Resolve**. This opens the Resolve Version Conflict dialog. From this dialog, Bob can choose from a few different options.

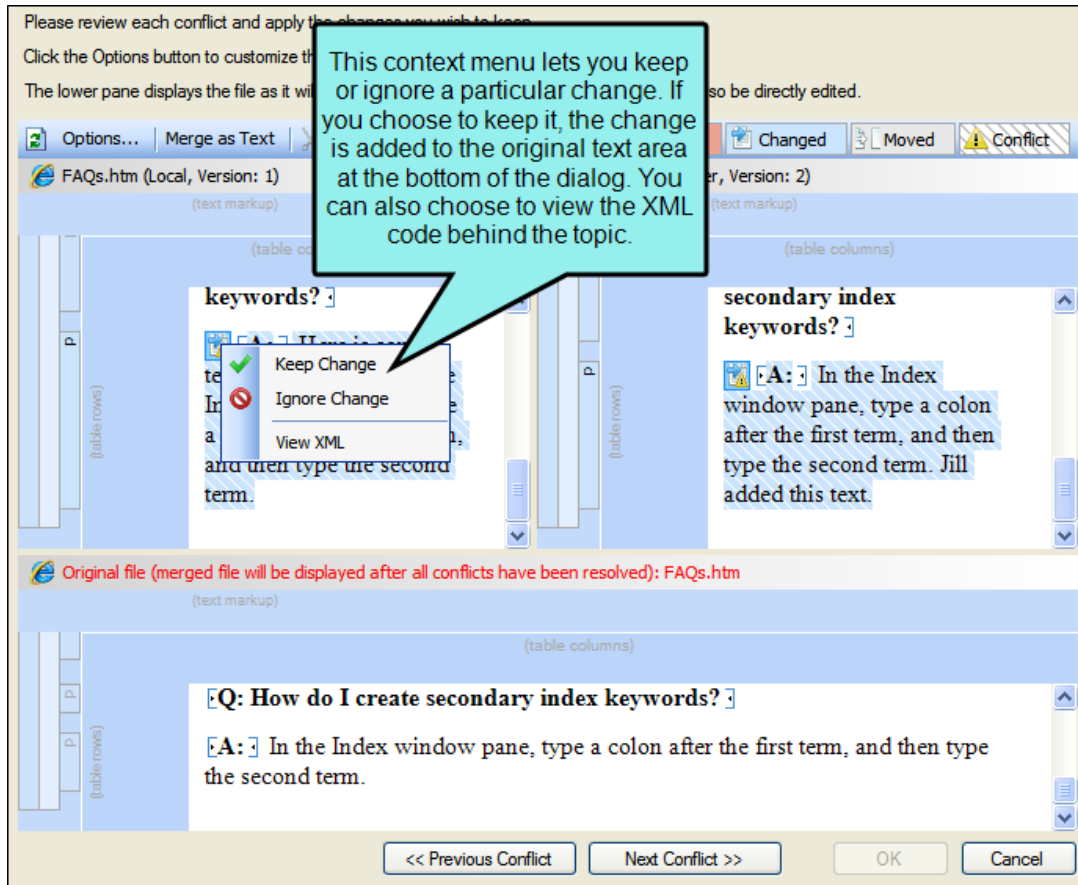


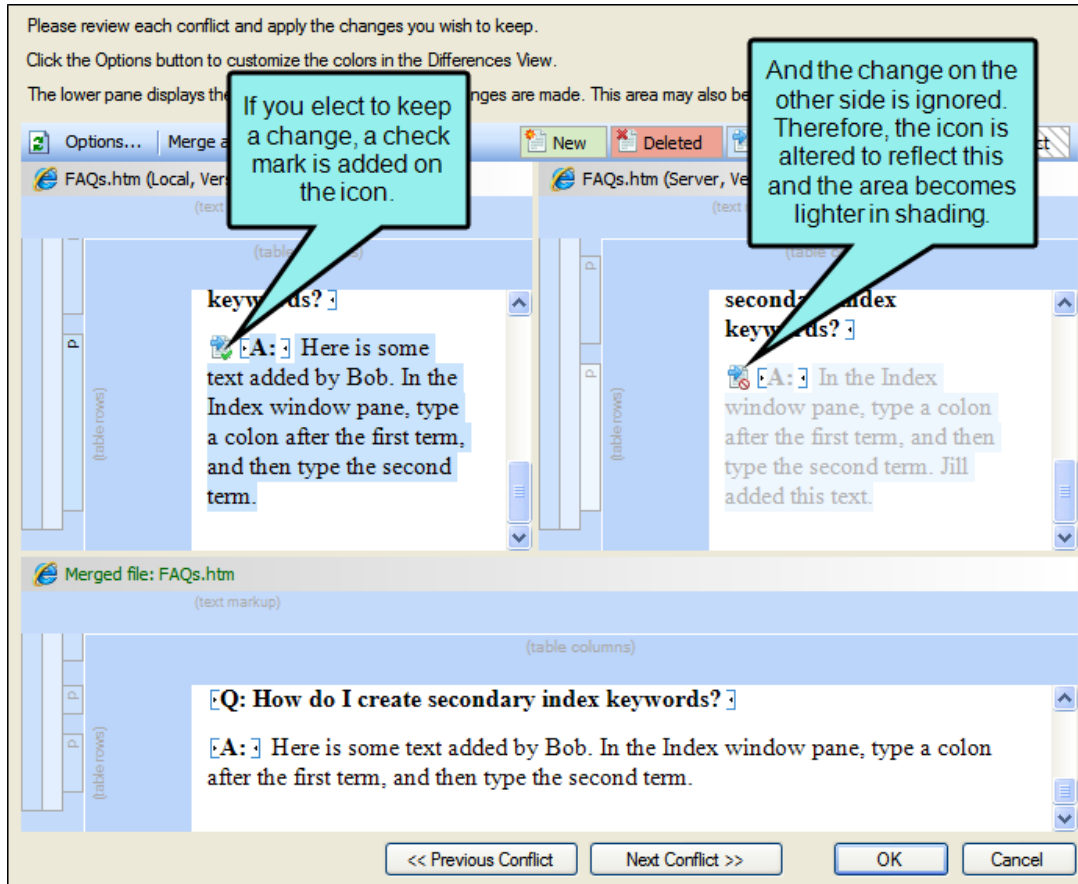
☆ Bob selects **Merge changes** in merge tool. The Merge Changes dialog opens.



☆ So what action can Bob take at this point for merging the file changes?

Bob can right-click on the icon next to the change on either the local or server side. This displays a context menu, which lets Bob either keep or ignore a particular change.

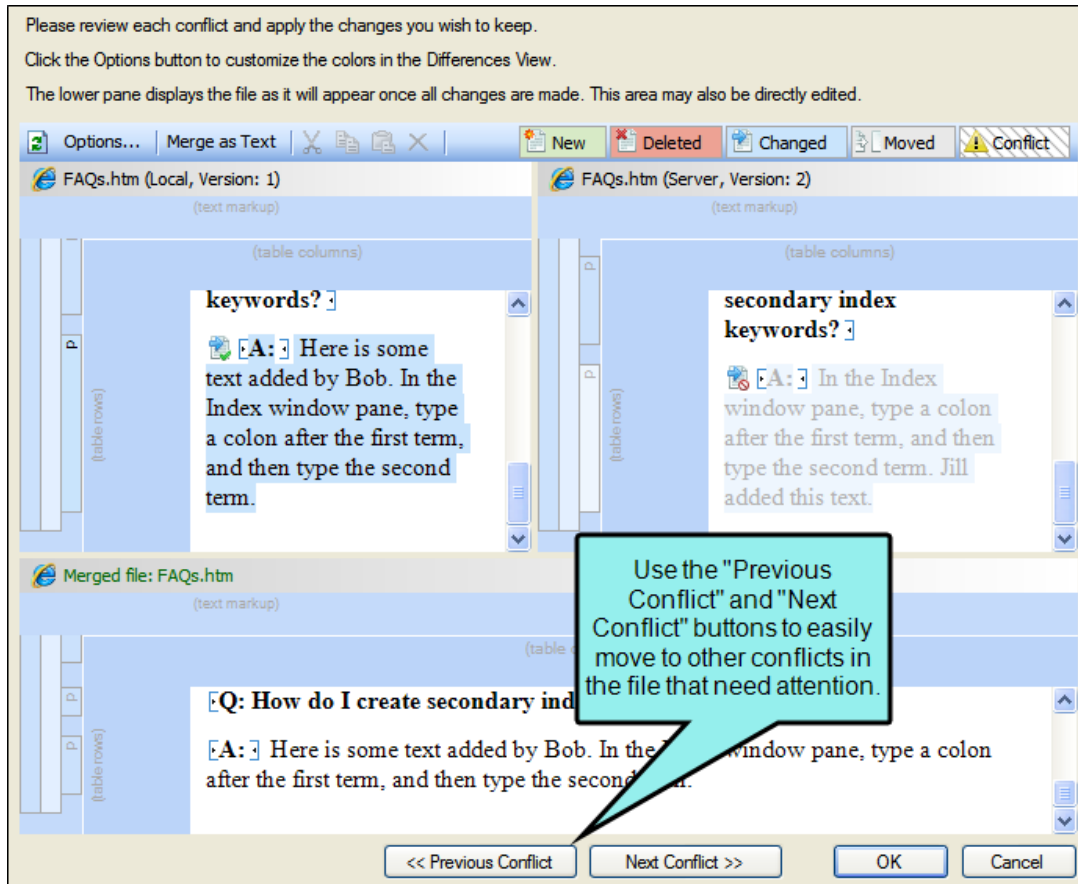




Another way of accomplishing the same thing is to left-click on an icon. When you do this, the change from one side is kept and the change from the other side is ignored. If you left-click the icon again, the results are toggled; the first change is ignored and the other is kept.

What if Bob wants to use his changes as well as Jill's, and possibly tweak the paragraph a bit more? He can click in the area at the bottom of the dialog and simply type content.

- ☆ When he is finished resolving the first conflict, Bob can use the "Previous Conflict" and "Next Conflict" buttons at the bottom of the dialog to work on other conflicts in the file.



After all conflicts have been resolved, Bob clicks **OK**. The merged topic is now checked in to source control.

Other Activities for Team Foundation Server

In addition to the many features already covered in this guide, there are many more tasks related to source control that you can perform in Flare Desktop.

This chapter discusses the following:

- Adding Files to Source Control43
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I Adding Files to Source Control

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

How to Add Files to Source Control

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Add**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the file you want to add and select **Source Control > Add**.

The Check In dialog opens. The selected files are listed with check boxes next to them.


2. (Optional) Enter an optional comment tied to the check-in. This enables you to keep an audit trail for a file. The comment can then be viewed from the History dialog, which can be accessed from the Source Control Explorer, the Source Control ribbon, the File menu, or the Source Control button .
3. (Optional) If you want to see all files with pending changes (rather than only those you selected), click .
4. Make sure to click the check box next to each file you want to check in so that it contains a check mark.
5. If you want to automatically check the files out of source control, select **Keep Checked Out**.
6. Click **Check In**.

How to Add Files to Source Control Using the Explorer

1. Select **View > Source Control Explorer**. The Source Control Explorer opens.

2. From the drop-down or the Home pane, select **Pending Changes**.


The Pending Changes pane opens. Files that will be checked in are listed under **Included Changes**, and files that will not be checked in are listed under **Excluded Changes**. You can identify newly added files because they say **[add]** next to the file name.

3. (Optional) In the **Comment** field, enter an optional comment tied to the check-in. This enables you to keep an audit trail for a file. The comment can then be viewed from the History dialog, which can be accessed from the Source Control Explorer, the Source Control ribbon, the File menu, or the Source Control button .

4. (Optional) If you want to select the files or folders that you include in the check-in, right-click a file or folder and select one of the following options from the context menu.

- **Exclude** Excludes the selected file from the check-in
- **Exclude Unselected** Excludes all unselected files from the check-in
- **Include** Includes the selected file in the check-in
- **Include Unselected** Includes all unselected files in the check-in

5. Click **Check In Included** to check in all of the files in the Included Changes list. The Messages pane opens and displays a list of files that were checked in.

 **NOTE** Adding files from other areas of the Flare Desktop interface (e.g., Pending Changes window pane, Source Control ribbon) will only add new files. However, if you use the Source Control Explorer to check in your files, it will check in all of your pending changes: both new files and modified files. If you do not want to include all of your files in the check in, you can right-click them and select **Exclude**. Files you exclude will not be checked in.


I Binding a Project to Microsoft Visual Studio Team Services


Flare Desktop includes Microsoft Team Foundation Server support for Microsoft Visual Studio Team Services (VSTS). This is also known as Visual Studio Online, as well as Microsoft DevOps on Azure. If you manage your source control projects with Microsoft's online version of Visual Studio, you can bind your projects to Flare Desktop and perform check-ins and check-outs of files.


Use the following steps if you have already created a Flare project and want to bind ("connect") it to the Microsoft VSTS repository using Microsoft Team Foundation Server.


How to Bind a Project to Source Control

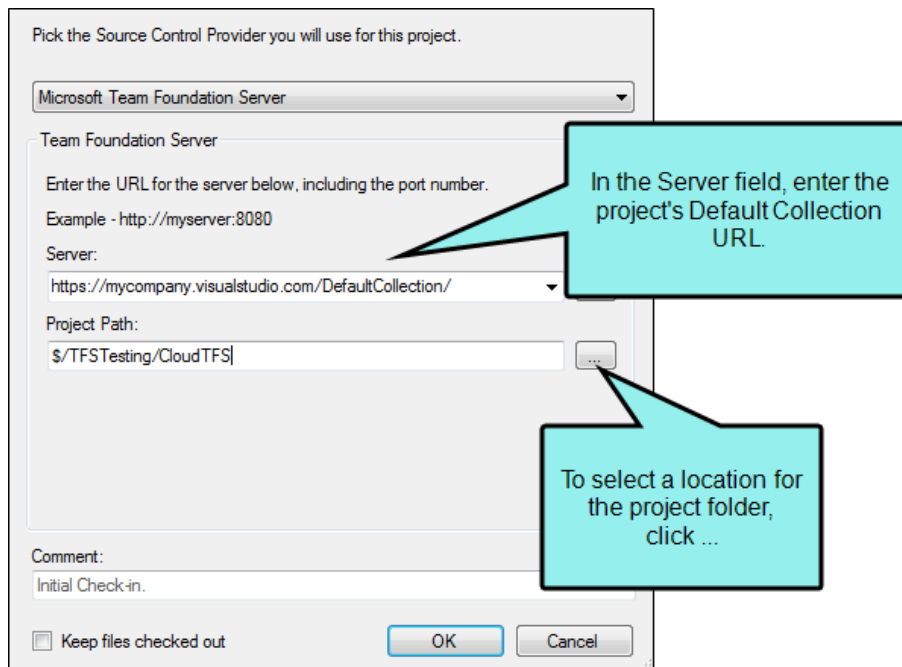
1. Open the project.
2. Select **Project > Project Properties**. The Project Properties dialog opens.
3. Select the **Source Control** tab.
4. Click **Bind Project**. The Bind Project dialog opens.
5. From the drop-down, select **Microsoft Team Foundation Server**.
6. In the **Server** field, enter the URL of the project's "Default Collection."

 **NOTE** When binding to VSTS project using TFS, you must manually enter the URL in the **Server** field. You can only browse for a server location when binding to a local project using TFS.

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on VSTS. Please try to enter in the server/collection path manually.

7. Next to the **Project Path** field, click . You may need to log in to Microsoft VSTS. If the Log In dialog opens, complete the **User name** and **Password** fields.




The Browse Source Control Folders dialog opens.


8. Click on the Team Foundation Server folder to which you want to bind the Flare Desktop project.
9. Click **OK**.
10. (Optional) In the **Comment** field, you can enter any internal comments.
11. (Optional) If you want the files in the project to be checked out when you are finished, click **Keep files checked out**.
12. In the Bind Project dialog, click **OK**.
13. If the Log In dialog opens, complete the **User name** and **Password** fields and click **OK**. Copies of the Flare Desktop files are created and added to the folder you specified.


14. In the Project Properties dialog, click **OK**. The project is connected to Team Foundation Server, and you can now check files in and out as necessary.


How to Bind a Project to Source Control Using the Explorer

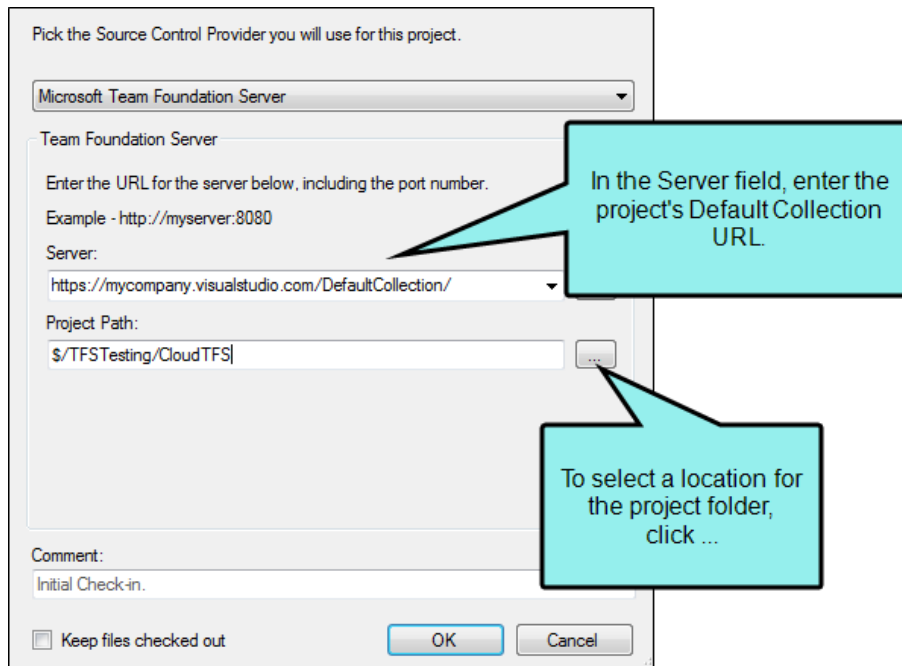
1. Open the project.
2. Select **View > Source Control Explorer**. The Source Control Explorer opens.
3. From the drop-down or the Home pane, select **Settings**. The Settings pane opens.
4. Click **Bind**. The Bind Project dialog opens.
5. From the drop-down, select **Microsoft Team Foundation Server**.
6. In the **Server** field, the URL of the project's "Default Collection."

 **NOTE** When binding to VSTS project using TFS, you must manually enter the URL in the **Server** field. You can only browse for a server location when binding to a local project using TFS.

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on VSTS. Please try to enter in the server/collection path manually.

- Next to the **Project Path** field, click . You may need to log in to Microsoft VSTS. If the Log In dialog opens, complete the **User name** and **Password** fields.



The Browse Source Control Folders dialog opens.

- Click on the Team Foundation Server folder to which you want to bind the Flare Desktop project.
- Click **OK**.
- (Optional) In the **Comment** field, you can enter any internal comments.
- (Optional) If you want the files in the project to be checked out when you are finished, click **Keep files checked out**.
- In the Bind Project dialog, click **OK**.

13. If the Log In dialog opens, complete the **User name** and **Password** fields and click **OK**. Copies of the Flare Desktop files are created and added to the folder you specified. The project is connected to Team Foundation Server, and you can now check files in and out as necessary.



NOTE When you use Visual Studio Team Services with Flare Desktop, you will be prompted to log in to Visual Studio Team Services via a dialog in Flare Desktop. Your login credentials are stored in a cookie in the Internet Explorer Temporary Internet Files folder:

C:\Users\[username]\AppData\Local\Microsoft\Windows\INetCache

When this cookie expires, you will be logged out of Visual Studio Team Services, and Flare Desktop will prompt you to log in again.

I Deleting Source Control Files

You can delete a topic or file that is bound to source control. This also removes the file from Team Foundation Server.

How to Delete a File

1. In one of the window panes (e.g., Content Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. On your keyboard press **DELETE**.
3. The Delete dialog opens. Select the bound files you want to delete.
4. Click **Delete**.
5. Check in your changes in order for the deletions to be reflected in remote projects. See "Checking In Source Control Files" on page 29.

I Disabling the Get Latest Prompt for Source Control

By default, when you open a project that is bound to source control, a message automatically asks if you want to get the latest version of files. However, you can disable this prompt in the Options dialog. Therefore, in the future when you open the project you will no longer see the message, and the project will open without replacing any local files with the latest ones from source control.

How to Disable the Get Latest Prompt for Source Control

1. Select **File > Options**. The Options dialog opens.
2. Select the **Source Control** tab.



NOTE This tab will not be visible if your project is not yet bound to source control. See "Binding a Project" on page 15.

3. Click the check box **Do not prompt to get latest when opening source control bound projects**.
4. Click **OK**.

I Disabling a Team Foundation Server Provider


By default, when a project is bound to source control, the provider (Git, Perforce Helix Core, Subversion, or Team Foundation Server) is enabled. This means that the source control interface elements in Flare Desktop are visible, and you can use them to perform various tasks (e.g., commits, synchronize changes).

Disabling a provider means that the source control interface elements are no longer shown. This does not mean you cannot use source control. As long as the provider is still *bound* to the project, you can perform source control tasks in a third-party tool outside of Flare Desktop.


How to Disable a Provider

Use this method if you want to disable a provider in just one project, rather than many projects.

1. Do one of the following, depending on the part of the user interface you are using:
 - **Project Properties** Select **Project > Project Properties**.
 - **Source Control Explorer** Select **View > Source Control Explorer**. Then, in the window pane, click **Settings**.
2. Click **Enabled** to remove the check mark.
3. If you used the Project Properties dialog, click **OK**.

 **NOTE** If you disable a Git provider, the local repository will continue to track your changes in case you later decide to enable the provider once again.

If you disable one of the other providers (Perforce Helix Core, Subversion, Team Foundation Server), your changes after that point will not be tracked. Therefore, if you later enable the provider again, it will not have recorded any changes made since the time that you disabled it.

 **NOTE** When you disable a provider, that information is written to the registry on your computer.



NOTE If you disable a provider, but then perform one of the following actions in the Flare Desktop interface, the provider will automatically become enabled once again.

- Bind an existing project
- Bind a new project
- Bind a project to Flare Online (either as secondary or primary provider)
- Import a project from source control
- Import a project from Flare Online



NOTE Having a provider enabled in Flare Desktop does not interfere with your workflow if you are performing source control actions exclusively outside of Flare Desktop. Even if a provider is enabled in the project and the source control user interface elements are visible, this does not mean Flare Desktop is automatically performing any source control actions with your files. It simply means Flare Desktop is recognizing the binding, so it reflects your activities (e.g., the Pending Changes window is populated when you make edits in topics). However, if you prefer not to see any of this in Flare Desktop, you can disable the provider.

I Disconnecting From Source Control

There may be times that you need to disconnect from source control to work offline. You can disconnect from Microsoft Team Foundation Server and reconnect at any time.

Disconnecting from source control is beneficial because it lets you modify files when you would otherwise not have access to the source control system (e.g., you are out of the office with your laptop or you do not want to access source control over VPN). It also provides a fallback offline status in the event that the network is disconnected while you are working, so you are able to continue working on the files you have checked out until the network connection is restored.

How to Disconnect From TFS

When you want to work offline, you can disconnect from source control.


1. Check out the files you will need to work on while disconnected. See "Checking Out Source Control Files" on page 27.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select Source Control > Disconnect.**
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click on any file and select **Source Control > Project > Disconnect.**
3. A confirmation dialog appears. Click **Yes**. You will be disconnected from source control.



NOTE When you disconnect from source control, you are not able to see the source control status of files or access source control functions.



NOTE If you attempt to modify a file that is not checked out, you will receive an error when you try to save the file. To avoid this, be sure you have all necessary files checked out before disconnecting from source control.




 **NOTE** If you make a change to a file's properties (e.g., delete, rename) while disconnected from source control, your changes may not be preserved when you reconnect to the network. To prevent errors, it is recommended that you do not make these kinds of changes until you reconnect to source control.

How to Reconnect to TFS

When you are finished working offline, you can reconnect to source control.

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Reconnect**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click on any file and select **Source Control > Project > Reconnect**.
2. Check in the files you previously checked out. See "Checking In Source Control Files" on page 29.

What's Noteworthy?


 **NOTE** Your current network connection status is indicated in the lower right corner of the Flare Desktop interface. If you are connected you will see **Connected** ; if you are disconnected you will see **Disconnected** .

I Enabling Source Control Status Checks


If you are using source control integration in Flare Desktop, you can check for frequent status changes automatically. You can specify the number of minutes and seconds when you want Flare Desktop to ping the source control repository and get status changes for files that have been checked out, checked in, moved, deleted, etc. The upside of this feature is that you can ensure that the source control status information is always up to date. The downside is that you may experience slower performance due to this constant communication over the network.

How to Enable Source Control Status Checks

1. Select **File > Options**. The Options dialog opens.
2. Select the **Source Control** tab.

 **NOTE** This tab will not be visible if your project is not yet bound to source control. See "Binding a Project" on page 15.

3. Click the check box **Enable background status checks**. A check mark in the box indicates that the feature is enabled.
4. Enter the number of minutes and or seconds between each status update.
5. Click **OK**.

 **NOTE** If you elect to disable this feature (disabled is the default setting), you can manually check for status updates by refreshing the Pending Changes window pane or Source Control Explorer. See "Viewing Files That are Checked Out" on page 83.

Importing From Microsoft Visual Studio Team Services

Flare Desktop includes Microsoft Team Foundation Server support for Microsoft Visual Studio Team Services (VSTS). If you manage your source control projects with Microsoft's online version of Visual Studio, you can import these projects to Flare Desktop.

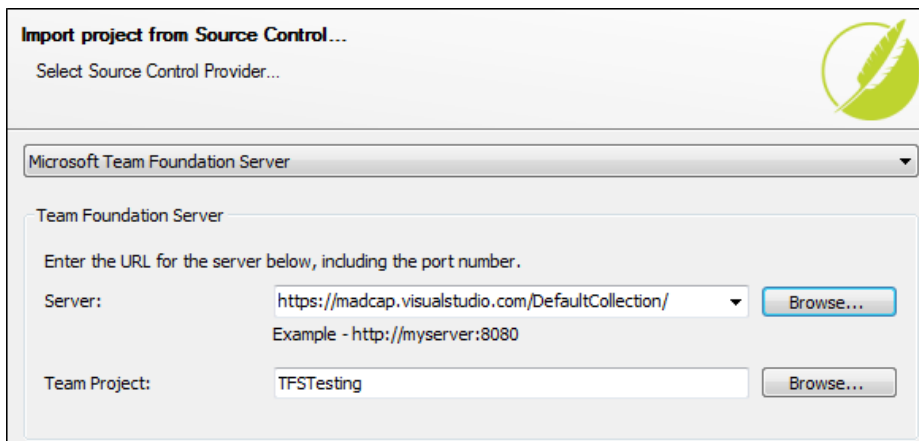
Use the following steps if you have already created a Flare project and want to import it to Flare Desktop from Microsoft VSTS.

How to Import a Project From Microsoft Visual Studio Team Services

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select File > New Project > Import Project.**
 - **Source Control Explorer** From the **View** ribbon, open the Source Control Explorer. From the drop-down, select the Home pane. Click **Import Project**.

The Import Project from Source Control Wizard dialog opens.

2. From the drop-down, select **Microsoft Team Foundation Server**.
3. In the **Server** field, enter the URL of the project's "Default Collection."



Import project from Source Control...

Select Source Control Provider...

Microsoft Team Foundation Server


Team Foundation Server


Enter the URL for the server below, including the port number.


Server:


Example - http://myserver:8080

Team Project:


 **NOTE** When binding to a VSTS project using TFS, you must manually enter the URL in the **Server** field. You can only browse for a server location when binding to a local project using TFS.

 **NOTE** You may need to obtain this information from your system administrator. Click **OK** in the dialogs until you return to the main wizard page.

 **NOTE** If you run into issues in this dialog, chances are your user permissions do not have access to all of the collections on the TFS server. Please try to enter in the server/collection path manually.


4. Next to the **Team Project** field, click . You may need to log in to Microsoft VSTS. If the Log In dialog opens, complete the **User name** and **Password** fields.

The Browse Team Foundation Server dialog appears.

 **NOTE** When you use Visual Studio Team Services with Flare Desktop, you will be prompted to log in to Visual Studio Team Services via a dialog in Flare Desktop. Your login credentials are stored in a cookie in the Internet Explorer Temporary Internet Files folder:

C:\Users\[username]\AppData\Local\Microsoft\Windows\INetCache

When this cookie expires, you will be logged out of Visual Studio Team Services, and Flare Desktop will prompt you to log in again.

5. Click on the Team Foundation project.
6. Click **OK**.
7. Click **Next**.
8. Next to the **Project file** field, click **Browse**. The Browse Source Control Files dialog opens.
9. Find and click on the Flare project file (FLPRJ) that you want to import. (You may need to log in with your user name and password.)
10. Click **OK**.
11. Click **Next**.
12. In the **Project name** field, the name of the project being imported is displayed. It is recommended that you leave the name as it is, especially if you are working with other authors on the project. However, you can enter a different project name if you want.
13. In the **Project folder** field, either accept the default location for the new project or click  to browse for and select a folder.
14. Click **Finish**. The project is imported and loaded into Flare Desktop.

Publishing to Source Control

You can use Flare Desktop to directly publish your output to source control, rather than having to upload it to source control separately. Publishing your output to source control is beneficial because it you can keep previous versions of your output in source control and access them if necessary.

For more information about creating publishing destinations, see the Help system.

How to Publish Output to Source Control

1. Create a new source control publishing destination, or select an existing source control publishing destination.



NOTE When creating a new source control destination, be sure to select **Source Control** from the **Type** drop-down.

2. Assign the publishing destination to the target you want to publish.
3. Build and publish your output. Your output files will be published to the source control location you specified in the destination.

Rolling Back to an Earlier Version of a File

One of the benefits of Flare Desktop's integrated source control is that you can view the history and differences for a particular file. You can view code and content differences between two source control versions of the same file. This is useful if you need to roll back to an earlier version of a file.

☆ **EXAMPLE** You have been working on a particular file for a few days. Each day you check out the latest version of that file from source control, make your changes, and check the file back in to source control at the end of the day. At a certain point, you determine that you need to "roll back" to an earlier version of the file, using it to replace the latest version. Therefore, you use this feature to view the highlighted differences between the current version and an older version of the file. Once you have identified the older version that you want to use, you can perform a "get" of that version.

How to Roll Back to an Earlier Version of a File

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).

OR

Open a file.

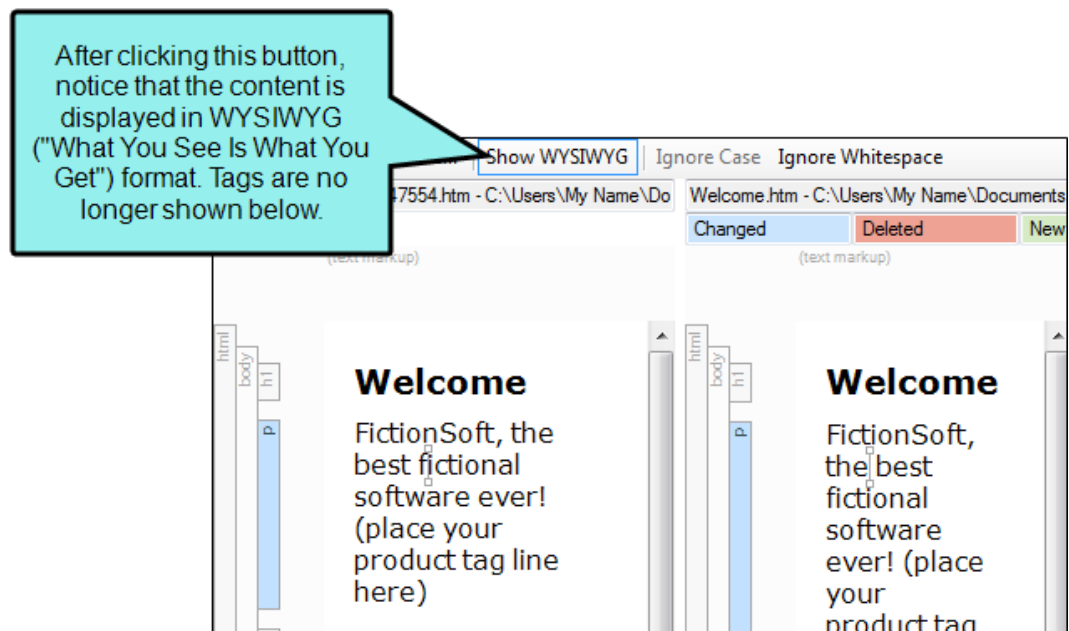
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon Select Source Control > View History.**
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the file you want to roll back and select **Source Control > View History.**
 - **Source Control Explorer** With the Pending Changes pane open, right-click the file you want to roll back and select **View History.**

The History dialog opens.

3. (Optional) View the differences between two versions of the file. This may help you decide which version of the file you want to retrieve. (Another way is to look at the dates for each version in the History dialog.)

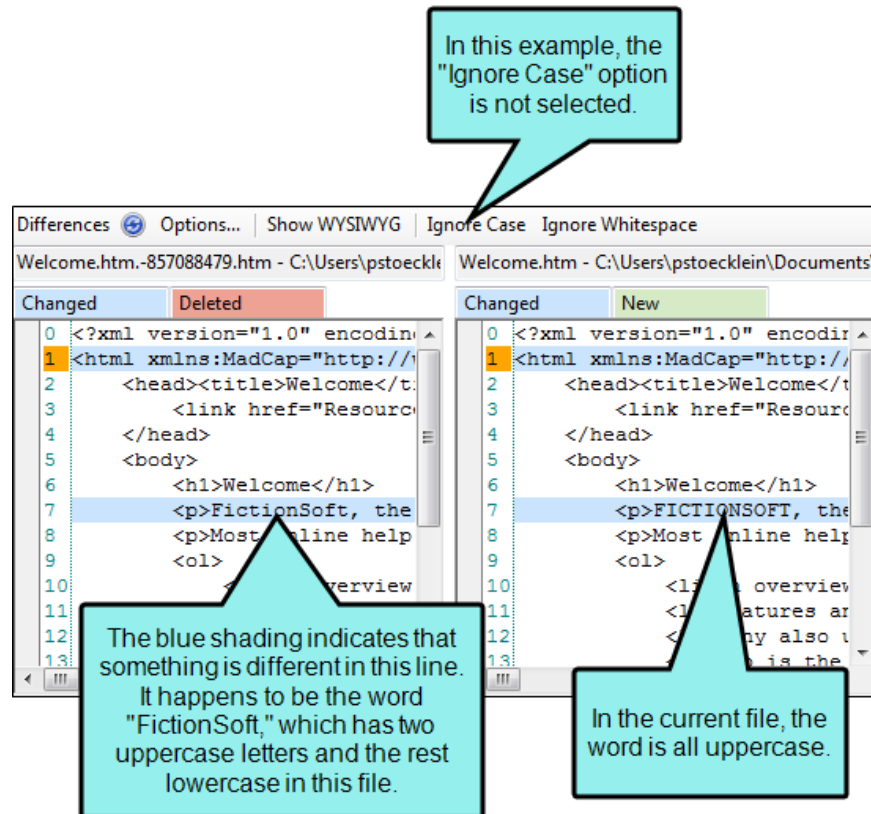
To view the differences, follow these steps.

- a. Select the first file version from the list.
- b. Hold the **CTRL** key and select the second file version from the list.
- c. Click **Show Differences**. The Differences Editor opens to the right, showing content from the backup file on the left and the current version of the file on the right.
- d. In the local toolbar of the Differences Editor, you can click any of the following to make adjustments.
 - **Options** Click this to open the File Differences dialog, which lets you change the colors used to display content differences between the files.
 - **Show WYSIWYG** Click this to switch from tag view to WYSIWYG (What You See Is What You Get) view.



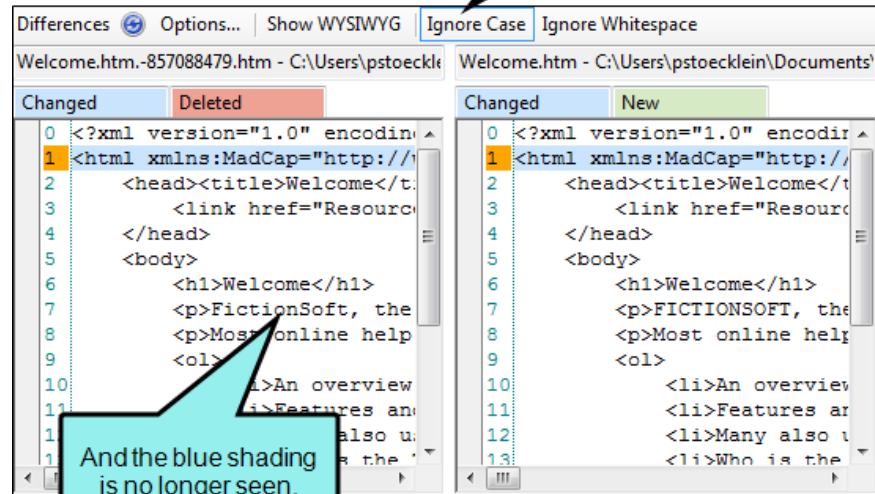
- **Ignore Case** Click this to ignore changes in case when viewing differences. This option can be used in "text view" only; it is not available in WYSIWYG view.

☆ **EXAMPLE** If a word is not capitalized in the original file but it is capitalized in the current file, this option does not highlight those differences.



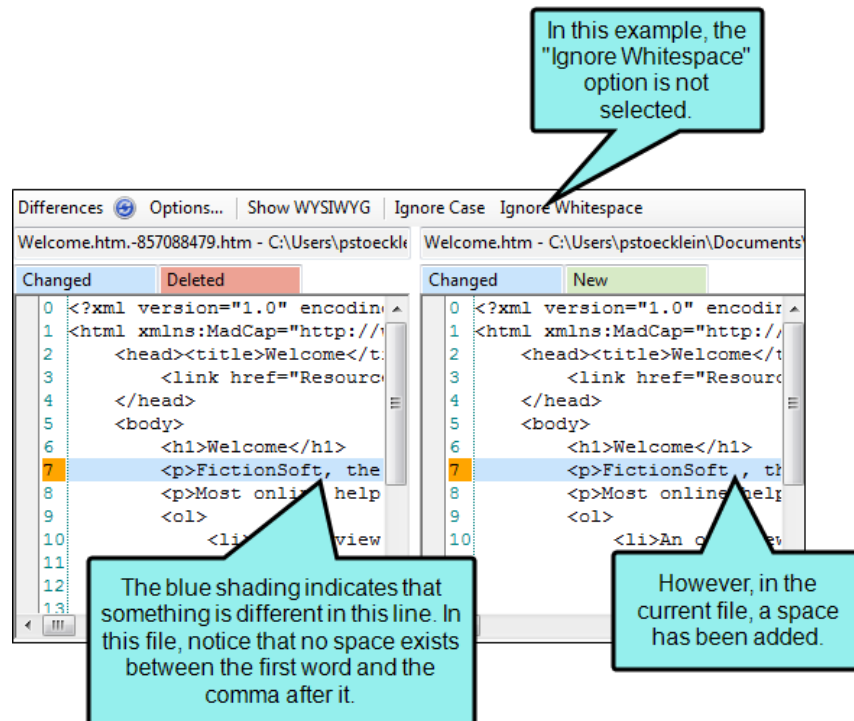


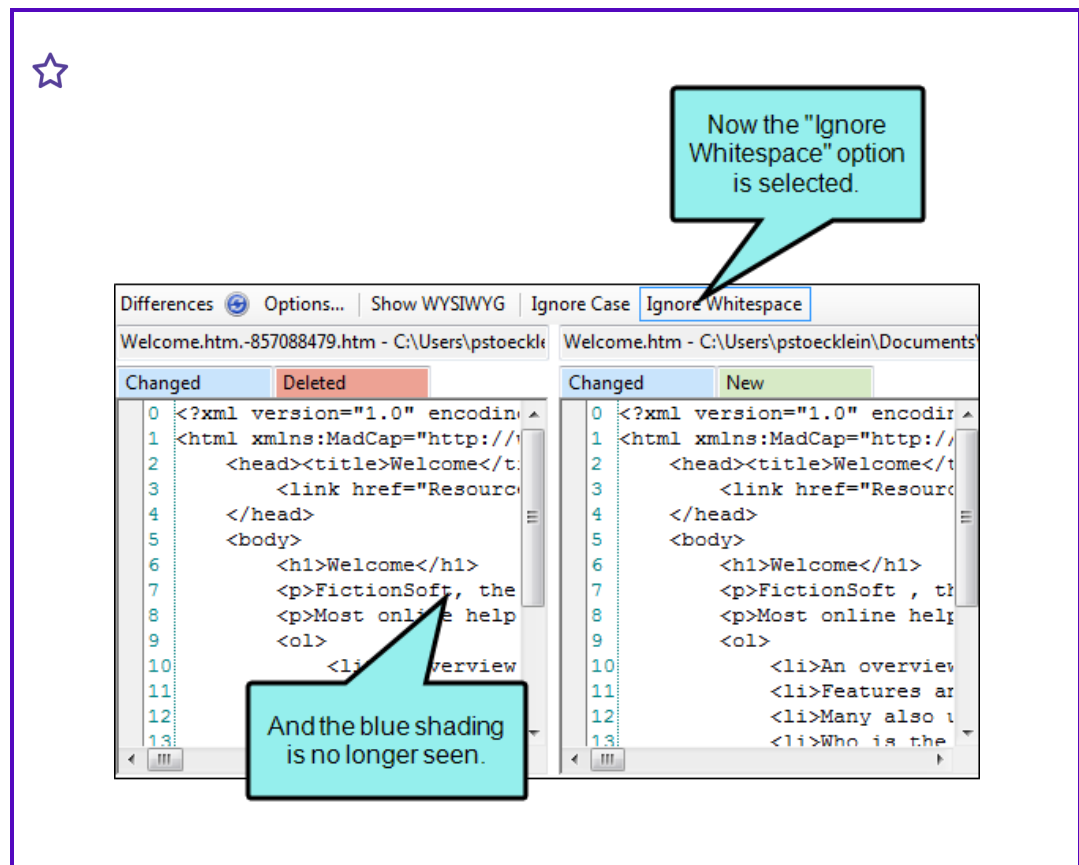
Now the "Ignore Case" option is selected.



- **Ignore Whitespace** Click this to ignore whitespace when viewing differences.

☆ **EXAMPLE** A paragraph is identical in both files, except for an extra space that was added within the paragraph in one of those files. If you click this option, that difference is not highlighted.





- e. When you are finished viewing the differences, close the window pane.
4. In the History dialog, select the version of the file to which you want to roll back.
5. Click **Get Selected Version**. That file is downloaded from source control and replaces the local copy of the file in your project.
6. In the History dialog, click **Close**.

I Setting Color Options for Project File Differences

If you are using Flare Desktop's integrated source control features, you can view differences between files in various ways. One way is to view file differences between a local version of a Flare project and the source control version.

When viewing file differences between a local version of a Flare project and the source control version, you can select color options to display the files. Color coding makes it easier to discern where differences between files occur.

☆ **EXAMPLE** By default the files that are included only in your local copy are displayed as green in the Differences Editor, and the files that are included only in source control are displayed in red. You can use this dialog to change the local-only files to blue and the source control-only files to yellow.

How to Set Color Options for Project File Differences

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Show Differences**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Source Control Explorer, Pending Changes window pane, or File List open, right-click the file you want to view and select **Source Control > Show Differences**.

The Differences Editor opens.

3. In the local toolbar of the Differences Editor, click **Options**. The File Differences dialog opens.
4. Change the text or background color for any of the difference types. To do this, simply click in the appropriate **Text** or **Background** cell and select **Pick Color**. In the Color Picker dialog, choose the new color.
5. Click **OK**.

I Unbinding a Team Foundation Server Provider

When you unbind a provider, it means you are removing the connection altogether between the Flare Desktop project and the local repository.

How to Unbind Using the Project Properties Dialog

1. Open the project.
2. Select **Project > Project Properties**.
3. Select the **Source Control** tab.
4. Click **Unbind Provider**. (If your project is dual-bound, you will also see a section for the other binding.)
5. Click **OK**.

How to Unbind Using the Source Control Explorer

1. Open the project.
2. Select **View > Source Control Explorer**.
3. From the drop-down or the Home pane, select **Settings**. The Settings pane opens.
4. Click **Unbind Provider**. (If your project is dual-bound, you will also see a section for the other binding.)
5. Click **Yes**.

What's Noteworthy?



NOTE You can also disable a provider, which retains the binding but hides source control elements from the user interface.



NOTE If you are using a dual-bound setup where you are bound to MadCap Flare Online and a third-party provider, you might decide at some point to move to a single-bound configuration, removing one of the bindings but leaving the other.

I Undeleting Source Control Files

If you have a file marked as "Deleted" but then want to add it to source control, you can undelete the file, which then lets you do this. You might encounter this situation if you rename a file and then create a new file with that name, or if you rename a file to the name of a previously deleted file.

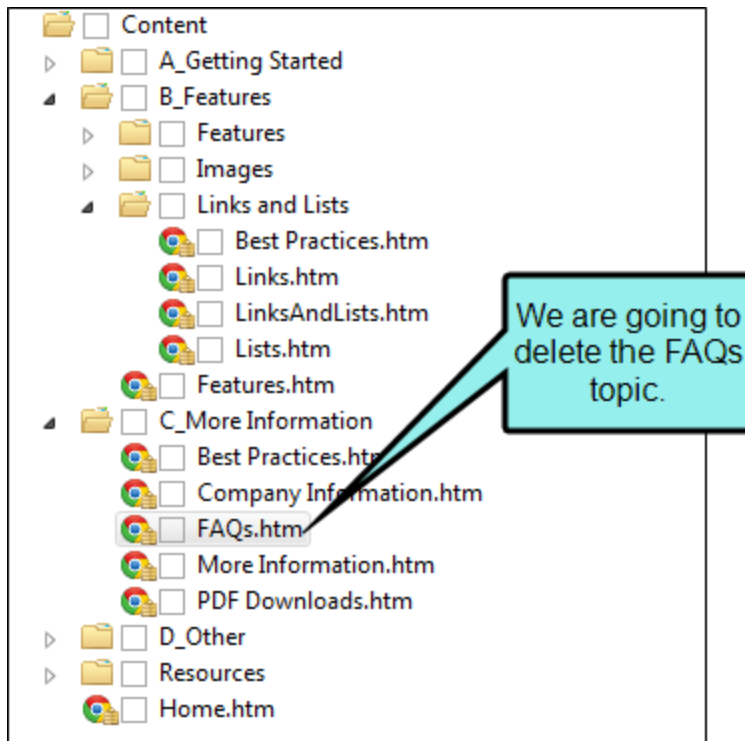


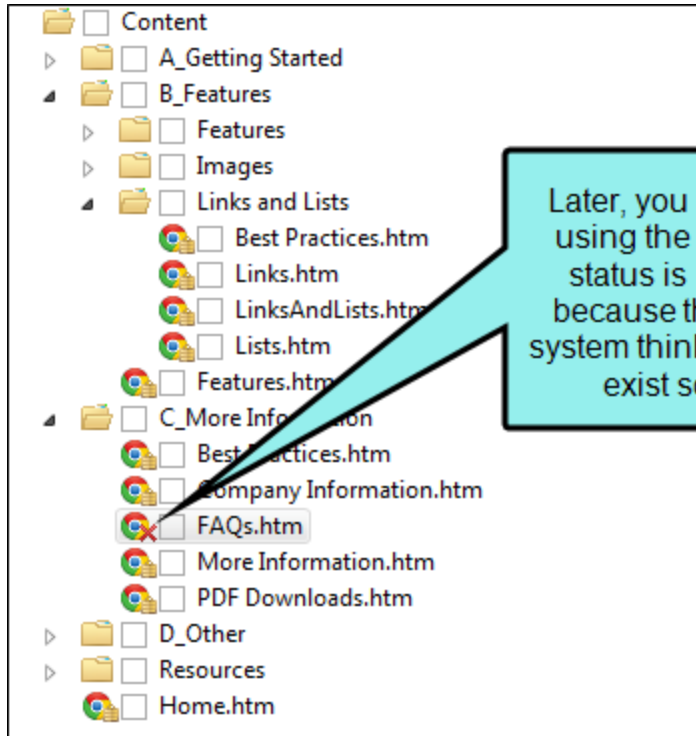
NOTE You can only undelete files from Microsoft Team Foundation Server and Perforce Helix Core. When you delete files from other source control providers, they are removed from the source control repository.

How to Undelete a Source Control File

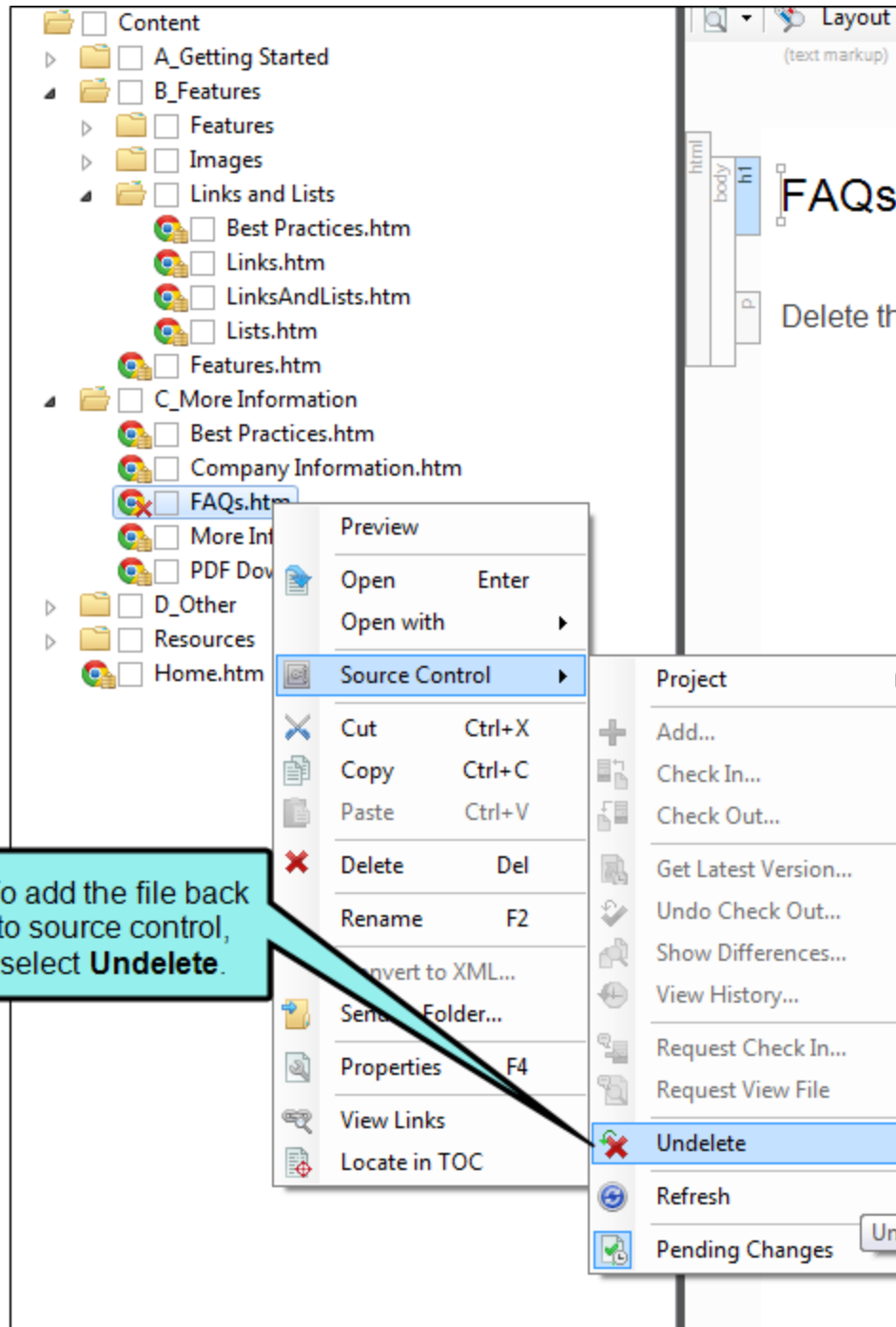
1. In one of the window panes (e.g., Content Explorer, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Undelete**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, or Pending Changes window pane open, right-click the file you want to undelete and select **Source Control > Undelete**.
3. The Undelete dialog opens. Select the files you want to undelete.
4. Click **OK**.

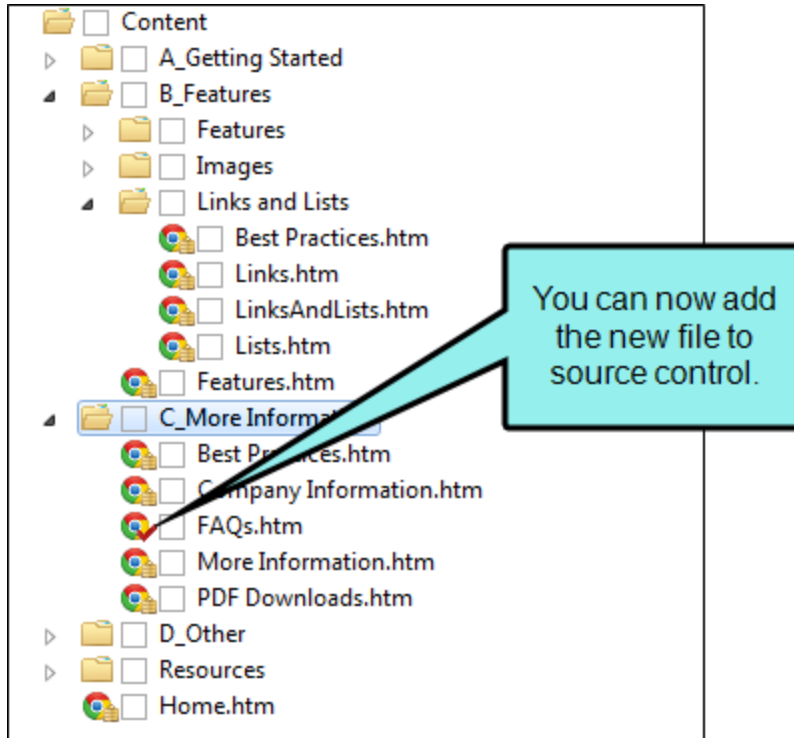
☆ **EXAMPLE** You open the Content Explorer and delete one of the topics. Then you create a topic with the same name in the same folder. That new topic has a "Deleted" status and must be undeleted before it is added to source control.





Later, you recreate the topic using the same name. The status is **Deleted**. This is because the source control system thinks this file does not exist source control.





In order to add the new file to source control, you need to remove the "Deleted" status. Therefore, you right-click on the file, select **Source Control**, and choose **Undelete**.


Undoing a Checkout of Source Control Files

If you have files checked out from source control but do not want them checked out anymore, you can use the "Undo Check Out" option instead of checking in the files. While checking in the file would save your changes to source control, undoing a checkout returns the files to their previous state and does not check in any of your changes to source control.

How to Undo a Checkout of Source Control Files

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Undo Check Out** (for selected files) or **Source control > Undo Check Out All** (for all files in the project).
 - **Right-Click** If you have the Content Explorer, Project Organizer, Pending Changes window pane, or File List open, right-click the files you want to undo and select **Source Control > Undo Check Out** (for selected files) or **Source Control > Project > Undo Check Out All** (for all files in the project).

The Undo Check Out dialog opens. The selected files are listed with check boxes next to them.

3. (Optional) If you want to see all files with pending changes (rather than only those you selected), click .
4. Make sure to click the check box next to each appropriate file so that it contains a check mark.
5. Click **Undo Check Out**.

I Viewing Differences in Source Control Files

One of the benefits of Flare Desktop's integrated source control is that you can view the history and differences for a particular file.

Ways to View Differences Between Files

You can view differences between files in the following ways:

- **Two Versions of Same Source Control File (History/Roll Back)** You can view code and content differences between two source control versions of the same file. This is useful if you need to roll back to an earlier version of a file.

☆ **EXAMPLE** You have been working on a particular file for a few days. Each day you check out the latest version of that file from source control, make your changes, and check the file back in to source control at the end of the day. At a certain point, you determine that you need to "roll back" to an earlier version of the file, using it to replace the latest version. Therefore, you use this feature to view the highlighted differences between the current version and an older version of the file. Once you have identified the older version that you want to use, you can perform a "get" of that version.

- **Local Versus Source Control Version of a File** You can view code and content differences between the local version of a file and the source control version of that file.

☆ **EXAMPLE** You check out a procedure topic from source control and then add some lines of text to your local copy of that topic file. You save your changes. Later that day, you want to revisit the new content that you wrote, but you cannot remember exactly which lines of text you added. Therefore, you use this feature to highlight the text differences between your local checked-out version of the file and the version stored in the source control application. The new lines of text are highlighted on the side displaying the local version of the file.

- **Local Versus Source Control Version of All Files in a Folder** You can view file differences between the local version of the files in a folder and the source control version. Most likely, you will use this to view all of the differences between the local files and source control files in either your Content Explorer or Project Organizer.

☆ **EXAMPLE** You are working on a large Flare project. During the course of the day, you edit several topics in the project. At the end of the day, you check in most of your files, but forget to check in a few of them. Later, you realize that you missed a few files, and now those files are out-of-date. Therefore, you use this feature to see the file-level differences between your local copy of the Content Explorer root folder and the source control copy. The differences are color coded, so you can easily identify the files in question. (By default, the files that are included only in your local copy are green, and the files that are included only in source control are red.) You can then right-click on the files that were added only to the local copy, and you can select to add them to source control.

How to View Differences Between Two Versions of the Same Source Control File

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > View History**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Source Control Explorer, Pending Changes window pane, or File List open, right-click the file(s) you want to view and select **Source Control > View History**.

The History dialog opens.

3. From the list, select the first file version that you want to compare.
4. Hold the **CTRL** key and select the second file version from the list.
5. Select **Show Differences**. The Differences Editor opens.
6. (Optional) In the Differences Editor, use the buttons in the local toolbar to customize the information shown in the editor.
7. When you are finished viewing the differences, close the window.

How to View Differences Between the Local Version of a File and the Source Control Version

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Show Differences**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Source Control Explorer, Pending Changes window pane, or File List open, right-click the file(s) you want to view and select **Source Control > Show Differences**.

The Differences Editor opens.

3. (Optional) In the Differences Editor, use the buttons in the local toolbar to customize the information shown in the editor.
4. When you are finished viewing the differences, close the window.

How to View Differences Between the Local Version of All Files in a Folder and the Source Control Version

1. In the Content Explorer or Project Organizer, select the relevant folder.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > Show Differences**.
 - **Right-Click** Right-click the folder you want to view and select **Source Control > Show Differences**.

The Differences Options dialog opens.

3. (Optional) Use this dialog to specify the type of information that you want to see in the Differences Editor. (You can also choose these options from the local toolbar of the Differences Editor.)
 - **Show files that are only in the Left folder** Displays the files on the left side of the Differences Editor. The left side is used to show the local copies of your project files.
 - **Show files that are only in the Right folder** Displays the files on the right side of the Differences Editor. The right side is used to show the source control copies of your project files.
 - **Show files that are different in both folders** Displays the files where differences occur between the local copy and source control copy of the project. For example, the left side might display files that you have created in your local copy but have not yet been added to source control.
 - **Show files that are the same in both folders** Displays the files that are the same in the local copy as they are in the source control copy.
 - **Recursive** Displays files recursively. In other words, if you have files contained within folders, selecting this button will ensure that you see all of the files, not just the folders.
4. Click **OK**. The Differences Editor opens.
5. (Optional) In the Differences Editor, use the buttons in the local toolbar to customize the information shown in the editor.





I Viewing Files That are Checked Out

You can use the Pending Changes window pane and the Source Control Explorer to view all of the files that you have checked out and need to check in. You can use the File List window pane and Pending Changes window pane to view files that are checked out by other users.

How to View Files That You and Others Have Checked Out—Pending Changes Window Pane


1. Select **Source Control > Pending Changes**. The Pending Changes window pane opens.
2. (Optional) You can use the **Filter** field to limit the files that are displayed.
 - **All Files** Displays all files.
 - **Topic Files** Displays only the topic (HTM and HTML) files.
 - **Template Page Files** Displays only the template page (FLMSP) files.
 - **Page Layout Files** Displays only the page layout (FLPGL) files.
 - **Snippet Files** Displays only the snippet (FLSNP) files.
 - **Micro Content Files** Displays only the micro content (FLMCO) files.
 - **Stylesheet Files** Displays only the stylesheet (CSS) files.
 - **Image Files** Displays only the image files.
 - **Multimedia Files** Displays only multimedia (audio, video, and 3D model) files.
 - **GIF Files** Displays only GIF files.
 - **JPEG Files** Displays only JPG and JPEG files.
 - **PNG Files** Displays only PNG files.
 - **Flash Movie Files** Displays only SWF files.

3. (Optional) You can use the following toggle buttons in the local toolbar to limit the files that are displayed.

Option	Description
	This filters the Pending Changes window pane to show or not show files that other users have checked out.
	This filters the Pending Changes window pane to show or not show files that are out of date.
	This filters the Pending Changes window pane to show or not show files that have been deleted.
	This filters the Pending Changes window pane to show or not show files that are locked.

4. Take note of the **Status** and **User** columns. (You may need to use the scroll bar to view these columns.)
- **Status** Displays the status of the file, such as whether you have it checked out. You can also see if another user has a file checked out.
 - **Checked Out** This indicates that the file has been checked out from source control. When your changes are done, you can check in the file.
 - **Pending Add** This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select **Source Control > Add**.
 - **Out of Date** This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.



NOTE You can click the refresh button  in the local toolbar to make sure you have the most recent status for each file. Another option is that you can use a feature to automatically ping the source control repository periodically, thus refreshing this information frequently. However, you may experience slower performance with this automatic status update option set. See "Enabling Source Control Status Checks" on page 57.

- **User** Displays the user name. If you see the name of another user in this column, it means that the file is checked out by that user through source control.

How to View Files That Others Have Checked Out—File List Window Pane

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

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


The File List window pane opens.

2. (Optional) You can use the **Filter** field to limit the files that are displayed.

- **All Files** Displays all files.
- **Topic Files** Displays only the topic (HTM and HTML) files.
- **Template Page Files** Displays only the template page (FLMSP) files.
- **Page Layout Files** Displays only the page layout (FLPGL) files.
- **Snippet Files** Displays only the snippet (FLSNP) files.
- **Micro Content Files** Displays only the micro content (FLMCO) files.
- **Stylesheet Files** Displays only the stylesheet (CSS) files.
- **Image Files** Displays only the image files.
- **Multimedia Files** Displays only multimedia (audio, video, and 3D model) files.
- **GIF Files** Displays only GIF files.
- **JPEG Files** Displays only JPG and JPEG files.
- **PNG Files** Displays only PNG files.
- **Flash Movie Files** Displays only SWF files.

3. Take note of the **Status** and **User** columns. (You may need to use the scroll bar to view these columns.)
 - **Status** Displays the status of the file, such as whether you have it checked out. You can also see if another user has a file checked out.



NOTE You can click the refresh button  in the local toolbar to make sure you have the most recent status for each file. Another option is that you can use a feature to automatically ping the source control repository periodically, thus refreshing this information frequently. However, you may experience slower performance with this automatic status update option set. See "Enabling Source Control Status Checks" on page 57.



- **User** Displays the user name. If you see the name of another user in this column, it means that the file is checked out by that user through source control.

How to View Files That You Have Checked Out—Source Control Explorer

1. Select **View > Source Control Explorer**. The Source Control Explorer opens.
2. From the drop-down or the Home pane, select **Pending Changes**.

The Pending Changes pane opens. Files that you have changed appear in the **Included Changes** or **Excluded Changes** section (depending on whether you are going to include or exclude them in your next check-in; see "Checking In Source Control Files" on page 29).

3. Take note of the file's status. The status is written in brackets next to the file name (e.g., edit, add).

 **NOTE** You can click the refresh navigation button  in the Source Control Explorer to make sure you have the most recent status for each file. Another option is that you can use a feature to automatically ping the source control repository periodically, thus refreshing this information frequently. However, you may experience slower performance with this automatic status update option set. See "Enabling Source Control Status Checks" on page 57.

I Viewing the History of Source Control Files

One of the benefits of Flare Desktop's integrated source control is that you can view the history for a particular file, including who checked in the file and when it was checked in. You can also view differences between different versions of the file and roll back to an older version if necessary.

How to View the History of a Source Control File

1. In one of the window panes (e.g., Content Explorer, Source Control Explorer, File List, Project Organizer, Pending Changes window pane), select the relevant file(s).
OR
Open a file.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **Source Control > View History**.
 - **Right-Click** If you have the Content Explorer, Project Organizer, Source Control Explorer, Pending Changes window pane, or File List open, right-click the file you want to view and select **Source Control > View History**.
3. The History dialog opens. The following are explanations of the different parts of this dialog.
 - **Version** Displays a number for each version of the file. The lower the number, the older the version. The higher the number, the more recent the version.
 - **User** Displays the name of the user who has been working on the file.
 - **Date** Displays the date and time when the action has occurred.
 - **Action** Displays the action that has taken place for the file (e.g., check in).
 - **Comment** Displays the comment (if any) associated with the file. A comment can be added to a file when you check that file in to source control. This enables you to maintain an audit trail for the file's history.
 - **Get Selected Version** Performs a "get" of a particular version of a file, thus rolling back to that version of the file. The local version of the file is replaced with the source control version that you selected.

- **Show Differences** Opens a dialog that lets you view the differences between two versions of a file. If you select one row in the History dialog and view the differences, you will see the content differences between the version that you selected and the version of the file in your local copy of the Flare project. If you select two files in the History dialog (by holding down the CTRL key) and view the differences, you will see the content differences between those two versions of the file.

4. In the History dialog, click **Close**.

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

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