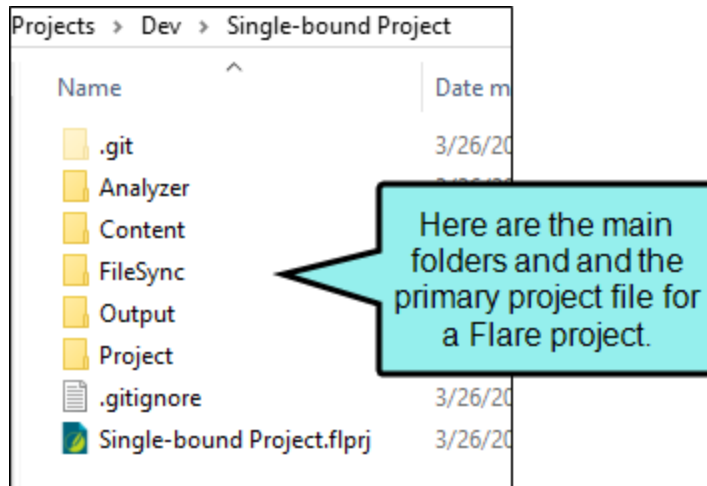


# Folders and Files



## Folders

When you use Windows to view the location where your project is stored, you will always see Content and Project folders (which hold content and project files, respectively). In addition to those, you might see other folders, depending on the actions you take in your project.

**.git** The .git folder is the local repository for a Flare Desktop project and is included when your project is bound to Git (e.g., via MadCap Flare Online). The contents of this folder are updated automatically when you perform source control tasks. The additional .gitignore file is necessary to make sure that certain folders (e.g., Analyzer, FileSync, Output, Project/Users) are ignored when you push and pull files. In most cases, you do not need to do anything with the .git folder or .gitignore file.

**Analyzer** This holds files that are automatically created with each Flare project. They are database files used behind the scenes when you use the analysis tool in Flare Desktop. You do not need to do anything with these files. However, if you are experiencing issues in Flare Desktop it is sometimes useful to close your project and delete this folder in Windows. A new Analyzer folder will be created when you re-launch Flare Desktop.

**Content** This holds all content files (e.g., topics, images, stylesheets, snippets) in your project. These files are stored in the Content Explorer in Flare Desktop. Within this folder, you can create as many custom subfolders as necessary.

<b>FileSync</b>	This holds files that are automatically created when you create mappings between external files and copies in your project (e.g., if you are working with external resources or SharePoint integration). You do not need to do anything with these files.
<b>Output</b>	This holds files that are created when you build the final output for a Flare project. You can then distribute these files to end users.
<b>Project</b>	This holds all project-related files (e.g., glossaries, targets, skins, TOCs, condition tag sets. These files are stored in the Project Organizer in Flare Desktop.
<b>SourceControl</b>	This holds files that are used for the source control cache. This folder only pertains to some source control providers. You do not need to do anything with these files.

## Main Files and Icons

All Flare files are separate XML documents, which means that Flare projects are completely open, transparent, and accessible. They can easily be used in other projects, shared with other authors, and modified with any XML editor.

Following are the primary files used in Flare Desktop.



## CSS

Branding Stylesheets, Regular Stylesheets, and Table Stylesheets

Content Explorer > Resources > Branding

Content Explorer > Resources > Stylesheets

Content Explorer > Resources > TableStyles

A branding stylesheet specifically identifies values for branding elements. A regular stylesheet lets you store styles for general content in your project, including tables, to control how that content looks. A table stylesheet, is used *only* for tables.

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## FLAIX

Auto Index Sets

Project Organizer > Advanced

An auto-index lets you automatically add words in your project to a generated index, rather than inserting all of the index markers manually. To do this, you can add phrases and corresponding index entries to an auto-index file. When you generate the output, Flare Desktop scans the auto-index file and adds the words it finds to the generated index.

---



## FLALI

Alias Files

Project Organizer > Advanced

An alias file is used to populate a header file with the information necessary for producing context-sensitive Help (CSH). After opening an alias file, you can use the Alias Editor to create and assign identifiers (IDs) for the header file. You can use a single alias file in a project for multiple header files, or you can create a separate alias file to go with each header file.

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FLBAT

Batch Targets

Project Organizer > Targets

A batch target is a file that points to multiple targets and stores information such as whether to build or publish targets, as well as scheduling commands. After creating the file, you can specify its settings in the Batch Target Editor.

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FLBRS

Browse Sequences

Project Organizer > Advanced

A browse sequence is like an alternative table of contents (TOC) for online output. For example, if you have several topics that you think end users should read in order, you can create a browse sequence. Another way to use a browse sequence is to create an alphabetical list of all of the topics. So readers can use your regular TOC for a structured method of navigation (with folders and subfolders), or they can use the browse sequence for a more flattened, alphabetical way to find topics.

---



FLCTS

Condition Tag Sets

Project Organizer > Conditional Text

A condition tag set is used to hold condition tags you create for your project. Flare's factory templates may provide you with an initial condition tag set, which contains different condition tags (depending on which template you select) to help get you started. You can create as many additional condition tags as you want for that condition tag set. However, if for some reason you want more condition tag sets to hold even more condition tags, you can easily add them. Any condition tag sets that you add can be used in the same project and in the same outputs (e.g., if you have 18 condition tag sets, you can use conditions from all of those 18 condition tag sets in the same output generated from a project).

---

## FLDES

Publishing Destinations

Project Organizer > Destinations

The first step to setting up your project for publishing output is to create a destination file. You can create as many destination files in your project as necessary, depending on how many locations you need to send your output files.

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## FLEXP

Export Files

Project Organizer > Exports

You can export an entire Flare project, or parts of one, to another location. One reason you might want to use this feature is to quickly and easily make a copy of projects and archive them, especially if you have an extremely large Flare project and need to archive only parts of it. Another use for this feature is translation. If you only need a portion of a parent project to be translated, you don't want to send the translator all of the files, but rather a smaller version of the project containing only the files requiring translation.

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## FLFTS

File Tag Sets

Project Organizer > Advanced

A file tag can be applied to files for many different purposes, such as assigning authors or milestones to topics.

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Glossaries

Project Organizer > Glossaries

A glossary is a feature that you can add to your output to help users understand the meaning of individual terms. You can include a glossary in both online and print-based output.

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Word Import Files

Project Organizer > Imports

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DITA Import Files

Project Organizer > Imports

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Flare Project Import Files

Project Organizer > Imports

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## FLIMPFM

FrameMaker Import Files

Project Organizer > Imports

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## FLIMPHTML

HTML Import Files

Project Organizer > Imports

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## FLIXL

Index Links

Project Organizer > Advanced

In addition to creating regular index entries that point to a specific place in your project, you can also create index links. An index link is an entry in a generated index that points to another entry. There are three kinds of index links—"See," "See Also," and "Sort As."

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## FLLNG

Language Skins

Project Organizer > Advanced

Flare Desktop provides language skins for certain languages, such as French, German, and Spanish (i.e., many values are already translated). These languages are identified as being "localized" skins. You can edit these default translations by creating a language skin for the language. For languages that do not provide default translations, you can create language skins so they can be applied to the output too.

---



FLMCO

Micro Content

Content Explorer > Resources > MicroContents

Micro content is short, concise information that stands alone and is easily consumable. In Flare Desktop, it begins with the creation of a collection of brief *phrases* and corresponding *responses*, such as questions and answers. After generating HTML5 output, these phrase/response combinations can be used in different ways as users interact with your output. For example, it can greatly improve the user experience when people search in your HTML5 output. It can also be used to create field-level context-sensitive Help.

---



FLMSP

Template Pages

Content Explorer > Resources TemplatePages

A template page lets you automatically apply certain content—such as breadcrumbs, menus, toolbars, search bars, footer text, or mini-TOCs—to multiple topics in the output. A template page is primarily used in online outputs. However, it can be used in Word output as well. For Word output, a template page lets you determine page specifications (such as size or orientation) and to apply certain content (e.g., header text or page numbers) to many topics in a manual. For print-based outputs other than Word, page layouts are used instead of template pages.

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FLPGL

## Page Layouts

Content Explorer > Resources > PageLayouts

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

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FLPRJ

## Main Project File

Root level of the project folder in Windows

After creating a new project, many files are produced, including the main project file. You can open the project in Flare Desktop by double-clicking this file.

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FLPRJZIP

## Zipped Project Files

Wherever you choose to save them

If you want to send your project to another location or person, you can package (zip) the project into a single file that is much smaller than the entire project in its normal state. The zipped project can then be easily unzipped by anyone who also uses Flare Desktop, returning the project to its normal state so that it can be edited. Zipping a project is also a great way to create and store a backup of your project.

---



FLREP

Report Files

Project Organizer > Reports

From the Reports folder in the Project Organizer, you can generate custom reports based on information contained in your project. In addition, you can design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).

---



FLRTB

Relationship Table Files

Project Organizer > Advanced

A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.

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FLSFS

Search Filter Sets

Project Organizer > Advanced

A filter can be included in the search feature to let users narrow their search based on concepts that you have inserted into topics.

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FLSKN

## Skin Files

Project Organizer > Skins

A skin is a file that contains information about the appearance of an online output window.



HTML5 (Side Navigation, Top Navigation, Tripane)

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HTML5 component

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Micro Content component

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WebHelp

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FLSNP

## Snippet Files

Content Explorer > Resources > Snippets

A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. Snippets are not usually intended for single words or very short phrases that change frequently. In those cases, you probably want to use variables instead.

---



FLTAR

Target Files

Project Organizer > Targets

There are several types of online output and print-based output that you can produce in Flare Desktop. HTML5 is the recommended online output type, and for print-based output, PDF and Word are preferred. Each output type has its own set of advantages.



HTML5



EPUB



PDF



HTML Help



Word



PowerPoint



Clean XHTML



WebHelp



DITA



WebHelp Plus



Eclipse

## FLTBX

Auto-Suggestion Set Files

Project Organizer > Advanced

When you first start typing content, a popup may display below your text as you type. This is the Auto Suggestion feature, which analyzes text as you type and compares it to other content (e.g., phrases, variables, snippets) that already exists. This means you can quickly select existing content from the popup so that you do not have to finish typing it..

---

## FLTOC

Table of Contents Files

Project Organizer > TOCs

A table of contents (TOC) is a common way for end users to find specific information in online and print output.

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## FLTREV

Review Package Files

Wherever you choose to save them

You can share review files containing topics and snippets with other individuals to get their feedback. You can transfer the files between yourself and reviewers in various ways (e.g., email, SharePoint, external resources feature, save to a network drive). The reviewer's changes are automatically tracked so you can see what edits were made. After inserting annotations or making changes to a file with Flare Desktop or with Contributor (for non-Flare Desktop users), reviewers can send the package back to you. You can then view those comments and accept or reject the edits so that they are added to the source file(s).

---



## FLVAR

Variable Set Files

Project Organizer > Variables

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

---



## H

Header Files

Project Organizer > Advanced

A header file (sometimes referred to as a "map file") is a simple text file that works in conjunction with an alias file (i.e., as you edit the alias file, the header file is populated automatically) in context-sensitive Help. The header file contains basic information about connecting areas of an interface to the corresponding topics or micro content in online output. Both you and the software developer need access to this file, or at least to the IDs that will be used to connect various parts of the interface to specific areas of the documentation.

---



## HTM

Topic Files

Content Explorer (either at the root level or in custom subfolders)

A topic is a file containing information about a particular subject. Topics might be the most important part of a project. Everything else is contained within topics (e.g., cross-references, text, images) or points toward topics (e.g., tables of contents). The very reason end users open a Help system or manual is to find information, a little direction. They find that help within individual topics.

---

## MCIGN

Ignored Word Files

Project Organizer > Advanced

You can open the Ignored Words dialog and manually add specific words to a list. This means that if other occurrences of the word are found in any other files in future sessions, they will not be flagged as questionable spellings. This is similar to adding words to a dictionary. The difference is that this feature simply ignores questionable spellings of certain words, whereas a dictionary also lists spellings as suggestions.

---

## MCLOG

Build Log Files

Output folder (by default), but you can place them in another location

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

---

## MCSYNS

Synonym Files

Project Organizer > Advanced

If users enter search phrases in your online output and those phrases are not returning results, you can make improvements to your output so that, in the future, users are able to find the search results they need. One way to enhance your output is to create synonyms for search phrases.

# More File Icons

Depending on the tasks you perform in Flare Desktop, you may see some source control and other icons in the interface.

## Global Project Linking

If you use Global Project Linking, this icon is added to the top of a linked file in the Flare Desktop interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.

---

## External Resources

### SharePoint

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

---

## Source Control

- **Git and Subversion** This indicates that the file has been modified. You can commit the file when you are ready. If your project is bound to Subversion, you can commit the file when you are ready (if you are the user who has modified it, or if you have stolen the lock on the file from another user).
  - **Perforce Helix Core** This indicates that the file has been checked out from source control. You can submit the file when you are ready (if you are the user who has checked it out).
  - **TFS and VSS** This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).
- 

## Source Control

This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select **Source Control > Add**.

---


## Source Control

This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.

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

---

## Source Control


This indicates that another user has locked the file. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file. You can make changes to this file even if another user has locked it.

If your project is bound to Subversion and you need to commit the file in while another user is working on it, you can steal their lock. To do this, right-click on the file and select **Source Control > Lock**. In the Lock dialog, select **Steal the lock**, then click **Lock**.

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

---

## Source Control

This indicates that you have locked the file. You will often see this icon in conjunction with the  icon, indicating that you have both locked and modified the file. Other users can make changes to this file even if you have locked it.


If your project is bound to Subversion, other users can steal your lock.

If you are using Team Foundation Server, you can lock a file when you check it out.

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

---

## Source Control

- **Perforce Helix Core and Subversion** This indicates that the file is currently being modified by another user. You will often see this icon in conjunction with the  icon, indicating that another user is both using the file and has locked the file.
- **TFS** This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.

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

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## Source Control

This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.

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

---

## Source Control

This indicates that a file has been renamed, but not modified in any other way. If you make any additional changes to the file, such as editing the text or adding a condition tag, the renamed  icon is replaced by a  icon.

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

---

## Source Control

This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.

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