MadCap Software

Index Guide

Flare 10

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THIS GUIDE WAS CREATED USING MADCAP FLARE.

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CHAPTER 1

About Indexes

This feature is supported in all outputs.

You can include an index in your output through the use of index keywords. An index proxy is also necessary for print-based outputs.

Unlike some features in Flare, there is no independent index file in your project that becomes the index in your output. Instead, the index is automatically generated when you build output, based on index keywords that you provide in the project.

This chapter discusses the following:

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Benefits of the Flare Method of Indexing

Flare's method of producing an index includes the following benefits.

- **Prevents Index Keywords from Pointing to Deleted Content** Let's say you have inserted an index keyword within a particular paragraph in a topic. Later, you decide to delete the paragraph. Doing this also deletes the index keyword, so when the index is generated, that index keyword is no longer included in it. You do not have to remember to delete the index keyword from another location or file.
- **Copies Index Keywords for You** Let's say you have inserted an index keyword within a particular paragraph in a topic. You then copy that paragraph and paste it into another topic. When you do this, the index keyword is also copied, which means that you do not have to worry about creating it again for that topic.

Online Index Versus Printed Index

An index in Flare works much like an index in a printed book. It provides key terms that point the user or reader to specific locations where the information is stored. The main difference is that, in a printed book, a reader must manually turn pages to get to the desired page listed in the index. In online output, an end user simply clicks an item in the index and the item opens immediately.

When you create print output, you can convert your online index to printed format.

When Should You Add Index Keywords?

There is no right or wrong answer to this. As you gain experience, you will develop your own work habits that fit you best. Some authors add index keywords as they work on each topic. Other authors wait until they are near the end of the development process and add index keywords all at once. Here are a few benefits of waiting until the later in the process to add index keywords:

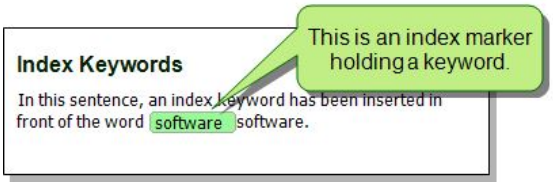
- If you add index keywords as you create and work on each topic, it's possible that you will forget to add index keywords if you later make changes to a topic. If you wait until the later in the process to add index keywords all at once, you are less likely to miss sections in topics.
- You might find that your wording is more consistent if you wait to add all your index keywords at the same time. Projects can take months to develop, and over time it is easy to stray from using consistent terms.

> **EXAMPLE**
>
> Early in the development process, you might start using the word "modify" in several index keywords, but later on you might forget and start using the word "change" instead. In the end, some topics would be connected to index keywords using the word "modify," while other topics would be connect to keywords using the word "change."

- For authors who add index keywords all at once, Flare provides two features that can be quite useful ("Index Entry Mode" and "saved layouts").

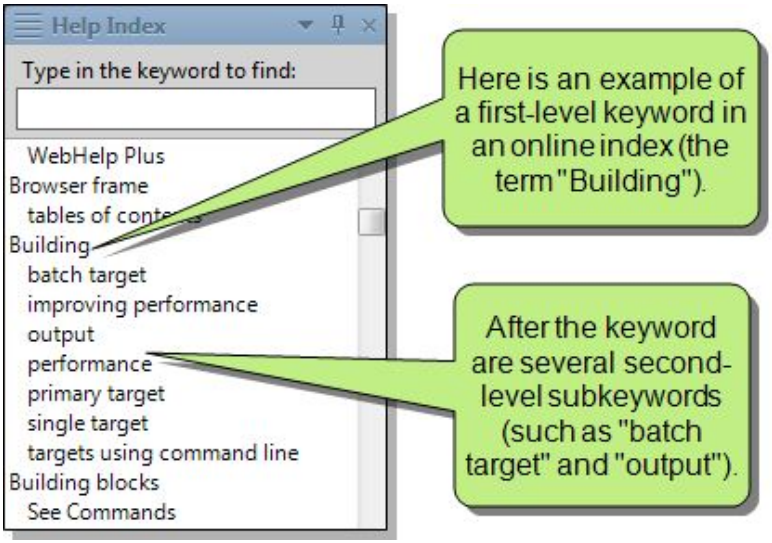
Keywords and Subkeywords

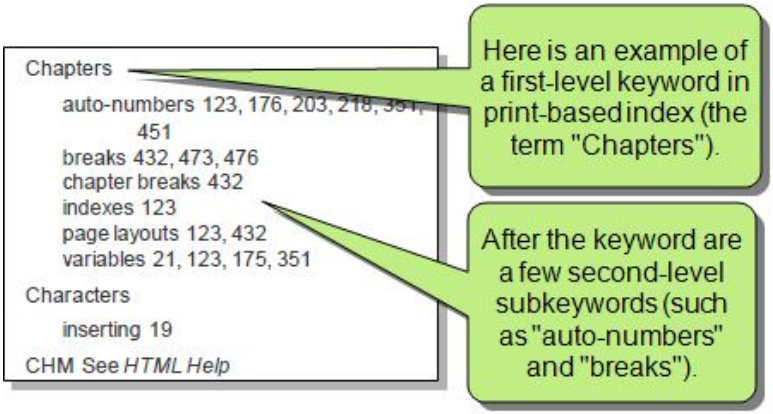
Keywords and subkeywords are the primary building blocks for an index. They are displayed in topics (as you edit them) as markers; each marker can hold multiple keywords.



Keywords are simply terms at the first level in an index. You might have a term that can be broken down even further. In that case, you might decide to also create subkeywords, which are at the second-level in an index.

When you generate the output the index is automatically created based on these keywords and subkeywords. The keywords and subkeywords are visible to the end user in the generated index, but not in the individual topics.




Chapters
auto-numbers 123, 176, 203, 218, 351, 451
breaks 432, 473, 476
chapter breaks 432
indexes 123
page layouts 123, 432
variables 21, 123, 175, 351
Characters
inserting 19
CHM See *HTML Help*
Here is an example of a first-level keyword in print-based index (the term "Chapters").
After the keyword are a few second-level subkeywords (such as "auto-numbers" and "breaks").

Search and Expandable Keywords in HTML5 Indexes

A search field is automatically added to the top of the Index pane in HTML5 output. When you begin typing in the search field, Flare eliminates all other terms not matching what you type. So you end up with a much shorter group of matching terms. To return to the original full view of the index, just clear the search field. This works for first-level index keywords only.

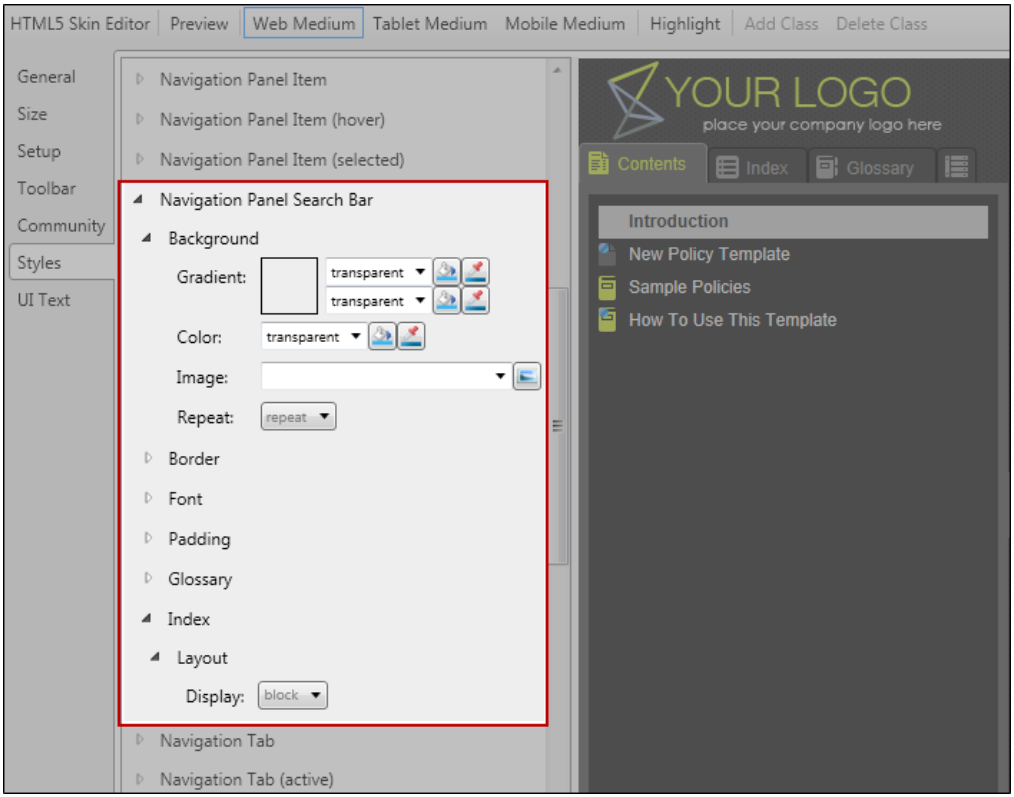
E X A M P L E

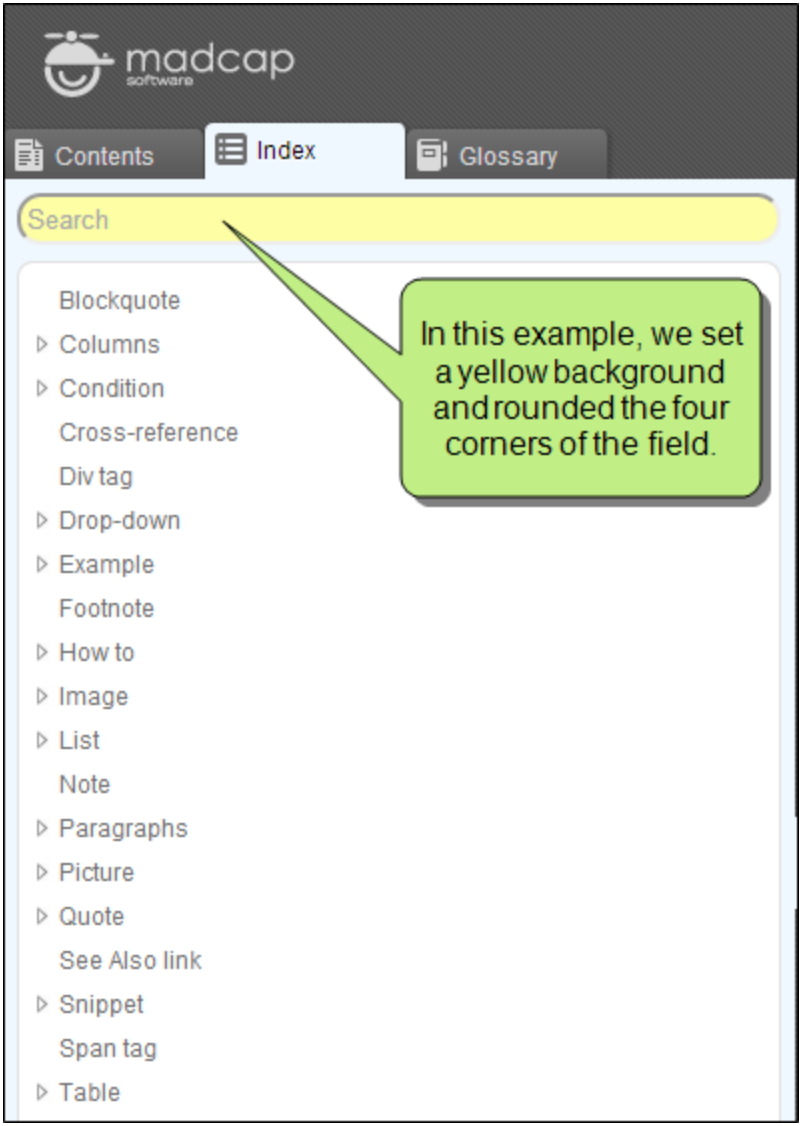
Let's say you have an index that looks like this:

If you type the word "topic," the view will change to this:

In addition, you can customize or hide this field. This includes the ability to change the following on the Styles tab of the Skin Editor.

- Font settings
- Background color
- Visibility
- Rounded edges



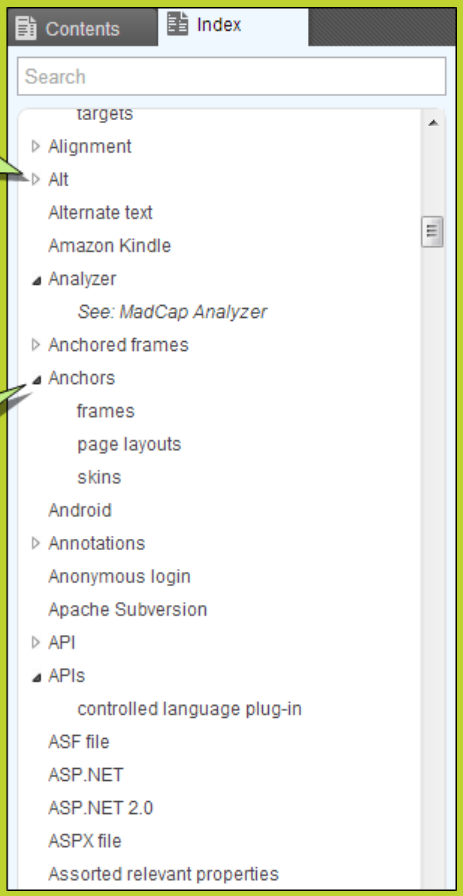

madcap
software
Contents
Index
Glossary
Search
Blockquote
Columns
Condition
Cross-reference
Div tag
Drop-down
Example
Footnote
How to
Image
List
Note
Paragraphs
Picture
Quote
See Also link
Snippet
Span tag
Table
In this example, we set a yellow background and rounded the four corners of the field.

Finally, multi-level keywords are indicated by icons in the index. You can click a first-level index keyword to expand it and see its subkeywords.

EXAMPLE

This icon means there are subkeywords and/or index links under the main index keyword. Click it to see expand the list.

The icon changes to this when it has been expanded.



Steps for Using Indexes

Following are the main steps for creating an index and making it accessible to end users.

1. **Create Indexes** In Flare there are a few different ways to create an index with keywords and subkeywords.
   - **Method 1—Add Keywords to Index and Assign Topics** You can use the bottom area of the Index window pane (select **View>Index Window**) to add index keywords and subkeywords (see "Creating Indexes" on page 19) and assign topics to them (see "Assigning Topics to Index Keywords" on page 25). So this method involves two separate steps—first you bring the keywords into existence, and then you assign them to topics. Because unless the keywords are associated with topics, they won't show up in the output. The major benefit of this method is that it is an easy and quick way to place the same index marker at the beginning of multiple topics and maintain better consistency in the index.
   - **Method 2—Insert Keywords in Individual Topics or Snippets** You can open a topic or snippet and use the top area of the Index window pane to insert index keywords and subkeywords into that file (see "Inserting Index Keywords" on page 30). So with this method you are bringing the keywords into existence and associating them with topics or snippets in the same step. The major benefit of this method is that it lets you place index markers at specific places in a topic or snippet, as opposed to the very beginning of the file. While this method allows you the most control, it takes more time than the other methods.
   - **Method 3—Create Auto-Index** You can automatically add words to an index by creating an auto-index. With this method Flare scans your project when you build output to find certain words that you tell it to find. If those words are found, index entries are added to the generated index automatically (see "Creating Auto-Indexes" on page 36). The major benefit of this method is that it is quick and easy. However, it does not allow you as much control as the other methods. You might select this method to give you a starting place for an index and then use one of the other methods to add to it or tweak it.
2. **Create Index Links** In addition to creating regular index entries that point to a specific place in your project, you can also create index links. An index link is an entry in a generated index that points to another entry. There are three kinds of index links—"See," "See Also," and "Sort As." See "Creating Index Links" on page 41.
3. **Enable Index in Skin (if generating online output)** After inserting index keywords, you need to enable the index in the skin you want to use for the target. See "Enabling Indexes in Skins" on page 57.
4. **Create Index for Print Output** To create an index manually for print output, you need to create a unique topic and insert an index proxy into it. Alternatively, you can let Flare auto-generate one for you. See "Creating an Index Manually for Print" on page 60 and "Auto-generating Indexes for Print" on page 70.

Note: If you are using chapter or volume autonumbers and you want these numbers to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout). See "Page Autonumbers in Print Indexes" on page 66.

5. **Modify Index** You can customize the way the index looks in your output. For more information see "Modifying Indexes" on page 85 and "Determining the Look of Your Print Index" on page 93.

Note: You can use the built-in Analyzer and reports to see a list of topics not yet containing index keywords. See "Viewing Topics Not Indexed" on page 119.

CHAPTER 2

Creating Indexes

You can use various methods to create indexes.

This chapter discusses the following:

Adding Index Keywords 20
Assigning Topics to Index Keywords 25
Inserting Index Keywords 30
Creating Auto-Indexes 36

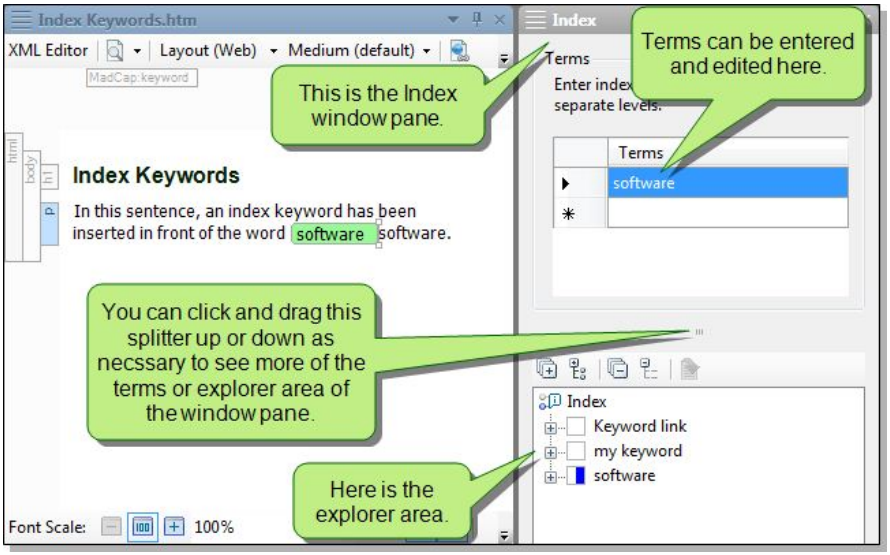
Adding Index Keywords

Use the following steps to add index keywords.

HOW TO ADD AN INDEX KEYWORD OR SUBKEYWORD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.

   The Index window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. Do one of the following, depending on whether you are adding a first-level keyword or a second-level index keyword:

   - **First-Level Keyword** Right-click the explorer area at the bottom of the window pane, and select **Add Top-Level Keyword** from the context menu.

     OR

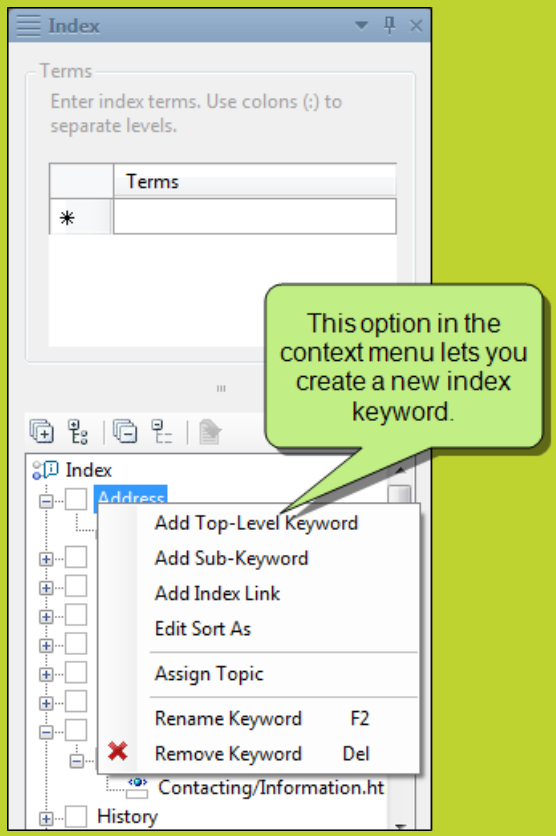
   - **Second-Level Subkeyword** In the explorer area at the bottom of the window pane, right-click an existing top-level keyword. From the context menu select **Add Sub-Keyword**.

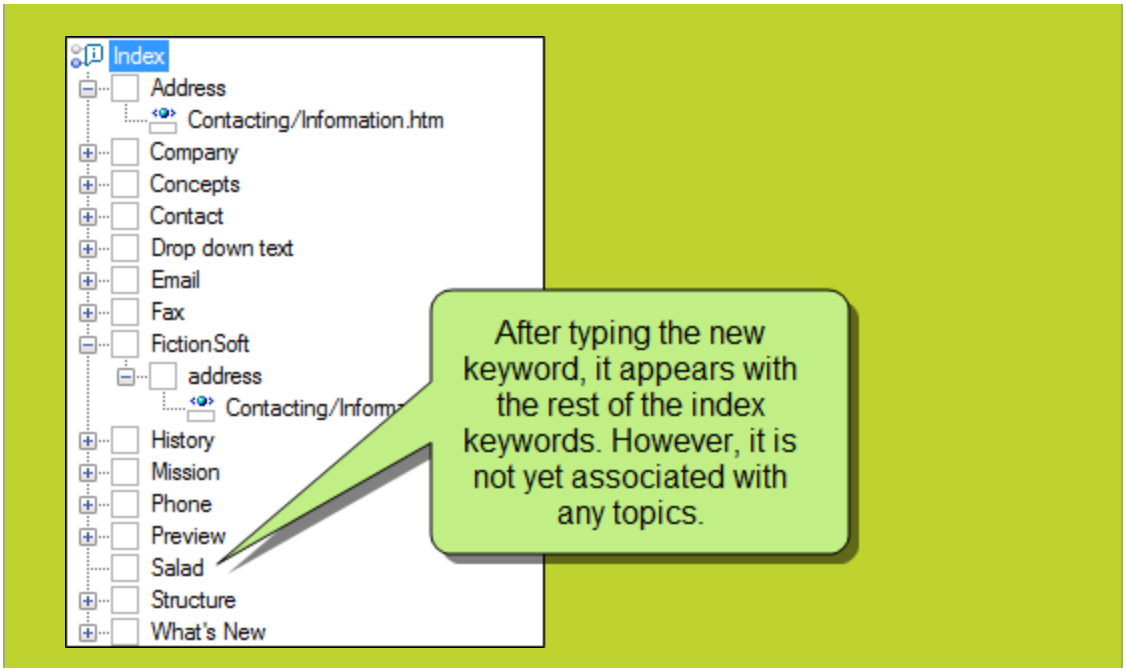
> **Note:** If you want to add a keyword that begins with a colon, you need to type a backwards slash \ first, followed by the colon and then the term (e.g., \:My keyword). If you want to add a subkeyword that starts with a colon, you can do the same, although you still need to include the original colon that indicates it is a subkeyword (e.g., My keyword:\:mysubkeyword).

3. Type the index keyword as you want it to appear in the index and press **Enter**.

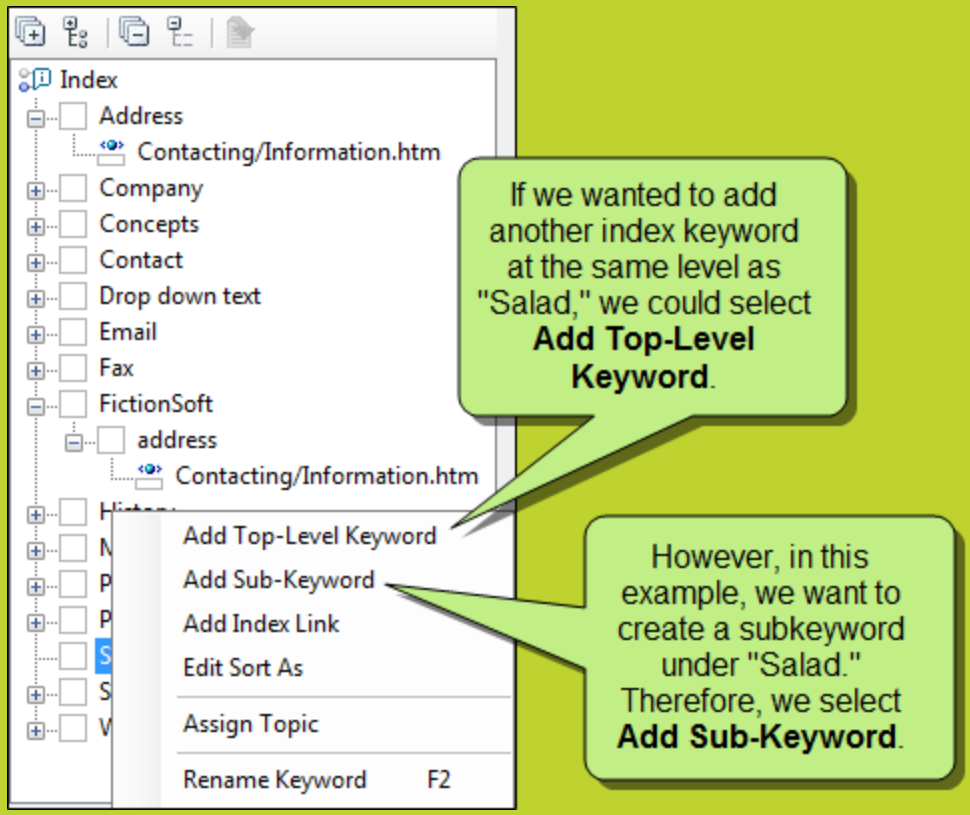
E X A M P L E

Let's say you want to add the index keyword "Salad" to some topics in your project. One way to accomplish this is to open those topics and insert the index keyword into them. Another way is to open the Index window pane, right-click anywhere in the explorer area at the bottom of the window pane, and select **Add Top-Level Keyword**.




Index
Address
Contacting/Information.htm
Company
Concepts
Contact
Drop down text
Email
Fax
FictionSoft
address
Contacting/Inform
History
Mission
Phone
Preview
Salad
Structure
What's New
After typing the new keyword, it appears with the rest of the index keywords. However, it is not yet associated with any topics.

Now let's say that you want to create a subkeyword called "Cobb" under the top-level keyword "Salad." First, you right-click on **Salad** and select **Add Sub-Keyword**.



Assigning Topics to Index Keywords

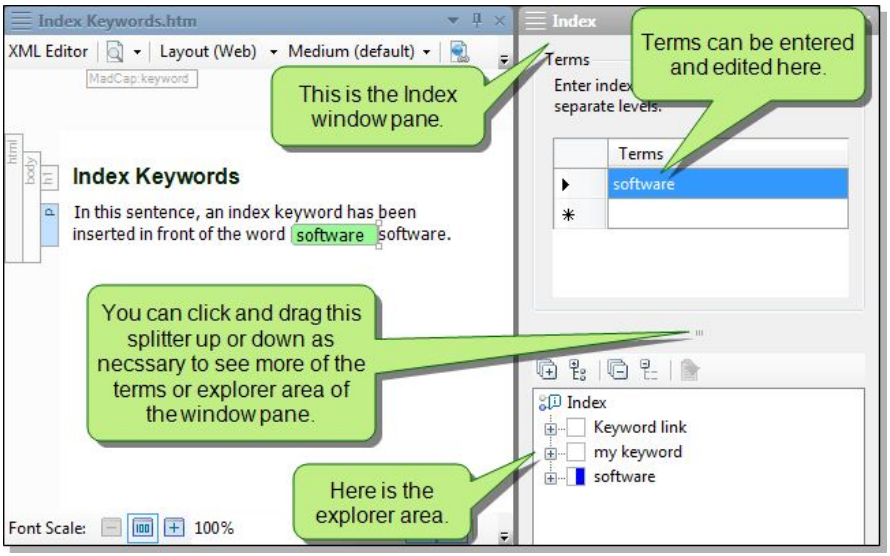
After you add index keywords or subkeywords in the Index window pane, you can assign topics to them. There are two methods for doing this.

- Context menu in Index window pane
- Drag from Content Explorer

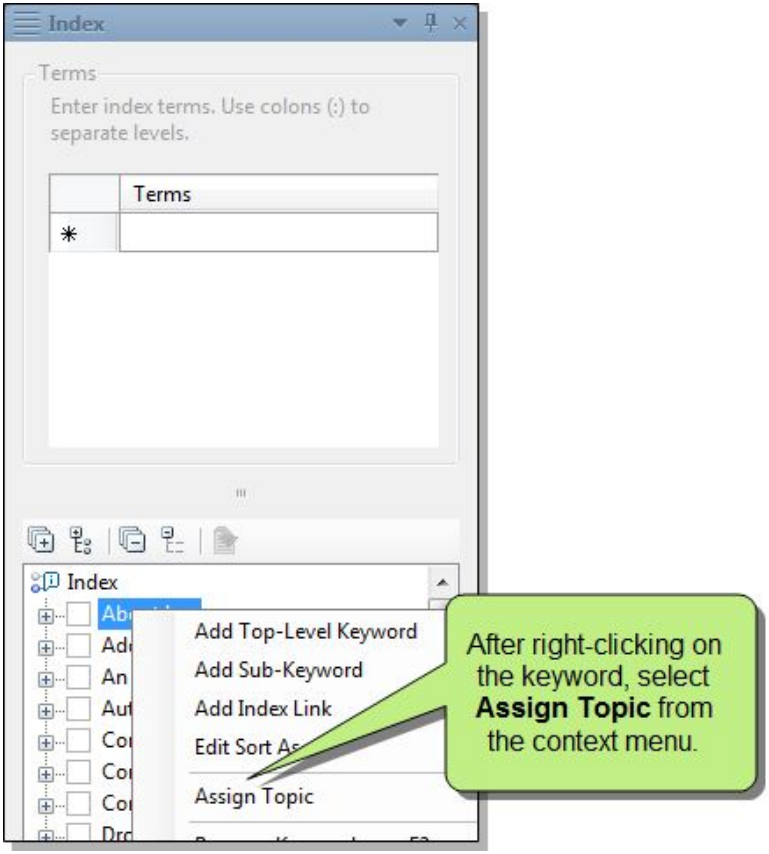
HOW TO ASSIGN TOPICS TO AN INDEX KEYWORD OR SUBKEYWORD—INDEX WINDOW PANE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.

   The Index window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



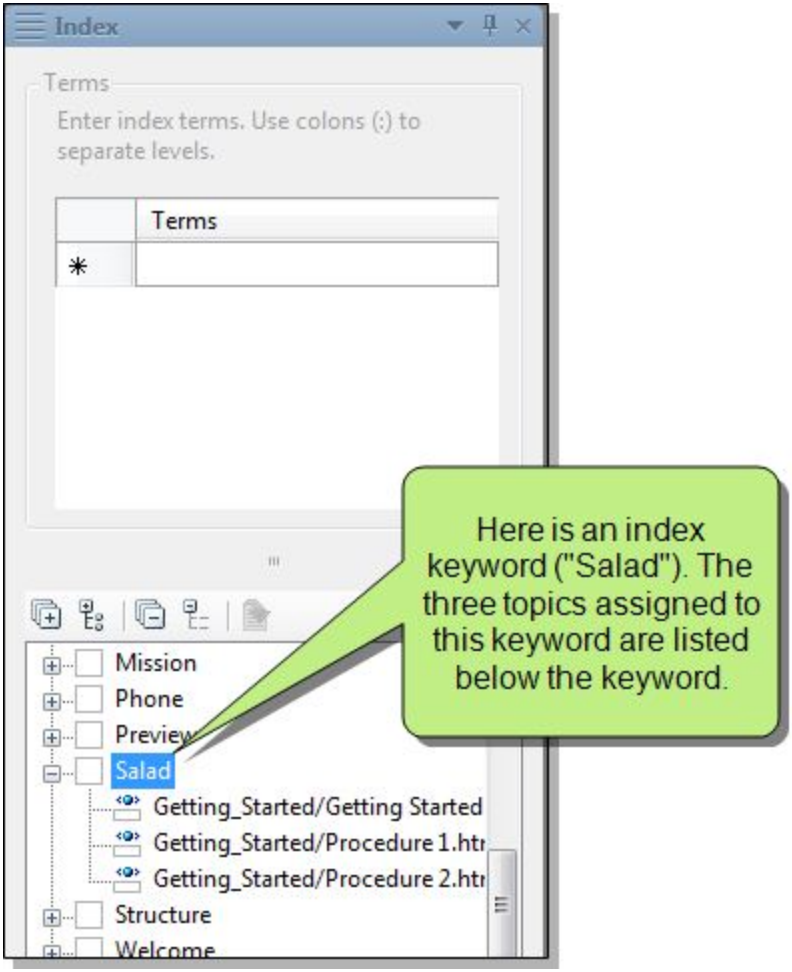
2. Right-click on the keyword or subkeyword and from the context menu select **Assign Topic**.



3. In the dialog that opens, find and select the topic(s).

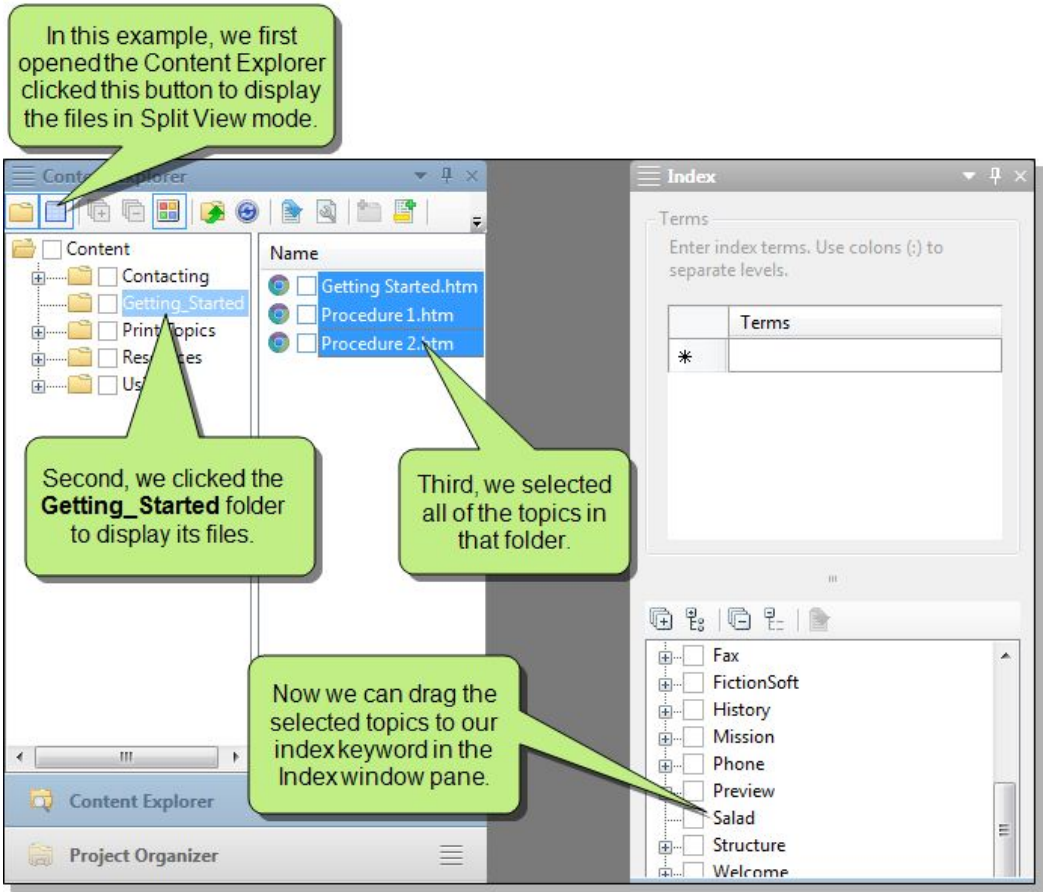
   If you want to select multiple topics, first click in the local toolbar. Then double-click the folder holding the files. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

4. In the dialog, click **Open**. Paths to the selected topics are displayed in the Index window pane after the keyword. And an index marker is added at the beginning of each topic.


Index
Terms
Enter index terms. Use colons (:) to separate levels.
Terms
Mission
Phone
Preview
Salad
Getting_Started/Getting Started
Getting_Started/Procedure 1.htr
Getting_Started/Procedure 2.htr
Structure
Welcome
Here is an index keyword ("Salad"). The three topics assigned to this keyword are listed below the keyword.

HOW TO ASSIGN TOPICS TO AN INDEX KEYWORD OR SUBKEYWORD—CONTENT EXPLORER

1. Make sure the Content Explorer is open.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.
3. In the local toolbar of the Content Explorer, click the **Show Files** button . The window pane splits into left and right halves.
4. In the left half of the Content Explorer, click the folder holding the topics that you want to assign to an index keyword.
5. In the right half of the Content Explorer, select the topics. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
6. Drag the selected topics and drop them on the index keyword or subkeyword that is displayed the bottom (explorer) portion of the Index window pane.


In this example, we first opened the Content Explorer clicked this button to display the files in Split View mode.
Content
Contacting
Getting_Started
Name
Getting Started.htm
Procedure 1.htm
Procedure 2.htm
Index
Terms
Enter index terms. Use colons (:) to separate levels.
Terms
Second, we clicked the **Getting_Started** folder to display its files.
Third, we selected all of the topics in that folder.
Now we can drag the selected topics to our index keyword in the Index window pane.
Fax
FictionSoft
History
Mission
Phone
Preview
Salad
Structure
Welcome
Content Explorer
Project Organizer

Inserting Index Keywords

There are a few different ways to insert an index keyword into a topic or snippet, and each has its own advantages.

- Drag-and-drop
- Quick term
- Index window pane
- Index entry mode

Does it matter where you insert an index keyword in a topic? Typically, you want to insert the index keyword at the location closest to where the subject is discussed. One reason for this is to keep index keywords accurate in print-based output. Let's say you have a very long topic that discusses many subjects and you have inserted all of the index keywords at the top of the topic. In print-based output it is likely that the topic will be spread out to multiple pages. With the index keywords inserted at the top of the topic, the final index will point to the first printed page containing that topic, rather than the exact page where the subject is discussed. However, it is also helpful to insert keywords to your headings in a topic. This helps improve search results.

Drag-and-Drop Method

Use this method to quickly insert an index keyword that already exists in your project.

- **Advantage** It is extremely fast.
- **Disadvantage** The index keyword that you want to insert must already exist in the project. This means you must first insert the index keyword into a topic using one of the other methods.

HOW TO INSERT AN INDEX KEYWORD USING THE DRAG-AND-DROP METHOD

1. Open the content file (e.g., topic, snippet).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.
3. In the bottom (explorer) area of the Index window pane, click the index keyword and drag it to the location in the topic or snippet where you want to insert it. As you drag the keyword into the topic or snippet, a vertical red bar acts as a guide to help you place the keyword.

   The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).
4. Click to save your work.

Quick Term Method

Use this method to quickly insert the first word located after your cursor as an index keyword.

- **Advantage** It is extremely fast.
- **Disadvantage** It is not the method to use if you want to customize your phrase or add a second-level keyword. The word located immediately after the cursor is exactly what will be displayed in the index.

HOW TO INSERT AN INDEX KEYWORD USING THE QUICK TERM METHOD

1. Open the content file (e.g., topic, snippet).
2. Click before or on the word that you want to insert as an index keyword.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Links** section select **Keyword**.
   - **Menu** Select **Tools>Index>Insert [term] as Index Keyword**.
   - **Keyboard Shortcut** Press **F10** on your keyboard.

   The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).
4. Click to save your work.

Index Window Pane Method

Use this method to enter a keyword in the Index window pane.

- **Advantage** It lets you customize the wording of the phrase in the index. It also lets you add a second-level index keyword.
- **Disadvantage** It is not quite as fast as the other methods.

HOW TO INSERT AN INDEX KEYWORD USING THE INDEX WINDOW PANE METHOD

1. Open the content file (e.g., topic, snippet).
2. Click at the location in the topic or snippet where want to insert an index keyword.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9** on your keyboard.

   The Index window pane opens.

   The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.
4. Click in an empty field in the **Terms** column.
5. Type the index keyword as you want it to appear in the index.

   If you want to add a second level to the keyword, type a colon after the first term, and then type the second term.

   E X A M P L E

   If you type `Software:MadCap Flare`, the keyword "Software" appears at the first level of the index, and the term "MadCap Flare" appears as a subentry under "Software."

Note: If you want to add a keyword that begins with a colon, you need to type a backwards slash \ first, followed by the colon and then the term (e.g., \:My keyword). If you want to add a subkeyword that starts with a colon, you can do the same, although you still need to include the original colon that indicates it is a subkeyword (e.g., My keyword:\:mysubkeyword).

6. Press **Enter**.

   The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).

7. Click to save your work.

Index Entry Mode Method

Use this method to accomplish the same thing as the Index window pane method. The difference is that, with this method, you do not need to move your cursor from the topic or snippet to the Index window pane. You simply click at the spot in the text where you want to insert the keyword and start typing. The words you type are added directly into the Index window pane. This is a good method to use if you plan to do a lot of indexing all at once, without performing any other tasks in the topic or snippet.

- **Advantage** It is extremely fast and allows you to customize phrasing and add second-level keywords.
- **Disadvantage** It is not the best method to use if you want to perform indexing while also adding other content and formatting to topics or snippets.

HOW TO INSERT AN INDEX KEYWORD USING THE INDEX ENTRY MODE METHOD

1. Open the content file (e.g., topic, snippet).
2. In the local toolbar of the XML Editor click . The cursor changes, displaying a small boxed "i" next to it.
3. Click at the place in your topic where you want to add an index keyword.
4. Type the phrase that you want to add as the index keyword.

   As you start typing, the Index window pane opens (if it was not previously opened), and the phrase is added to the first empty field under the Terms column.

   If you want to add a second level to the index keyword, type a colon after the first term, and then type the second term.
5. Press **Enter**. The index keyword is displayed within a marker in front of the word where you added it (as long as markers are turned on).
6. If you want to add more index keywords in the topic, repeat Steps 3-5.
7. Click to save your work.

Note: If you want to turn off the index entry mode and return to regular editing, click again.

Creating Auto-Indexes

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

E X A M P L E

Let's say that you want to make sure that the word "Pasta" appears in your generated index, containing links to all of the topics where that word is found. Your first option is to manually insert the "Pasta" index marker into all of those topics. Your second option is to add the word "Pasta" to an auto-index file. When you generate the output, Flare automatically creates index entries and links for the words and phrases in your auto-index file, including the word "Pasta."

HOW TO CREATE AN AUTO-INDEX

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>Auto-index Phrase Set**.
   - **Menu** Select **Project>Advanced>Add Auto-index Phrase Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Auto-index Phrase Set**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Auto-index Phrase Set** 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, provide a name for the auto-index phrase set file.
6. Click **Add**. The Auto-index Editor opens. Also, the auto-index file (.flaix extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the auto-index phrase set from there.
7. For each phrase in your project that you want to be automatically converted to a particular index entry, complete the following steps in the Auto-index Editor:
   a. In the local toolbar, click . The Properties dialog opens and a new row is added to the editor.
   b. In the **Phrase** field, type the word(s) that you want Flare to find in your project and use as the basis for a new index entry. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a phrase with the initial word capitalized, only occurrences just like that in your topics will be used to create index entries.
   c. In the **Index Term** field, enter the word(s) to be added to the generated index. To create a multi-level index entry, separate the first-level term and the second-level term with a colon.

EXAMPLES

Let's say that you entered `pasta` in the Phrase field and `Pasta` in the Index Term field. In that case, the generated index in the print-based output will display like this:

```
                                P
Pasta  1, 3-4
```

The index entry points to any topics where the lowercase instance of "pasta" has been found. If you also want the index entry to point to occurrences where the word is not all lowercase ("Pasta"), add another row to the Auto-Index Editor and create a phrase for it (i.e., enter `Pasta` in both the Phrase field and the Index Term field).

Let's say that your project talks about many kinds of pasta and you want to create multiple index entries for certain words, some with single-level entries and others with sublevels. Maybe you want Flare to scan the project for "rigatoni." When it finds occurrences, you might want a single-level index entry like this:

```
                                R
Rigatoni  1, 3-4
```

In that case, you would enter `rigatoni` in the Phrase field and `Rigatoni` in the Index Term field. That index entry would point to all of instances of "rigatoni" in the project. But you also might want a multi-level index entry displayed like this:

```
                                P
Pasta
   rigatoni  1, 3-4
```

In that case, you would enter `rigatoni` in the Phrase field and `Pasta:rigatoni` in the Index Term field.

d. Click **OK**.

8. Click to save your work.

Note: For print-based outputs, you can also use an option to auto-generate indexes for the output. See "Auto-generating Indexes for Print" on page 70.

CHAPTER 3

Creating Index Links

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

EXAMPLE—SEE LINK

Let's say that you have written several topics about dogs, and in each of those topics you have inserted an index marker labeled "Dogs." Therefore, when users look in the index under "Dogs," they will be able to quickly find any of those topics. But what if users do not look under "Dogs," but rather "Canines"?

There are a couple of options to solve the problem. First, you could add index markers labeled "Canines" in all of those topics. A second option is to create an index "see" link for "Canines" that points users to "Dogs." In the output, it might look something like this:

C

Canines See **Dogs**

EXAMPLE—SORT AS LINK

Let's say you add <html> as an index keyword. Normally, without the "Sort as" feature, the keyword would be placed at the top of the index list, before the alphabetized keywords.

Here is the <html> index keyword in PDF output, without the "sort as" feature being used. Because of the angle bracket, the keyword is displayed at the top of the list.

Index

<

<html> 2

A

Address 9

C

Company 9

Concepts 3

Contact 9

Address 9

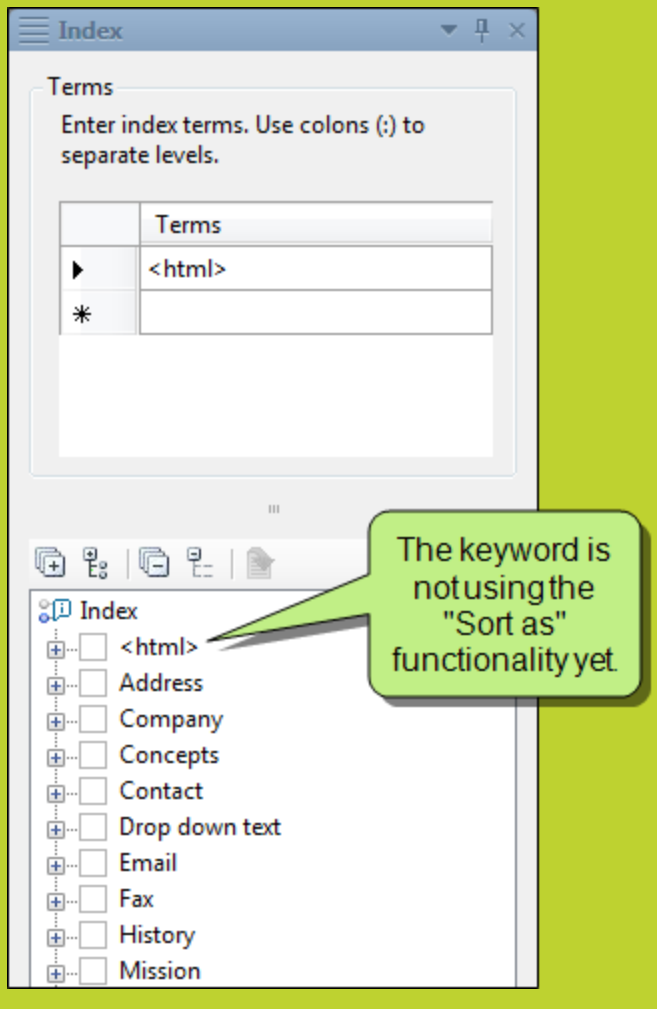
Email 9

Phone 9

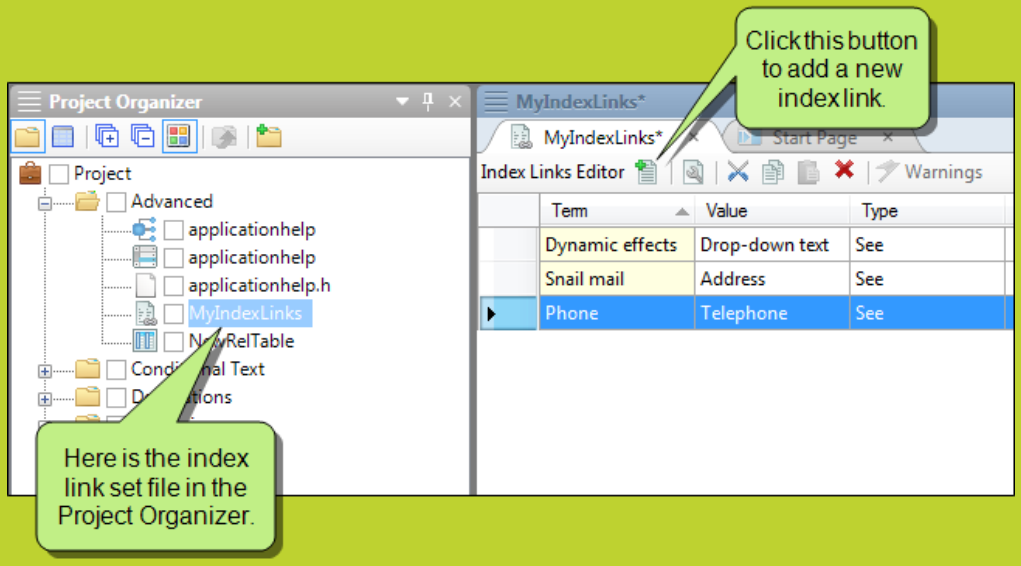
D

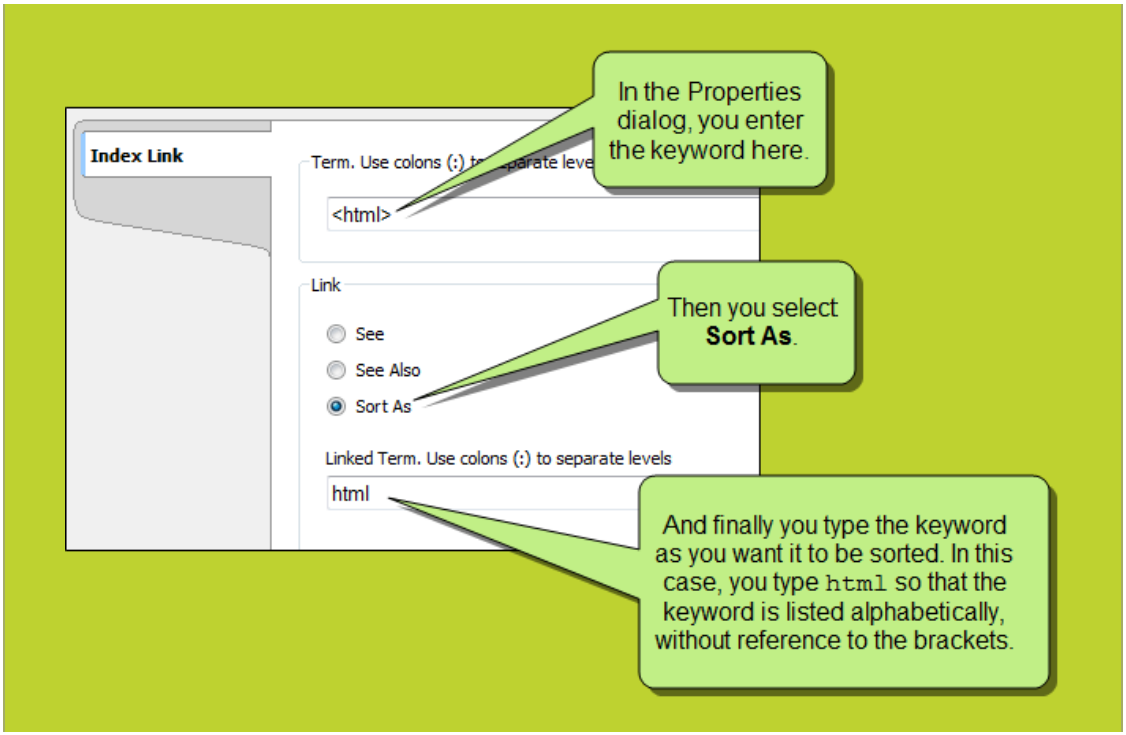
Drop down text 2

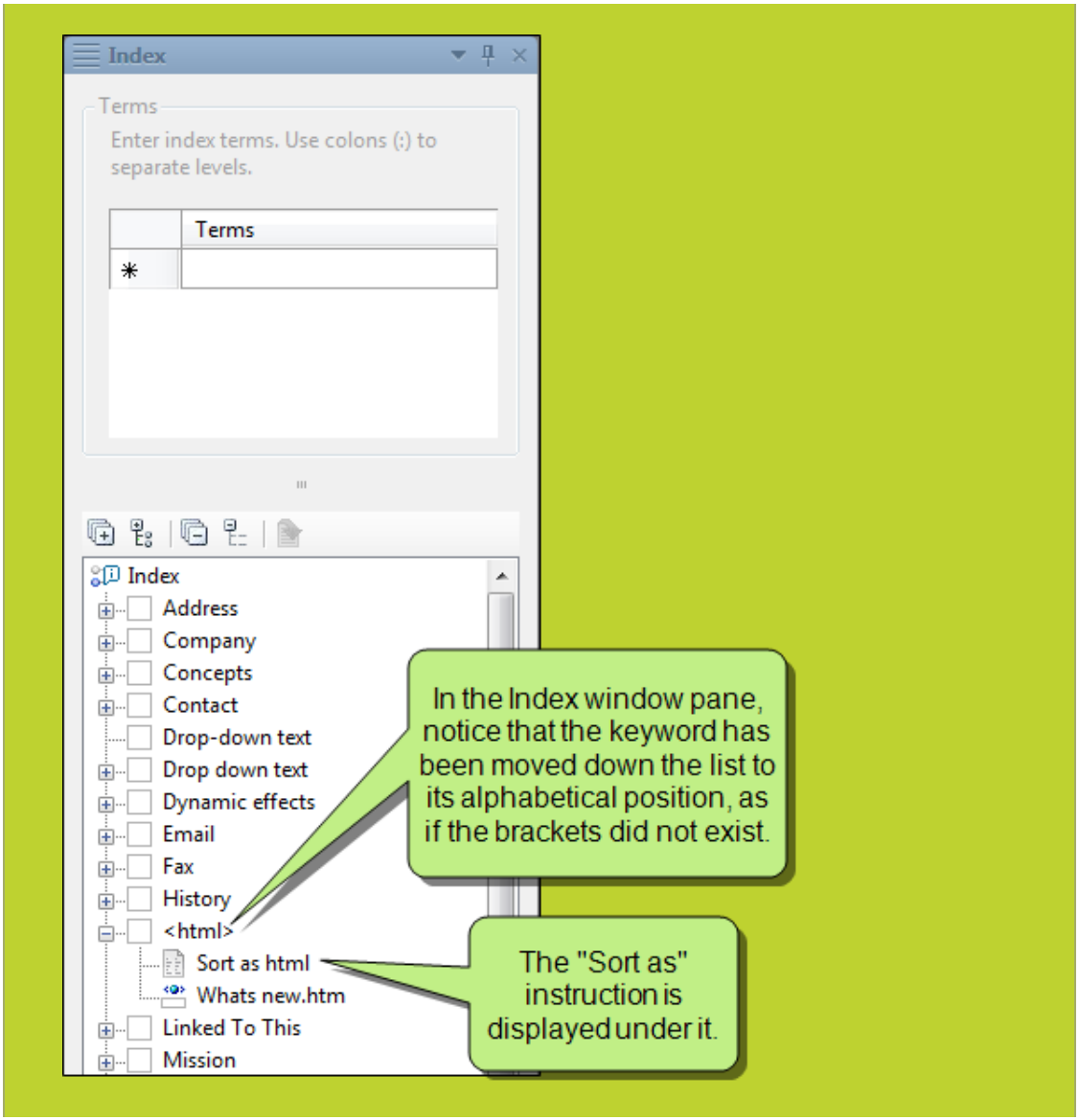
This occurs not only in the output, but also in the Index window pane in your project.

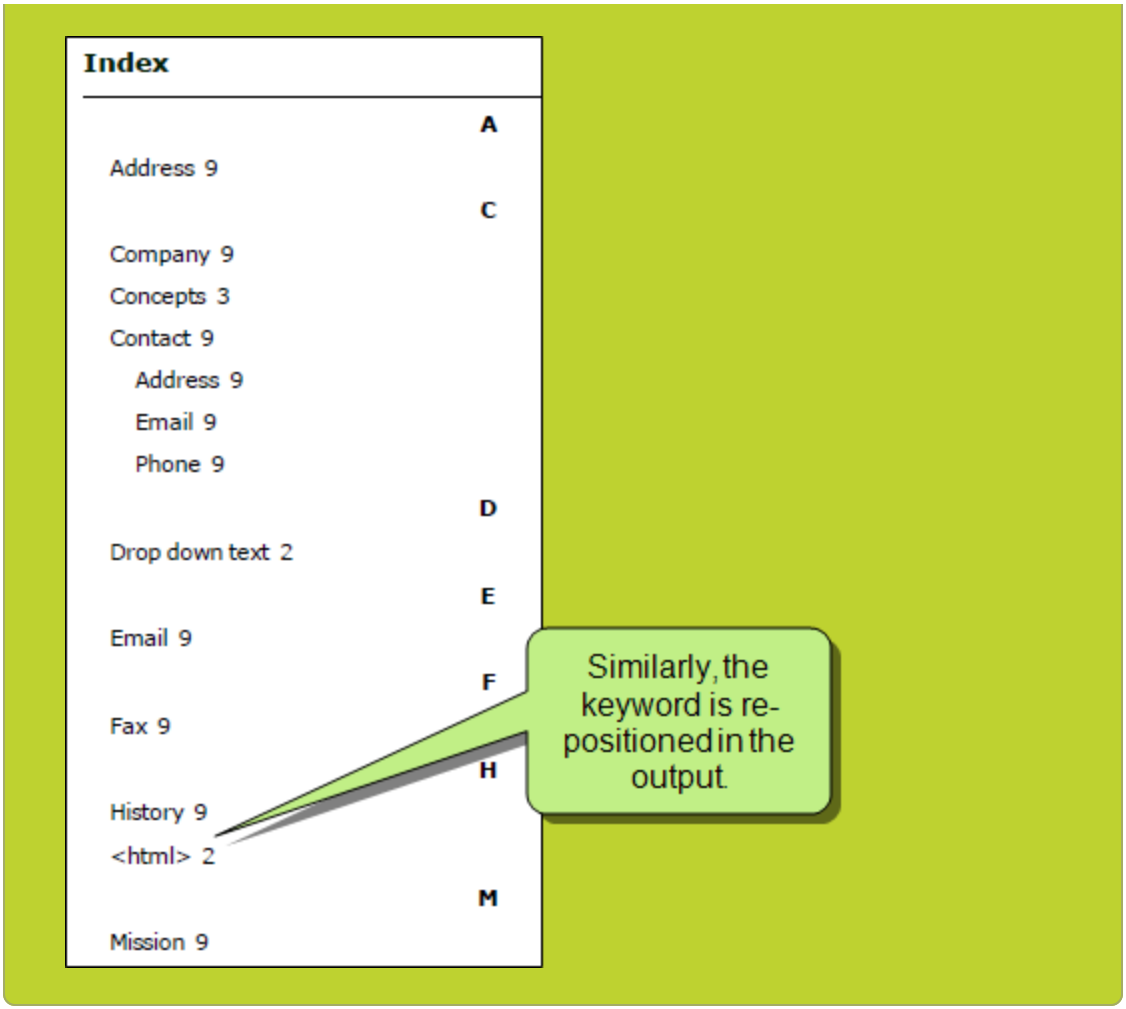


After adding an index link set file—which is stored in the Advanced folder in the Project Organizer—you can create a new index link for this keyword in the Index Links Editor.




Index Link
Term. Use colons (:) to separate levels
<html>
Link
See
See Also
Sort As
Linked Term. Use colons (:) to separate levels
html
In the Properties dialog, you enter the keyword here.
Then you select **Sort As**.
And finally you type the keyword as you want it to be sorted. In this case, you type `html` so that the keyword is listed alphabetically, without reference to the brackets.


Index
Terms
Enter index terms. Use colons (:) to separate levels.
Terms
Index
Address
Company
Concepts
Contact
Drop-down text
Drop down text
Dynamic effects
Email
Fax
History
<html>
Sort as html
Whats new.htm
Linked To This
Mission
In the Index window pane, notice that the keyword has been moved down the list to its alphabetical position, as if the brackets did not exist.
The "Sort as" instruction is displayed under it.


Index
A
Address 9
C
Company 9
Concepts 3
Contact 9
Address 9
Email 9
Phone 9
D
Drop down text 2
E
Email 9
F
Fax 9
H
History 9
<html> 2
M
Mission 9
Similarly, the keyword is re-positioned in the output.

You can create index links in the following ways.

HOW TO CREATE INDEX LINKS USING THE INDEX LINKS EDITOR

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>Index Link Set**.

     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>Advanced>Add Index Link Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Advanced** folder and from the context menu select **Add Index Link Set**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Index Link Set** 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, provide a name for the index link set file.

6. Click **Add**. The Index Links Editor opens. Also, the index link file (.flixl extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the index link set from there.
7. For each index link that you want to create for a particular term, complete the following steps in the Index Links Editor.
   a. In the local toolbar, click . The Properties dialog opens and a new row is added to the editor.
   b. In the **Term** field, type the term that you anticipate users may look for in the generated index. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a term in all lowercase letters, that is how it will be displayed in the output.

      If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon (e.g., a single-level entry might be "Pasta"; a multi-level entry might be "Pasta:rigatoni").
   c. Select a link type—**See**, **See Also**, or **Sort As**.

      Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

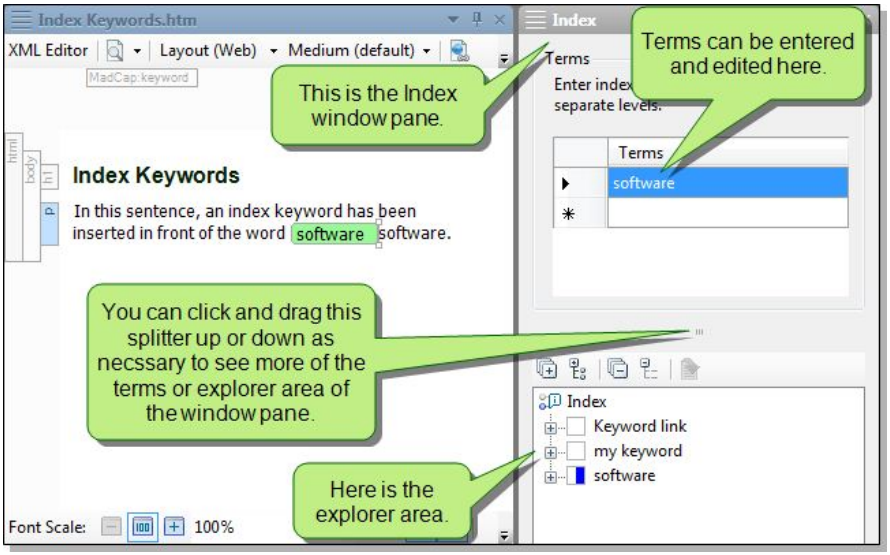
      Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

      Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol or an accented variety of a letter (e.g., place <html> in the "h" section, instead of at the top of the index).
   d. In the **Linked Term(s)** field, enter the existing index entry that you want users to look for, or the term as you want it to be sorted in the list. If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon.
   e. Click **OK**.
8. Click to save your work.

HOW TO CREATE INDEX LINKS USING THE INDEX WINDOW PANE

1. Do one of the following:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9** on your keyboard.

   The Index window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. Right-click in the explorer area at the bottom of the window pane, and from the context menu select **Add Index Link**.

> **Note:** In order to see this option in the context menu, you must already have at least one entry in the index. Also, the option is not displayed if you right-click on the root Index heading; you must right-click below it.

3. If you do not yet have an index link set in your project, the Add Index Link Set dialog opens; continue with the next step.

   If you already have an index link set in your project, skip to step 9. The index links you create at this point will be added to the first index link set listed in the Advanced folder of the Project Organizer (if there is more than one index link set).

4. 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.

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. In the **File Name** field, provide a name for the index link set file.
7. Click **Add**.
8. Click **OK**. The Properties dialog opens. In addition, the Index Links Editor opens. Finally, the index link file (.flixl extension) is added to the Advanced folder in the Project Organizer. In the future, you can open the index link set from there.
9. In the **Term** field, type the term that you anticipate users may look for in the generated index. Please note that the fields in this dialog are case-sensitive; therefore, if you enter a term in all lowercase letters, that is how it will be displayed in the output.

   If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon (e.g., a single-level entry might be "Pasta"; a multi-level entry might be "Pasta:rigatoni").

10. Select a link type—**See**, **See Also**, or **Sort As**.

    Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

    Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

    Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol or an accented variety of a letter (e.g., place <html> in the "h" section, instead of at the top of the index).

11. In the **Linked Term(s)** field, enter the existing index entry that you want users to look for, or the term as you want it to be sorted in the list. If you want to create a multi-level index entry, separate the first-level term and the second-level term with a colon.

12. Click **OK**.

13. Click to save your work.

HOW TO CREATE INDEX LINKS WHEN INSERTING INDEX MARKERS

1. Open the content file (e.g., topic, snippet).
2. Click at the location in the topic where want to insert an index keyword.
3. Do one of the following:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9** on your keyboard.

   The Index window pane opens.
4. Click in an empty field in the **Terms** column.
5. Type the index link using one of the following formats, depending on whether you want to create a "See," "See Also," or "Sort As" link:

   ```
   {nopage}My Entry{see}Linked Entry
   ```

   ```
   {nopage}My Entry{seealso}Linked Entry
   ```

   ```
   {nopage}My Entry{sortas}Linked Entry
   ```

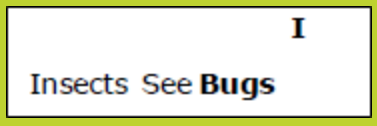
   Use a "See" link if the term in question does not exist in the project as an index marker. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *instead of* the one originally sought. You can enter one "See" link per term.

   Use a "See Also" link if the term in question does exist as an index marker somewhere in the project. The idea is that, if a user looks for that term in the index, you want to point the person to a different term *in addition to* the one originally sought. You can create as many "See Also" links for a term as you like.

   Use a "Sort As" link if you want to sort an index keyword as something else. This can be useful when a keyword begins with a symbol or an accented variety of a letter (e.g., place <html> in the "h" section, instead of at the top of the index).

E X A M P L E

Let's say that you want to see this in the output:



In that case, you would type this in the Index window pane:

{nopage}Insects{see}Bugs

If you want to add a second level to either index keyword, type a colon after the first term, and then type the second term.

6. Press **Enter**. The index keyword link is displayed within a marker in front of the word where you added it (as long as markers are turned on).
7. Click to save your work.

Note: The option to create index links when inserting index markers is not supported in Microsoft Word or Adobe FrameMaker output.

Note: The option to create "Sort As" links is available only in Adobe PDF and Microsoft XPS outputs.

Note: If you create an index link to another term, you must make sure that you have added that other term to the index (by manually inserting index markers or creating an auto-index). If a linked term is not found when the index is generated, a warning is issued and the link is skipped. Also, if a link term (the one pointing to a linked term) has been added to the index, a warning is issued and the link is skipped.

Note: You also may want to use styles to change the look of the index links. For example, you might want to make sure that the link term is displayed in bold to make it stand out. For more information about using styles, including steps, see the online Help or the Flare *Styles Guide*.

CHAPTER 4

Enabling Indexes in Skins

This feature is supported in all online outputs (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

After inserting index keywords, you need to enable the Index feature in the skin that you intend to use for your target.

HOW TO ENABLE AN INDEX IN A SKIN

1. In the Project Organizer, open the Skin.
2. On the **General** tab, place a check mark in the **Index** box.
3. Click to save your work.

CHAPTER 5

Creating a Print Index

You can create an index for print-based outputs either manually or by auto-generating one. If you use the more flexible manual method, you may also want to include page autonumbers.

This chapter discusses the following:

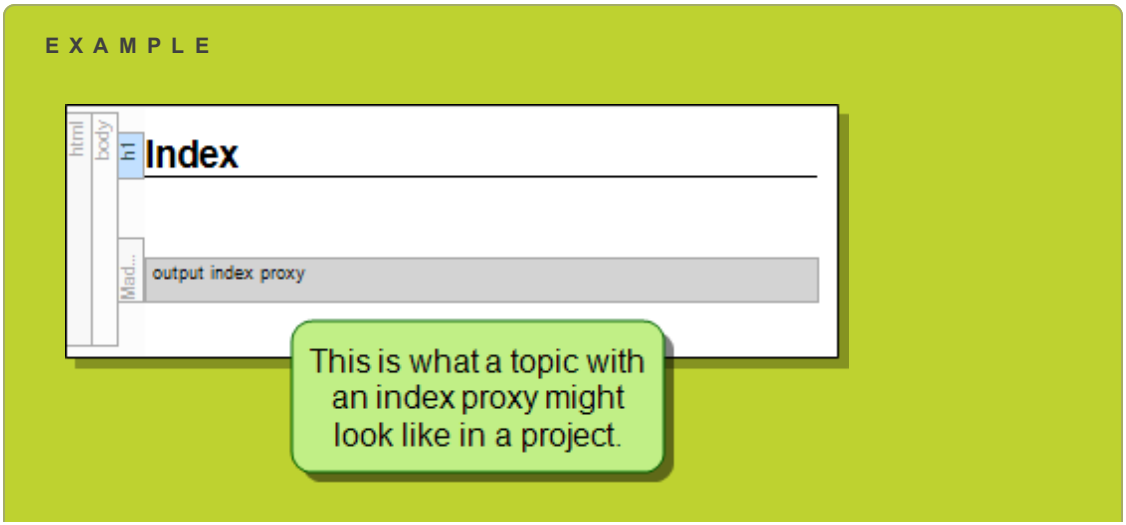
Creating an Index Manually for Print 60
Page Autonumbers in Print Indexes 66
Auto-generating Indexes for Print 70

Creating an Index Manually for Print

This feature is supported in EPUB and in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

To create an index manually for print output, you need to create a unique topic and insert an index proxy into it. Alternatively, you can let Flare auto-generate one for you (see "Auto-generating Indexes for Print" on page 70).

The following explains how to use the manual method.



Index

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

A

Address 13

B

Bugs 7

C

Canines See **Dogs**
Company 13
Concepts 4
Contact 13
    Address 13
    Email 13
    Phone 13

D

Dogs 8
Drop down text 3

E

Email 13

F

Fax 13

H

History 13

I

Insects See **Bugs**

M

Mission 13

P

Phone 13
Preview 3

S

Structure 4

U

Using this sample 2

W

What's New 3

HOW TO CREATE AN INDEX MANUALLY FOR PRINT

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your index.

   If you apply any of Flare's <h1> through <h6> tags to it, the index title will be displayed in the print TOC (if you create one).

   Note: If you are creating Adobe FrameMaker output, this content will be placed in an "index header," which is a text frame that occupies the space just before the actual index begins.

3. Most likely, you will want to remove any text after the index title.
4. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>Index Proxy**.

     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 **Insert>Proxy>Insert Index Proxy**.

   The Index Proxy dialog opens.

   Note: If you are creating Adobe FrameMaker output, Flare will automatically create a chapter break both before and after any topic that contains an index proxy. This means that your index will be contained in a separate file in the FrameMaker output.

5. Complete the options in the dialog.

» **Generate Headings** Select whether you want the printed index to include headings (e.g., A, B, C).

> **Note:** You can also edit this setting using your stylesheet. The default setting is to always include index headings. But if you want headings to always be excluded from indexes, you can modify the mc-index-heading property for the MadCap|indexProxy style.

» **Column Count** Select the number of columns that you want to be used in Microsoft Word or Adobe FrameMaker output to display the index.

> **Note:** This option is for Word and FrameMaker output only. If you are producing PDF, XPS, or XHTML output, you can set the number of columns for an index in the page layout.

> **Note:** If you are creating Adobe FrameMaker output and add text below the index proxy, that content will be displayed in the same columns as the actual index entries. Therefore, you may want to avoid adding text below the index proxy.

» **(Optional) Header Height** Enter the amount of space to be occupied by the index header (i.e., the index title). This lets you control the spacing between the header and the actual index.

> **Note:** This feature is for Adobe FrameMaker output only.

» **(Optional) Stylesheet Class** You can select a style class to associate with the proxy.

You might create and use style classes if you want to generate multiple indexes with different looks for each output. Otherwise, the index will use the style settings from the parent <MadCap|indexProxy> style. You can create a style class for this purpose in the Stylesheet Editor. To do this, select the **MadCap|indexProxy** style and click **Add Class** to create a class. The class will then be available from this field in the Index Proxy dialog.

> **Note:** If you want to affect the look of the individual entries in the generated index, you can use the IndexHeading and the Index1 through Index9 styles (classes of the <p> tag) in the Stylesheet Editor. For example, if you want to use blue font for the first-level entries in the generated index, you can change the font color setting on the p.Index1 style.

6. Click **OK**. The proxy is added to the topic.
7. Click to save your work.

AUTO-GENERATE VERSUS MANUAL PROXIES

The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method.

Note: By default, if your index contains entries with multiple pages in a row, this will be displayed as a range with the pages separated by a dash. For example, instead of showing 10, 11, 12, 13, the index entry will display 10-13.

Note: For Adobe PDF, Microsoft XPS, and XHTML output, you can insert index-related Heading variables into page layouts. These variables let you automatically display index headings or terms at the top of pages.

Note: If you are using chapter or volume autonumbers and you want these numbers to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout). See "Page Autonumbers in Print Indexes" on the next page.

Page Autonumbers in Print Indexes

There are two basic methods for adding page autonumbers (i.e., page numbers that also include the chapter or volume autonumber) to print-based output—(1) by inserting variables into page layout frames or (2) by setting the autonumbers on the outline TOC entries where new "chapters" start. With the first method, the autonumbers are shown on your main content pages, but they are not included in a generated print index. With the second method, the autonumbers are shown both on your main content pages and in a generated index. You would use the first method if you want a quicker process and are not including a print index, but you would use the second method if you need the autonumbers to show up in an index.

» **Insert Variables into Page Layout Frames (Not Supported in Print Index)** With this method, you can insert the appropriate autonumber variables in your page layouts. This is the fastest and easiest solution if you are not also creating a print index. For more information see the online Help.

E X A M P L E

Let's say you have a project with chapter autonumbers in topics that you have designed to be the start of new chapters in your output. In order to include those same chapter numbers in the page numbering, you opened your page layout, selected the footer frame, and pressed F2 to edit it. Inside that footer frame, you inserted a chapter number variable, typed a period, and then inserted a page number place-holder. Like this:

ChapterNumber: 1 . PageNumber: 1

When you view the generated output, you see the page numbers displayed correctly as 1.1, 1.2, 1.3, 2.1, 2.2, and so on. Unfortunately, if you also include a print index in the output, the page numbers are displayed as 1, 2, 3, 4, etc. In other words, the page numbers are shown in the index, but the chapter autonumbers are not.

» **Set Autonumbers on Outline TOC Entries (Supported in Print Index)** If you intend to include a print index in the output, you should not insert the autonumber variable in the page layout. Instead, you should set the chapter or volume autonumbers in the TOC Editor, at the same locations where you create chapter breaks for the output. The following steps show you how to do this.

HOW TO SET AUTONUMBERS ON OUTLINE TOC ENTRIES AND INCLUDE THEM IN A PRINT INDEX

1. Set up your topics to use chapter or volume autonumbers where appropriate (e.g., on the heading for a topic that will come first in a new chapter). For more information see the online Help.
2. Create your page layout(s). In the appropriate header or footer frames, insert a page number placeholder. *Do not* insert a chapter or volume number variable. For more information see the online Help.

E X A M P L E

Let's say you have a project with chapter autonumbers in topics that you have designed to be the start of new chapters in your output. You want to include those same chapter numbers in the page numbering at the bottom of pages, and you also want them to display in a print index that you are creating.

First, open your page layout, select the footer frame, and press F2 to edit it. Inside that footer frame, you insert a page number placeholder. When finished, it should look something like this:

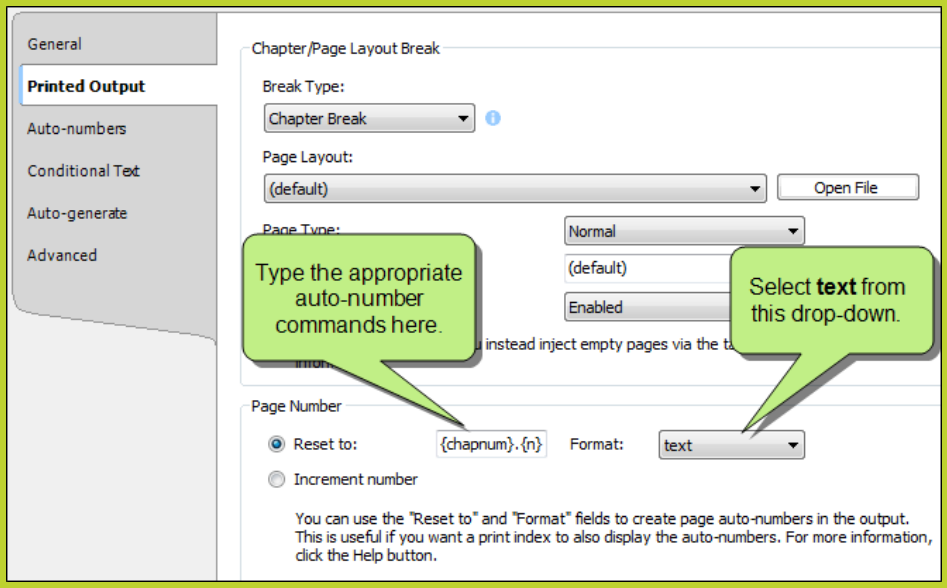
PageNumber: 1

3. Open your outline TOC and double-click an entry where you want to start a new chapter or volume. The Properties dialog opens.
4. Select the **Printed Output** tab.
5. In the Break Type field select **Chapter Break** and complete the other fields in that area as necessary. For more information see the online Help.
6. In the **Page Number** area, click in the **Format** field and select **text**.
7. In the **Reset to** field, enter the appropriate commands. For a chapter autonumber, you can use {chapnum}. For a volume autonumber, you can use {volnum}. You can also insert any text, such as a period or dash, as well as a counter command, such as {n}.

E X A M P L E

Let's say that you want to display the chapter autonumber, followed by a period and then the page number. In that case, you would type the following:

```
{chapnum}.{n}
```



The {chapnum} command indicates a chapter autonumber. If you had wanted to show the volume autonumber instead, you would have used the {volnum} command.

Because you want a period to separate the chapter autonumber and the incremented page number, you simply type it. Then you add the page number command, which is {n}.

8. Select the **Autonumbers** tab.
9. For the first chapter or volume in your output, you will most likely want to select the appropriate **Reset to** option and enter **1**. For subsequent chapters or volumes, you will probably want to select **Increment number**.
10. Click **OK**.

11. Repeat steps 3-10 for each TOC entry that is designed to start a new chapter or volume. By holding down the CTRL or SHIFT key, you can select multiple entries in the outline TOC and provide the settings for all of them at one time.
12. Click to save your work.
13. Create a topic to hold your print index and add it to your outline TOC . See "Creating an Index Manually for Print" on page 60.
14. Build and view the output.

    When you view the generated output, you will see the page numbers displayed correctly (e.g., 1.1, 1.2, 1.3, 2.1, 2.2, and so on). In the generated print index, you will see the same autonumber/page number combination—as long as your topics include index keywords (see "Inserting Index Keywords" on page 30).

Note: Only chapter and volume autonumbers are supported. Section autonumbers are not supported in this feature.

Auto-generating Indexes for Print

This feature is supported in EPUB and in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

To create a generated index in print output, you can let Flare auto-generate one for you, or you can create a unique topic and insert an index proxy into it (see "Creating an Index Manually for Print" on page 60).

The following explains how to auto-generate an index.

HOW TO AUTO-GENERATE AN INDEX

1. Open a target.
2. On the **Advanced** tab of the Target Editor, select **Generate Index Proxy**.

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

3. Click to save your work.

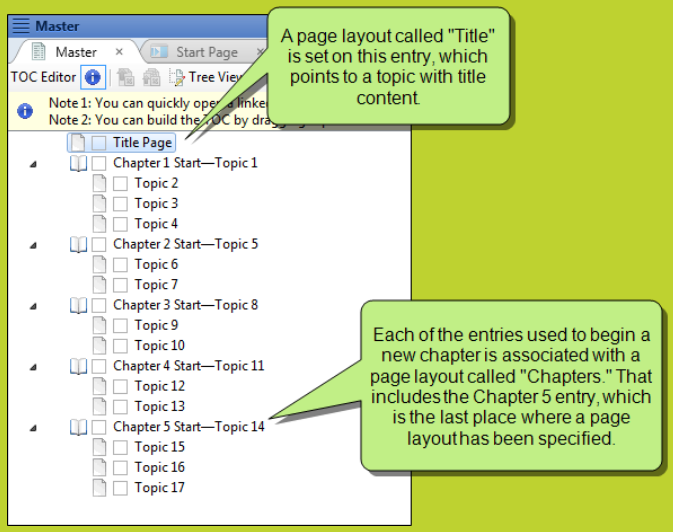
When you generate the target, an index will be created and inserted after all of the other content, as well as after an auto-generated glossary, if you include one.

WHICH PAGE LAYOUT IS USED?

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

E X A M P L E

Let's say you have an outline TOC set up like this:



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

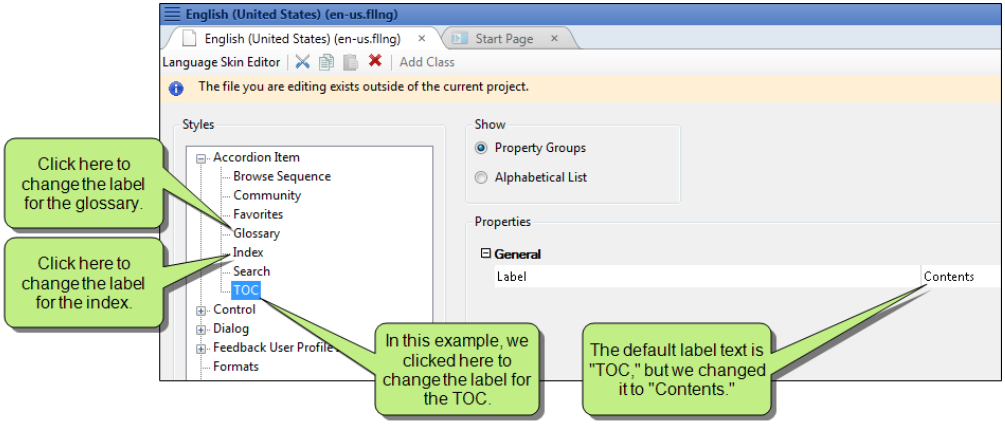
The generated glossary is going to be placed after the final entry, called "Topic 17," and the generated index will be placed after the glossary. Both of these will use the "Chapters" page layout, because it's the last one that was set.

AUTO-GENERATE VERSUS MANUAL PROXIES

The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method.

EDITING ATTRIBUTES FOR GENERATED TOCS, INDEXES, AND GLOSSARIES

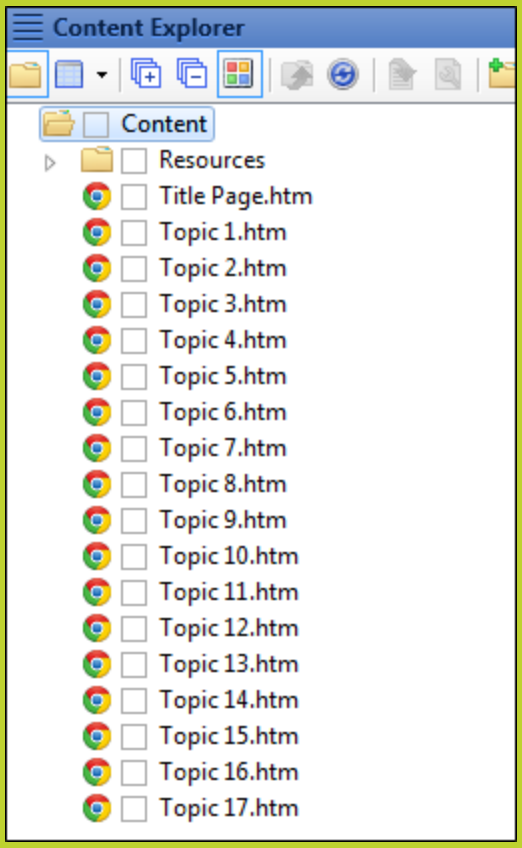
You can change the heading text for each of these auto-generated proxies in the language skin.



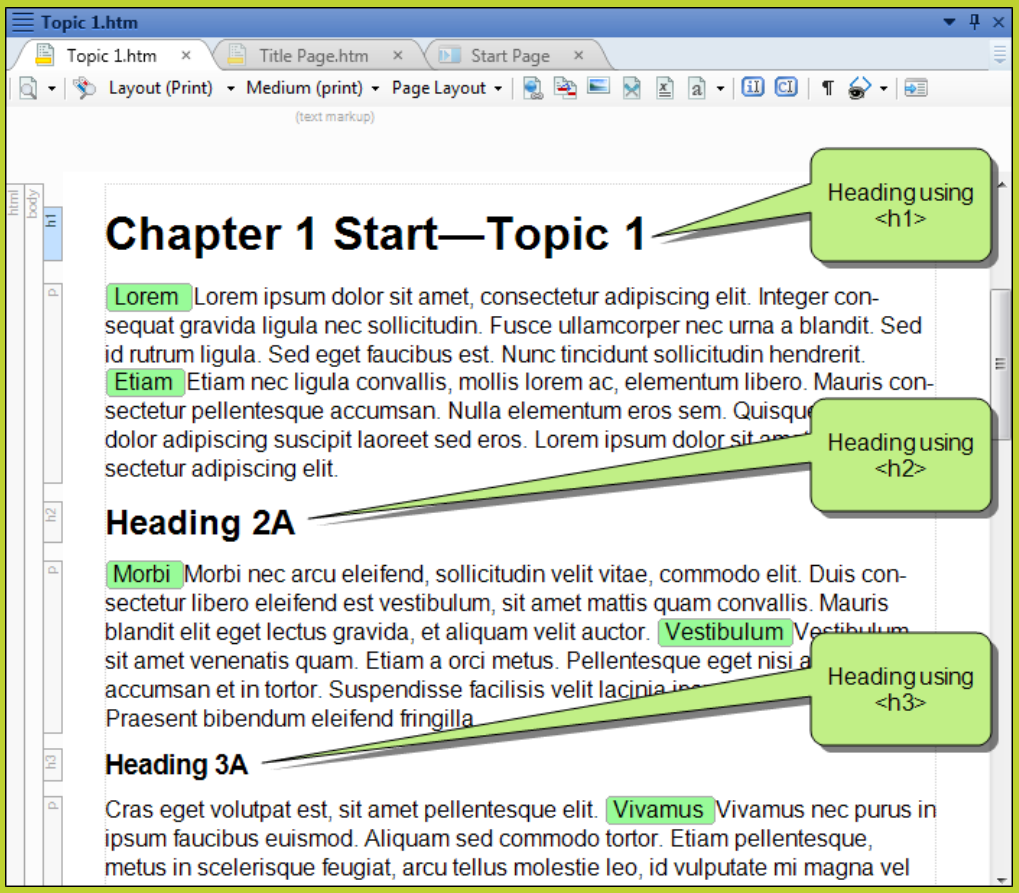
All other attributes for the generated glossary, index, and TOC can be controlled in your stylesheet.

EXAMPLE

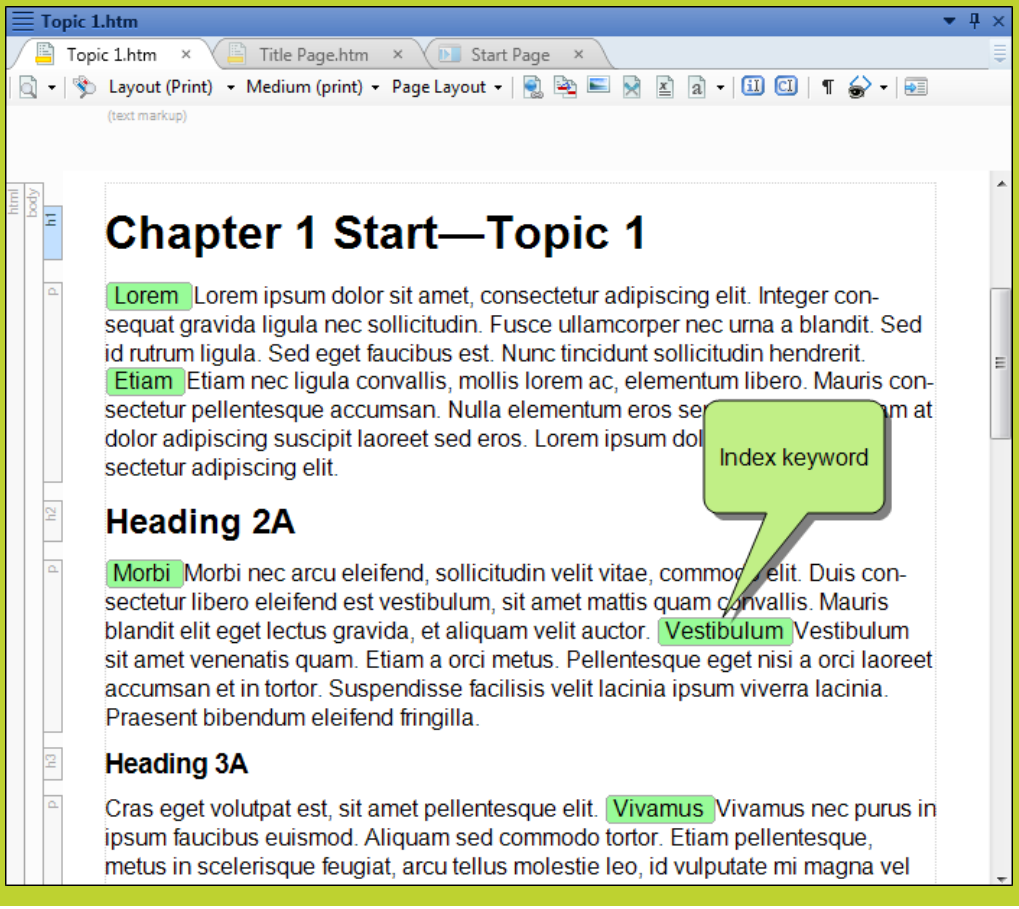
Let's say you need to create a PDF manual with five short chapters. You've created 17 topics that will make up those five chapters, and you've created a separate topic for a title page.



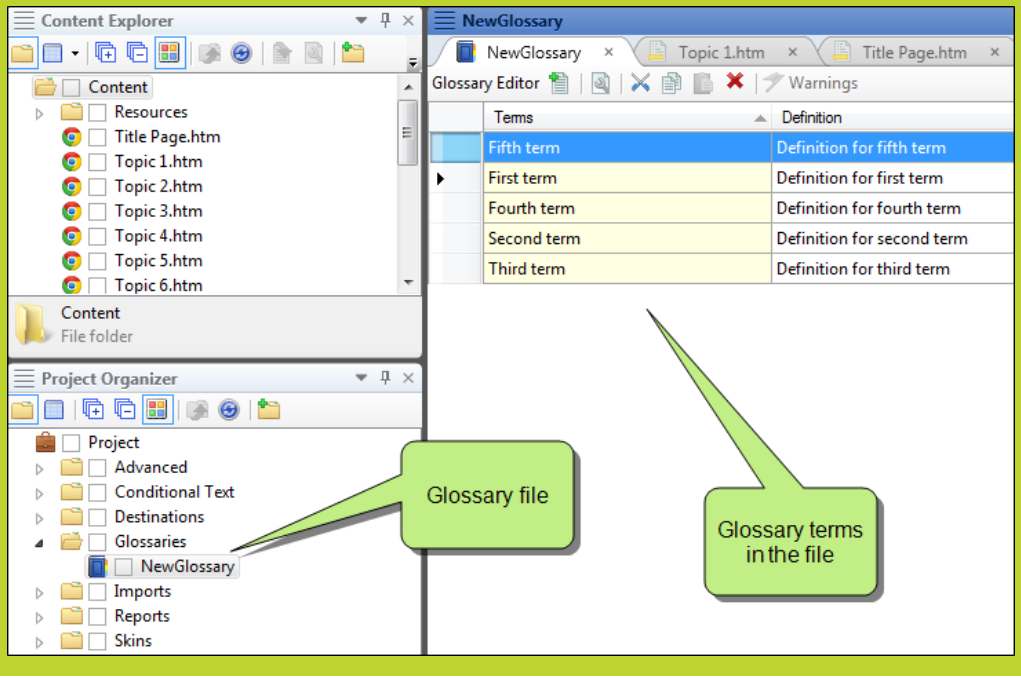
Your topics use <h1>, <h2>, and <h3> tags. These will become important when the TOC is generated.

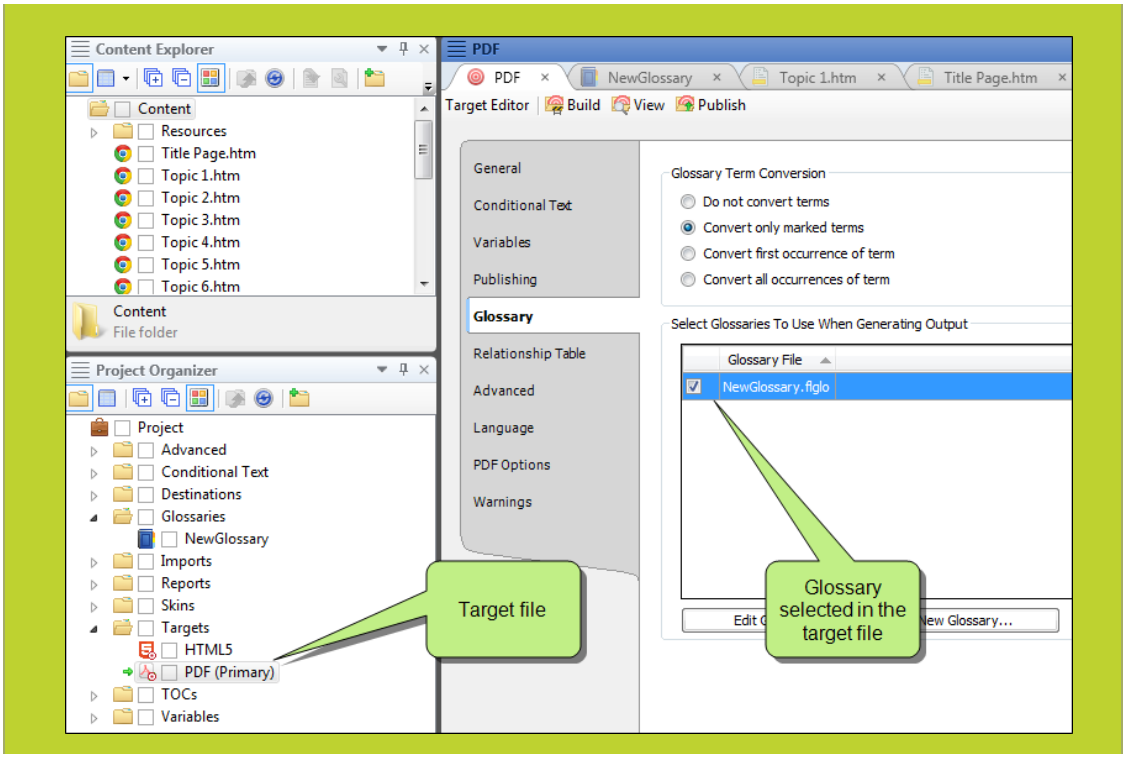


You've inserted index keywords throughout the topics. These will become important when the index is generated.

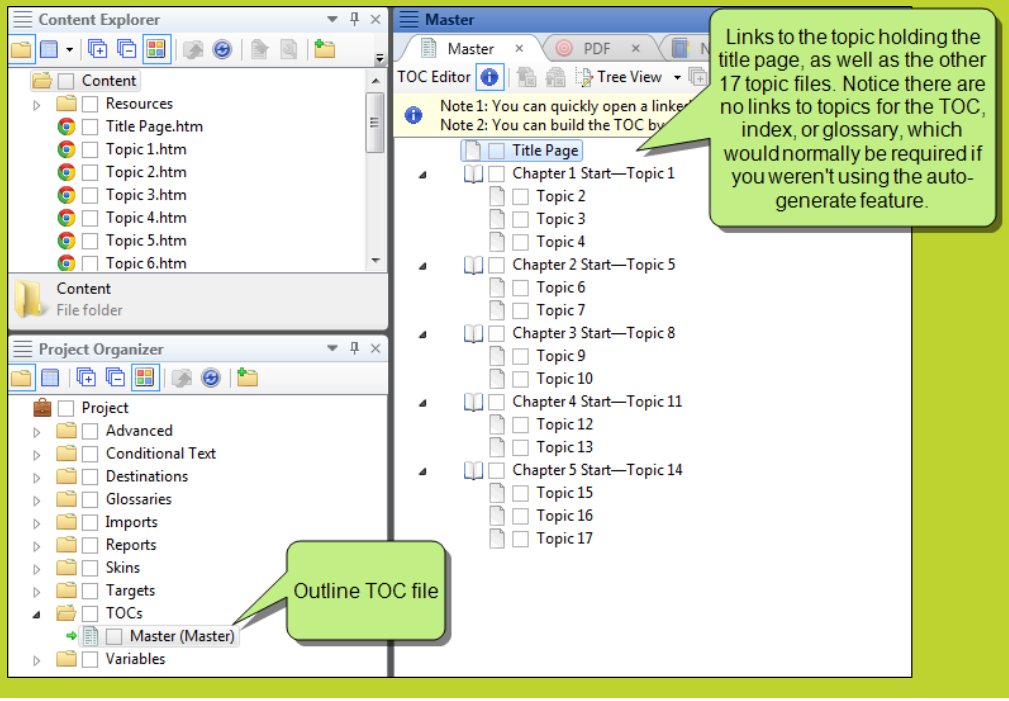


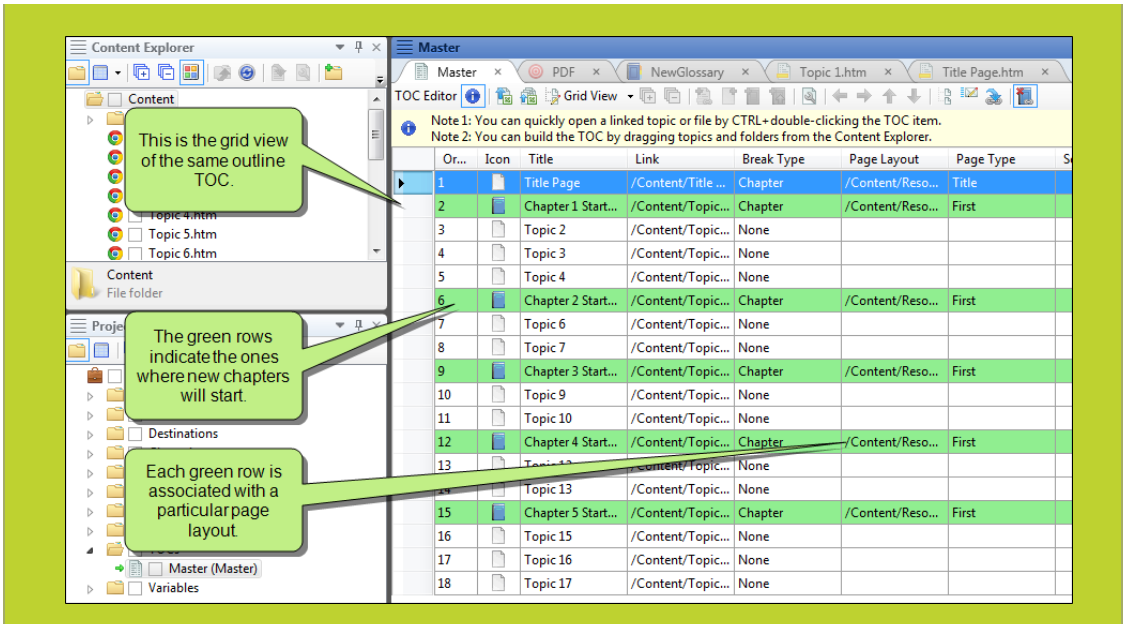
You've created a glossary file and associated it with the PDF target you're going to use. This will become important when the glossary is generated.



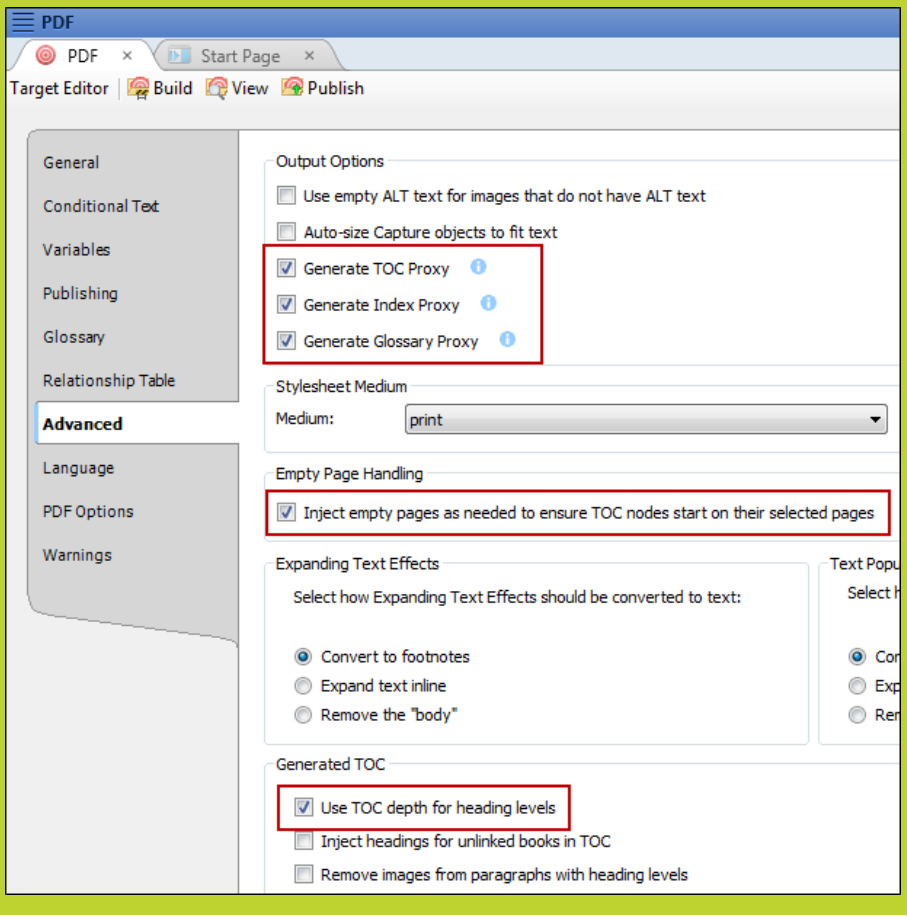

Content Explorer
Content
Resources
Title Page.htm
Topic 1.htm
Topic 2.htm
Topic 3.htm
Topic 4.htm
Topic 5.htm
Topic 6.htm
Content
File folder
Project Organizer
Project
Advanced
Conditional Text
Destinations
Glossaries
NewGlossary
Imports
Reports
Skins
Targets
HTML5
PDF (Primary)
TOCs
Variables
PDF
PDF
NewGlossary
Topic 1.htm
Title Page.htm
Target Editor
Build
View
Publish
General
Conditional Text
Variables
Publishing
Glossary
Relationship Table
Advanced
Language
PDF Options
Warnings
Glossary Term Conversion
Do not convert terms
Convert only marked terms
Convert first occurrence of term
Convert all occurrences of term
Select Glossaries To Use When Generating Output
Glossary File
NewGlossary.fglo
Target file
Glossary selected in the target file

You've put all of your topics into an outline TOC file. You've associated your title topic with one page layout, and you've assigned a different page layout to the five topics that will serve as the starting point for each of the five chapters.

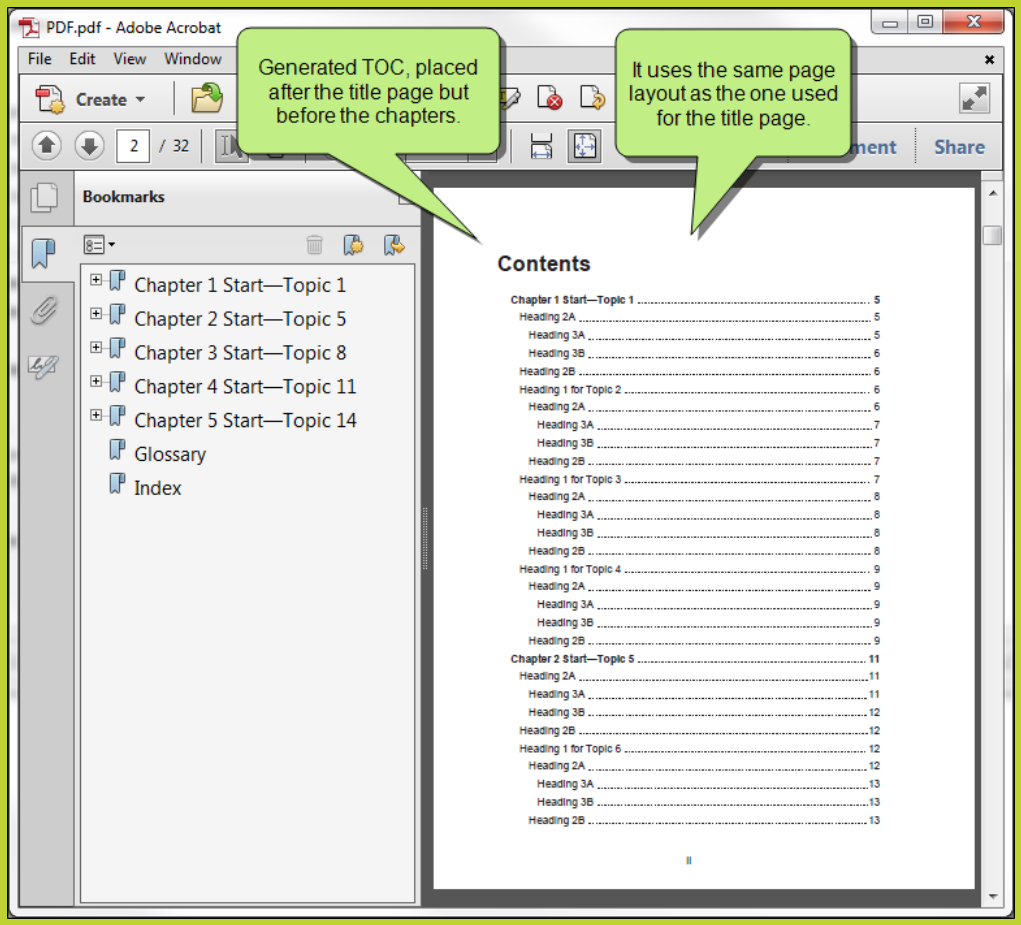


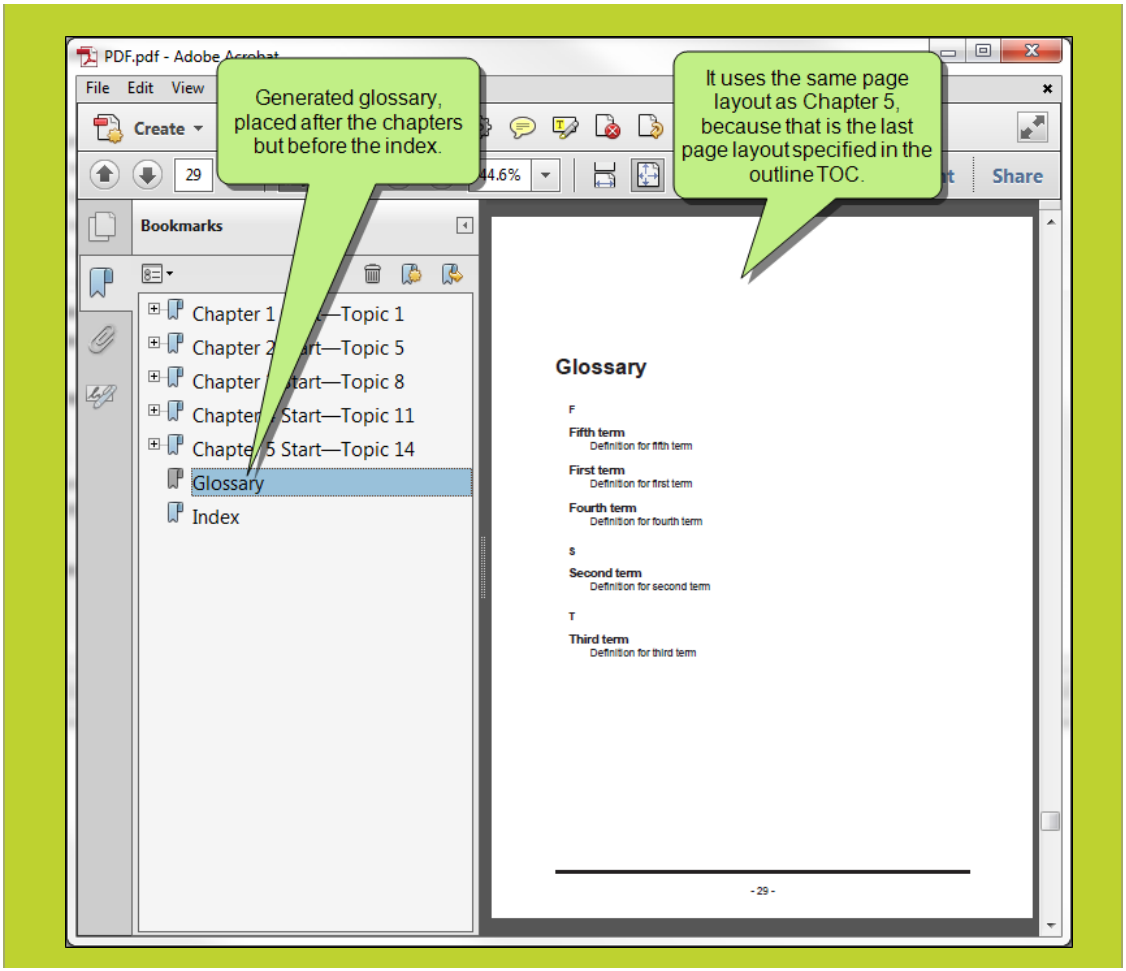

Content Explorer
Content
Topic 5.htm
Topic 6.htm
Content
File folder
Destinations
Master (Master)
Variables
Master
Master
PDF
NewGlossary
Topic 1.htm
Title Page.htm
TOC Editor
Grid View
Note 1: You can quickly open a linked topic or file by CTRL+double-clicking the TOC item.
Note 2: You can build the TOC by dragging topics and folders from the Content Explorer.
Or... Icon Title Link Break Type Page Layout Page Type
1 Title Page /Content/Title ... Chapter /Content/Reso... Title
2 Chapter 1 Start... /Content/Topic... Chapter /Content/Reso... First
3 Topic 2 /Content/Topic... None
4 Topic 3 /Content/Topic... None
5 Topic 4 /Content/Topic... None
6 Chapter 2 Start... /Content/Topic... Chapter /Content/Reso... First
7 Topic 6 /Content/Topic... None
8 Topic 7 /Content/Topic... None
9 Chapter 3 Start... /Content/Topic... Chapter /Content/Reso... First
10 Topic 9 /Content/Topic... None
11 Topic 10 /Content/Topic... None
12 Chapter 4 Start... /Content/Topic... Chapter /Content/Reso... First
13 None
Topic 13 /Content/Topic... None
15 Chapter 5 Start... /Content/Topic... Chapter /Content/Reso... First
16 Topic 15 /Content/Topic... None
17 Topic 16 /Content/Topic... None
18 Topic 17 /Content/Topic... None
This is the grid view of the same outline TOC.
The green rows indicate the ones where new chapters will start.
Each green row is associated with a particular page layout.

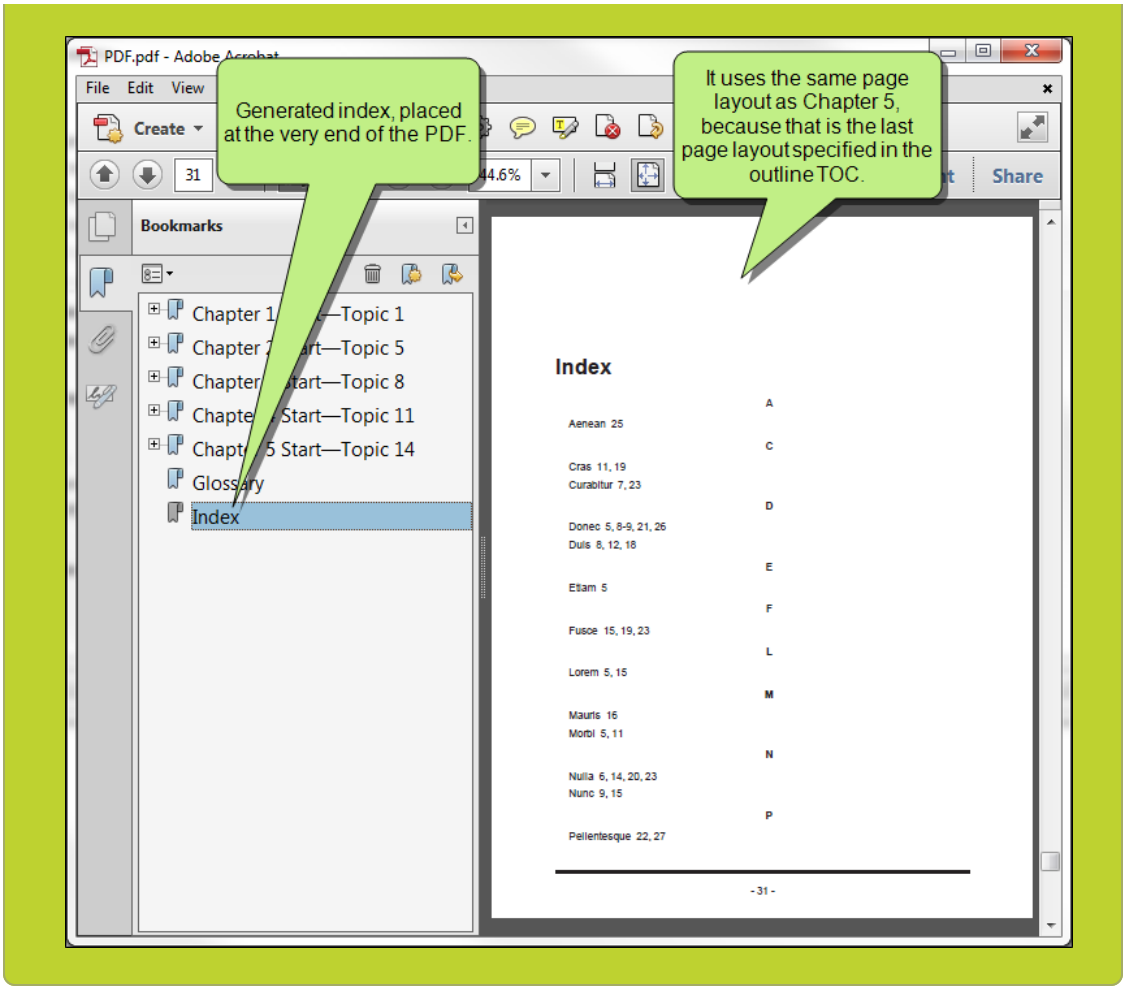
In the Target Editor, you select the **Advanced** tab and select **Generate TOC Proxy**, **Generate Index Proxy**, and **Generate Glossary Proxy**. In addition, you also select an option labeled **Inject empty pages as needed to ensure TOC nodes start on their selected pages** and another labeled **Use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



After you generate the PDF output, it looks something like this:




PDF.pdf - Adobe Acrobat
File Edit View
Create
Share
Bookmarks
Generated glossary, placed after the chapters but before the index.
It uses the same page layout as Chapter 5, because that is the last page layout specified in the outline TOC.
Chapter 1 —Topic 1
Chapter 2 rt—Topic 5
Chapter tart—Topic 8
Chapter Start—Topic 11
Chapter 5 Start—Topic 14
Glossary
Index
Glossary
F
Fifth term
Definition for fifth term
First term
Definition for first term
Fourth term
Definition for fourth term
S
Second term
Definition for second term
T
Third term
Definition for third term
- 29 -



Note: In order for an index to be generated, you must insert at least one index keyword in a topic or snippet to be included in the output.

CHAPTER 6

Modifying Indexes

You can modify indexes in different ways.

This chapter discusses the following:

Editing Index Links 86
Editing Index Keywords 90
Determining the Look of Your Print Index 93

Editing Index Links

After creating index links, you may want to edit them.

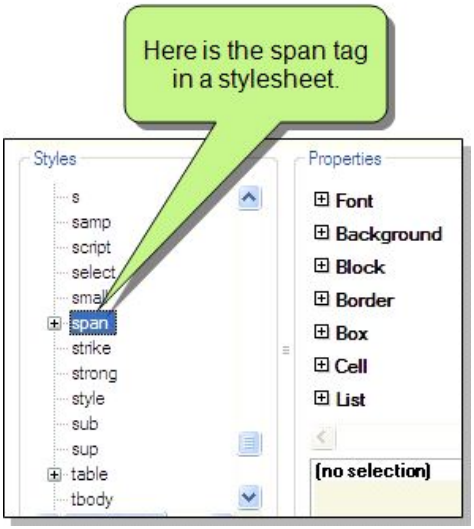
One way to edit index links is to use span styles to change the look of the index links. For example, you might want to make sure that the link term is displayed in bold to make it stand out, like this:

There are two parts that you can modify. First, you can create a style to modify the look of the "See" or "See also" portion of the link. Second, you can create a style to modify the look of the index term to which the link is pointing (in the example above, this would be the word "Dogs").

Another way to edit index links is to change the "See" or See also" text labels (e.g., change "See also" to "Also see").

HOW TO EDIT INDEX LINKS USING SPAN STYLES

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. Find and select the **span** tag. If necessary, you can use the filter field at the top-left of the editor to select **Show All Styles**.



3. In the local toolbar, click Add Class. The New Style dialog opens.
4. Type a name for the new style class. You can use any of the following four names.
   - **SeeIndex** This style class allows you to change the look of the word "See" in an index link.
   - **SeeIndexTerms** This style class allows you to change the look of the index entry reference in a "See" an index link. This is a common style to use to set the index term apart from the rest of the index link. For example, after creating this style class, you might open the Font property group to the right and change the font-weight setting to "bold."
   - **SeeAlsoIndex** This style class allows you to change the look of the words "See Also" in an index link.
   - **SeeAlsoIndexTerms** This style class allows you to change the look of the index entry reference in a "See Also" an index link. This is a common style to use to set the index term apart from the rest of the index link. For example, after creating this style class, you might open the Font property group to the right and change the font-weight setting to "bold."

5. Click **OK**. The new style class is added under the span.
6. With the new style class selected, change any properties for it by using the fields on the right side of the editor.
7. Click to save your work.

Note: The span style method is not available for the WebHelp outputs (HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, or WebHelp Plus).

HOW TO EDIT INDEX LINK LABEL TEXT

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

   - **Ribbon** Select the **Tools** ribbon. In the **Templates** section select **Manage Language Skins**.

     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 **Tools>Manage Language Skins**.

   The Language Skins dialog opens.

2. Select your language and click **Open File for Editing**. A message lets you know that a language skin file was created. This file is stored in your Application Data folder (see the path in the message).
3. Click **OK**. The Language Skin Editor opens.
4. Select **Index Entry**.
5. On the right side of the editor, expand the **Labels** property group.
6. Enter your alternative text in the cells to the right of **See Reference** and/or **See Also Reference**.
7. Click to save your work.

Note: Another way to perform this task is to use the Styles tab in the regular Skin Editor. However, that works only for Microsoft HTML Help and WebHelp outputs.

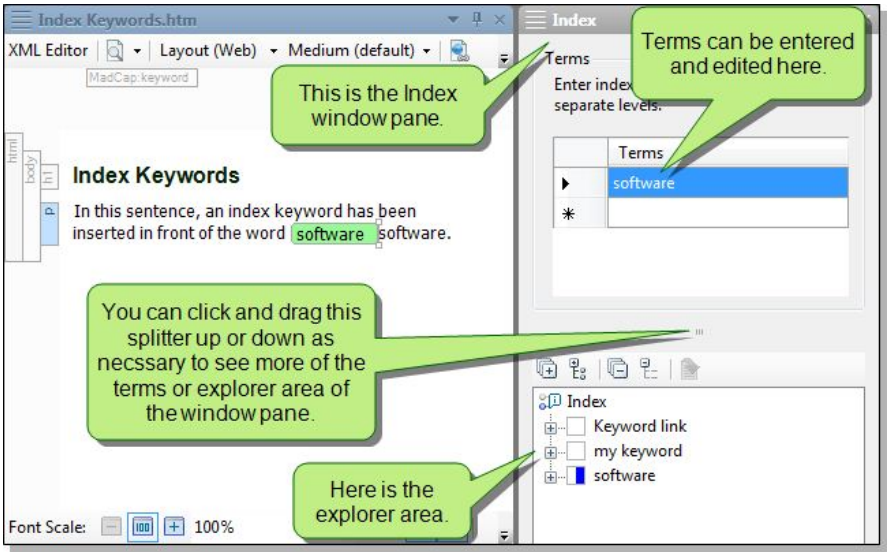
Editing Index Keywords

After you insert an index keyword, you might decide later that the index keyword needs to be altered. You can modify an index keyword simultaneously for all topics where that keyword is located, or you can modify it in a specific topic or snippet.

HOW TO EDIT AN INDEX KEYWORD IN ALL TOPICS WHERE IT IS LOCATED

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.

   The Index window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. In the explorer area at the bottom of the window pane, right-click on the index keyword or subkeyword that you want to rename. From the context menu select **Rename Keyword**. The keyword is renamed in all topics where it had been inserted.

HOW TO EDIT AN INDEX KEYWORD IN A SPECIFIC TOPIC OR SNIPPET

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click on the marker holding the index keyword that you want to modify. From the context menu, select **Edit Index Keyword**.
3. In the **Terms** column of the Index window pane, click in the cell containing the keyword that you want to change.
4. Type the index keyword as you want it to appear in the index. If you want to add a second level to the index keyword, type a colon after the first term, and then type the second term.

E X A M P L E

If you type `Software:MadCap Flare`, the term "Software" appears at the first level of the index, and the term "MadCap Flare" appears as a subentry under "Software."

Note: If you want to delete a keyword from the Terms area of the Index window pane, click on the rectangular area to the left of the index keyword (on the area with the arrow) and press **Delete** on your keyboard.

Note: As you type in the Index window pane, notice that the cursor does not lose focus in the XML Editor. It merely turns gray so that you know for certain where you are adding the index keyword. When you return to the XML Editor, the cursor returns to its previous state.

5. Press **Enter**. The index keyword is modified.
6. Click to save your work.

Note: If you edit an index keyword contained in a snippet, the changes are automatically reflected in any topics where you have inserted the snippet previously.

Note: If you want to edit the look of a generated index in print-based output, you can do so by using styles. For more information about using styles, including steps, see the online Help or the Flare *Styles Guide*. If you want

to change the look of indexes in online output, you can do so by modifying styles within your skin. For more information about skins, see the online Help.

Note: If you want to change how index keywords look when they're inserted in the XML Editor, you can change the MadCap|keyword style in the Stylesheet Editor. This does not affect the output.

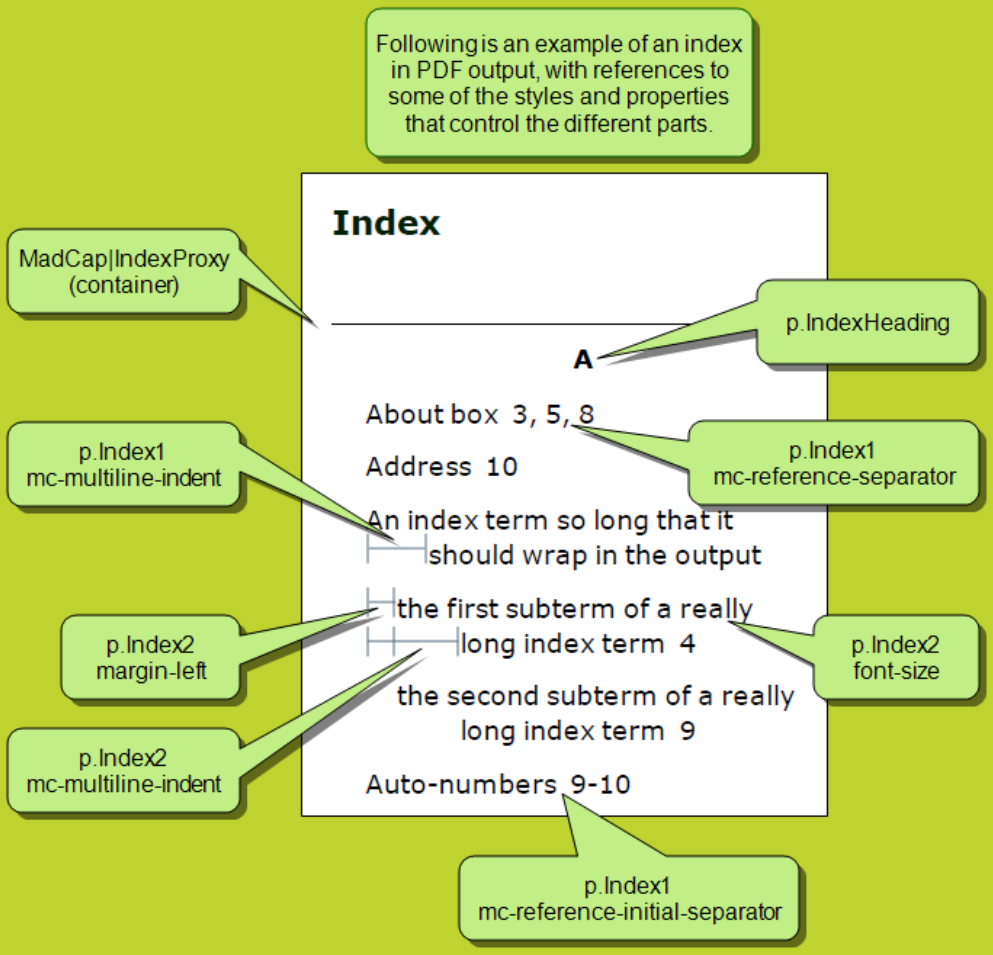
Determining the Look of Your Print Index

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

If you incorporate a generated index into your printed output (see "Creating an Index Manually for Print" on page 60), you can customize the way the index entries look in the output. This includes adjusting properties such as font family and size, word space, space above/below, and more. You can also change the look of the entire container holding the generated index.

A style called "MadCap|IndexProxy" is used to control the look of the entire container. Other styles—such as p.IndexHeading, p.Index1, p.Index2, and p.Index3—are used to control the look of individual entries in the index. Style properties—such as margin-left, font-size, and mc-reference-initial-separator—are used to affect the look in different ways.

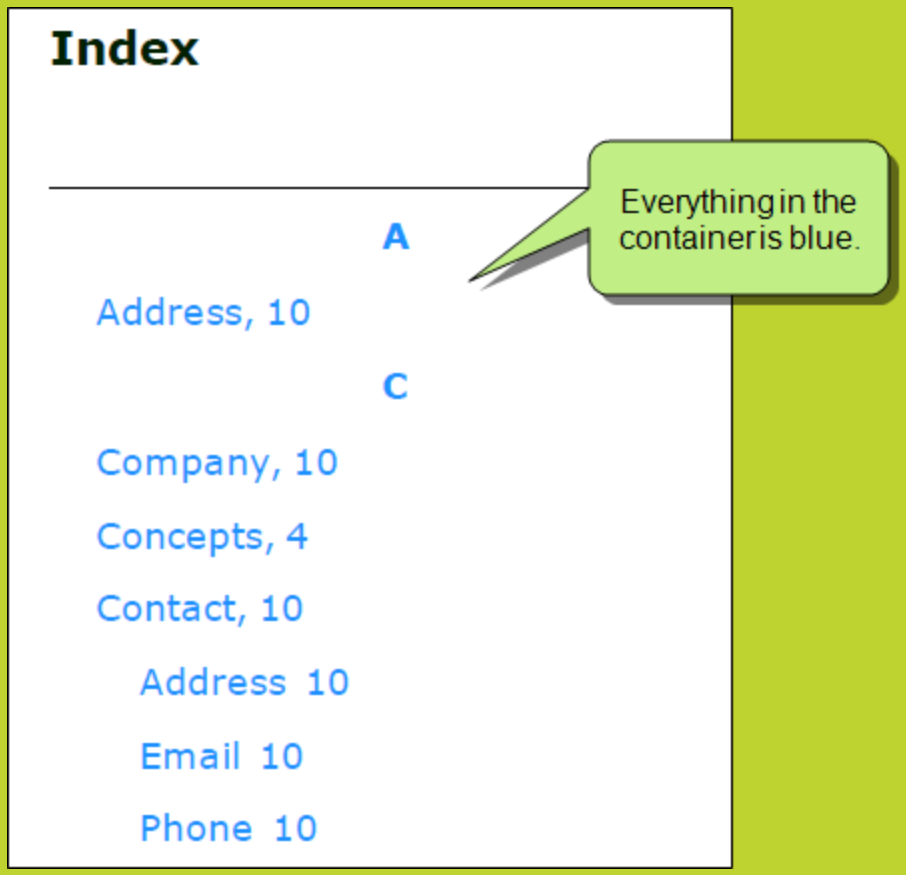
EXAMPLE


Following is an example of an index in PDF output, with references to some of the styles and properties that control the different parts.
Index
MadCap|IndexProxy (container)
p.IndexHeading
A
About box 3, 5, 8
p.Index1 mc-reference-separator
Address 10
p.Index1 mc-multiline-indent
An index term so long that it should wrap in the output
the first subterm of a really long index term 4
p.Index2 margin-left
p.Index2 font-size
the second subterm of a really long index term 9
p.Index2 mc-multiline-indent
Auto-numbers 9-10
p.Index1 mc-reference-initial-separator

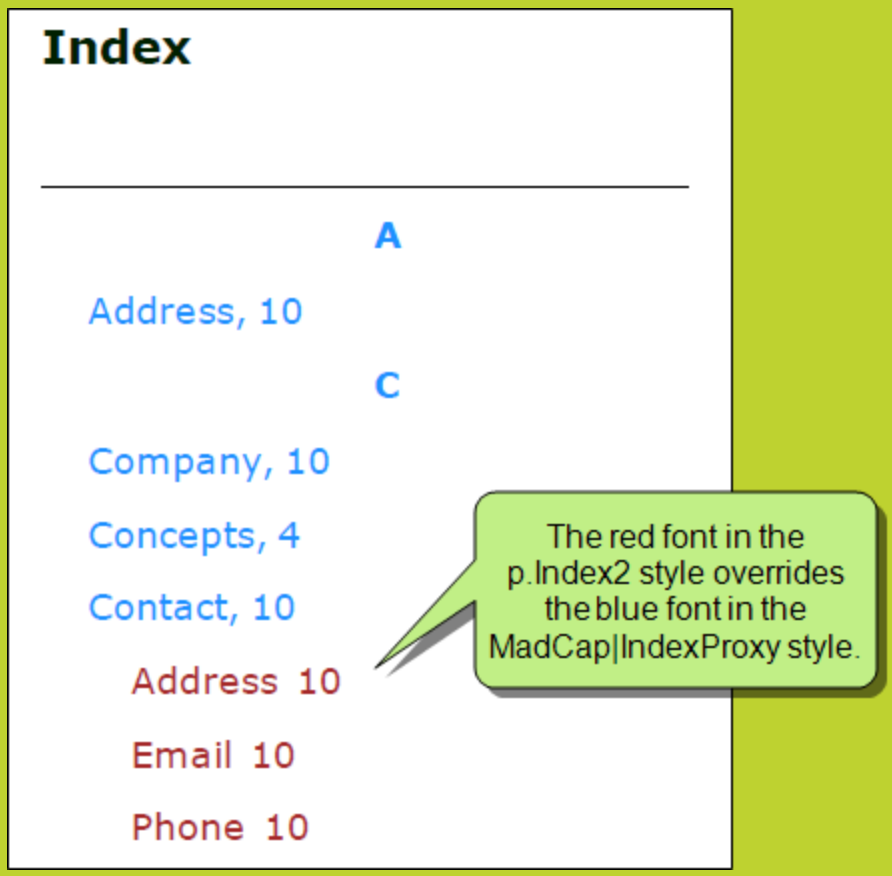
Settings for the individual entries (e.g., p.IndexHeading, p.Index1) override those from MadCap|IndexProxy.

EXAMPLES

Let's say you set a blue font on MadCap|IndexProxy. Because this style controls the entire container, and everything within it, the index headings and all of the keywords and page numbers are blue. The top border of the container is black, 1 px.



However, if you set a red font on p.Index2, second-level index entries will have a red font while everything else remains blue.



HOW TO USE STYLES TO DETERMINE THE LOOK OF A PRINT INDEX (ENTIRE CONTAINER)

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

   Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|IndexProxy** style or a class that you have created under it (e.g., MadCap|IndexProxy.myclass).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.

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

6. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

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

ABOUT COLUMN COUNT

By default, there are usually two columns used in a generated index. However, you can change this:

- **PDF, XPS, XHTML** For Adobe PDF, Microsoft XPS, and XHTML outputs, the column count is set in a page layout.
- **FrameMaker, Word** For Adobe FrameMaker and Microsoft Word outputs, the default setting for the index column count is modified in the stylesheet. With the **MadCap|IndexProxy** style selected, open the **Unclassified** property group and change the **mc-column-count** property. However, you can also override this default setting by right-clicking the actual index proxy wherever you have inserted it, selecting **Edit Index Proxy**, and editing the **Column Count** field. See "Creating an Index Manually for Print" on page 60.

8. Click to save your work.

HOW TO DETERMINE THE LOOK OF A PRINT INDEX (INDIVIDUAL ENTRIES)

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

   Note: For steps using the Simplified View, see the online Help.

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section on the left side of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the p.Index class that you want to customize (e.g., **p.Index1**, **p.Index2**, **p.Index3**).

   The class p.Index1 is used for the first-level keyword in the print index, p.Index2 is used for the second-level keyword, and so on. The p.IndexHeading class is used for customizing the letter heading (e.g., A, B, C, D) displayed at the beginning of each section in the index.

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

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

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

7. Expand a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

   Note: Do not use the "PrintSupport" property for the Index1 through Index9 style classes.

8. Locate the specific property that you want to change. The property name is shown in the left column. The right column is used for selecting and entering values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a popup box.

> **EXAMPLE**
>
> If you want to change the font size to 10 pt, you would expand **Font**. Then you would click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.

If you want to change the actual characters (e.g., A, B, C, D) that are used for the headings, do the following:

a. Under the **p** tag on the left side of the editor, make sure **IndexHeading** is selected.

b. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.

c. In the **Properties** section, expand the **Unclassified** group.

d. Click in the cell to the right of **mc-heading-format** and type the new format. Make sure you place the character within { and } brackets.

> **EXAMPLE**
>
> The default format is {A}. This means that the headings will simply look like this: A, B, C, D, and so on. If you change it to {a}, the headings will be lowercase: a, b, c, d, and so on. If you change it to -{A}-, the headings will look like this: -A-, -B-, -C-, -D-, and so on.

9. Click to save your work.

> **Note:** By default, if your index contains entries with multiple pages in a row, this will be displayed as a range with the pages separated by a dash. For example, instead of showing 10, 11, 12, 13, the index entry will display 10-13.

> **Note:** By default index page numbers are left-aligned next to the index keywords. If instead you want page numbers to be right-aligned on the other side of the column—you can edit the mc-leader-offset value (found in the Unclassified property group) for the index entry style (e.g., set it at 25 px).

Note: For Adobe PDF, Microsoft XPS, and XHTML output, you can insert Heading variables into page layouts. These variables let you automatically display index headings or terms at the top of pages. For more information see the online Help.

Note: If you want to change the look of indexes in online output, you can do so by modifying styles within your skin. For more information, see the online Help or the *Flare Skins Guide*.

Note: You can change the heading text for an auto-generated index in the language skin.

CHAPTER 7

Additional Index Tasks

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

This chapter discusses the following:

Creating a Binary Index 104
Creating Snippets from Index Markers 105
Deleting Index Keywords 106
Excluding Index Entries From Search 107
Including Bookmarks in Index Entries 108
Index Entries in Standard Skins 109
Index Entry Popups in Standard Skins 113
Using Styles to Include or Exclude Index Headings 118
Viewing Topics Not Indexed 119

Creating a Binary Index

This feature is supported in Microsoft HTML Help output.

You can create a binary index for your project. Binary indexes are intended for merging multiple CHM files when you build a target. The index keywords in the CHM files are sorted alphabetically and numerically for display in the output.

If you use this feature, please keep in mind that binary indexes do not support custom fonts.

HOW TO CREATE A BINARY INDEX

1. Create indexes in your projects.
2. Set your master project to merge with the other CHM file(s) at run time.
3. Open a Standard skin.
4. Select the **HTML Help Setup** tab.
5. Click the **Index Options** button.
6. In the HTML Help Index Options dialog, select **Binary**.
7. Click **OK**.
8. Click to save your work.

Creating Snippets from Index Markers

If you want to reuse the same index marker in many topics, you can convert the index marker to a snippet. Then you can insert that snippet into as many topics as you want.

HOW TO CREATE A SNIPPET FROM AN INDEX MARKER

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the index marker that you want to use to create a snippet.
3. From the context menu, click **Select**.
4. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Home** ribbon. In the **Snippet** section select **Create Snippet**.
   - **Menu** Select **Format>Create Snippet**.

   The Create Snippet dialog opens.
5. In the **Snippet File** field, type a new name for the snippet.
6. It is recommended that you leave the project folder selection as "Resources\Snippets." After the snippet is created, you can see the snippet file in the Content Explorer.
7. Make sure that a check mark is displayed in **Replace Source Content with the New Snippet**.
8. Click **Create**. The snippet is inserted into the topic in surrounded by brackets.
9. Click to save your work.

Note: A marker can hold multiple index keywords.

Note: You can access the actual index marker by opening the snippet from the Content Explorer. The snippet opens in its own page in the XML Editor, showing the index marker and keywords, which you can modify if necessary.

Deleting Index Keywords

If necessary, you can delete index keywords that you have inserted into a topic. You can do this from the Index window pane or from a specific topic or snippet. The advantage of using the Index window pane is that you can delete index keywords from all topics in one step.

HOW TO DELETE AN INDEX KEYWORD FROM THE INDEX WINDOW PANE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Index Window**.
   - **Menu** Select **View>Index Window**.
   - **Keyboard Shortcut** Press **F9**.
2. In the explorer area at the bottom of the window pane, right-click on the index keyword or subkeyword that you want to delete. From the context menu select **Remove Keyword**. The keyword is removed from all topics where it had been inserted.

Note: If you want to delete a keyword from the Terms area of the Index window pane, click on the rectangular area to the left of the index keyword (on the area with the arrow) and press **Delete** on your keyboard.

HOW TO DELETE AN INDEX KEYWORD FROM A CONTENT FILE

1. Open the content file (e.g., topic, snippet).
2. In the editor right-click the index marker that you want to delete.
3. From the context menu, select **Delete**. The index marker and its keywords are removed from the topic.
4. Click to save your work.

Excluding Index Entries From Search

This feature is supported in DotNet Help and in all WebHelp outputs (HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

If you insert index markers in your project, those markers by default are included in searches that users perform in your output. If you want to exclude index entries from searches, you can do so.

HOW TO EXCLUDE INDEX ENTRIES FROM SEARCH

1. Open the target.
2. Select the **Performance** tab.
3. In the **Search Database** section, click **Exclude Index Entries from Search**.
4. Click to save your work.

Including Bookmarks in Index Entries

If you want index term links to point to the exact spot in the topic where the index marker has been set, you need to specify this in the Skin Editor. Otherwise, the index term links will point to the topic in general.

However, by pointing to the individual index markers, the index may not display the way you want if the index term points to multiple topics and you also have created a binary index (see "Creating a Binary Index" on page 104). In other words, index entries pointing to multiple topics will display the index terms repeated instead of the topic title. A workaround is to deselect the binary index option in the Skin Editor. However, keep in mind that a binary index is required if you want to merge CHM files.

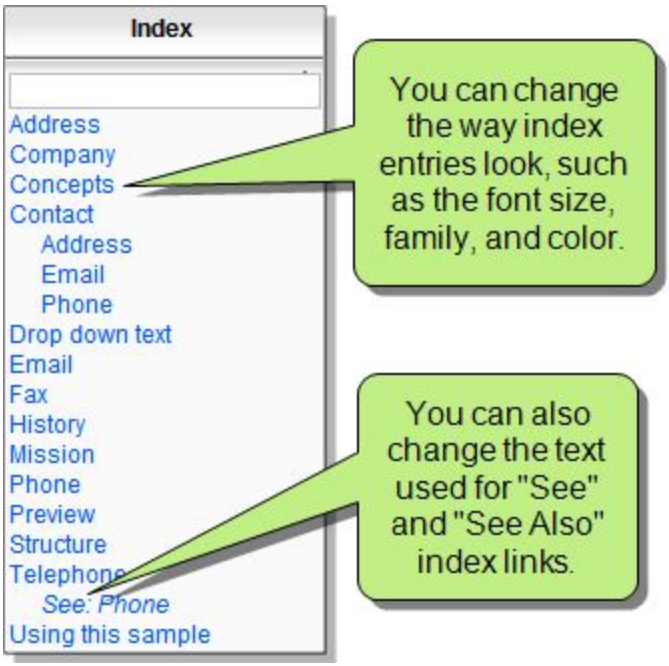
HOW TO INCLUDE BOOKMARKS IN INDEX ENTRIES

1. Open a Standard skin.
2. Select the **HTML Help Setup** tab.
3. Click the **Index Options** button.
4. In the HTML Help Index Options dialog, select **Include bookmarks with index entries**.
5. Click **OK**.
6. Click to save your work.

Index Entries in Standard Skins

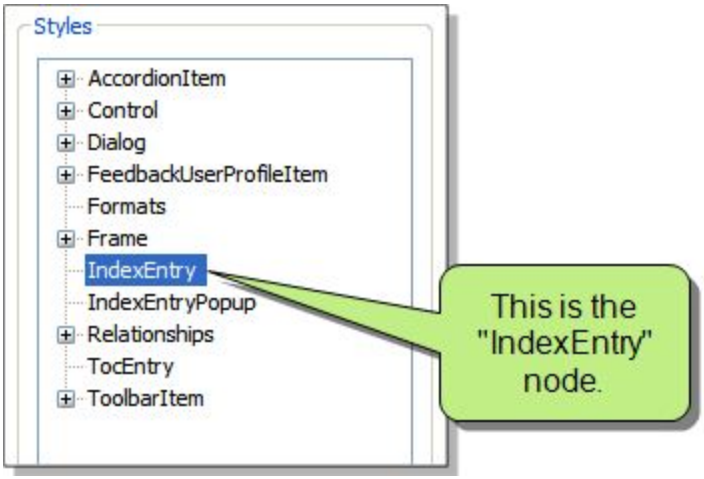
This feature is supported in WebHelp, WebHelp AIR, and WebHelp Plus output.

Using a skin, you can modify the appearance of index entries in online output. In order to see these items in the output, you must include them in your project.



HOW TO SPECIFY STYLE SETTINGS FOR INDEX ENTRIES

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Index Entry** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

   FONT BACKGROUND COLOR

   To change the color of the area behind the font:

   » Expand the **Font** property group on the right and change the value in the **Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

FONT COLOR

To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

FONT FAMILY

To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **Font Family** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

FONT SIZE

To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **Font Size** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

FONT STYLE

To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **Font Style** field. Click the down arrow and select either **italic** or **normal**.

FONT WEIGHT

To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **Font Weight** field. Click the down arrow and select either **bold** or **normal**.

SEE REFERENCE

To change the text that appears on "See" index links (see "Creating Index Links" on page 41):

» Expand the **Labels** property group on the right side of the editor and enter new text in the **See Reference** field.

SEE ALSO REFERENCE

To change the text that appears on "See Also" index links (see "Creating Index Links" on page 41):

» Expand the **Labels** property group on the right side of the editor and enter new text in the **See Also Reference** field.

SELECTION BACKGROUND COLOR

To change the color of the area behind the font after the index entry has been selected:

» Expand the **Selection** property group on the right and change the value in the **Selection Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

SELECTION COLOR

To change the color of the font after the index entry has been selected:

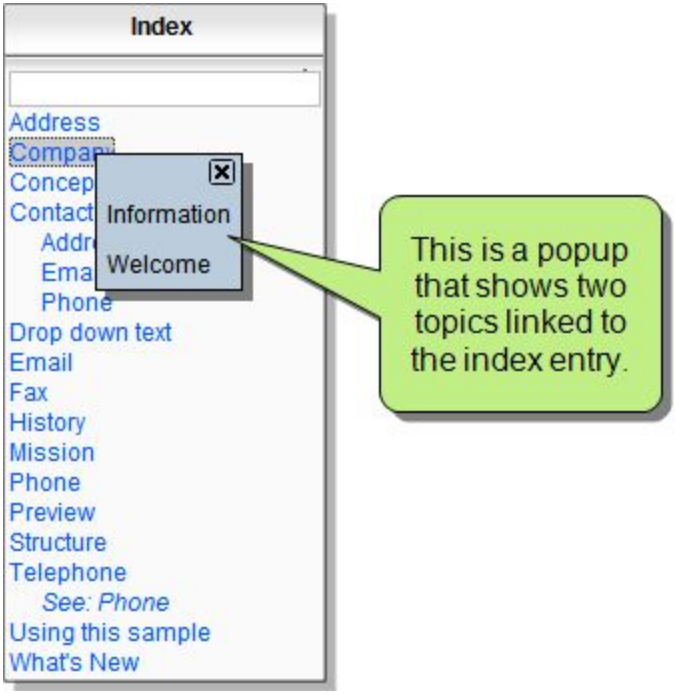
» Expand the **Selection** property group on the right and change the value in the **Selection Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

6. Click to save your work.

Index Entry Popups in Standard Skins

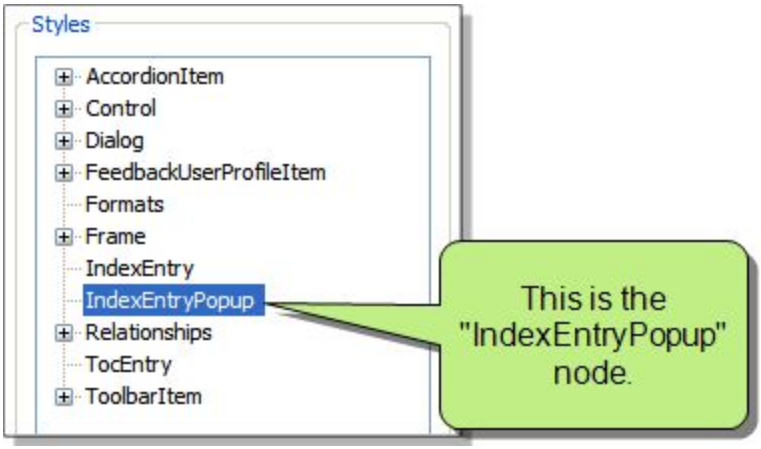
This feature is supported in WebHelp, WebHelp AIR, and WebHelp Plus output.

Using a skin, you can modify the appearance of index entry popups in online output. These are the popups that users see when they click an index entry that links to more than one topic. In order to see these items in the output, you must include them in your project.



HOW TO SPECIFY STYLE SETTINGS FOR INDEX ENTRY POPUPS

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Index Entry Popup** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

   FONT BACKGROUND COLOR

   To change the color of the area behind the font:

   » Expand the **Font** property group on the right and change the value in the **Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

FONT COLOR

To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

FONT FAMILY

To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **Font Family** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

FONT SIZE

To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **Font Size** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

FONT STYLE

To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **Font Style** field. Click the down arrow and select either **italic** or **normal**.

FONT WEIGHT

To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **Font Weight** field. Click the down arrow and select either **bold** or **normal**.

HOVER FONT BACKGROUND COLOR

To change the color of the area behind the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **Hover Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

HOVER FONT COLOR

To change the color of the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **Hover Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

HOVER FONT FAMILY

To select a specific font family (e.g., Arial, Tahoma, Verdana) when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **Hover Font Family** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

HOVER FONT SIZE

To change the size of the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **Hover Font Size** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

HOVER FONT STYLE

To change the style of the font (e.g., make it italic) when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **Hover Font Style** field. Click the down arrow and select either **italic** or **normal**.

HOVER FONT WEIGHT

To change the weight of the font (e.g., make it bold) when users hover over it:

» Expand the **HoverFont** property group on the right and change the value in the **Hover Font Weight** field. Click the down arrow and select either **bold** or **normal**.

6. Click to save your work.

Using Styles to Include or Exclude Index Headings

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

When you insert an index proxy for print-based output, you can specify whether the generated index should include headings above the alphabetical groups of entries. The default setting is "True," meaning that index headings will be included. However, you can always override this setting at the spot where a particular index proxy is inserted. If you want all index proxies to not include headings by default, you can edit the mc-index-headings property, setting it to "False."

HOW TO USE STYLES TO INCLUDE OR EXCLUDE INDEX HEADINGS

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, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Reusable Content Styles.
4. In the **Styles** section on the left side of the editor, find and select the style called **MadCap|indexProxy** (or a style class you have created within that style).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. From the **Properties** section, expand the **Unclassified** property group.
7. Click in the cell to the right of **mc-index-headings** and select **true** (to include headings) or **false** (to exclude them).
8. Click to save your work.

Viewing Topics Not Indexed

You can view a list of all topics where you have not yet inserted index keywords. Therefore, no references to those topics will be found in the generated index. You can also double-click a row to open the topic in question.

HOW TO VIEW TOPICS NOT YET INDEXED

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Analysis** section select **Project Analysis>Topics Not In Index**.
   - **Menu** Select **View>Project Analysis>Topics Not In Index**.

   The Project Analysis window pane opens, with the "Topics Not In Index" option selected from the drop-down menu at the top. The area at the bottom of the window pane displays all topics where you have not yet inserted index keywords.
2. To see more of the information in the window pane, drag the divider bar to make the pane wider:
   - **File** Displays the name of the file.
   - **Title** Displays the properties title of the file (if any).
   - **Folder** Displays the folder where the file is found.
3. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items.
4. You can double-click any topic in the list to view or modify it.

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
SharePoint Guide
Shortcuts Guide
Skins Guide

Snippets Guide

Source Control Guide

Styles Guide

Tables Guide

Tables of Contents Guide

Targets Guide

Templates Guide

Topics Guide

Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide