MadCap Software

Import Guide

Flare 10

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CHAPTER 1

About Importing

You can import files into Flare in these ways:

- **CHM** You can create a new project by importing an HTML Help (CHM) file. See "Importing CHM Files" on page 7.
- **DITA** You can create a new project or topics by importing DITA files. See "Importing DITA Files" on page 9.
- **FrameMaker** You can create a new project or topics by importing Adobe FrameMaker files. See "Importing FrameMaker Files" on page 21.
- **HTML Files** You can create a new project or topics by importing HTML files. See "Importing HTML Files" on page 79.
- **HTML Help Projects** You can create a new project by importing an HTML Help project (HHP) file. See "Importing an HTML Help Project" on page 133.
- **Source Control** You can create a new project by importing one located in source control. See "Importing from Source Control" on page 135.
- **Word** You can create a new project or topics by importing Microsoft Word files. See "Importing Word Files" on page 91.
- **Individual Files** You can import a wide variety of individual files into an existing Flare project. See "Importing Other Files" on page 139.
- **Global Project Linking** You can import content and project files contained in another Flare project, thus allowing you to maintain the information in one location but reuse it in any other project. When you use this feature to import files, you can include or exclude particular types of files (e.g., topics, snippets, stylesheets, glossaries, targets), specific individual files, or files that have certain condition tags applied. Simply use the include/exclude methods that work best for you. For more information about this feature, see the online Help or the *Global Project Linking Guide*.

CHAPTER 2

Importing CHM Files

Following are the steps for creating a project by importing an HTML Help (CHM) file.

HOW TO IMPORT AN HTML HELP (CHM) FILE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>HTML Help File (CHM)**.
   - **Menu** Select **File>Import Project>HTML Help File (CHM)**.
2. In the dialog that opens, browse for and double-click the CHM file to be imported. The Import Project Wizard opens.
3. Click **Next**.
4. In the **Project name** field, type a name for the new Flare project that will be created after you import the CHM file.
5. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
6. Click **Next**.
7. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

   If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XHTML. Also, if this option is not selected, Flare will not import index keywords from the source files.

8. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the HTML Help file.

> **E X A M P L E**
>
> If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

9. Click **Next**.
10. Select a language for the project.
11. Click **Finish**. A message tells you that the project was converted successfully and will be opened.
12. Click **OK**.

CHAPTER 3

Importing DITA Files

Darwin Information Typing Architecture (DITA) file content is supported in Flare. DITA is an XML-based markup language with its own schema for authoring, producing, and delivering technical information. It is a standard of the Organization for the Advancement of Structured Information Standards (OASIS), and it consists of a set of design principles for creating "information-typed" modules at a topic level and for using that content in various delivery modes.

You can import DITA files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT DITA FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>DITA Document Set** or **Project>Import>DITA Document Set**.
   - **Menu** Select **File>Import Project>DITA Document Set**.

   The Import DITA Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**.
11. You can use the following options as necessary:
    - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
    - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
    - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
12. Click **Next**.

13. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.

    - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

      > **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
14. Click **Next**.
15. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
16. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO DITA FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>DITA Document Set**.
   - **Menu** Select **File>Import Project>DITA Document Set**.

   The Import DITA Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**.
8. You can use the following options as necessary:
   - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
   - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
9. Click **Next**.
10. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.
    - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

> **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element

called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

» **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.

11. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
12. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT DITA FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A DITA IMPORT FILE

   a. Complete the steps for adding an import file. See "Additional DITA Tasks" on page 19.

   b. Open the file in the DITA Import Editor.

   IF YOU ALREADY HAVE A DITA IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the DITA Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.

	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **Options** tab.
7. You can use the following options as necessary:
   - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
   - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
8. Select the **Stylesheet** tab.
9. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.
   - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

> **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you

have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

» **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.

10. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
11. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: A link icon displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

Additional DITA Tasks

Following are some other DITA-related tasks that you can perform in Flare when it comes to importing.

- **Add DITA Import File** See "Adding a DITA Import File" below.
- **Open DITA Import File** See "Opening a DITA Import File" on the next page.

Adding a DITA Import File

The following steps show you how to add a DITA import file, which is used to import DITA file content into a project.

HOW TO ADD A DITA IMPORT FILE TO A PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Import File>Add DITA Import File**.
   - **Menu** Select **Project>Import File>Add DITA Import File**.
   - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add DITA Import File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **DITA Import File** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized 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, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

     Note: In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.

   - **New from existing** This lets you 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 the browse button , 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 that you previously created in the 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 import file.
6. Click **Add**. The import file is added to the Imports folder in the Project Organizer.

After you add the new import file, you can import DITA file content into the project. See "Importing DITA Files" on page 9.

Opening a DITA Import File

The following steps show you how to open a DITA import file that you have added to a project. You can then use this file to import DITA file content into the project. See "Importing DITA Files" on page 9.

HOW TO OPEN A DITA IMPORT FILE

1. Make sure the Project Organizer is open.
2. Double-click the **Imports** folder. The DITA import files in your project are displayed.
3. Double-click the import file that you want to open. The DITA Import Editor opens to the right.

CHAPTER 4

Importing FrameMaker Files

You can import Adobe FrameMaker files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT FRAMEMAKER FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>FrameMaker Documents** or **Project>Import>FrameMaker Documents**.
   - **Menu** Select **File>Import Project>FrameMaker Documents**.

   The Import FrameMaker Documents Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   Tip: When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**. The FrameMaker documents are scanned and the next page of the wizard opens. The paragraph styles used in the FrameMaker documents are shown on the left side of the wizard page ("Used FrameMaker Styles").

Note: You can skip the rest of the wizard pages by clicking **Finish**.

11. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

E X A M P L E

If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

12. Click **Next**.
13. You can use the following options as necessary:

- **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
- **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
- **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
  - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.
- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout

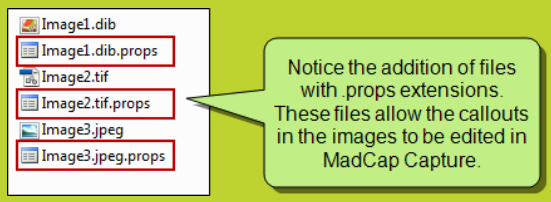
text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.

» **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

EXAMPLE

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.

On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.
  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

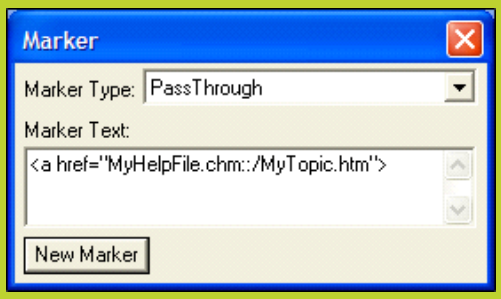
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.

- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

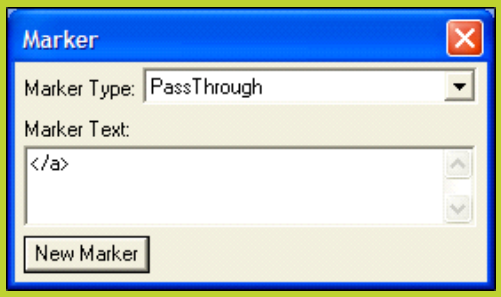
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

» **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.

  » **text** The marker content will be imported as regular text (default setting).

- **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
- **xml** The marker content is imported as a complete XML tag.

- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

E X A M P L E

Let's say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

14. Click **Next**.
15. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
    - **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
    - **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to

be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

16. Click **Next**.
17. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

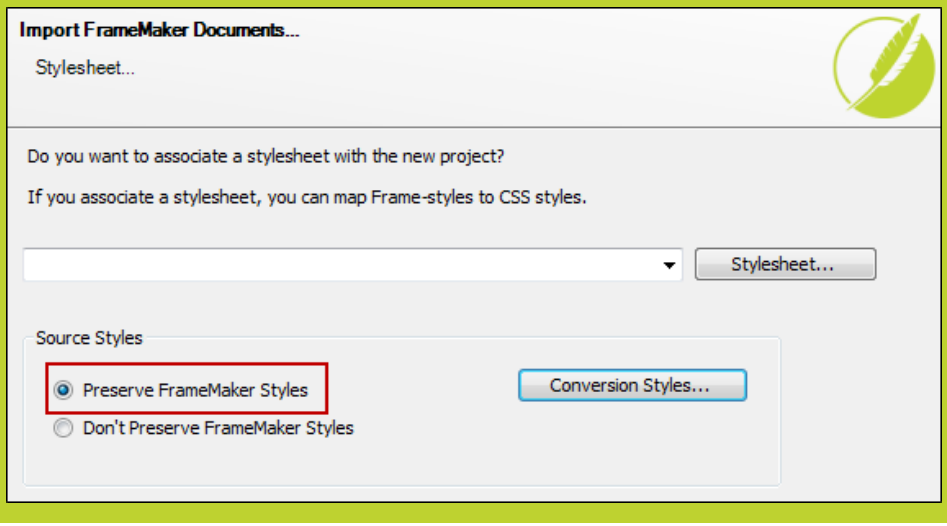
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

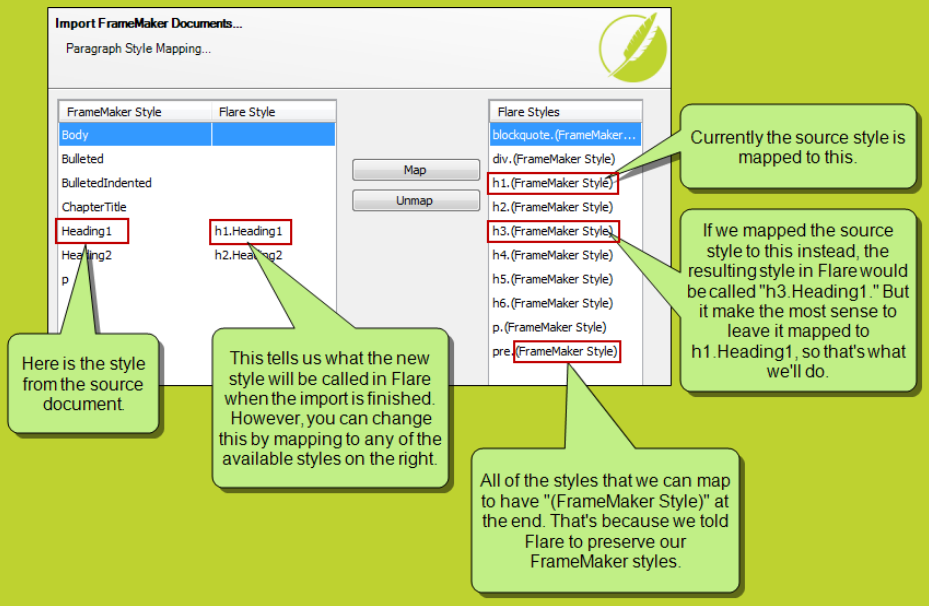
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

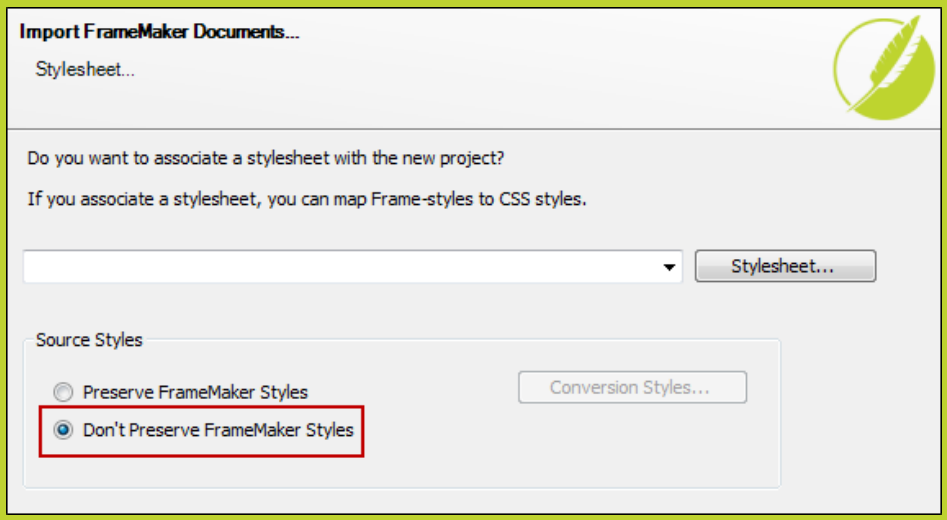
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

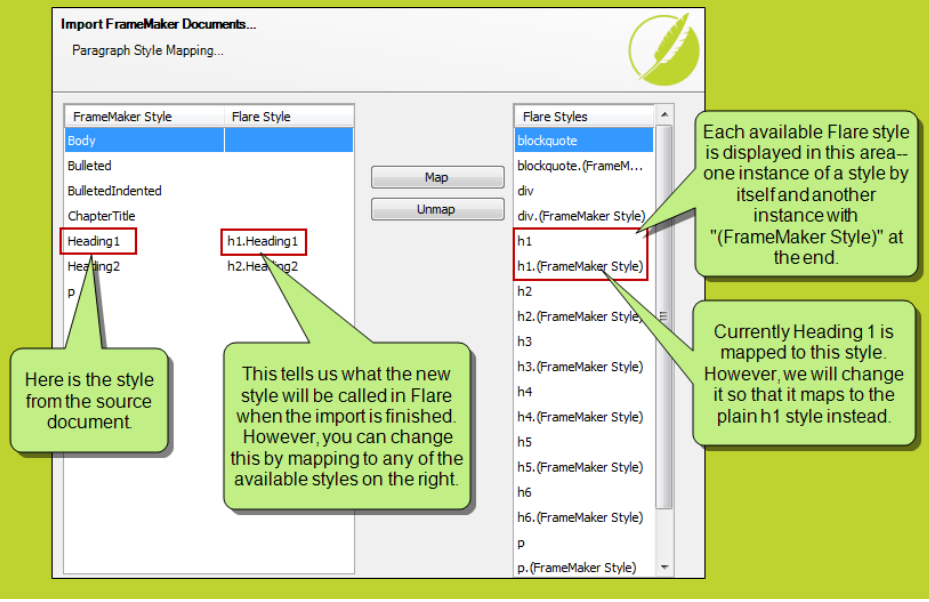
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

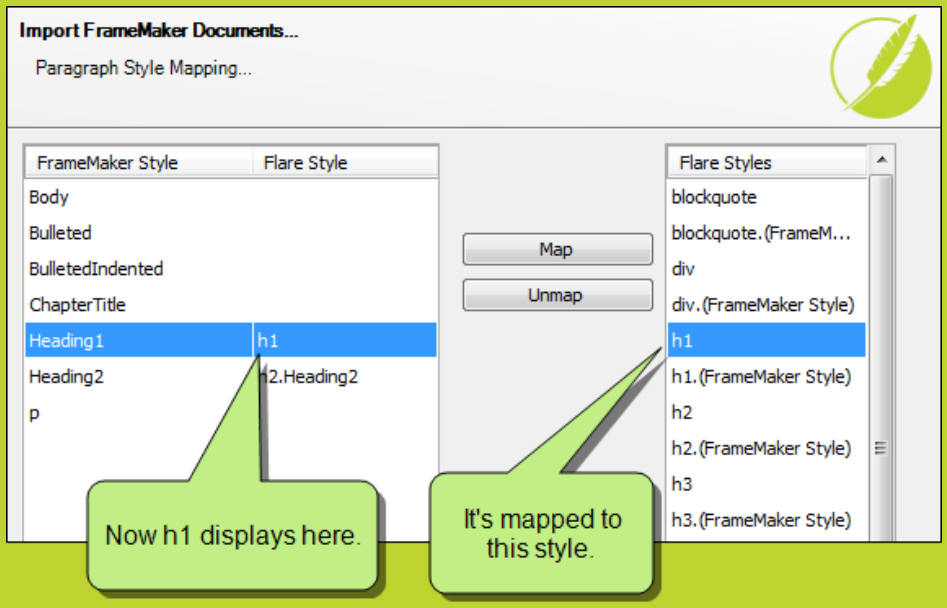
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

18. Click **Next**.
19. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

20. Click **Next**.
21. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
22. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
23. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT FRAMEMAKER FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>FrameMaker Documents**.
   - **Menu** Select **File>Import Project>FrameMaker Documents**.

   The Import FrameMaker Documents Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   Tip: When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.
6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**. The FrameMaker documents are scanned and the next page of the wizard opens. The paragraph styles used in the FrameMaker documents are shown on the left side of the wizard page ("Used FrameMaker Styles").

> **Note:** You can skip the rest of the wizard pages by clicking **Finish**.

8. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

9. Click **Next**.
10. You can use the following options as necessary:

   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a

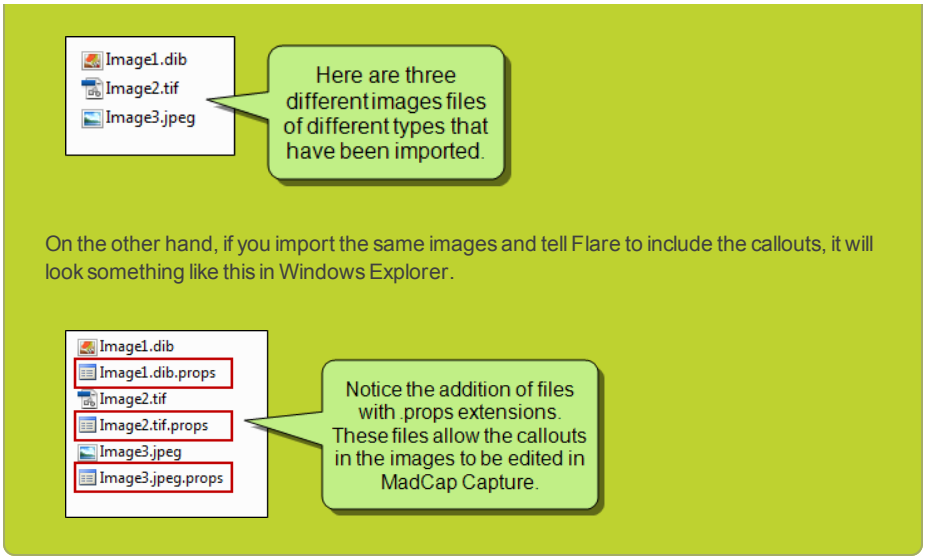
heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.

- **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
  - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

E X A M P L E

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.
  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing

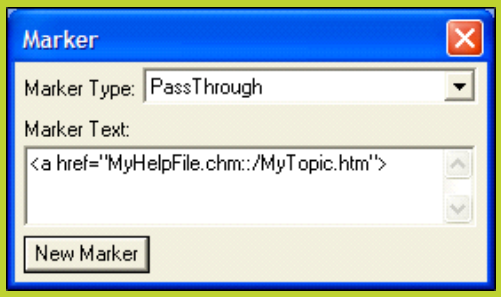
the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

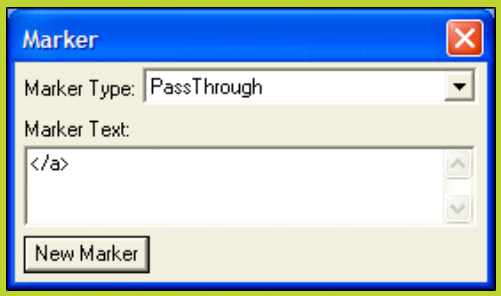
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
  - **text** The marker content will be imported as regular text (default setting).
  - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
  - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

EXAMPLE

Let's say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

11. Click **Next**.
12. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.
    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to

make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).

- **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

13. Click **Next**.
14. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

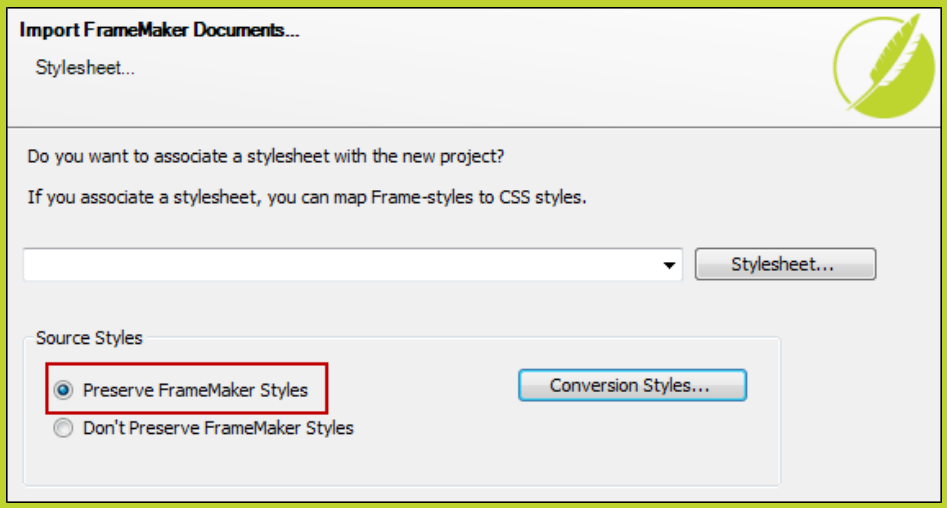
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

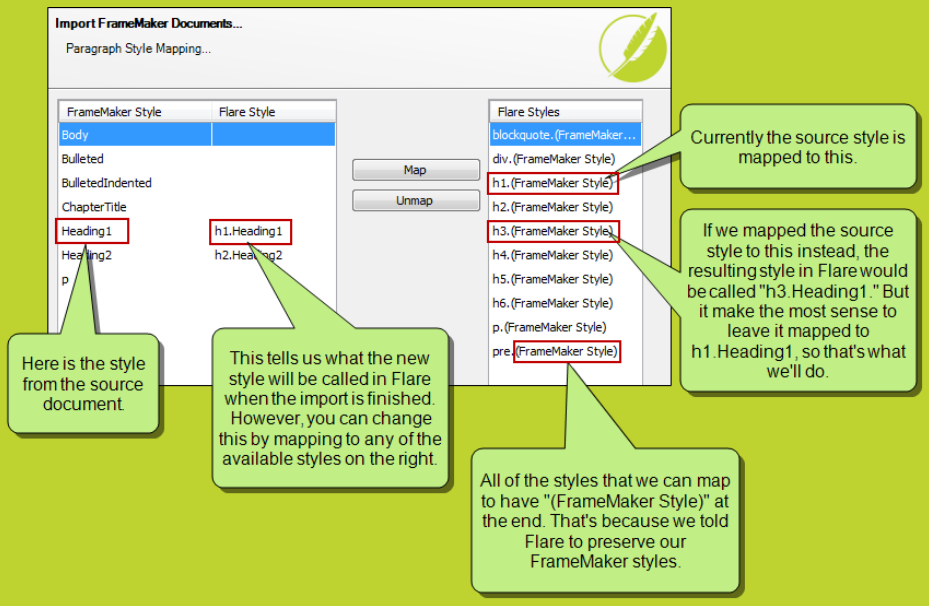
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

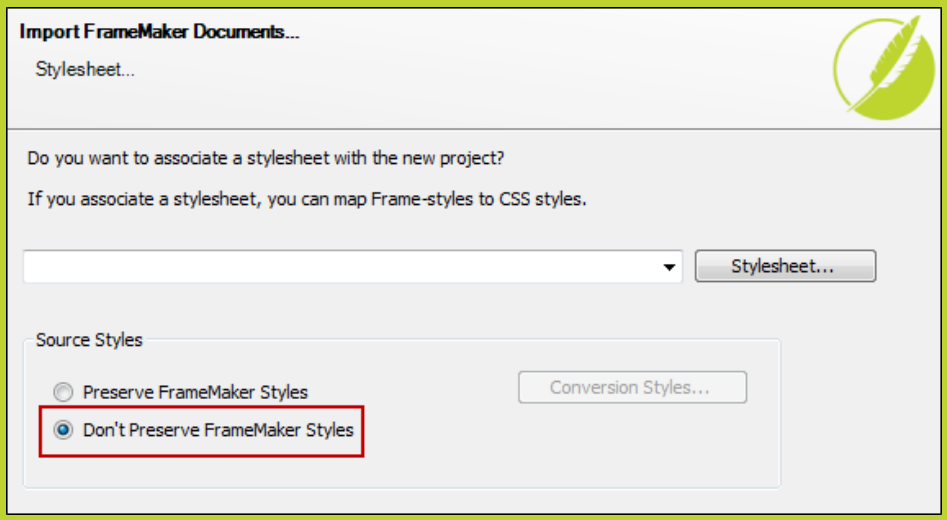
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

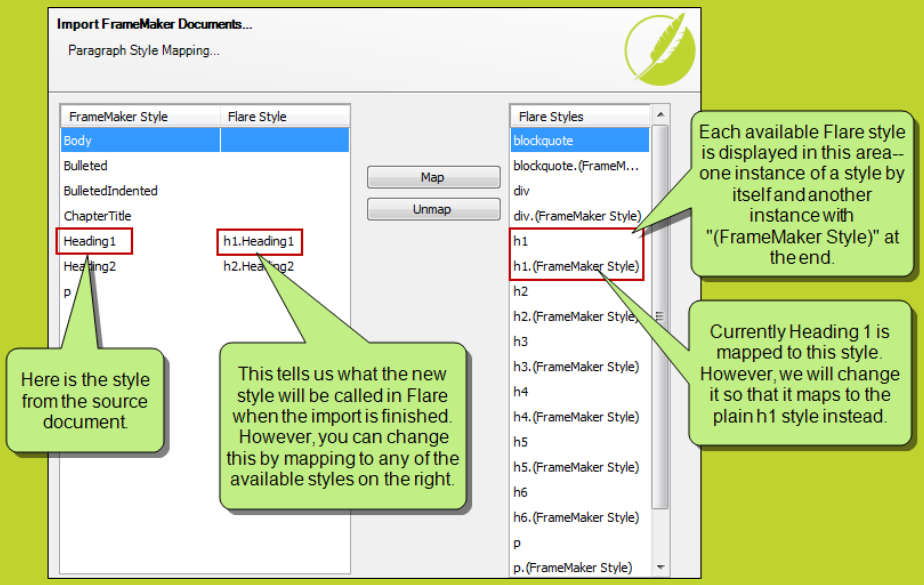
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

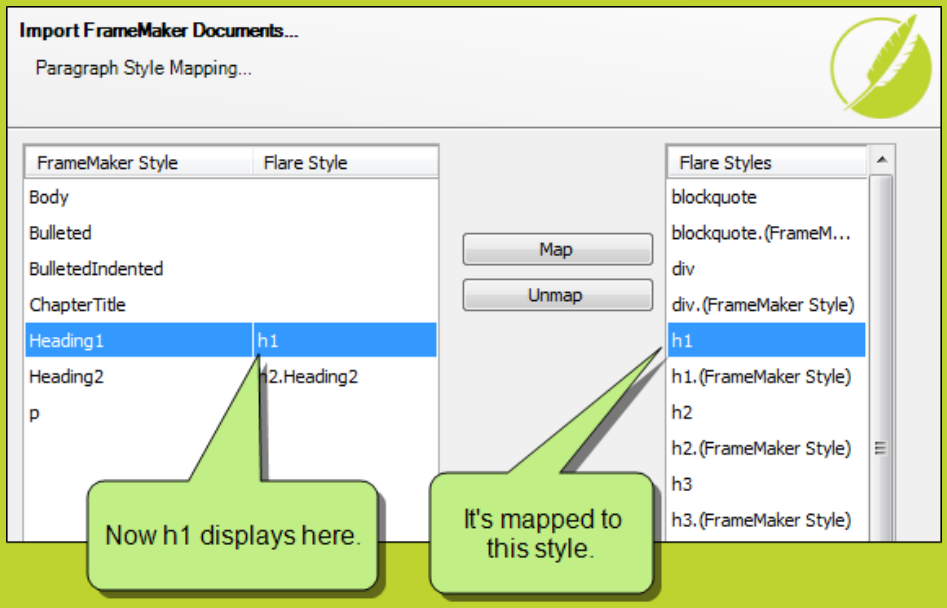
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

15. Click **Next**.
16. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

17. Click **Next**.
18. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
19. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
20. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT FRAMEMAKER FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A FRAMEMAKER IMPORT FILE

   a. Complete the steps for adding an import file. See "Additional FrameMaker Tasks" on page 66.

   b. Open the file in the Frame Import Editor.

   IF YOU ALREADY HAVE A FRAMEMAKER IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the Frame Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   Tip: When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **New Topic Styles** tab.
7. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

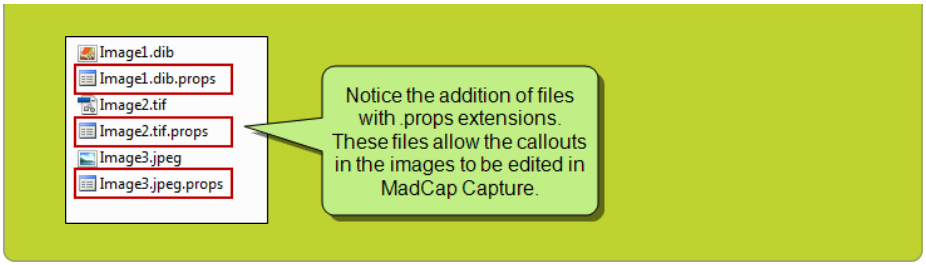
8. Select the **Options** tab.
9. You can use the following options as necessary:
   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
     - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
  - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

EXAMPLE

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.

On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.
  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.

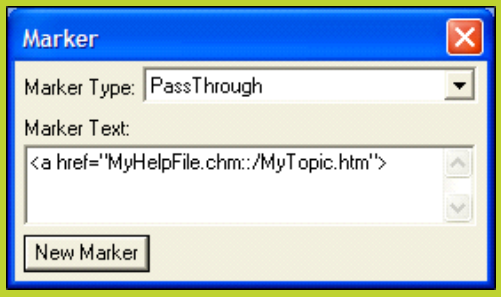
- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML

code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

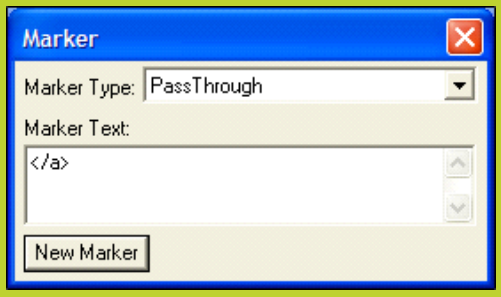
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
  - **text** The marker content will be imported as regular text (default setting).
  - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
  - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

EXAMPLE

Let's say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

10. Select the **Stylesheet** tab.
11. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.
    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to

make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).

- **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

12. Select the **Paragraph Styles** tab.
13. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

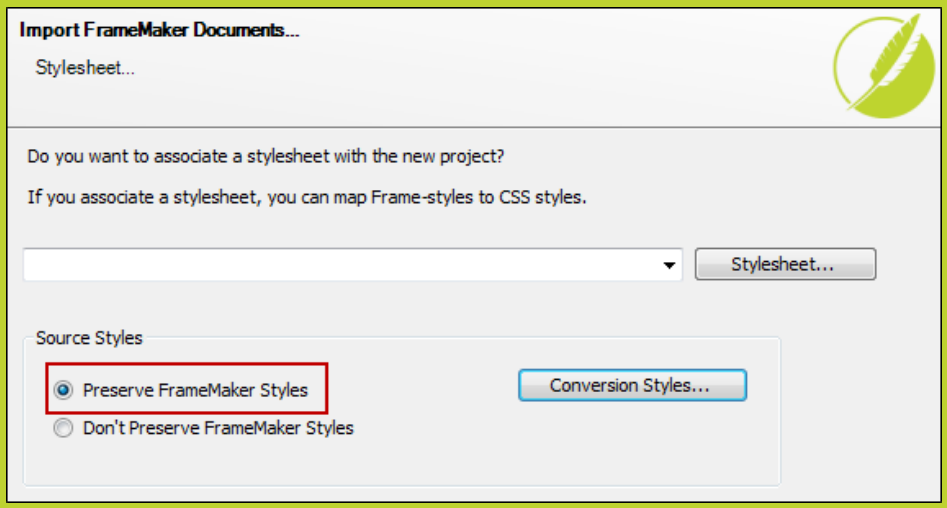
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

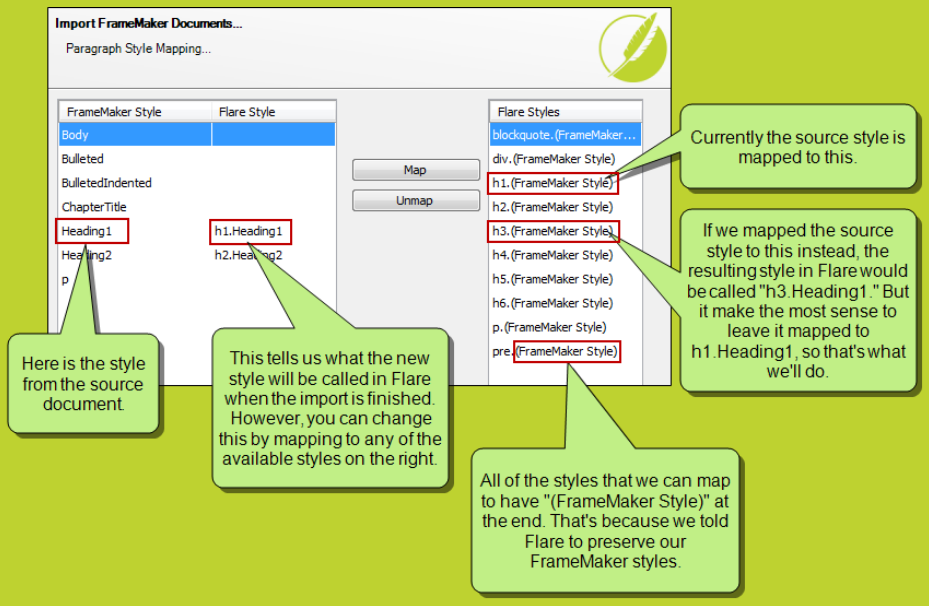
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

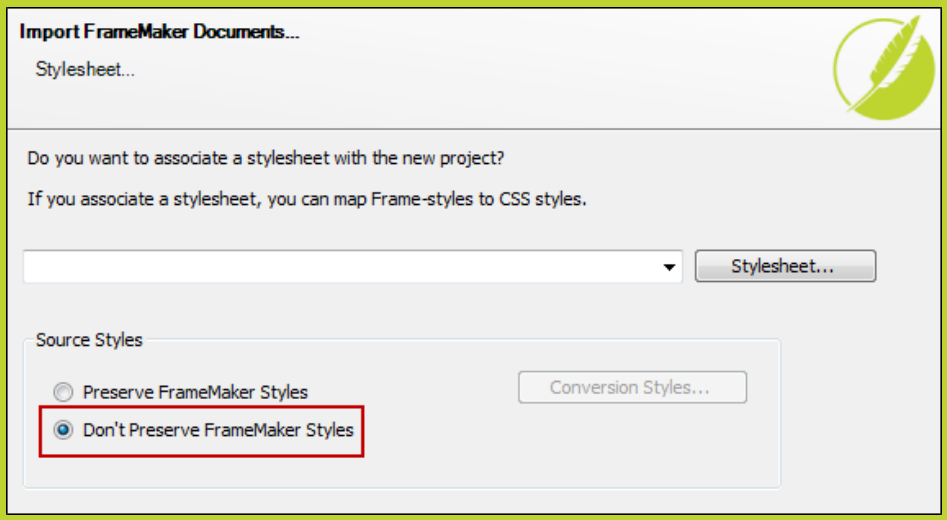
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

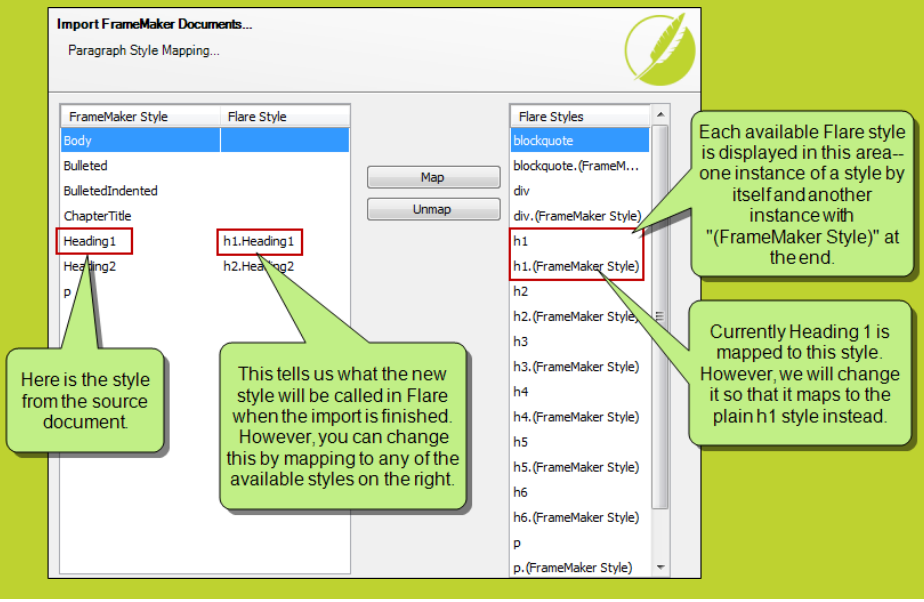
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

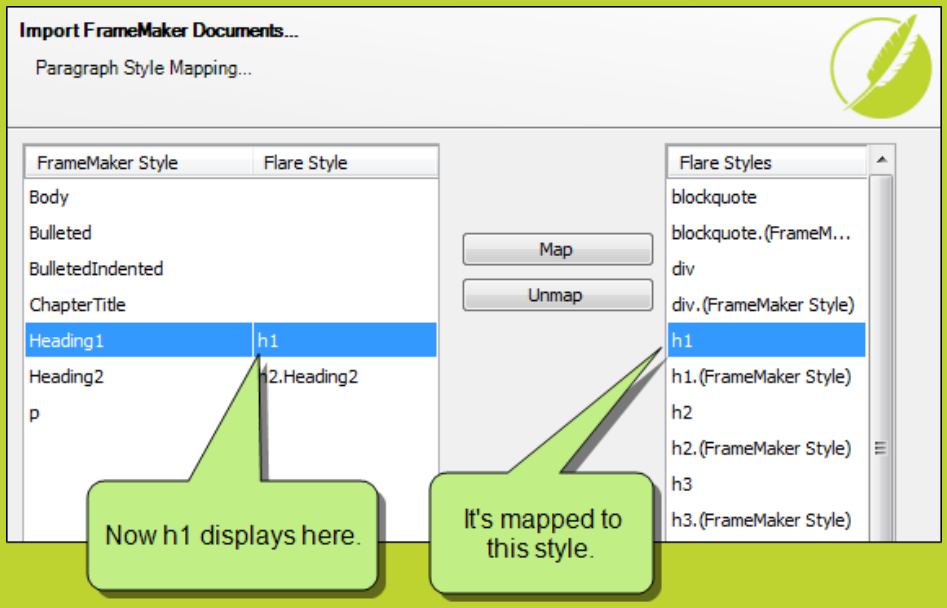
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

14. Select the **Character Styles** tab.
15. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

16. Select the **Cross-Reference Styles** tab.
17. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
18. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
19. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: You must have FrameMaker installed on your computer in order to import FrameMaker files.

Note: For each master page used in your FrameMaker documents, a corresponding page layout is automatically created in your Flare project. You can use the page layouts to configure pages for print-based output. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.

Note: Flare supports FrameMaker 7.0 and newer versions.

Note: A link icon displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

Additional FrameMaker Tasks

Following are some other FrameMaker-related tasks that you can perform in Flare when it comes to importing.

- **Add FrameMaker Import File** See "Adding a FrameMaker Import File" on the following page.
- **Open FrameMaker Import file** See "Opening a FrameMaker Import File" on page 69.
- **Create Drop-Down Effects** See "Creating Drop-Down Effects in FrameMaker Source Documents" on page 70.
- **Create Hyperlinks** See "Creating Hyperlinks in FrameMaker Source Documents" on page 71.
- **Create Passthrough Markers** See "Creating Passthrough Markers in FrameMaker Source Documents" on page 72.
- **Create Topic Alias Markers** See "Creating Topic Alias Markers in FrameMaker for CSH" on page 75.
- **Specify Custom File Names** See "Specifying Custom File Names for FrameMaker Imports" on page 77.

Adding a FrameMaker Import File

The following steps show you how to add a FrameMaker import file, which is used to import FrameMaker documents into a project.

HOW TO ADD A FRAMEMAKER IMPORT FILE TO A PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Import File>Add FrameMaker Import File**.
   - **Menu** Select **Project>Import File>Add FrameMaker Import File**.
   - **Right-click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add FrameMaker Import File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **FrameMaker Import File** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized 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, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

     Note: In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.
   - **New from existing** This lets you 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 the browse button , 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 that you previously created in the 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 import file.
6. Click **Add**. The import file is added to the Imports folder in the Project Organizer. The Frame Import Editor opens to the right.

After you add the new import file, you can import FrameMaker documents into the project. See "Importing FrameMaker Files" on page 21.

Opening a FrameMaker Import File

The following steps show you how to open a FrameMaker import file that you have added to a project. You can then use this file to import FrameMaker documents into the project. See "Importing FrameMaker Files" on page 21.

HOW TO OPEN A FRAMEMAKER IMPORT FILE

1. Make sure the Project Organizer is open.
2. Double-click the **Imports** folder. The FrameMaker import files in your project are displayed.
3. Double-click the import file that you want to open. The Frame Import Editor opens to the right.

Note: Flare supports FrameMaker 7.0 and newer versions.

Creating Drop-Down Effects in FrameMaker Source Documents

The following steps show you how to create a new drop-down effect in a FrameMaker source document (if you plan to import that document into Flare). After you import the document, the drop-down effect will automatically be created in the XML Editor.

HOW TO CREATE A DROP-DOWN EFFECT IN A FRAMEMAKER SOURCE DOCUMENT

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the two drop-down paragraph styles that are required for producing this effect. This is a one-time step in the document. Afterwards, you can simply select the newly created styles when specifying drop-down text. To create the two styles, do the following.
   a. In FrameMaker, select **Format>Paragraphs>Designer**. The Paragraph Designer opens.
   b. From the **Commands** field, click the down arrow and select **New Format**. The New Format dialog opens.
   c. In the **Tag** field, type `PullDownButton`.
   d. Make sure that the **Store in Catalog** check box has a check mark.
   e. Make sure that the **Apply to Selection** check box does NOT have a check mark in it (unless you want the new style to immediately be applied to the paragraph where your cursor is placed).
   f. Click **Create**.
   g. Follow these same steps to create a paragraph style called `PullDownBody`.
   h. Close the Paragraph Designer.
3. In the FrameMaker document, place your cursor in the paragraph that you want to serve as the drop-down hotspot in the online output (i.e., when the user clicks that hotspot, the text below that is identified as the drop-down body will be shown or hidden).
4. From the styles drop-down menu or from the paragraph catalog, select **PullDownButton**.
5. Highlight the paragraph(s) that you want to serve as the drop-down body in the online output.
6. From the styles drop-down menu or from the paragraph catalog, select **PullDownBody**.
7. Save the FrameMaker document.

After you apply the drop-down styles to the FrameMaker document(s), you can import those documents into a Flare project. See "Importing FrameMaker Files" on page 21.

Creating Hyperlinks in FrameMaker Source Documents

If you are importing Adobe FrameMaker documents and you have created hyperlinks by using "Specify Named Destination" and "Jump to Named Destination" markers, Flare will automatically convert them to links in your project. Following are steps for creating these hyperlinks in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

HOW TO CREATE A HYPERLINK IN A FRAMEMAKER SOURCE DOCUMENT

The following steps may vary in different versions of FrameMaker.

1. Open the Adobe FrameMaker document.
2. In Adobe FrameMaker, place your cursor at the spot to be used as the destination for a link. This might be a heading that will become a new topic when you import the document. When a user clicks on the hyperlink (created below), this is the content that will be displayed to end users.
3. Select **Special>Hypertext**. The Hypertext dialog opens.
4. From the **Command** field, select **Specify Named Destination**.The text "newlink" is added to the area below.
5. After the text "newlink," type a name to identify the destination (perhaps the name of the heading).
6. Click **New Hypertext Marker**.
7. Locate the area that you want to serve as the hyperlink. Prepare the area to become a hyperlink, according to the documentation provided with Adobe FrameMaker.
8. Place your cursor in the prepared hypertext area.
9. From the **Command** field of the Hypertext dialog, select **Jump to Named Destination**. The text "gotolink" is added to the text area below.
10. After the text "gotolink," type the name that you gave to the destination marker.
11. Click **New Hypertext Marker**.
12. Close the Hypertext dialog.
13. Save the Adobe FrameMaker document.

Creating Passthrough Markers in FrameMaker Source Documents

A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code.

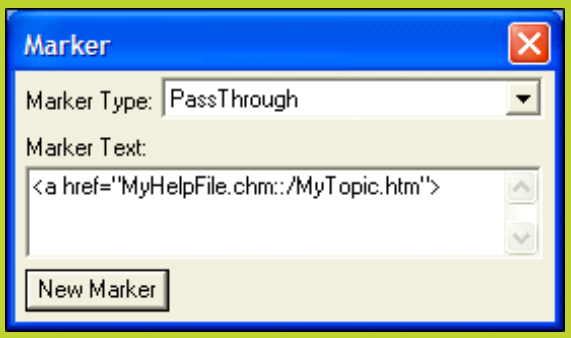
You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag.

You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

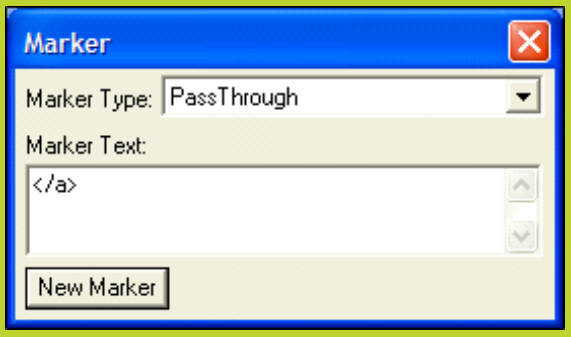
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

HOW TO CREATE A PASSTHROUGH MARKER IN A FRAMEMAKER SOURCE DOCUMENT

Following are steps for creating these markers inAdobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the passthrough marker type that is required for this feature. This is a one-time step in the document. Afterwards, you can simply select the newly created marker type when applying it to content. To create the passthrough marker type, do the following.
   a. In FrameMaker, select **Special>Marker**. The Marker dialog opens.
   b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
   c. In the field, replace the existing text and type `PassThrough`.
   d. Click **Add**.
   e. Click **Done**.
3. In the FrameMaker document, place your cursor at the location where you want to insert a passthrough marker.
4. If it is not already displayed, open the Marker dialog (**Special>Marker**).
5. If the passthrough marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **PassThrough**.
6. In the **Marker Text** field, enter the text and/or code that you want to be included in the marker.
7. Click **New Marker**.
8. Save the FrameMaker document.
9. In Flare, go through the process for importing the FrameMaker document. When you arrive at the "Options" page in the Import FrameMaker Wizard or the "Options" tab in the Frame Import Editor, make sure **Enable 'Passthrough' Markers** is selected. Then from the **Passthrough Marker Format** field, select one of the options:
   - **text** The marker content will be imported as regular text (default setting).
   - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
   - **xml** The marker content is imported as a complete XML tag.

Creating Topic Alias Markers in FrameMaker for CSH

A topic alias marker is a special marker that you can insert into your FrameMaker source content wherever you want a new context-sensitive Help (CSH) identifier to be created in Flare (after you import the FrameMaker document). After the developer "hooks" the CSH identifier with the appropriate user interface element in the application, that imported FrameMaker content will display when a user opens the CSH in the application's user interface.

You can use these markers as an alternative to creating the identifiers in Flare. For more information see the online Help.

Following are steps for creating these markers in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

HOW TO CREATE A TOPIC ALIAS MARKER FOR CONTEXT-SENSITIVE HELP

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the topic alias marker type that is required for this feature. This is a one-time step in the document. Afterwards, you can simply select the newly created marker type when applying it to content. To create the topic alias marker type, do the following:
   a. In FrameMaker, select **Special>Marker**. The Marker dialog opens.
   b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
   c. In the field, replace the existing text and type `TopicAlias`.
   d. Click **Add**.
   e. Click **Done**.
3. In the FrameMaker document, place your cursor at the location where you want to insert a topic alias marker.

   Usually you will place the cursor at the beginning of a heading that you want to be the start of a new online topic in Flare.
4. If it is not already displayed, open the Marker dialog (**Special>Marker**).
5. If the topic alias marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **TopicAlias**.
6. In the **Marker Text** field, enter the text to be used as the topic ID.

   You might simply type the same text that occurs in the paragraph heading. That way, it will be easily identified by both you and the developer. When typing the topic ID, make sure you use underscores between words, because spaces are not allowed (e.g., Properties_Dialog).
7. Click **New Marker**.

8. Close the Marker dialog.
9. Save the FrameMaker document.

Specifying Custom File Names for FrameMaker Imports

If you import Adobe FrameMaker documents, you can split those documents into multiple topics based on the styles in them. For example, you might decide to create a new topic at each "Heading 1" style in the FrameMaker document. You can also control the file names given to the new topics that are created from the imported Imported documents. To do this, you need to insert a custom "Filename" marker at the appropriate headings in the FrameMaker documents where new topics will be created.

HOW TO SPECIFY CUSTOM FILE NAMES FOR FRAMEMAKER IMPORTS

Following are steps for creating these markers in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker. The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the filename marker type that is required for this feature. This is a one-time step in the document. Afterwards, you can simply select the newly created marker type when applying it to content. To create the filename marker type, do the following:
    a. In FrameMaker, select **Special>Marker**. The Marker dialog opens.
    b. From the **Marker Type** field, click the down arrow and select **Edit**. The Edit Custom Marker Type dialog opens.
    c. In the field, replace the existing text and type `Filename`.
    d. Click **Add**.
    e. Click **Done**.
3. In the FrameMaker document, place your cursor at the heading where you want to create a new file during the import.
4. If it is not already displayed, open the Marker dialog (**Special>Marker**).
5. If the filename marker type is not already displayed in the dialog, click the **Marker Type** down arrow and select **Filename**.

6. In the **Marker Text** field, enter the name you want to assign to the file (without the file extension).

E X A M P L E

Let's say that you have a place in a FrameMaker document that is using the Heading 1 style and contains the text "All About Rabbits." You want a new topic to be created at that point when you import the document. However, you also want to make sure that the file name for that new topic is simply "Rabbits." Therefore, you open the FrameMaker document and insert a filename marker at that heading, using the text "Rabbits" for the marker.

When you import the FrameMaker document, you select to split new topics on certain styles, including the Heading 1 style. After the import is finished, one of the topics created is named "Rabbits.htm."

7. Click **New Marker**.
8. Save the FrameMaker document.
9. In Flare, import the FrameMaker document. When you arrive at the "New Topic Styles" page in the Import FrameMaker Wizard or the "New Topic Styles" tab in the FrameMaker Import Editor, select the style(s) where you inserted filename markers in the FrameMaker document.

CHAPTER 5

Importing HTML Files

You can import XHTML and HTML files (automatically converting them to XHTML) in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT HTML FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>HTML File Set** or **Project>Import>HTML File Set**.
   - **Menu** Select **File>Import Project>HTML File Set**.

   The Import HTML Files Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

8. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.

Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

9. Click **Next**.
10. You can use the following options as necessary:
    - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
    - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
        - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
        - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
    - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.

11. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
12. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT HTML FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>HTML File Set**.
   - **Menu** Select **File>Import Project>HTML File Set**.

   The Import HTML Files Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.
Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Click **Next**.
7. You can use the following options as necessary:
   - **Import to project content folder** Select this option if you want to store the files at the root level of the Content Explorer.
   - **Import to folder** Select this option if you want to store the files in a specific folder. Use the **Browse** button to select the folder. When you are finished click **Open**.
   - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
   - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
     - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
     - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
     - **To folder** The supporting files will be placed into whatever folder in your project that you specify.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.
8. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
9. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT HTML FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE AN HTML IMPORT FILE

   a. Complete the steps for adding an import file. See "Additional HTML Tasks" on page 88.

   b. Open the file in the HTML Import Editor.

   IF YOU ALREADY HAVE AN HTML IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the HTML Import Editor to the right.

2. Select the **Source Files** tab.

3. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

4. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.
Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.

	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

5. Select the **Options** tab.
6. You can use the following options as necessary:
   - **Import to project content folder** Select this option if you want to store the files at the root level of the Content Explorer.
   - **Import to folder** Select this option if you want to store the files in a specific folder. Use the **Browse** button to select the folder. When you are finished click **Open**.
   - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
   - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
     - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
     - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
     - **To folder** The supporting files will be placed into whatever folder in your project that you specify.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.
7. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
8. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: A link icon displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

Additional HTML Tasks

Following are some other HTML file-related tasks that you can perform in Flare when it comes to importing.

- **Add HTML Import File** See "Adding an HTML Import File" below.
- **Open HTML Import File** See "Opening an HTML Import File" on the following page.

Adding an HTML Import File

The following steps show you how to add an HTML import file, which is used to import HTML files into a project.

HOW TO ADD AN HTML IMPORT FILE TO A PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Import File>Add HTML Import File**.
   - **Menu** Select **Project>Import File>Add HTML Import File**.
   - **Right-click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add HTML Import File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **HTML Import File** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized 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, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

     Note: In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.

   - **New from existing** This lets you 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 the browse button , 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 that you previously created in the 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 import file.
6. Click **Add**. The import file is added to the Imports folder in the Project Organizer. The HTML Import Editor opens to the right.

After you add the new import file, you can import HTML files into the project. See "Importing HTML Files" on page 79.

Opening an HTML Import File

The following steps show you how to open an HTML import file that you have added to a project. You can then use this file to import HTML files into the project. See "Importing HTML Files" on page 79.

HOW TO OPEN AN HTML IMPORT FILE

1. Make sure the Project Organizer is open.
2. Double-click the **Imports** folder. The HTML import files in your project are displayed.
3. Double-click the import file that you want to open. The HTML Import Editor opens to the right.

CHAPTER 6

Importing Word Files

You can import Microsoft Word files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

Before you begin, please note that there is a way to control the file names given to new topics that are created from imported Word documents. To do this, you need to apply "Private" field codes to the appropriate headings in the Word documents where new topics will be created (see "Specifying Custom File Names for Word Imports" on page 128). Of course, you also have the option of renaming the new topic file names after the import process is finished.

HOW TO IMPORT WORD FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>MS Word Documents** or **Project>Import>MS Word Documents**.
   - **Menu** Select **File>Import Project>MS Word Documents**.

   The Import Microsoft Word Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   Note: DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**. The Word documents are scanned and the next page of the wizard opens. The paragraph styles used in the Word documents are shown on the left side of the wizard page ("Used Word Styles").

Note: You can skip the rest of the wizard pages by clicking **Finish**.

11. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

E X A M P L E

If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

12. Click **Next**.
13. You can use the following options as necessary:

- **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
- **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
- **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
  - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.
- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-

imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

14. Click **Next**.
15. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
    - **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).

» **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

> **EXAMPLE**
>
> If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

> **Tip:** To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

16. Click **Next**.
17. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

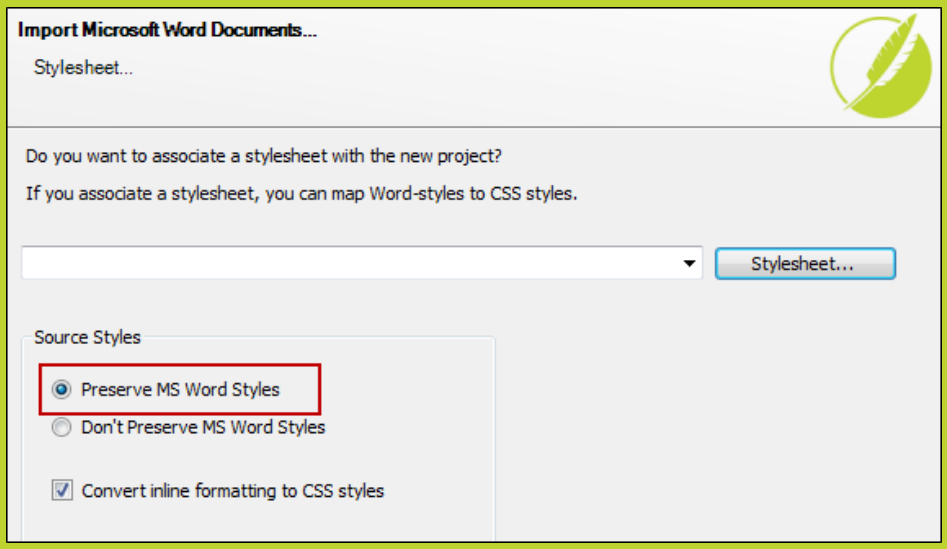
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE — PRESERVE STYLES

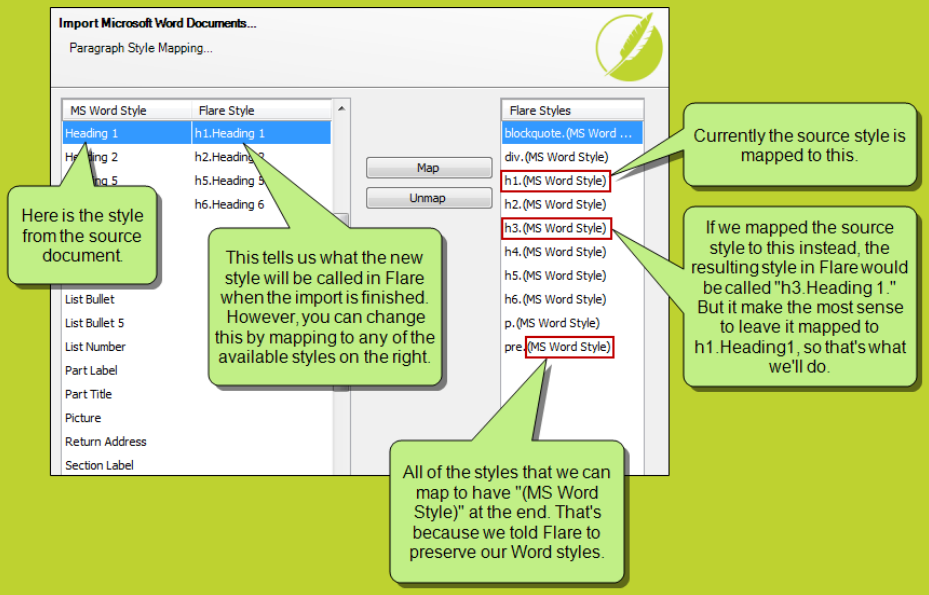
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

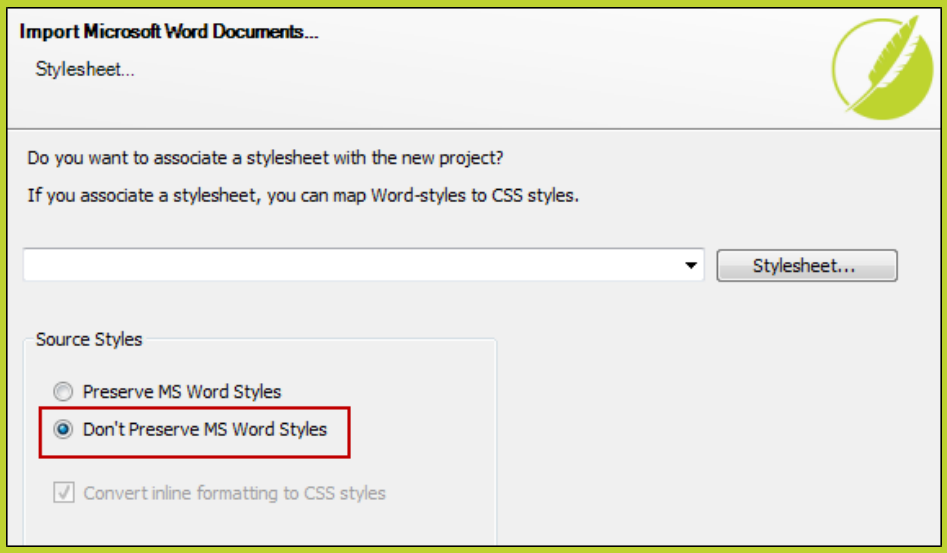
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

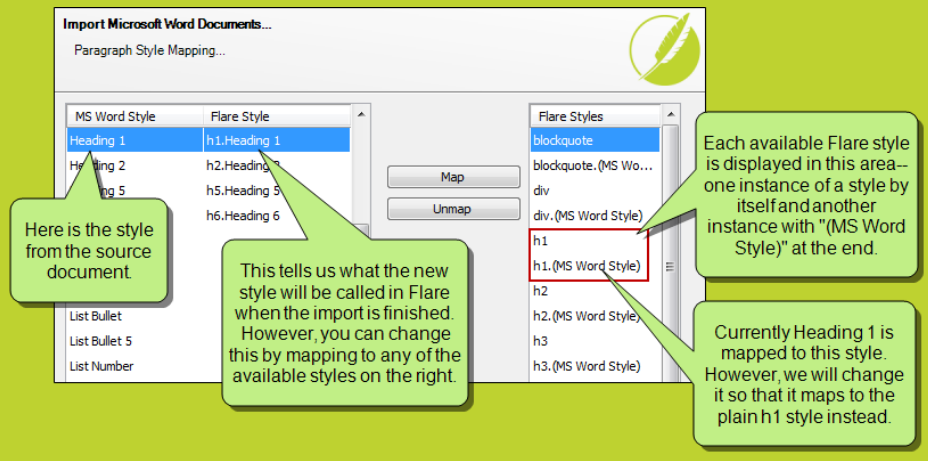
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

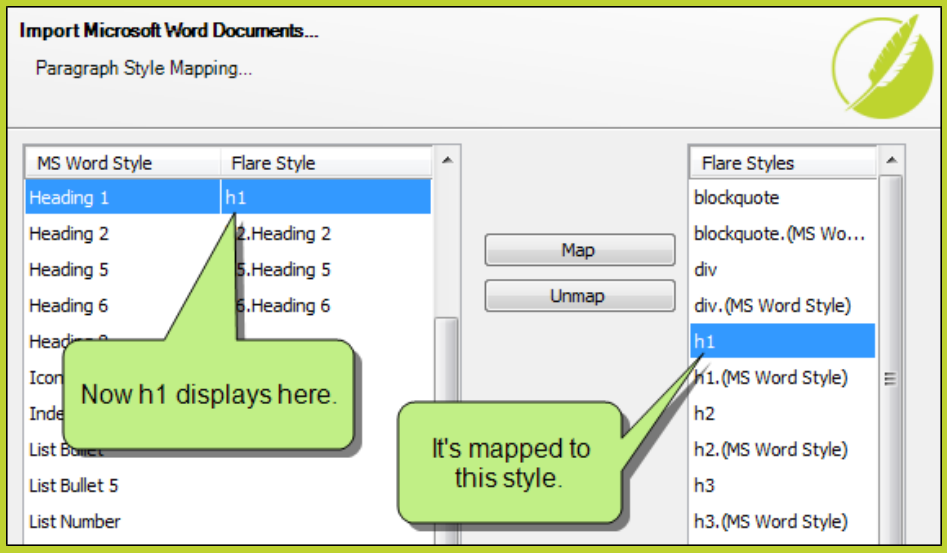
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

18. Click **Next**.
19. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

20. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
21. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT WORD FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>MS Word Documents**.
   - **Menu** Select **File>Import Project>MS Word Documents**.

   The Import Microsoft Word Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   Note: DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.
6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**. The Word documents are scanned and the next page of the wizard opens. The paragraph styles used in the Word documents are shown on the left side of the wizard page ("Used Word Styles").

> **Note:** You can skip the rest of the wizard pages by clicking **Finish**.

8. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

9. Click **Next**.
10. You can use the following options as necessary:

   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link

instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.

- **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

11. Click **Next**.

12. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
    - **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
    - **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

    E X A M P L E

    If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

    Tip: To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

13. Click **Next**.

14. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

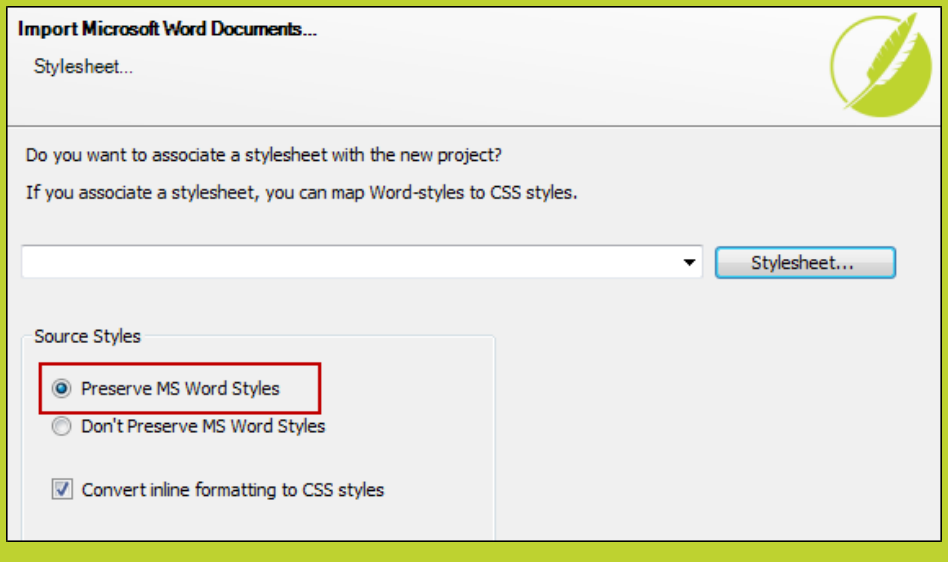
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

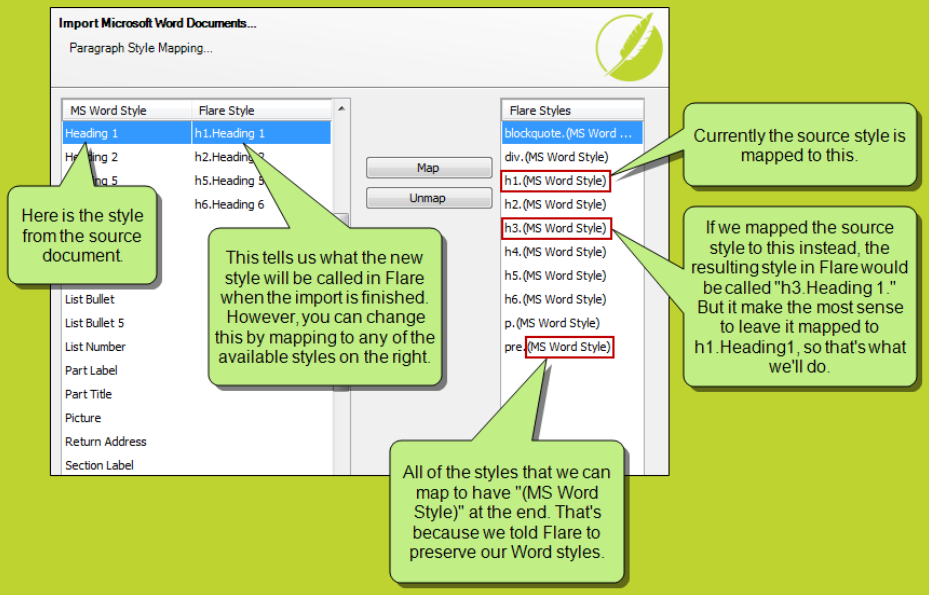
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

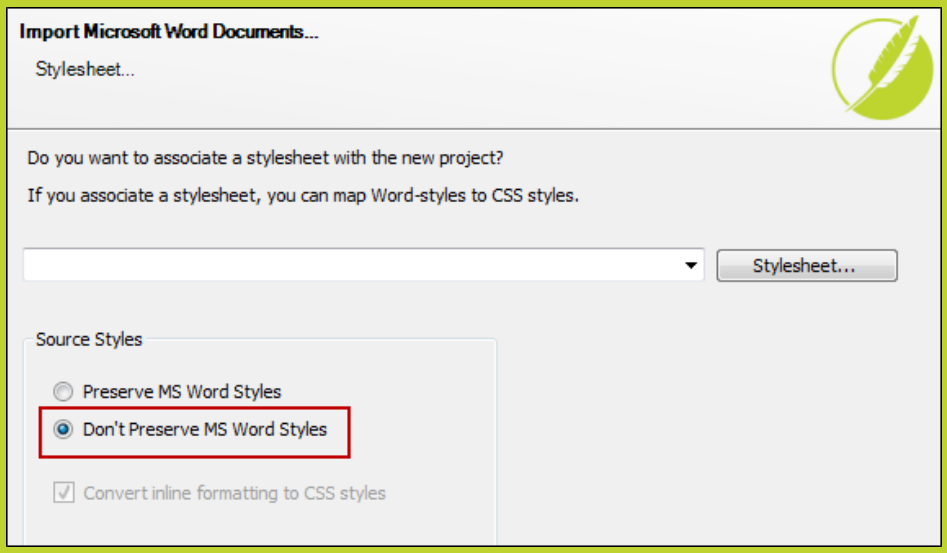
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

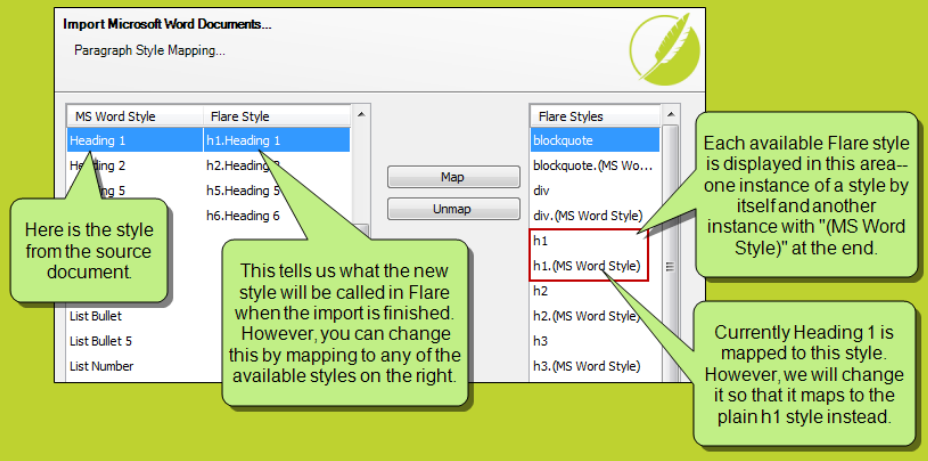
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

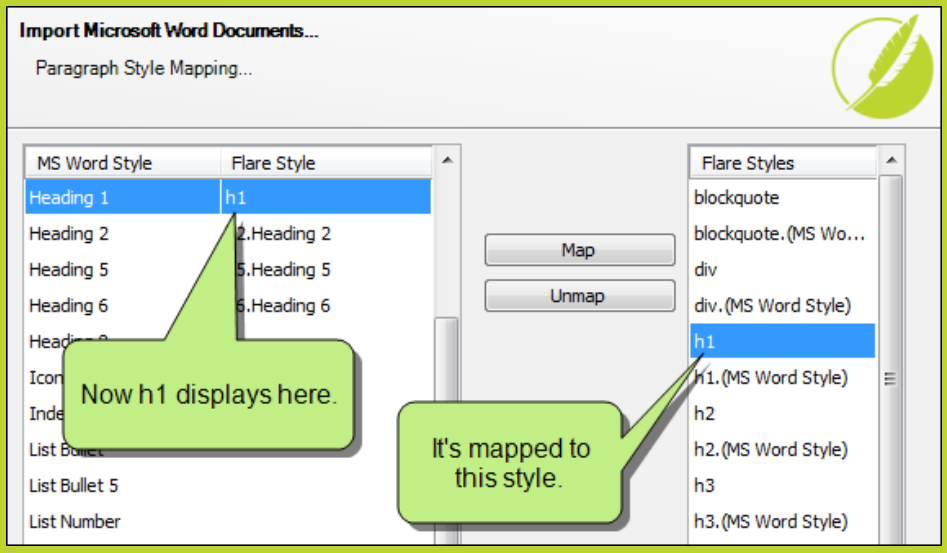
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

15. Click **Next**.
16. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

17. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
18. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT WORD FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A WORD IMPORT FILE

   a. Complete the steps for adding an import file. See "Additional Word Tasks" on page 124.

   b. Open the file in the Word Import Editor.

   IF YOU ALREADY HAVE A WORD IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the Word Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   > **Note:** DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare 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.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **New Topic Styles** tab.
7. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

8. Select the **Options** tab.
9. You can use the following options as necessary:
   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
     - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

10. Select the **Stylesheet** tab.
11. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.
    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the

Stylesheet button. Then navigate to the stylesheet and select it.

- **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
- **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

E X A M P L E

If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

Tip: To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

12. Select the **Paragraph Styles** tab.
13. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

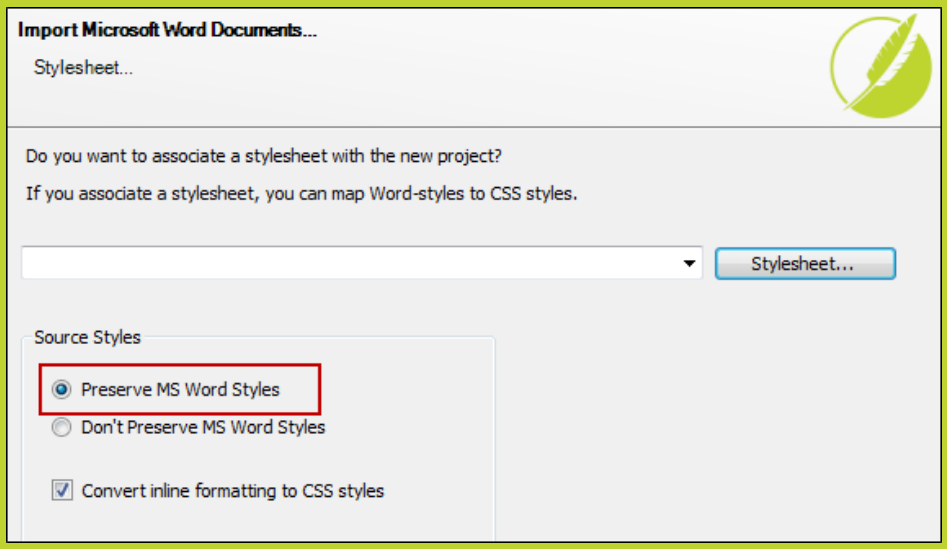
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

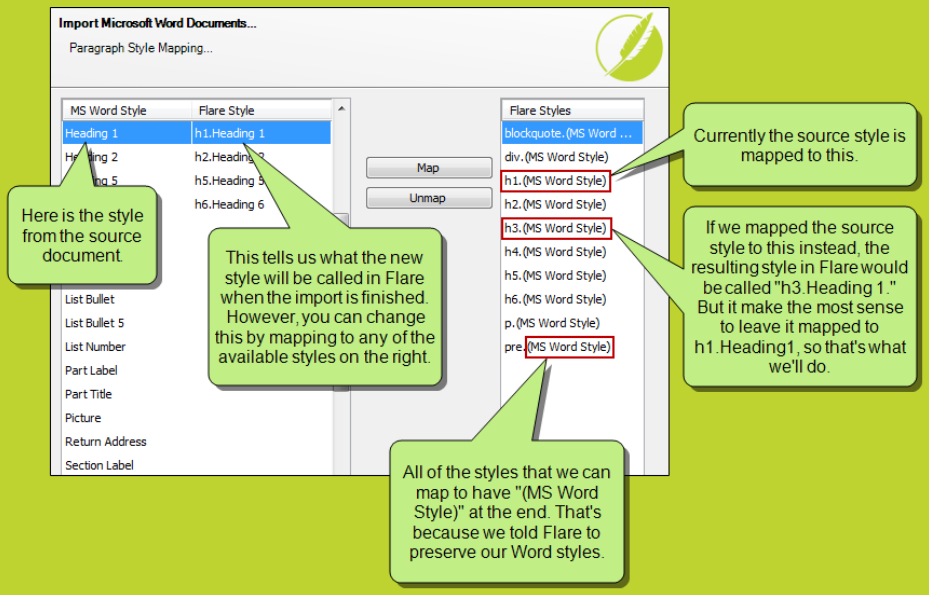
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

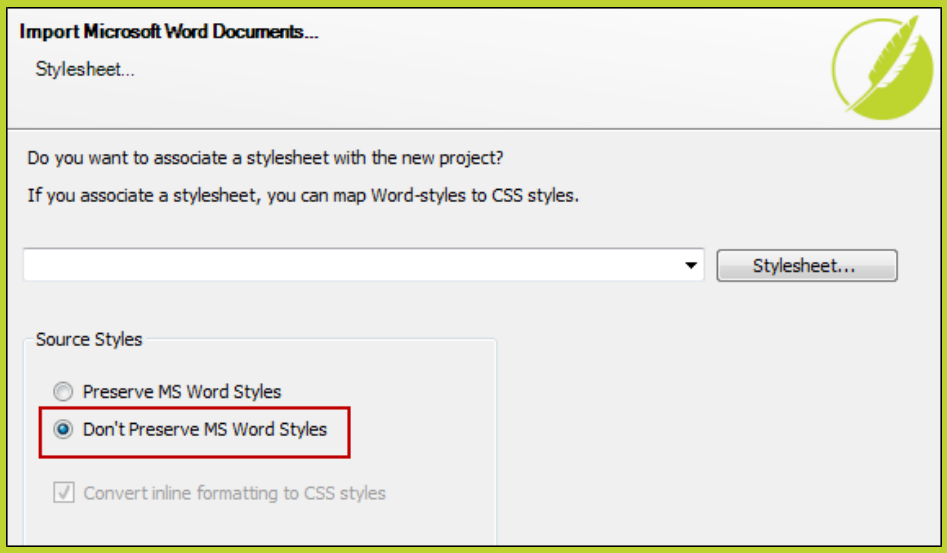
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

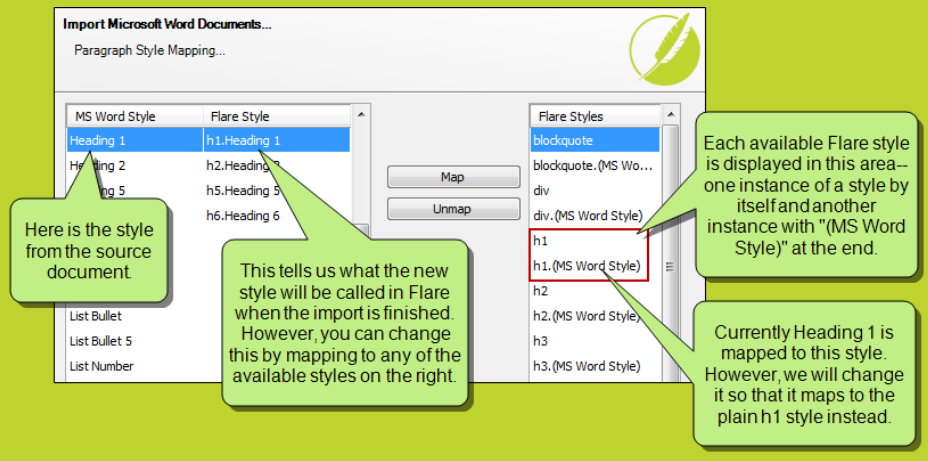
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

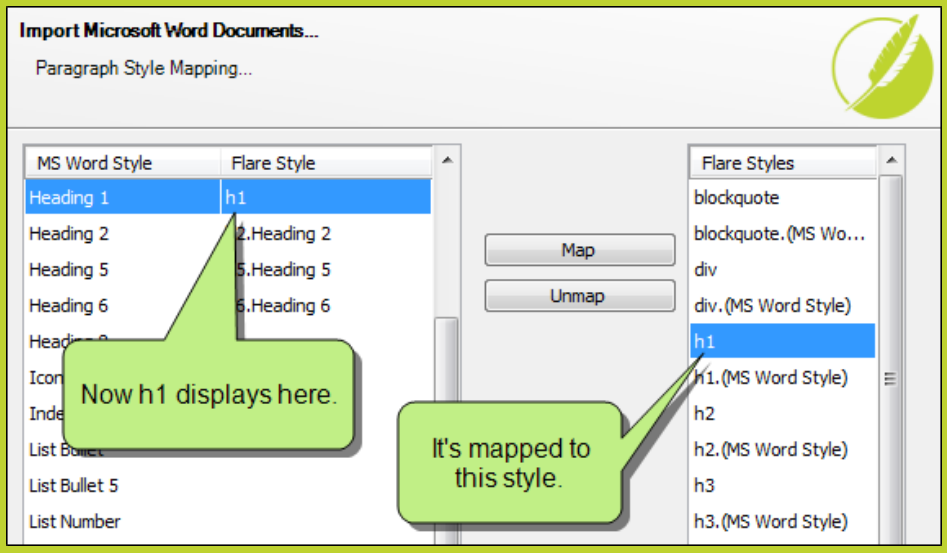
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

14. Select the **Character Styles** tab.
15. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

16. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
17. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: Flare supports Microsoft Word 2003 and newer versions.

Note: When you import Word files, a stylesheet (at least a generic one) will always be created and initially be applied at the project level, whether you choose to preserve Word styles or not. When a master stylesheet is applied at either the target or project level, you cannot associate stylesheets at the topic level (unless you remove the master stylesheet association at the project and/or target level).

Note: If you import Microsoft Word documents containing embedded images into a project, Flare places copies of those image files in subfolders within the Resources\Images folder. This is done in order to avoid naming conflicts with embedded images from other Word documents that you might import. The subfolders are named after the Word documents being imported.

Note: If you apply certain special effects or artwork (e.g., arrows) to images in Word and then import them into Flare, those effects will not be retained. For example, a rotated image will return to its straight, original state. However, there are some workarounds that may allow you to keep the effects or artwork. One solution is to apply another effect such as a shadow or 3-D to the image in Word (e.g., add a shadow to a rotated image that you want to keep). This forces Word to save the image as an entirely new image with the effects. Another possible solution is to save the Word document as a web page, manually copy that HTM file into the Flare folder, and then open it within Flare. As for text floating around images, this effect is not supported in Flare. When you import from Word, the text is added below the image.

Note: A link icon displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

Additional Word Tasks

Following are some other Word-related tasks that you can perform in Flare when it comes to importing.

- **Add Word Import File** See "Adding an MS Word Import File" on the following page.
- **Open Word Import File** See "Opening an MS Word Import File" on page 127.
- **Specify Custom File Names** See "Specifying Custom File Names for Word Imports" on page 128.

Adding an MS Word Import File

The following steps show you how to add an MS Word import file, which is used to import Word documents into a project.

HOW TO ADD AN MS WORD IMPORT FILE TO A PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Import File>Add MS Word Import File**.
   - **Menu** Select **Project>Import File>Add MS Word Import File**.
   - **Right-click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add MS Word Import File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **MS Word Import File** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized 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, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

     Note: In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.
   - **New from existing** This lets you 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 the browse button , 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 that you previously created in the 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 import file.
6. Click **Add**. The import file is added to the Imports folder in the Project Organizer. The Word Import Editor opens to the right.

Note: Flare supports Microsoft Word 2003 and newer versions.

After you add the new import file, you can import Word documents into the project. See "Importing Word Files" on page 91.

Opening an MS Word Import File

The following steps show you how to open an MS Word import file that you have added to a project. You can then use this file to create topics by importing Word documents into the project. See "Importing Word Files" on page 91.

HOW TO OPEN AN MS WORD IMPORT FILE

1. Make sure the Project Organizer is open.
2. Double-click the **Imports** folder. The MS Word import files in your project are displayed.
3. Double-click the import file that you want to open. The Word Import Editor opens to the right.

Note: Flare supports Microsoft Word 2003 and newer versions.

Specifying Custom File Names for Word Imports

If you import Microsoft Word documents, you can split those documents into multiple topics based on the styles in them. For example, you might decide to create a new topic at each "Heading 1" style in the Word document. You can also control the file names given to the new topics that are created from the imported Word documents. To do this, you need to apply "Private" field codes to the appropriate headings in the Word documents where new topics will be created. The following format should be used when applying the field: PRIVATE:MADCAP:FILENAME:<custom filename>.

HOW TO SPECIFY CUSTOM FILE NAMES FOR WORD IMPORTS

The following steps are based on Microsoft Word 2003 and 2007. For more details on creating Private fields in Microsoft Word in other versions, please refer to the documentation provided with that application.

1. Open the Word document.
2. Place your cursor on a heading where you want to start a new topic in Flare.
3. Do one of the following.
   - **For Word 2003** Select **Insert>Field**.

     OR
   - **For Word 2007** Select **Insert>Quick Parts>Field**.

   The Field dialog opens.
4. In the **Field name** section, scroll down and select **Private**.
5. In the **Field codes** section, enter the code using the following format: PRIVATE:MADCAP:FILENAME:<custom filename>.

   E X A M P L E

   Let's say that you have a place in a Word document that is using the "Heading 1" style and contains the text "All About Rabbits." You want a new topic to be created at that point when you import the document. However, you also want to make sure that the file name for that new topic is simply "Rabbits." Therefore, you open the Word document and apply a Private field on that heading, using the following format:

   PRIVATE:MADCAP:FILENAME:Rabbits

   When you import the Word document, you select to split new topics on certain styles, including the "Heading 1" style. After the import is finished, one of the topics created is named "Rabbits.htm."
6. Click **OK**.
7. Save the Word document.

8. In Flare, go through the process for importing the Word document. When you arrive at the "New Topic Styles" page in the Import Microsoft Word Wizard or the "New Topic Styles" tab in the Word Import Editor, make sure you select the style(s) where you inserted Private fields in the Word document.

CHAPTER 7

Importing a RoboHelp Project

Following are the steps for creating a project by importing a RoboHelp project.

HOW TO IMPORT A ROBOHELP PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>RoboHelp Project**.
   - **Menu** Select **File>Import Project>RoboHelp Project**.
2. In the dialog that opens, browse for and double-click the RoboHelp project file (MPJ or XPJ file) to be imported. The Import Project Wizard opens.
3. In the **Project name** field, type a name for the new Flare project that will be created after you import the RoboHelp project.
4. In the **Project folder** field, either accept the default location for the new project or click ... to browse for and select a folder.
5. Click **Next**.
6. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

   If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XML. Also, if this option is not selected, Flare will not import index keywords from the source files.

7. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the RoboHelp project files.

> **E X A M P L E**
>
> If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

8. Click **Next**.
9. Select a language for the project.
10. Click **Finish**. A message tells you that the project was converted successfully and will be opened.
11. Click **OK**.

CHAPTER 8

Importing an HTML Help Project

Following are the steps for creating a project by importing an HTML Help project (HHP file).

HOW TO IMPORT AN HTML HELP PROJECT (HHP)

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>HTML Help Project (HHP)**.
   - **Menu** Select **File>Import Project>HTML Help Project (HHP)**.
2. In the dialog that opens, browse for and double-click the HTML Help file (HHP file) to be imported. The Import Project Wizard opens.
3. In the **Project name** field, type a name for the new Flare project that will be created after you import the HTML Help project.
4. In the **Project folder** field, either accept the default location for the new project or click ... to browse for and select a folder.
5. Click **Next**.
6. (Optional) Select **Convert all topics at once** if you want Flare to immediately convert all of your topic files to XHTML.

   If you remove the check mark from the box, Flare imports the topic files as they are. When you try to open an imported topic in Flare, a message asks if you want to convert it to XHTML. Also, if this option is not selected, Flare will not import index keywords from the source files.

7. (Optional) Select **Convert inline formatting to CSS styles** if you want Flare to create new styles based on any "local" formatting that exists in the HTML Help project files.

> **E X A M P L E**
>
> If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

8. Click **Next**.
9. Select a language for the project.
10. Click **Finish**. A message tells you that the project was converted successfully and will be opened.
11. Click **OK**.

CHAPTER 9

Importing from Source Control

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

HOW TO IMPORT A PROJECT FROM SOURCE CONTROL

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>Import Project**.
   - **Menu** Select **File>Import Project>From Source Control**.

   The Import Project From Source Control Wizard opens.
2. Follow one of these sets of steps, depending on the source control application being used.

   ##### *IF USING TEAM FOUNDATION SERVER*

   a. From the drop-down, select **Microsoft Team Foundation Server**.

   b. In the **Server** field, enter the name of the computer or the IP address of the server. You can also click Browse to select a "Team Project Collection." If you click this button, the Select Team Foundation Server Project Collection dialog opens, and you can do the following.

      i. To add a server, click . The Add Team Foundation Server dialog opens.

      ii. Enter the name or URL of the server.

      iii. Enter the path and port number.

      iv. Select the protocol (HTTP or HTTPS).

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

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

   c. Next to the **Team Project** field, click **Browse**. If the Log In dialog opens, complete the **User name** and **Password** fields.

   d. Click on the Team Foundation project.

   ##### *IF USING VISUAL SOURCESAFE*

   a. From the drop-down, select **Microsoft Visual SourceSafe**.

   b. Next to the Database field, click **Browse**.

   c. Find the appropriate SourceSafe database and double-click the **INI** file.

IF USING SUBVERSION

a. From the drop-down, select **Subversion**.

b. In the **Server** field, enter the name of the computer or server IP address.

IF USING PERFORCE

a. From the drop-down, select **Perforce**.

b. In the **Server** field, enter the server address.

c. Next to the **User** field, click **Browse**. The Select User dialog opens.

d. Select a user and click **OK**. (Users are set up separately in Perforce.)

e. Next to the **Stream** field, click **Browse**. The Browse Streams dialog opens.

f. Select a stream (i.e., the name of your Flare project).

g. Click **OK**.

IF USING ANOTHER SOURCE CONTROL APPLICATION

a. From the drop-down, select **Third Party Plug-in**.

b. In the **Provider** field, select the appropriate source control program from the list.

c. (Optional) You might be able to click the Advanced button to enter more options. This depends on whether the provider has enabled advanced options; if not, the button is disabled. The advanced options available to you are different for each provider.

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

CHAPTER 10

Importing Other Files

You can import a wide variety of individual files into a Flare project.

This chapter discusses the following:

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Importing Alias Files

Not only can you add new alias files to Flare, but you can also import existing alias files (FLALI files).

HOW TO IMPORT AN ALIAS FILE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Advanced>Alias File**.
   - **Menu** Select **Project>Advanced>Add Alias File**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Alias File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Alias File** is selected.
3. Select **New from existing** and click ...
4. Find and select the FLALI file that you want to import.
5. 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.
6. If you want to give the alias file a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The alias file is added and opens in the Alias Editor.

Importing Browse Sequences

Not only can you add a new browse sequences, but you can also import an existing browse sequence (FLBRS file).

HOW TO IMPORT A BROWSE SEQUENCE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Advanced>Browse Sequence**.
   - **Menu** Select **Project>Advanced>Add Browse Sequence**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Browse Sequence**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Browse Sequence** is selected.
3. Select **New from existing** and click ...
4. Find and select the FLBRS file that you want to import.
5. 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.
6. If you want to give the browse sequence a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The browse sequence is added and opens in the Browse Sequence Editor.

Importing Condition Tag Sets

Not only can you add a new condition tag set, but you can also import an existing condition tag set (FLCTS file).

HOW TO IMPORT A CONDITION TAG SET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Condition Tag Set**.
   - **Menu** Select **Project>Add Condition Tag Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Conditional Text** folder and from the context menu select **Add Condition Tag Set**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Condition Tag Set** is selected.
3. Select **New from existing** and click ...
4. Find and select the FLCTS file that you want to import.
5. 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.
6. If you want to give the condition tag set a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The condition tag set is added and opens in the Condition Tag Set Editor.

Importing Destinations

Not only can you add a new destination, but you can also import an existing destination (FLDES file).

HOW TO IMPORT A DESTINATION

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Destination**.
   - **Menu** Select **Project>Add Destination**.
   - **Right-Click** In the Project Organizer, right-click on the **Destinations** folder and from the context menu select **Add Destination**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLDES 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 destination a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The destination is added and opens in the Destination Editor.

Importing Glossaries

Not only can you add a new glossary, but you can also import an existing glossary (FLGLO file).

HOW TO IMPORT A GLOSSARY

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Glossary**.
   - **Menu** Select **Project>Add Glossary**.
   - **Right-Click** In the Project Organizer, right-click on the **Glossaries** folder and from the context menu select **Add Glossary**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLGLO 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 glossary a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The glossary is added and opens in the Glossary Editor.

Importing Header Files

Not only can you add new header files to Flare, but you can also import existing header files (e.g., files with .h or .hh extensions).

HOW TO IMPORT A HEADER FILE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Advanced>Header File**.
   - **Menu** Select **Project>Advanced>Add Header File**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Header File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Header File** is selected.
3. Select **New from existing** and click ...
4. Find and select the header file that you want to import.
5. 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.
6. If you want to give the header file a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The header file is added.

Importing Page Layouts

You can import individual page layout (FLPGL) files (such as those from another Flare project or those sent to you by a contributor).

HOW TO IMPORT A PAGE LAYOUT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Page Layout**.
   - **Menu** Select **Project>Add Page Layout**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. In the Open dialog, navigate to the FLPGL file that you want to import. Then select it and 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.
4. In the **File name** field, type a new name for the page layout.
5. Click **Add**. The page layout is added to the Resources\PageLayouts subfolder in the Content Explorer. The Page Layout Editor opens, displaying the page layout.

Importing Search Filter Sets

Not only can you add new search filter sets, but you can also import an existing search filter set (FLSFS file).

HOW TO IMPORT A SEARCH FILTER SET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Advanced>Search Filter Set**.
   - **Menu** Select **Project>Advanced>Add Search Filter Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Search Filter Set**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLSFS 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 search filter set a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The search filter set is added and opens in the Search Filter Set Editor.

Importing Skins

Not only can you add a new skin, but you can also import an existing skin (FLSKN file).

HOW TO IMPORT A SKIN

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Skin**.
   - **Menu** Select **Project>Add Skin**.
   - **Right-Click** In the Project Organizer, right-click on the **Skins** folder and from the context menu select **Add Skin**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLSKN 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 skin a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The skin is added and opens in the Skin Editor.

Note: You can download a variety of free skins with different looks from the MadCap Software website. Simply go to **http://madcapsoftware.com/downloads/flareskingallery.aspx**. After downloading the skin, you can import it into your project.

Importing Snippets

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

HOW TO IMPORT A SNIPPET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Snippet**.
   - **Menu** Select **Project>Add Snippet**.

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

Importing Stylesheets

If you already have a stylesheet (CSS file) somewhere else and want to reuse it in your current project, you can import that stylesheet.

HOW TO IMPORT A STYLESHEET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Stylesheet**.
   - **Menu** Select **Project>Add Stylesheet**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the stylesheet 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. Leave the selection in the **Folder** field as **Resources/Stylesheets**.
6. If you want to give the stylesheet a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The stylesheet is added to the Resources\Stylesheets folder in the Content Explorer and opens in the Stylesheet Editor.

Note: You can also import individual styles from another stylesheet. See "Importing Styles" on the following page.

Importing Styles

You can manually create new styles in a stylesheet. Another option is to import existing styles from another stylesheet.

HOW TO IMPORT A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, click the **Options** button and select **Import Styles**.
3. Do one of the following, depending on the stylesheet containing the style you want to import.

   SELECT A STYLESHEET FROM ONE OF THE AVAILABLE FOLDERS

   a. In the **Library Folders** section, select one of the folders.

      - **Factory Stylesheets** Holds stylesheets that are provided by Flare. This folder includes a stylesheet called "SearchHighlight," which provides styles that let you control the look of terms that are highlighted in searches performed by users.
      - **My Templates** Holds your own stylesheets that you store in your Documents\My Templates\Stylesheets folder.

        > **Note:** In some operating systems, the folder is called "My Documents" instead of "Documents."

      - **Project Stylesheets** Holds stylesheets added to your project.

   b. In the **Styles** section to the right, select a stylesheet contained in the folder.

   SELECT A STYLESHEET NOT FOUND IN ONE THE AVAILABLE FOLDERS

   a. Click the **Browse** button.

   b. In the dialog, find and double-click the stylesheet.
4. (Optional) In the **[Show Styles]** drop-down list, you can make a selection to filter which types of styles to show in the area below.
5. (Optional) In the **[Medium]** drop-down list, you can select a specific medium. This determines the medium to which the styles are imported in your current stylesheet. If you select "default," the imported style properties will be applied to all of the mediums in the other stylesheet. If you select a custom medium, the imported style properties will be imported to that medium in the other stylesheet.
6. Click the **Import** check box next to each style that you want to import.
7. Click **OK**. The styles are added to the current stylesheet.

Note: You can also import entire stylesheets into your project. See "Importing Stylesheets" on page 150.

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 the **Project** ribbon. In the **Content** section select **New>Table of Contents**.
   - **Menu** Select **Project>>Add 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. Click **Add**. The TOC is added and opens in the TOC Editor.

Importing Targets

Not only can you add a new target, but you can also import an existing target (FLTAR file).

HOW TO IMPORT A TARGET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Target**.
   - **Menu** Select **Project>Add Target**.
   - **Right-Click** In the Project Organizer, right-click on the **Targets** folder and from the context menu select **Add Target**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLTAR 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 target a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The target is added and opens in the Target Editor.

Importing Topics

You can import individual XHTML files (such as those from another Flare project).

HOW TO IMPORT A TOPIC

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

     > **Tip:** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the New menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Topic**.
   - **Menu** Select **Project>Add Topic**.
   - **Standard Toolbar** Click Add Topic...

     To open the Standard toolbar from the menu view, you can select **View>Toolbars>Standard**.

   - **Local Toolbar** In the local toolbar of the Content Explorer click .
   - **Keyboard Shortcut** Press **CTRL+T**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. In the Open dialog, navigate to the XHTML file that you want to import. Then select it and 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.
4. (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.
5. (Optional) If you want to give the topic a different name than that for the imported file, click in the **File name** field and enter the text.
6. (Optional) 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.

7. (Optional) 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.
8. (Optional) In the **Stylesheet** field, select a stylesheet to apply to the new topic. If you do not have a stylesheet in your project, this field remains blank.
9. Click **Add**. The topic is added and opens in the XML Editor.
10. Now simply click inside the topic page in the XML Editor and start typing text or adding any other elements (e.g., tables, images, cross-references, multimedia) appropriate for the topic.

    It is also likely that you will want to apply formatting styles to the topic at this point.

Note: You can also import plain HTML files, automatically converting them to XHTML files. See "Importing HTML Files" on page 79.

Importing Variable Sets

Not only can you add a new variable set, but you can also import an existing variable set (FLVAR file).

HOW TO IMPORT A VARIABLE SET

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Variable Set**.
   - **Menu** Select **Project>Add Variable Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Variables** folder and from the context menu select **Add Variable Set**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLVAR 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. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click ... and select the subfolder. Otherwise, keep the default location.
6. If you want to give the variable set a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The variable set is added and opens in the Variable Set Editor.

CHAPTER 11

Additional Importing Tasks

In addition to the many features already covered in this guide, there are other import-related tasks that you can perform in Flare.

This chapter discusses the following:

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Disabling Auto-Sync of Import Files 162
Overwriting Imported Documents 163

Adding Project Import Files

The Import Flare Project Wizard guides you through the steps for importing Flare files from another project. When you use this wizard, an import file is created automatically and placed in the Imports folder in the Project Organizer.

However, as an alternative to using the Import Flare Project Wizard, you can add an import project file manually. After you create this file, it will be stored in the Imports folder in the Project Organizer. If you want to manually re-import files from the project in the future, you can open this file (with an .flimpfl extension). Your settings are saved in the file, and you can simply initiate a re-import.

HOW TO ADD A PROJECT IMPORT FILE MANUALLY

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Import File>Flare Project Import File**.

     You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Project>Import File>Add Flare Project Import File**.
   - **Right-Click** In the Project Organizer, right-click on the **Imports** folder and from the context menu select **Add Flare Project Import File**.
2. In the **File Type** field at the top, make sure **Flare Import File** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized 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, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

> **Note:** In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.

» **New from existing** This lets you 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 the browse button , 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 that you previously created in the 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 import file.
6. Click **Add**. The import file is added to the Project Organizer. The Project Import Editor opens to the right.

Disabling Auto-Sync of Import Files

Let's say you have imported Microsoft Word, Adobe FrameMaker, or Flare files from another project, and when doing so, you selected the "Easy Sync" option to automatically re-import the files when you generate output. If you want to override that Easy Sync setting for a specific target, you can do so by using the steps below. Therefore, if you want to re-import any of the files, you will need to do so manually. See "Importing Word Files" on page 91, and "Importing FrameMaker Files" on page 21.

You might decide to use this option, for example, if you are testing the generation of output and do not want to wait the extra time for the files to be imported. After you finish your testing, you can deselect this option to return to the automatic imports of the files.

HOW TO DISABLE AUTO-SYNC OF IMPORT FILES

1. Open the target.
2. In the Target Editor, select the **General** tab.
3. Select the check box labeled **Disable auto-sync of all import files**.
4. Click to save your work.

Overwriting Imported Documents

If you have imported Microsoft Word or Adobe FrameMaker documents and maintained a link with the source documents, you receive a warning when you try to save changes in the imported document. One of the options that you can select is to save the document and ignore the warning. In this case, the local file remains linked to the source file, even though it is different. When you attempt to re-import that file from the source, you are given the opportunity to overwrite the local file.

HOW TO OVERWRITE IMPORTED DOCUMENTS

1. From the Imports folder in the Project Organizer, open an import file, and attempt to re-import a file that you have changed locally. The Confirm Overwrite Documents dialog opens.
2. Click the **Overwrite** check box next to any files that you want to overwrite with the source file. You can use the options at the bottom of the dialog to quickly select multiple files.
   - **Select All** Use this button to automatically add check marks next to all files in the list.
   - **Clear All** Use this button to automatically remove check marks from all files in the list.
   - **Check Selected** Use this button to automatically add check marks next to all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
   - **Clear Selected** Use this button to automatically remove check marks from all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. Click **OK**.
4. In the dialog that opens, click either **Yes** or **Yes All** to replace the files.

APPENDIX

PDF Guides

The following PDF guides are available for download from the online Help.

Accessibility Guide
Analyzer Guide
Autonumbers Guide
Condition Tags Guide
Context-sensitive Help Guide
DotNet Help Guide
Eclipse Help Guide
Getting Started Guide
Global Project Linking Guide
HTML Help Guide
HTML5 Guide
Images Guide
Importing Guide
Index Guide
Key Features Guide
Language Support Guide
Movies Guide
Navigation Links Guide
Print-based Output Guide
Project Creation Guide
Pulse Guide
QR Codes Guide
Reports Guide
Reviews & Contributions Guide
Search Guide
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Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide