MadCap Software

Variables Guide

Flare 10

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MadCap Software
7777 Fay Avenue
La Jolla, California 92037
858-320-0387
www.madcapsoftware.com

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CHAPTER 1

Introduction

This feature is supported in all outputs.

Variables are pre-set terms that you can use in your project over and over. They are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets as you like.

Variables are used for brief, non-formatted pieces of content (such as the name of your company's product or your company's phone number). There are different kinds of variables: (1) basic ones that you create, (2) custom date/time variables that you create, (3) system variables (e.g., date and time; titles; page count; Chapter, Section, and Volume numbers), (4) Heading variables, and (5) Running Head variables. Some of these are especially useful for page headers and footers in print-based output.

This chapter discusses the following:

Variable Components 6
Types of Variables 7
Visual Cues for Variables 8
More About Variables 10
Tasks Associated with Variables 12

Variable Components

A variable has two main components—the variable *name* and the variable *definition.*

E X A M P L E

An example of a variable name is "CompanyName." The definition for that variable name might be "ACME Incorporated." Using that example, if you were to insert the CompanyName variable into a paragraph of a topic, the phrase "ACME Incorporated" would be added at that spot and shown in the output.

Types of Variables

Following are the main categories of variables that you can use.

- **Custom Basic Variables** These are basic variables that you can create in variable sets. They can be used for virtually any purpose (product names, company information, terms that are used frequently). See "Creating New Variables" on page 15.
- **Custom Date/Time Variables** You can create date and time variables based on Microsoft's "Custom Date and Time Format Strings." See "Creating Custom Date/Time Variables" on page 19.
- **System Variables** Flare lets you insert the system date and time as variables. The global format in windows controls the format dates and times in variables. To insert a system variable, simply select **Insert>Variable**. Then select **System** and choose the specific variable. In addition, for Adobe PDF, Microsoft XPS, and XHTML output, you can insert system variables in page layout frames that display your chapter, section, or volume numbers (if you are using autonumbers to identify the various parts of a manual). See "Chap/Sec/Vol Variables in Frames" on page 29.
- **Heading Variables** You can insert Heading variables into page layouts or master pages in order to automatically display text based on the <h1> through <h6> heading styles that you use in your project. Like Running Head variables, they are useful when creating print-based output. It's an easy way, for example, to automatically display a chapter title in the header of a chapter. For Adobe PDF, Microsoft XPS, and XHTML output, you can also use Heading variables to automatically display glossary headings/terms and index headings/terms in a page layout frame. See "Heading Variables" on page 33.
- **Running Head Variables** In addition to system variables and those you can create (from the "MyVariables" template), you can also add Running Head variables (using the "Running HF" template). A Running Head (or Running HF) variable is a special variable that you can insert into a header or footer in a page layout or a print master page. It lets you display certain text in the header or footer automatically, based on the style associated with the variable. For example, Running Head variables are useful if you want to include the title of each chapter in a document in a header or footer without having to type them into multiple pages. For more information see "Running Head Variables" on page 45.

Note: Running Head variables are supported only in Adobe FrameMaker and Microsoft Word output.

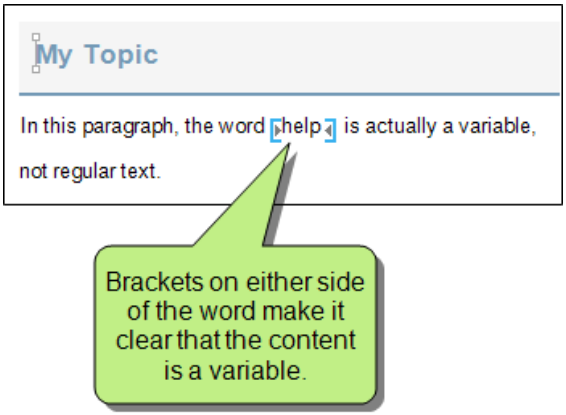
Visual Cues for Variables

When you insert variables into content, there are a few ways to discern that certain content is actually a variable, as opposed to regular text.

MARKERS

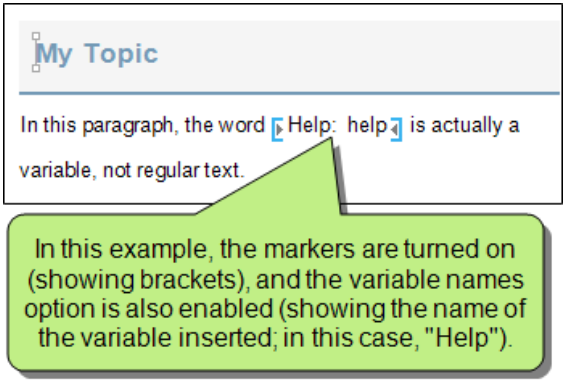
First, markers can be turned on or off, providing a visual cue about the content in the form of brackets. When you insert a variable into a topic with markers turned on, the variable definition is displayed in a marker represented by brackets on either side of the definition. If you cannot see all of the information in a marker, you can adjust the marker width. (Click the down arrow next to the **Show tags** button in the XML Editor. The marker width field is at the bottom of the drop-down menu.)

Here is an example of a variable with markers turned on. (To turn markers on, click the down arrow next to the **Show tags** button in the XML Editor. Then select **Show Markers**.)



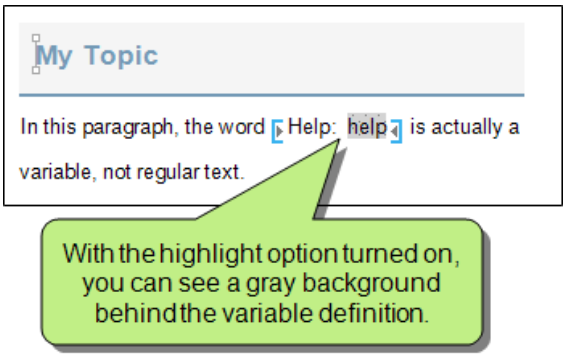
VARIABLE NAMES

In addition to markers, you can select an option to show variable names. Here is an example of a variable with variable names turned on. (To show variable names, click the down arrow next to the **Show tags** button in the XML Editor. Then select **Show Variable Names**.)



HIGHLIGHTED NAMES

You can also select an option to display variables with a highlighted background.(To highlight variables, click the down arrow next to the **Show tags** button in the XML Editor. Then select **Show Highlight Variables**.) Here is an example.



More About Variables

Here is some more information about variables.

- **Initial Variables** There are usually some initial custom variables (e.g., CompanyName and PhoneNumber) already provided when you start a new project or add a new variable set (using the "MyVariables" template). You can use these variables, modifying their names and/or definitions to meet your needs. You can also create additional variables. A variable set file has an .flvar extension and is stored in the Project Organizer under the Variables folder.
- **Multiple Definitions** You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, your company might have multiple phone numbers. You can associate them all with the same variable and use the appropriate one wherever necessary.
- **Overriding Variable Definitions** You can create new variables in the Variable Set Editor. The variables that you create and define in the Variable Set Editor are available to your entire project. However, if you want the definition for a variable to be different in a particular target, you can override the project-level definition for that target in the Target Editor. If you preview a topic, the variable definition associated with the primary target is displayed.
- **Condition Tags** You can apply a condition tag to a variable so that it is included in some targets but not in other targets.
- **Auto Suggestion** In addition to inserting variables the "old-fashioned" way, you can also insert variables when using Auto Suggestion (a popup window that predicts content as you type).
- **Manual Variable Links** You can also add variables to content (e.g., TOC entries, browse sequence entries, hyperlinks) manually. For example, you can rename a TOC entry and replace it with a variable from a variable set. To do this, click on the entry and highlight the text. Then replace it with this syntax: mcvariable:VariableSet.VariableName. That syntax works if the variable is the only content in the entry. If you want the entry to have text plus a variable, you would instead use this syntax: `[%=VariableSet.VariableName%]`.

E X A M P L E

For example, if your variable set is called "MyVariables" and you want to use a variable called "CompanyName," you would enter this as the name of the TOC entry: mcvariable:MyVariables.CompanyName. But if you want the entry to display as "Contact My Company" (where "Contact" is simply text you add manually and "My Company" is the variable definition), you would enter this as the name of the TOC entry: Contact [%=MyVariables.CompanyName%]. Follow these same steps for browse sequence entries.

Note: Please note that if you insert variable syntax, the variable text may not always show up in search results. Of course, if you also insert the variable into the header in the actual topic, search results will find it. Another way to ensure that search finds the variable text is to enter the following syntax as the topic title in the Properties dialog: [%=VariableSet.VariableName%] (e.g., [%=MyVariables.CompanyName%]).

Similarly, you can use variables in hyperlinks by using this syntax:

My hyperlink text.

Tasks Associated with Variables

Following are the main tasks involved with using variables.

- **Add Set** You can use the initial variable set provided in a template, but you can add more variable sets if necessary. Each variable set can hold multiple variables. See "Adding Variable Sets to Projects" on page 13.
- **Create** You can create custom variables within a variable set. See "Creating New Variables" on page 15 and "Creating Custom Date/Time Variables" on page 19.
- **Insert** You can insert variables into topics (as well as other elements, such as snippets or page layout frames). See "Inserting Variables" on page 27, "Chap/Sec/Vol Variables in Frames" on page 29, "Inserting Heading Variables Into Frames" on page 35, and "Inserting Running Head Variables into Frames" on page 50.
- **Edit** After you create a variable, you can easily edit it in the Variable Set Editor. If you change the definition for a variable that has been inserted into topics, the changes will automatically be reflected in all those topics. See "Editing Variables" on page 16 and "Editing Date/Time Variables" on page 22.

CHAPTER 2

Adding Variable Sets to Projects

The following steps show you how to add a new variable set to your project. You can then open the variable set and create new variables.

HOW TO ADD A VARIABLE SET TO A PROJECT

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

   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Variable 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>Add Variable Set**.
   - **Right-Click** In the Project Organizer, right-click on the **Variables** folder and from the context menu select **Add Variable Set**.

   The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Variable 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, type a new name for the variable set.
6. Click **Add**. The variable set is added to the Variables folder in the Project Organizer. The Variable Set Editor opens to the right, with the variable entries shown.

CHAPTER 3

Creating New Variables

The following steps show you how to create a new variable within a variable set.

HOW TO CREATE A NEW VARIABLE

1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder.
3. Double-click a variable set, such as the initial one provided by Flare. If you do not have any variable sets in the folder, you can easily add one using the File ribbon. The Variable Set Editor opens to the right, with the variables page shown. If you use the "MyVariables" template, Flare provides you with two variables (CompanyName and PhoneNumber) to get you started. You can delete these variables or modify them to suit your needs.
4. To create an additional variable, click in the local toolbar. A new variable row is added, with a temporary name for the variable.
5. To enter a new name, definition, or comment for a new variable (or for the variables already provided by Flare), do one of the following.
   - Double-click in a field and type the name, definition, or comment.

     OR
   - Click once in a field and press **F2** on your keyboard. Then type the name, definition, or comment.
6. Click to save your work.

Editing Variables

After you create a variable, you can edit it in the Variable Set Editor. If you change the definition for a variable that has been inserted into topics, the changes will automatically be reflected in all those topics. You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, your company might have multiple phone numbers. You can associate them all with the same variable and use the appropriate one wherever necessary.

HOW TO EDIT A VARIABLE

1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the custom variable set (such as **MyVariables**) that contains the variable you want to modify. The Variable Set Editor opens to the right, with the variables page shown.
4. Double-click in a field and type the name, definition, or comment. (You can also click once in a field, press **F2** on your keyboard. Then type the name, definition, or comment.)

   Note: You cannot change system or Heading variables. If you are working with Running Head variables, you should not change the first part of the definition, but you can change the style within the definition. See "Running Head Variables" on page 45.

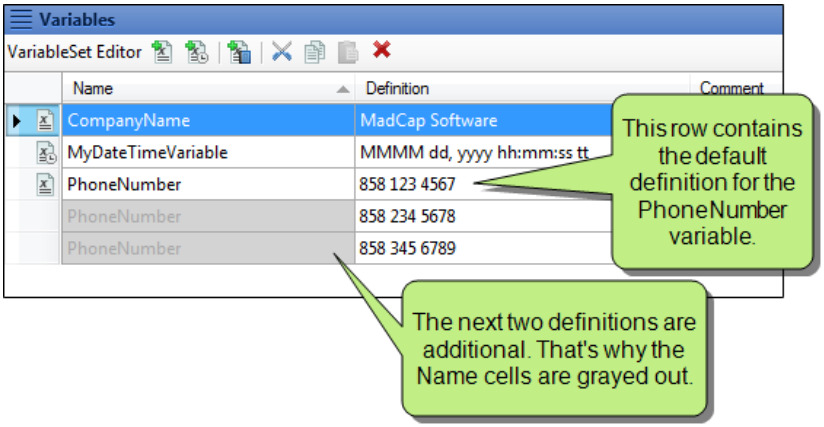
5. Click to save your work.

HOW TO ADD VARIABLE DEFINITIONS

1. In the Project Organizer, double-click the **Variables** folder.
2. Double-click a variable set. The Variable Set Editor opens.
3. Click on a row where you want to provide an additional definition.
4. In the local toolbar click . A new row is added for the new definition.
5. In the empty cell that is added, type the definition and press **Enter**.

   When a variable has multiple definitions, cells of the non-default definitions are grayed out (except for the definition cell).

   The default definition is determined by the order of creation. The first definition created is the default.



6. Click to save your work.

Note: If you want to change how variables look when they're inserted in the XML Editor, you can change the MadCap|variable style in the Stylesheet Editor. This does not affect the output. For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.

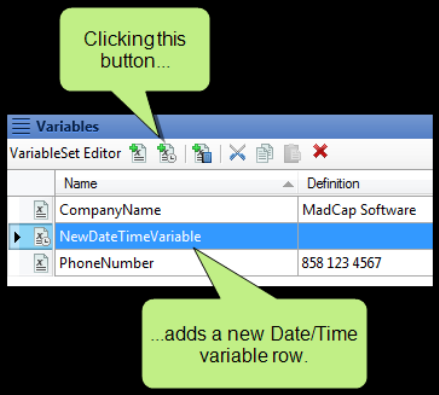
CHAPTER 4

Creating Custom Date/Time Variables

You can create date and time variables based on Microsoft's "Custom Date and Time Format Strings."

HOW TO CREATE CUSTOM DATE/TIME VARIABLES

1. In the Project Organizer, expand the **Variables** folder and double-click a variable set. The Variable Set Editor opens.
2. In the local toolbar click . A new row is added for the Date/Time variable.



3. To enter a new name or comment, do one of the following:
   - Double-click in the appropriate cell and type the name or comment.

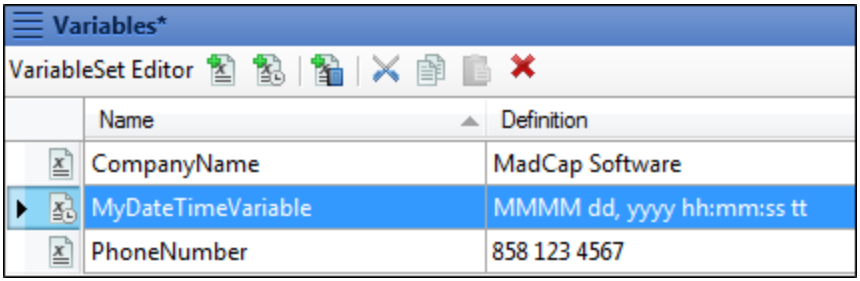
     OR
   - Click once in the appropriate cell and press **F2** on your keyboard. Then type the name or comment.
4. Click in the **Definition** cell. The Edit Format dialog opens.
5. In the field, enter a combination of format specifiers. As you do this, current date and time are displayed below the field in that format.

   Specifiers are based on Microsoft's custom date and time format strings. For details of the specifiers available, see http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx.

   Here are some of the more common specifier combinations:

Specifier Combination	Result
MMMM dd, yyyy hh:mm:ss tt	July 09, 2013 03:55:53 PM
hh:mm:ss tt dd MMMM, yyyy	03:55:53 PM 09 July, 2013
dddd MMMM dd, yyyy	Tuesday July 09, 2013
ddd MM/dd/yy	Tue 07/09/13

6. Click **OK**. It might look something like this:



7. Click to save your work.

Note: If you want to edit a date/time variable, click on the **Definition** cell in the Variable Set Editor and make changes in the Edit Format dialog. You can also add multiple definitions to a variable, using them as a way to override variables on a target.

Note: Like standard variables, you can override custom date/time variables in a target.

Editing Date/Time Variables

You can edit the format for a custom variable to change how the system date and time are displayed. You can also add multiple definitions to a variable, using them as a way to override variables on a target. For example, you might want to use different date/time variables for audiences in different time zones. You can associate multiple definitions with the same variable and use the appropriate one wherever necessary.

HOW TO EDIT A DATE/TIME VARIABLE

1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the custom variable set (such as **MyVariables**) that contains the variable you want to modify. The Variable Set Editor opens to the right, with the variables page shown.
4. Click in the **Definition** cell for a date/time variable. The Edit Format dialog opens.
5. In the field, enter a combination of format specifiers. As you do this, current date and time are displayed below the field in that format.

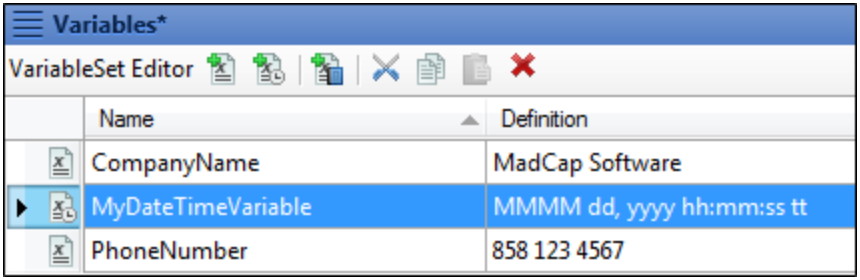
   Specifiers are based on Microsoft's custom date and time format strings. For details of the specifiers available, see **http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx**.

   Here are some of the more common specifier combinations:

Specifier Combination	Result
MMMM dd, yyyy hh:mm:ss tt	July 09, 2013 03:55:53 PM
hh:mm:ss tt dd MMMM, yyyy	03:55:53 PM 09 July, 2013
dddd MMMM dd, yyyy	Tuesday July 09, 2013
ddd MM/dd/yy	Tue 07/09/13

Note: You can make a word part of the definition. For example, you might want the word Date with a colon and a space before a date string (e.g., Date: October 25, 2014). The issue is that certain characters are translated automatically as specifiers. So just typing the word Date wouldn't work. The easiest solution is to put the non-specifier characters within quotation marks. Therefore, you might enter "Date:" MMMM dd, yyyy.

6. Click **OK**. It might look something like this:



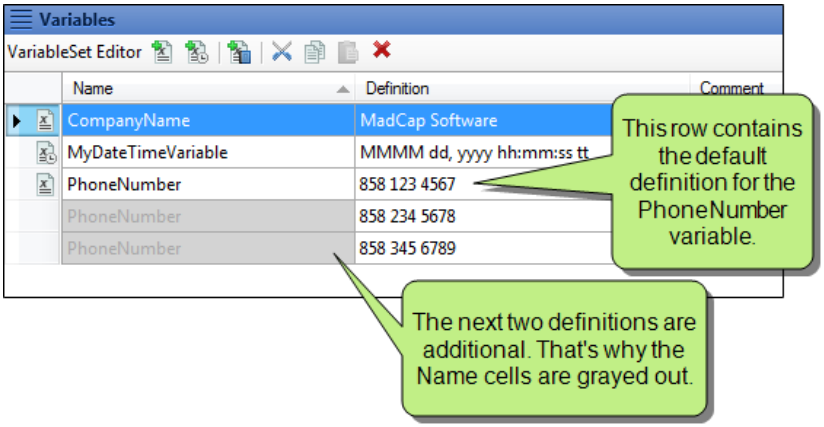
7. Click to save your work.

HOW TO ADD VARIABLE DEFINITIONS

1. In the Project Organizer, double-click the **Variables** folder.
2. Double-click a variable set. The Variable Set Editor opens.
3. Click on a row where you want to provide an additional definition.
4. In the local toolbar click . A new row is added for the new definition.
5. In the empty cell that is added, type the definition and press **Enter**.

   When a variable has multiple definitions, cells of the non-default definitions are grayed out (except for the definition cell).

   The default definition is determined by the order of creation. The first definition created is the default.



6. Click to save your work.

Note: Like standard variables, you can override custom date/time variables in a target.

Note: If you want to change how variables look when they're inserted in the XML Editor, you can change the MadCap|variable style in the Stylesheet Editor. This does not affect the output. For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.

CHAPTER 5

Inserting Variables

After you create or modify variables, you can insert them into any content file (e.g., topic, snippet) in your project. You can insert variables by dragging them from the Project Organizer, or you can use the Variables dialog.

HOW TO INSERT A VARIABLE BY DRAGGING AND DROPPING

1. Open the content file (e.g., topic, snippet).
2. Make sure the Project Organizer is open.
3. Expand the **Variables** folder and expand the appropriate variable set under it.
4. Click on the variable and drag it to the XML Editor.
5. Click to save your work.

HOW TO INSERT A VARIABLE BY USING THE VARIABLES DIALOG

1. Open the content file (e.g., topic, snippet).
2. Place your cursor where you want to add a variable.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
   - **Menu** Select **Insert>Variable**.
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

   The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

   > **Note:** If a variable contains multiple definitions, the default definition is displayed in the Definitions column. The additional definitions are not shown. You can view and select alternative definitions from a drop-down list in the Target Editor when overriding definitions.

4. On the left, select the appropriate variable set.
5. On the right, select the variable you want to insert.
6. Click **OK**. The variable is added, with brackets surrounding it. The bracket shows the variable name and the variable definition (as long as markers are turned on and the set marker width allows it).

   You can adjust the marker width from the **Show tags** button to see more or less of the variable information, and you can also tell Flare to turn off the variable names so that you only see the variable definition. For more details about markers see the online Help.

7. Click to save your work.

CHAPTER 6

Chap/Sec/Vol Variables in Frames

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.

For Adobe PDF, Microsoft XPS, and XHTML output, you can insert variables in page layout frames that display your chapter, section, or volume numbers (if you are using autonumbers to identify the various parts of a manual).

HOW TO INSERT A CHAPTER, SECTION, OR VOLUME NUMBER VARIABLE INTO A PAGE LAYOUT FRAME

1. Open a page in a page layout.
2. Click on the frame to which you want to add text or other content.

> **Note:** You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics). You can use image frames to insert images that use all of the space in the frame.

3. Do one of the following, depending on the part of the user interface you are using:
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** Press **F2** on your keyboard.
   - **Right-Click** Right-click the frame and select **Edit Text**.

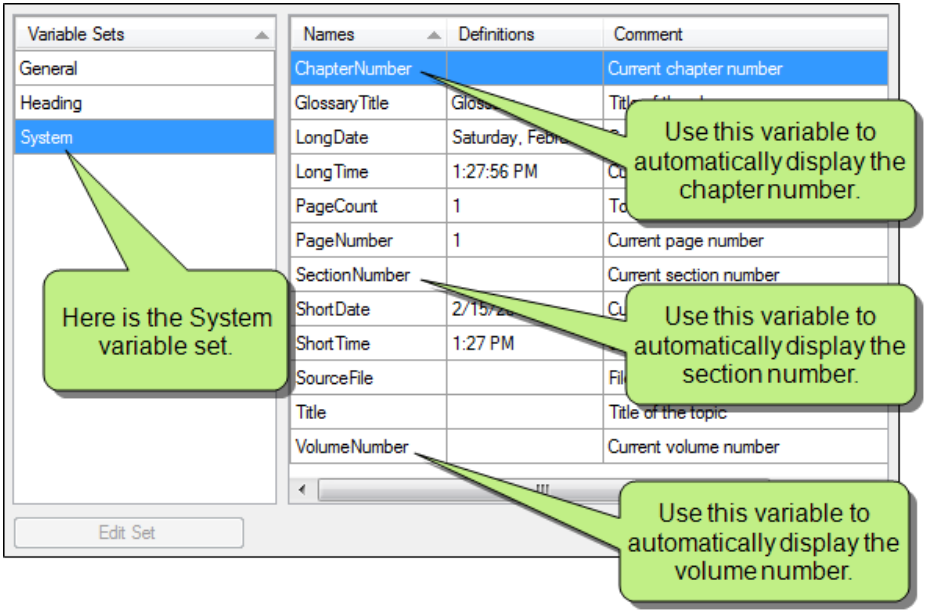
   A message opens, asking if you want to pick content from a template (e.g., a page number).
4. Click **No**. The Frame Contents window pane opens.

> **Note:** If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.

5. Click in the Frame Contents window pane.
6. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
   - **Menu** Select **Insert>Variable**.
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

   The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.
7. Select the **System** variable set.

8. Select the appropriate variable: **ChapterNumber**, **SectionNumber**, or **VolumeNumber**.



9. Click **OK**. The variable is added to the Frame Contents window pane.
10. Click to save your work. The variable can now be seen in the frame.

In addition to completing the these steps, make sure you also perform the necessary tasks for creating the autonumbers in your topics and specifying where new chapters, sections, or volumes should begin.

- To generate **chapter** numbers, you need to create an autonumber format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC. For more information see the online Help or the Flare *Printed Output Guide*.
- To generate **section** numbers, you need to create an autonumber format that includes the {secnum} command. Then specify section breaks in the outline TOC. For more information see the online Help or the Flare *Printed Output Guide*.
- To generate **volume** numbers, you need to create an autonumber format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the autonumber flow for each volume, resetting the volume number to a specific number. For more information see the online Help or the Flare *Printed Output Guide*.

CHAPTER 7

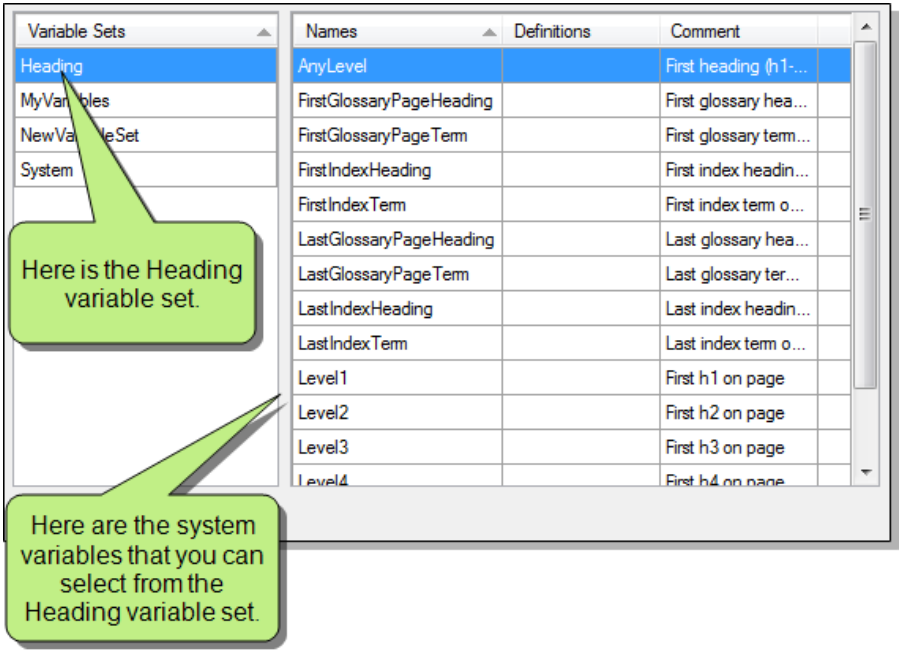
Heading Variables

This feature is supported in all online (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus) and print (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML) outputs.

You can insert Heading variables into page layouts or master pages in order to automatically display text based on the <h1> through <h6> heading styles that you use in your project. Like Running Head variables, they are useful when creating print-based output. It's an easy way, for example, to automatically display a chapter title in the header of a chapter. For Adobe PDF, Microsoft XPS, and XHTML output, you can also use Heading variables to automatically display glossary headings/terms and index headings/terms in a page layout frame.

Heading variables are very similar to Running Head variables. The key appeal of Running Head variables is that they are supported in FrameMaker and help with the transition of authors from FrameMaker to Flare. So people who are familiar with FrameMaker might prefer to use Running Head variables because they are used to them. However, Heading variables are somewhat easier to use and therefore are recommended for people who do not have a FrameMaker background.

When you insert a variable, simply select the **Heading** variable set to access the available variables. You can then choose the appropriate variable on the right side of the dialog. For more information and explanations of the different Heading variables, see "Inserting Heading Variables Into Frames" on page 35 and "Inserting Heading Variables Into Master Pages" on page 42.


Variable Sets
Heading
MyVariables
NewVariableSet
System
Names
Definitions
Comment
AnyLevel
First heading (h1-...
FirstGlossaryPageHeading
First glossary hea...
FirstGlossaryPageTerm
First glossary term...
FirstIndexHeading
First index headin...
FirstIndexTerm
First index term o...
LastGlossaryPageHeading
Last glossary hea...
LastGlossaryPageTerm
Last glossary ter...
LastIndexHeading
Last index headin...
LastIndexTerm
Last index term o...
Level1
First h1 on page
Level2
First h2 on page
Level3
First h3 on page
Level4
First h4 on page
Here is the Heading variable set.
Here are the system variables that you can select from the Heading variable set.

Inserting Heading Variables Into Frames

Following are steps for inserting a Heading variable into a page layout frame.

HOW TO INSERT A HEADING VARIABLE INTO A PAGE LAYOUT FRAME

1. Open a page in a page layout.
2. Click on the frame to which you want to add text or other content.

> **Note:** You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics). You can use image frames to insert images that use all of the space in the frame.

3. Do one of the following, depending on the part of the user interface you are using:
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** Press **F2** on your keyboard.
   - **Right-Click** Right-click the frame and select **Edit Text**.

   A message opens, asking if you want to pick content from a template (e.g., a page number).
4. Click **No**. The Frame Contents window pane opens.

> **Note:** If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.

5. Click in the Frame Contents window pane.

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

   - **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.

     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>Variable**.

   - **Local Toolbar** Click .

   - **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

   The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

7. Select the **Heading** variable set.

8. Select the variable you want to add. Much of the information that follows pertains to projects and are primarily for the authors of those projects.

   - **AnyLevel** Automatically displays the text in the first heading on a page that uses any of the <h1> through <h6> styles.
   - **FirstGlossaryPageHeading** Automatically displays the first glossary heading (e.g., A, B, C, D, E) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

E X A M P L E

Let's say that you want to include a generated glossary in a PDF manual. So you create a simple topic called "MyGlossary" and insert a glossary proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that glossary proxy. Let's call it "GlossaryPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstGlossaryPageHeading" variable. Perhaps you want to show the complete range of glossary headings on each page. So you type the word "through" and also insert the "LastGlossaryPageHeading" variable. Therefore, you would have something like this in the frame:

FirstGlossaryPageHeading: through LastGlossaryPageHeading:

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the glossary proxy. When doing this, you specify that the entry should use the "GlossaryPL" page layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated glossary. Let's say the first glossary heading you see on the page is **F**, with all of the terms beginning with the letter "f" following it. Toward the bottom of that page, you see the glossary heading **H**, and terms starting with the letter "h" are listed below it. In that case, when you look to the very top of the page, you will see this:

F through H

» **FirstGlossaryPageTerm** Automatically displays the first glossary term (e.g., Ants, Bugs, Cats, Dogs, Elephants) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

E X A M P L E

Let's say that you want to include a generated glossary in a PDF manual. So you create a simple topic called "MyGlossary" and insert a glossary proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that glossary proxy. Let's call it "GlossaryPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstGlossaryPageTerm" variable. Perhaps you want to show the complete range of glossary terms on each page. So you type the word "through" and also insert the "LastGlossaryPageTerm" variable. In addition, you type quotation marks around each of the variables so that the terms will stand out in the output. Therefore, you would have something like this in the frame:

" FirstGlossaryPageTerm: " through " LastGlossaryPageTerm: "

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the glossary proxy. When doing this, you specify that the entry should use the "GlossaryPL" page layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated glossary. Let's say the first glossary term you see on the page is **Moose**. The last term on the page is **Sharks**. In that case, when you look to the very top of the page, you will see this:

"Moose" through "Sharks"

» **FirstIndexHeading** Automatically displays the first index heading (e.g., A, B, C, D, E) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

E X A M P L E

Let's say that you want to include a generated index in a PDF manual. So you create a simple topic called "MyIndex" and insert an index proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that index proxy. Let's call it "IndexPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstIndexHeading" variable. Perhaps you want to show the complete range of index headings on each page. So you type the word "through" and also insert the "LastIndexHeading" variable. Therefore, you would have something like this in the frame:

FirstIndexHeading: through LastIndexHeading:

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the index proxy. When doing this, you specify that the entry should use the "IndexPL" page layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated index. Let's say the first index heading you see on the page is **C**, with all of the index entries beginning with the letter "c" following it. Toward the bottom of that page, you see the glossary heading **J**, and index entries starting with the letter "j" are listed below it. In that case, when you look to the very top of the page, you will see this:

C through J

» **FirstIndexTerm** Automatically displays the first index term (e.g., Ants, Bugs, Cats, Dogs, Elephants) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.

E X A M P L E

Let's say that you want to include a generated index in a PDF manual. So you create a simple topic called "MyIndex" and insert an index proxy into it. Then you add that topic to the outline TOC that is being used to produce the manual.

Next, you open the page layout that you want to use for the topic holding that index proxy. Let's call it "IndexPL." Suppose you open the page in that layout that will be used for all left-hand pages in the output. In the header frame, you insert the "FirstIndexTerm" variable. Perhaps you want to show the complete range of index terms on each page. So you type the word "through" and also insert the "LastIndexTerm" variable. In addition, you type quotation marks around each of the variables so that the terms will stand out in the output. Therefore, you would have something like this in the frame:

"FirstIndexTerm:" through "LastIndexTerm:"

Next, in the outline TOC, you create a chapter break on the entry linked to the topic holding the index proxy. When doing this, you specify that the entry should use the "IndexPL" page layout.

Now you generate the PDF. You scroll down to the first left-handed page showing the generated index. Let's say the first index term you see on the page is **Moose**. The last term on the page is **Sharks**. In that case, when you look to the very top of the page, you will see this:

"Moose" through "Sharks"

- **LastGlossaryPageHeading** Automatically displays the last glossary heading (e.g., U, V, W, X, Y, Z) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- **LastGlossaryPageTerm** Automatically displays the last glossary term (e.g., Sharks, Tigers, Wombats, Zebras) that occurs on a page with a generated glossary. In order for this variable to work, it must be inserted in a page layout that is used for the topic where a glossary proxy is inserted. In addition, you must specify in the outline TOC that your glossary topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- **LastIndexHeading** Automatically displays the last index heading (e.g., U, V, W, X, Y, Z) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- **LastIndexTerm** Automatically displays the last index term (e.g., Sharks, Tigers, Wombats, Zebras) that occurs on a page with a generated index. In order for this variable to work, it must be inserted in a page layout that is used for the topic where an index proxy is inserted. In addition, you must specify in the outline TOC that your index topic is using the page layout where you have inserted this variable. The option is available only with Adobe PDF, Microsoft XPS, or XHTML output.
- **Level1** Automatically displays the text in the first heading on a page that uses the <h1> style tag.

> **EXAMPLE**
>
> Let's say you are using the <h1> style tag only for your chapter titles at the beginning of each chapter. If you insert the Heading.Level1 variable into the heading frames in the page layout that you are using for chapters, the appropriate chapter title will display automatically at the top of each chapter in the output.

- **Level2** Automatically displays the text in the first heading on a page that uses the <h2> style tag.
- **Level3** Automatically displays the text in the first heading on a page that uses the <h3> style tag.
- **Level4** Automatically displays the text in the first heading on a page that uses the <h4> style tag.
- **Level5** Automatically displays the text in the first heading on a page that uses the <h5> style tag.
- **Level6** Automatically displays the text in the first heading on a page that uses the <h6> style tag.

9. Click **OK**. The variable is added to the Frame Contents window pane.
10. Click to save your work. The variable can now be seen in the frame.

Inserting Heading Variables Into Master Pages

In addition to any type of regular content (e.g., text, images) and page numbers, you can insert Heading variables or Running Head variables into master pages.

HOW TO INSERT A HEADING VARIABLE INTO A MASTER PAGE

1. From the Content Explorer, open the master page.
2. Place your cursor inside a particular page header or page footer proxy.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
   - **Menu** Select **Insert>Variable**.
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

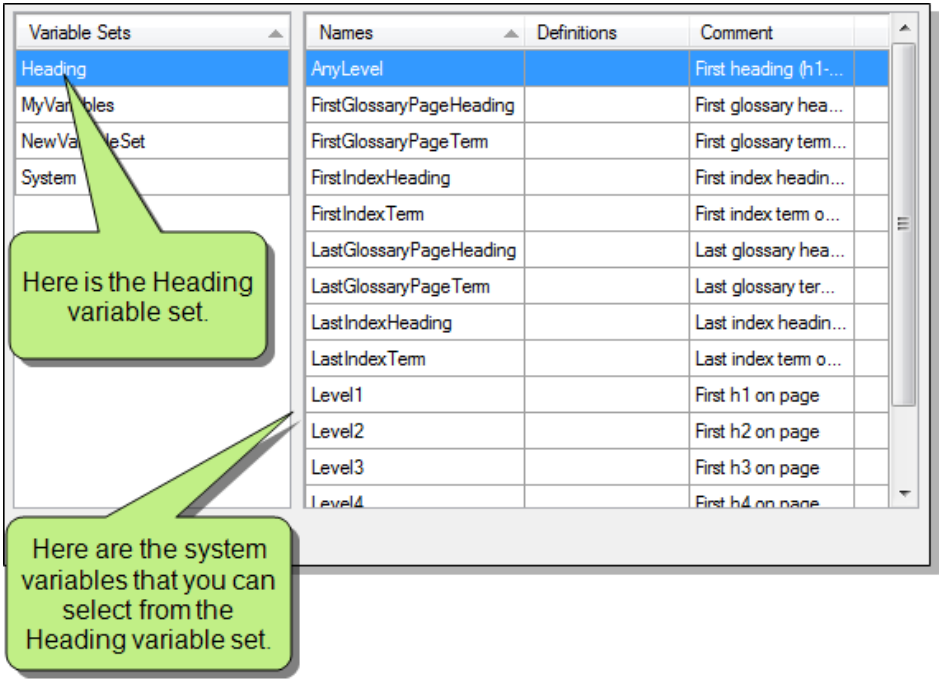
   The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.
4. Select the **Heading** variable set.

5. Select the variable you want to add:
   - **AnyLevel** Automatically displays the text in the first heading on a page that uses any of the <h1> through <h6> styles.
   - **Level1** Automatically displays the text in the first heading on a page that uses the <h1> style tag.

     E X A M P L E

     Let's say you are using the <h1> style tag only for your chapter titles at the beginning of each chapter. If you insert the Heading.Level1 variable into the heading frames in the page layout that you are using for chapters, the appropriate chapter title will display automatically at the top of each chapter in the output.
   - **Level2** Automatically displays the text in the first heading on a page that uses the <h2> style tag.
   - **Level3** Automatically displays the text in the first heading on a page that uses the <h3> style tag.
   - **Level4** Automatically displays the text in the first heading on a page that uses the <h4> style tag.
   - **Level5** Automatically displays the text in the first heading on a page that uses the <h5> style tag.
   - **Level6** Automatically displays the text in the first heading on a page that uses the <h6> style tag.

Note: The glossary and index variable options are available only in Adobe PDF, Microsoft XPS, and XHTML output.



6. Click **OK**. The variable is added to the master page.
7. Click to save your work.

CHAPTER 8

Running Head Variables

This feature is supported in Adobe FrameMaker and Microsoft Word output.

A Running Head (or Running HF) variable is a special variable that you can insert into a header or footer in a page layout or a print master page. It lets you display certain text in the header or footer automatically, based on the style associated with the variable. For example, Running Head variables are useful if you want to include the title of each chapter in a document in a header or footer without having to type them into multiple pages.

Heading variables are very similar to Running Head variables. The key appeal of Running Head variables is that they are supported in FrameMaker and help with the transition of authors from FrameMaker to Flare. So people who are familiar with FrameMaker might prefer to use Running Head variables because they are used to them. However, Heading variables are somewhat easier to use and therefore are recommended for people who do not have a FrameMaker background.

Default Running Head Variables

Flare provides the following default Running Head variables.

Variable Name	Variable Definition
Running H/F 1	<$paratext[h1]>
Running H/F 2	<$paratext[h2]>
Running H/F 3	<$paratext[h3]>
Running H/F 4	<$paratext[h4]>
Running H/F 5	<$paratext[h5]>
Running H/F 6	<$paratext[h6]>

You can add an additional six variables like this so that there are 12 all together (Adobe FrameMaker supports 12). If you add more variables than the six provided, they should follow the same naming convention (i.e., Running H/F 7, Running H/F 8, Running H/F 9, and so on).

Using Other Styles in Running Head Variables

As you can see by looking at the variable definitions in the list, these variables are based on the <h1> through <h6> heading styles provided in Flare. You should not change the variable name or the first part of the definition. However, you can change the style within the definition if you want to use something other than one of the <h1> through <h6> heading styles provided (e.g., you can change <$paratext[h1]> to <$paratext[someOtherStyle]>). The style name used in the variable definition must match the style name that results from generating the output. If you create a style class, this means using an underscore in the variable definition.

E X A M P L E

If you have an <h1> tag with a class called "title" in Flare, the style name generated for the corresponding paragraph in FrameMaker will be "h1_title" (not h1.title, as it is in Flare). Therefore, you would change the variable definition to <$paratext[h1_title]>.

Which Style Text is Displayed?

When you insert a Running Head variable into a page layout frame or master page, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

E X A M P L E

If you want the header in chapters to display content that is using the h1 style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first <h1> content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the <h1> style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.

Steps for Using Running Head Variables

If you want to incorporate Running Head variables into your output, use the following steps.

1. **Add Variable Set** When you do this, make sure to select the Running HF template. See "Adding Variable Sets to Projects" on page 13.
2. **Insert Running Head Variables** You can insert these variables into headers or footers within page layout frames or print master pages. See "Inserting Running Head Variables into Frames" on the next page or "Inserting Running Head Variables Into Master Pages" on page 52.

Note: An alternative to Running Head variables, and perhaps an easier one, is to use Heading variables. See "Heading Variables" on page 33.

Inserting Running Head Variables into Frames

If you want certain content to be inserted into a frame automatically (rather than typing the text manually), you can use a Running Head variable. For example, you might want to automatically include the first <h1> heading of each chapter into the header for certain pages. By using a Running Head variable, you can use just one page layout for all of your chapters, rather than having to create a new page layout for each chapter.

HOW TO INSERT A RUNNING HEAD VARIABLE INTO A PAGE LAYOUT FRAME

1. Add a variable set to the project, selecting the Running HF template. See "Adding Variable Sets to Projects" on page 13.
2. Open a page in a page layout.
3. Click on the frame to which you want to add text or other content.

   Note: You can add text and content only to header, footer, and decoration frames. You cannot add text and content to a body frame (which automatically displays content from your topics).

4. Do one of the following, depending on the part of the user interface you are using:
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** Press **F2** on your keyboard.
   - **Right-Click** Right-click the frame and select **Edit Text**.

   A message opens, asking if you want to pick content from a template (e.g., a page number).
5. Click **No**.

   Note: If you have already prepared content in the form of a snippet and added it to your template folder, you can click "Yes" instead in order to select the snippet. For more information about templates, see the online Help.

6. Click in the Frame Contents window pane.
7. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Single Source** section select **Variable**.
   - **Menu** Select **Insert>Variable**.

- **Local Toolbar** Click .
- **Keyboard Shortcut** Press **CTRL+SHIFT+V**.

The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.

8. On the left side of the dialog, select the Running Head variable set that you created.
9. On the right side of the dialog, select the variable that you want to insert. Unless you edit the variable definitions to change the style classes within them, each variable is associated with one of the six heading styles (<h1> through <h6>).

   When you insert a Running Head variable into a page layout frame, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

   E X A M P L E

   If you want the header in chapters to display content that is using the <h1> style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first <h1> content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the <h1> style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.

10. Click **OK**. The variable is added to the Frame Contents window pane.
11. Click to save your work. The variable can now be seen in the frame.

Inserting Running Head Variables Into Master Pages

In addition to any type of regular content (e.g., text, images) and page numbers, you can insert Heading variables or Running Head variables into master pages.

HOW TO INSERT A RUNNING HEAD VARIABLE INTO A MASTER PAGE

1. Add a variable set to the project, selecting the Running HF template.
2. From the Content Explorer, open the master page.
3. Place your cursor in the master page where you want to insert a Running head variable (i.e., in a page header or page footer proxy).
4. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Single-Source** section select **Variable**.
   - **Menu** Select **Insert>Variable**.
   - **Local Toolbar** Click .
   - **Keyboard Shortcut** On your keyboard press **CTRL+SHIFT+V**.

   The Variables dialog opens, with the variable set(s) on the left and the variables associated with the selected set on the right.
5. On the left side of the dialog, select the Running Head variable set that you created.
6. On the right side of the dialog, select the variable that you want to insert. Unless you edit the variable definitions to change the style classes within them, each variable is associated with one of the six heading styles (<h1> through <h6>). When you insert a Running Head variable into a master page, Flare will insert the text from the first occurrence of the specified style on that page. If it doesn't find any text using that style, it will use the text from the previous occurrence of that style.

   E X A M P L E

   If you want the header in chapters to display content that is using the h1 style (perhaps you are using this style to display the chapter title for your output), select the **Running H/F 1** variable. The header will then display the first h1 content that it finds in the document (e.g., "My First Chapter Title"). When the next occurrence of the h1 style appears on another page, the heading changes to display that text (e.g., "My Second Chapter Title"), and so on.
7. Click **OK**. The Running Head variable is added to the master page.
8. Click to save your work.

CHAPTER 9

Additional Variable Tasks

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

This chapter discusses the following:

Converting Variables to Text 54
Deleting Variables 55
Hiding and Showing Variable Names 56
Importing Variable Sets 57
Opening a Variable Set 58
Overriding Variable Definitions in Targets 59
Renaming Variable Sets 61

Converting Variables to Text

If you have inserted a variable into a topic and then decide you would rather have the variable inserted as text, you can easily convert the variable to text.

HOW TO CONVERT A VARIABLE TO TEXT

1. Open the content file (e.g., topic, snippet).
2. Right-click the variable.
3. From the context menu, select **Convert to text**. The variable is removed and the variable definition now is displayed as regular text.
4. Click to save your work.

Deleting Variables

If necessary, you can delete a variable from the Variable Set Editor.

HOW TO DELETE A VARIABLE

1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder. Your variable sets are displayed.
3. Double-click the variable set (such as **MyVariables**) that contains the variable you want to delete. The Variable Set Editor opens to the right, with the variables page shown.
4. Select the variable you want to delete.
5. On your keyboard press **Delete**. The variable is removed from the Variable Set Editor.
6. Click to save your work.

Hiding and Showing Variable Names

When you insert a variable into a topic, the variable is displayed with brackets surrounding it. The bracket shows the variable set name, the variable name, and the variable definition (as long as your markers are turned on and the set marker width allows it). You can adjust the marker width to see more or less of the variable information. You can also tell Flare to turn off the variable names so that you only see the variable definition.

HOW TO HIDE VARIABLE NAMES

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Variable Names** to remove the check mark next to it. The variable name is hidden.

HOW TO SHOW VARIABLE NAMES

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Variable Names** to add the check mark next to it. The variable name is shown.

Importing Variable Sets

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

HOW TO IMPORT A VARIABLE SET

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

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

Note: As an alternative to importing single files from another location, you can import linked files from a Flare source project using a featured called "Global Project Linking." This is different than a simple import process, because in this case, the imported files remain linked to the source project. This allows you to make future updates to those files in just one place—in the source project file. When you perform ongoing imports using your previous settings, Flare recognizes changes to the source files. Therefore, the new files can be brought over, replacing the outdated files. For more information see the online Help.

Now that you have imported a variable set, you can create new variables and insert them into topics. See "Creating New Variables" on page 15 and "Inserting Variables" on page 27.

Opening a Variable Set

The following steps show you how to open a variable set that you have added to your project.

HOW TO OPEN A VARIABLE SET

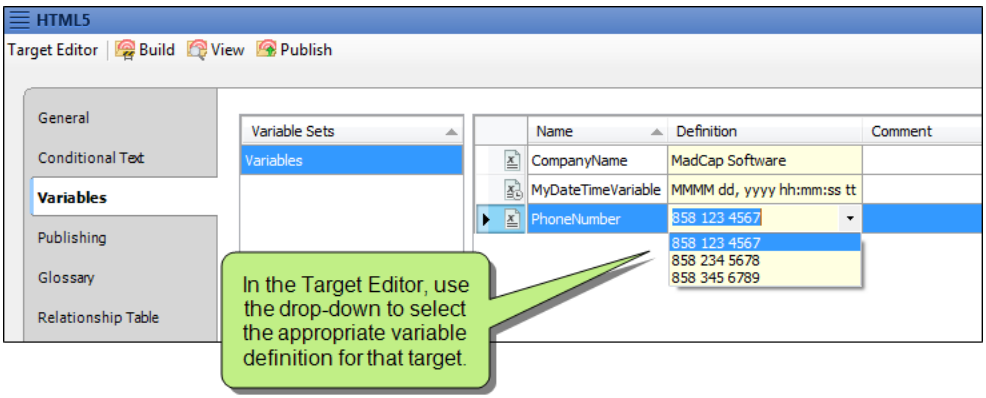
1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder. The variable sets in your project are displayed.
3. Double-click the variable set that you want to open. The Variable Set Editor opens to the right.

Overriding Variable Definitions in Targets

The variables that you create and define in the Variable Set Editor are available to your entire project. However, if you want the definition for a variable to be different in a particular target, you can override the project-level definition for that target in the Target Editor.

HOW TO OVERRIDE A VARIABLE DEFINITION IN A TARGET

1. Make sure the Project Organizer is open.
2. Double-click the **Targets** folder. The available targets are shown.
3. Double-click the target for which you want to override a variable definition. The Target Editor opens to the right, with tabs that you can use to customize that specific target.
4. Click the **Variables** tab.The Variable tab shows all of the variable sets in your project and their associated variables.
5. Select the appropriate variable set.
6. Do one of the following, depending on whether the variable has only one or multiple definitions in the Variable Set Editor. For information on adding multiple definitions, see "Editing Variables" on page 16 and "Editing Date/Time Variables" on page 22.
   - **Single Definition** Click in the **Definition** cell for the variable that you want to override and press **F2** on your keyboard. Then type a different definition and press **Enter** on your keyboard.
   - **Multiple Definitions** In the **Definition** cell, click the down arrow and select an alternative definition.



7. Click to save your work. The alternative variable definition will be used in the output for this target. However, for other targets in your project, the original variable definition will be used.

Note: If you preview a topic, the variable definition associated with the primary target is displayed.

Note: If you click the **Edit Set** button at the bottom of the tab, the Variable Set Editor opens. When you use that editor, you are editing variables for all targets, not those for a specific target.

Renaming Variable Sets

You can easily rename a variable set in your project.

HOW TO RENAME A VARIABLE SET

1. Make sure the Project Organizer is open.
2. Double-click the **Variables** folder. The variable sets in your project are displayed.
3. Click on the variable set that you want to rename.
4. Press **F2** on your keyboard. The variable set name is highlighted.
5. Type a new name for the variable set and press **Enter**.
6. If your file contains links to other files, you will be asked if you want to retain those links. If so, click **Update Links**.

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
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Variables Guide

WebHelp Outputs Guide

What's New Guide