

MADCAP FLARE DESKTOP 2026

Single-Sourcing

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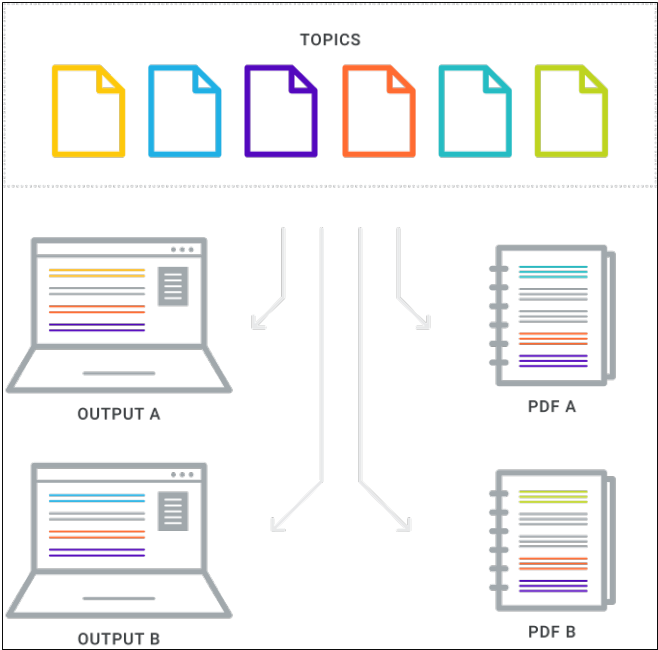
CHAPTER 1

Welcome

Approximate Time: 40 minutes

Welcome to the Single-Sourcing Tutorial.

- **Tutorial Goal** Learning the basics of how to single-source content in a Flare project.
- **Key Concepts** Topic-based authoring, and features that support single-sourcing—snippets, variables, and conditions.



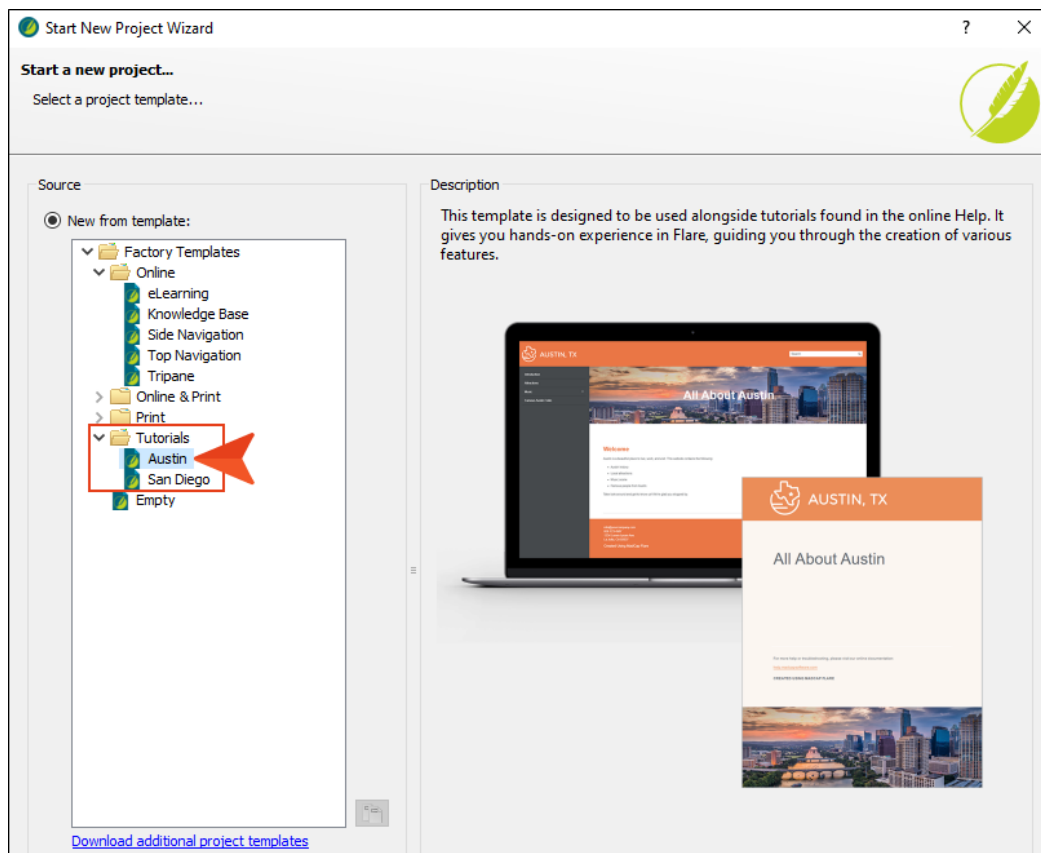
CHAPTER 2

Creating a Project From a Template

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

I How to Create a New Project From a Template

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



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

CHAPTER 3

Topic-Based Authoring

You have probably heard a lot about single-sourcing, but maybe you are not sure how to get started with it in Flare Desktop. In this tutorial, we'll cover the basics and introduce some key features that prove to be essential for building and maintaining effective content.

Single-sourcing is a way to manage content that provides a lot of flexibility in how you put together a project and create output. A concept that allows for this is "chunking content." Instead of having all your content in one long document, the content exists as smaller, modular pieces to make up the whole. Each chunk of content can be reused throughout the project.

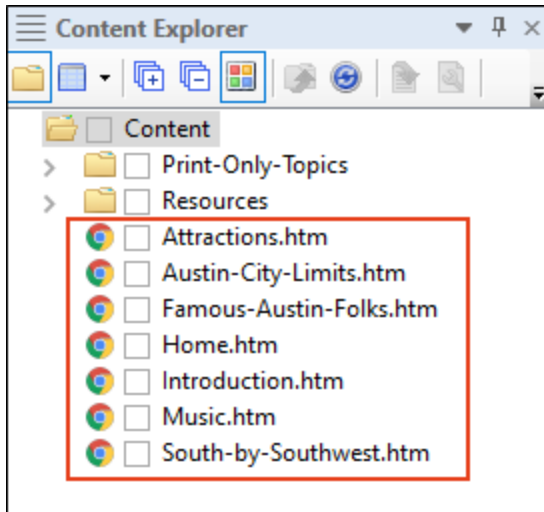
Okay, let's see how this works in Flare Desktop...


This chapter discusses the following:

How to Make Content Topic-Based	9
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I How to Make Content Topic-Based

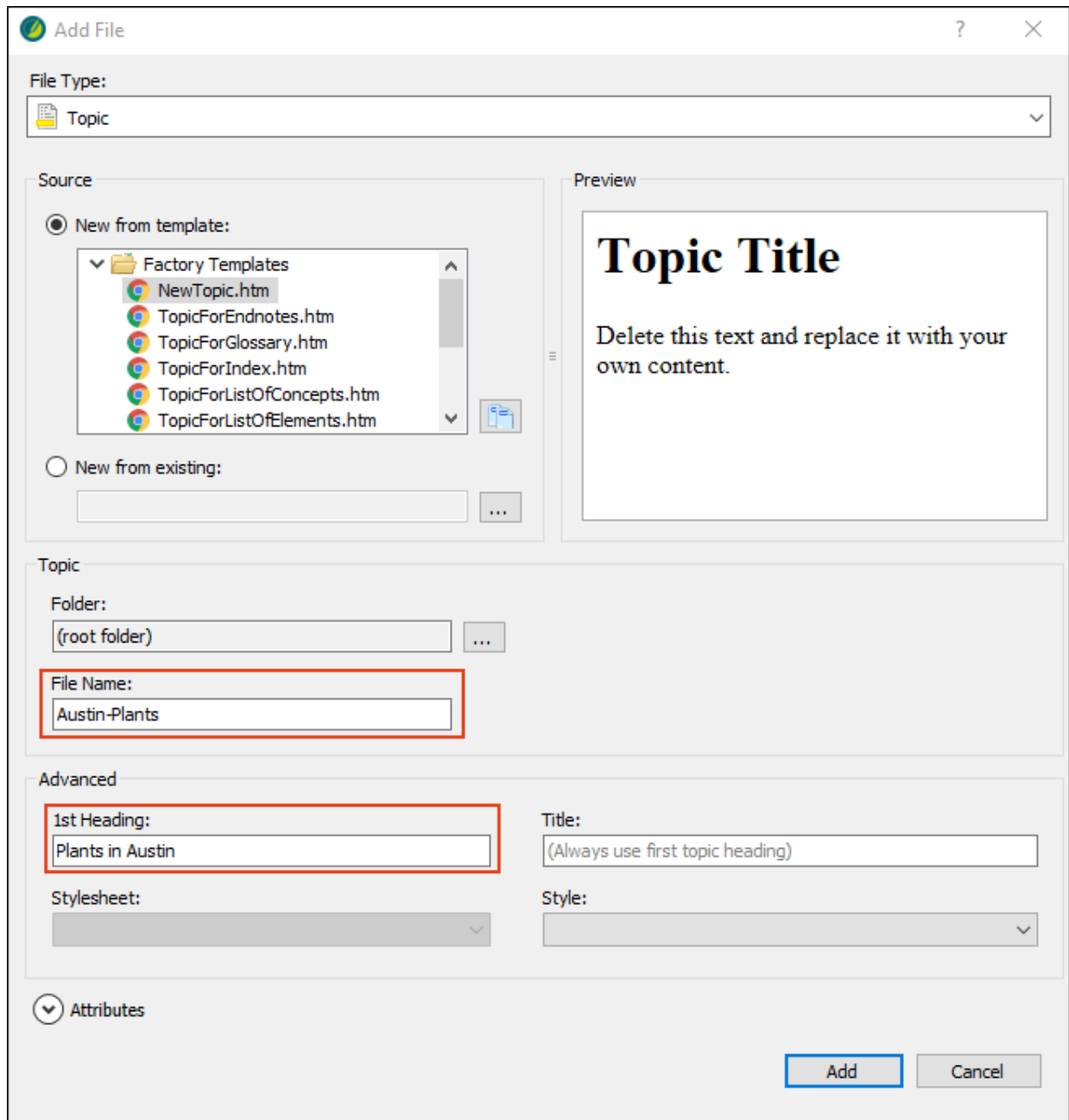
1. With your new project open in Flare Desktop, look at the Content Explorer. You'll notice there are some topic files about Austin already in this project.



 **NOTE** By default, these files are not arranged like they might be in a book from beginning to end. The topics are in alphabetical order, and other files such as images or styles are stored in supporting folders. You can organize files in the Content Explorer any way you want, but organization for output happens in a table of contents (TOC).

2. Let's create a new topic to get a feel for what constitutes a topic. From the Content Explorer, right-click the root **Content** folder, and from the context menu, select **New > Topic**.

3. In the Add File dialog, in the **File Name** field, type `Austin-Plants`. In the **1st Heading** field, type `Plants in Austin`. Click **Add**.



4. Flare Desktop's XML Editor automatically opens the new Austin-Plants.htm topic. In the first paragraph, copy and paste the following text at that location to replace the default text. (Depending on how you copy and paste the text, you might see an extra paragraph tag at the end. Just delete it.)

Many plants thrive in Austin's humid subtropical climate that consists of mild winters and long hot summers. Trees, shrubs, perennials, succulents, and vines are just a handful of plant types to choose from to work into any home garden or landscaping design. For inspiration on what to plant, be sure to visit the Zilker Botanical Garden.

Trees

The most popular trees in Austin are drought-resistant and provide shade from the hot sun.

When planting, consider grouping drought-tolerant plants together in sunny locations, and grouping plants that need more moisture and shade in protected areas. Austin receives approximately 34 inches of rain per year.

Vines

Vines are great because they grow vertically along walls, trellises, and fences. Climbers also provide privacy screening and color to brighten up an otherwise bare wall.

Garden Tools

Bringing a great outdoor space with lots of plants to life and maintaining it is easier with the right equipment, especially in Central Texas where the soils can be challenging. The following common garden tools can help you carry out just about any task in the yard: shovel, trowel, pruning shears, loppers, hoe, rake, spading fork, garden hose, wheelbarrow, and garden gloves. Lastly, don't forget to wear a wide-brimmed hat under that hot Austin sun.

5. Look at the pasted text. There are two sections, "Trees" and "Vines," that can be identified as types of plants and belong under the "Plants in Austin" heading. The other section, "Garden Tools," is related but does not fit. It would be better as a separate topic (or chunk of content).

Plants in Austin

Many plants thrive in Austin's humid subtropical climate that consists of n of plant types to choose from to work into any home garden or landscapin

Trees

The most popular trees in Austin are drought-resistant and provide shade

When planting, consider grouping drought tolerant plants together in sun receives approximately 34 inches of rain per year.

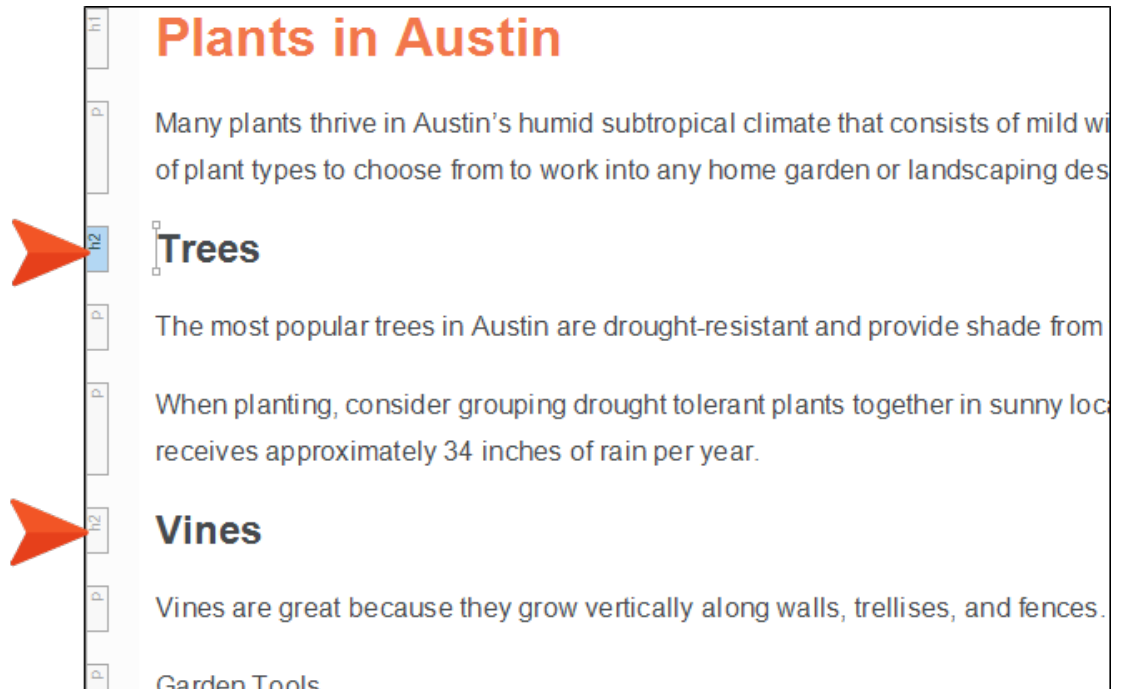
Vines

Vines are great because they grow vertically along walls, trellises, and fe

Garden Tools

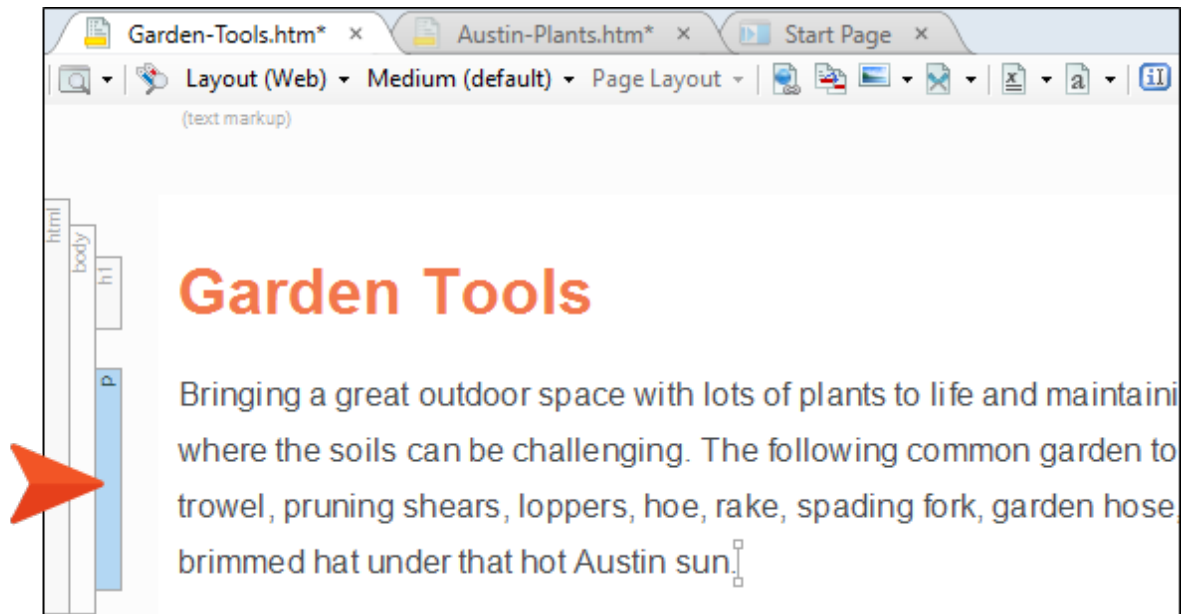
Bringing a great outdoor space with lots of plants to life and maintaining i challenging. The following common garden tools can help you carry out j garden hose, wheelbarrow, and garden gloves. Lastly, don't forget to wea

- a. Place the cursor anywhere in the “Trees” paragraph, and from the **Home** ribbon, click the **Style** drop-down and select **h2**.
- b. Place the cursor anywhere in the “Vines” paragraph, and from the **Home** ribbon, click the **Style** drop-down and select **h2**.



6. Let’s create a new topic for the Garden Tools subject. From the Content Explorer, right-click the **Content** folder, and from the context menu select **New > Topic**.
7. In the Add File dialog, in the **File Name** field, type `Garden-Tools`. In the **1st Heading** field, type `Garden Tools`. Click **Add**.

- From the Austin-Plants.htm topic, cut the last paragraph describing Garden Tools and paste it into the new Garden-Tools.htm topic in the first paragraph under the heading (replacing the default text).



- Go back to the Austin-Plants.htm topic and delete the heading for the Garden Tools text.

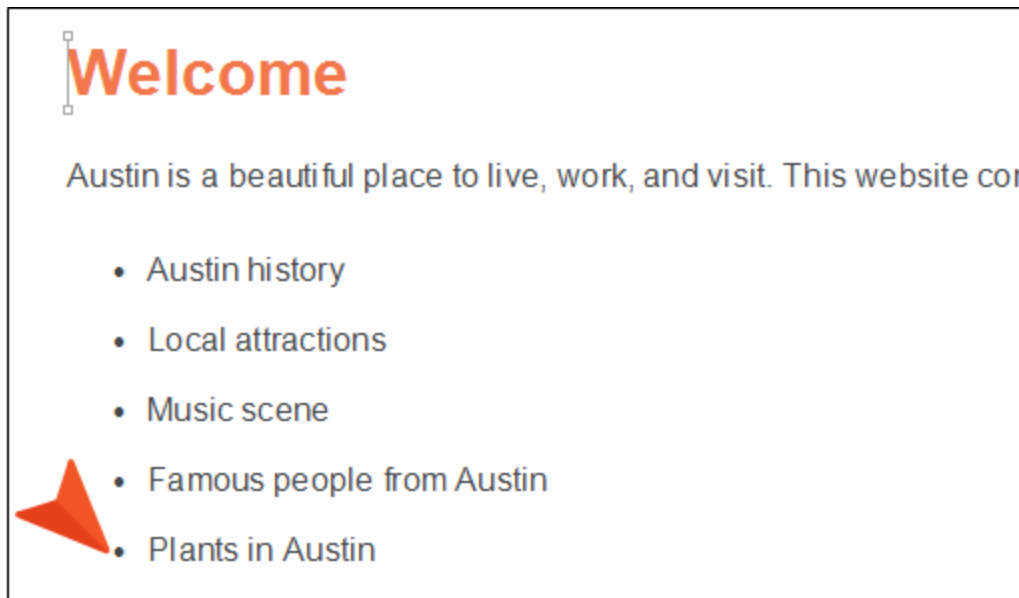
You have created two new topics for the Austin project. The subject matter is related, but the topics now stand alone containing smaller chunks of information. This is topic-based authoring, which sets the stage for reusing content and single-sourcing features.

- Click  to save all files.

I Home Topic Update

Before we move on, let's add a mention of the main new planting topic to the Welcome heading of the project.

1. From the Content Explorer, double-click the **Home.htm** topic to open it in the XML Editor.
2. Under "Famous people from Austin," create a new bulleted item and type `Plants in Austin`.



3. Click  to save your work.

CHAPTER 4

Snippets

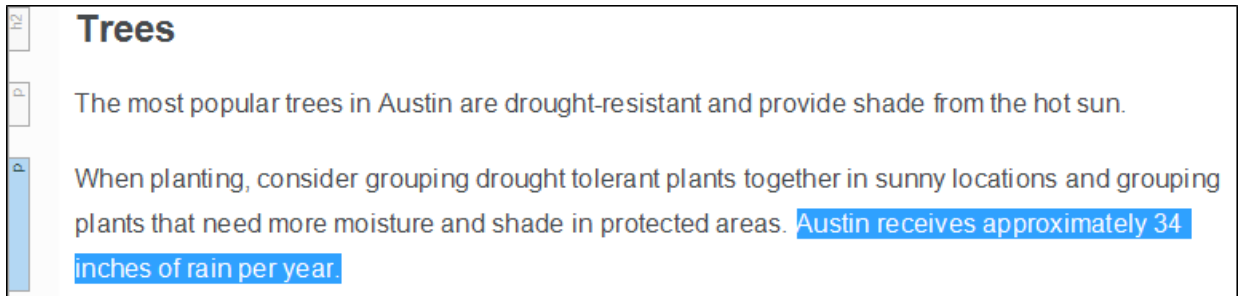
Snippets capture the idea of writing content once, maintaining it in one place, and then reusing the same content multiple times. A snippet is like a mini-topic. It is a chunk of content, usually a sentence or multiple paragraphs that can include formatted text, tables, images, etc. For more information see the Help system.

This chapter discusses the following:

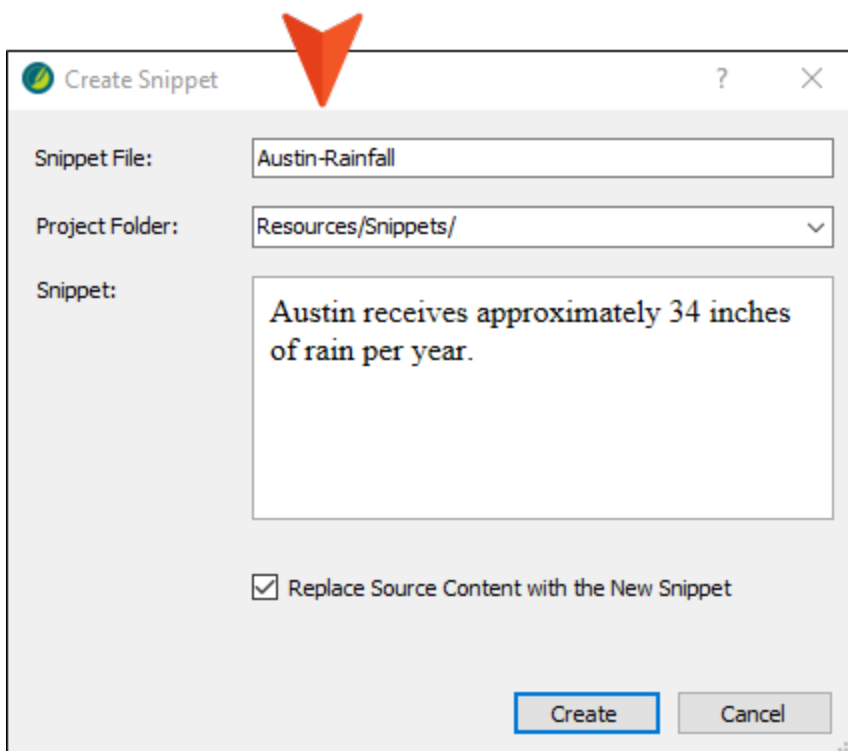
How to Create a Snippet	17
How to Insert a Snippet Inline	19
How to Edit a Snippet	20
How to Insert a Snippet Into an Empty Paragraph	21
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Example	28

I How to Create a Snippet

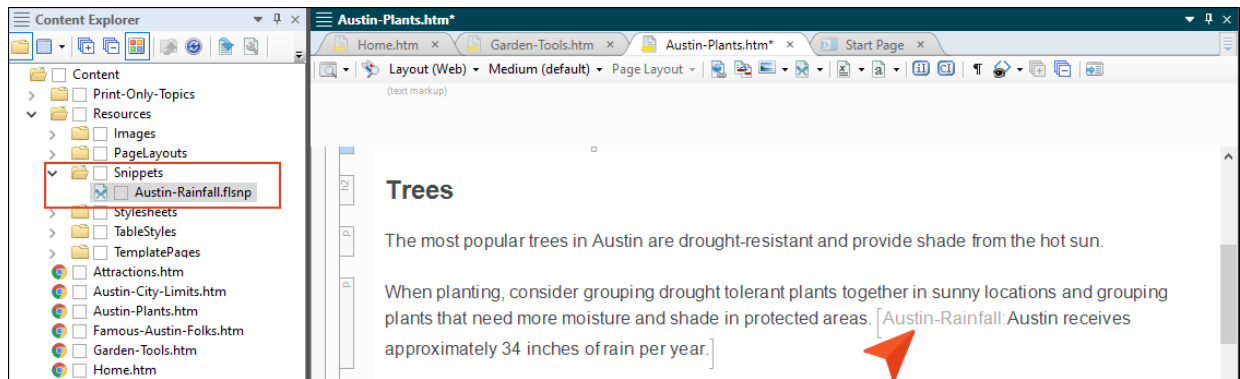
1. Open the `Austin-Plants.htm` topic to display in the XML Editor.
2. Under the “Trees” heading, in the second paragraph select the sentence that reads, “Austin receives approximately 34 inches of rain per year.”






3. Select the **Home** ribbon, and click **Create Snippet**. The Create Snippet dialog opens.
4. In the **Snippet File** field, type `Austin-Rainfall`. This is the name for your snippet.



5. Keep the other defaults in the dialog, and click **Create**. The snippet is saved and inserted into the topic.



 **NOTE** By default, snippets are saved in the Content folder in the Resources > Snippets folder. This is the recommended location to save snippets. However, you can store snippets anywhere within the Content Explorer.

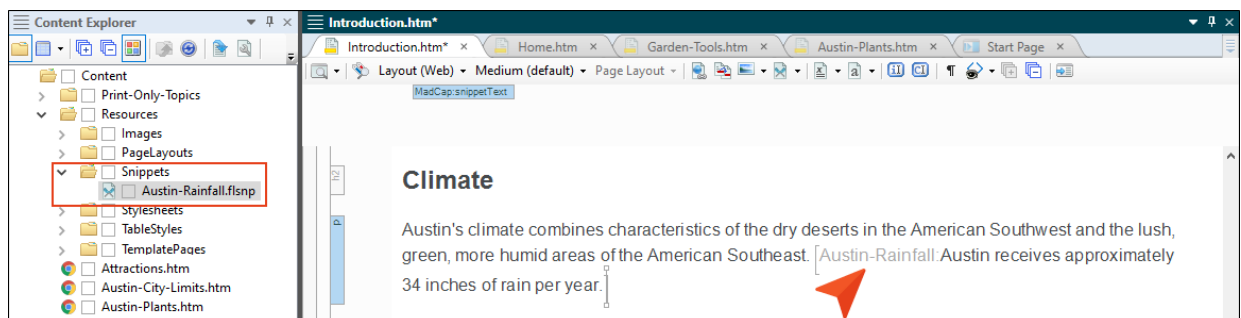
 **NOTE** In the XML Editor, snippets are surrounded by brackets and visible if markers are turned on. To enable or disable markers, go to the local toolbar at the top of the XML Editor, click the **Show Tags**  drop-down field, and then select **Markers**.

6. Click  to save your work.


How to Insert a Snippet Inline

Let's reuse the snippet in another topic by adding it to existing inline text.

1. From the Content Explorer, double-click **Introduction.htm**. The topic opens in the XML Editor.
2. Under the "Climate" heading, place the cursor after the last word in the first paragraph. Press the **Spacebar** once.
3. From the Content Explorer, expand **Resources > Snippets**.
4. Select the **Austin-Rainfall.flsnap** file, and drag it to the cursor location in the XML Editor. Since the snippet is added inline to a paragraph, it takes on the same look and inserts as a text snippet.




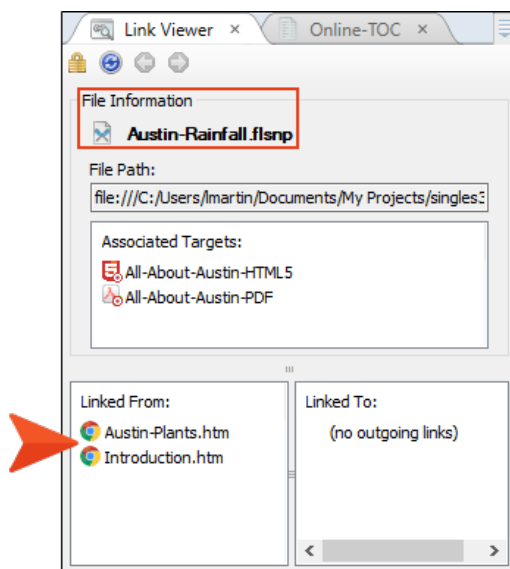
5. Click  to save your work.


 **NOTE** There are several ways to insert a snippet. For more information see the Help system.

I How to Edit a Snippet

Now that we've created a snippet and reused it in another location, let's edit the content. Because this chunk of information is single-sourced we only have to edit the source (or snippet) file, and we don't have to keep track of where it is used in the project.

1. From the Content Explorer, expand **Resources > Snippets** and double-click **Austin-Rainfall.fl SNP**. It opens in the XML Editor.
2. Let's make the sentence more definitive. Delete the word "approximately" from the statement.
3. Click  to save your work.
4. After saving the snippet file, changes can be viewed in all the files that contain the snippet. Open **Introduction.htm** and **Austin-Plants.htm** to see the updated text.
5. (Optional) You can use the Link Viewer to quickly view files that a snippet is associated with. From the Content Explorer, expand **Resources > Snippets**, right-click the **Austin-Rainfall.fl SNP** file, and then select **View Links**. The Link Viewer opens.

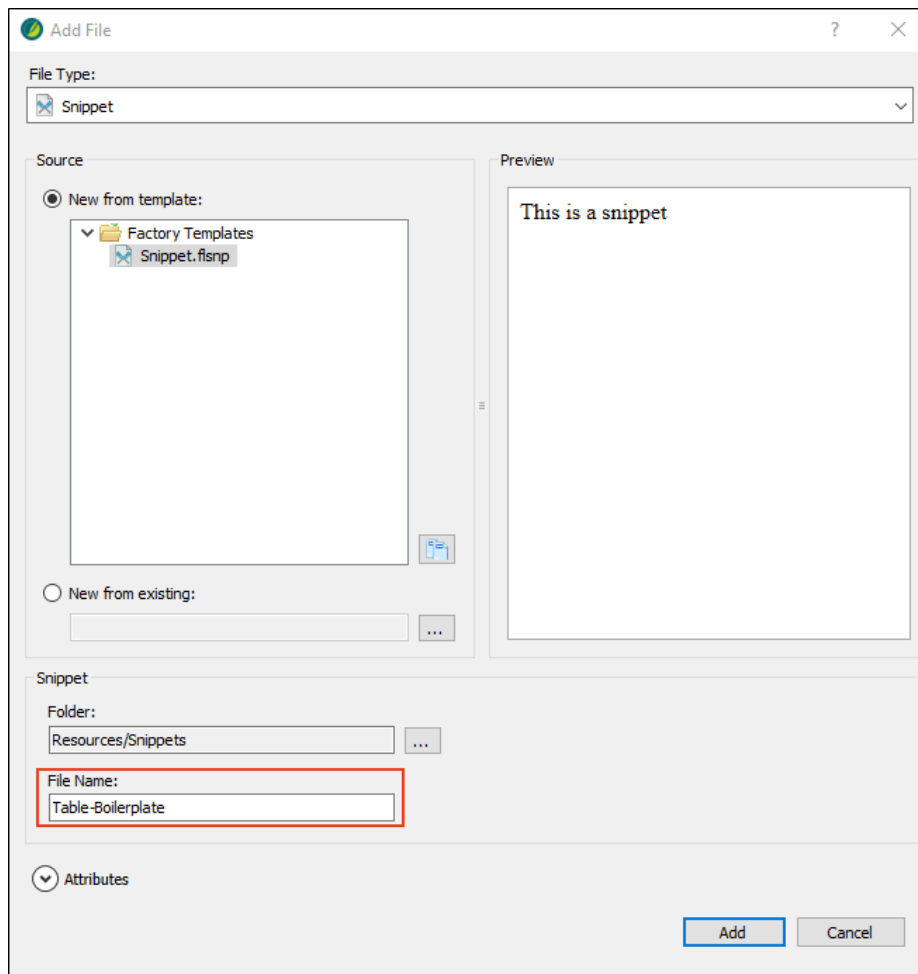


 **NOTE** The Link Viewer can be used to view links to and from a file. This tool is especially handy to locate and view files in larger projects that contain many types of files. When opened, the Link Viewer window pane gives focus to the file in question. For more information see the Help system.

I How to Insert a Snippet Into an Empty Paragraph

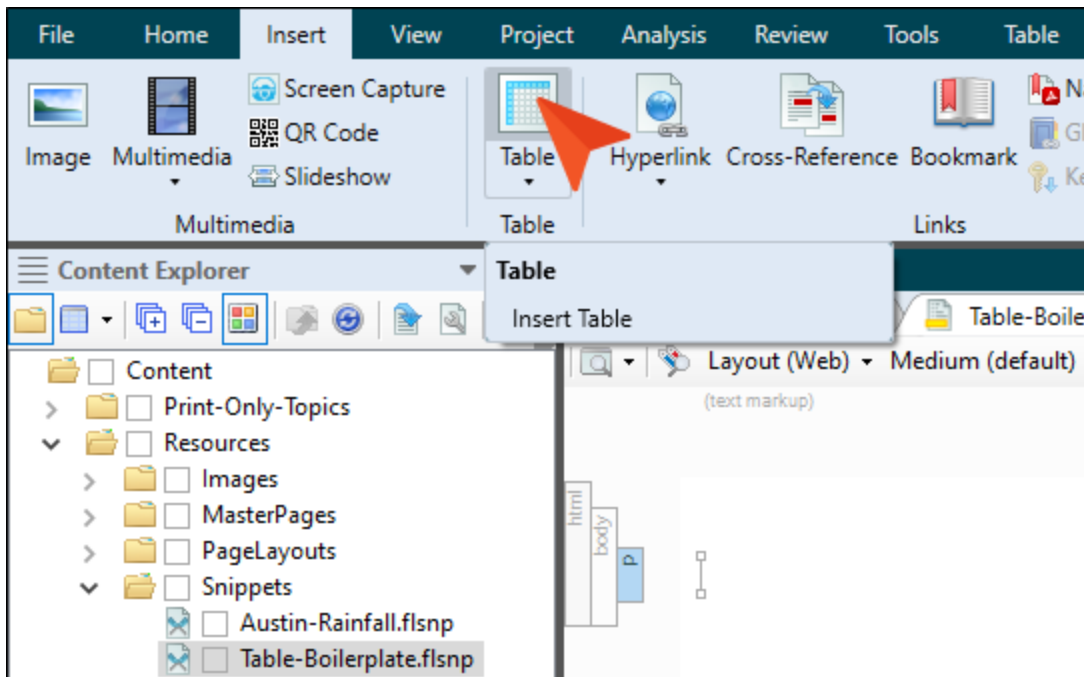
Let's create a new snippet of a table that we intend to insert in multiple places.

1. From the **Resources** folder, right-click the **Snippets** subfolder, and select **New > Snippet**. The Add File dialog opens.
2. In the **File Name** field, type `Table-Boilerplate`, and click **Add**. The new snippet opens in the XML Editor.



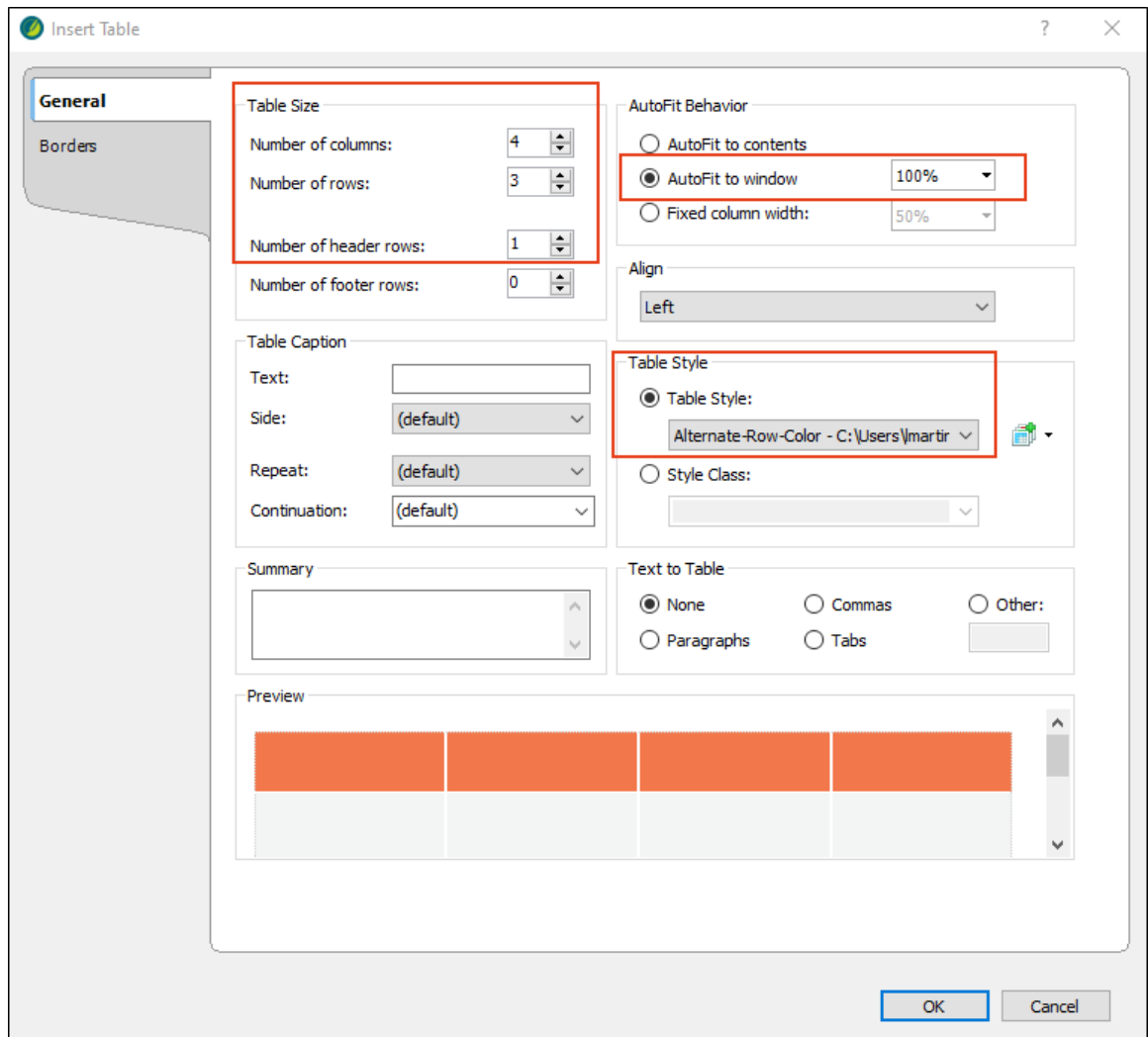
3. Delete the text "This is a snippet."

- From the **Insert** ribbon, select **Table** (the face of the button, not the drop-down). The Insert Table dialog opens.




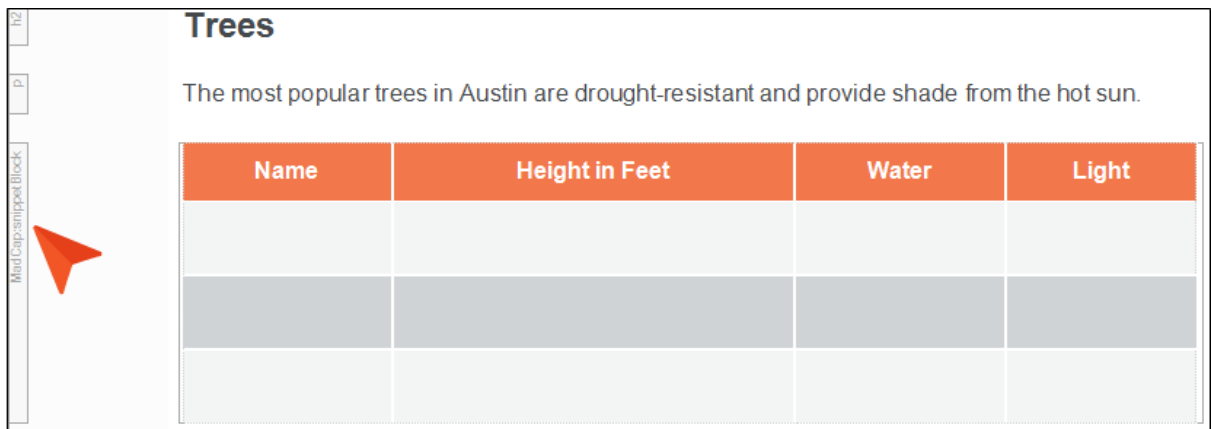
- Let's create a boilerplate table using the table stylesheet that comes with the Austin project. In the Insert Table dialog, fill out the following.
 - In the **Table Size** section: **Number of columns** type 4, **Number of rows** type 3, **Number of header rows** type 1.
 - In the **AutoFit Behavior** section, select **AutoFit to window**.


- c. In the **Table Style** section, from the **Table Style** drop-down, select the **Alternate-Row-Color** file.





6. Click **OK**.
7. Now, let's fill in the header row so each time the snippet is inserted that row is already populated.
- In the top left cell, type `Name`.
 - In the next cell to the right, type `Height in Feet`.
 - In the next cell to the right, type `Water`.
 - In the last cell, type `Light`.

8. Click  to save your work.
9. Open **Austin-Plants.htm** in the XML Editor.
10. Under the "Trees" heading, place the cursor after the last word in the first paragraph and press **ENTER**. This creates a new paragraph.
11. From the Content Explorer, under **Resources > Snippets**, select **Table-Boilerplate.flsnp**, and drag it to the empty paragraph.
12. The table gets inserted as a block snippet. Block snippets are typically used for larger chunks of content that involve one or more paragraphs or block elements. Notice the structure bar label is "MadCap:snippetBlock."



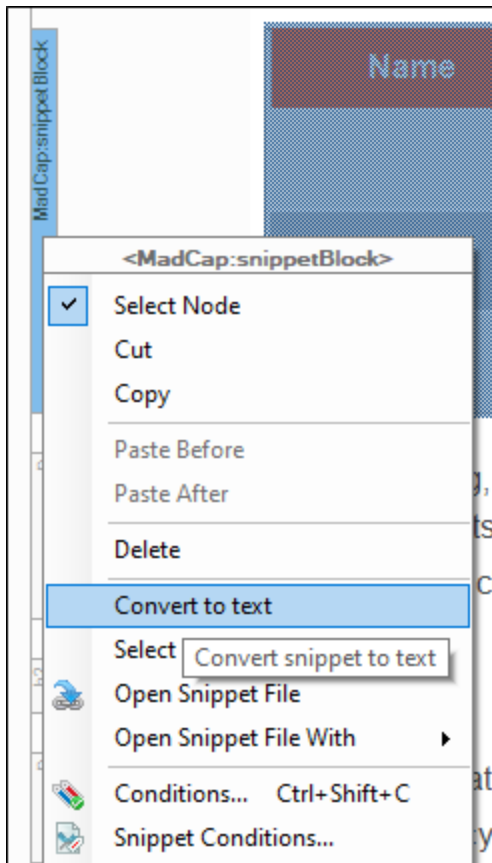
13. Let's use it again. Under the "Vines" heading, place the cursor after the last word in the first paragraph and press **ENTER**.
14. From the Content Explorer, under **Resources > Snippets**, select the **Table-Boilerplate.flsnp**, and drag it to the empty paragraph.
15. Click  to save your work.

 **NOTE** When creating a bunch of snippets, you might find you use some more often than others. You can pin those frequently used snippets to easily find them. This can be done via the Snippet Link dialog or from the topic's local toolbar by selecting **Insert a snippet** . For more information see the Help system.

I How to Convert a Snippet to Text

Since the block of content in this snippet is a boilerplate for a table, it needs to be converted to text so unique information can be added to it. Each time a table of this type is needed in the project, reusing this template can save authoring time. This can be a valuable workflow if multiple tables are required for many topics.

1. Open **Austin-Plants.htm** in the XML Editor.
2. From the structure bar, right-click **MadCap:snippetBlock**, and from the context menu select **Convert to text**. Do this for both snippet blocks.



Converting a snippet to text removes the link to the snippet file.


3. Click  to save your work.


4. Each table is ready to add specific content to it. In the "Trees" table, type the following text, starting in the left cell and working to the right.
 - a. First row: Live oak, 60, low, sun or part shade
 - b. Second row: Cedar elm, 75, very low, sun or part shade
 - c. Third row: Desert willow, 20, very low, sun

	Name	Height in Feet	Water	Light
	Live oak	60	low	sun or part shade
	Cedar elm	75	very low	sun or part shade
	Desert willow	20	very low	sun

5. In the "Vines" table, type the following text, starting in the left cell and working to the right.
 - a. First row: Texas wisteria, 30, medium, sun or part shade
 - b. Second row: Carolina jessamine, 20, medium, sun or part shade
 - c. Third row: Star jasmine, 20, low, sun or part shade

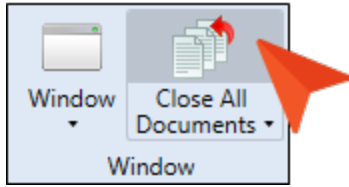
	Name	Height in Feet	Water	Light
	Texas wisteria	30	medium	sun or part shade
	Carolina jessamine	20	medium	sun or part shade
	Star jasmine	20	low	sun or part shade

 **TIP** If your column widths look different than the images above, press **F5** to refresh the topic.

 **NOTE** Table columns, rows, and styles can be adjusted however you like. For more information see the Help system.

6. Click  to save your work.

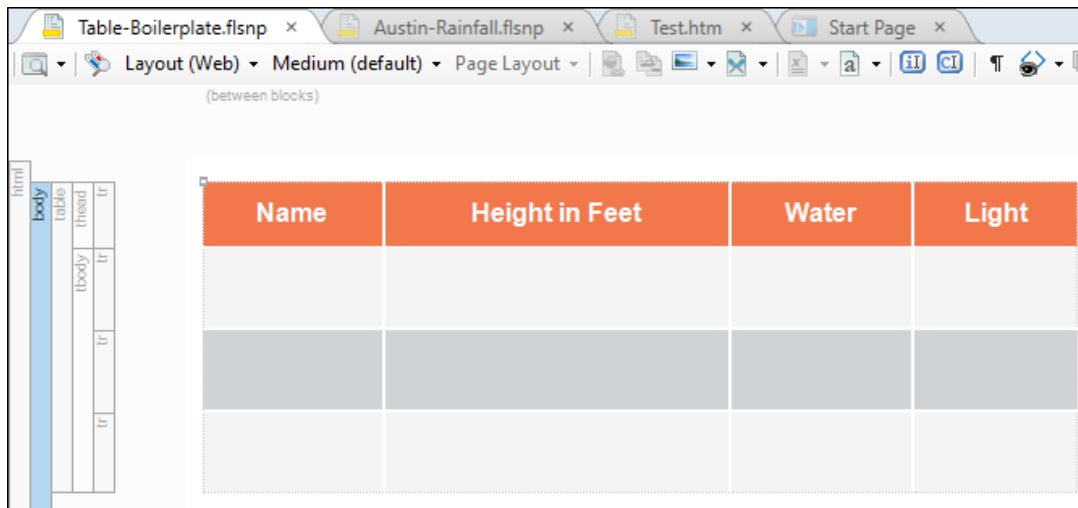
7. From the **Window** ribbon, select **Close All Documents**. It is good practice to close files that have been opened in the XML Editor when you are done working with them. Otherwise, if you leave many files open, it might take longer to load everything the next time you launch Flare Desktop.



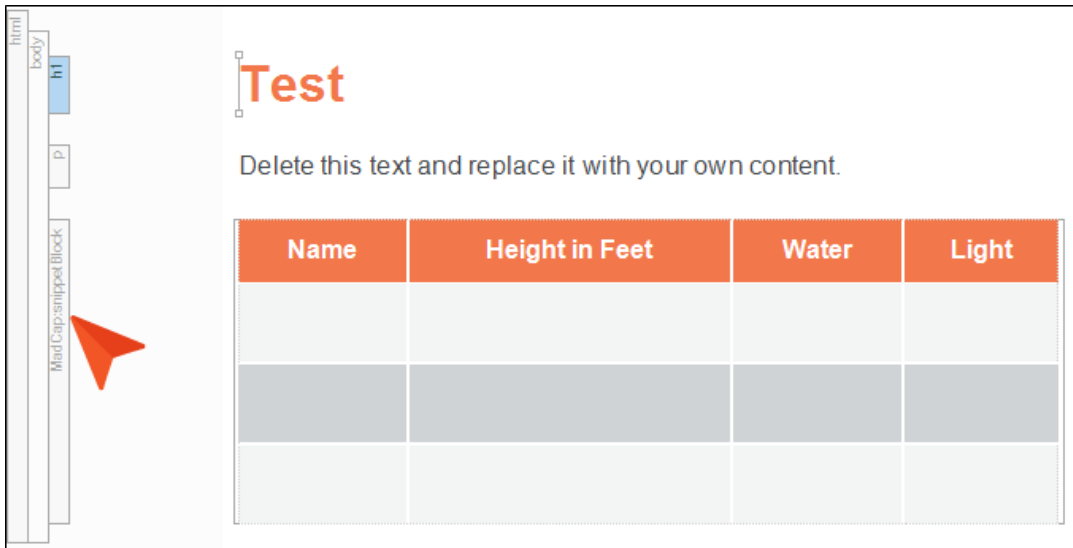
Example

☆ **EXAMPLE** The style behavior of a snippet depends on *how* a snippet is *inserted*. If a snippet is inserted in a line where other content exists, it is inserted as a text snippet. If a snippet contains block tags (e.g., paragraphs) and is inserted at an empty paragraph, it is inserted as a block snippet, and no other content can be typed in the line it occupies.

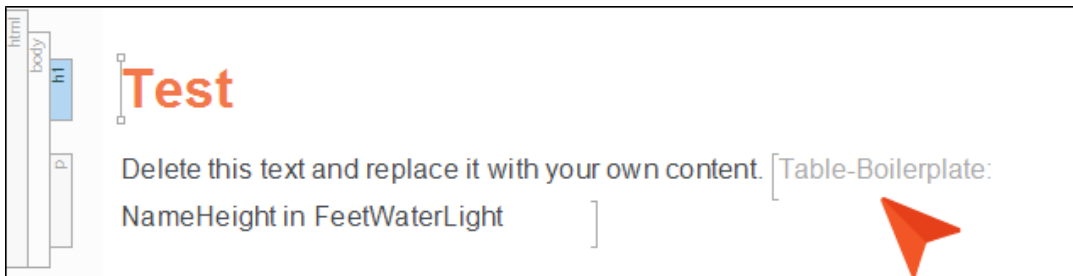
Consider the Table-Boilerplate snippet created for this tutorial. The content in this snippet file exists as a table.



- ☆ Let's say we insert the Table-Boilerplate snippet into a test topic. If the snippet is inserted into a new paragraph, the snippet gets inserted as a block snippet.

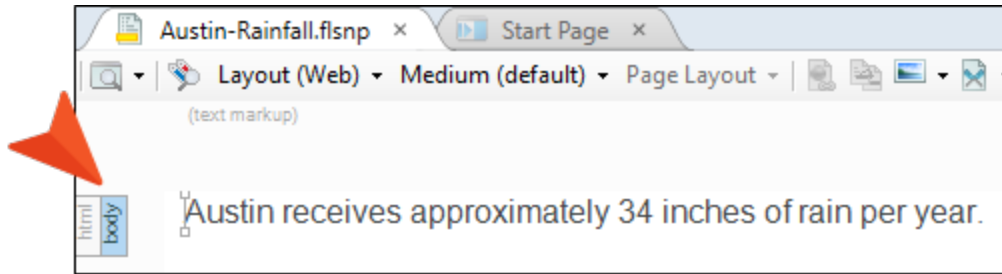


But if we insert the Table-Boilerplate snippet into an existing line of content, it gets inserted as a text snippet and we do not get our desired results.



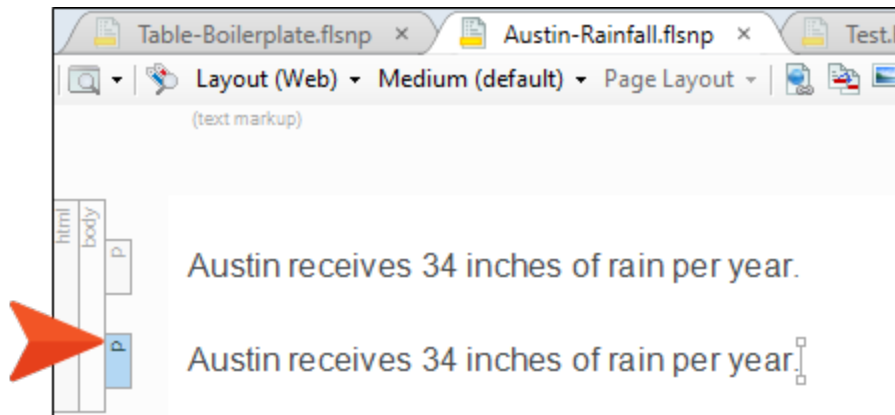
It is good practice to insert block-level snippets (consisting of one or more paragraphs) into an empty paragraph.

- ☆ Now, consider the Austin-Rainfall snippet for this tutorial. Because the snippet was created by highlighting some content inline, it only includes a <body> tag.

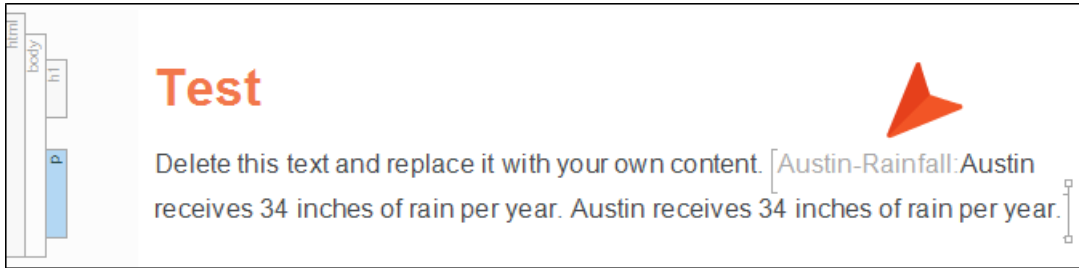


It does not have a block tag (e.g., paragraph tag). In this state, the snippet gets inserted as a text snippet regardless of how or where it is inserted.

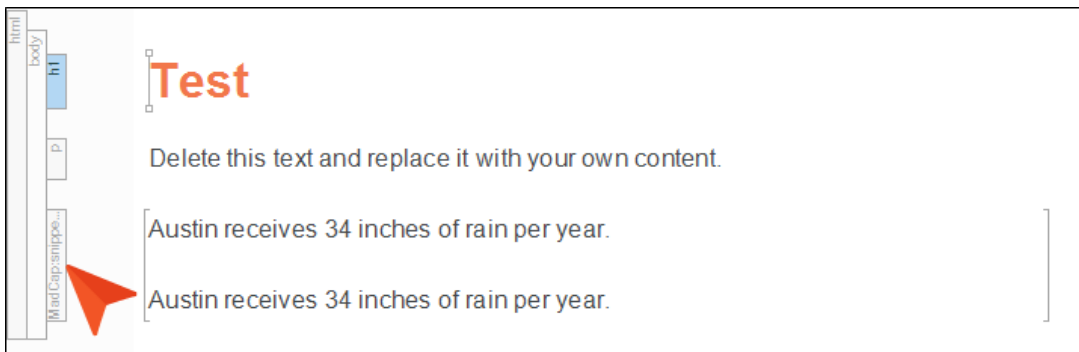
But let's say we modify the snippet so a paragraph tag is added to the original text and another paragraph is added to it. (You don't have to have more than one paragraph or block element; we're just doing it here to illustrate clearly that we've got block tags within the main <body> tag, instead of just the <body> tag.)



- ☆ If we place the snippet into the test topic, inline at the end of an existing paragraph, it is inserted as a text snippet and assumes that paragraph style.



But if the Austin-Rainfall snippet is inserted into the test topic in an empty paragraph, it gets inserted as a block snippet.



Remember that a snippet only becomes a text or block snippet when it is inserted.


Variables

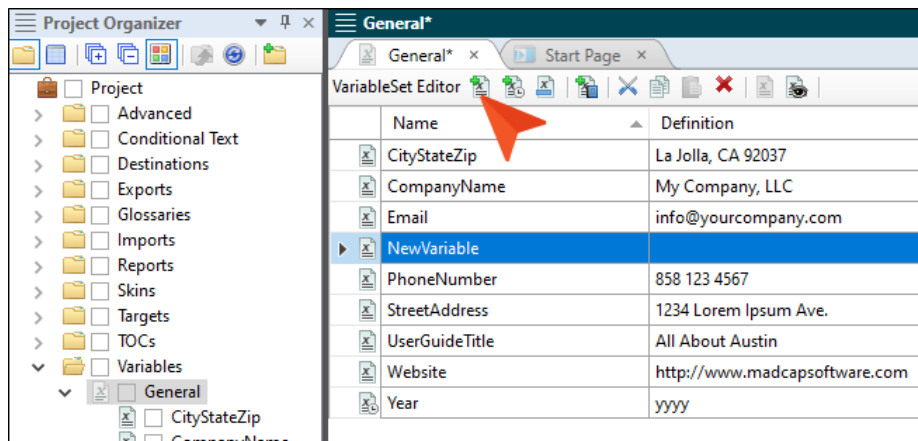
Variables are shorter strings of content that exemplify creating content once, maintaining it in one place, and then reusing the same content multiple times. Unlike snippets, variables are unformatted bits of information, leaving them to inherit the formatting of the paragraph where they are inserted.

This chapter discusses the following:

How to Create a Single Definition Variable	33
How to Insert a Single Definition Variable	34
How to Create Multiple Definition Variables	35
How to Change Multiple Definition Variables	36
How to Preview Output	37

I How to Create a Single Definition Variable

1. From the Project Organizer, double-click the **Variables** folder.
2. Double-click the **General** variable set. The Variable Set Editor opens.
3. In local toolbar click **Add variable** . A new variable row is added.





4. Click in the **New Variable** field and give it a name. Type `VersionNumber`.
5. Click in the blank field to the right of the new variable, and press **F2**. Give it a definition by typing `Version 001`.



6. Click  to save your work.

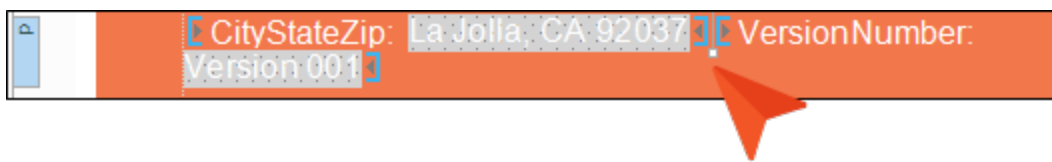
Notice the other variables listed in the Variable Set Editor. Variables are especially useful for information that is likely to change frequently such as a date or a version number. For more information see the Help system.

 **NOTE** When creating variables in a project, you might find you use some more often than others. You can pin those frequently used variables to easily find them. This can be done via the Variables dialog or from a topic's local toolbar by selecting **Insert variable** . For more information see the Help system.

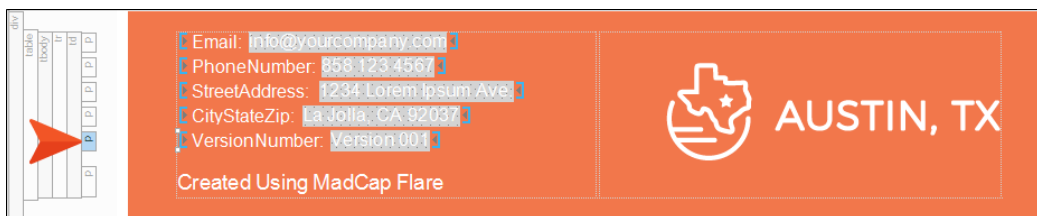
How to Insert a Single Definition Variable

In this tutorial, let's add our new variable to display along with other variables that already exist in the Austin project's template page for online output.



1. From the Content Explorer, expand **Resources > TemplatePages**, and double-click **HomePage.flmsp**. The file opens in the XML Editor.
2. Place the cursor after the "CityStateZip" variable.
3. From the Project Organizer, select the **VersionNumber** variable, and drag it to the cursor location in the XML Editor.



4. With the cursor after the "CityStateZip" variable, press **ENTER** to create a new paragraph footer.



5. Click  to save your work.

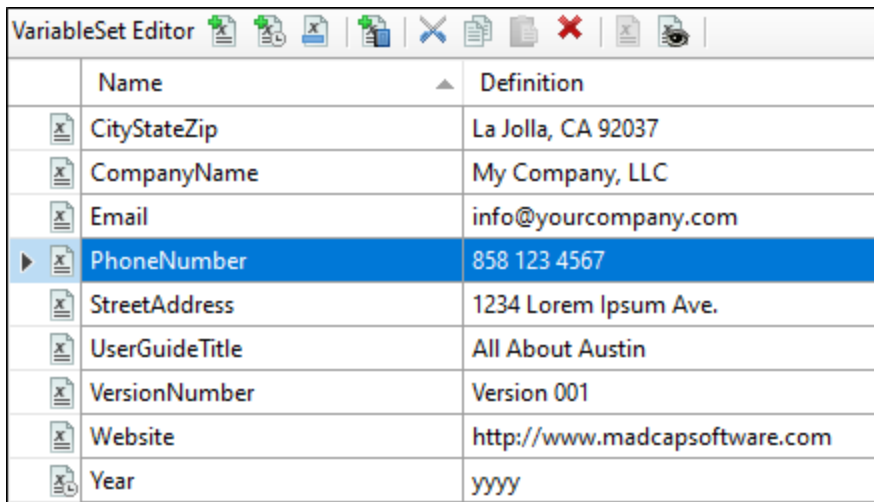
 **NOTE** If you do not see markers in the form of brackets around variables, from the topic's local toolbar click **Show tags** , and then **Markers**. For more information see the Help system.

 **NOTE** There are many ways to insert variables. For more information see the Help system.


I How to Create Multiple Definition Variables


Let's add an alternate phone number to the Austin project.

1. Open the **General** variable set in the Variable Set Editor.
2. Select the **PhoneNumber** row.



Name	Definition
CityStateZip	La Jolla, CA 92037
CompanyName	My Company, LLC
Email	info@yourcompany.com
PhoneNumber	858 123 4567
StreetAddress	1234 Lorem Ipsum Ave.
UserGuideTitle	All About Austin
VersionNumber	Version 001
Website	http://www.madcapsoftware.com
Year	yyyy

3. From the local toolbar click **Add variable definition** . A new row is added for a new definition.
4. Click in the empty cell that is added, and give it a definition. Type 858 555 5555 and press **ENTER**. This "grayed out" second entry is an alternate definition for the phone number variable.



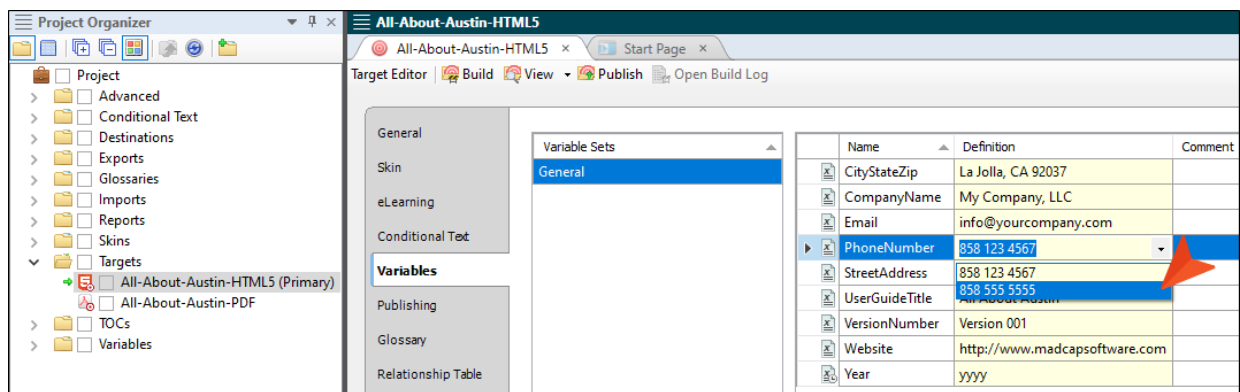
PhoneNumber	858 123 4567
PhoneNumber	858 555 5555

5. Click  to save your work.


How to Change Multiple Definition Variables

When using multiple definition variables, by default the primary definition listed is applied to the project. But let's override that and set the variable to the alternate phone number using the Target Editor.

1. From the Project Organizer, expand the **Targets** folder to see the available targets.
2. Double-click the **All-About-Austin-HTML5 (Primary)** target. The Target Editor opens.
3. Click the **Variables** tab. Notice the "PhoneNumber" variable includes a down arrow for its definition.
4. Click the down arrow and select the recently added phone number. (At this point, you could change any of the other the definition variable fields by simply clicking in the Definition cells and typing new content to override what was originally defined, but let's not do that for this demonstration.)




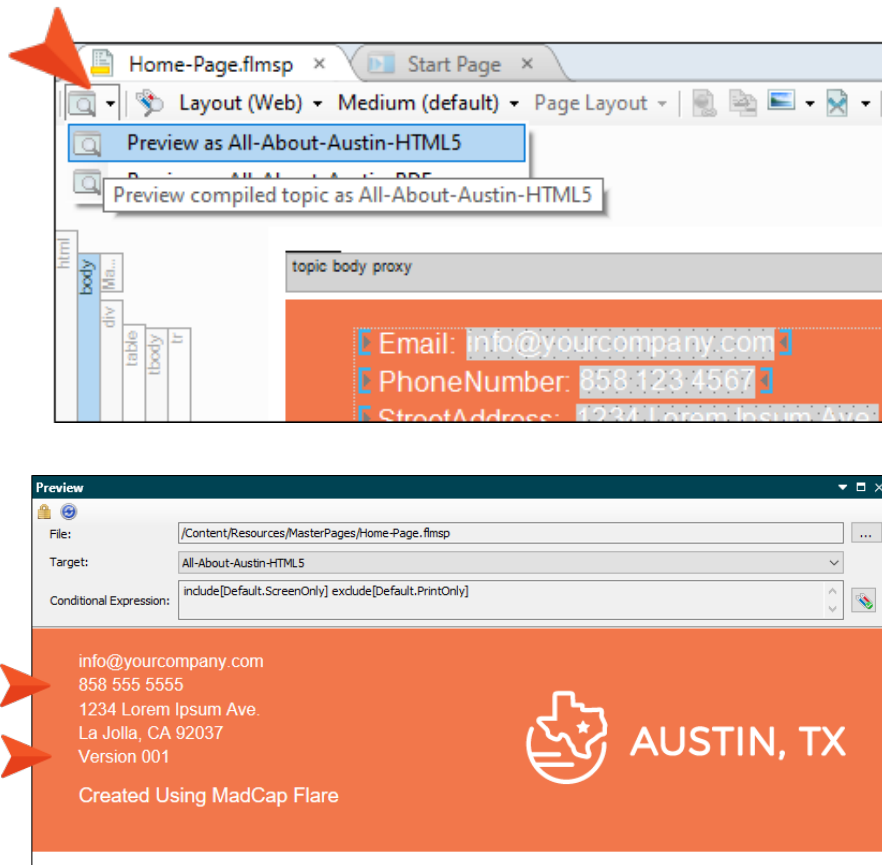
5. Click  to save your work.

 **NOTE** Variables created and defined in the Variable Set Editor are at the project level. As we just did, project-defined variables can be overridden at the target level in the Target Editor. As an aside for a more advanced user, snippet variables are defined at a topic level within snippets and override both project- and target-level variables. For more information see the Help system.

How to Preview Output

We've set some new variables, but are not quite ready to build output. Let's view a preview of the topic that includes the variables to see what it looks like (you can do this for any content file).

1. Open **Home-Page.flmsp** in the XML Editor.
2. From the local toolbar click the **Preview as primary target**  drop-down, and select **Preview as All-About-Austin-HTML5**. Flare Desktop opens a Preview window with the current work displayed.



3. Close the Preview window.
4. From the **Window** ribbon, select **Close All Documents**.

CHAPTER 6

Conditions


A condition is a single-sourcing feature that gets applied to content for producing different output. Conditions are great for filtering content for certain audiences or output formats. For more information see the Help system.

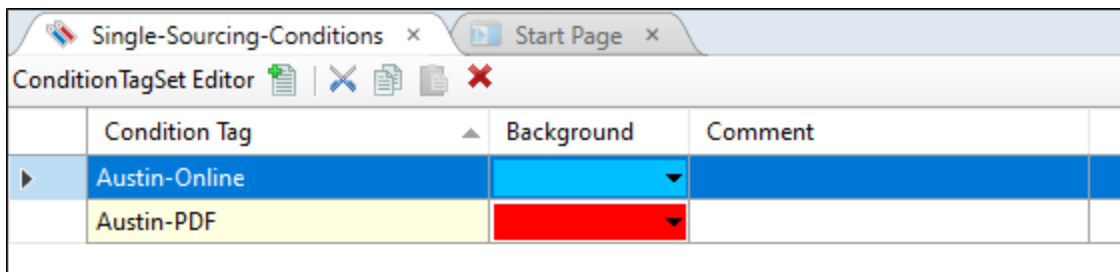
This chapter discusses the following:


How to Create a Condition Tag Set	39
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How to Apply a Condition to a Folder	41
How to Associate a Condition With a Target	42
How to Create a Table of Contents With Conditions	44
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I How to Create a Condition Tag Set

The first thing to do is create a condition tag set and add conditions to it. Even though the Austin project already includes a default condition set, we are going to create a new one. For more information see the Help system.

1. From the Project Organizer, right-click the **Conditional Text** folder, and select **Add Condition Tag Set**.
2. In the **File Name** field of the dialog, enter `Single-Sourcing-Conditions`, and then click **Add**. The Condition Tag Set Editor opens.
3. In the local toolbar, click **New item** . A new row is added and selected.
4. Press **F2**, select the text, type `Austin-Online`, and then press **ENTER**.
5. Remove the other conditions that were automatically added when you created the new condition tag set.
6. Repeat steps 3 and 4 to create another condition called `Austin-PDF`.

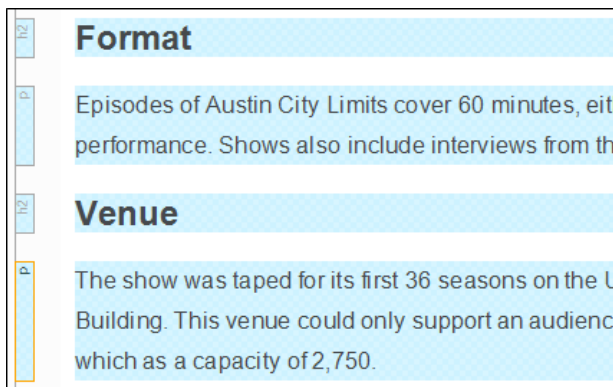
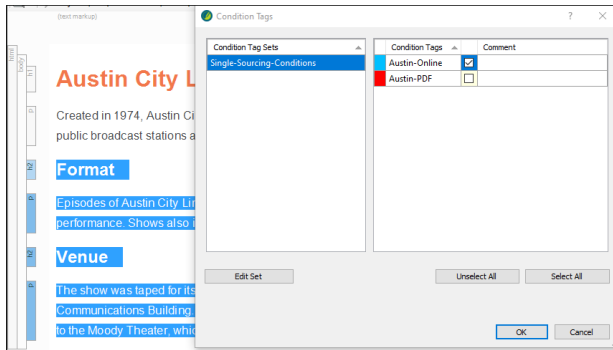


7. Click  to save your work.
8. From the Project Organizer, expand the **Conditional Text** folder.
9. Remove the default conditions. Right-click **Default**, and select **Delete**.
10. In the Delete dialog, click **OK**.
11. In the Link Update dialog, select **Remove Links**.


 **NOTE** Conditions are indicated by color, which makes them easy to see and identify at a glance. You can change the background color in the Condition Tag Set Editor at any time.

How to Apply a Condition to Content

1. From the Content Explorer, double-click **Austin-City-Limits.htm**. The topic opens in the XML Editor.
2. To set conditions to several blocks of content, we need to select the content. Select from the "Format" heading to the end of the topic.
3. From the **Home** ribbon, select **Conditions**. The Condition Tags dialog opens.
4. Select **Austin-Online**. Click **OK**.




5. Click  to save your work.

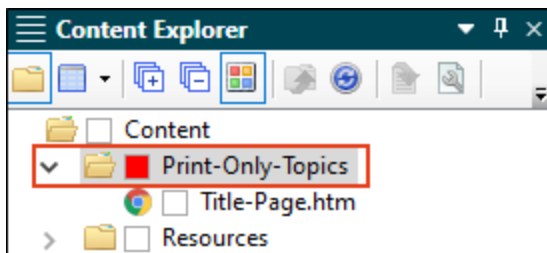
 **NOTE** There are many ways to apply a condition. Keep in mind that topics, project files, and content of all types (paragraphs, links, images, glossary terms, etc.) can be marked with a condition. For more information see the Help system.



I How to Apply a Condition to a Folder

1. In the Content Explorer, expand **Print-Only-Topics**. The Title-Page.htm topic is applicable to PDF output only, so let's add a condition to the folder. By applying a condition to a folder, that condition is automatically applied to all files under it. If more topics get added to this folder in the future, the condition on the folder will be used for each topic file.

 **NOTE** Take care as to where you apply conditions in the Content Explorer to avoid conflicts. Otherwise, files might be included when you intended them to be excluded. For example, you might have applied a condition to individual topics, and you've told the target to *exclude* that condition. But you've also applied a condition to the folder, and you've told the target to *include* that condition. As a result, the topics will be *included* in the output. The opposite will also result in included files (i.e., if you tell Flare Desktop to exclude the condition set on the folder and include the conditions set on the topics, the topics will be included).

2. Right-click the **Print-Only-Topics** folder, and select **Properties**.
3. In the Properties dialog, select the **Conditional Text** tab, and select **Austin-PDF**. Click **OK**. The folder now has a red square next to it, representing the Austin-PDF condition.

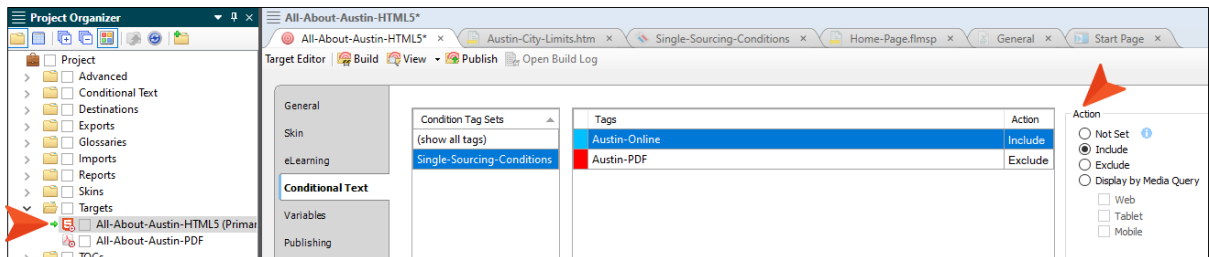


 **NOTE** If you do not see the condition squares, from the Content Explorer's local toolbar click **Hide/Show indicators for condition tags** .

I How to Associate a Condition With a Target

Once conditions are applied, they need to be associated with a target, by including or excluding them as necessary. In other words, you have to tell Flare Desktop what to do with the condition tags.

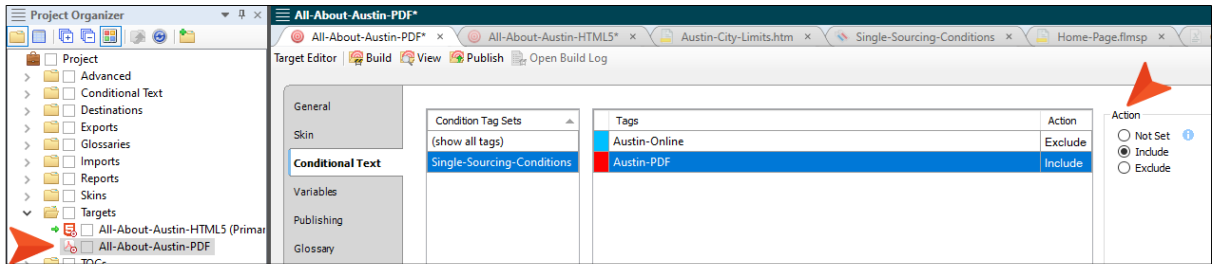
1. From the Project Organizer, expand the **Targets** folder.
2. Double-click the **All-About-Austin-HTML5 (Primary)** target. The Target Editor opens to the right.
3. Click the **Conditional Text** tab. The Single-Sourcing-Conditions tag set displays.
4. Since this is the HTML5 target, select the **Austin-PDF** row. From the **Action** section, select **Exclude**.
5. Click the **Austin-Online** row, and from the **Action** section, select **Include**.



NOTE If there were multiple tag sets in the project, (show all tags) would display tags for all the condition tag sets.

6. Under the Project Organizer **Targets** folder, double-click the **All-About-Austin-PDF** target. The Target Editor opens to the right.
7. Click the **Conditional Text** tab.
8. Since this is the PDF target, select the **Austin-Online** row. From the **Action** section, select **Exclude**.

9. Click the **Austin-PDF** row, and from the **Action** section, select **Include**.




10. Click  to save all files.


11. From the **Window** ribbon, select **Close All Documents**.


I How to Create a Table of Contents With Conditions


We need to add the two topics we created at the beginning of the tutorial to a table of contents (TOC). In a project you can have many TOC files—perhaps one for each target, or you can have a single TOC for multiple targets. In the spirit of single-sourcing content, let's use one TOC and apply conditions to it. For more information see the Help system.

 **NOTE** The number of TOCs you use depends on the complexity of the TOC. The TOC in this tutorial is simple. There are just a handful of files altogether, and there are just a couple of differences between the online and print output. In this case, one TOC is easy to manage. On the other hand, imagine one TOC containing hundreds of topics for 25 different outputs. If all the outputs had only a third of the files in common and the rest were marked with conditions, then the TOC might be more time consuming to manage. For that case, it would be better to create multiple TOCs.

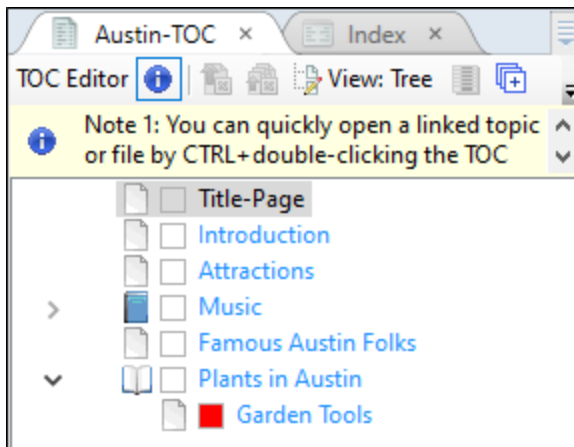
1. From the Project Organizer, expand the **TOCs** folder. The Austin project includes separate TOCs for the online and print outputs, but we're going to use only one.
2. Right-click on the **Print-TOC** file, and from the context menu select **Rename**. We are renaming the Print-TOC file to use as a base for a new TOC because it already includes the necessary settings for PDF output (as well as online output).
3. Give the TOC a new name. Type `Austin-TOC`, and press **ENTER**.
4. In the Link Update dialog, click **Update Links**.
5. Right-click on the **Online-TOC (Primary)** file, and from the context menu select **Delete**.
6. From the Delete dialog, click **OK**.
7. In the Link Update dialog, click **Remove Links**.
8. Double-click the **Austin-TOC** file to open it for editing.
9. From the Content Explorer, drag the new topics and drop them logically into the TOC Editor.
 - a. Select **Austin-Plants.htm**, and drop it in the TOC as a new section after **Famous Austin Folks**.
 - b. Select **Garden-Tools.htm**, and drop it under **Plants in Austin** so that it is indented under it (i.e., it is a "child" of "Plants in Austin").

 **NOTE** In order to align TOC items correctly you might have to use the TOC arrow keys in the toolbar to move items up, down, to the right, or to the left in the TOC structure. For more information see the Help system.

10. Click  to save your work.
11. Let's say we want the Garden Tools topic to show in the PDF output only. From the TOC Editor, right-click **Garden Tools**, and select **Properties**.

 **NOTE** If the condition is set in the TOC and not on the file in the Content Explorer, searching for that content online is still possible.


12. In the Properties dialog, select the **Conditional Text** tab, and then select **Austin-PDF**. Click **OK**. The TOC should look like this when you are done:



You might be wondering why the topic Title-Page.htm from the Print-Only-Topics folder does not show its associated condition tag in the TOC. Since the Austin-PDF condition has already been set in the Content Explorer, and that condition is designed to include the file in the PDF output only, it is not necessary to mark it again in the TOC Editor. Flare Desktop will exclude the file from online output, and it will also automatically exclude the reference to it from the TOC in online output.

13. Click  to save your work.

I What's Noteworthy?

 **NOTE** It is recommended to step through the Snippet Conditions Tutorial. It shows you how to create condition tags sets, and how to use snippet conditions for single-sourcing. Snippet conditions allow you to add conditions to snippets and then include or exclude the content at the topic level. This feature provides more flexibility to customize the use and look of content. For more information see the Help system.

Building Single-Sourced Output

In this tutorial we have briefly stepped through the most common features that support single-sourcing. When grasped to their fullest, these concepts are extremely powerful in creating efficient, versatile, and custom projects for managing content.

This chapter discusses the following:

How to Generate HTML5 Output	48
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Review Austin Project in PDF Output	51
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I How to Generate HTML5 Output

1. From the **Project** ribbon, select the **Build Primary** drop-down, and then select **Build All-About-Austin-HTML5**.
2. The Builds window pane opens at the bottom of the Flare Desktop interface, and the target begins to generate.

When the build finishes successfully, the Build Progress cell turns dark green.

3. Double-click the row to open the HTML5 output and review everything you've done.

I Review Austin Project in HTML5 Output

The following is a list of things you might want to look at in the HTML5 output.

- **Plants in Austin Page** Notice the snippets (the table boilerplate) that got converted to text.

Plants in Austin

Many plants thrive in Austin's humid subtropical climate that consists of mild winters and long hot summers. Trees, shrubs, perennials, succulents, vines are just a handful of plant types to choose from to work into any home garden or landscaping design. For inspiration on what to plant, be sure to visit the Zilker Botanical Garden.

Trees

The most popular trees in Austin are drought-resistant and provide shade from the hot sun.

Name	Height in Feet	Water	Light
Live oak	60	low	sun or part shade
Cedar elm	75	very low	sun or part shade
Desert willow	20	very low	sun or part shade

When planting, consider grouping drought tolerant plants together in sunny locations and grouping plants that need more moisture and shade in protected areas. Austin receives 34 inches of rain per year.

Vines

- **Introduction Page** Notice the added (and edited) inline snippet under the Climate heading.

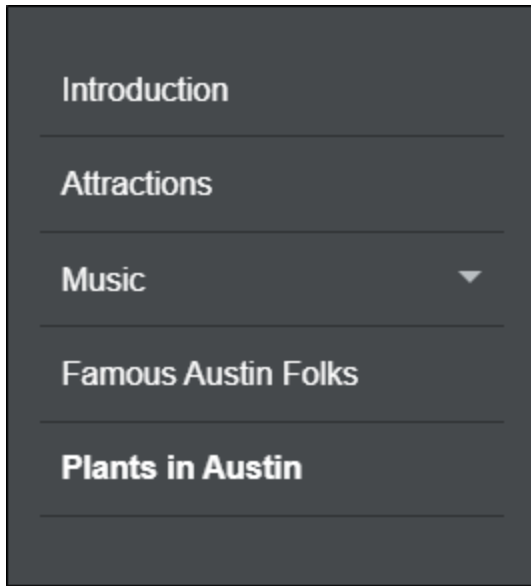
Climate

Austin's climate combines characteristics of the dry deserts in the American Southwest and the lush, green, more humid areas of the American Southeast. Austin receives 34 inches of rain per year.

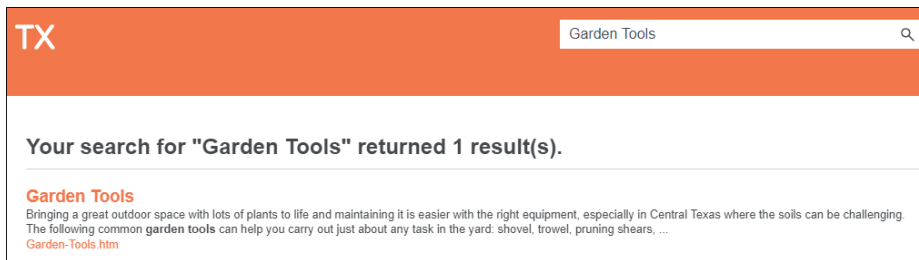
- **Home Page View** by clicking on the Austin logo in the upper-left corner. Notice the footer contains the variables you set in the project template page.

- **Austin City Limits Page** Notice the Format and Venue content is included.

- **Side Navigation Panel** Notice the Garden Tools topic is excluded.



- **Search** In the **Search** field, type `Garden Tools` and press **ENTER**. Notice that search results display for that topic, even though you marked the Garden Tools topic to be included in the TOC for the PDF output only.



I How to Generate PDF Output

1. From the **Project** ribbon, select the **Build Primary** drop-down, and then select **Build All-About-Austin-PDF**.
2. The Builds window pane opens at the bottom of the Flare Desktop interface, and the target begins to generate.

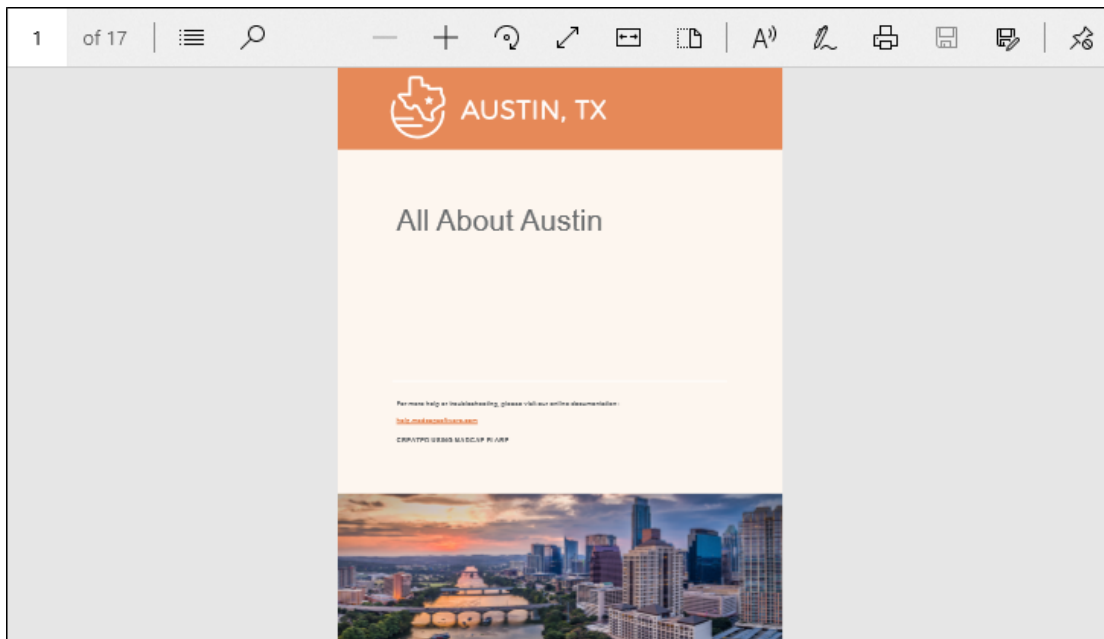
When the build finishes successfully, the Build Progress cell turns dark green.

3. Double-click the row to open the PDF output and review everything you've done.

I Review Austin Project in PDF Output


The following is a list of things you might want to look at in the PDF output.

- **Title Page** Notice the title page, designated as a print-only topic, is included.



- **Table of Contents** Notice the Garden Tools topic is included.

TOC	
Introduction	3
History	3
Climate	4
Attractions	5
State Capitol	6
Zilker Park	7
Lady Bird Lake	8
Music	9
South by Southwest	10
Austin City Limits	11
Famous Austin Folks	12
Plants in Austin	14
Trees	15
Vines	16
Garden Tools	17



- **Introduction** View the Climate heading and notice the added (and edited) inline snippet.

Climate

Austin's climate combines characteristics of the dry deserts in the American Southwest and the lush, green, more humid areas of the American Southeast. Austin receives 34 inches of rain per year.

- **Austin City Limits** Notice the Format and Venue content is excluded.

Austin City Limits

Created in 1974, Austin City Limits is a widely popular, award-winning music television show airing on public broadcast stations around the county.

- **Plants in Austin** Notice the snippets (the table boilerplate) that got converted to text, and also the content for Garden Tools.

Name	Height in Feet	Water	Light
Texas wisteria	30	medium	sun or part shade
Carolina jessamine	20	medium	sun or part shade
Star jasmine	20	low	sun or part shade

Vines
Vines are great because they grow vertically along walls, trellises, and fences. Climbers also provide privacy screening and color to brighten up an otherwise bare wall.

Garden Tools
Bringing a great outdoor space with lots of plants to life and maintaining it is easier with the right equipment, especially in Central Texas where the soils can be challenging. The following common garden tools can help you carry out just about any task in the yard: shovel, trowel, pruning shears, loppers, hoe, rake, spading fork, garden hose, wheelbarrow, and garden gloves. Lastly, don't forget to wear a wide-brimmed hat under that hot Austin sun.

What's Noteworthy?

- ✓ **TIP** As you learn more about single-sourcing, the benefits and power they bring to a project, you soon find out that they can be addictive! Remember to keep your authoring simple and to use these features smartly. Otherwise they might become more complex than intended. For example, if you find yourself using an absurd number of snippets, variables, or conditions to make your topic do something, consider restructuring the topic instead.

APPENDIX

PDFs

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

I Tutorials

Autonumbers Tutorial

Back-to-Top Button Tutorial

Context-Sensitive Help Tutorial

Custom Toolbar Tutorial

eLearning Tutorial—Basic

eLearning Tutorial—Advanced

Getting Started Tutorial

Image Tooltips Tutorial

Lists Tutorial

Meta Tags Tutorial

Micro Content Tutorial—Basic

Micro Content Tutorial—Advanced

Responsive Output Tutorial

Single-Sourcing Tutorial

Snippet Conditions Tutorial

Styles Tutorials

Tables Tutorial

Word Import Tutorial

| Cheat Sheets

Context-Sensitive Help Cheat Sheet

Folders and Files Cheat Sheet

Learning & Development Cheat Sheet

Lists Cheat Sheet

Micro Content Cheat Sheet

Print-Based Output Cheat Sheet

Search Cheat Sheet

Shortcuts Cheat Sheet

Structure Bars Cheat Sheet

Styles Cheat Sheet

I 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

*Flare Online Integration
Guide*

Getting Started Guide

Global Project Linking Guide

HTML5 Guide

Images Guide

Import Guide

Indexing Guide

Key Features Guide

Lists Guide

Meta Tags Guide

Micro Content Guide

Navigation Links Guide

Plug-In API Guide

Print-Based Output Guide

Project Creation Guide

QR Codes Guide

*Reviews & Contributions With
Contributor Guide*

Scripting Guide

Search Guide

SharePoint Guide

Skins Guide

Snippets Guide

Source Control Guide: Git

*Source Control Guide:
Perforce Helix Core*

*Source Control Guide:
Subversion*

*Source Control Guide: Team
Foundation Server*

Styles Guide

Tables Guide

Tables of Contents Guide

Targets Guide

Template Pages Guide

Templates Guide

Topics Guide

Touring the Workspace Guide

*Transition From FrameMaker
Guide*

*Translation and Localization
Guide*

Variables Guide

Videos Guide

What's New Guide