madcap
software

MADCAP FLARE DESKTOP 2025

Tables of Contents

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Introduction

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Automatically Generate TOC for Print-Based Output

1. Open a print-based target.

2. On the **Advanced** tab of the Target Editor, select **Generate TOC Proxy**.

3. Click to save your work.

CHAPTER 2

General Information for Tables of Contents

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

This chapter discusses the following:

TOCs for Online vs. Print Outputs

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

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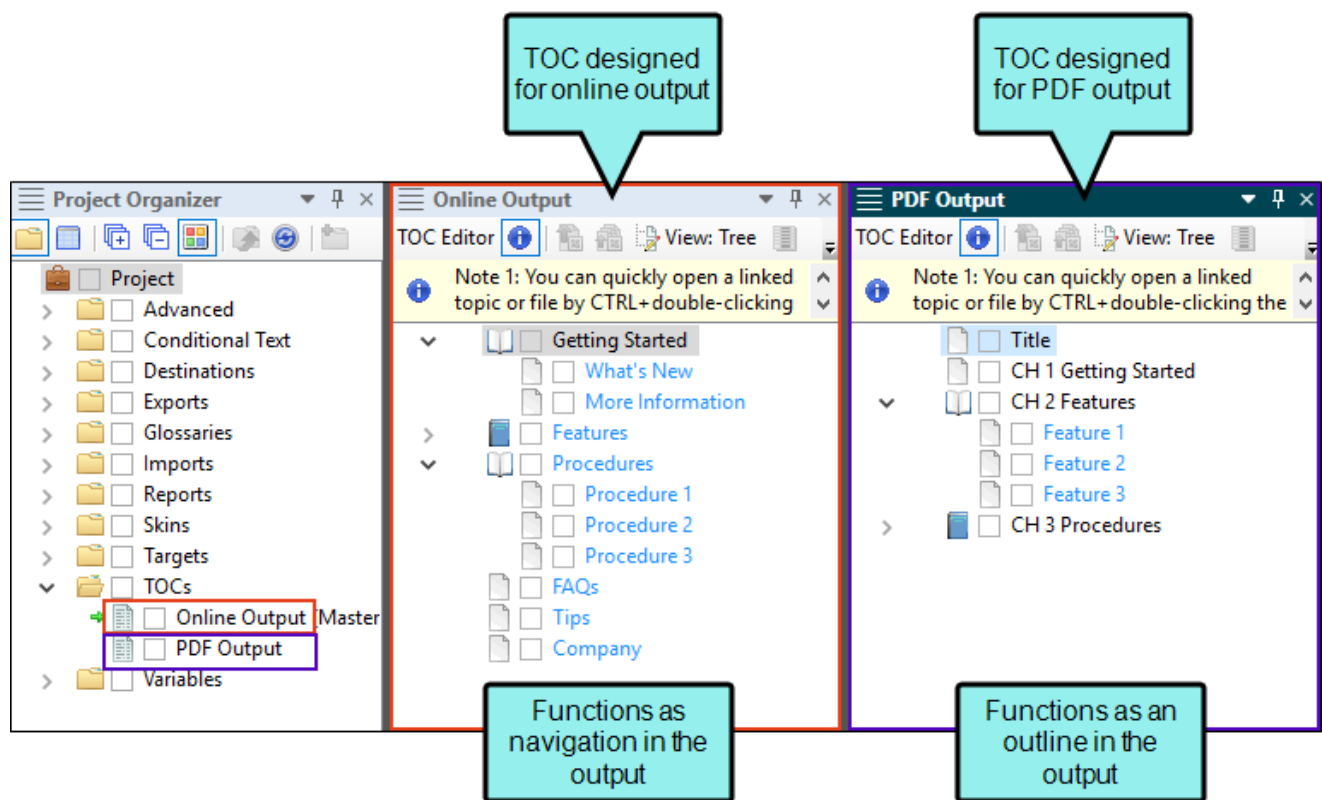
Multiple TOCs in a Project

You can include as many TOC files in your project as you want. Each TOC might be used for a different target, or you can use a single TOC file for multiple targets, especially if you use conditions on the TOC entries. You also have the option of linking TOCs together so that they appear seamless in the final output that your end users see.

Each TOC is an XML file with an .fltoc file extension. These TOC files are separate from the main project (FLPRJ) file. This means that, not only can you have multiple TOCs in one project, you can also have multiple authors working on different TOCs for that same project.

Primary TOC

In most situations, you will have one TOC that you use for a particular output (target). In that case, you simply associate the appropriate TOC with the target. If you have multiple TOCs that you want to include in the same project or output target, the TOC that you associate with the project or target serves as the primary TOC. In your primary TOC, you have the option of creating links to the other TOC that you want to include in the output. If you do not select a TOC, Flare Desktop will use the first one in the project (if there is more than one). If you have specified a primary TOC at the project level and another at a target level, the TOC at the target will take precedence.

- "Associating a Primary TOC With a Project" on page 63
- "Associating a Primary TOC With a Target" on page 63

Merging Projects and Linking TOCs

You can merge your project with others, connecting a TOC in one project with those in another project. This can be done in a few different ways, depending on your output types.

You can also link multiple TOCs together. From the perspective of the end user, it will be seamless in the final output, appearing as just one TOC. See "Linking TOC Entries" on page 29.

❙ Stitching PDFs

You can stitch existing PDFs into your output by adding links to them in a table of contents (TOC). This is supported in PDF output and all of the online targets. For details, see the Help system.

TOC and Mini-TOC Features Per Output Type

Following are table of contents (TOC) and mini-TOC features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
TOCs (via Proxy)	✗	✓	✓	✗	✓	✓[1]	✗	✓
TOCs (via Skin)	✓	✗	✗	✗	✗	✗	✓	✗
Auto-Generate	✗	✓	✓	✗	✗	✓	✗	✓
Binary TOCs	✗	✗	✗	✗	✗	✗	✓	✗
Mark as New	✓	✗	✗	✗	✓	✗	✓	✗
Mini-TOCs	✓	✓	✓	✓	✓	✓	✓	✓
Skin (Select for TOC Entry)	✗	✗	✗	✗	✗	✗	✓	✗
Synchronize With Topics	✓	✗	✗	✗	✗	✗	✓	✗

[1]Some ebook readers have a built-in TOC.

Process for Tables of Contents

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

This chapter discusses the following:

❙ Adding a TOC File

Factory templates provide you with at least one TOC, which you further enhance using the TOC Editor. You may decide to add more TOCs to the project so that you can have different TOCs for different outputs. The steps below show you how to add a new TOC.

How to Add a TOC File

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

   - **Ribbon** Select **Project > New > Table of Contents**.

   - **Right-Click** In the Project Organizer, right-click on the **TOCs** folder and from the context menu select **Add Table of Contents**.

   The Add File dialog opens.

2. In the **File Type** field at the top, make sure **TOC** 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.

4. (Optional) If you want to place the file into a subfolder previously created in the Content Explorer or Project Organizer, in the **Folder** field click ▦ and select the subfolder. Otherwise, keep the default location.

5. In the **File Name** field, type a new name for the TOC.

6. (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 TOC is added to the TOCs folder in the Project Organizer. The TOC Editor opens to the right, with the page for the new TOC shown and some initial TOC books and entries added for you.

9. Click 💾 to save your work.

❚ Opening a TOC File

You can quickly open a TOC anytime you need to work on it.

How to Open the Primary TOC

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

- **Ribbon** Select **Project > Primary TOC**.
- **Keyboard Shortcut** Press **CTRL+F8**.

How to Open a Specific TOC

1. Open the Project Organizer.
2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.
3. Double-click the TOC that you want to open. The TOC opens in the TOC Editor to the right.

Creating a TOC

You can create a table of contents (TOC) by adding books and links to topics, movies, external files, other TOCs, browse sequences, or other Help systems in any kind of structure you want.

You can easily create a TOC manually, adding books, as well as links to topics, other TOCs, and external files, in any kind of structure you want. Another option is to create a TOC automatically. This method is based on the heading levels in your topics (h1 through h6). When you create TOC automatically, you will use some of the same steps that you used when creating a TOC manually; you still add topic entries to a TOC manually. The difference is that the automatic method lets you automatically create sub-entries in a TOC for the subheadings in your topics.

Which method should you choose (a manual TOC or an automatic TOC)? There are advantages to both methods. Plus, you can use both methods if you want. You can start by using the automatic method and then supplementing the TOC manually.

The advantage of creating a TOC manually is that you have more flexibility in the way to structure a TOC. In addition, you can include more than just topics and books when creating a TOC manually. For example, you can include links to other TOCs.

The advantage of automatic method is that it can be faster.

How to Create a Table of Contents Manually

1. In the Project Organizer, right-click the **TOCs** folder, select **Add Table of Contents**, give it a name, and click **Add**.

   > **NOTE** When creating a new project, Flare Desktop sometimes provides you with an initial TOC, depending on the project template you use; therefore, you may not need to add one.

2. If you have an existing TOC file, double-click it to open it in the editor to the right.

3. Drag and drop topics from the Content Explorer to the TOC Editor, or use buttons in the local toolbar of the TOC Editor to add TOC entries and link them to files.

   > **TIP** If you want to choose multiple files at the same time from the Content Explorer, click the **Show Files** button in the local toolbar. The Content Explorer splits into two halves. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

   > **NOTE** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Click to save your work.

How to Create a Table of Contents Automatically

1. Make sure your topics include headings with the h1, h2, h3, h4, h5, or h6 styles.

2. Create at least part of a TOC manually.

3. Double-click a TOC entry for which you want to auto-create sub-entries. The Properties dialog opens.

4. Select the **Auto-generate** tab.

5. Select the check box **Compute sub-entries from linked file**.

6. In the **Action** field, select either **Insert Computed Entries** or **Replace with Computed Entries**. "Insert Computed Entries" will add the TOC sub-entries below the one you selected. "Replace with Computed Entries" will remove the TOC entry that you selected, replacing it with the sub-entries based on the h1 through h6 styles in the topic.

7. In the **Depth** field, click the down arrow and select a number from the list to specify how many levels of headings you want to include in the auto-generation.
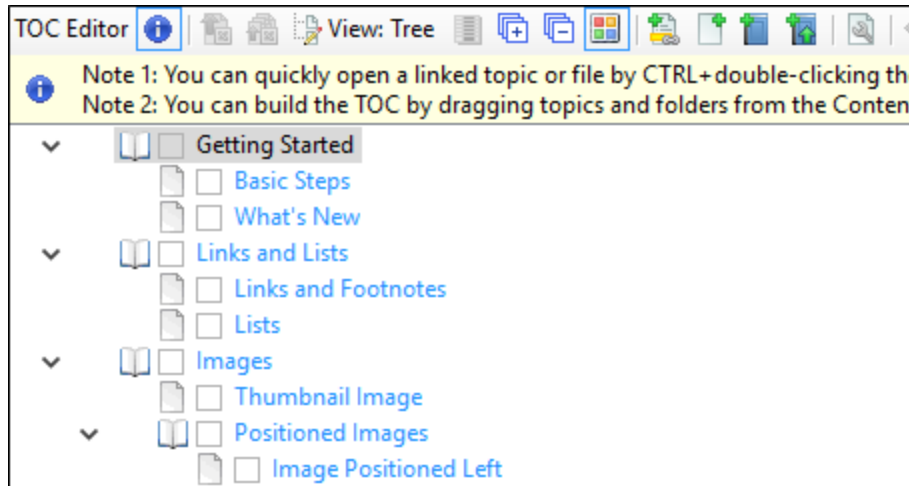
> ☆ **EXAMPLE** If you select 3, Flare Desktop will create TOC sub-entries for all h1, h2, and h3 headings in the topic.

8. Click **OK**.

9. Click ⊟ to save your work.

Blue Text = Links to System Variables

When you drag a topic into a TOC to create a link to it—or if you click to create a new topic at the same time that you add a new TOC entry—you'll notice that the text is blue.
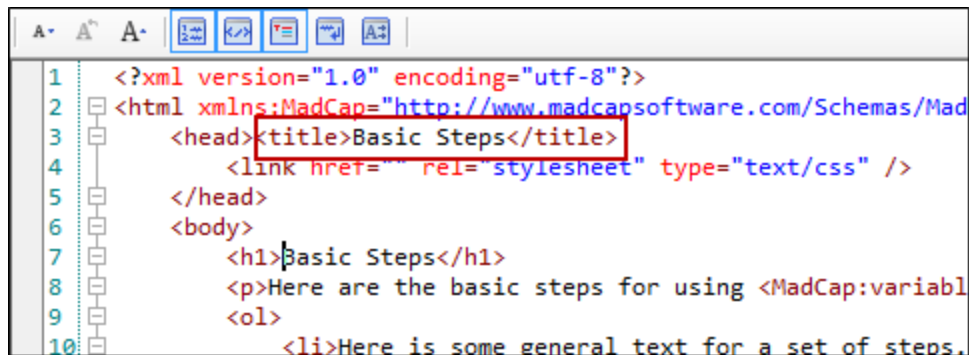

This doesn't mean that the text will show up as blue in the output. Instead, what it means is that the TOC entry contains a system variable. This variable is called "LinkedTitle."

It means that the TOC entry text is tied to the title for that topic. The title can be changed in the properties dialog for the topic.
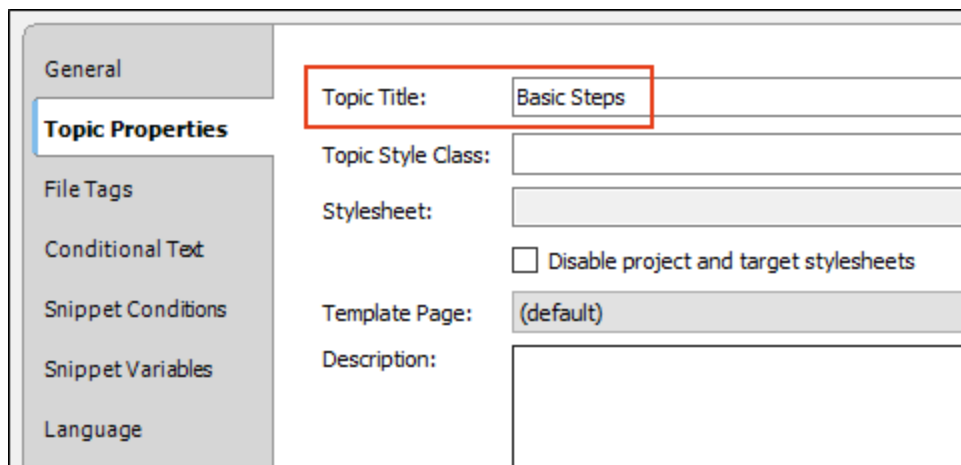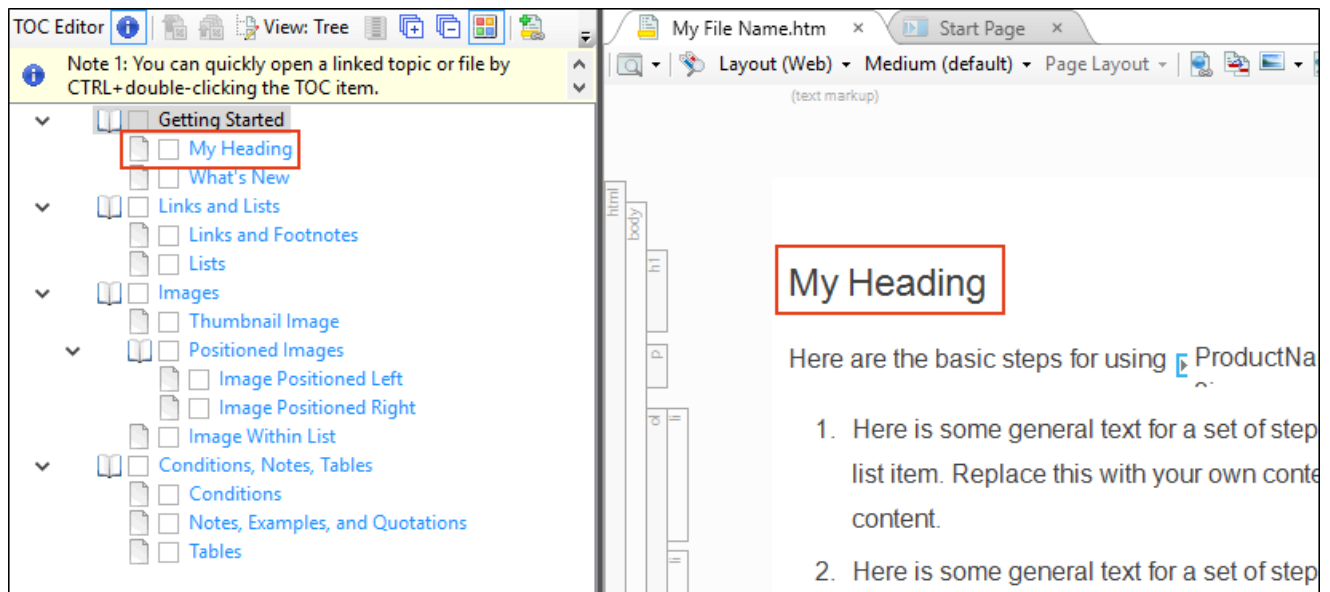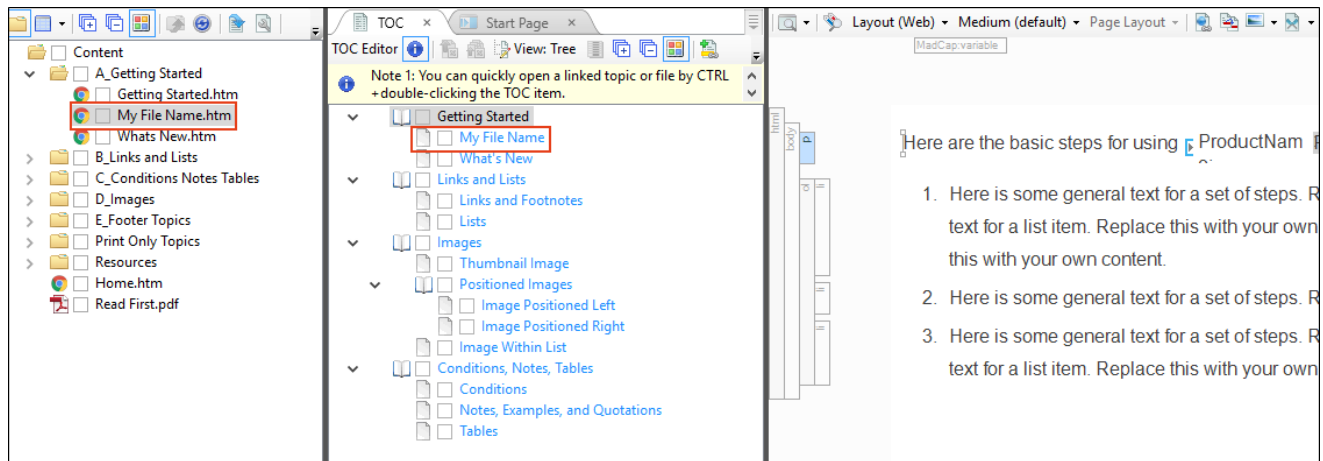
It can also be changed in the markup.

If the title for the topic changes, the TOC entry will automatically change too so that you don't have to remember to do it manually.

If your topic doesn't have a title (and it doesn't have to), Flare Desktop will then use the first heading it finds in the topic instead.

And if it doesn't find a heading, it will use the file name for the topic.

You can keep the TOC entry associated with the **LinkedTitle** variable. But you also have the option of forcing it to use something else instead.

In the Properties dialog for the entry, you can click ⊠ next to the **Label** field to open the Variables dialog. You can choose the **LinkedHeader** variable if you want the TOC entry to always use the heading instead of the title.
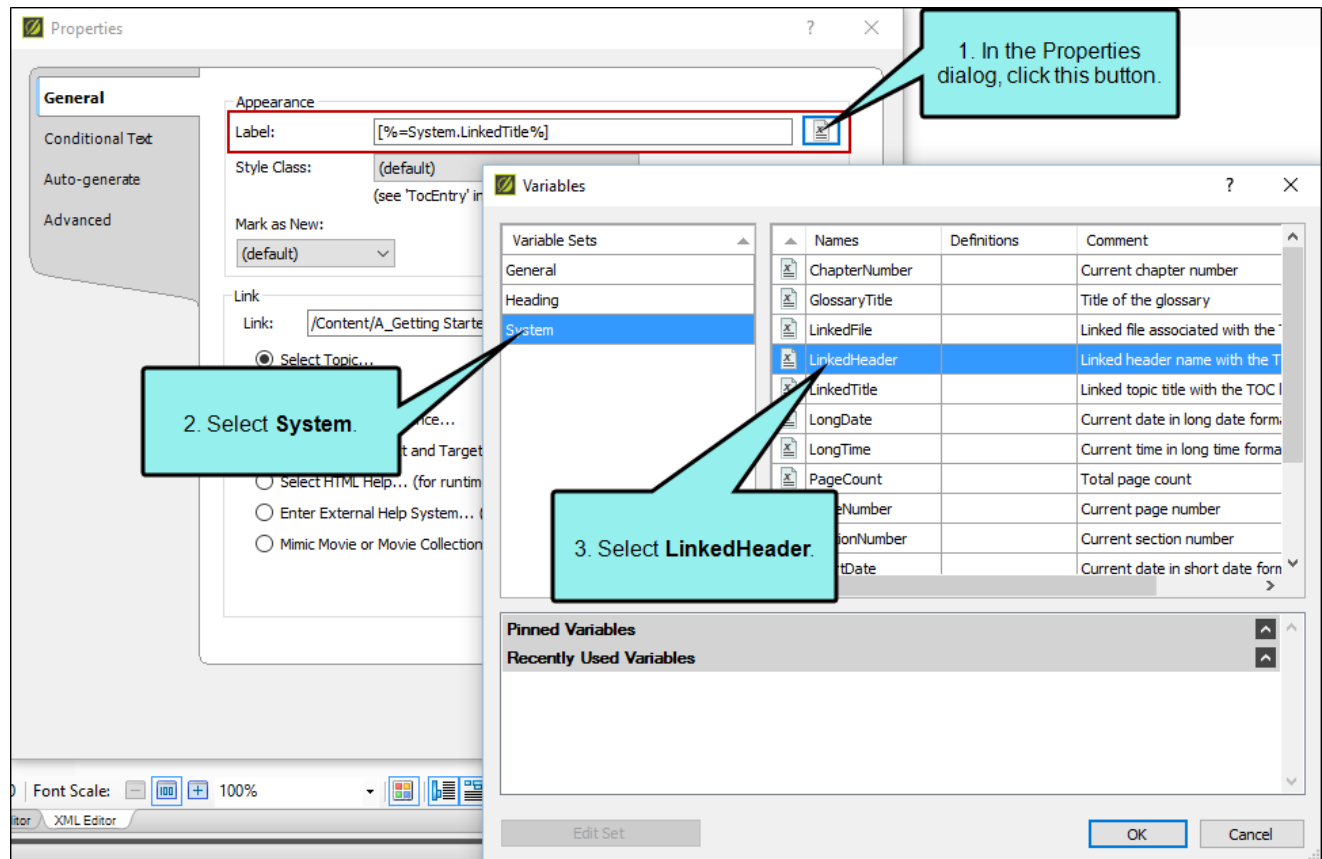
You also have the option of choosing the **LinkedFile** variable if you want to force it to use the file name.
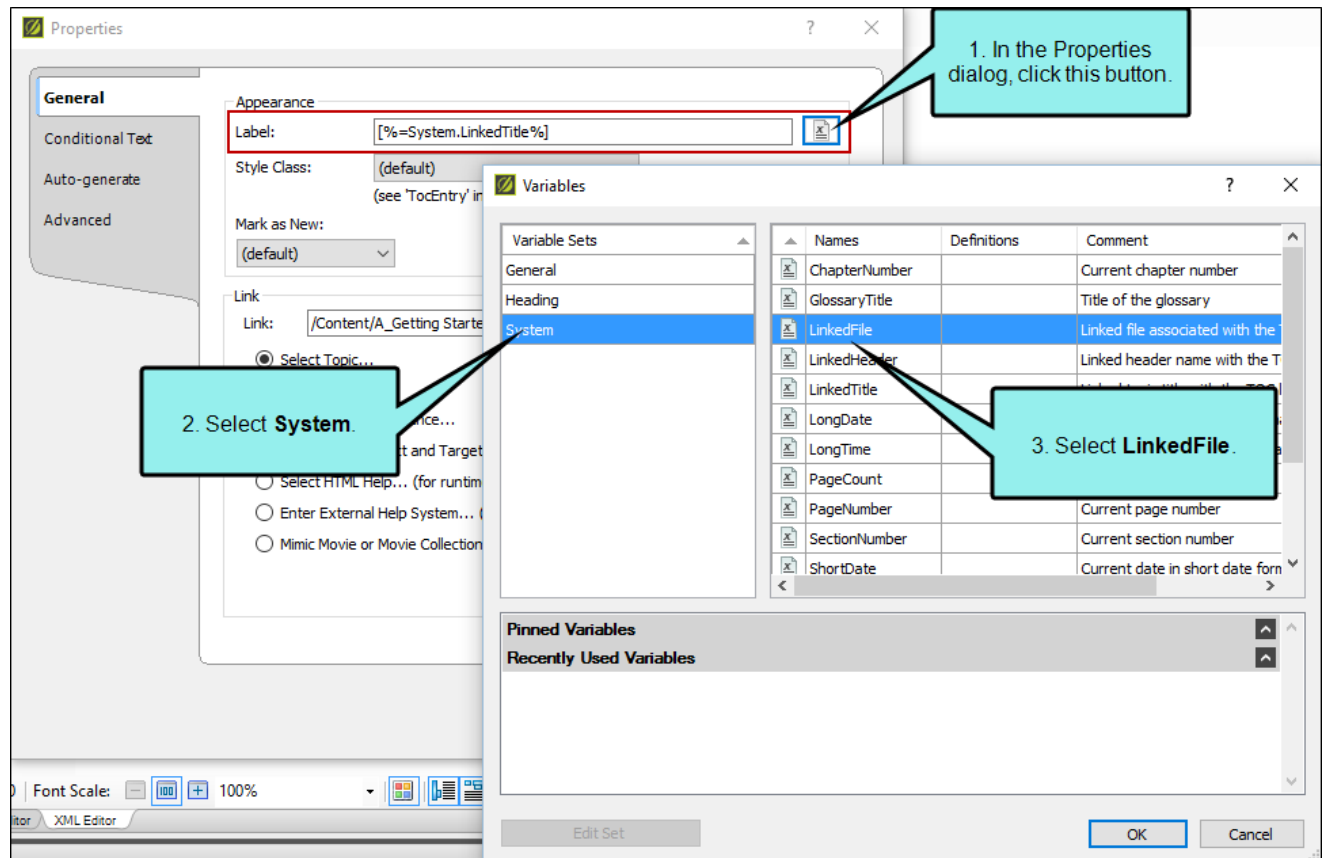
And finally, you might decide not to use a variable at all and simply type text manually for the label, in which case the text will be black in the TOC Editor.
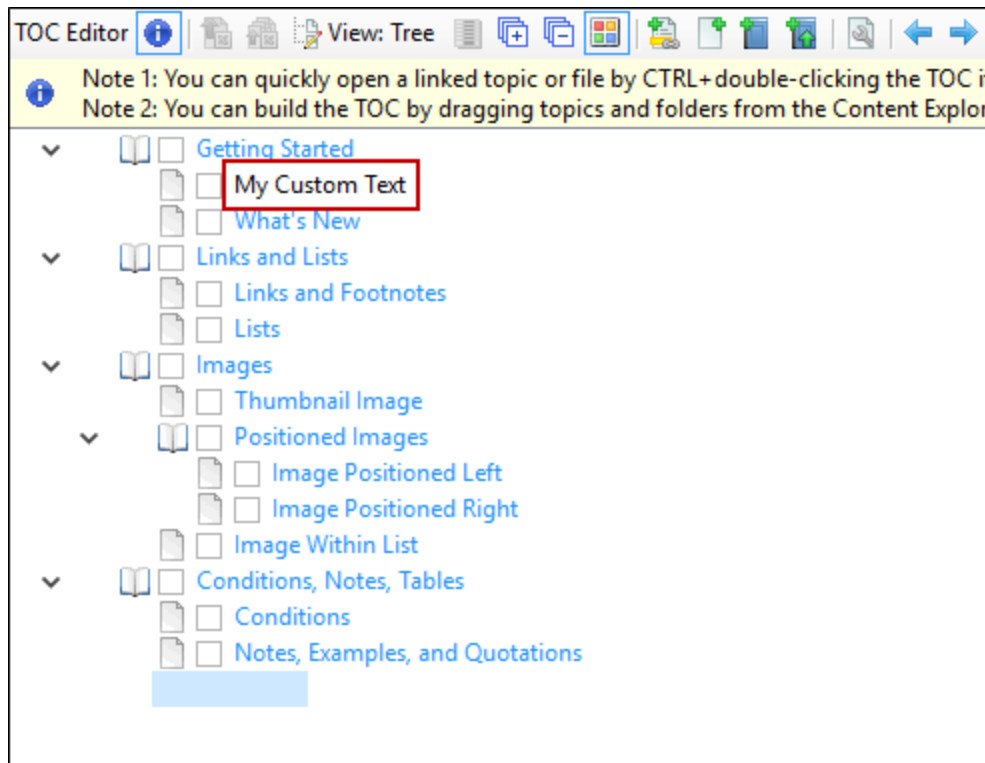
> 📝 **NOTE** For print-based output, make sure to also include any topics that you created with TOC, index, or glossary proxies in order to produce those types of generated content in the output.

> 📝 **NOTE** You can stitch existing PDFs into your output by adding links to them in a table of contents (TOC). This is supported in PDF output and all of the online targets.

> 📝 **NOTE** You can add even more TOCs to your project, building them in conjunction with the primary TOC. This might be a good option if you have an especially large project or if you are working with other authors on the same project.

NOTE When you create a TOC intended for Eclipse output, you should make sure all items are linked. Unlinked items may not display in the output.

NOTE For print-based outputs, you can also use an option to auto-generate TOCs for the output. See "Auto-Generating TOCs for Print" on page 86.

Creating TOC Entries

You can add a topic or a book to a table of contents. A topic is a direct link to a topic, bookmark, file, project, or external file. A book is a "container" in a table of contents or browse sequence used to organize and hold links to topics or external files.

How to Create a TOC Entry

1. Open the TOC.

2. Select the location in the TOC where you want to add the new entry.

3. Do one of the following:

   TO CREATE A NEW TOPIC AND SIMULTANEOUSLY LINK IT TO A NEW ENTRY

   a. In the local toolbar of the TOC Editor, click ⬚. The Add File dialog opens.

   b. Complete the options in the Add File dialog.

      i. 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.

      ii. (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.

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

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

iv. If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.

v. In the **Title** field, you can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic.

If you leave this field blank, the text from the "1st Heading" field will automatically be used for the title.

vi. If you want the heading for the topic to use the default h1 style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.

vii. In the **Stylesheet** field, select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank.

viii. (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**.

ix. (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**.

c. Click **Add**. The topic is added to the Content Explorer and opens in its own page in the XML Editor, and it is linked to a new entry (with the same name) in the TOC.

d. (Optional) You may want to adjust the placement of the TOC entry in the TOC Editor.

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

TO CREATE A NEW ENTRY

a. In the local toolbar of the TOC Editor, click   . An entry called "New entry" is added to the TOC.

b. Click once on the selected new entry and press **F2** on your keyboard. The text for the entry is now highlighted.

c. Type a new name for the entry (just as you want it to appear in the TOC output) and press **ENTER**. The new entry is now ready to be linked to a topic, an external file, another TOC, a browse sequence, or another Help system. See "Linking TOC Entries" on the next page.

> **NOTE** If the text is not highlighted, you may need to click once on the selected new entry and press **F2** on your keyboard.

> **NOTE** Use the arrow buttons to move the entry to the left, right, up, or down as needed.

TO CREATE A NEW BOOK

a. In the local toolbar of the editor, click   or   (if you want the book to be placed at the far left side). A node called "New book" is added. Also, a new entry is added under the book because a book must contain at least one entry in order to be seen in the output.

b. Type a new name for the book (just as you want it to appear in the output) and press **ENTER**. You can leave the book as it is, or you can link it to a topic, an external file, a TOC, a browse sequence, or another Help system. You can also rename the entry contained under the book and link it to something.

> **NOTE** If the text is not highlighted, you may need to click once on the selected new entry and press **F2** on your keyboard.

Linking TOC Entries

You can link your TOC entries to topics, books, and bookmarks. Additionally, you can link an entry to external files or Help systems, other TOCs, browse sequences, Flare projects, HTML Help systems, and Mimic movies.

How to Link a TOC Entry

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **General** tab.

5. Create one of the following link types:

   TO LINK AN ENTRY TO A BOOKMARK

   a. Click **Select Topic**. The Link to Topic dialog opens, displaying all the topics in your project.

   b. Select the topic that contains the bookmark to which you want to link the entry and click **Open**.

   c. In the local toolbar, click . The Select Bookmark dialog opens, displaying all the bookmarks and styles (including classes and IDs) in the file. If necessary, a bookmark will be created at that location if one does not exist. If you want to clear a bookmark in the link, select it and click the button at the bottom of the dialog.

   d. Select the bookmark to which you want to link the entry and click **OK**.

   TO LINK AN ENTRY OR BOOK TO AN EXISTING TOPIC

   a. Click **Select Topic**. The Link to Topic dialog opens, displaying all the topics in your project.

   b. Select the topic to which you want to link the entry and click **Open**.
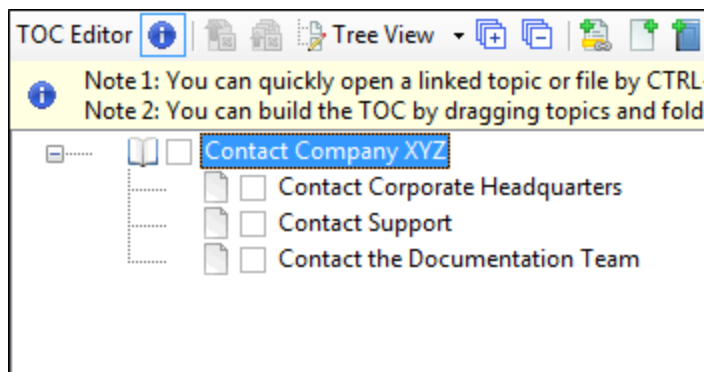
TO LINK AN ENTRY OR BOOK TO AN EXTERNAL FILE

In the **Link** field, type the path to the external file (e.g., http://www.acme.com).

> 📝 **NOTE** The Eclipse Viewer cannot display PDFs opened from TOC links.

TO LINK AN ENTRY OR BOOK TO ANOTHER TOC

a. Click **Select TOC**. The Link to TOC dialog opens, displaying all the TOCs in your project.

b. Select the TOC to which you want to link the entry and click **Open**.

> ☆ **EXAMPLE** The documentation team where you work is creating many Help
> systems for different products in the company. The documentation manager
> has decided that each TOC in each Help system must contain the same book
> and topics for contacting the company. For example, it might look something
> like this:
>
>
>
> Your team could create a TOC with this structure and name the TOC "Contact."
> Flare Desktop would create a TOC file called "Contact.fltoc" behind the scenes.
> Authors on the team could then share copies of that TOC file and the
> associated HTML Help topics. Each author adds the TOC and topic files to his
> or her Help system, linking that TOC to the primary TOC for that particular
> project.

TO LINK AN ENTRY OR BOOK TO A BROWSE SEQUENCE

   a. Click **Select Browse Sequence**. The Link to Browse Sequence dialog opens, displaying all the browse sequences in your project.

   b. Select the browse sequence to which you want to link the entry and click **Open**.

TO LINK AN ENTRY OR BOOK TO ANOTHER FLARE PROJECT AND TARGET

   a. Click **Select Flare Project and Target**. The Link to Flare Project and Target dialog opens.

   b. Do one of the following:

      ■ Click **Browse for Project**. Then click **Project File** and find/select a Flare project to which you want to link.

        OR

      ■ Click **Select Recent Project**. Then select a recently opened Flare project from the list on the right.

   c. From the **Select Target** field, choose a specific target in the Flare project.

   d. Click **OK**.

> **NOTE** You can also merge Flare projects through the TOC Editor. For more information see the Help system.

TO LINK AN ENTRY OR BOOK TO AN HTML HELP SYSTEM (CHM FILE)

a. Click **Select HTML Help**. The Link to HTML Help dialog opens.

b. Do one of the following:

- Select **Project Files** and then use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

Option	Description
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

- Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

c. After the CHM file is selected, in the Topic field click . In the dialog that opens, find and double-click the topic that you want to link to.

d. When you are finished, click **OK** in the Link to HTML Help dialog.

> **NOTE** You can also merge HTML help projects through the TOC Editor. For more information see the Help system.

TO LINK AN ENTRY OR BOOK TO AN EXTERNAL HELP SYSTEM

a. Click **Enter External Help System**. The Link to Help System dialog opens.

b. Do one of the following:

- Enter the name of the Help system output file to which you want to link.

    OR

- Click **Browse**. Then find and select the Help system output file to which you want to link.

> **NOTE** If you enter a full, valid path to a Help system output file, that file is copied to your Flare project output folder when this project is compiled. If you just enter a name of the Help system output file, you will need to publish that output to the same folder as the output for the current project.

> **NOTE** For merging Flare WebHelp output files, you should publish the subsystems into the "Subsystems" folder in the output folder for the parent project.

c. Click **OK**.

> **NOTE** You can also merge output through the TOC Editor. For more information see the Help system.

TO LINK AN ENTRY OR BOOK TO A MIMIC MOVIE

a. Click **Mimic Movie or Movie Collection**. The Open dialog opens.

b. Find and select an individual Mimic movie or a movie collection to which you want to link the entry. You can select any of the following types of files:

- **MIMOV** This is an individual Mimic movie file (whether part of a collection or standalone). When you want to work on an individual movie, you open this file.

- **MIPRJ** This is the main Mimic collection file, which contains one or more movie (MIMOV) files. It is not required that you create a collection in Mimic; it is simply an option that you can use if you want to create a movie collection, as opposed to a standalone movie. Neither the MIPRJ nor the MIMOV files are finalized movies. They are merely the files that are used to generate the finalized movies. When you want to work on a movie collection, you open the MIPRJ file.

- **MCMOVIE** This is an output file that is created when you generate a movie (whether the movie is part of a collection or standalone). A Mimic collection can contain several movies. When you generate the finalized movies in Mimic, an MCMOVIE file is created for each movie in the collection (e.g., myfirstmovie.mcmovie, mysecondmovie.mcmovie). The output plays in the MadCap Movie Viewer.

- **MCMV** This is an optional output file that lets you view the movie(s) in the MadCap Movie Viewer, rather than in a browser window.

- **MCMOVIESYS** This is an output file that is created when you generate a movie collection. The file is named after your collection (e.g., mycollection.mcmoviesys) and can be used as an entry point to view the movie collection. The output plays in the MadCap Movie Viewer.

c. Click **Open**.

d. (Optional) You can click in the drop-down field to the right and specify an output format.

IF YOU HAVE MIMIC 8 OR NEWER

- **(default)** If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format.

- **HTML5** The movie is generated in the HTML5 movie format.

IF YOU HAVE MIMIC 7 OR OLDER

- **(default)** The most appropriate movie format is used, based on the Flare output type that you generate. If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format. If you want to override these settings, select one of the specific movie types below.

- **MadCap Movie Player** The movie is generated in MMF and displays in the MadCap Movie Viewer.

- **Adobe Flash** The movie is generated in a Flash SWF file.

- **Microsoft Silverlight** The movie is generated in the Microsoft Silverlight format.

- **HTML5** The movie is generated in the HTML5 movie format.

6. In the Properties dialog, click **OK**.

7. Click ⊞ to save your work.

Auto-Generating a TOC

You can easily create a TOC manually, adding books, as well as links to topics, other TOCs, and external files, in any kind of structure you want. Another option is to create a TOC automatically. This method is based on the heading levels in your topics (h1 through h6). When you create TOC automatically, you will use some of the same steps that you used when creating a TOC manually; you still add topic entries to a TOC manually. The difference is that the automatic method lets you automatically create sub-entries in a TOC for the subheadings in your topics.

Which method should you choose (a manual TOC or an automatic TOC)? There are advantages to both methods. Plus, you can use both methods if you want. You can start by using the automatic method and then supplementing the TOC manually.

The advantage of creating a TOC manually is that you have more flexibility in the way to structure a TOC. In addition, you can include more than just topics and books when creating a TOC manually. For example, you can include links to other TOCs.

The advantage of automatic method is that it can be faster.

How to Create a TOC Automatically

1. Make sure your topics include headings with the h1, h2, h3, h4, h5, or h6 styles.

2. Create at least part of a TOC manually.

3. Double-click a TOC entry for which you want to auto-create sub-entries. The Properties dialog opens.

4. Select the **Auto-generate** tab.

5. Select the check box **Compute sub-entries from linked file**.

6. In the **Action** field, select either **Insert Computed Entries** or **Replace with Computed Entries**. "Insert Computed Entries" will add the TOC sub-entries below the one you selected. "Replace with Computed Entries" will remove the TOC entry that you selected, replacing it with the sub-entries based on the h1 through h6 styles in the topic.

7. In the **Depth** field, click the down arrow and select a number from the list to specify how many levels of headings you want to include in the auto-generation.

   ☆ **EXAMPLE** If you select 3, Flare Desktop will create TOC sub-entries for all h1, h2, and h3 headings in the topic.
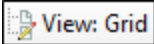
8. Click **OK**.

9. Click ⊟ to save your work.

   🗒 **NOTE** For print-based outputs, you can also use an option to auto-generate TOCs for the output. See "Auto-Generating TOCs for Print" on page 86.

Editing TOCs

After you create a table of contents, you can edit it. Following are descriptions of the buttons found in the TOC Editor.

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

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

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

Option	Description
1 Broken Link(s) **7 Unlinked Items**	Click either of these buttons to open a small window that displays how many broken or unlinked items are in the editor. Below, in the editor, a triangle icon is displayed next to broken links, and another icon that looks like a small flag is displayed next to unlinked items.
	Click this button to navigate to the previous warning in the TOC.
	Click this button to navigate to the next warning in the TOC.
	Click this button if you want to toggle the behavior of double-clicking an item in the TOC. The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.
	Displays the color of condition tags that are associated with the TOC entry (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.

NOTE If you have included a generated TOC in print-based output and want to change its look, see "Editing the Look of a Print TOC" on page 109.

Editing the Look of TOCs With Styles and Skins

Depending on the output type, you can control the look of tables of contents (TOCs) with styles or skins.

Online Outputs

For HTML5 outputs, you can modify skin styles for menu and navigation areas.

For other online outputs, you can edit TOC entries in standard skins.

For more information, see the Help system.

Print-Based Outputs

For PDF and other print-based outputs, you can modify the design of the generated TOC through styles in a stylesheet. See "Editing the Look of a Print TOC" on page 109.

Changing the Label for TOC Entries

You can change the label text for a TOC entry.

How to Change the Label for a TOC Entry

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **General** tab.

5. In the **Label** field, type the text that you want to be displayed for the entry. If you want to insert a variable in a field, you can click . The variable will appear as syntax in the field, but in the output the variable definition will be shown.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

> **NOTE** For print-based output the TOC labels are based on actual headings within topics. The reason for this is that the TOC file in a Flare project is used as a TOC in online output, but it functions more as an outline for print-based output.

Selecting a Style Class for a TOC Entry

For certain elements of the online output window (e.g., menu, search, navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings. The styles available depend on the type of skin. If you are generating one of the WebHelp output types, you can use the Toc Entry style in the Styles tab of the Skin Editor to change the look of individual entries in your TOC. You can also select the Toc Entry style in the Skin Editor and use the Add Class button in its local toolbar to create classes of that style. If you do that, you can select a particular class for a TOC entry so that you can give it the look you want.

How to Select a Style for a TOC Entry

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **General** tab.

5. In the **Style Class** field, select a style class if you have created one under "Toc Entry" in the Skin Editor. If you want to use the parent Toc Entry style, leave the field set to **(default)**.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

Marking a TOC Entry as New

Supported In:

> 🗒 **NOTE** This is supported in HTML5 Tripane output, but not in HTML5 Side Navigation, Top Navigation, or skinless output.

You can specify whether a TOC entry should be displayed as "new" in the output.

How to Mark a TOC Entry as New

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click 🔍. The Properties dialog opens.

4. Select the **General** tab.

5. In the **Mark as New** field, select one of the following.

   - **Default** Uses the information that is specified in the "Toc Entry" style (which can be set in the Skin Editor).

   - **Yes** Marks the selected entry as "new," adding an asterisk to that entry in the output. Selecting "Yes" overrides the settings in the "Toc Entry" style.

   - **No** Does not mark the selected entry as "new." Selecting "No" overrides the settings in the "Toc Entry" style.

6. In the Properties dialog, click **OK**.

7. Click 💾 to save your work.

Mimic Movie Links in TOCs

If you have used Mimic to produce a movie, you can use this feature to create a link in a table of contents entry to the movie's output.

How to Insert a Movie Link Into a TOC

1. Open the TOC where you want to insert the movie link.

2. In the TOC Editor, double-click the TOC entry that you want to link to the movie. The Properties dialog opens.

3. Select the **General** tab.

4. Select **Mimic Movie or Movie Collection as**. The Open dialog opens.

5. Find and select an individual Mimic movie or a movie collection to which you want to link the entry. You can select any of the following types of files.

   - **MIMOV** This is an individual Mimic movie file (whether part of a collection or standalone). When you want to work on an individual movie, you open this file.

   - **MIPRJ** This is the main Mimic collection file, which contains one or more movie (MIMOV) files. It is not required that you create a collection in Mimic; it is simply an option that you can use if you want to create a movie collection, as opposed to a standalone movie. Neither the MIPRJ nor the MIMOV files are finalized movies. They are merely the files that are used to generate the finalized movies. When you want to work on a movie collection, you open the MIPRJ file.

   - **MCMOVIE** This is an output file that is created when you generate a movie (whether the movie is part of a collection or standalone). A Mimic collection can contain several movies. When you generate the finalized movies in Mimic, an MCMOVIE file is created for each movie in the collection (e.g., myfirstmovie.mcmovie, mysecondmovie.mcmovie). The output plays in the MadCap Movie Viewer.

   - **MCMV** This is an optional output file that lets you view the movie(s) in the MadCap Movie Viewer, rather than in a browser window.

   - **MCMOVIESYS** This is an output file that is created when you generate a movie collection. The file is named after your collection (e.g., mycollection.mcmoviesys) and can be used as an entry point to view the movie collection. The output plays in the MadCap Movie Viewer.

6. Click **Open**.

7. (Optional) You can click in the drop-down field to the right and specify an output format.

IF YOU HAVE MIMIC 8 OR NEWER

- **(default)** If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format.

- **HTML5** The movie is generated in the HTML5 movie format.

IF YOU HAVE MIMIC 7 OR OLDER

- **(default)** The most appropriate movie format is used, based on the Flare output type that you generate. If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format. If you want to override these settings, select one of the specific movie types below.

- **MadCap Movie Player** The movie is generated in MMF and displays in the MadCap Movie Viewer.

- **Adobe Flash** The movie is generated in a Flash SWF file.

- **Microsoft Silverlight** The movie is generated in the Microsoft Silverlight format.

- **HTML5** The movie is generated in the HTML5 movie format.

8. Click **OK** in the Properties dialog. The movie link is added to the TOC entry.

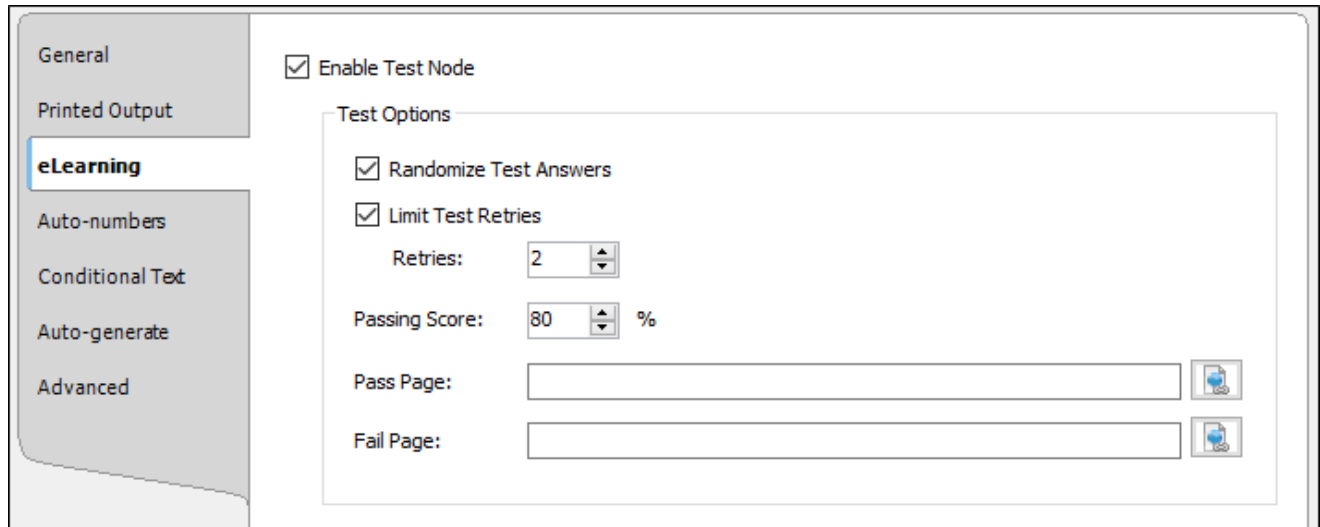9. Click ⊟ to save your work.

> **NOTE** You do not need to add the Mimic movie files to your Flare project. When you generate the target(s) in Flare Desktop, the movie output file(s) will automatically be copied to the target output file or folder.

Editing the TOC for eLearning

If your eLearning course includes a gradable test, you can customize the test options using the table of contents (TOC) properties.
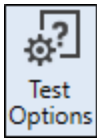
How to Open TOC Properties

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

- **Ribbon** From the **eLearning** ribbon, select the **Test Options** button.

- **TOC Editor Toolbar** From the TOC Editor's toolbar, click , and select the **eLearning** tab. If your workspace showing the TOC Editor is too narrow, you might need to click the toolbar's drop-down to see all the buttons.

- **Right-Click Test Node** Right-click the test node in the TOC Editor, and from the context menu select **Test Options**.
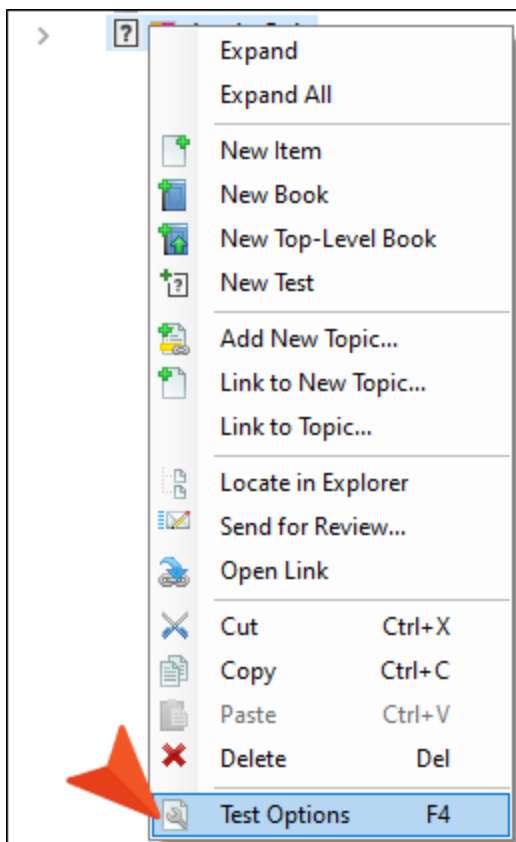
▪ **Right-Click** If you right-click anywhere in the TOC Editor, other than where a test node is, then you can select **Properties** from the context menu and choose the **eLearning** tab.
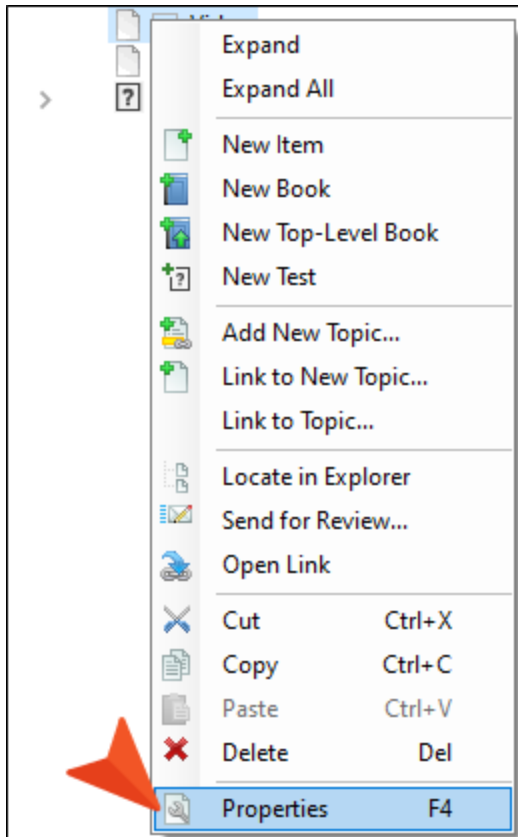
What You Can Do in the TOC Editor Properties

Following are primary tasks that you can perform in the eLearning tab of the TOC Properties.

- **Enable Test Node** Anytime you have a course that includes a gradable test, then a test node needs to be enabled, or active, in the TOC.

- **Randomize Test Answers** Select to change the order of answer options each time a test is loaded. If this is not selected, the order of answers display in the same order as arranged in the topic.

- **Limit Test Retries** Select to limit how many times the learner can attempt to take the test. If the learner tries to start the test after the maximum number of allowed attempts, then the latest test results page displays with a warning message. If this is not selected, the number of retries allowed is unlimited.

- **Passing Score** This is the minimum percent of questions the learner must complete correctly to see a success message in the test results page. The score is based on the number of correct answers out of the total number of questions under the test node. The default score is set to 75%.

- **Pass Page/Fail Page** By default, an autogenerated test results page displays when a test is completed and when these fields are left empty. If you want to customize the content for the test results pages, you can create a custom pass and fail page. The pass and fail page can be different topic files or they can be the same file. Additionally, a Test Results proxy is needed in each custom page in order to display the test results score and the selected answers. To link to the custom page click , and then select the appropriate file.

Applying Conditions to TOCs

You can apply condition tags to specific entries in your table of contents. This lets you keep some TOC entries from being published in your output if you do not with to have the entire TOC built.

How to Apply Conditions to a TOC Entry

You can include or exclude a specific TOC entry (book, topic, external link) from a target.

1. Open the Project Organizer.

2. Expand the **TOCs** folder.

3. Double-click a TOC. The TOC Editor opens to the right.

4. Do one of the following:

   DRAG AND DROP

   This is the quickest method. However, you can only apply one condition at a time.

   a. If the tag block bars are not shown to the left of the content, click at the bottom of the editor.

   b. In the Project Organizer, open the **Conditional Text** folder and expand the appropriate condition tag set.

   c. Click on the condition tag and drag it to the appropriate entry in the editor.

PROPERTIES DIALOG

This method is best for applying multiple conditions at the same time.

    a. In the editor, select the entry to which you want to apply the tag.

    b. In the local toolbar, click ⬚. The Properties dialog for the entry opens.

    c. Click the **Conditional Text** tab. The first condition tag set is selected and the associated condition tags are shown on the right.

    d. If you want to see condition tags for a different condition tag set, select it.

    e. For each condition tag that you want to apply to the entry, click the blank square next to the tag. A check mark appears in the square.

    f. Click **OK**.

The square next to the TOC entry in the TOC Editor now takes on the color of the condition tag. If you applied more than one condition tag to the TOC entry, each color is shown in the square.

If you cannot see the squares next to the TOC entries, click ⬚ at the bottom of the local toolbar to show the condition indicators.

5. Click ⬚ to save your work.

⊘ **IMPORTANT** Placing a condition on a TOC or browse sequence entry does not remove the linked file from online output. In order to prevent a topic from being found in the output (e.g., via search or context-sensitive Help), you must place the condition on the topic file itself.

Specifying the Browser Frame for a TOC Entry

You can specify the kind of browser frame that a linked file should open when a user clicks the TOC entry in the output.

How to Specify the Browser Frame for a TOC Entry

1. Open the table of contents.

2. Select an entry in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **Advanced** tab.

5. In the **Open in Browser Frame** field, select one of the following.

   - **_blank** The destination file will open in a new browser window.

   - **_parent** The destination file will open in the parent frame of the current topic while hiding that topic.

   - **_self** The destination file will open in the same window frame as the current topic.

   - **_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

Selecting a Skin for a TOC Entry

Supported In:

MS HTML HELP

You can add skins to your project to help create a look and feel for online output that you generate. After you create a TOC, you can associate a TOC with a particular skin.

How to Select a Skin for a TOC Entry

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **Advanced** tab.

5. In the **Open in Skin** field, select a skin from your project.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

Selecting an Icon for a TOC Entry in HTML Help Output

You can select an icon to use for a particular TOC entry in HTML Help output.

How to Select an Icon for a TOC Entry in HTML Help Output

1. Open the table of contents.

2. Select an entry in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **Advanced** tab.

5. In the **HTML Help Icon** field, select one of the icons from the drop-down.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

Automatically Set the Title for a TOC Entry

You can automatically set the name of the TOC entry as the title for the topic in the output. This overrides the title that you may have provided for the topic in the Properties dialog. The display title is used in the following situations:

- **Help Control Links** The title displays as a selection when users click Help control links (i.e., related topics links, concept or "see also" links, and index keyword links) that are associated with that topic.

- **Window Title Bar** If the topic is opened in a new window or outside of the project, the title is shown in the title bar of that window.

How to Automatically Set the Title for a TOC Entry

1. Open the table of contents.

2. Select a TOC entry.

3. In the local toolbar, click . The Properties dialog opens.

4. Select the **Advanced** tab.

5. In the field labeled **Auto-set title of linked file**, select **Yes**.

6. In the Properties dialog, click **OK**.

7. Click to save your work.

Automerging TOCs

Various automerge tasks can be performed on TOCs.

Runtime Merging Server-Based HTML5 Output

This is an easy way to merge the output from multiple HTML5 Flare targets into one Help system. These targets can be originated from the same Flare project or from different Flare projects. You simply place the output files in the correct location on the server (i.e., within your parent project's AutoMerge folder). Flare Desktop then automatically merges the output from all of the targets when users access the Help. From the end user's perspective, the results are seamless, appearing as one large Help system. All of the TOCs, browse sequences, indexes, glossaries, and search capabilities for the projects are merged.

> 🗒 **NOTE** Flare's HTML5 Side and Top Navigation skins do not support runtime project merging.

Process

1. **Enable HTML5 Server-Based Output** If you want to take advantage of the advanced server-side features of HTML5 (i.e., automatic runtime project merging, server-side search, searching of non-XHTML files), you must enable HTML5 server-based output. This includes performing the following tasks: (1) installing Microsoft Internet Information Services (IIS) and ASP.NET, (2) setting up the HTML5 target and generating/publishing, (3) configuring IIS on the production server, (4) starting Microsoft Indexing Service or Microsoft Windows Search (depending on the operating system), and (5) enabling HTML5 search.

2. **Determine Parent Output** Decide which of your project outputs will serve as the parent. This is the main output that users will open. All other outputs will be accessed from that output, although it will appear as one large Help system to end users.

3. **(Optional) Specify TOC and/or Browse Sequence Locations for Automerge** By default, the TOCs and browse sequences from the child outputs will be appended at the end of the parent output's TOC and browse sequence. However, if you want them to be appended somewhere within the parent output's TOC or browse sequence, you can specify the exact location.

4. **(Optional) Specify Order of Merged Outputs** When you automerge HTML5 outputs, the secondary outputs are merged to the parent project's table of contents (TOC) and/or browse sequence in alphabetical order. However, you can override this default configuration and merge the secondary outputs in any order that you like.

5. **Generate Outputs** Build the output for each of the targets to be included in the automerge. You must use HTML5 for all of the targets.

> **NOTE** If you are testing HTML5 server-based output on your local machine, you need view the output at least one time. When you view HTML5 output on your local computer, you need to create a special folder called "MCPreview" within your "C:\Inetpub\wwwroot" folder. Place a copy of your HTML5 output files in it. This enables you to test the advanced features of HTML5 on your local machine. When testing the automerge feature on your computer, you need to place the secondary ("child") outputs in the AutoMerge subfolder at this location (as opposed to the output folder that was generated where your Flare project is located).

> **NOTE** If you are testing HTML5 server-based output on your local machine, you may need to wait a few minutes after viewing the output for the Indexing Service to fully scan your files. Otherwise, you may not immediately see the effects of the scan (e.g., searches of non-XHTML files, incorporation of merged output files) in the output. If you avoid performing other tasks during this period, the scanning of the files will be completed more quickly.

> **NOTE** If you want to test HTML5 server-based output on your local computer, the advanced search features of HTML5 are not operable.

Runtime Merging Output Using WebHelp Plus

This is an easy way to merge the output from multiple WebHelp Plus Flare targets into one Help system. These targets can be originated from the same Flare project or from different Flare projects. You simply place the output files in the correct location on the server (i.e., within your parent project's AutoMerge folder). Flare Desktop then automatically merges the output from all of the targets when users access the Help. From the end user's perspective, the results are seamless, appearing as one large Help system. All of the TOCs, browse sequences, indexes, glossaries, and search capabilities for the projects are merged.

Process

1. **Enable WebHelp Plus Output** If you want to take advantage of the advanced server-side features of WebHelp Plus (i.e., automatic runtime project merging, faster search, server-side search, searching of non-XHTML files), you must enable WebHelp Plus output. This includes performing the following tasks: (1) installing Microsoft Internet Information Services (IIS) and ASP.NET, (2) setting up the WebHelp Plus target and generating/publishing, (3) configuring IIS on the production server, (4) starting Microsoft Indexing Service or Microsoft Windows Search (depending on the operating system), and (5) enabling WebHelp Plus search.

2. **Determine Parent Output** Decide which of your project outputs will serve as the parent. This is the main output that users will open. All other outputs will be accessed from that output, although it will appear as one large Help system to end users.

3. **(Optional) Specify TOC and/or Browse Sequence Locations for Automerge** By default, the TOCs and browse sequences from the child outputs will be appended at the end of the parent output's TOC and browse sequence. However, if you want them to be appended somewhere within the parent output's TOC or browse sequence, you can specify the exact location.

4. **(Optional) Specify Order of Merged Outputs** When you automerge WebHelp Plus outputs, the secondary outputs are merged to the parent project's table of contents (TOC) and/or browse sequence in alphabetical order. However, you can override this default configuration and merge the secondary outputs in any order that you like.

5. **Generate Outputs** Build the output for each of the targets to be included in the automerge. You must use WebHelp Plus for all of the targets.

6. **Publish Output to Server** Publish the output for the parent project to the web server running Microsoft IIS. The output files for the child targets need to be published to the "AutoMerge" subfolder located in the parent target's main output folder. For example:

```
http://www.xyzincorporated.com/help systems/MyTargetName/AutoMerge
```

When readers open the online output, they will see all of the WebHelp Plus outputs merged into one Help system. They can easily navigate and use the index and search across all of the output files.

> 🗒 **NOTE** If you are testing WebHelp Plus output on your local machine, you need view the output at least one time. When you view WebHelp Plus output on your local computer, Flare Desktop creates a special folder called "MCPreview" within your "C:\Inetpub\wwwroot" folder, and it places a copy of your WebHelp Plus output files in it. This enables you to test the advanced features of WebHelp Plus on your local machine. When testing the automerge feature on your computer, you need to place the secondary ("child") outputs in the AutoMerge subfolder at this location (as opposed to the output folder that was generated where your Flare project is located).

> 🗒 **NOTE** If you are testing WebHelp Plus output on your local machine, you may need to wait a few minutes after viewing the output for the Indexing Service to fully scan your files. Otherwise, you may not immediately see the effects of the scan (e.g., searches of non-XHTML files, incorporation of merged output files) in the output. If you avoid performing other tasks during this period, the scanning of the files will be completed more quickly.

> 🗒 **NOTE** If you want to test WebHelp Plus on your local computer, the advanced search features of WebHelp Plus are not operable.

▌ Enabling TOCs in Skins

After you create a TOC manually or automatically, you need to enable TOCs in the skin that you intend to use for your target. This applies to all types of skins, except for HTML5 Side and Top Navigation skins.

How to Enable a TOC in a Skin

1. Open the skin.

2. On the **General** tab, click the **TOC** check box so that it contains a check mark.

3. Click 🖫 to save your work.

❙ Associating a Primary TOC With a Project

The following steps show you how to associate a primary TOC with a project.

How to Associate a Primary TOC With a Project

1. Select **Project > Project Properties**. The Project Properties dialog opens.
2. Select the **Defaults** tab.
3. Click in the **Primary TOC** field, and from the drop-down, select the TOC.
4. Click **OK**.
5. Click to save all files.

❙ Associating a Primary TOC With a Target

The following steps show you how to associate a primary TOC with a target.

How to Associate a Primary TOC With a Target

1. From the Project Organizer, open the target.
2. On the **General** tab in the Target Editor, click the drop-down arrow in the **Primary TOC** field, and select the TOC that you want to associate with the target.
3. Click to save your work.

Additional Steps and Activities for Print TOCs

There are additional steps and activities that you might perform for print-based tables of contents.

This chapter discusses the following:

Adding Print Topics to an Outline TOC

You need to make sure that all of the topics to be included in your printed output are added to an outline table of contents (TOC). We refer to it as an "outline TOC" because for print-based output it really serves more as an outline than a TOC. You have a couple of options.

How to Create a TOC (Intended for Print-Based Output Only)

1. Add a new TOC file to the project.

2. Open the Content Explorer.

3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps.

   a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.

   b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

   > 📝 **NOTE** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.

   > ☆ **EXAMPLE** Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an Index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

   Also, you can use the buttons in the TOC Editor local toolbar to add elements (e.g., books, topic pages) to the TOC and to determine how they behave (e.g., link them to topics).

5. Click to save your work.

How to Incorporate Print Topics Into a TOC (Shared With Other Outputs)

1. Open the TOC.

2. Open the Content Explorer.

3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps:

   a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.

   b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

   > 📝 **NOTE** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.

   > ☆ **EXAMPLE** Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an Index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

5. Create condition tags for your topics.

6. Apply these condition tags to the appropriate entries in your print TOC.

7. Associate the condition tags with your print target.

▍Specifying Chapter and Page Layout Breaks

Supported In:

PDF WORD EPUB PPTX

After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

Following are steps for creating chapter breaks and associating page layouts with TOC entries. Before completing these steps, you must first create an outline TOC.

In addition to specifying page layouts, chapter breaks also allow you to generate output in multiple files (as opposed to just one file), although a "multi-chapter" output can also be contained in a single file, depending on the output type. With chapter breaks, you can also take advantage of autonumbering at the chapter level and automatically include endnotes at the end of each chapter. Finally, setting a chapter break can have an effect on whether a generated TOC can be included in the output (if you are producing Word output).

How to Specify Chapter Breaks and Page Layouts

1. Open the Project Organizer.

2. Double-click the TOCs folder.

3. Double-click the TOC that you plan to use for the printed output. The TOC Editor opens to the right.

4. Select the entry in the TOC where you want to insert a chapter or page layout break.

5. In the local toolbar, click .

6. Click the **Printed Output** tab.

7. In the **Break Type** field, select one of the following.

   - **None** This prevents a break from being used for the outline TOC entry.

   - **Chapter Break** This creates a chapter break on the outline TOC entry. You can then select the page layout to be used until another break occurs in the outline TOC. The chapter break also allows chapter autonumber settings to be applied.

   - **Page Layout Break** This lets you change the page layout used, starting at a certain outline TOC entry, without creating a new chapter. You might use this option, for example, if you have a wide table in the middle of a chapter and need to switch to a landscape page layout on the pages displaying that table.

☆ **EXAMPLE** You have an outline TOC for print-based output that looks like this.
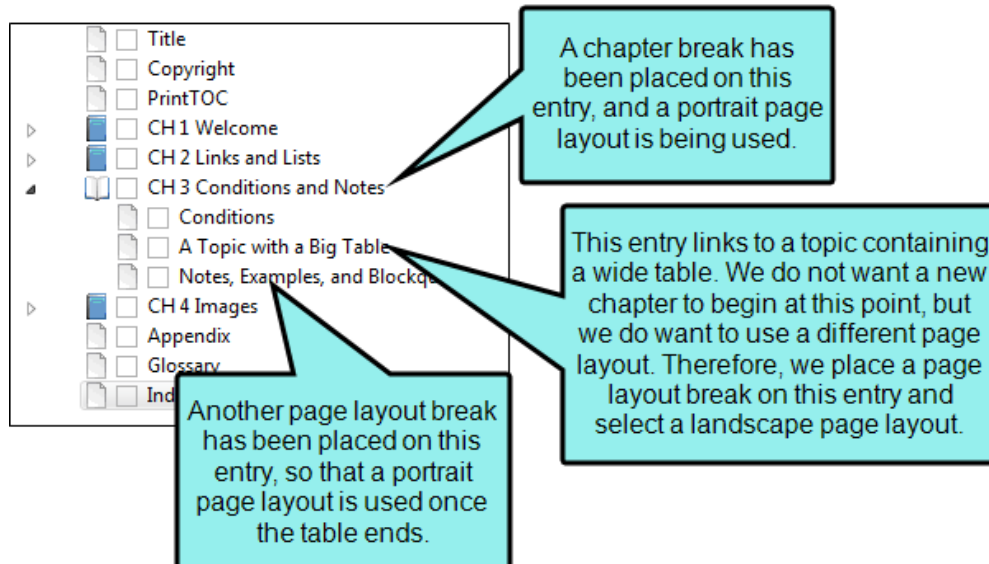
☆ This is actually easier to see in Grid View (click the toggle button in the local toolbar of the TOC Editor to switch views), and by customizing the columns to remove those you don't want to display.

☆ If you build print-based output such as PDF, the results would look something like this.
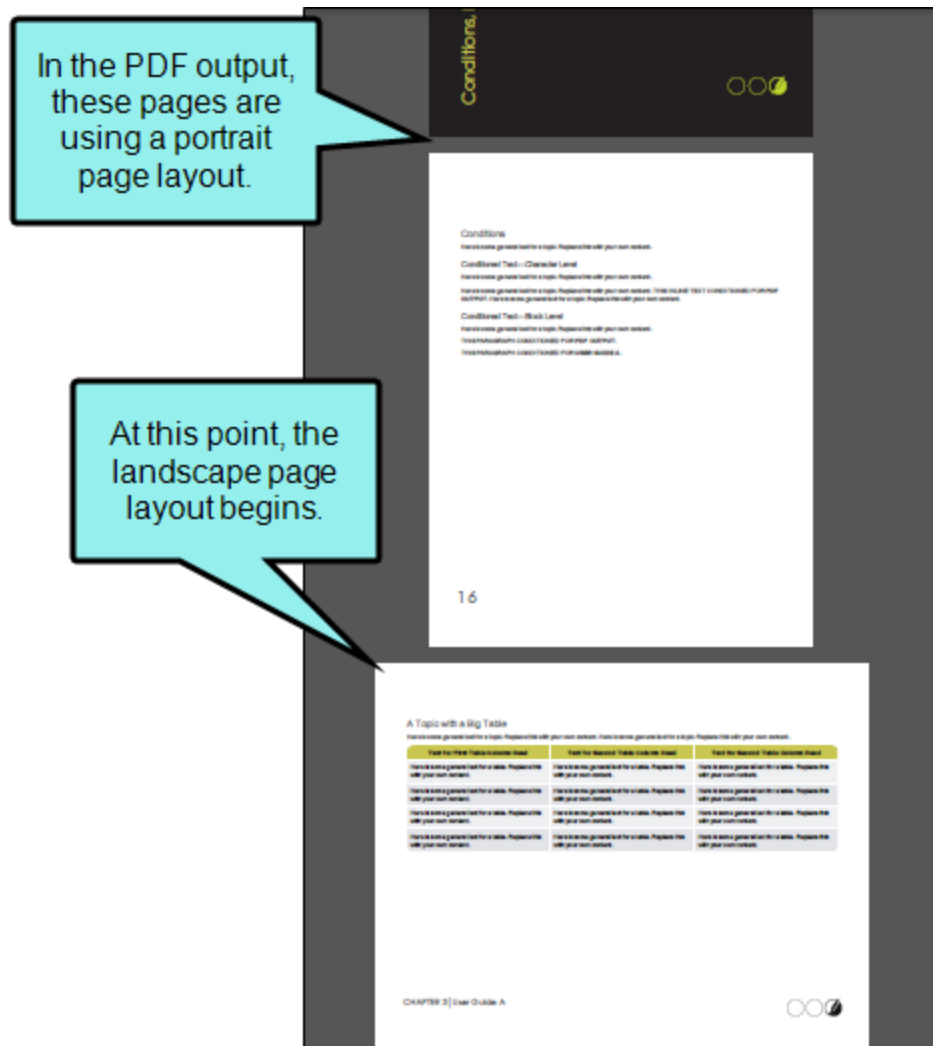
8. If you selected a chapter or page layout break type, click in the **Page Layout** field and select the layout that you want to use.

9. (Optional) If you want a particular page type from the layout to be used for the *first* page that is displayed, select it from the **Page Type** field. Depending on the pages that have been included in the selected page layout, any of the following may be available in this drop-down field.

For details and graphics that show how breaks and page types work together to create output that flows the way you want, see the Help system.

- **(default)** This lets Flare Desktop choose the default page type for you, depending on the type of break.

- **(continue L/R)** Select this option to specify a Left/Right page sequence, using whichever page comes next in the normal flow.

- **(continue FL/FR)** Select this option to continue the First Left/First Right page sequence, using whichever page comes next in the normal flow.

- **Title** Select this type if you want the settings to be applied to the first page in your output, which typically displays the manual title. If you include an Empty page type in your page layout, the title page in the output will be followed by the empty page. It is not mandatory that you use this page type for a title. Instead, you can use one of the other types, such as Normal.

- **First** Select this type for the first page of a new chapter. This page type can be used in a situation where you are creating a simple configuration and you are not concerned with left and right pages (e.g., a document for electronic distribution only). In most cases, a First page type would be followed by Normal pages.

- **First Left** Select this page type if you want chapters to begin on left-sided pages, and you need a different look for those pages than would be used for a regular left page.

- **First Right** Select this page type if you want chapters to begin on right-sided pages, and you need a different look for those pages than would be used for a regular right page.

- **Left** Select this type if you want the settings to be applied to a page in the output when it appears on a left (or even) page (e.g., page 42).

- **Right** Select this type if you want the settings to be applied to a page in the output when it appears on a right (or odd) page (e.g., page 43).

- **Normal** Select this type if you do not want a Left/Right type of page flow, but instead just want the same layout on every page, perhaps like a screenplay.

> NOTE It is recommended that you do not use more than one of each kind of page type in a page layout. If you have more than one instance of a page type, you will not be able to specify which type to use for a particular entry in the TOC Editor.

> NOTE When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option.

10. (Optional) If you want to specify a particular file name for the chapter being created, enter it in the **Chapter File Name** field.

    When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option.

    For PDF and Word outputs, the default setting is to create a single file for the entire output. However, you can use an option in the Advanced tab of the Target Editor to generate a new PDF or Word file for each chapter break. The Chapter File Name field in the Properties dialog would be applicable if you decide to generate multiple PDF or Word files instead of just one.

11. (Optional) In the **Page Number** section, you can specify how you want page numbers treated (if you have inserted them into the page layout).

    ▪ **Reset to** To set the first page number in the chapter to begin at a specific number, select this option and enter the number in the field. Select the "text" option from the Format field, to type any kind of text into this field. That text will be used instead of numbering.

    ▪ **Format** For a particular format of numbering to be used (e.g., decimal, upper Roman, lower alpha, text), select it from this drop-down. Select the "text" option to type any kind of text into the "Reset to" field. That text will be used instead of numbering.

- **Increment number** If you want the first page number in the page layout to continue from the previous layout, you can select this option.

> **NOTE** If you want to include autonumbers in the page numbering (e.g., the chapter autonumber followed by a period and then the page number), you can do so using a couple of different methods. With the first method, you can insert the appropriate autonumber variable next to the page number variable in a page layout. With the second method, you can use the "Reset to" and "Format" fields on this tab. First, you can select "text" from the Format field. Then in the "Reset to" field, you can enter the appropriate codes for the autonumbering. For example, if you want each page to show the chapter autonumber followed by a period and the page number, you would type {chapnum}.{n} in the "Reset to" field. Using this second method ensures that your page autonumbers are also displayed accurately in a print index.

12. Click **OK**.

13. Repeat these steps for each area in the content where you want to specify a new chapter or page layout break.

> **TIP** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

> **NOTE** You do not have to follow these steps for every single TOC entry within that chapter—only for the TOC entries where you want a chapter or page layout break. The page layout will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another chapter or page layout break.

14. Click to save your work.

How Chapter Breaks Affect the Output Types

When creating chapter breaks, you should keep the following in mind.

Word Output

The following points are relevant if you are sending output to Word.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- It determines where a new chapter will be created at this point in the output TOC. However, it will not necessarily create a new Word file in the output for each chapter. If you want multiple Word documents in the output, you must also select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor. If you do not select the "Generate multiple documents for native PDF output" option, only one Word document will be created in the output (but it will contain chapter breaks).

- You will *not* be able to include a generated TOC in the Word output (if you also select the"Generate multiple documents for native PDF output" option in the Target Editor). However, if you create a chapter break in the Properties dialog but do not select the"Generate multiple documents for native PDF output" option in the Target Editor, you will be able to include a generated TOC in the Word output. In other words, you must have only a single Word document in order to have a generated TOC.

- You will be able to use chapter autonumbering, even if you only have one Word document as a result of the output.

- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one Word file will be created when you build your output. Even if you select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor, only one Word file will be created, because you must create a chapter break in the Properties dialog to tell Flare Desktop where you want new documents to start.

- You will be able to include a generated TOC in the Word output (because only one Word document will be generated).

- You will *not* be able to use chapter autonumbering (because no chapter breaks exist).

EPUB Output

The following points are relevant if you are sending output to EPUB.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- A new HTM file is created at each point where a chapter break occurs. This can be seen if you extract the EPUB file using another tool

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- The EPUB contains just one HTM file.

What's Noteworthy?

NOTE Some aspects of this feature (e.g., page layouts) are used only in the print-based outputs. EPUB supports this feature only in the sense that it uses chapter breaks to determine how many HTM files are created as a result.

NOTE There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. If you have a page layout set at the project or target level and it does not seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

NOTE When it comes to associating page layouts with entries in an outline TOC, it is important to understand the meaning of the word "chapter" in the Properties dialog. In that dialog, a "chapter" is simply the designation for a new portion of content that will use a particular page layout. It does not mean a chapter in the traditional sense of a manual. For example, if you have a title page, a TOC, 10 chapters, and an index in your manual, each one of those might be considered a separate chapter as far as the dialog is concerned, because you are creating a chapter break with a particular page layout specified at each of those locations in the outline TOC. Therefore, although you only have 10 chapters in the traditional meaning of the word, you might have 13 chapters as far as the dialog is concerned (one for the title page, one for the TOC, one for each traditional chapter, and one for the index).

NOTE If you extract the EPUB file using another tool, you will find that it contains one or more HTM files. If you have used chapter breaks in the outline TOC, a new HTM file is created at each point where a chapter break occurs. If you do not use chapter breaks, the EPUB contains just one HTM file.

▍Specifying Section Breaks and Template Pages

Supported In:

In Flare Desktop, you can specify section breaks for print-based output. Doing this lets you accomplish the following:

- **Add Section Breaks** You can add actual section breaks into Microsoft Word output. Section breaks are a feature unique to Word.

- **Autonumber Sections** You can take advantage of section autonumbering.

- **Start a New Section Using Template Pages** You can use a section break to apply a template page to Microsoft Word output, starting at that location in the content. Template pages can be used to add header and footer content, insert page numbers, and specify the page size and orientation. The rest of this topic deals with using section breaks to apply template pages.

> **NOTE** As an alternative to template pages, you can use page layouts for print-based output. Whereas template pages are used only for Word output, page layouts can be used for all print-based outputs.

If you create one or more template pages for Word output, you need to specify how those template pages will be used. You have a couple of options:

How to Specify Section Breaks and Template Pages for Print-Based Output

If you are producing Microsoft Word output, you can specify places in your outline TOC where you want to create section breaks for your print-based output. A primary reason for using a section break is to specify that a particular chunk of Word output should use a certain print template page. The output uses the specified template page for the rest of the document, or until it comes across another section break/template page that you have included in the outline TOC.

> ☆ **EXAMPLE** You are producing a print-based document that includes a title page, a TOC, 15 chapters, and an index. If you want to include page numbering in the printed document, starting with the first chapter (i.e., no page numbers on the title page or TOC) and continuing to the end of the document, you can create a print template page for this purpose. You can specify in the print template page that the even numbers are placed at the bottom-left of those pages and the odd numbers are placed at the bottom-right of those pages. Then, in your outline TOC, you can create a section break where the first page of the first chapter occurs and associate the template page with that section.

Use these steps if you want to use this method:

1. Open the Project Organizer.

2. Double-click the **TOCs** folder.

3. Double-click the TOC that you plan to use for the print-based output. The TOC Editor opens to the right.

4. Select the entry in the TOC where you want to insert a section break, and where you want a print template page to start being displayed in the print-based output.

5. In the local toolbar, click 🔍. The Properties dialog for the TOC entry opens.

6. Click the **Printed Output** tab.

7. Click **Start a new section**.

8. Click the down arrow in the field **Configure section using this template page**, and select the print template page that you want to use.

9. Click **OK**.

10. Repeat steps 4-9 for each print template page that you want to associate with a particular section.

> ⊘ **TIP** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

> ▢ **NOTE** You do not have to follow these steps for every single TOC entry within that section—only for the first TOC entry in that section. The template page will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another section break/template page that you have designated.

11. Click 🖫 to save your work.

How to Associate a Template Page With a Print Target

Use the following steps if you want to include only one template page in your Word output, displaying that template page on every page of the output.

1. Open the Word target that you are using to create the output.

2. Click the **Advanced** tab.

3. Click the drop-down arrow in the **Template Page** field, and select the print template page that you want to associate with the target.

4. Click 🖫 to save your work.

❙ Managing Print TOCs

There are several option tasks you can perform related to print TOCs.

Creating a TOC Manually for Print

Supported In:

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

CONTENTS

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

How to Create a TOC Manually for Print

1. Add a TOC file (which serves as an outline in print-based output) and within it create entries that link to topics.

2. Create a new topic.

3. At the top of the topic, enter a title (e.g., "Contents") and remove unnecessary text after the topic title. It is probably best not to use an h1 through h6 style for the heading since it will then show up in the generated TOC.

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

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

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

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

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

6. Click **OK**.

7. Click 💾 to save your work.

8. In the "outline" TOC file, add an entry near the top that links to the new topic containing the TOC proxy.

What's Noteworthy?

NOTE Options in the Advanced tab of print-based targets let you automatically add glossary, index, and TOC proxies to output. This means you do not need to create unique topics and insert proxies into them manually. The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method. See "Auto-Generating TOCs for Print" on the next page.

Auto-Generating TOCs for Print

Supported In:

For print-based output, you can let Flare Desktop auto-generate a table of contents (TOC) for you. Alternatively, you can create a unique topic and insert a TOC proxy into it (see "Creating a TOC Manually for Print" on page 82).

How to Auto-Generate a TOC

1. Open a print-based target.

2. On the **Advanced** tab of the Target Editor, select **Generate TOC Proxy**.

   > **NOTE** This option is disabled by default for existing targets, but enabled for new targets. If a TOC proxy is already present in a topic or snippet that is being included in the output, this auto-generate option has no effect.

3. Click ⊞ to save your work.

When you generate the target, a TOC will be created and inserted at the beginning of the output. If your page layout includes a Title page type, the TOC is added after the title page in the output.

Which Page Layout is Used?

If a TOC, index, or glossary is auto-generated, how does Flare Desktop know which page layout to use for them in the output? It uses the same page layout that is being used for the topic(s) just before it.

⭐ **EXAMPLE** You have an outline TOC set up like this:
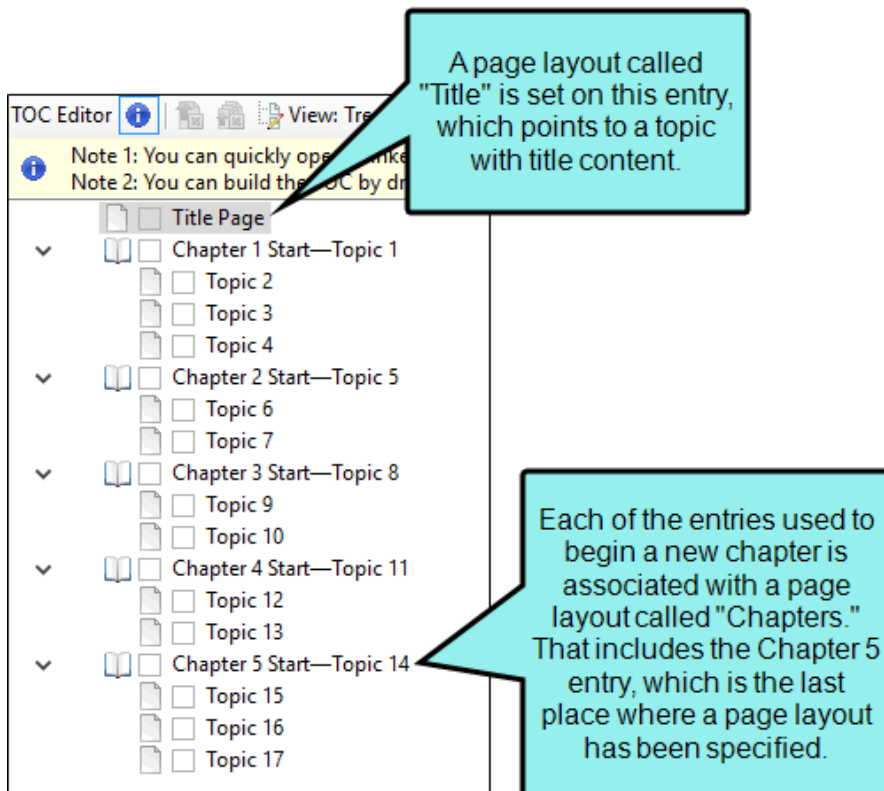
In this case, the generated TOC is going to be placed directly after the title page. It will use the "Title" page layout which is set on the first "Title Page" entry. That page layout has a Title page type in it. That's how Flare Desktop knows it should place the TOC directly after it and to use the same page layout to display the TOC.

The generated glossary is going to be placed after the final entry, called "Topic 17," and the generated index will be placed after the glossary. Both of these will use the "Chapters" page layout, because it's the last one that was set.

Editing Attributes for Generated TOCs, Indexes, and Glossaries

You can change the heading text for each of these auto-generated proxies in the language skin.

All other attributes for the generated glossary, index, and TOC can be controlled in your stylesheet.

☆ **EXAMPLE** You need to create a PDF manual with five short chapters. You've created 17 topics that will make up those five chapters, and you've created a separate topic for a title page.
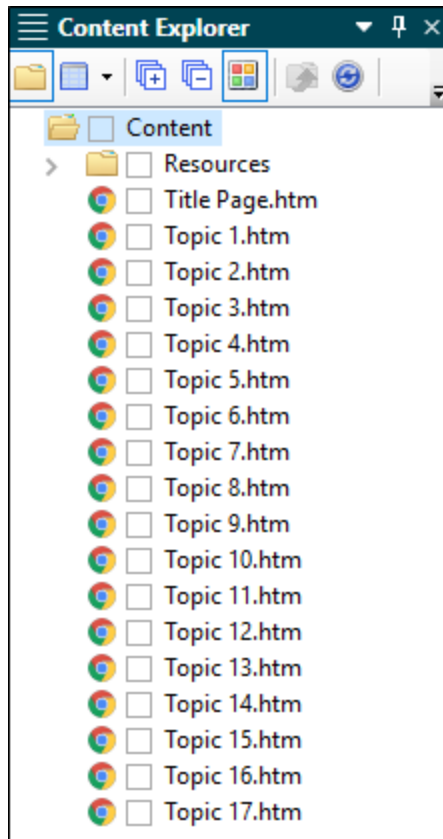
☆ Your topics use <h1>, <h2>, and <h3> tags. These will become important when the TOC is generated.
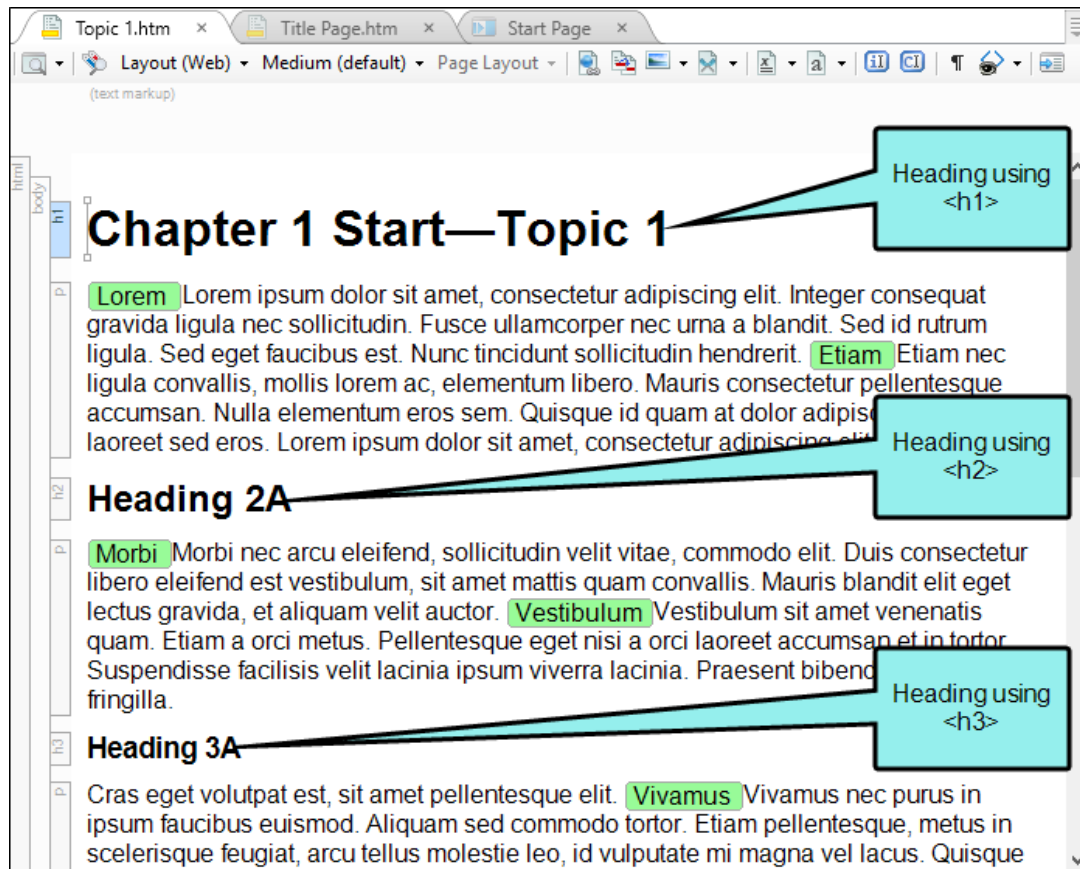
☆ You've inserted index keywords throughout the topics. These will become important when the index is generated.
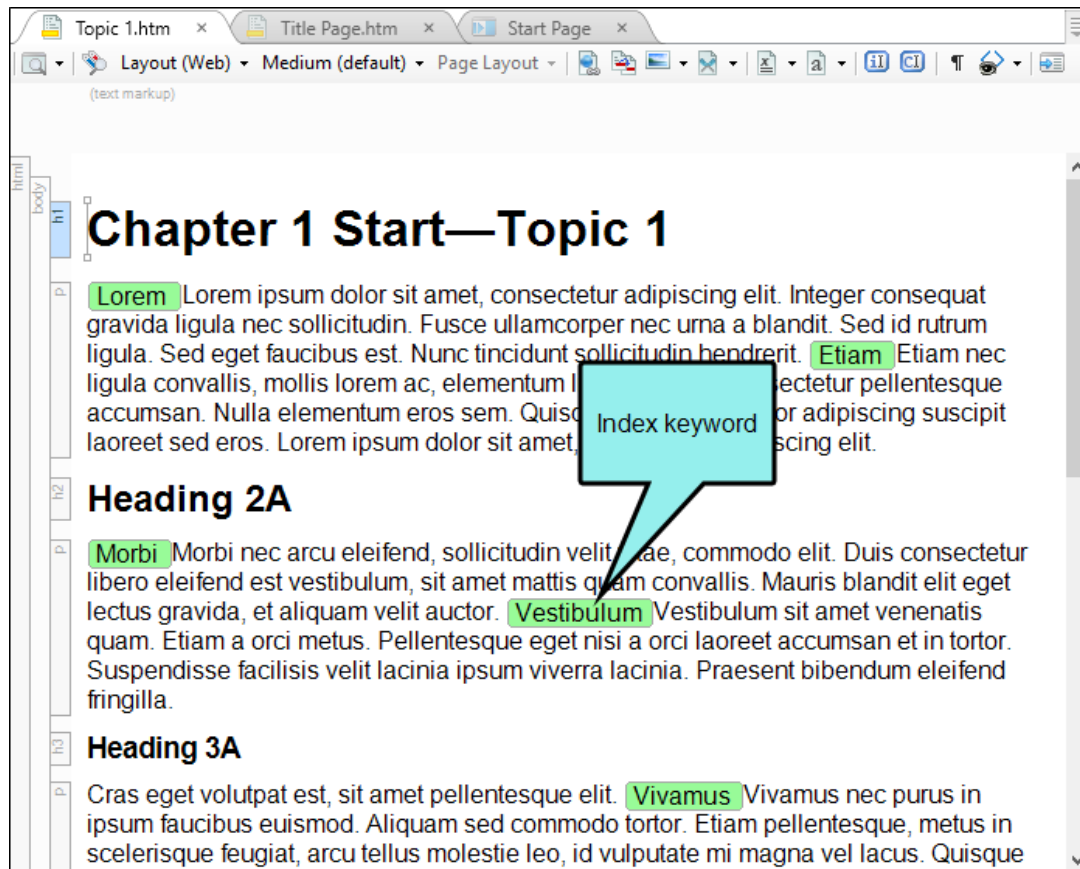
☆ You've created a glossary file and associated it with the PDF target you're going to use. This will become important when the glossary is generated.
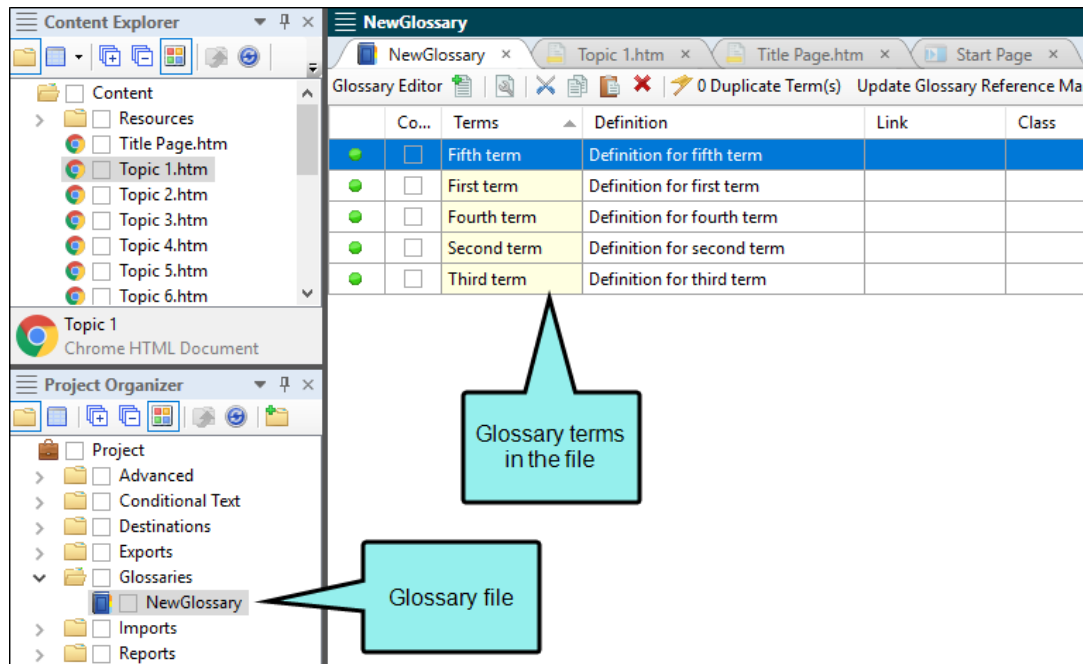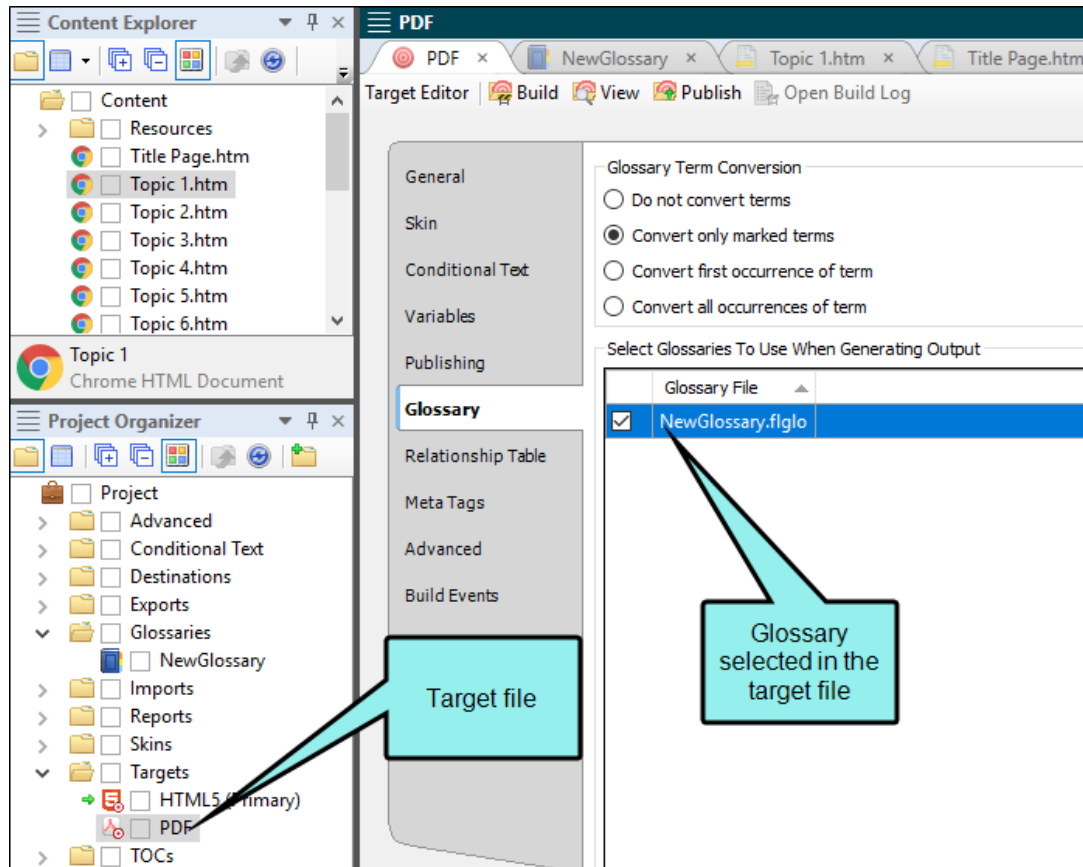
☆ You've put all of your topics into an outline TOC file. You've associated your title topic with one page layout, and you've assigned a different page layout to the five topics that will serve as the starting point for each of the five chapters.

Links to the topic holding the title page, as well as the other 17 topic files. Notice there are no links to topics for the TOC, index, or glossary, which would normally be required if you weren't using the auto-generate feature.

Outline TOC file

In the Target Editor, you select the **Advanced** tab and select **Generate TOC Proxy**, **Generate Index Proxy**, and **Generate Glossary Proxy**. In addition, you also select an option labeled **Inject empty pages as needed to ensure TOC nodes start on their selected pages** and another labeled **Use TOC depth for heading levels**. These last two options are not required to use the auto-generate feature, but they are popular options for generating print-based output.
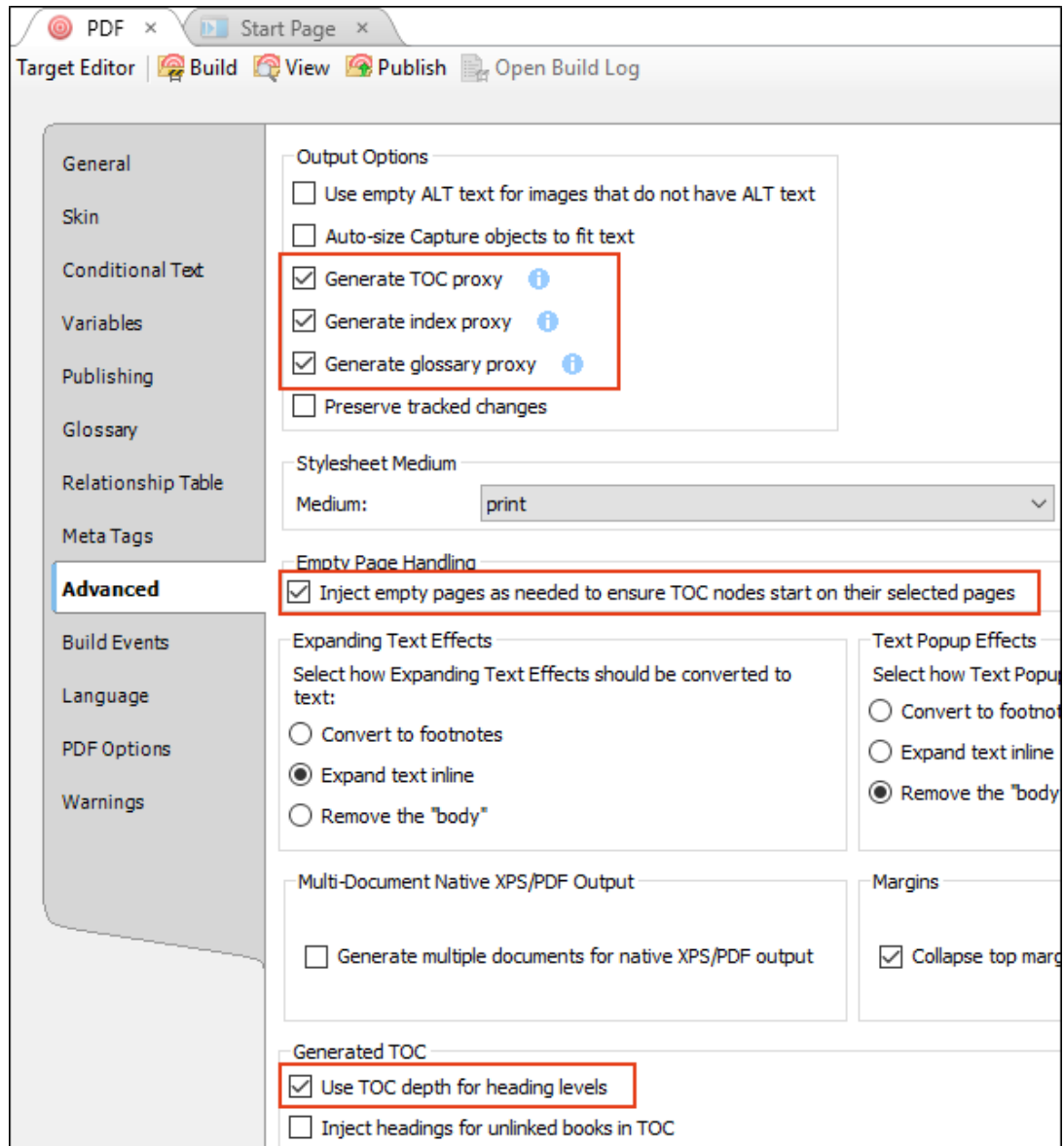
☆ After you generate the PDF output, it looks something like this:
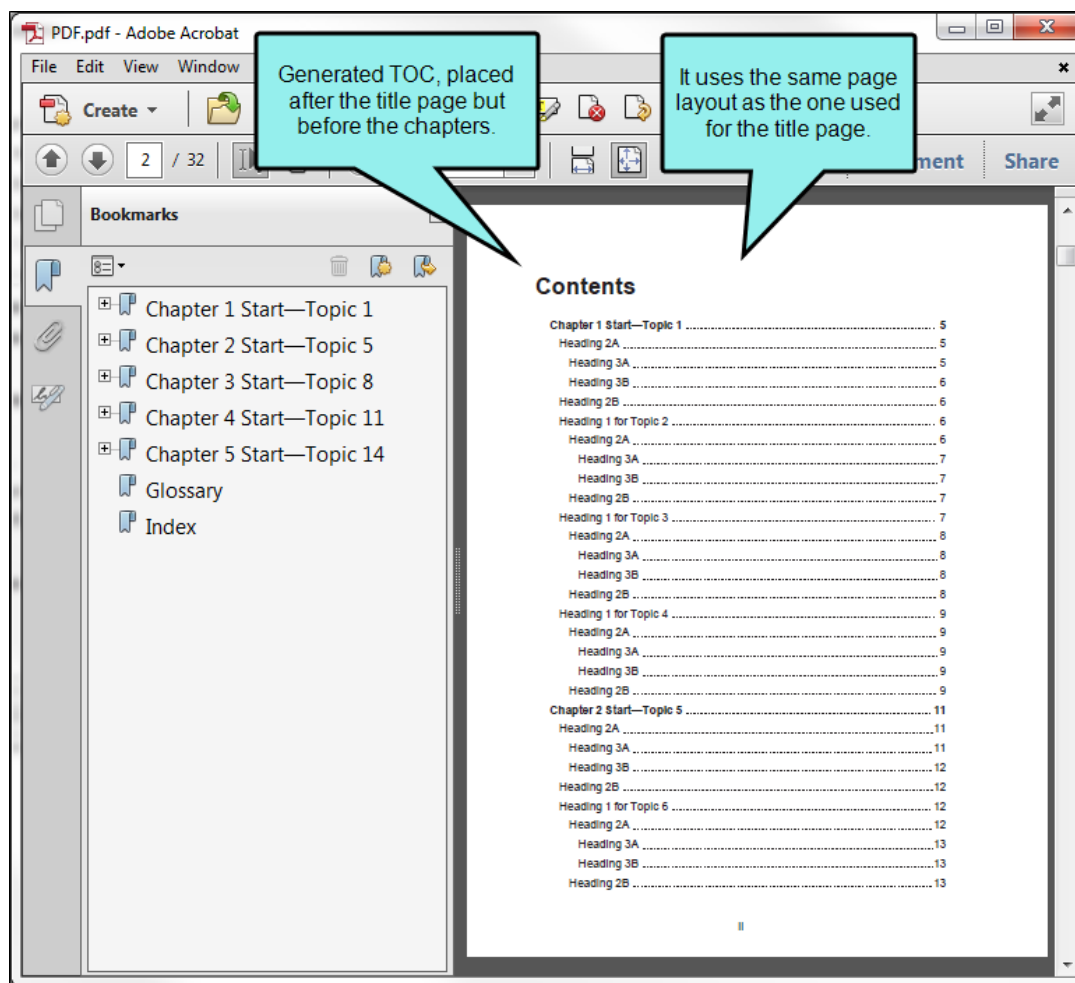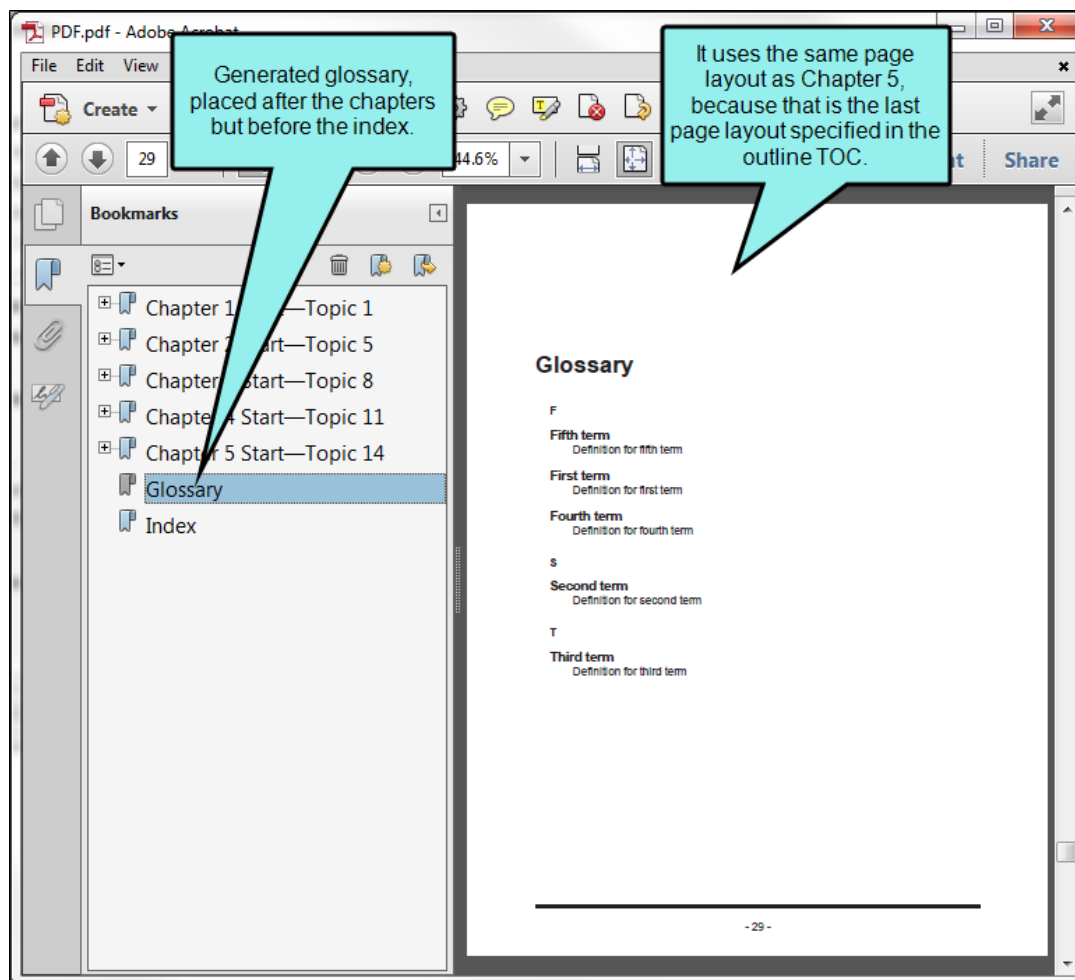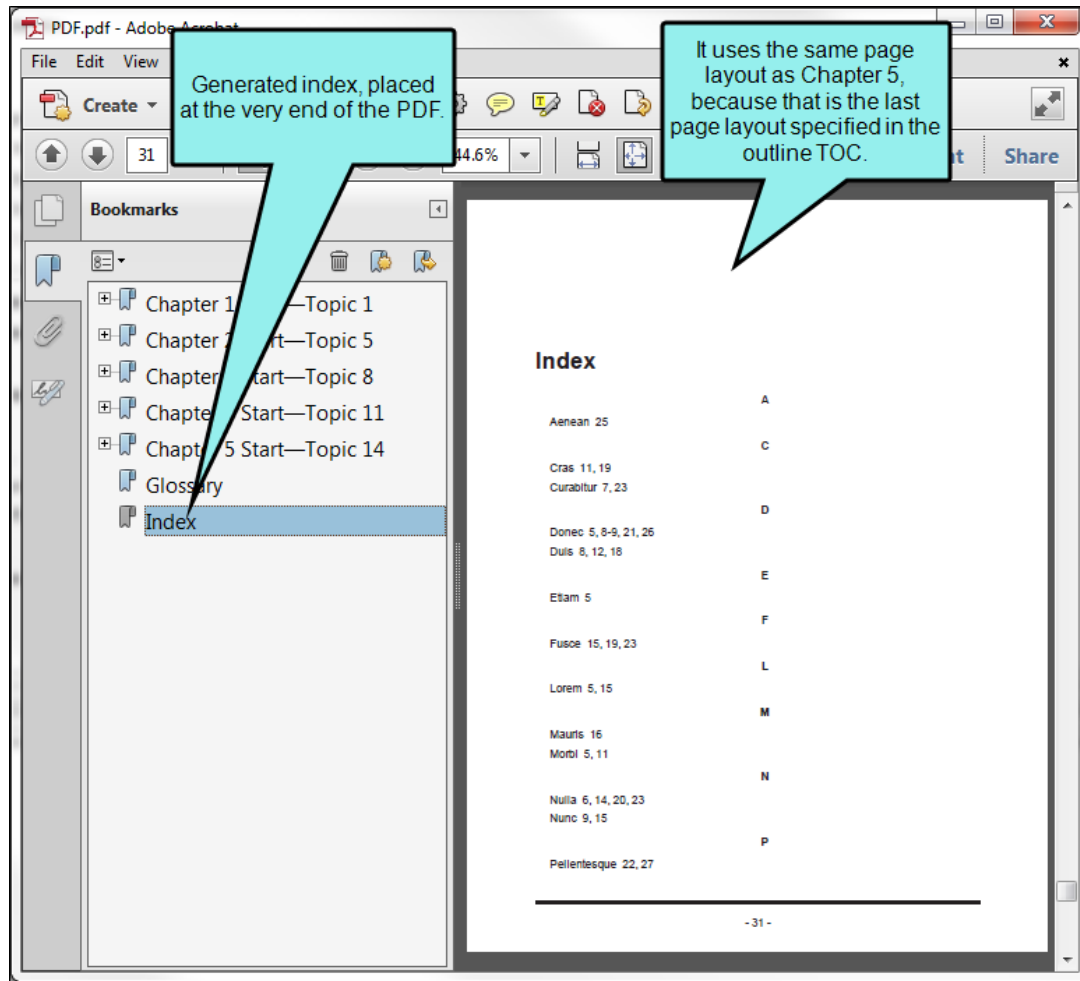
What's Noteworthy?

> **NOTE** In order for the generated TOC to be useful, you should have headings in your topics with the appropriate styles (i.e., h1 through h6).

Editing Heading Levels for a Print TOC

Supported In:

When creating print output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of h1, you might want some of those topic headings to display at the first level in the print TOC (acting as an h1), others at the second level (acting as an h2), and still others at the third level (acting as an h3). This can be determined via one of the following methods.

You might even use both methods for your print output. Maybe you decide to use the TOC depth to determine the heading levels. But you also might use the mc-heading-level, setting it to 0 for certain styles (e.g., h3, h4, h5, h6) in order to limit the number of levels shown in the generated TOC.

TOC Depth Method

You can use the TOC depth setting to automatically change heading levels based on structure of an outline TOC (e.g., a topic with an h1 might change to an h3 in output if it is on third level of outline TOC). Not only will those headings be reflected in the generated TOC in the output, but the corresponding headings will be converted in the main body too (e.g., if a heading becomes an h2 in the TOC, it will become an h2 in the text as well).

How to Use the TOC Depth for Heading Levels

1. Open the print-based target (e.g., PDF).

2. In the Target Editor, select the **Advanced** tab.

3. In the **Generated TOC** section, select **Use TOC depth for heading levels**.

4. Click ⊟ to save your work.

⭐ **EXAMPLE** The first paragraph in each topic that you create uses the h1 style (except your title page and print TOC topic), and you structure the outline TOC like this:
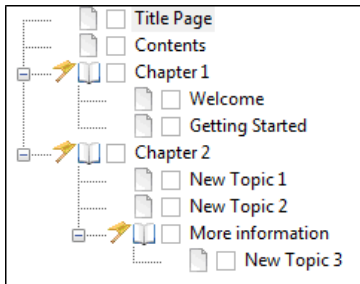
If you do not use the depth feature, the print TOC will look like this in the output:

But if you turn this feature on, the result will instead look like this in the output:

Notice that "NewTopic3" is indented to the third level in the print TOC (because that is its position in the outline TOC). The other topics are at the second level. The books ("Chapter 1" and "Chapter 2") are at the first level, but they are not linked to topics; therefore, they are not included in the output. If you want the unlinked books to be included in the output, you can create headings for them (see the Help system for steps).

> **NOTE** If you create books in the outline TOC (whether they are linked to topics or not), they will affect the heading level in the print TOC. If you want unlinked books to be converted to headings in the output (both in the print TOC and in the main body), you can do so. See "Creating Headings for Unlinked Books in a Generated TOC" on page 119.

> **NOTE** What happens if you are using classes of heading styles and then select the "Use TOC depth for heading levels option"? For example, let's say you have classes of your h1 and h2 heading styles. Suppose you created h1.Special (with a blue font), and h2.Special (with a red font). Meanwhile the primary h1 and h2 styles both use a black font. In your topics, you've applied your heading style classes to some heading content. And in your outline TOC, you organized the structure like this:
>
>
>
> Because you selected the option to use TOC depth for heading levels, some of the level-1 headings will become level-2 headings or even level-3 headings in the output. If you have headings where you used h1.Special but their level in the output was not affected (i.e., they remain as level-1 headings), they will keep the properties from the style class. In other words, they will stay blue. But if the structure of the outline TOC causes them to become level-2 headings in the output, they will take on the properties of the h2.Special tag—because the class has the same name ("Special") as its h1 counterpart. Therefore, those headings will have a red font. However, let's say that your level-2 class was named something different (e.g., h2.Red). In that case, h1.Special headings that are pushed to become level-2 headings will instead use properties from the main h2 style. In other words, they will have a black font—not blue like h1.Special and not red like h2.Red.
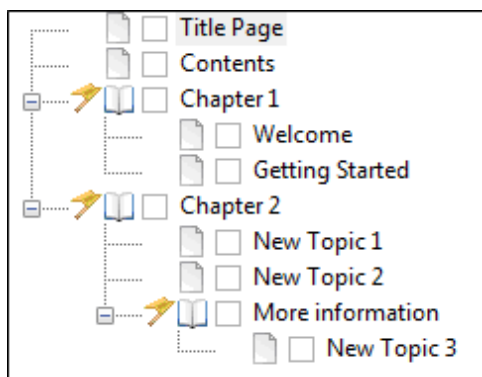
Heading Styles Method

The mc-heading-level property is used to indicate a TOC level for a style. This property is already set to 1 for h1 styles, 2 for h2 styles, 3 for h3 styles, and so on. Therefore, you can simply use the h1 through h6 styles in your content. You can also set the mc-heading-level property to the appropriate depth level for any paragraph style that you want to use as a heading, or you can set the mc-heading-level property to 0 for styles that you do not want to include in the TOC. In the output, the print TOC will display styles with an mc-heading-level value of 1 at the highest (far left) level, those with a value of 2 at the next level, and so on (regardless of the structure of the outline TOC).

How to Use Styles for Heading Levels

1. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

   Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

   Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

2. In the local toolbar, make sure the first button displays ![View: Advanced]. If the button displays ![View: Simplified] instead, then click it.

3. In the upper-left corner of the editor, click in the drop-down field and select ![Heading Styles].

4. From the area below, select the h1 through h6 style (h1, h2, h3, h4, h5, h6) that you want to customize. If you created other custom styles for your headings (e.g., p.MyIndexHeading), you can select those styles instead (you may first need to switch to a view that shows all paragraph styles). The mc-heading-level property (which is the property that determines the heading level in a print TOC) can be applied to any paragraph style.

5. From the **Show** drop-down list on the upper-right side of the editor, select **Show: All Properties ▾**.

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 📄 or an alphabetical view 🔠.

7. If you are using the grouped view, expand the **PrintSupport** group.

8. To the right of **mc-heading-level**, click ⋯, and select the level for the heading style (e.g., 0, 1, 2, 3). The higher the number, the lower in the hierarchy the heading will be displayed in the print TOC. If you select 0, the heading will not be included in the print TOC.

9. Click 💾 to save your work.

☆ **EXAMPLE** You have applied h1, h2, and h3 styles to headings in your topics, but you only want the headings with h2 and h3 styles to be included in the print TOC (omitting h1 headings from the print TOC). You can do this by designating the level of the "mc-heading-level." A level of 0 means the heading is not included in the print TOC, a level of 1 means that it is included at the highest level in the TOC hierarchy (farthest to the left), a level of 2 means that it is included at the second highest level in the TOC hierarchy, and so on. Therefore, for this example, you might set the mc-heading-level for the h1 style to 0. And if you want to move the h2 and h3 headings up a level, you could set the mc-heading-level property for h2 to 1, and the property for h3 to 2.

What's Next?

Make sure you apply the styles to be used in the generated TOC to the appropriate headings in your content.

Autonumbering Flow for Output

Supported In:

If you have created autonumber formats that include volume, chapter, or section numbers (i.e., those using {chapnum}, {secnum}, and {volnum} commands), you need to specify how they will flow from one to another. You can determine whether to (a) start a particular volume, section, or chapter at a specific number; (b) use the same number as the previous instance; or (c) continue with the next number in the sequence. In addition, you can specify the type of number format (e.g., Roman, alpha, uppercase, lowercase, text) to use for volume, chapter, or section numbers.

> ☆ **EXAMPLE** The outline TOC that you have created to dictate the contents of your print-based output looks like this:
>
>
>
> In order to specify different page layouts for different parts of the output, you might create a chapter break on "Title Page," another on "Table of Contents," another on "Chapter 1," another on "Chapter 2," another on "Chapter 3," and another on "Index."

☆ What does this have to do with autonumbers? Well, let's say that you have created an autonumber format with the {chapnum} command (which is used for incrementing chapters), and you have applied this autonumber format on the first heading for the topics that start Chapters 1, 2, and 3. The problem is that you have already created chapter breaks on "Title Page" and "Table of Contents," which come before your "real" chapters. Therefore, unless you specify otherwise, Flare Desktop will consider "Chapter 1" to actually be the third chapter, and the autonumbers will reflect this.

So in order to ensure that the autonumber in "Chapter 1" actually starts with the number 1, you need to tell Flare Desktop to reset the autonumber to 1.

The following steps are especially useful if you have created chapter autonumbers and need to ensure that they begin with the correct number at the correct location, after any front matter.

How to Specify Autonumbering Flow for Output

1. Open the Project Organizer.

2. Double-click the **TOCs** folder.

3. Double-click the TOC that you are using for the print-based output. The TOC Editor opens to the right.

4. Select the entry in the TOC for which you want to specify autonumber settings.

   For example, if a particular entry in the TOC is linked to a topic that contains a format with a {chapnum} or {volnum} command, you may want to specify the settings for that entry.

5. In the local toolbar, click 🔍. The Properties dialog for the TOC entry opens.

6. (Optional) Click the **Printed Output** tab.

   - **If You are Creating Chapters** In the **Break Type** field, select **Chapter Break** to specify that a chapter break should be created at this location. Next, use the **Page Layout** field to assign a page layout for the content starting at that point. Wherever a chapter break occurs in the output, chapter and volume autonumbers will be incremented. (For PDF or Word output, this merely creates chapter breaks. If you want this to produce multiple PDF or Word documents in the output, you also need to select the **Generate Multiple Documents for native PDF output** check box in the Advanced tab of the Target Editor.)

- **If You are Creating Sections in Word Output** Place a check mark in the **Start a new section** box if you want this location to start a new section break in the content. Wherever a section break occurs in the output, section autonumbers will be incremented. Another reason to select this option is to include a template page for that section of the document for Microsoft Word output. Template pages are not used for PDF output.

7. Click the **Auto-numbers** tab.

8. Complete the fields on the tab. Make sure you select the option in the appropriate area (**Chapter Number**, **Volume Number**, or **Section Number**).

- **Reset to** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at a specific number. Enter the number in the blank field. If you select the "text" option from the Format field, you can type any kind of text into this field. That text will be used instead of numbering.

- **Format** Select the type of numbering to be used for the section, chapter, or volume autonumbers (e.g., decimal, Roman, uppercase, lowercase, text). If you select the "text" option, you can type any kind of text into the "Reset to" field. That text will be used instead of numbering.

- **Same as previous** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the same number as the previous section, chapter, or volume.

- **Increment number** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the next number after the previous section, chapter, or volume.

NOTE When setting the autonumber flow a TOC entry that you intend to be the start of a new volume, you should pay attention to the setting in the Chapter Number section, as well as the Volume Number section. For example, let's say you want the numbers in the output to go like this:

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 4

Ch 5

Suppose you select the TOC entry that you intend to be the start of Vol 2. You set the Volume Number to "Increment number" because you want it to follow Vol 1 in the numbering sequence. If the Chapter Number section above it is set to "Same as previous," you'll get the end result that you want. But if the Chapter Number section above is set to "Increment number," you may end up with something like this:

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 5

Ch 6

9. Click **OK**.

10. Click ⊞ to save your work.

Editing the Look of a Print TOC

Supported In:

For TOCs in print-based output, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the print TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated TOC.

A style called "MadCap|tocProxy" is used to control the look of the entire container. Other styles—such as p.TOC1, p.TOC2, and p.TOC3—are used to control the look of individual entries in the TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways.
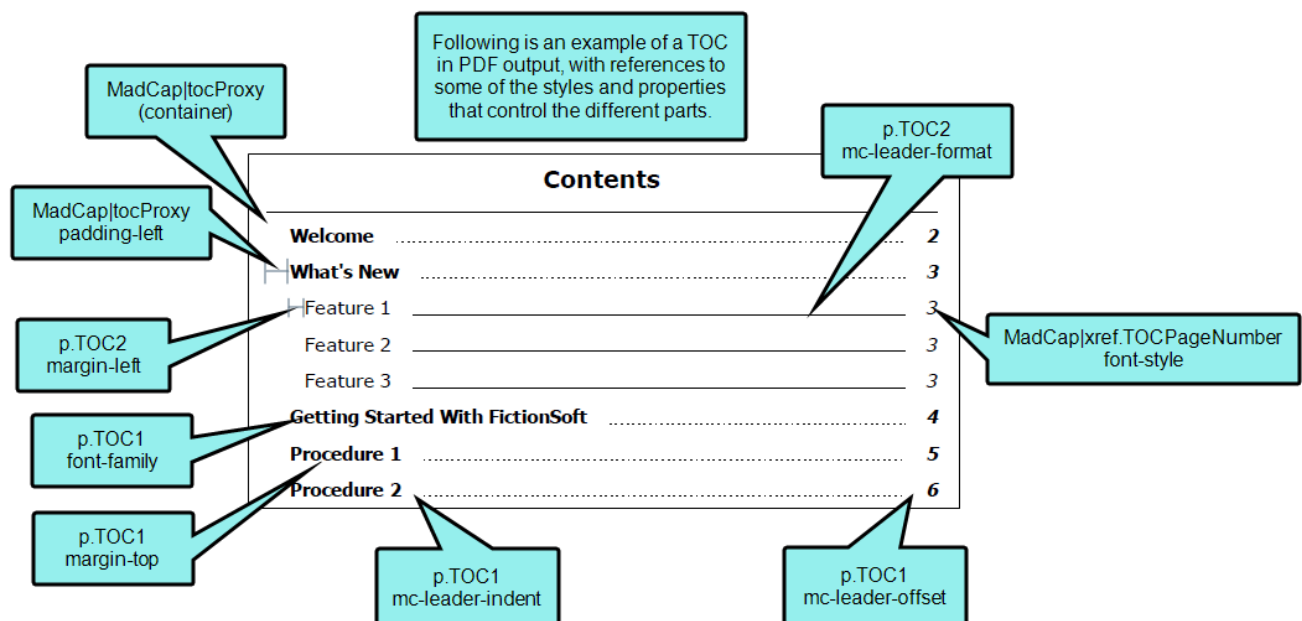
How to Edit the Look of a Print TOC (Entire Container)

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

   > 📝 **NOTE** Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left of the editor, make sure the drop-down field is set to [All Styles].

4. On the left side of the editor, scroll down and select the **MadCap|tocProxy** style or a class that you have created under it (e.g., MadCap|tocProxy.myclass).

5. From the **Show** drop-down list on the upper-right side of the editor, select [Show: All Properties].

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view [icon] or an alphabetical view [icon].

7. Locate the property you want to change.

8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button [...] to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

   For example, if you want to change the width of the entire TOC, you would first expand the **Box** property group. Then to the right of the **width** property, you would click [...] and set the value in the popup.

9. Click [icon] to save your work.

How to Edit the Look of a Print TOC (Individual Entries)

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

   > **NOTE** For steps using the Simplified view, see the Help system.

3. In the upper-left corner of the editor, click in the drop-down field and select [Generated Content Styles ▼].

4. On the left side of the editor, expand the **p** style. Classes of the style are shown below it.

5. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.

   > **NOTE** The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the **MadCap|xref.TOCPageNumber** style.

6. From the **Show** drop-down list on the upper-right side of the editor, select [Show: All Properties ▼].

   > **NOTE** If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view [icon] or an alphabetical view [icon].

8. Locate the property you want to change.

   > **NOTE** Do not use the "PrintSupport" property for the TOC1 through TOC9 style classes.

9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ⬚ to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Here are some of the more common properties that you might change.

- **Alignment of Heading Level** To change the alignment (left, right, center) for all of the content in a heading level, expand the **Block** property group. Then to the right of **text-align**, click ⬚, and select one of the alignment options from the drop-down.

☆ **EXAMPLE** You have a generated TOC for a PDF document, and it includes three different levels in it. The look of the first level is controlled by the p.TOC1 style, the second level by the p.TOC2 style, and the third level by the p.TOC3 style.

☆ Suppose you want the first level only to be aligned right. To accomplish this, you select the **p.TOC1** style in your stylesheet, expand the **Block** property group, and set **text-align** to **right**.
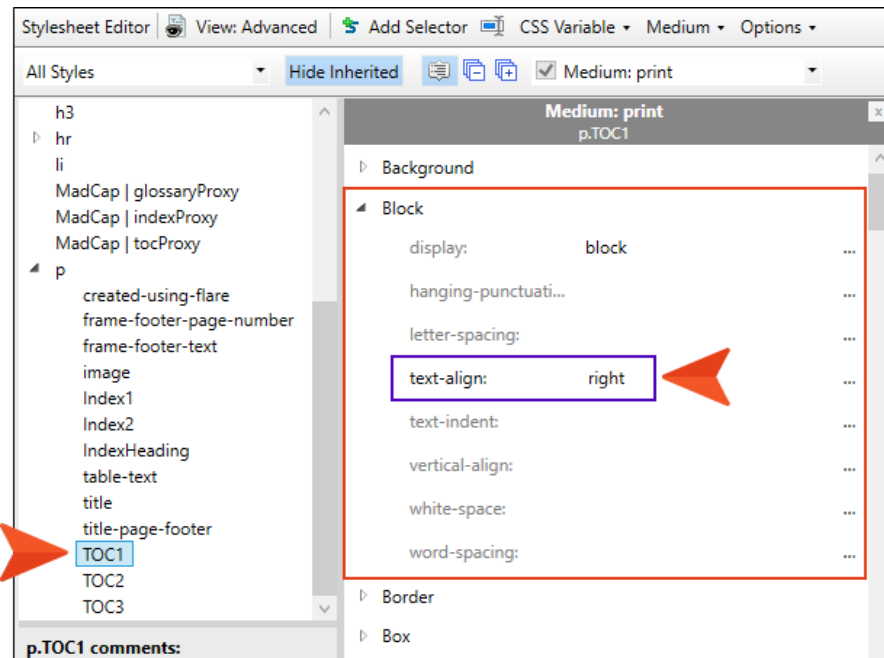
☆ After you generate the PDF again, it would look like this:

Table of Contents

- **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then to the right of **mc-leader-align**, click ⬚, and select one of the alignment options.

- **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. To the right of **font-family**, click ⬚, and select the font or a font set you want to use.

- **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. To the right of **font-size**, click ⬚, and set the font size.

- **Leader Format (Print Output)** To change the format of the area between the TOC heading and the page number, expand the **Unclassified** property group. To the right of **mc-leader-format**, click ▦, and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

> **NOTE** You can enter one character only (period, hyphen, or underscore). Spaces are also supported, and if you use a character that is not supported, a space will automatically be used.

- **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click ▦ to the right of **mc-leader-indent**, and set the margin value. To change the *distance between the end of the leader and the page number*, click ▦ to the right of **mc-leader-offset**, and set the margin value.

- **Page Break (Avoid Heading Orphans in Print Output)** To avoid orphan TOC headings (e.g., a first-level heading in the TOC that is stuck by itself at the bottom of the page, with its second-level headings continuing at the top of the next page), you can set that style (e.g., p.TOC1) to avoid a page break after it. To do this, expand the **PrintSupport** property group. To the right of **page-break-after**, click ▦, and select **avoid**.

⭐ **EXAMPLE** Instead of this…

... you can have this.

Because p.TOC1 has page-break-after set to "avoid," this first-level heading is correctly placed on the next page of the TOC with the second-level headings under it.

- **Padding Above** To change the amount of empty space (padding) above the TOC heading, expand the **Box** property group. To the right of **padding-top**, click , and set the padding value. You can also use the other cells in this property group to add padding below, to the left, or to the right.

- **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the TOC heading, expand the **Box** property group. To the right of **margin-left**, click , and set the margin value. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. To the right of **mc-multiline-indent**, click , and set the margin value.

EXAMPLE The following image shows how the **mc-multiline-indent** property works alongside the **margin-left** property in a print TOC.

10. Click 🖫 to save your work.

What's Noteworthy?

NOTE You can also use styles to suppress page numbers in a print TOC. See "Suppressing Page Numbers in a Print TOC" on page 126.

NOTE If you have inserted images into the headings in your topics, you can make sure those images do not appear in the generated TOC. See "Removing Images From Headings in a Generated TOC" on page 124.

NOTE You can change the heading text for an auto-generated TOC in the language skin.

Creating Headings for Unlinked Books in a Generated TOC

Supported In:

When creating print output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of h1, you might want some of those topic headings to display at the first level in the print TOC (acting as an h1), others at the second level (acting as an h2), and still others at the third level (acting as an h3).

You can use the TOC depth setting to automatically change heading levels based on structure of an outline TOC (e.g., a topic with an h1 might change to an h3 in output if it is on third level of outline TOC). Not only will those headings be reflected in the generated TOC in the output, but the corresponding headings will be converted in the main body too (e.g., if a heading becomes an h2 in the TOC, it will become an h2 in the text as well). See "Editing Heading Levels for a Print TOC" on page 100.

If you create books in the outline TOC (whether they are linked to topics or not), they will affect the heading level in the print TOC. If you want unlinked books to be converted to headings in the output (both in the print TOC and in the main body), you can do so.

How to Create Headings for Unlinked Books in a Generated TOC

1. Open the target.

2. In the Target Editor, select the **Advanced** tab.

3. In the **Generated TOC** section, select **Inject headings for unlinked books in TOC**.

4. Click to save your work.

⭐ **EXAMPLE** The first paragraph in each topic that you create uses the h1 style (except your title page and print TOC topic), and you structure the outline TOC like this:
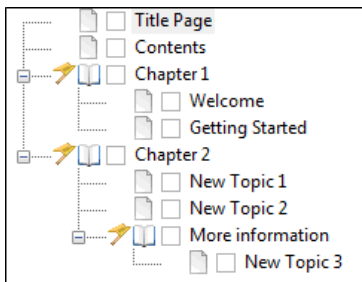
If you use the TOC depth feature, the print TOC will look like this in the output:

Notice that "NewTopic3" is indented to the third level in the print TOC (because that is its position in the outline TOC). The other topics are at the second level. The books ("Chapter 1" and "Chapter 2") are at the first level, but they are not linked to topics; therefore, they are not included in the output.

☆ If you use the feature to include the unlinked books, the print TOC will look like this in the output:

# Creating Multiline Indentation

Supported In:

Using a style property called "mc-multiline-indent" you can specify additional indentation for content that wraps to more than one line. Although this property can be used for any block-level element (such as paragraphs), it is most useful when applied to print index, table of contents (TOC), and mini-TOC entries.

How to Use a Style to Create Multiline Indentation

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

3. In the upper-left of the editor, make sure the drop-down field is set to [All Styles].

4. Select the appropriate style. For example, you might select any of the following.

   - **p.Index** These styles (from p.Index1 through p.Index9) control the different levels of index entries in print-based output.

   - **p.TOC** These styles (from p.TOC1 through p.TOC9) control the different levels of TOC entries in print-based output.

   - **p.MiniTOC** These styles (from p.MiniTOC1 through p.MiniTOC9) control the different levels of mini-TOC entries in print-based output.

5. From the **Show** drop-down list on the upper-right side of the editor, select [Show: All Properties ▼].

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view [icon] or an alphabetical view [icon].

7. If you are using the group view, expand the **Unclassified** group.

8. To the right of **mc-multiline-indent**, click [...].

9. Use the lower-left area of the popup to enter a number.

10. Use the lower-right area to select a unit of measurement.

11. Click **OK**.

12. Click 🖫 to save your work.

⭐ **EXAMPLE** The following images show how the mc-multiline-indent style property works alongside the margin-left property in a print index and TOC.
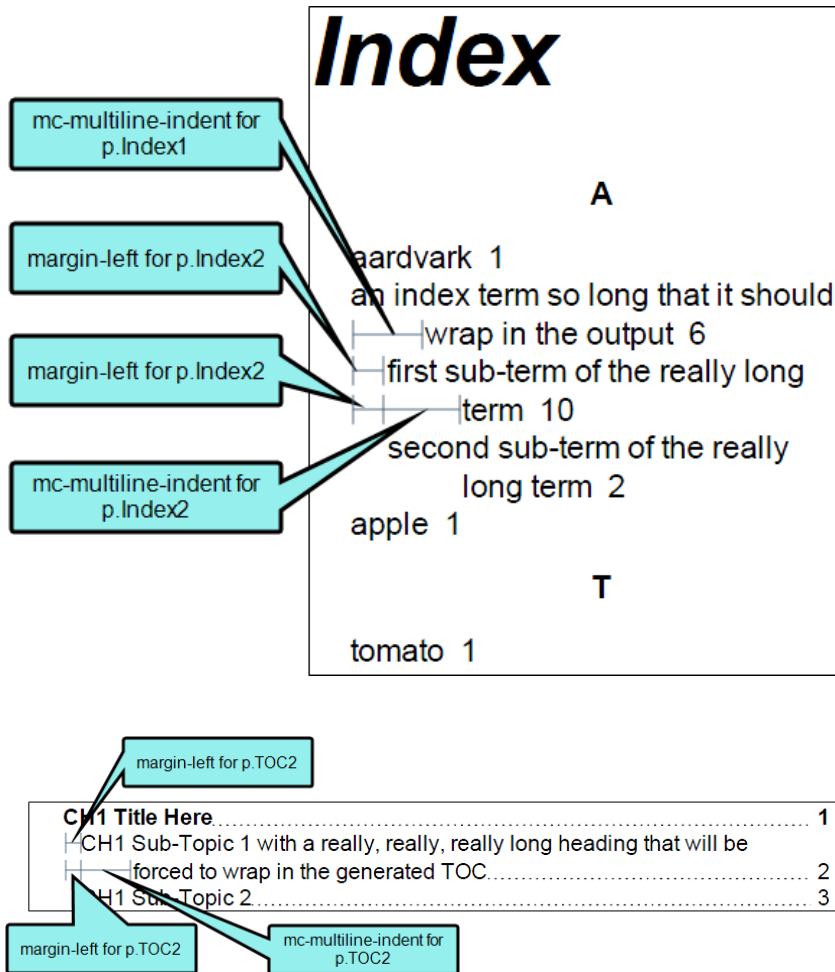
Removing Images From Headings in a Generated TOC

Supported In:

If you have inserted images into the headings in your topics, you can make sure those images do not appear in the generated TOC of the printed output.

This option works somewhat differently depending on the output type.

Word

- If the option is disabled, images appear in both content headings and the print TOC.
- If the option is enabled, images are removed from both content headings and the print TOC.

PDF

- If the option is disabled, images appear in content headings only.
- If the option is enabled, images are removed completely.

How to Remove Images From Headings in a Generated TOC

1. Open the target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Generated TOC** section, select **Remove images from paragraphs with heading levels**.
4. Click to save your work.

What's Noteworthy?

> **NOTE** Keep in mind that, with this feature, the images are also removed from the heading in the content of the document. Therefore, if you want to have the images in the content, but not in the print TOC, you should not use this feature. Instead, you must remove the images from the print TOC manually after generation (if you compile an editable output, such as Word).
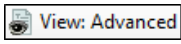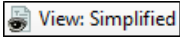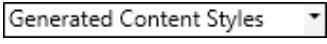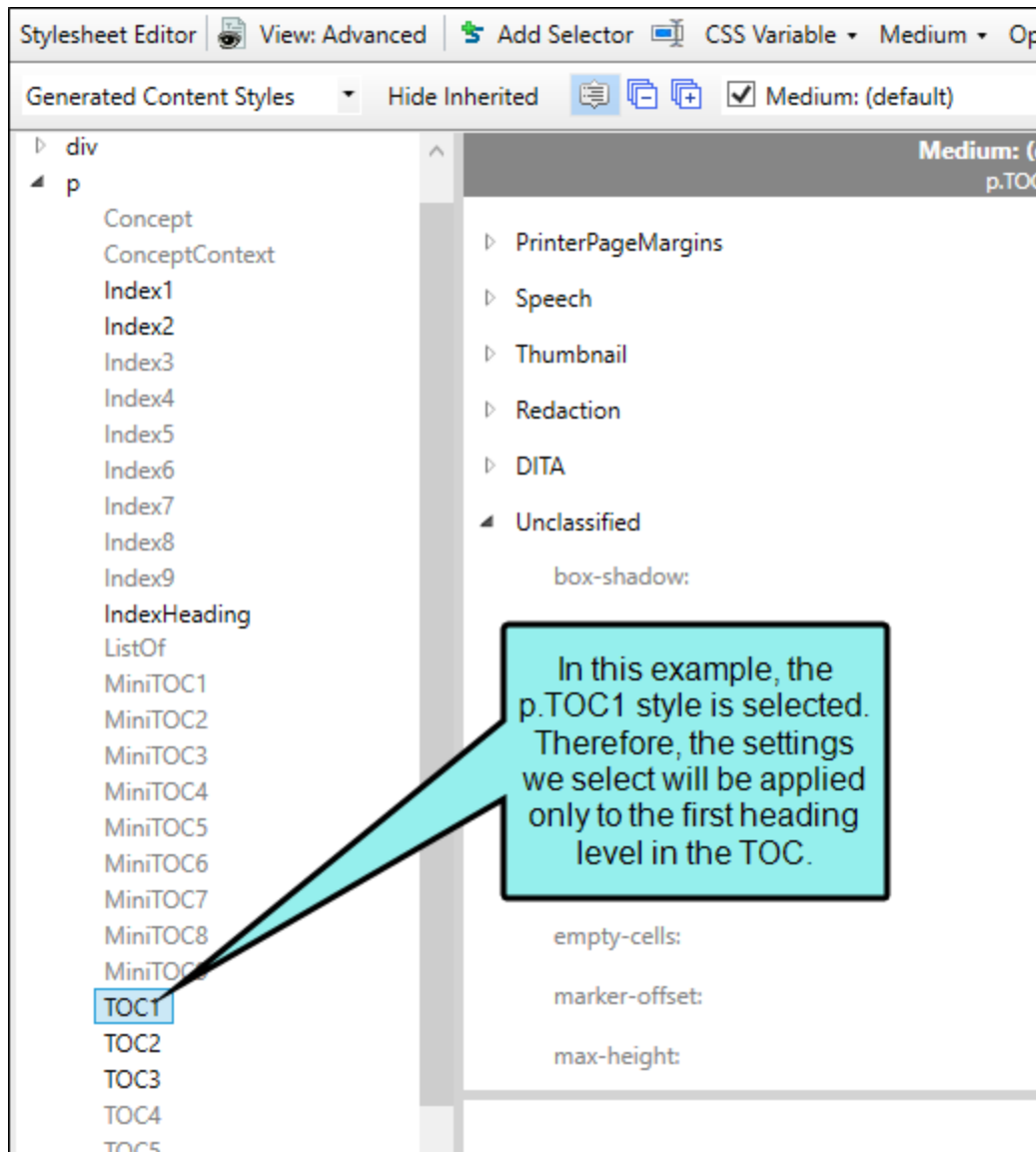
Suppressing Page Numbers in a Print TOC

Supported In:

If you are generating PDF output, you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MiniTOC1) and selecting an option in the mc-pagenum-display property.
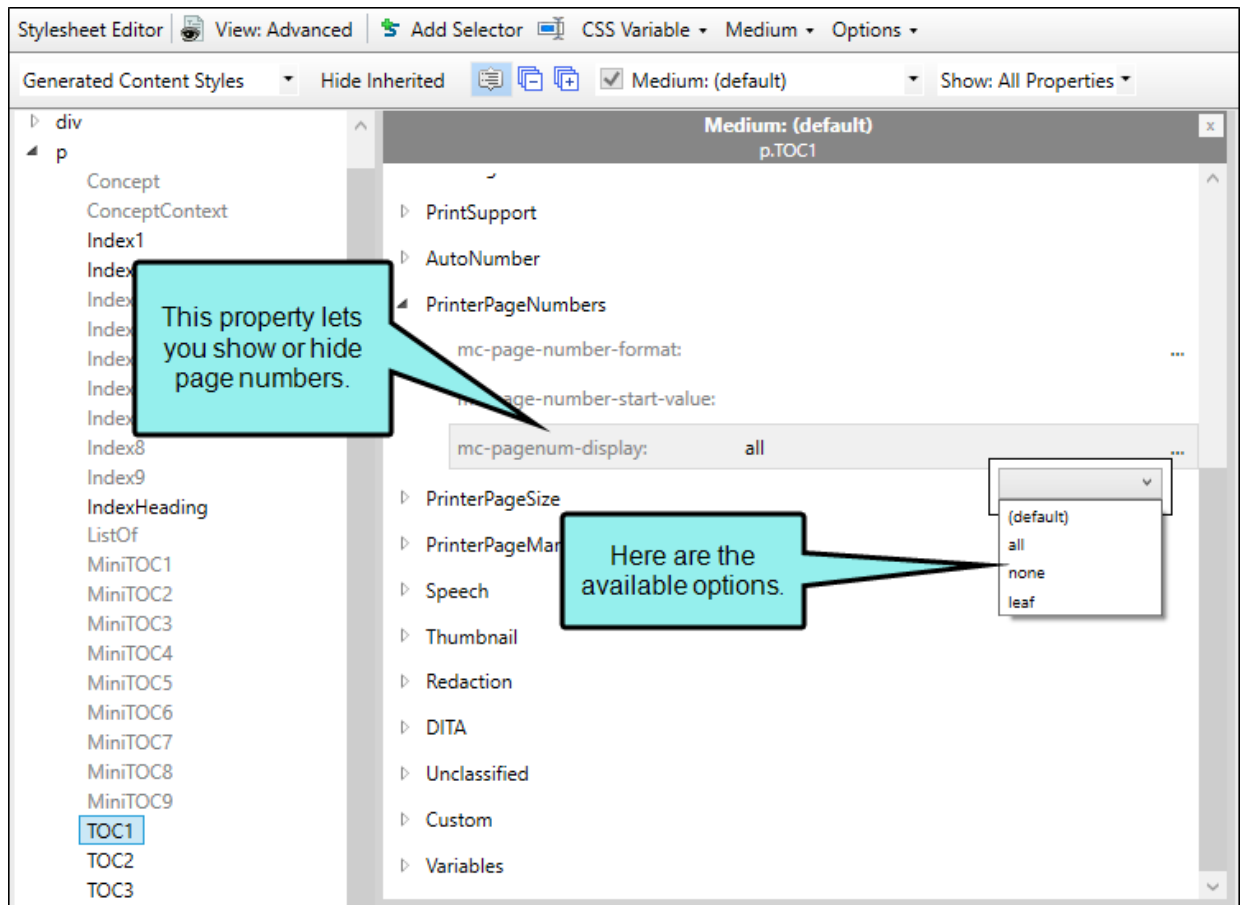
How to Suppress Page Numbers in a Print TOC

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

3. In the upper-left corner of the editor, click in the drop-down field and select [Generated Content Styles ▾].

4. On the left side of the editor, expand the **p** style. Classes of the style are shown below it.

5. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.

6. From the **Show** drop-down list on the upper-right side of the editor, select `Show: All Properties ▾`.

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 🖼 or an alphabetical view 🔤.

8. If you are using the group view, expand **PrinterPageNumbers** to see the properties within it.

9. To the right of **mc-pagenum-display**, click ⬚ and select one of the following:

- ▪ **(default)/all** This displays the page number, just as it has for previous versions of Flare Desktop.

Notice that page numbers are shown for all heading levels.

- **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.

Notice that Preface has a page number, because it does not have lower-level headings under it.

On the other hand, this heading has a couple of lower-level headings. Therefore, it does not have a page number.

- **none** This does not display the page number for that heading level.

In this example, p.TOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

Preface
CH1 Title Here
  CH1 Sub-Topic 1.. 2
  CH1 Sub-Topic 2.. 3
CH2 Title Here
  CH2 Sub-Topic 1.. 6
  CH2 Sub-Topic 2.. 7
CH3 Title Here
  CH3 Sub-Topic 1.. 10
  CH3 Sub-Topic 2.. 11
Glossary
Index

In this example, p.TOC1 has been set to "all," but p.TOC2 has been set to "none." Therefore, the first-level headings have page numbers, but the second-level headings do not.

Preface... v
CH1 Title Here... 1
  CH1 Sub-Topic 1
  CH1 Sub-Topic 2
CH2 Title Here... 5
  CH2 Sub-Topic 1
  CH2 Sub-Topic 2
CH3 Title Here... 9
  CH3 Sub-Topic 1
  CH3 Sub-Topic 2
Glossary... 13
Index... 15

10. Click ⊟ to save your work.

CHAPTER 5

Other Activities for Tables of Contents

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

This chapter discusses the following:

▎Creating a Binary TOC

Supported In:

You can create a binary table of contents (TOC) for your project. Binary TOCs are intended for very large compiled Microsoft HTML Help projects, reducing the amount of time it takes to load a TOC.

If you use this feature, please keep in mind that binary content files:

- Do not work with external TOC files
- Only support TOC book and entry icons (not custom icons)
- Do not support TOC style options such as borders and plus/minus squares
- Do not support custom fonts

How to Create a Binary TOC

1. Create a TOC.
2. Open a Standard skin.
3. Select the **HTML Help Setup** tab.
4. Click the **TOC Options** button.
5. In the HTML Help TOC Options dialog, select **Binary**.
6. Click **OK**.
7. Click to save your work.

❚ Deleting Tables of Contents

You can delete a table of contents (TOC) in the Project Organizer.

How to Delete a TOC

1. Open the Project Organizer.

2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.

3. Select the TOC you want to delete.

4. On your keyboard press **DELETE**. A message asks if you want to send the file to the recycle bin.

5. Click **Yes**.

▌Finding and Fixing Issues in a Table of Contents

You can use buttons in the local toolbar of a TOC to navigate to the next warning and previous warning. This helps you to find and then fix issues (e.g., broken links) in the TOC.

How to Find and Fix Issues in a TOC

1. Open the TOC. If the TOC contains unlinked items or broken links, it will be indicated in the local toolbar.

2. Click ![icon] to find and highlight the next issue in the TOC. To move to the previous issue, you can click ![icon].

3. After you find an issue, you can take action, such as removing the item or clicking ![icon] to open the properties where you can link the item to a file.

What if you do not want it to find the unlinked books, but rather the broken items only? In that case, simply click the **Show Unlinked Books** button ![icon]. This hides the unlinked book icons. Therefore, when you click the Find Previous Warning or Find Next Warning button, it will skip over the unlinked books and move to the previous or next broken item.

▌Importing Tables of Contents

Not only can you add a new table of contents (TOC), but you can also import an existing TOC (FLTOC file).

How to Import a TOC

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

   - **Ribbon** Select **Project > New > Table of Contents**.

   - **Right-Click** In the Project Organizer, right-click on the **TOCs** folder and from the context menu select **Add Table of Contents**.

   The Add File dialog opens.

2. Select **New from existing** and click ▦.

3. Find and select the FLTOC 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. If you want to give the TOC a different name than that for the imported file, click in the **File name** field and replace the text.

6. (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 TOC is added and opens in the TOC Editor.

Locating Topics in TOCs

To find where a particular topic has been inserted into a table of contents (TOC), right-click the topic file in the Content Explorer or within the topic itself, and select **Locate in TOC**. If the topic is located in more than one TOC, a dialog opens, listing all of those TOCs. Select the TOC you want to look in and click **Open**.

Flare Desktop opens the TOC, expanding books to show where the topic is located. If the topic has been inserted in multiple locations in the TOC, each occurrence is highlighted.

This can be very helpful, for example, when you want to add a similar topic to all of the same places in the TOC.

☆ **EXAMPLE** You have a topic called "Image 1." In different places in the TOC, you've created three entries linking to this topic.

Now suppose you want to create a similar topic called "Image 2," and you want to add it to the TOC in the same locations where Image 1 has been placed. Therefore, you right-click the Image 1 topic in the Content Explorer and from the context menu select **Locate in TOC**.
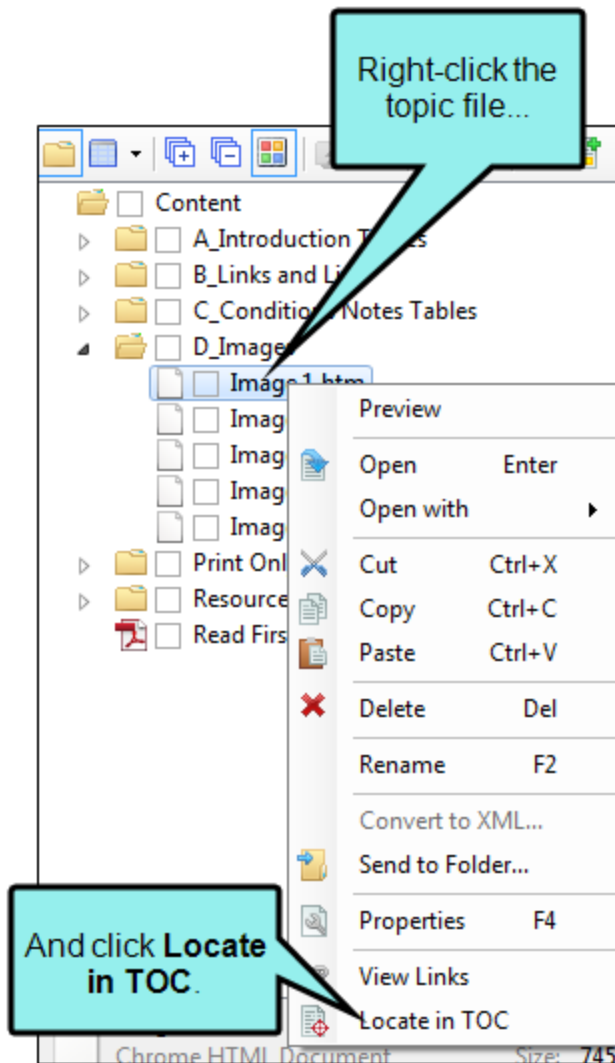
⭐ All necessary books are expanded and all three entries are highlighted. Now it's easy to see where you need to add the new Image 2 links to the TOC.
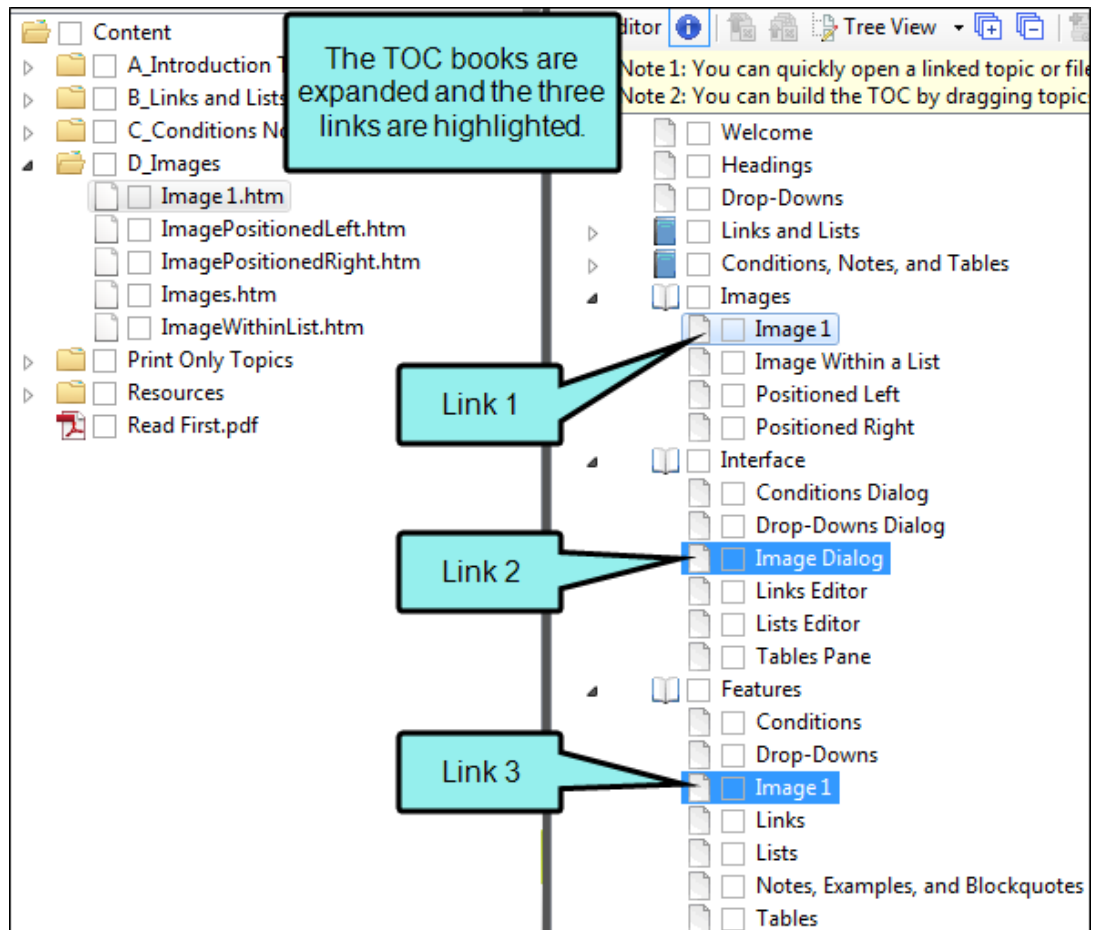
Managing Mini-TOCs

You can perform various tasks related to mini-TOCs.

Creating a Mini-TOC

Supported In:

A Mini-TOC proxy lets you generate a portion of your table of contents (TOC) or topic headings at a particular location in the output. A Mini-TOC proxy can be used for both online and print-based output. For online output, you can insert a Mini-TOC proxy into a template page or a topic. For print-based output formats, you can insert a Mini-TOC proxy into any topic where you want to generate a small TOC. For example, let's say you want the first page of each chapter in a manual to start out with a small TOC, showing the page numbers where subheadings occur within that chapter. In that case, you can insert a Mini-TOC proxy into each topic that you plan to use as the beginning of each chapter. If you insert the proxy into a template page, each topic using that template page will have a mini-TOC. If you insert the proxy into certain topics only, mini-TOCs will be generated only within those particular topics.

In this example, the TOC book "Procedures" is linked to a topic with the same name. As you can see from the TOC structure, there are three topics within this TOC book.

Because this target is associated with a template page that includes a Mini-TOC proxy, here are the results in the output.
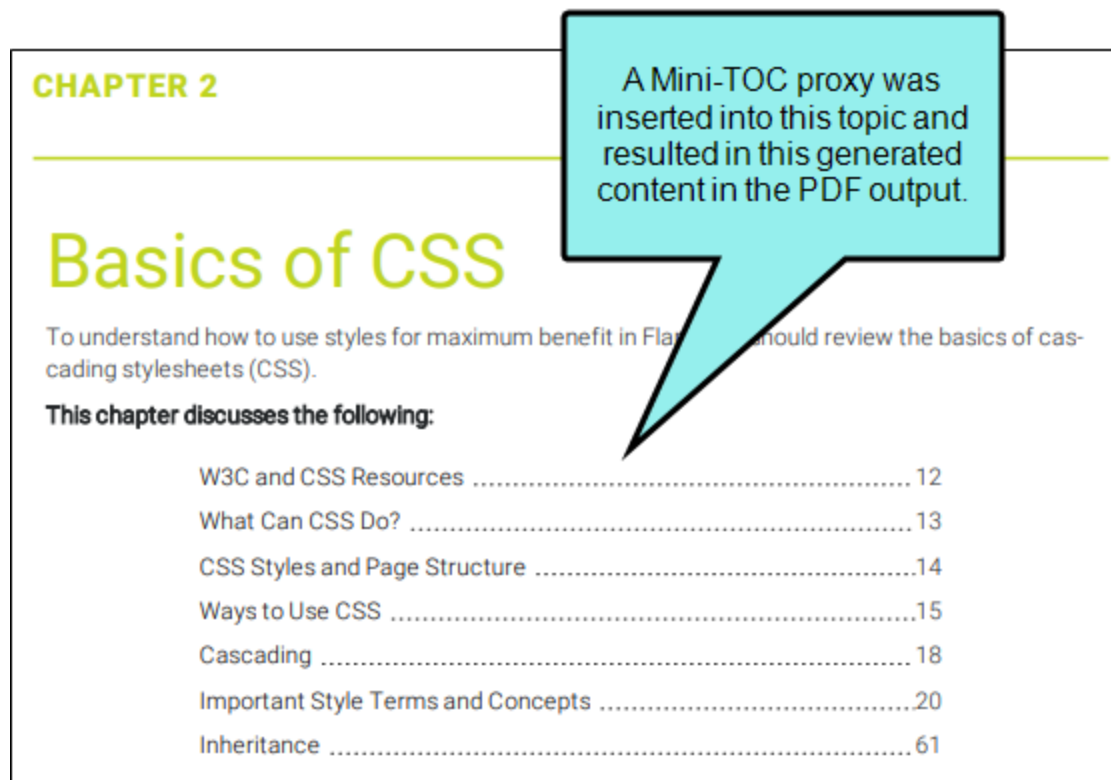
Getting ____

Features

Procedures

Procedure 1

Procedure 2

Procedure 3

FAQs

Tips

Company

You are h____ ____cedures

Proc____ures

Lorem ipsu____ ____olor rit amet, co____ orci vel, mo____ frhngilla mauris. fringilla id d____ ____r. Suspendisse b Integer pukv____ ar lacus libern, e

Procedure 1

Procedure 2

Procedure 3

CHAPTER 2

Basics of CSS

To understand how to use styles for maximum benefit in Fla~~~~~~~~~hould review the basics of cascading stylesheets (CSS).

This chapter discusses the following:

A Mini-TOC proxy was inserted into this topic and resulted in this generated content in the PDF output.

How to Create a Mini-TOC

1. Place your cursor in a topic or template page and select **Insert > Proxy > Insert Mini-Toc Proxy**.

2. (Optional) From the **TOC Depth** field, select a number to dictate the depth of the mini-TOC.

   For example, if the proxy is intended for print output and you want the mini-TOC to be based on heading levels in the topics, you might place the proxy after an h1 heading and select 4 as the depth. In that case, the proxy will include headings that are using h2, h3, and h4 styles (but not h5 or h6).

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

   You might create and use style classes if you want to generate multiple mini-TOCs with different looks for each output. Otherwise, the generated mini-TOC will use the style settings from the parent MadCap|miniTocProxy style. You can create a style class for this purpose in the Stylesheet Editor. To do this, select the **MadCap|miniTocProxy** style and click **Add Class** to create a class.

4. Click **OK**.

5. Click to save your work.

How It Works

How does Flare Desktop decide which topic links to include in a mini-TOC? It works a bit differently for online output than it does for print-based output.

Print-Based Output

By default the mini-TOC for print output is based on the h1 through h6 styles that you have applied to content in your topics. When you insert the proxy, you select a number for the heading depth. This number refers to the *absolute heading level*. For example, if you place the proxy after an h1 heading and select 4 as the depth, the proxy will include headings that are using h2, h3, and h4 styles (but not h5 or h6). If you place the proxy after an h2 heading with 4 as the depth, the proxy will include the h3 and h4 styles only. Please note that the print mini-TOC created from the proxy is *not* necessarily based on the structure of your outline TOC (i.e., the file found in the TOCs folder in the Project Organizer). However, there is a switch on the Advanced tab in the Target Editor that lets you base the generated mini-TOC on the structure of your outline TOC.

Online Output

For online output, the depth refers to the *number of sub-levels* found under that topic in the TOC file.

Let's say you place the proxy in a topic that is located on the first level in a TOC, with three levels of topics below it, like this:
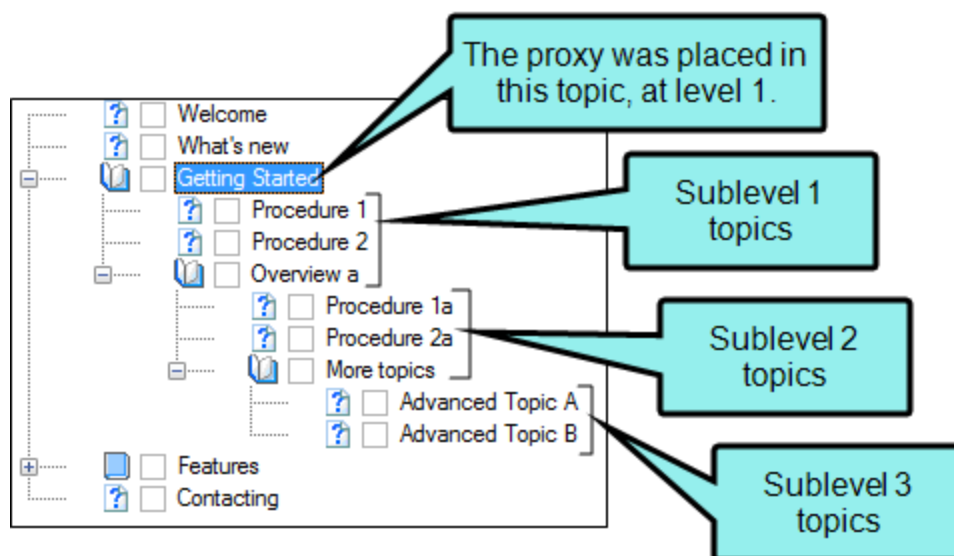
With a depth of 3, all three levels of topics will be included in the mini-TOC in online output, even if those topics happen to start with an h1 heading.

Examples

⭐ **EXAMPLE** — Online Output

Here is an example of a template page where a Mini-TOC proxy has been inserted. A Body proxy and Breadcrumbs proxy have also been inserted.
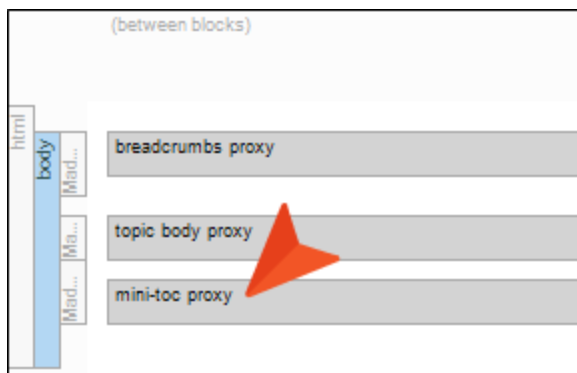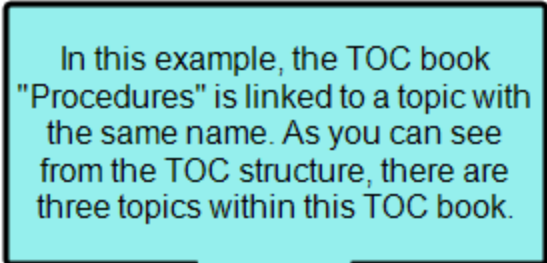
Here is how a mini-TOC might look in the output for a Help system:

⭐ **EXAMPLE** — Print-Based Output

This is what a topic with a Mini-TOC proxy might look like in a project.
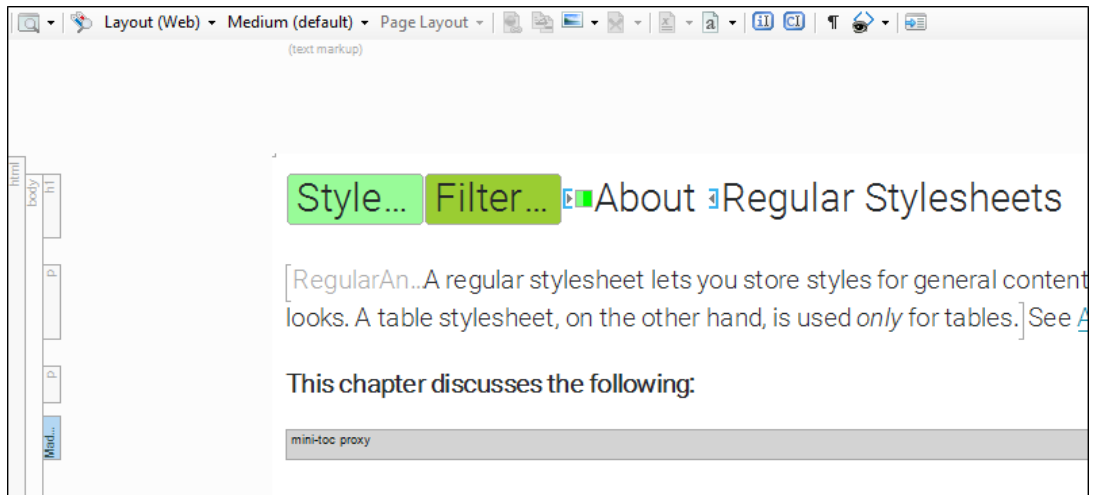
⭐ This is what a topic with a Mini-TOC proxy might look like in the output.

Regular Stylesheets

A regular stylesheet lets you store styles for general content in your project, including tables, to control how that content looks. A table stylesheet, on the other hand, is used *only* for tables. See "Table Stylesheets" on page 703.

This chapter discusses the following:

EXAMPLE — Styles Method for Print Output

Let's say that you want to use the default method in print-based output, where the mini-TOC entries are based on headings using the h1 through h6 styles in your project. Perhaps you have created a lengthy topic, with the h1 style applied to the first heading in that topic and several subheadings below it that are using the h2 and h3 styles. Like this:

Main Topic Heading (h1 style)

Topic text is added here.

First Subheading (h2 style)

More text.

Second Subheading (h2 style)

More text

Third Subheading (h3 style)

More text.

Fourth Subheading (h3 style)

More text.

Fifth Subheading (h2 style)

More text

☆ Now let's say that you insert a Mini-TOC proxy between the h1 heading and the first h2 heading, like this:
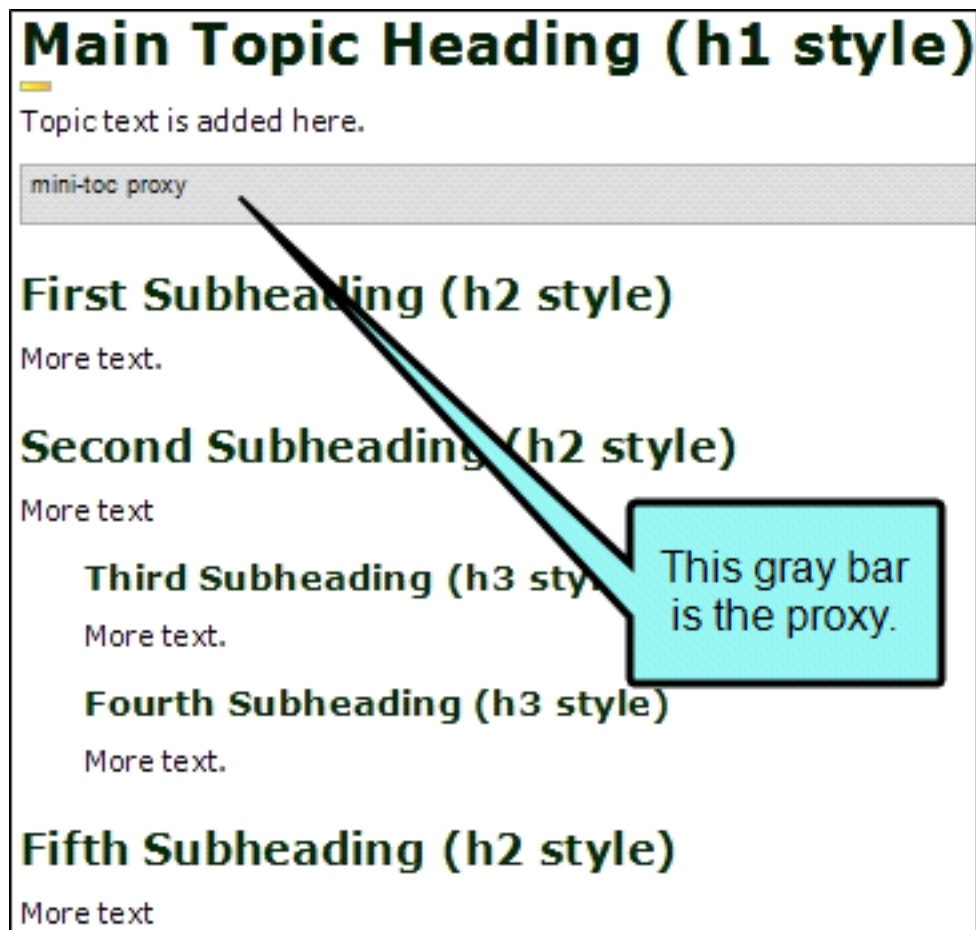
When you insert the proxy, let's say you specify that it should use a depth of 3. In that case, the output will display links that point to all your subheadings—the h2 headings (which are second-level headings), as well as the h3 headings (which are third-level headings). But suppose you also have, say, h4 headings in the topic content. Those h4 headings will not be included in the mini-TOC because you selected a depth of 3 rather than 4 or higher.

In the output, it might look something like this:

Main Topic Heading (h1 style)

Topic text is added here.

First Subheading (h2 style)	**3**
Second Subheading (h2 style)	**4**
Third Subheading (h3 style)	6
Fourth Subheading (h3 style)	7
Fifth Subheading (h2 style)	**10**

⭐ **EXAMPLE** — TOC Structure Method for Print Output

Let's say that you want to use the method where the mini-TOC entries are based on the structure of your outline TOC. Perhaps you have created several topics that are organized in your TOC, like "Chapter 5" in this example:
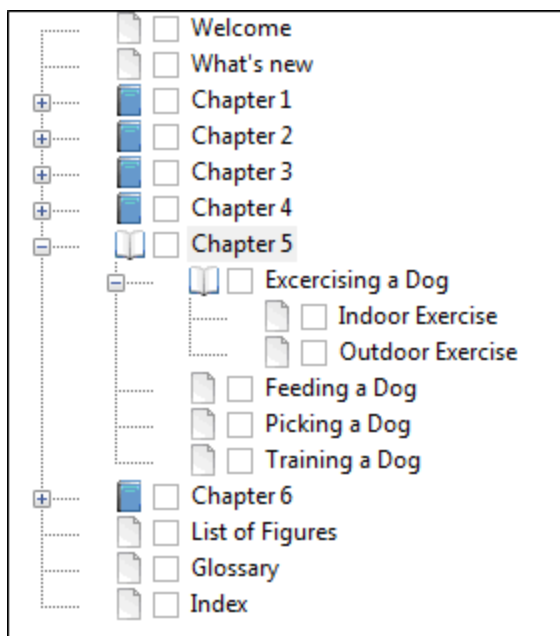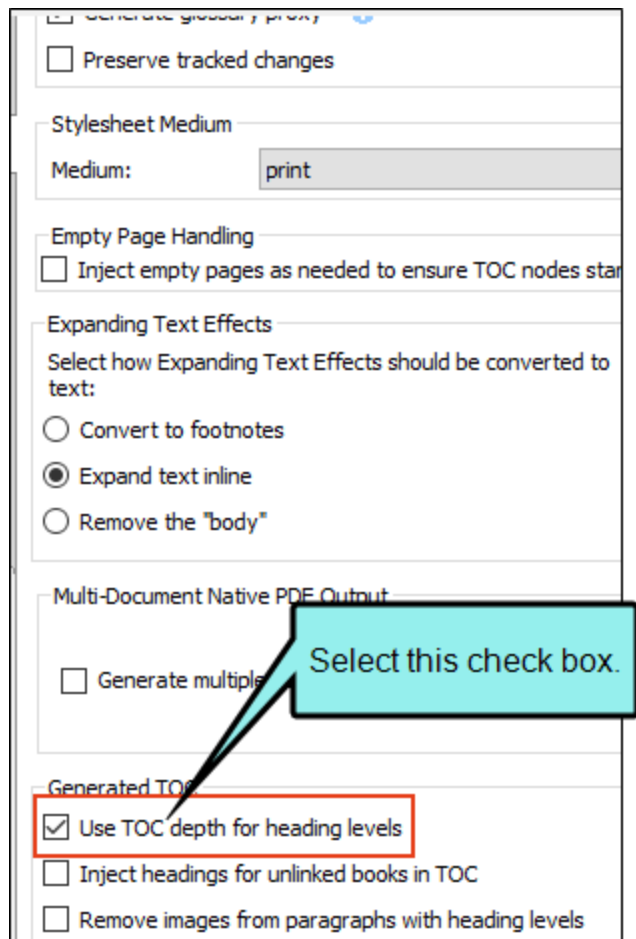
☆ That book in the outline TOC consists of seven topics (Chapter 5, Exercising a Dog, Indoor Exercise, Outdoor Exercise, Feeding a Dog, Picking a Dog, and Training a Dog). Let's say that you want to insert a Mini-TOC proxy into the "Chapter 5" topic so that it creates a small TOC pointing to the other topics under it. Furthermore, suppose that you are using the h1 style at the top of each of those topics, and you do not want to change that fact. In that case, you can simply insert the Mini-TOC proxy into the "Chapter 5" topic, like this:
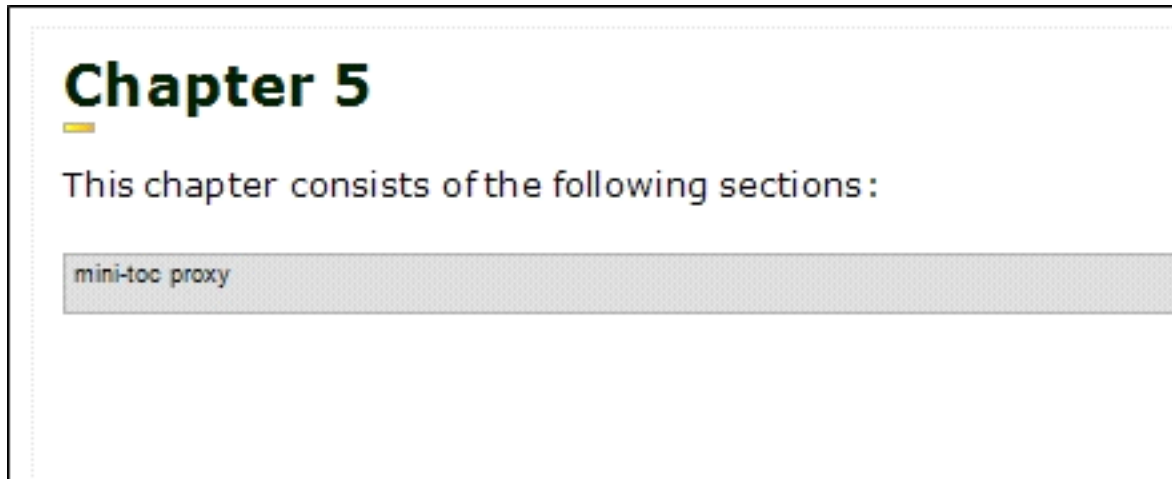
When you insert the proxy, you specify that it should include three levels of headings in the mini-TOC, because in the output Flare Desktop will create three levels based on your structure.

☆ You can then open the target that you want to generate, select the Advanced tab, and click the option to generate your TOC based on the structure of the outline TOC in your project.

Like this:

☆ In the output, the "Chapter 5" topic might look something like this:

Chapter 5

This chapter consists of the following sections:

Please remember that the topic containing your Mini-TOC proxy must be on a higher level in the TOC than the topics that you want to be captured by that mini-TOC.

CHAPTER 5

154
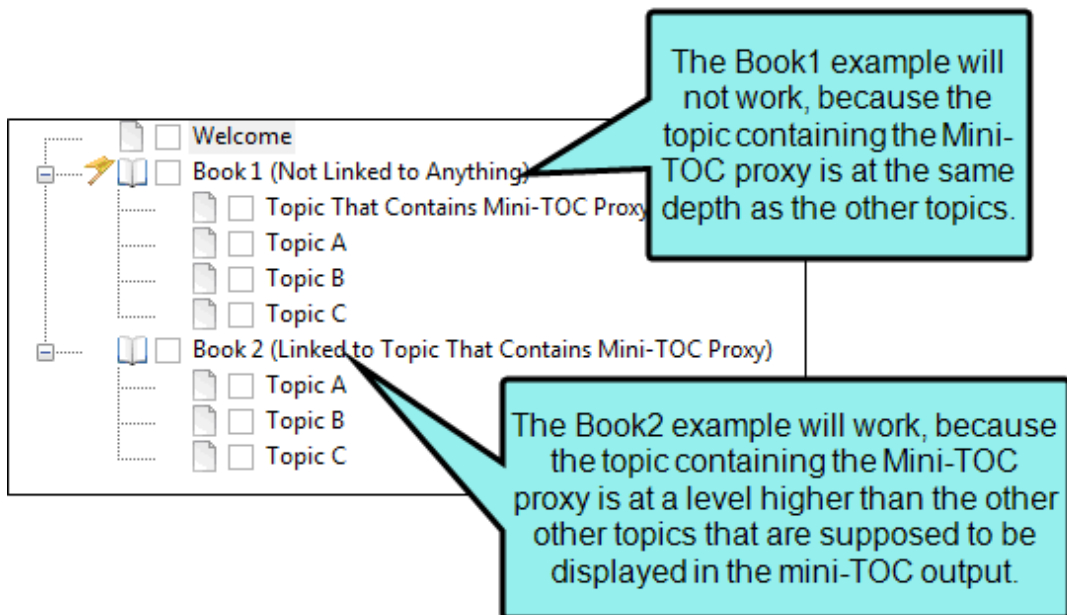
What's Noteworthy?

> **NOTE** If you want to affect the look of the individual entries in the generated mini-TOC, you can use the MiniTOC1 through MiniTOC9 styles (classes of the p style) in the Stylesheet Editor. For example, let's say that you want to use blue font for the first-level headings in the generated mini-TOC. You can change the font color setting on the p.MiniTOC1 style. You can also modify the entire container holding the mini-TOC.

> **NOTE** In previous versions of Flare Desktop, the code for styling Mini-TOC proxy links was .MCMiniTOCLink. Starting in Flare Desktop V4, the style class used for this purpose is p.MiniTOC1.

Editing the Look of a Mini-TOC

For mini-TOCs, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, and TOC width. In print output, you can also adjust the page number alignment and leader settings (e.g., the dots between the headings and the numbers).

A style called "MadCap|miniTocProxy" is used to control the look of the entire container. Other styles (e.g., p.MiniTOC1) are used to control the look of individual entries in it. Style properties— such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways. If you have different values set for the container than you do for an individual entry (e.g., different font families are specified), the value set for the individual entry takes precedence.

How to Edit the Look of a Mini-TOC (Entire Container)
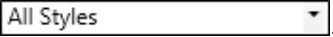
1. From the Content Explorer, open the stylesheet that you want to modify.

2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

    Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

    Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays View: Advanced . If the button displays View: Simplified instead, then click it.

    > **NOTE** Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

4. In the upper-left of the editor, make sure the drop-down field is set to All Styles .

5. On the left side of the editor, scroll down and select the **MadCap|miniTOCProxy** style or a class that you have created under it (e.g., MadCap|miniTOCProxy.myclass).

6. From the **Show** drop-down list on the upper-right side of the editor, select Show: All Properties .

    > **NOTE** If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view or an alphabetical view .

8. Locate the property you want to change.

9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ⬚ to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Following are some of the more common properties that you might change.

COMMON PROPERTIES

- **Background** To change the background of a mini-TOC, expand the **Background** property group and change any of the properties within it. If you select both a background image and color, the image takes precedence.

- **Border above** To change or remove the border line that appears at the top of a mini-TOC in online output, expand the **Border** property group. Then to the right of **border-top**, click ⬚, and in the popup set the border width, unit of measurement, color, and/or style. Click **OK**. You can also use the other cells in this property group to add borders below, to the left, or to the right of the mini-TOC.

- **Depth** To change the number of levels of topic links shown in the mini-TOC, expand the **Unclassified** property group. Then to the right of **mc-toc-depth**, click ⬚, and select a number. The default setting is 3. Keep in mind that the depth can also be set directly on the proxy wherever it has been inserted. If you keep that proxy set with a depth of "default," the style setting will be used. But if you have a specific depth set on a particular proxy, that number will be used instead of the style setting. Remember that online outputs treat the depth setting differently than print outputs.

- **Font family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Then to the right of **font-family**, click ⬚, and select the font family or font set you want to use.

- **Padding above** To change the amount of empty space (padding) above the text within the mini-TOC container, expand the **Box** property group. Then to the right of **padding-top**, click ⬚, in the popup set the padding value, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right of the mini-TOC.

10. Click 💾 to save your work.

How to Edit the Look of a Mini-TOC (Individual Entries)

1. From the Content Explorer, open the stylesheet that you want to modify.

2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.

   IF USING SIMPLIFIED VIEW

   a. In the local toolbar, make sure the first button displays 🖥 View: Simplified (which means that the Simplified view is currently shown in the editor). If the button displays 🖥 View: Advanced instead, then click it.

   b. In the upper-left corner of the editor, click in the drop-down field and select Generated Content Styles ▾.

   c. In the **Styles** section of the editor, scroll down until you find the p style, followed by a period and the mini-TOC class that you want to customize (e.g., **p.MiniTOC1**, **p.MiniTOC2**, **p.MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on. Select the class that you want to modify.

   > 🗒 **NOTE** The levels always begin with the MiniTOC1 style. For example, if the Mini-TOC proxy was placed in a topic under a heading using the h2 style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

   > 🗒 **NOTE** For mini-TOCs in print output, the page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

   d. In the local toolbar of the editor, click 🖥. The Properties dialog opens.

   e. Select a tab to make changes to the heading level. You can make several adjustments on the various tabs. Following are two of the most common tabs to edit: Paragraph and Leader.

PARAGRAPH TAB

Use this tab to make paragraph changes (e.g., alignment, indentation, spacing) to the header level.
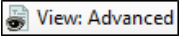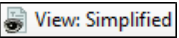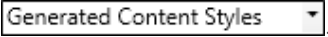
LEADER TAB

Use this tab to make changes to page numbers and the area between them and the header text.

- **Leader** Select the format of the area between the mini-TOC heading and the page number (**None**, **Dot**, **Dash**, **Underline**).

- **Page Number** Select the alignment (**Left**, **Center**, **Right**) of the page number.

- **Page Number Width** To change the width of page numbers in the list, click the upper-right arrow and select **Length**. Then enter a number and unit of measurement.

Additional changes can be made in the Advanced view.

IF USING ADVANCED VIEW

a. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

b. In the upper-left corner of the editor, click in the drop-down field and select [Generated Content Styles ▾].

c. On the left side of the editor, expand the **p** style. Classes of the style are shown below it.

d. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on.

> 🗒 **NOTE** The levels always begin with the MiniTOC1 style. For example, if the Mini-TOC proxy was placed in a topic under a heading using the h2 style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

> **NOTE** For mini-TOCs in print output, the page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

e. From the **Show** drop-down list on the upper-right side of the editor, select Show: All Properties ▾ .

> **NOTE** If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

f. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 📖 or an alphabetical view 📖 .

g. Locate the property you want to change.

> **NOTE** Do not use the "PrintSupport" properties for the MiniTOC1 through MiniTOC9 style classes.

h. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ⎯ to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

Following are some of the more common properties that you might change (some are unique for print output, others are appropriate for both online and print output).

COMMON PROPERTIES

- **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then to the right of **mc-leader-align**, click ⎯ , and select one of the alignment options.

- **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. To the right of **font-family**, click ⬚, and select the font or a font set you want to use.

- **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. To the right of **font-size**, click ⬚, and set the font size.

- **Leader Format (Print Output)** To change the format of the area between the mini-TOC heading and the page number, expand the **Unclassified** property group. To the right of **mc-leader-format**, click ⬚, and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

> 🗒 **NOTE** You can enter one character only (period, hyphen, or underscore). Spaces are also supported, and if you use a character that is not supported, a space will automatically be used.

- **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click ⬚ to the right of **mc-leader-indent**, and set the margin value. To change the *distance between the end of the leader and the page number*, click ⬚ to the right of **mc-leader-offset**, and set the margin value.

- **Padding Above** To change the amount of empty space (padding) above the mini-TOC heading, expand the **Box** property group. To the right of **padding-top**, click ⬚, and set the padding value. You can also use the other cells in this property group to add padding below, to the left, or to the right.

- **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the mini-TOC heading, expand the **Box** property group. To the right of **margin-left**, click ⬚, and set the margin value. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. To the right of **mc-multiline-indent**, click ⬚, and set the margin value.

3. Click 💾 to save your work.

What's Noteworthy?

NOTE For print-based output, you need to make sure that the headings to be included in the mini-TOC have lower-level styles than the one where the proxy exists. For example, if you have the proxy inserted in a topic after an h1 heading, the generated headings in the mini-TOC must have styles of h2 or lower. You can set these heading styles manually in the necessary topics, or you can use an option called "Use TOC depth for heading levels" in the target to do this automatically. See "Editing Heading Levels for a Print TOC" on page 100.

For more information on how mini-TOCs work in online versus print output, see "Creating a Mini-TOC" on page 139.

NOTE You can also use styles to suppress page numbers in a print mini-TOC. See "Suppressing Page Numbers in a Print Mini-TOC" on the next page.

NOTE In previous versions of Flare Desktop, the code for styling Mini-TOC proxy links was .MCMiniTOCLink. Starting in Flare Desktop V4, the style class used for this purpose is p.MiniTOC1.

NOTE Different browsers may treat margin and padding settings differently. For example, Firefox honors padding settings more than it honors margin settings.

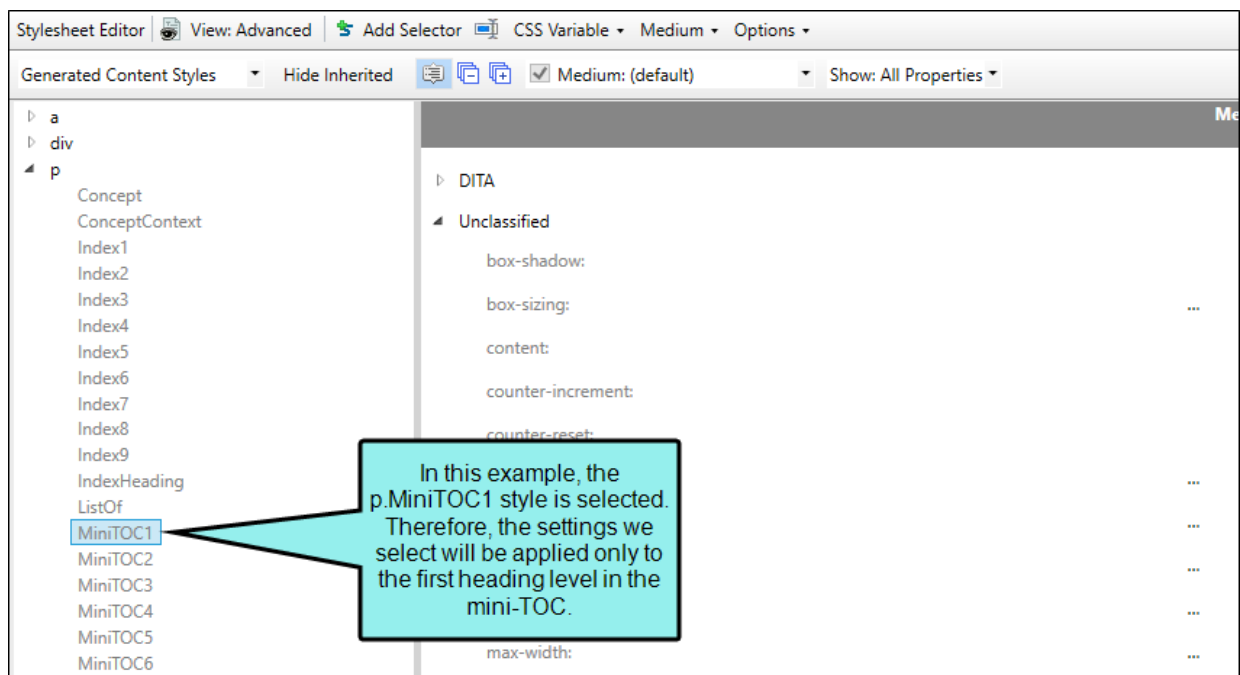# Suppressing Page Numbers in a Print Mini-TOC

Supported In:

If you are generating PDF output, you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MiniTOC1) and selecting an option in the mc-pagenum-display property.
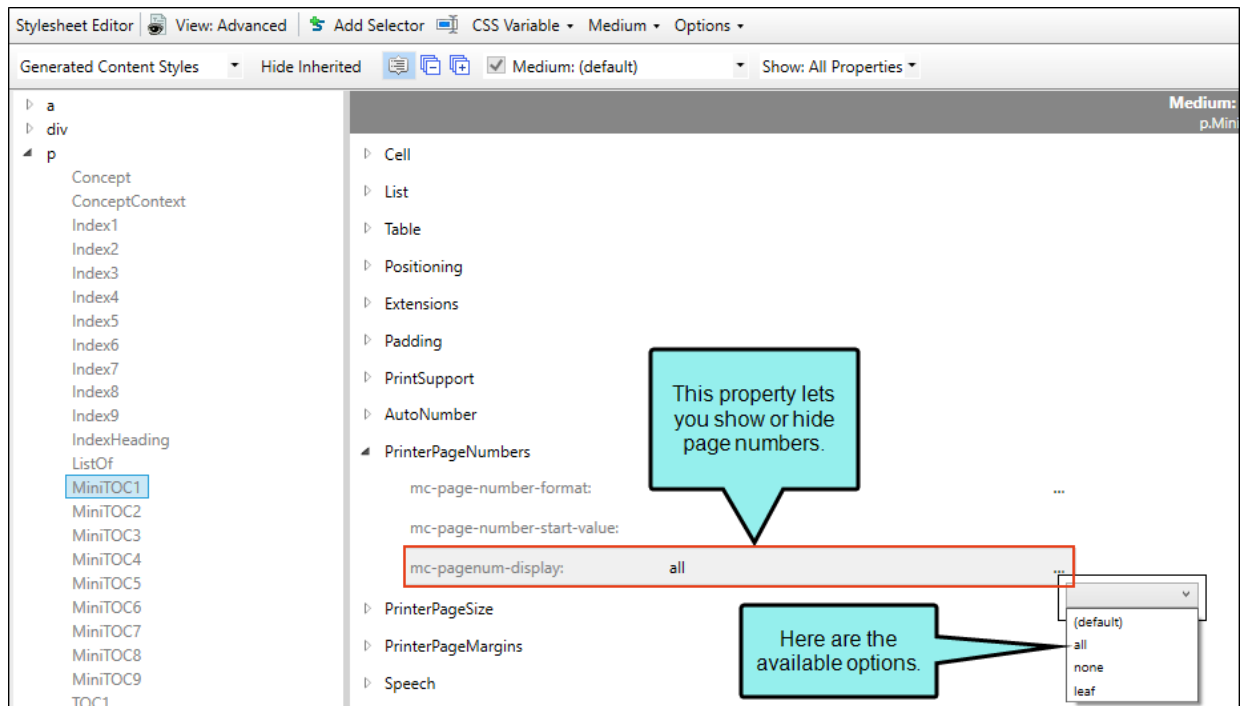
How to Suppress Page Numbers in a Print Mini-TOC

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] instead, then click it.

3. In the upper-left corner of the editor, click in the drop-down field and select [Generated Content Styles].

4. On the left side of the editor, expand the **p** style. Classes of the style are shown below it.

5. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **Mini-TOC3**). MiniTOC1 is used for the first-level heading in the print mini-TOC, MiniTOC2 is used for the second-level heading, and so on.

6. From the **Show** drop-down list on the upper-right side of the editor, select [Show: All Properties].

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view [icon] or an alphabetical view [icon].

8. If you are using the group view, expand **PrinterPageNumbers** to see the properties within it.

9. To the right of **mc-pagenum-display**, click ⸱⸱⸱ and select one of the following:
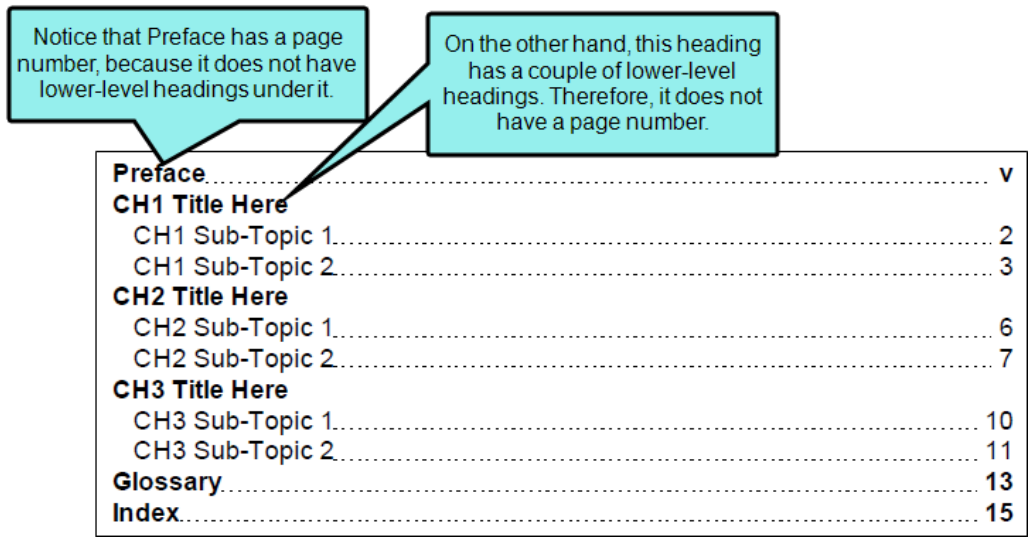

- ▪ **(default)/all** This displays the page number, just as it has for previous versions of Flare Desktop.

- **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.

Notice that Preface has a page number, because it does not have lower-level headings under it.

On the other hand, this heading has a couple of lower-level headings. Therefore, it does not have a page number.

- **none** This does not display the page number for that heading level.

> In this example, p.MiniTOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

Preface
CH1 Title Here
  CH1 Sub-Topic 1.. 2
  CH1 Sub-Topic 2.. 3
CH2 Title Here
  CH2 Sub-Topic 1.. 6
  CH2 Sub-Topic 2.. 7
CH3 Title Here
  CH3 Sub-Topic 1.. 10
  CH3 Sub-Topic 2.. 11
Glossary
Index

> In this example, p.MiniTOC1 has been set to "all," but p.MiniTOC2 has been set to "none." Therefore, the first-level headings have page numbers, but the second-level headings do not.

Preface.. v
CH1 Title Here.. 1
  CH1 Sub-Topic 1
  CH1 Sub-Topic 2
CH2 Title Here.. 5
  CH2 Sub-Topic 1
  CH2 Sub-Topic 2
CH3 Title Here.. 9
  CH3 Sub-Topic 1
  CH3 Sub-Topic 2
Glossary... 13
Index.. 15

10. Click 🖫 to save your work.

❙ Merging Projects

Supported In:

> 🗒 **NOTE** This is supported in HTML5 Tripane output, but not in HTML5 Side Navigation, Top Navigation, or skinless output.

To merge output means to connect multiple projects in such a way that the source files are combined into a single online output. The merging is based on the table of contents (or browse sequence) in one parent project, where links point to one or more child projects. For more information and detailed steps, see the Help system or the *Project Creation Guide.*
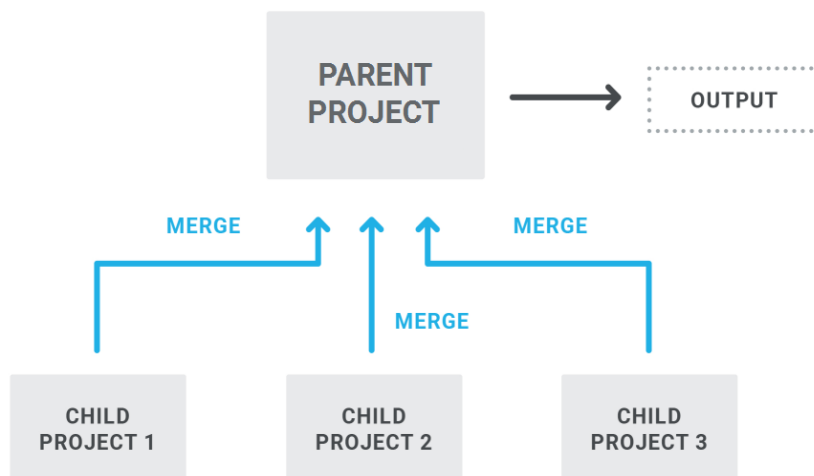
> 🗒 **NOTE** If you are working with HTML Help and import a RoboHelp project that has been merged with other CHM files, the linked CHM files are placed in a special subfolder in the Content Explorer (Resources > CHMSupport).

NOTE If you have previously merged Flare projects with WebHelp outputs and then decide to generate WebHelp Plus output from the parent project instead, you must make sure that the child projects linked to the parent contain at least one WebHelp Plus target each. Even if you keep the link from the parent project to a WebHelp target in the child, the child project must also have a WebHelp Plus target.

NOTE If you merge projects, synonym files will remain separate in each project. For example, if you create synonyms in Project A but not in project B, only the topics from Project A will use the synonyms when users perform searches in the output.

▍Reducing Flicker in Frameless TOC Navigation

Supported In:

> 🗒 **NOTE** This feature is supported in HTML5 Side and Top Navigation skins, but not in HTML5 Tripane skins.

For frameless output (HTML5 Side or Top Navigation) you can reduce "flicker" effects that users might see when clicking in the main table of contents (TOC) navigation. This can be done by selecting the "Embed Visible TOC Entries" option on the Setup tab of the Skin Editor. When this option is enabled, the top-level (i.e., parent) TOC items are preloaded (i.e., embedded) into the output topics. Because of this, the movement (or "flicker") when opening topics is less significant.

How to Embed Visible TOC Entries

1. Open an HTML5 skin.

2. Select the **Setup** tab.

3. Select the check box next to **Embed Visible TOC Entries**.

4. Click 🖫 to save your work.

What Happens?

When this option is enabled, the top-level (i.e., parent) TOC items are preloaded (i.e., embedded) into the output topics. Because of this, the movement (or "flicker") when opening topics is less significant.

If you view the page source for that topic, you'll notice that all of those parent-level TOC items are preloaded.

📝 **NOTE** The "Embed Visible TOC Entries" option does not remove flicker effects altogether, but it does reduce them. Also, it affects the primary navigation (Side Navigation or Top Navigation) produced by the TOC; it does not affect minor navigation, such as that created from menu proxies.

📝 **NOTE** Certain circumstances (such as embedding a particular font) can still result in flicker effects in the topic output as a whole. The "Embed Visible TOC Entries" option does not reduce that type of flicker. It only affects the flicker in the TOC navigation.

Pros and Cons of Embedding Visible TOC Entries

The "Embed Visible TOC Entries" option might be the best situation for some users, but not necessarily for everyone. To determine if it's best for you, consider the pros and cons.
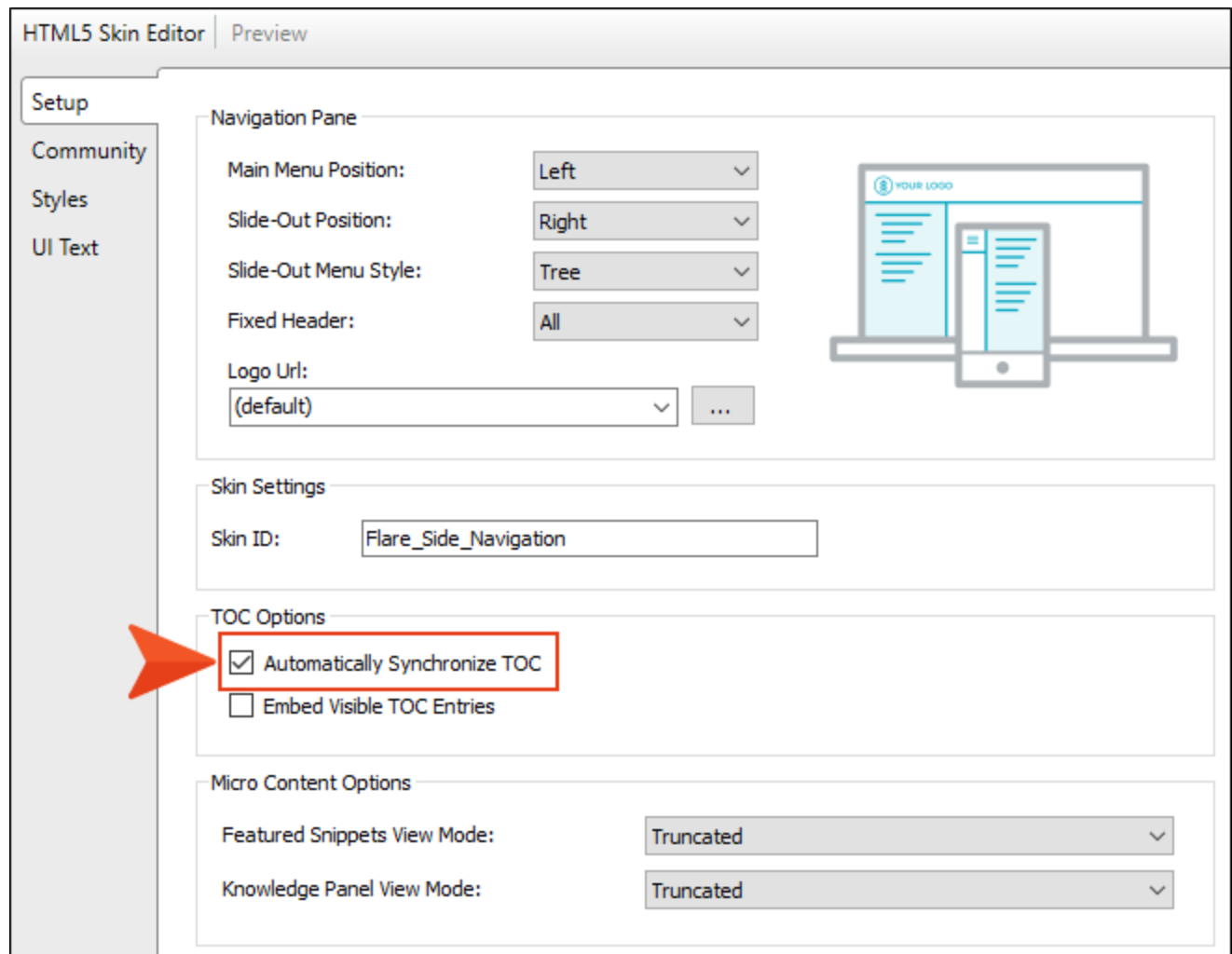
Pros	Cons
Reduces flickering in the main TOC navigation	Increases the time to generate the output ☆ **EXAMPLE** Sample from a large Flare project: Option disabled = 42 minutes Option enabled = 49 minutes
Less distracting for users	Increases the output size ☆ **EXAMPLE** Sample from a large Flare project: Option disabled = 519 MB Option enabled = 560 MB

Related Synchronization Options

The "Embed Visible TOC Entries" option is related to two other existing options (one in the Skin Editor and another in the Target Editor). These options are used to synchronize open topics with the TOC and other navigation elements.

Automatically Synchronize TOC

This option is available on the Setup tab of the Skin Editor.

With this option enabled, the TOC automatically changes to highlight the entry that is related to whatever topic is opened. This way, users can always see where the current topic belongs in the TOC, even if they did not access the topic via the TOC.

The navigation automatically expands and highlights the current topic.

Synchronizing topics to the TOC works in the large web layout, as well as in the smaller tablet and mobile formats (shown here).
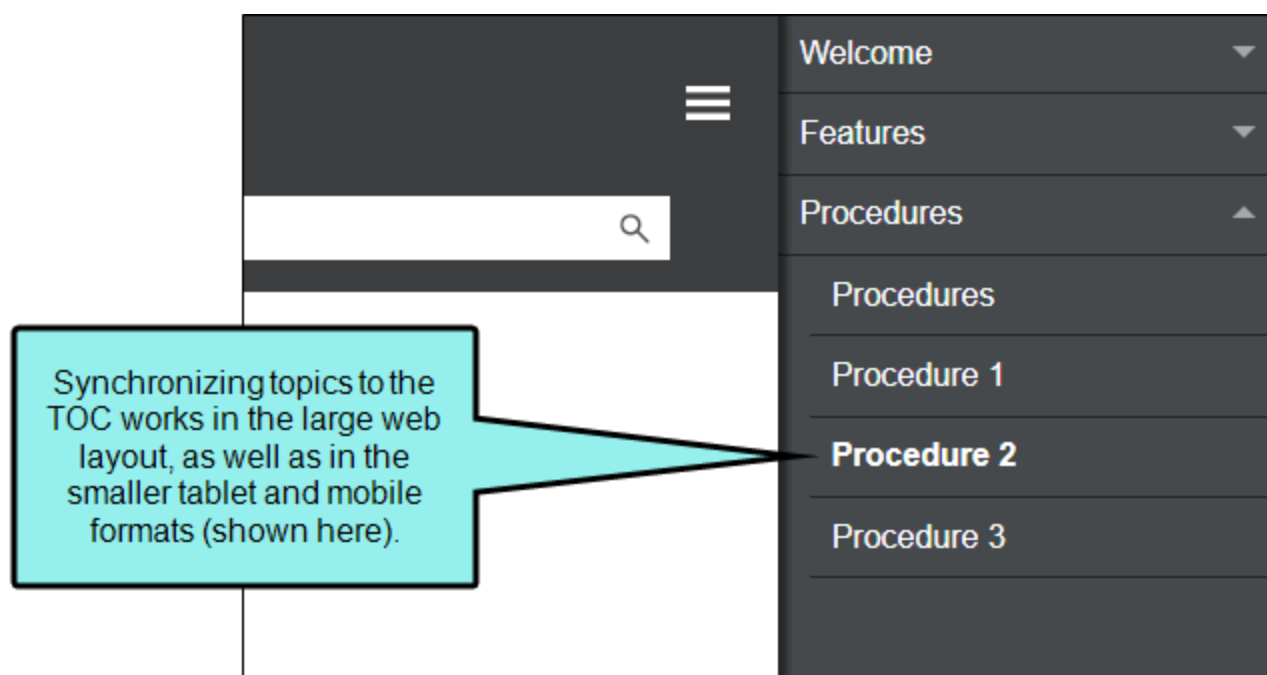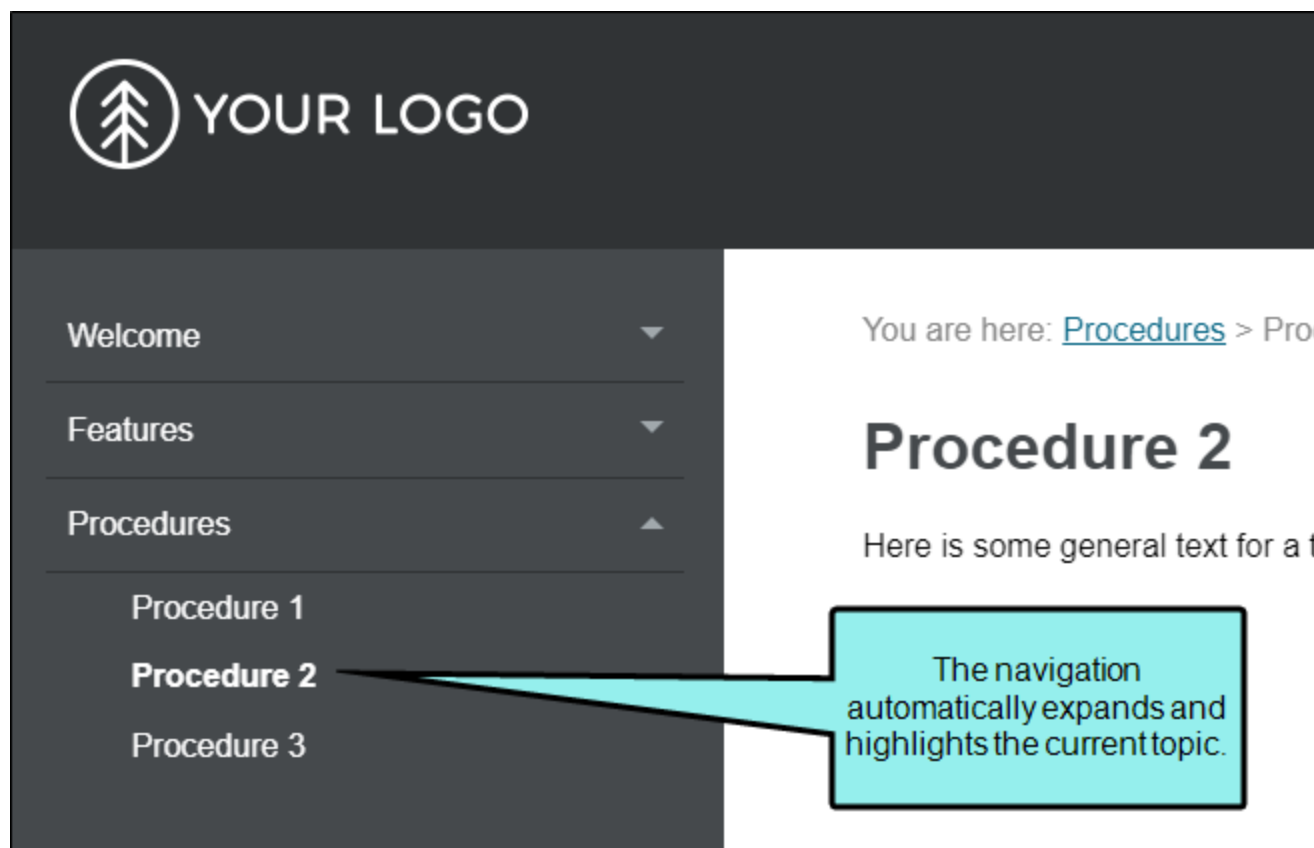
If both the "Automatically Synchronize TOC" and the "Embed Visible TOC Entries" options are enabled, all visible nodes (parent and children) in the TOC are preloaded in the output. This is different than the situation where only the "Embed Visible TOC Entries" option is enabled, in which case only the parent-level TOC nodes are preloaded.

madcap®
FLARE
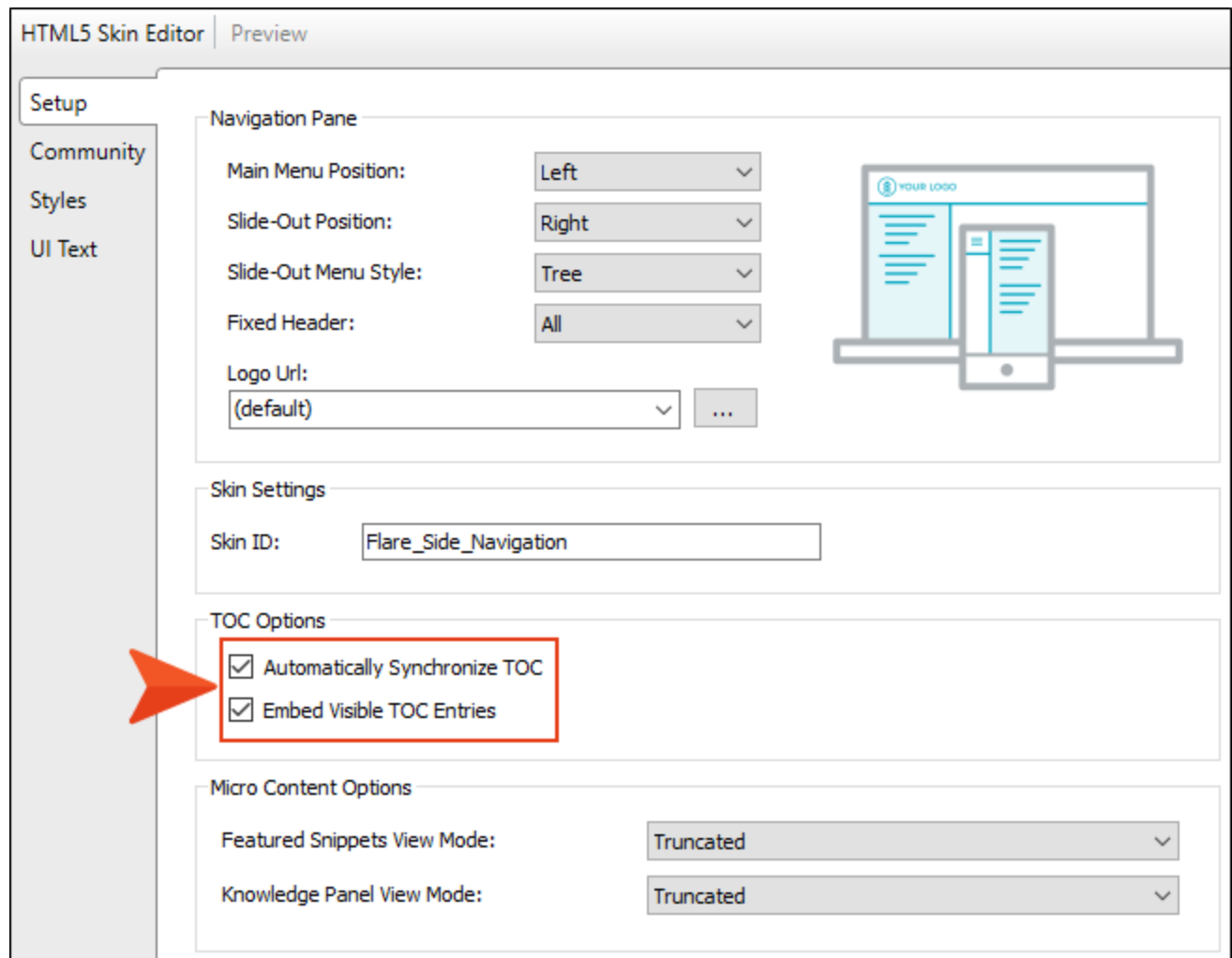
Get Started

What's New?

Key Concepts and Features

Tutorials

    Getting Started Tutorial

    Autonumbers Tutorial

        Creating a Project From a Template

        Creating Autonumbering for Figure Captions

        Creating Autonumbering for Chapter Headings

        Creating Multi-Level Autonumbering

    Context-Sensitive Help Tutorial

    eLearning Tutorial—Basic

    eLearning Tutorial—Advanced

This topic is open. Notice all the other TOC entries above and below it at three different levels.

AUTONUMBERS TUTORIAL

Creating a Project From a Template

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

How to Create a New Project From a Template

1. Select **File > New Project**. The Start New Project Wizard opens.

2. In the **Project name** field, give your project any name you want.

3. (Optional) In the **Project folder** field, you can enter a location where yo projects are saved in your Documents > My Projects folder.

If you view the page source for that topic, you'll notice that all of the visible TOC items (at all three levels) are preloaded.

```
<div class="sidenav-container">
    <ul class="off-canvas-accordion vertical menu sidenav" data-accordion-menu="" data-mc-css-tree-node-expand...        ...accordion-submenu-parent" data-mc-css-tree-node-collapsed=...
        <li class="tree-node tree-node preloaded"><a href="../../Introduction/Get-Started.htm">Get Started</a>
        </li>
        <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../../Introduction/Whats-New/Whats-New.htm">What's New?<span class="submenu
        </li>
        <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../../Introduction/Features/Key-Features.htm">Key Concepts and Features<spa
        </li>
        <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../Tutorials.htm">Tutorials<span class="submenu-toggle-container" role="but
            <ul class="'vertical menu accordion-menu'">
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../Getting-Started-Tutorial/Getting-Started-Tutorial.htm">Getting S
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="Autonumbers-Tutorial.htm">Autonumbers Tutorial<span class="submenu-
                    <ul class="'vertical menu accordion-menu'">
                        <li class="tree-node tree-node preloaded tree-node-selected"><a href="#" class="selected">Creating a Project From a Template</a>
                        </li>
                        <li class="tree-node tree-node preloaded"><a href="Creating-Autonumbering-Figure-Captions.htm">Creating Autonumbering for Figure Captions</a>
                        </li>
                        <li class="tree-node tree-node preloaded"><a href="Creating-Autonumbering-Chapter-Headings.htm">Creating Autonumbering for Chapter Headings</a>
                        </li>
                        <li class="tree-node tree-node preloaded"><a href="Creating-Multi-Level-Autonumbering.htm">Creating Multi-Level Autonumbering</a>
                        </li>
                    </ul>
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../CSH-Tutorial/CSH-Tutorial.htm">Context-Sensitive Help Tutorial<
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../eLearning-Tutorial-Basic/eLearning-Tutorial-Basic.htm">eLearning
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../eLearning-Tutorial-Advanced/eLearning-Tutorial-Advanced.htm">eLe
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../Image-Tooltips-Tutorial/Image-Tooltips-Tutorial.htm">Image Toolt
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../JavaScript-Tutorials/JavaScript-Tutorials.htm">JavaScript Tutori
                </li>
                <li class="tree-node tree-node preloaded has-children is-accordion-submenu-parent"><a href="../Lists-Tutorial/Lists-Tutorial.htm">Lists Tutorial<span class="
```
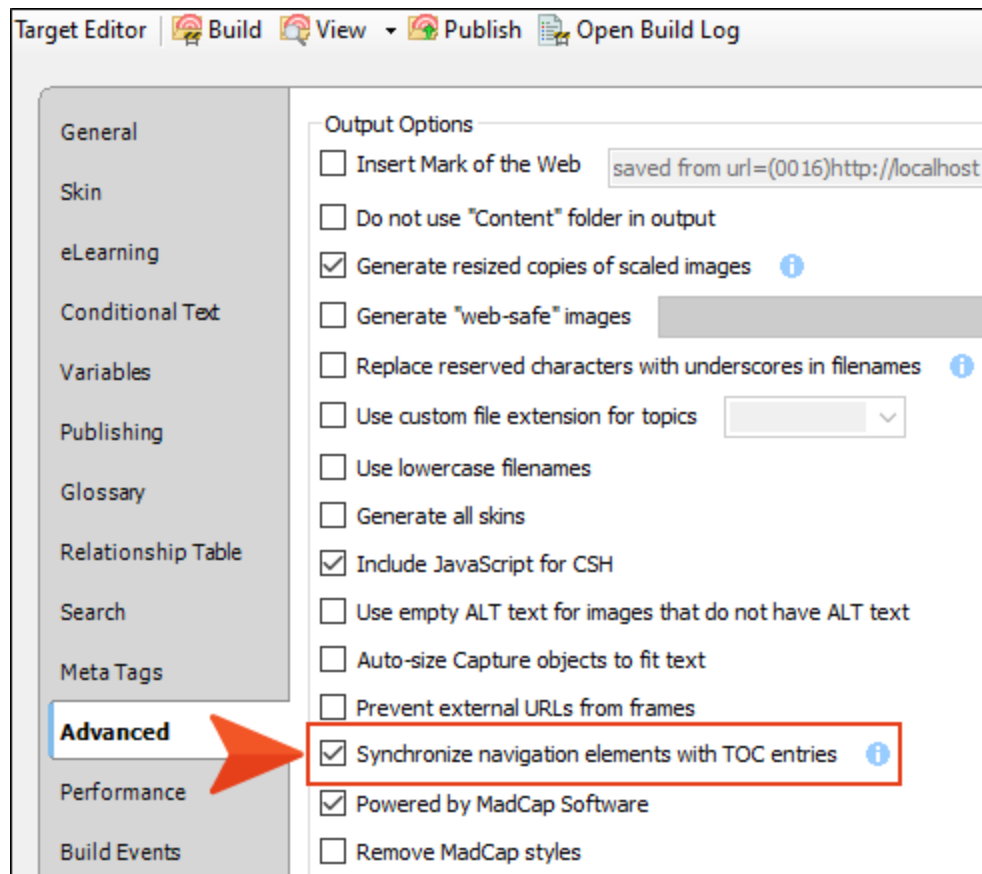
Synchronize Navigation Elements With TOC Entries

This option is available on the Advanced tab of the Target Editor.

If you generate HTML5 output, links to the TOC (e.g., menu items, breadcrumbs, mini-TOCs) are dynamically generated when a particular topic is opened. This lets you keep these navigation elements in sync with your TOC. This is particularly important if the same topic is linked to multiple entries in your TOC; otherwise, menu items and other navigation elements might display for one instance of that topic in the TOC when another instance is preferred.

There are a couple of items to note regarding this option:

- Even when you enable the "Embed Visible TOC Entries" option in the skin, the flicker effect is not reduced when clicking a duplicate TOC entry (other than the first instance). This might be more obvious when you have a Side Navigation configuration.

- The first duplicate entry is selected when the option is disabled.

☆ **EXAMPLE** You have a topic called "More Information" that is linked in two places in your TOC.

With the synchronization option disabled, you generate HTML5 Top Navigation output. You open the More Information topic under the "Procedures" menu, the second (and last) place that it occurs in the TOC file.

The topic opens, and initially everything seems fine. But if you look at a couple of navigation elements—the breadcrumbs and side menu—you will notice that the topic was opened in the first TOC location (under "Getting Started"). This is the default behavior; the first instance of the topic in the TOC will be shown, not necessarily the one you selected.

☆

Therefore, you open the target and enable the option to synchronize navigation elements with TOC entries.

☆ After generating the target once more, you open the output and select the More Information topic in the same way (in the Procedures menu). When you do this, notice that both the breadcrumbs and side menu are in sync with that location.

Renaming Tables of Contents

You can rename your primary table of contents (TOC) or any additional TOCs that you may have added to a project.

How to Rename a TOC

1. Open the Project Organizer.

2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.

3. Click on the TOC that you want to rename.

4. Press **F2** on your keyboard. The TOC name is highlighted.

5. Type a new name for the TOC and press **ENTER**.

Synchronizing Navigation Elements With TOC Entries
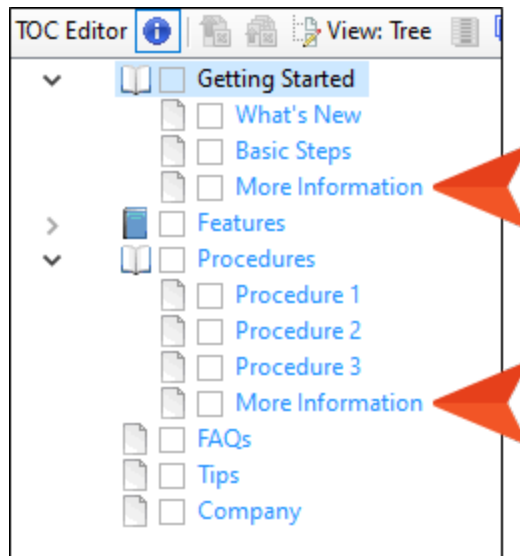
Supported In:

If you generate HTML5 output, links to the TOC (e.g., menu items, breadcrumbs, mini-TOCs) are dynamically generated when a particular topic is opened. This lets you keep these navigation elements in sync with your TOC. This is particularly important if the same topic is linked to multiple entries in your TOC; otherwise, menu items and other navigation elements might display for one instance of that topic in the TOC when another instance is preferred.

For HTML5 Tripane output, navigation elements will always remain in sync with your TOC entries. However, for HTML5 Side Navigation, Top Navigation, and skinless outputs, you must enable a feature in your target to synchronize navigation elements with TOC entries.

How to Synchronize Navigation Elements With TOC Entries

1. Open an HTML5 target used for Side Navigation, Top Navigation, or skinless output.

2. On the **Advanced** tab of the Target Editor, select **Synchronize navigation elements with TOC entries**.
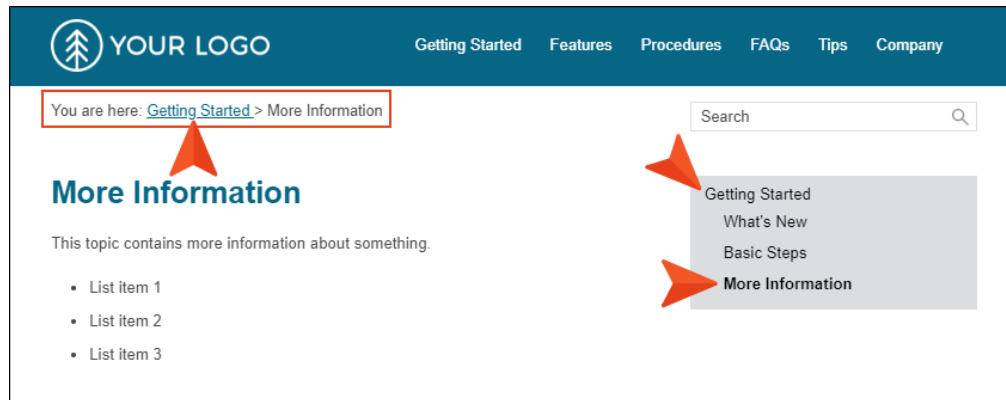
3. Click ▣ to save your work.

☆ **EXAMPLE** You have a topic called "More Information" that is linked in two places in your TOC.

☆ With the synchronization option disabled, you generate HTML5 Top Navigation output. You open the More Information topic under the "Procedures" menu, the second (and last) place that it occurs in the TOC file.

☆ The topic opens, and initially everything seems fine. But if you look at a couple of navigation elements—the breadcrumbs and side menu—you will notice that the topic was opened in the first TOC location (under "Getting Started"). This is the default behavior; the first instance of the topic in the TOC will be shown, not necessarily the one you selected.

⭐ Therefore, you open the target and enable the option to synchronize navigation elements with TOC entries.

☆ After generating the target once more, you open the output and select the More Information topic in the same way (in the Procedures menu). When you do this, notice that both the breadcrumbs and side menu are in sync with that location.

Pros and Cons

Synchronizing navigation elements with your TOC entries seems like an obvious decision, and for some authors it is. However, other authors might choose not to do this for their Side Navigation, Top Navigation, or skinless outputs. There are pros and cons.

Pros	Cons
The obvious advantage of this feature is in the name itself; it keeps elements synchronized with the TOC appropriately.	With this option enabled, you will notice that the URL paths for your topics are quite a bit longer and more complex.
	/Content/B_Links%20and%20Lists/Lists.htm?TocPath%3DLinks%2520and%2520Lists%7C____2
	With the option disabled, the paths are much more streamlined.
	/Content/B_Links%20and%20Lists/Lists.htm

You do not need to worry if you have a topic linked to multiple TOC entries.

Relationship to Option for Embedding Visible TOC Entries

This field for synchronizing navigation elements is related to the "Embed Visible TOC Entries" in the Skin Editor. For frameless output (HTML5 Side or Top Navigation) you can reduce "flicker" effects that users might see when clicking in the main table of contents (TOC) navigation. This can be done by selecting the "Embed Visible TOC Entries" option on the Setup tab of the Skin Editor. When this option is enabled, the top-level (i.e., parent) TOC items are preloaded (i.e., embedded) into the output topics. Because of this, the movement (or "flicker") when opening topics is less significant.

Even when you enable the "Embed Visible TOC Entries" option in the skin, the flicker effect is not reduced when clicking a duplicate TOC entry (other than the first instance). This might be more obvious when you have a Side Navigation configuration.

▎Synchronizing the TOC With Open Topics

Supported In:

You can customize your output so that users can always see where the current topic belongs in the table of contents (TOC), even if they did not access the topic via the TOC. This can be done by selecting the "Automatically Synchronize TOC" option on the Setup tab of the Skin Editor. When users navigate from topic to topic in the output, the TOC automatically changes accordingly, highlighting the topic that is open.
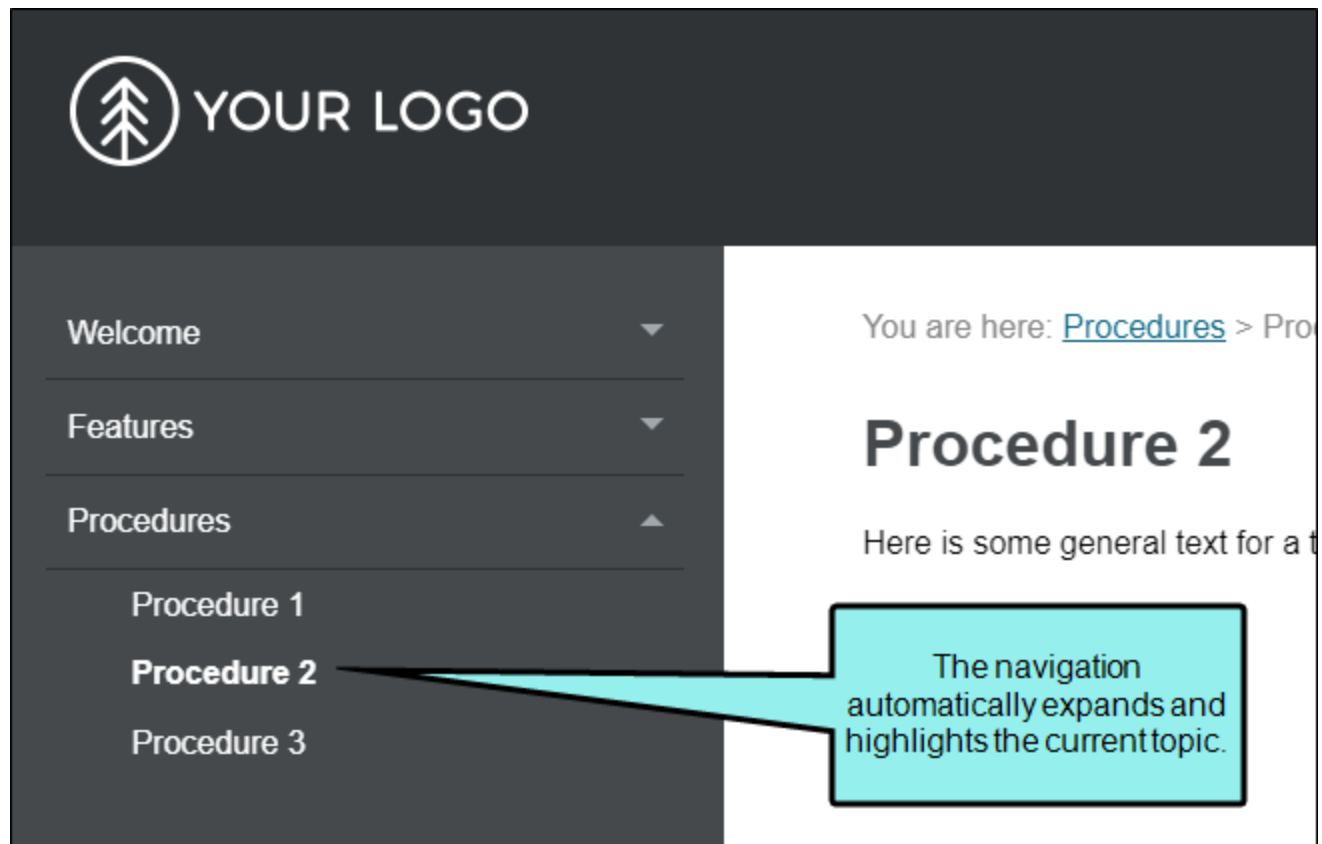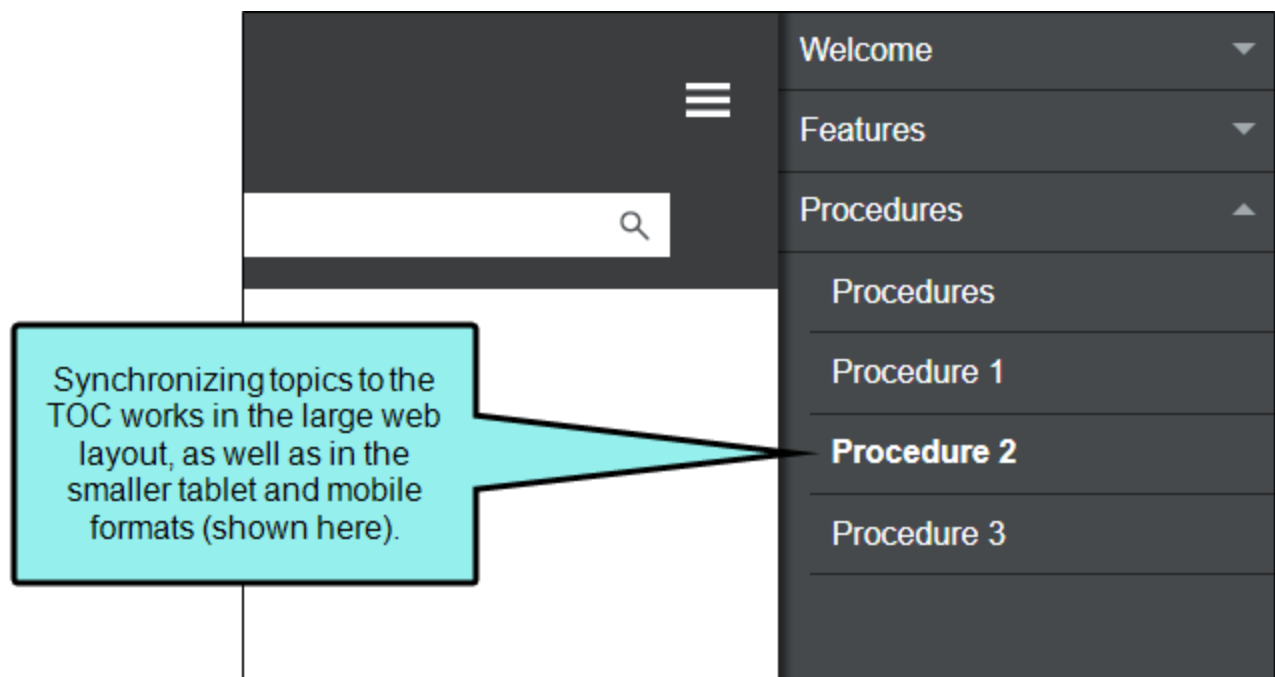
How to Synchronize the TOC With Open Topics

1. Open an HTML5 or Standard skin.

2. Select the appropriate tab:

   - **Setup** Select this tab in HTML5 Top Navigation or Side Navigation skins.

   - **General** Select this tab in HTML5 Tripane or Standard skins.

3. Select the check box next to **Automatically Synchronize TOC**.
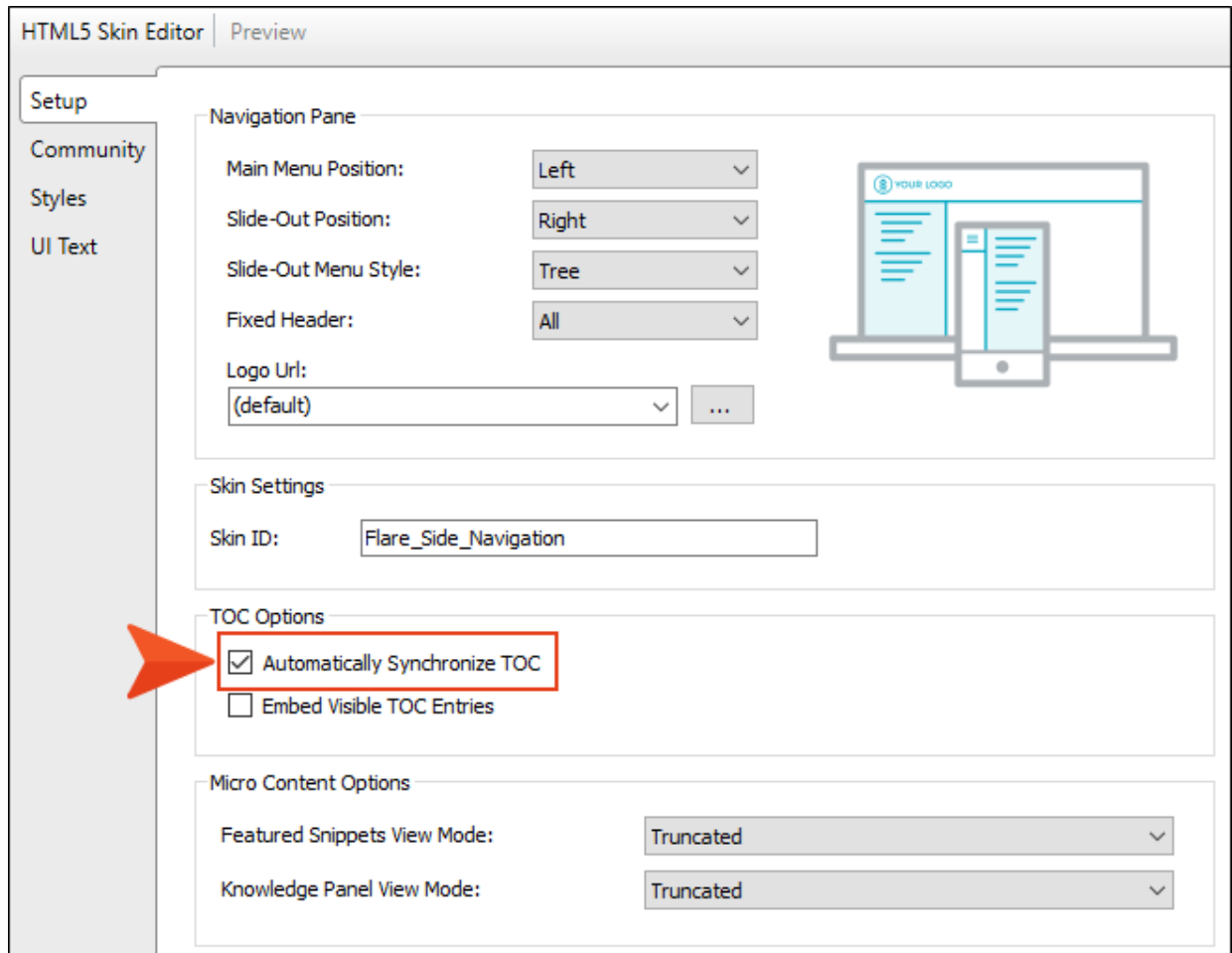
4. Click 🖫 to save your work.

Embedding Visible TOC Entries

This TOC synchronization field is related to the "Embed Visible TOC Entries" option under it, which can affect its behavior. See "Reducing Flicker in Frameless TOC Navigation" on page 171.

▌Viewing Duplicate Items in a TOC

You can view a list of all files in your project that have been added more than once to a TOC using the Duplicate TOC Items window pane.

How to View Duplicate Items in the TOC

1. Open a project.

2. Select **Analysis > More Reports > Duplicate TOC Items**. The Duplicate TOC Items window pane opens, displaying all files that have been added more than once to a TOC.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider.

   - **File** Displays the name of the file.

   - **Title** Displays the properties title of the file (if any).

   - **Folder** Displays the folder where the file is found.

   - **TOC** Displays the name of the TOC where the multiple links to the file are found.

   - **Count** Displays the count.

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.

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

❚ Viewing Topics Not in a TOC

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

How to View Topics Not Added to the TOC

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

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

2. To see more of the information in the window pane, drag the divider bar to make the pane wider.

   - **File** Displays the name of the file.

   - **Title** Displays the properties title of the file (if any).

   - **Folder** Displays the folder where the file is found.

3. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You can also click **View All** in the local toolbar to see all results on a single page. Keep in mind that the more items you have in the project, the longer it will take to load this view.

4. (Optional) You can drag topics from the Topics Not In Selected TOC window pane into an open TOC by selecting a TOC from the **Filter** field in the Topics Not in Selected TOC window pane, then dragging topics from the pane into the TOC. You may need to float and position the TOC so you can see both it and the Topics Not in Selected TOC window pane.

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

APPENDIX

PDFs

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

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

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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