MadCap Software

Touring the Workspace Guide

Flare 10

Copyright 2014 MadCap Software. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of MadCap Software.

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

THIS GUIDE WAS CREATED USING MADCAP FLARE.

CONTENTS

CHAPTER 1 Introduction 5

Main Sections of the Interface 6
Start Page 11
Editors 12
Tabs and Accordions 13
XML Editor 17
Window Panes 20
Project Organizer 21
Content Explorer 22
Ribbons, Menus, and Global Toolbars 23
Local Toolbars 26
Status Bar 28

CHAPTER 2 XML Editor 29

Example 30
How to Open the Editor 31
Controlling How Content is Displayed in the Editor 32
Editing the XHTML Code 33
What You Can Do in This Editor 41
Buttons and Sections—Top of Editor 44
Buttons and Sections—Bottom of Editor in Web Layout Mode 51
Buttons and Sections—Bottom of Editor in Print Layout Mode 53
Elements in Editing Area 55

CHAPTER 3 Project Organizer 61

Example 62
How to Open the Project Organizer 63
What You Can Do in the Project Organizer 64
Navigation Buttons 67

Buttons and Sections 68

CHAPTER 4 Content Explorer 71

Example 72
How to Open the Content Explorer 73
Where Should Different Types of Files be Stored? 74
What You Can Do in the Content Explorer 76
Navigation Buttons 78
Buttons and Sections 79

CHAPTER 5 Customizing the Workspace 83

Moving, Docking, and Floating Window Panes 84
Autohiding Window Panes 86
Resizing User Interface Elements 87
Window Layouts 88
Switching Between Ribbons and the Tool Strip 90
Minimizing Ribbons 91
Selecting an Interface Color Theme 93
Customizing Column Information 94

APPENDIX PDF Guides 97

CHAPTER 1

Introduction

Flare's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want.

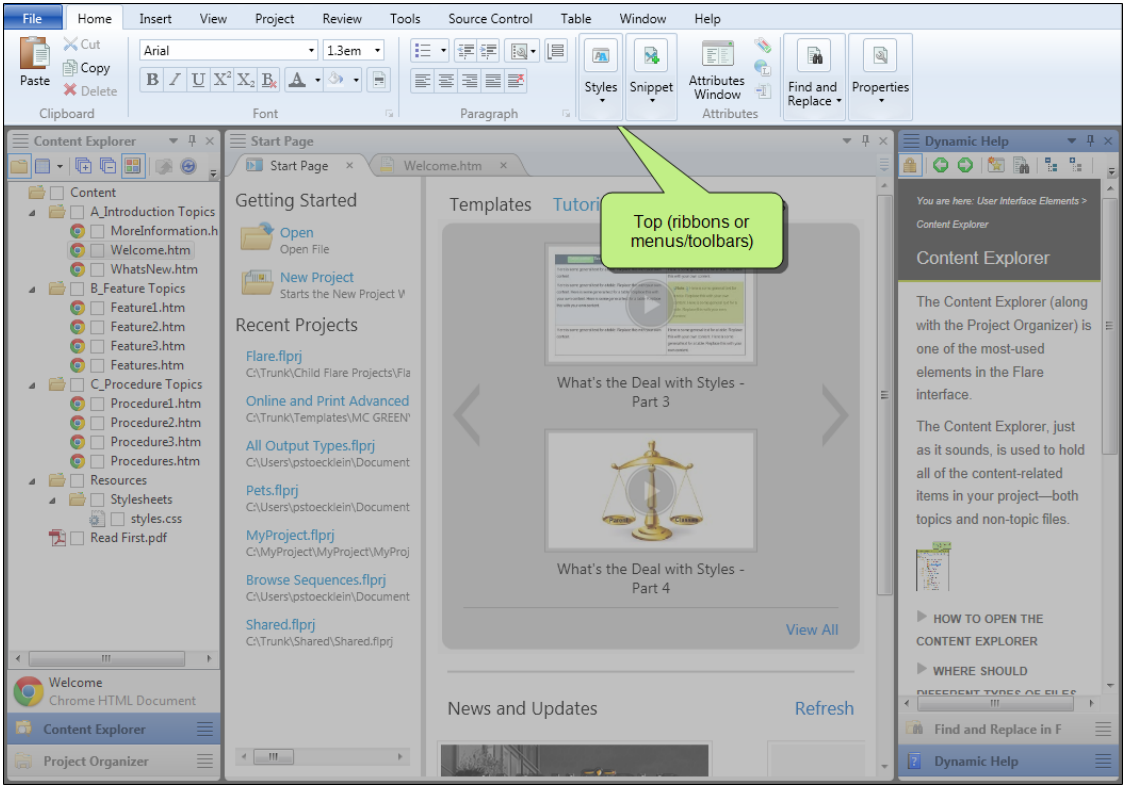
This chapter discusses the following:

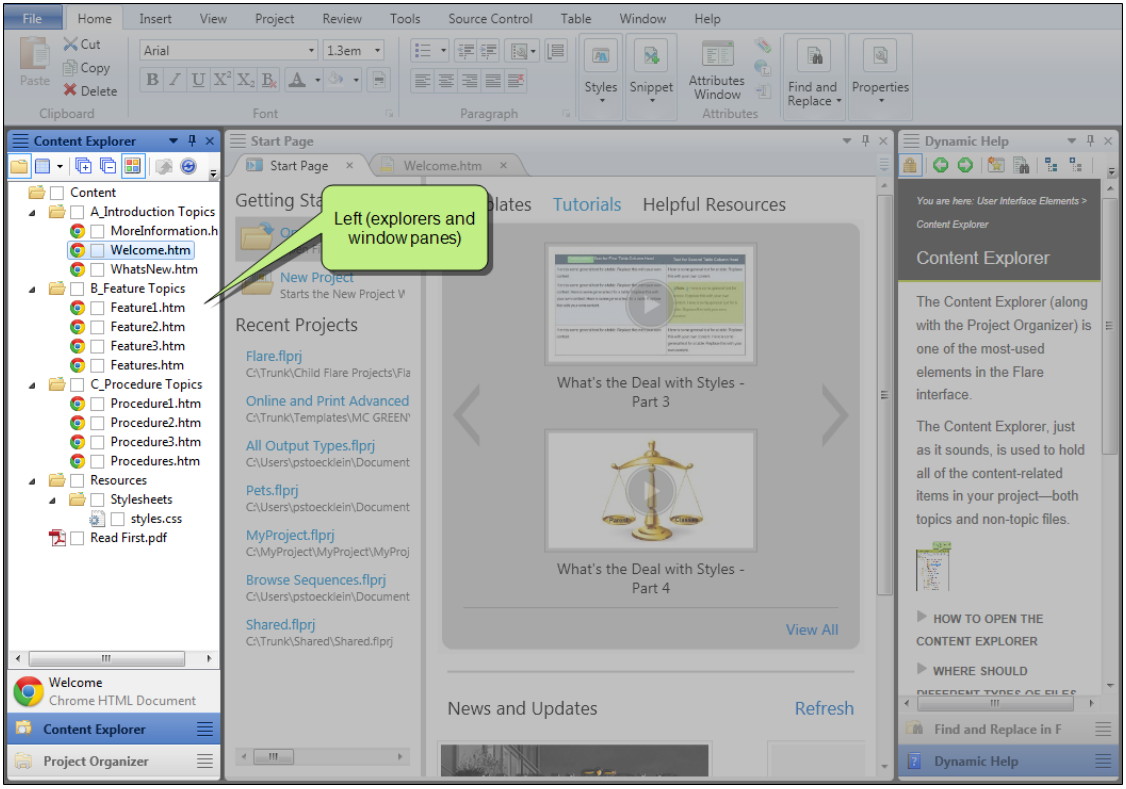
Main Sections of the Interface 6
Start Page 11
Editors 12
Tabs and Accordions 13
XML Editor 17
Window Panes 20
Project Organizer 21
Content Explorer 22
Ribbons, Menus, and Global Toolbars 23
Local Toolbars 26
Status Bar 28

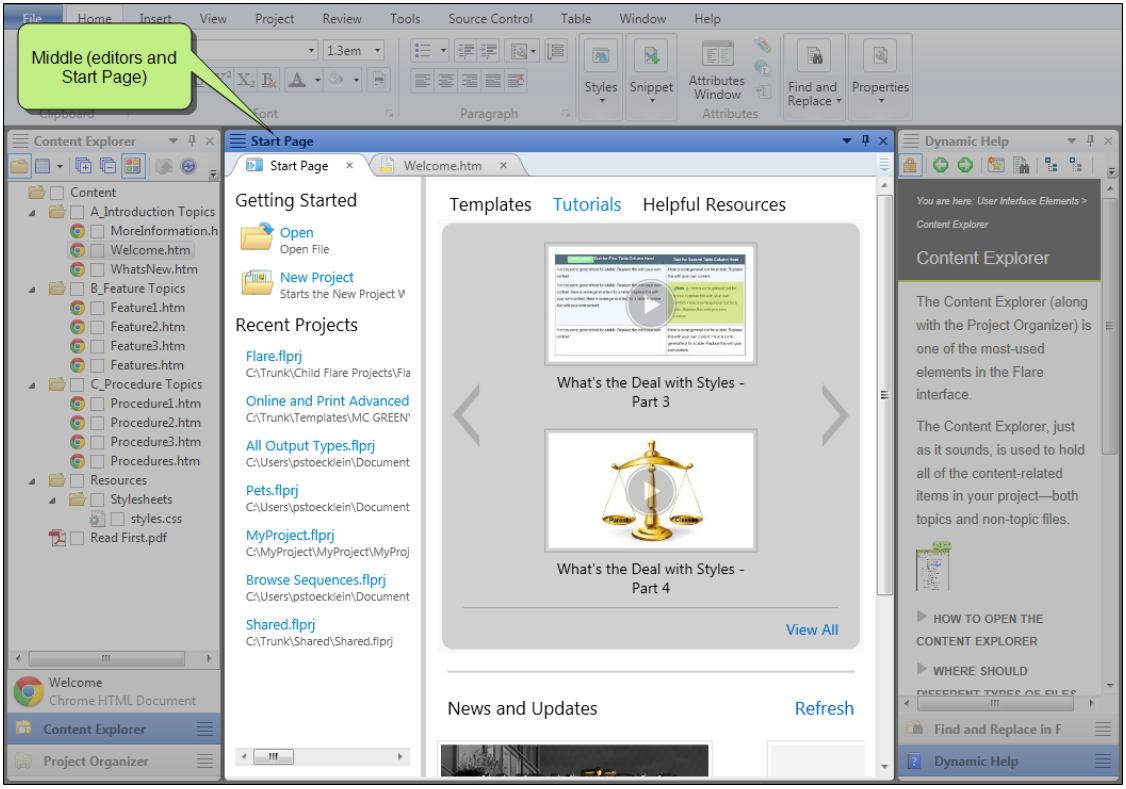
Main Sections of the Interface

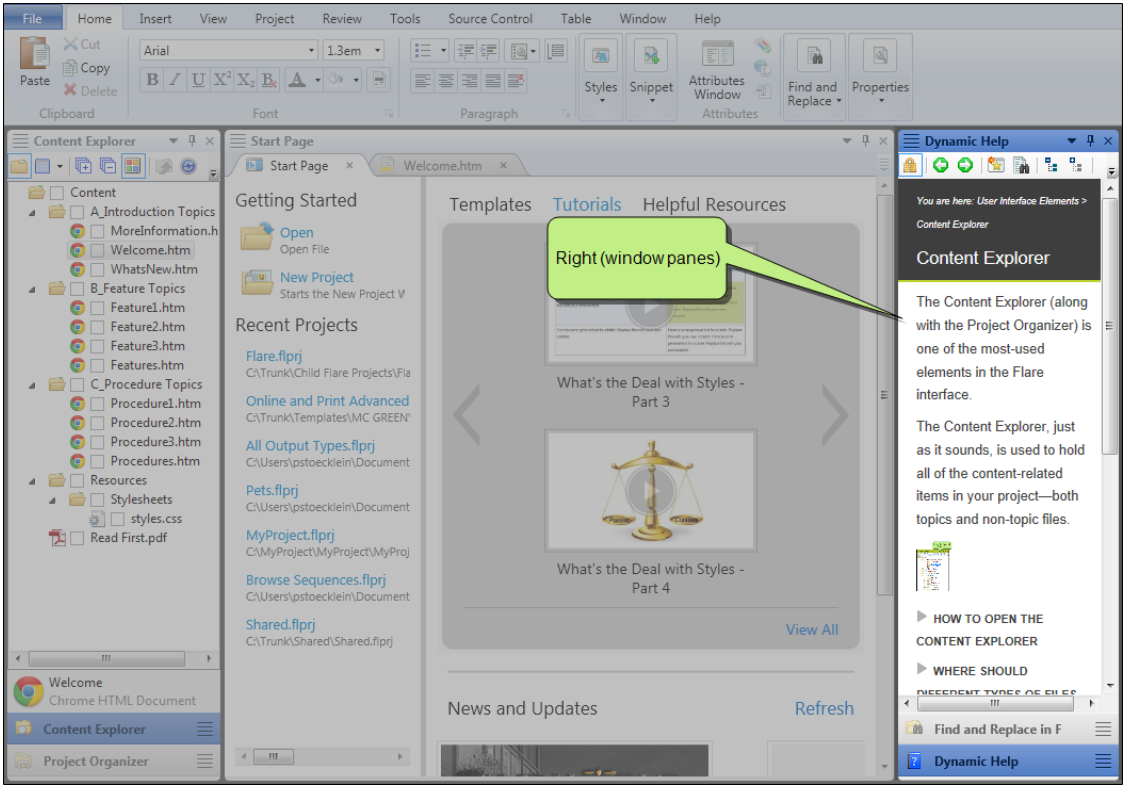
The user interface consists of the following major sections:

- **Top** The top portion of the Flare interface displays either a ribbon view, or a tool strip view, which are used to access features.
- **Left** The left side of the Flare interface is the default location for many different explorers and window panes (e.g., Content Explorer, Project Organizer), which can be used to create, open, and view various elements in the project.
- **Middle** The large middle section of the Flare interface is the default location for the many editors in Flare (e.g., XML Editor, TOC Editor, Stylesheet Editor), which are used to enter and design the vast majority of the content for your project. It also displays some window panes (e.g., File List, Project Analysis) and the Start Page, which is used for quickly performing high-level tasks and accessing information.
- **Right** The right side of the Flare interface (like the left side) is the default location for many different window panes (e.g., Styles window pane).
- **Bottom** The bottom area of the Flare interface is the default location for yet more window panes (not shown in the following images).


File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Window
Help
Paste
Cut
Copy
Delete
Clipboard
Arial
1.3em
Font
Paragraph
Styles
Snippet
Attributes Window
Attributes
Find and Replace
Properties
Content Explorer
Content
A_Introduction Topics
MoreInformation.h
Welcome.htm
WhatsNew.htm
B_Feature Topics
Feature1.htm
Feature2.htm
Feature3.htm
Features.htm
C_Procedure Topics
Procedure1.htm
Procedure2.htm
Procedure3.htm
Procedures.htm
Resources
Stylesheets
styles.css
Read First.pdf
Welcome
Chrome HTML Document
Content Explorer
Project Organizer
Start Page
Welcome.htm
Getting Started
Open
Open File
New Project
Starts the New Project W
Recent Projects
Flare.flprj
C:\Trunk\Child Flare Projects\Fla
Online and Print Advanced
C:\Trunk\Templates\MC GREEN
All Output Types.flprj
C:\Users\pstoecklein\Document
Pets.flprj
C:\Users\pstoecklein\Document
MyProject.flprj
C:\MyProject\MyProject\MyProj
Browse Sequences.flprj
C:\Users\pstoecklein\Document
Shared.flprj
C:\Trunk\Shared\Shared.flprj
Templates
Tutori
Top (ribbons or menus/toolbars)
What's the Deal with Styles - Part 3
What's the Deal with Styles - Part 4
View All
News and Updates
Refresh
Dynamic Help
You are here: User Interface Elements > Content Explorer
Content Explorer
The Content Explorer (along with the Project Organizer) is one of the most-used elements in the Flare interface.
The Content Explorer, just as it sounds, is used to hold all of the content-related items in your project—both topics and non-topic files.
HOW TO OPEN THE CONTENT EXPLORER
WHERE SHOULD
Find and Replace in F
Dynamic Help


File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Window
Help
Cut
Copy
Delete
Paste
Clipboard
Arial
1.3em
Font
Paragraph
Styles
Snippet
Attributes Window
Attributes
Find and Replace
Properties
Content Explorer
Content
A_Introduction Topics
MoreInformation.h
Welcome.htm
WhatsNew.htm
B_Feature Topics
Feature1.htm
Feature2.htm
Feature3.htm
Features.htm
C_Procedure Topics
Procedure1.htm
Procedure2.htm
Procedure3.htm
Procedures.htm
Resources
Stylesheets
styles.css
Read First.pdf
Welcome
Chrome HTML Document
Content Explorer
Project Organizer
Start Page
Welcome.htm
Left (explorers and window panes)
Tutorials
Helpful Resources
New Project
Starts the New Project W
Recent Projects
Flare.flprj
C:\Trunk\Child Flare Projects\Fla
Online and Print Advanced
C:\Trunk\Templates\MC GREEN
All Output Types.flprj
C:\Users\pstoecklein\Document
Pets.flprj
C:\Users\pstoecklein\Document
MyProject.flprj
C:\MyProject\MyProject\MyProj
Browse Sequences.flprj
C:\Users\pstoecklein\Document
Shared.flprj
C:\Trunk\Shared\Shared.flprj
What's the Deal with Styles - Part 3
What's the Deal with Styles - Part 4
View All
News and Updates
Refresh
Dynamic Help
You are here: User Interface Elements > Content Explorer
Content Explorer
The Content Explorer (along with the Project Organizer) is one of the most-used elements in the Flare interface.
The Content Explorer, just as it sounds, is used to hold all of the content-related items in your project—both topics and non-topic files.
HOW TO OPEN THE CONTENT EXPLORER
WHERE SHOULD
Find and Replace in F
Dynamic Help

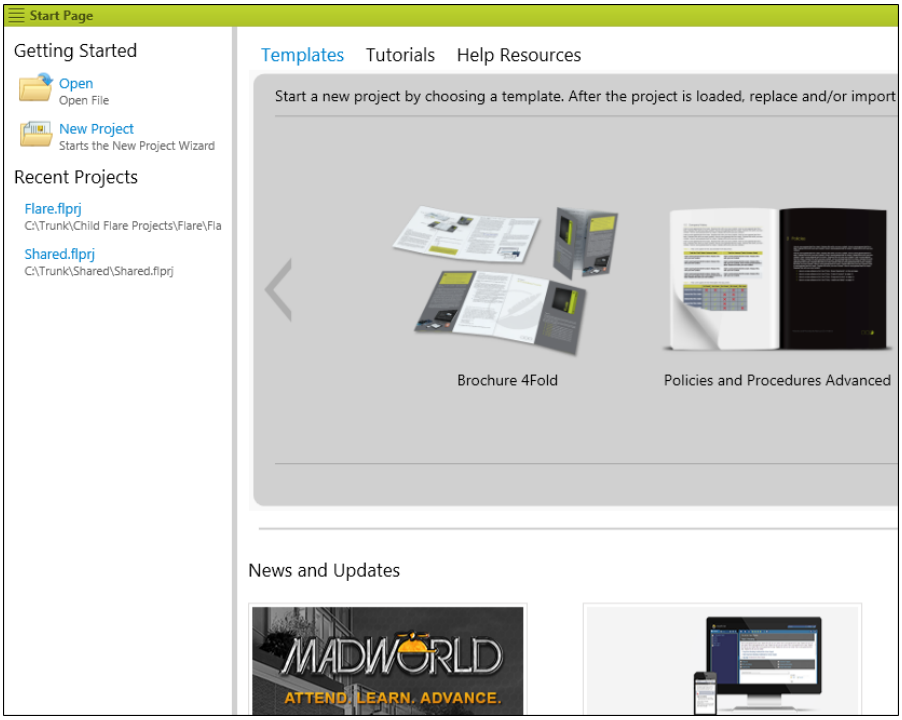

Middle (editors and Start Page)
File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Window
Help
Styles
Snippet
Attributes Window
Find and Replace
Properties
Paragraph
Attributes
Content Explorer
Content
A_Introduction Topics
MoreInformation.h
Welcome.htm
WhatsNew.htm
B_Feature Topics
Feature1.htm
Feature2.htm
Feature3.htm
Features.htm
C_Procedure Topics
Procedure1.htm
Procedure2.htm
Procedure3.htm
Procedures.htm
Resources
Stylesheets
styles.css
Read First.pdf
Welcome
Chrome HTML Document
Content Explorer
Project Organizer
Start Page
Welcome.htm
Getting Started
Open
Open File
New Project
Starts the New Project W
Recent Projects
Flare.flprj
C:\Trunk\Child Flare Projects\Fla
Online and Print Advanced
C:\Trunk\Templates\MC GREEN
All Output Types.flprj
C:\Users\pstoecklein\Document
Pets.flprj
C:\Users\pstoecklein\Document
MyProject.flprj
C:\MyProject\MyProject\MyProj
Browse Sequences.flprj
C:\Users\pstoecklein\Document
Shared.flprj
C:\Trunk\Shared\Shared.flprj
Templates
Tutorials
Helpful Resources
What's the Deal with Styles - Part 3
What's the Deal with Styles - Part 4
View All
News and Updates
Refresh
Dynamic Help
You are here: User Interface Elements > Content Explorer
Content Explorer
The Content Explorer (along with the Project Organizer) is one of the most-used elements in the Flare interface.
The Content Explorer, just as it sounds, is used to hold all of the content-related items in your project—both topics and non-topic files.
HOW TO OPEN THE CONTENT EXPLORER
WHERE SHOULD
Find and Replace in F
Dynamic Help



For the most part, the explorers and window panes on the edges of the interface are used to support the work that you do in the middle. You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

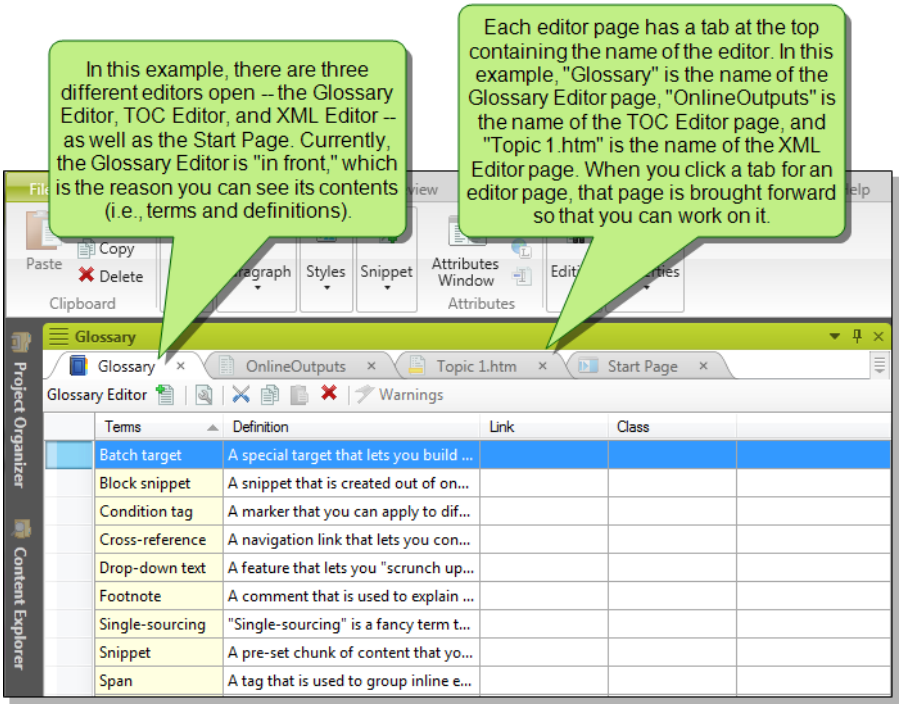
Start Page

The Start Page is a handy window pane that displays when you first launch Flare and remains open unless you close it. This window pane consists links to tasks and high-level tasks and information.



Editors

The large middle section of the workspace is typically used to display many different editors, depending on the type of element you are working on. You can have many editors open at the same time—even many different pages of the same editor. For example, you can have five different topics open, each one displayed in a different instance of the XML Editor.



Tabs and Accordions

Each open document in the workspace has a tab or accordion that lets you access it. The most recently opened document is in front, while other open documents are behind it. You can bring a document into view by clicking its tab.

You can also work with these document tabs in the following ways.

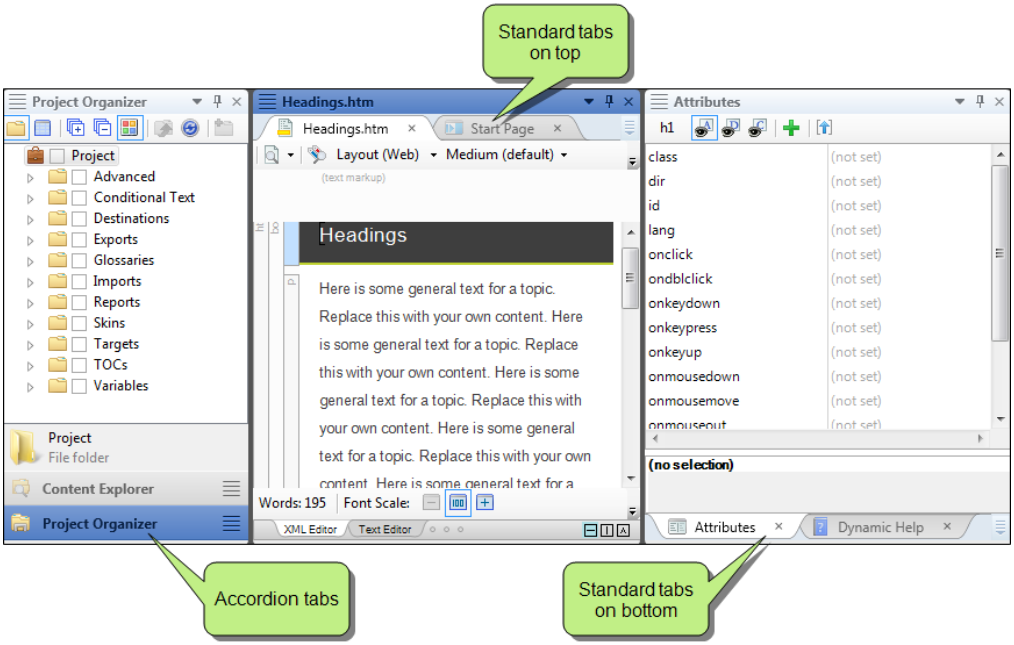
DRAG TABS

You can click and drag tabs to the right or left to change their order.

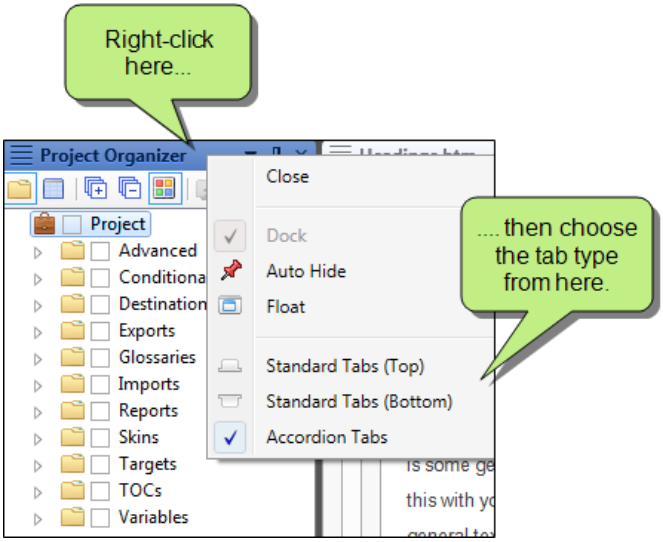
TAB OPTIONS

You can choose how to view window panes in the workspace.

- **Accordion tabs** Stacks the document tabs below the window pane or editor.
- **Standard tabs on top** Places the document tabs on the top of the window pane or editor.
- **Standard tabs on bottom** Places the document tabs on the bottom of the window pane or editor.

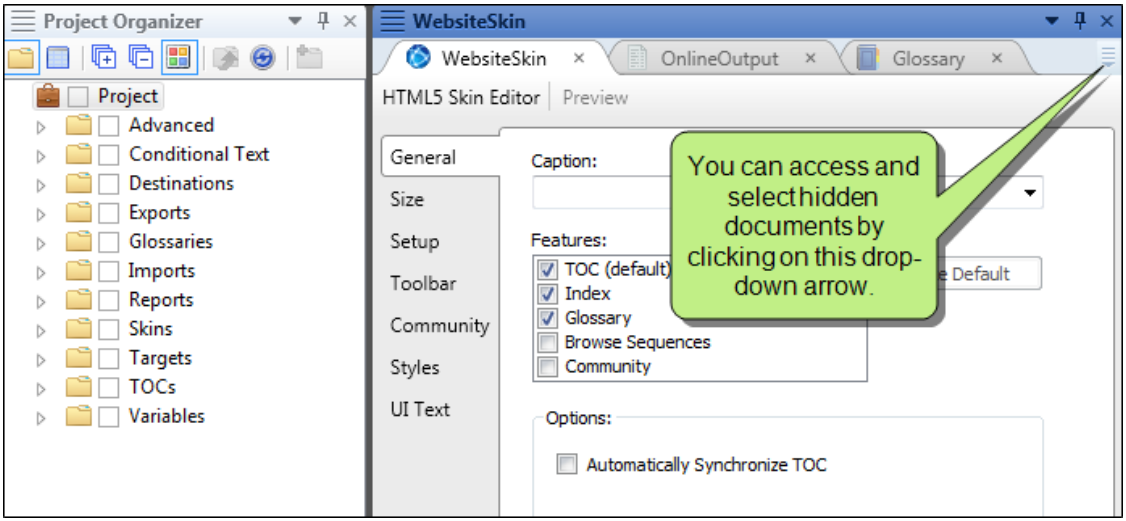


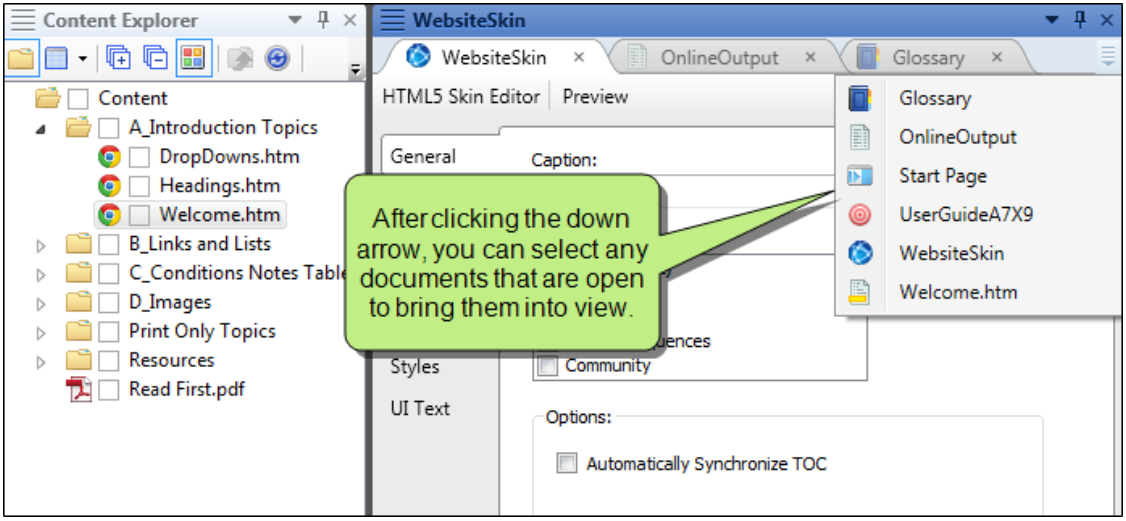
To switch between tabs, right-click the title bar of the window pane or editor and select a view.



HIDDEN DOCUMENTS

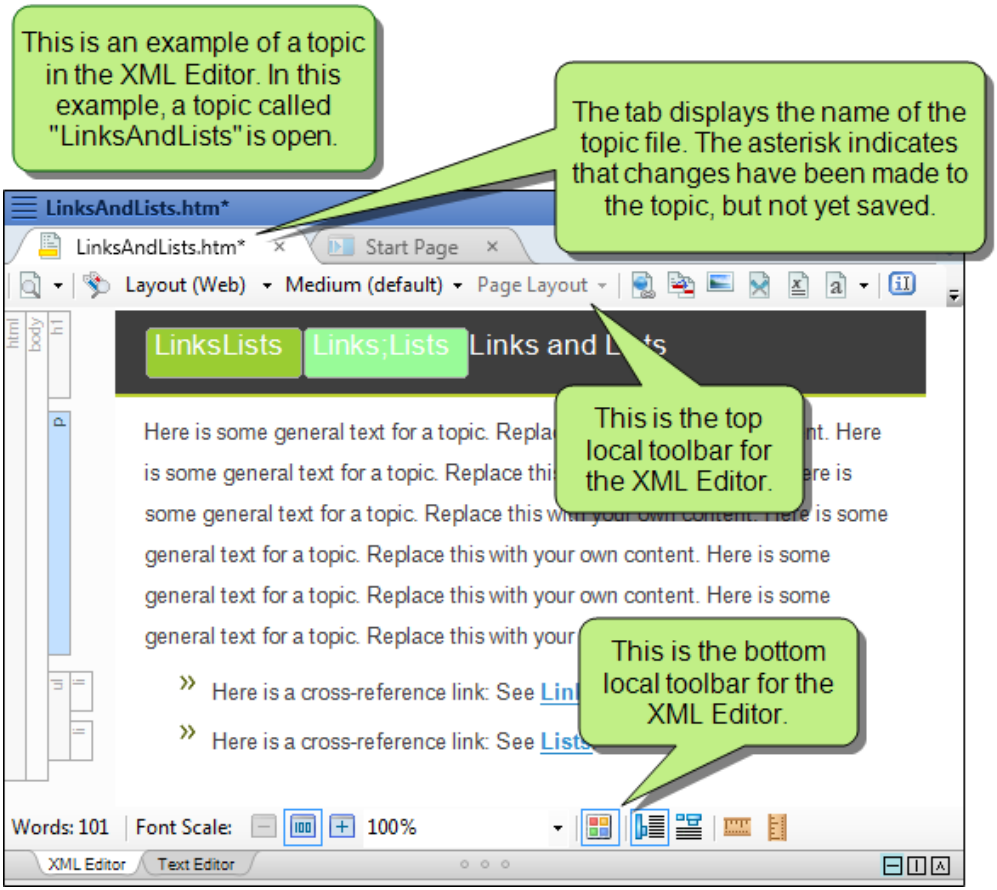
You can open as many documents as you need in the interface. When you have opened more documents than can be shown, the hidden documents can be accessed by clicking a drop-down menu on the right side of the workspace.




Content Explorer
Content
A_Introduction Topics
DropDowns.htm
Headings.htm
Welcome.htm
B_Links and Lists
C_Conditions Notes Table
D_Images
Print Only Topics
Resources
Read First.pdf
WebsiteSkin
WebsiteSkin
OnlineOutput
Glossary
HTML5 Skin Editor
Preview
General
Caption:
Styles
UI Text
Community
Options:
Automatically Synchronize TOC
Glossary
OnlineOutput
Start Page
UserGuideA7X9
WebsiteSkin
Welcome.htm
After clicking the down arrow, you can select any documents that are open to bring them into view.

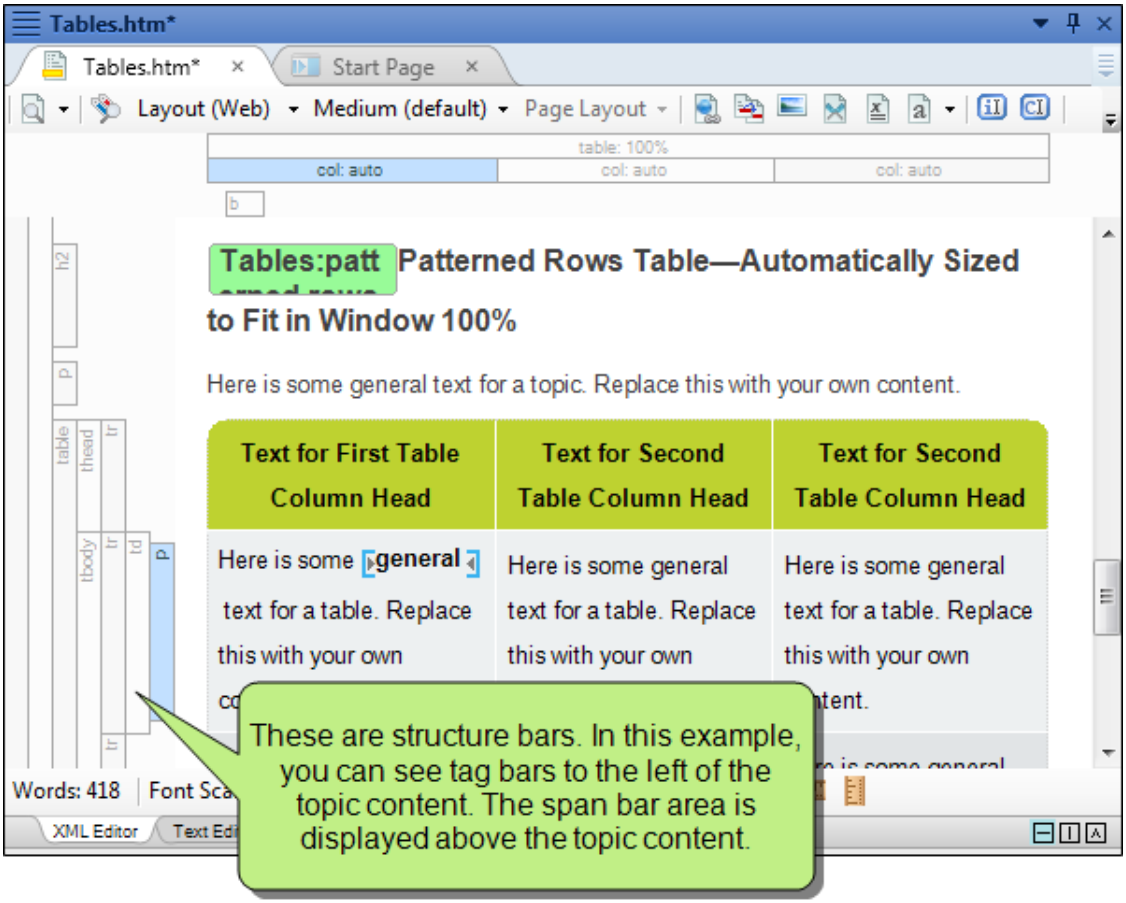
XML Editor

The XML Editor is the primary editor that you will use in Flare. This editor is used to enter, modify, and format the content for topics that users see in the output. Not only is this editor used for topics, but it is also used for working with snippets and master pages. Although this editor lets you produce XML files, you do not need to know anything about XML to use it. There are two modes that you can use in this editor—Web Layout mode (shown in the image below) or Print Layout mode. See "XML Editor" on page 29.



The XML Editor provides structure bars above and to the left of the content area in order to provide a visual display of the topic tags and structure. These bars provide you with information about your content without having to view all of the tags mixed within the text. There are two types of structure bars: tag bars and span bars.

Not only do structure bars let you see the tags for content, but you can also perform numerous tasks by using them. If you right-click on a structure bar, a context menu opens. From the menu, you can select from several options to take action on the content associated with that structure bar.



Do you need to use structure bars? No, not necessarily. You can turn them off if you want. However, in time you will most likely find them to be quite useful.

Do you need to know XML or HTML in order to use them? No, but it helps. The more knowledge you have of XML and HTML, the more useful the bars will be. However, even with little or limited XML/HTML knowledge, you may find these bars to be somewhat intuitive by comparing them to the corresponding text in your topics. For more information see the online Help.

Window Panes

Flare has numerous window panes in the interface that are used for a variety of purposes. The two panes that you are likely to use most are the Project Organizer and Content Explorer. Some of these panes are located by default on the left side of the workspace, some on the right side, some in the middle, and some at the bottom. Some elements are contained in window panes as opposed to dialog windows because they contain features that you would want to have easy access to as you work in an editor. If more than one window pane is open on either side, the panes are organized in an accordion or tab structure. This means that they are stacked on top of each other, with the active window pane displayed "in front" of the other panes. You can click any accordion bar or tab to bring that particular window pane "in front" so that you can work in it.

Project Organizer

The Project Organizer, just as it sounds, is used to hold all of your project-related files—such as files for browse sequences, publishing destinations, skins, targets, tables of contents, and variables. You can create subfolders to organize the files. See "Project Organizer" on page 61.

Content Explorer

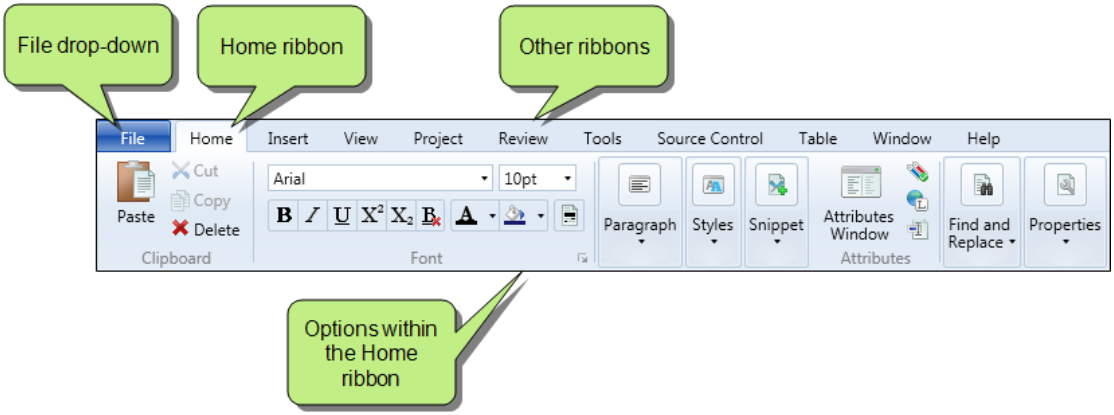
The Content Explorer is used to hold all of your content-related files—such as topics, images, snippets, and stylesheets. In order to keep your topics organized and easier to find, you can create subfolders in the Content Explorer and move topics into them. Non-topic content files, such as images and stylesheets, are stored by default in the Resources folder, although you can place them anywhere else in the Content Explorer if you want. You can also create subfolders to organize the files in the Resources folder. See "Content Explorer" on page 71.

Ribbons, Menus, and Global Toolbars

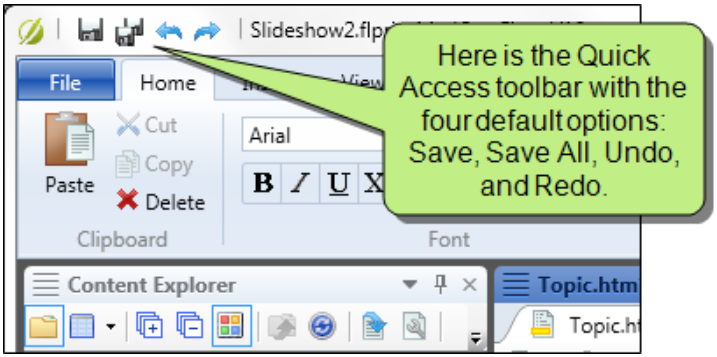
Flare's user interface lets you use a ribbon layout, or the more traditional tool strip layout.

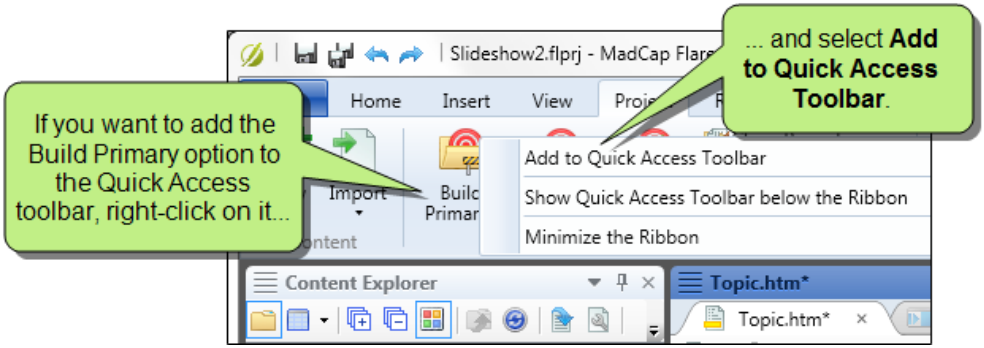
RIBBONS

The ribbon layout consists of a File drop-down with common tasks such as creating new projects and files, as well as opening and saving documents. This is followed by the Home ribbon, which is the default, and several others related to various features in Flare.



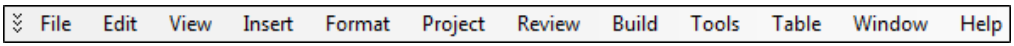
The ribbon view also lets you take advantage of the Quick Access toolbar, which lets you add your favorite ribbon options to it.





MENUS

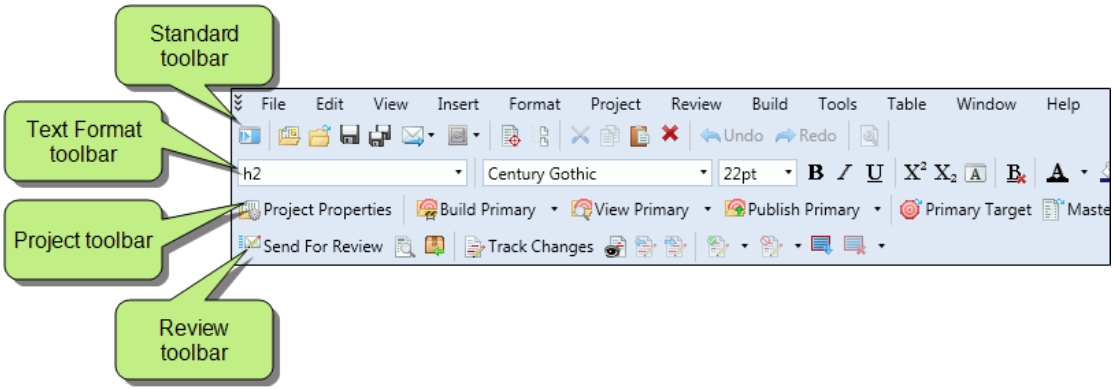
Flare's user interface includes a menu bar at the top of the program window, containing several menu options.



GLOBAL TOOLBARS

Flare has multiple global toolbars ("global" meaning they are always available at the top of the user interface, regardless of the type of document, editor, or window pane you are working on at the moment).

There are four kinds of global toolbars—Standard, Project, Text Format, Review.

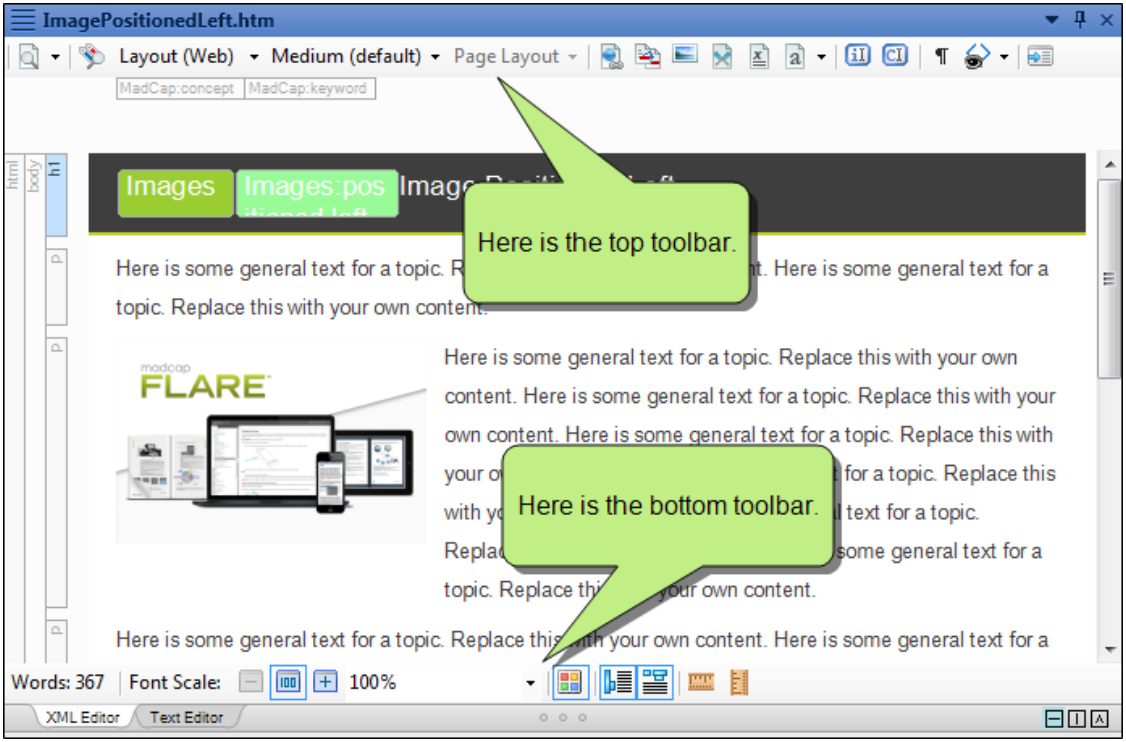


SWITCHING VIEWS

Ribbons can be seen only if you are working in the ribbon view, and menus and toolbars can be seen only if you are working in the traditional tool strip view. You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

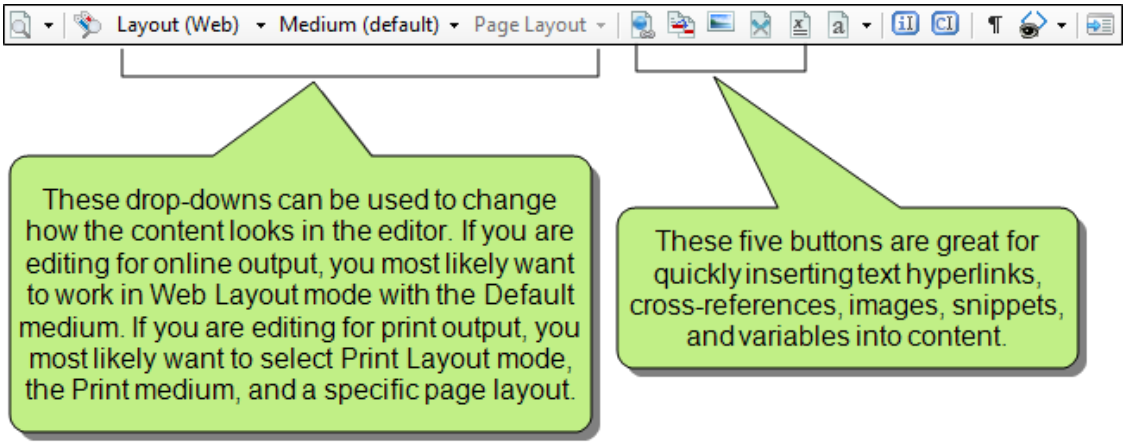
Local Toolbars

These are toolbars that are intended for a particular editor or window pane. For example, the XML Editor contains not only one, but two, local toolbars—one at the top of the editor and the other at the bottom. In fact, the bottom toolbar changes depending on whether you are in Web Layout mode or Print Layout mode. The top local toolbar includes a shortcut button for inserting a hyperlink, because the XML Editor is where you would use that feature (as opposed to, say, the Stylesheet Editor). Most editors and window panes in Flare contain at least one local toolbar. Following are the local toolbars in the XML Editor.



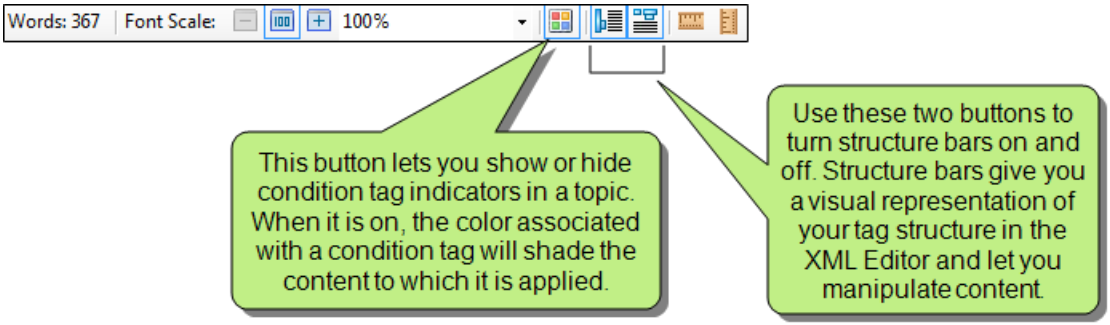
TOP TOOLBAR IN XML EDITOR

Following is the local toolbar that appears at the top of the XML Editor, with a few of the most important buttons explained.



BOTTOM TOOLBAR IN XML EDITOR (WEB LAYOUT MODE)

Following is the local toolbar that appears at the bottom of the XML Editor when you are working in Web Layout mode, with a few of the most important buttons explained.



Status Bar

At the very bottom of the interface is a status bar, which can be turned on or off by selecting **View>Status Bar**.

CHAPTER 2

XML Editor

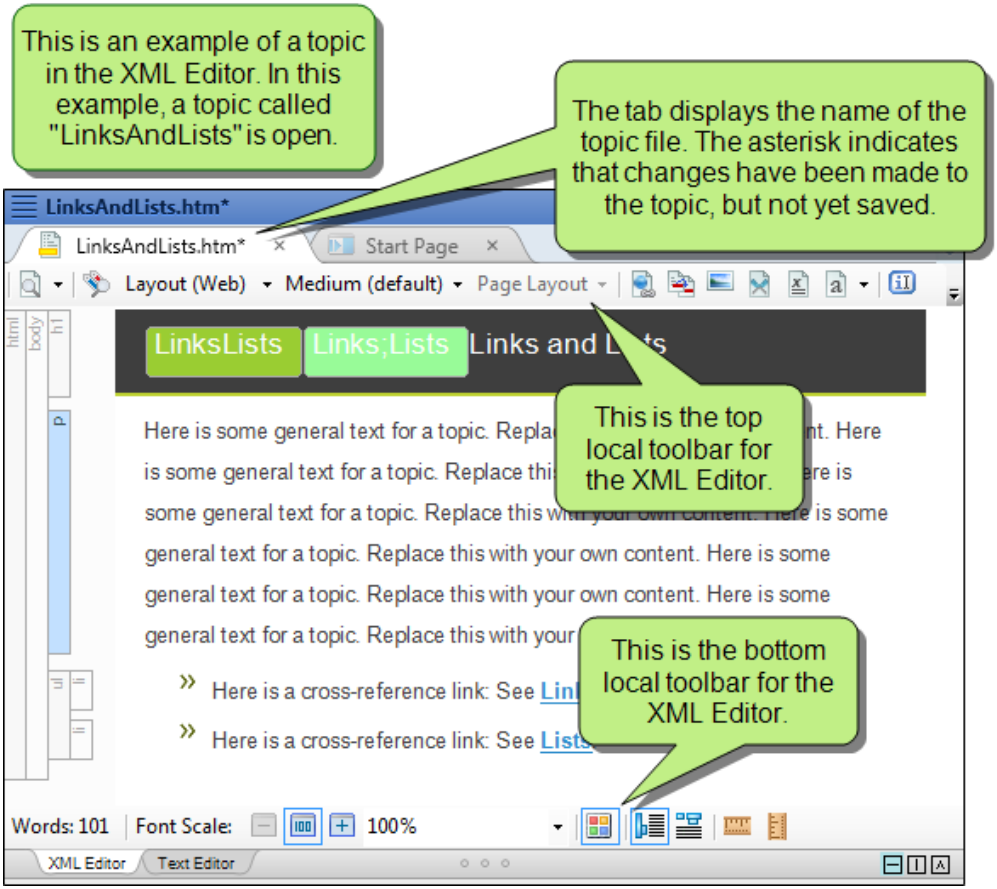
The XML Editor is the primary editor that is used in Flare. It provides access to the underlying XML structure of documents in a comfortable visual authoring environment. This editor is used to enter, modify, and format the content for topics that users see in the output. Not only is this editor used for topics, but it is also used for working with master pages and snippets. Although this editor lets you produce XML files, you do not need to know anything about XML to use it.

This chapter discusses the following:

Example 30
How to Open the Editor 31
Controlling How Content is Displayed in the Editor 32
Editing the XHTML Code 33
What You Can Do in This Editor 41
Buttons and Sections—Top of Editor 44
Buttons and Sections—Bottom of Editor in Web Layout Mode 51
Buttons and Sections—Bottom of Editor in Print Layout Mode 53
Elements in Editing Area 55

Example

Following is an example of a file open in the XML Editor.



How to Open the Editor

1. Make sure the Content Explorer is open.
2. Navigate to a topic, master page, or snippet.
3. Double-click the topic, master page, or snippet that you want to open.

Controlling How Content is Displayed in the Editor

There are two modes that you can use when editing—Web Layout mode and Print Layout mode. These are necessary because Flare lets you create many different kinds of outputs from the same content, and online output is usually meant to look much different than print-based output. So how does the XML Editor know which way to display the content as you are editing it? Should it look like the web output that you intend to generate, or should it look like the PDF manual that you have in mind?

This is where the Web and Print Layout modes come into play. They let you view your work in any number of ways for both online and print-based outputs. Coupled with a style medium and page layout settings, what you see in the XML Editor can vary greatly. If your content doesn't look the way you expect it to in the XML Editor, it likely has something to do with these settings.

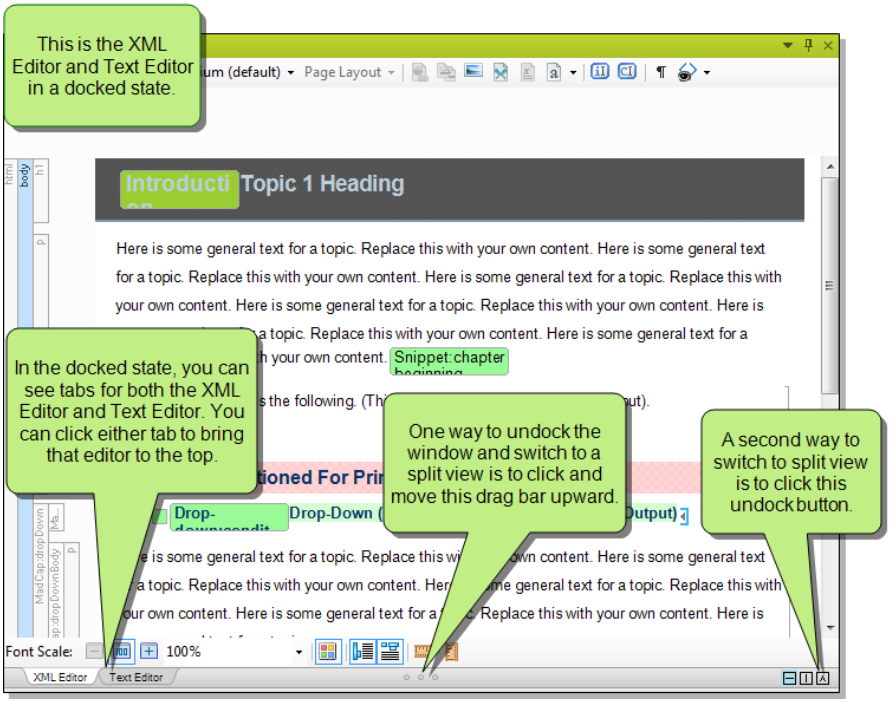
Editing the XHTML Code

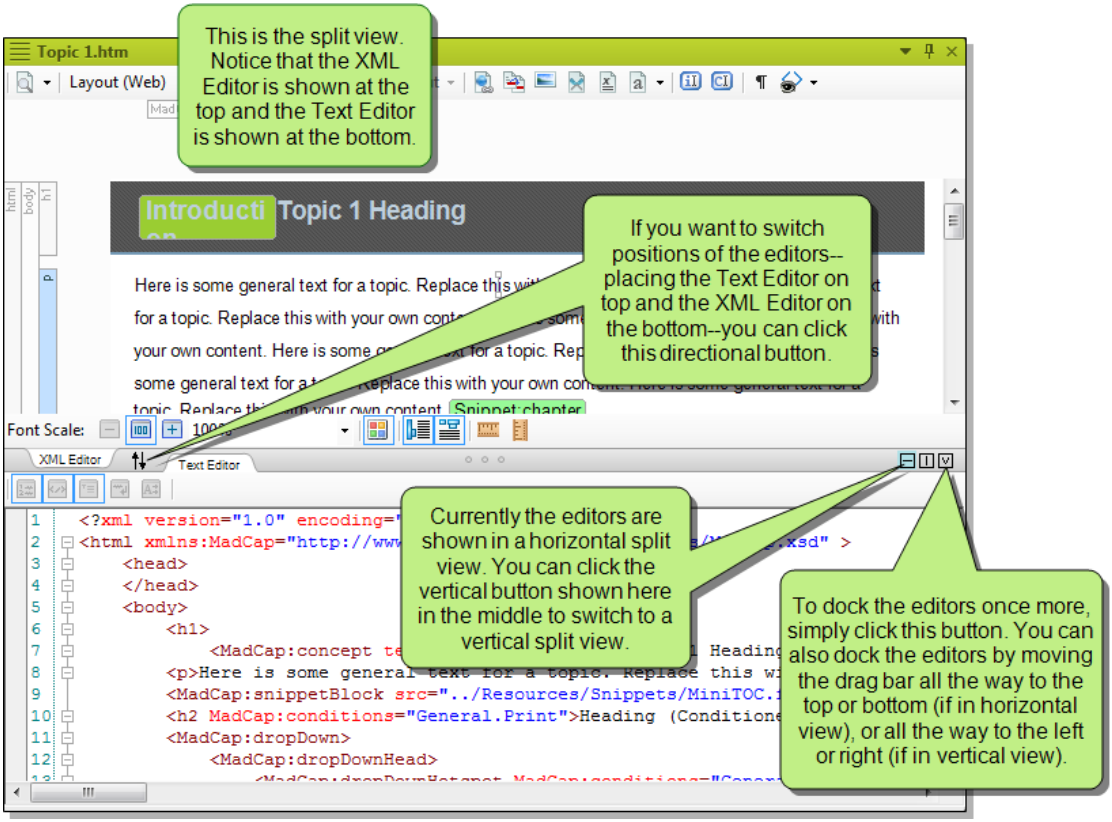
You don't need to know XHTML or HTML to work in Flare. The XML Editor displays content just as you might expect to see it in an editor such as Microsoft Word. However, you can get behind the display to work in the actual code if you want. This is done in the Text Editor (or in another editor that supports XML).

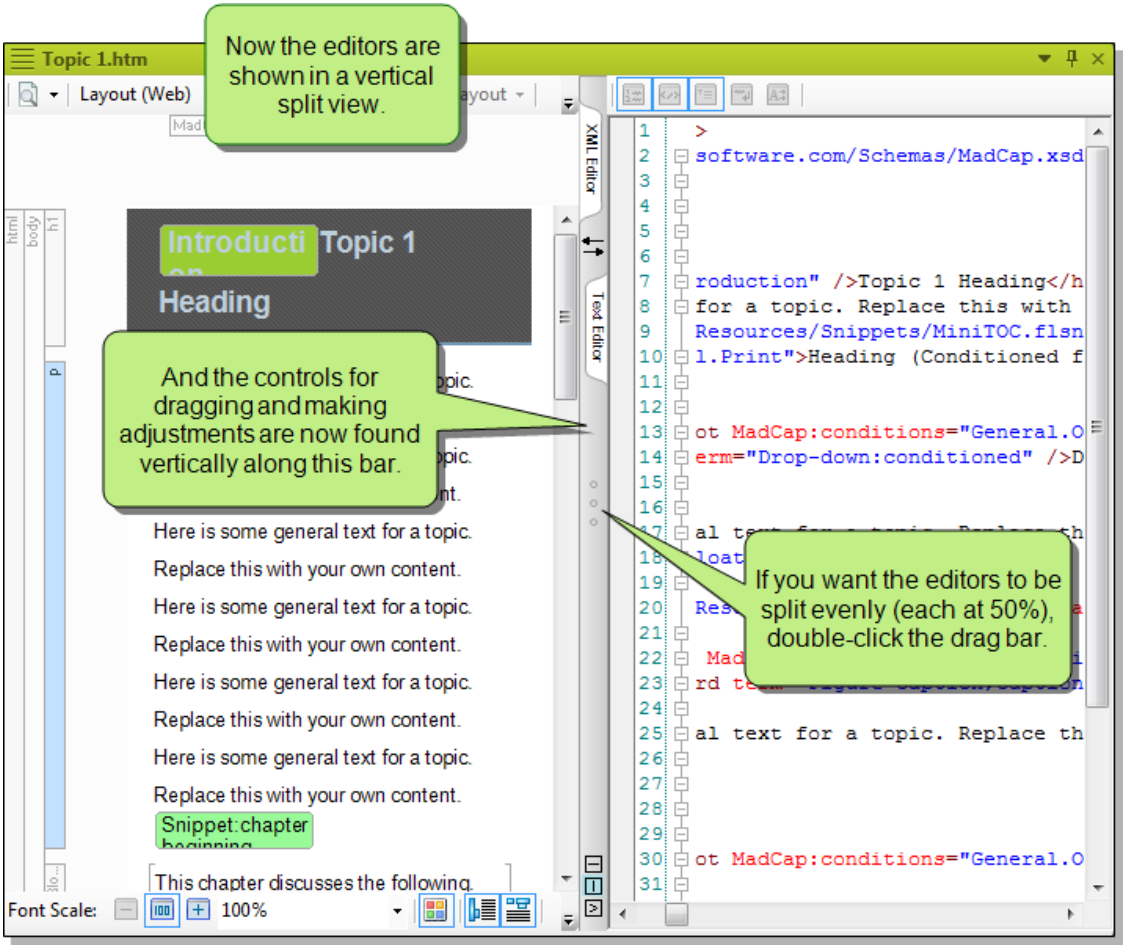
The XML Editor and the Text Editor are closely synchronized with each other. They are in essence shown in a single window with options for viewing both at the same time and configuring their appearance.

HOW TO USE SPLIT VIEW

You can view the XML Editor and Text Editor in a docked state, where only one editor can be seen at a time, but you can easily access the other editor by clicking on a tab. Alternatively, you can undock the window and view both the XML Editor and Text Editor in a split view. Buttons allow you to switch between a horizontal split view and a vertical split view.




This is the split view. Notice that the XML Editor is shown at the top and the Text Editor is shown at the bottom.
If you want to switch positions of the editors--placing the Text Editor on top and the XML Editor on the bottom--you can click this directional button.
Currently the editors are shown in a horizontal split view. You can click the vertical button shown here in the middle to switch to a vertical split view.
To dock the editors once more, simply click this button. You can also dock the editors by moving the drag bar all the way to the top or bottom (if in horizontal view), or all the way to the left or right (if in vertical view).
Topic 1.htm
Layout (Web)
Topic 1 Heading
Font Scale:
XML Editor
Text Editor



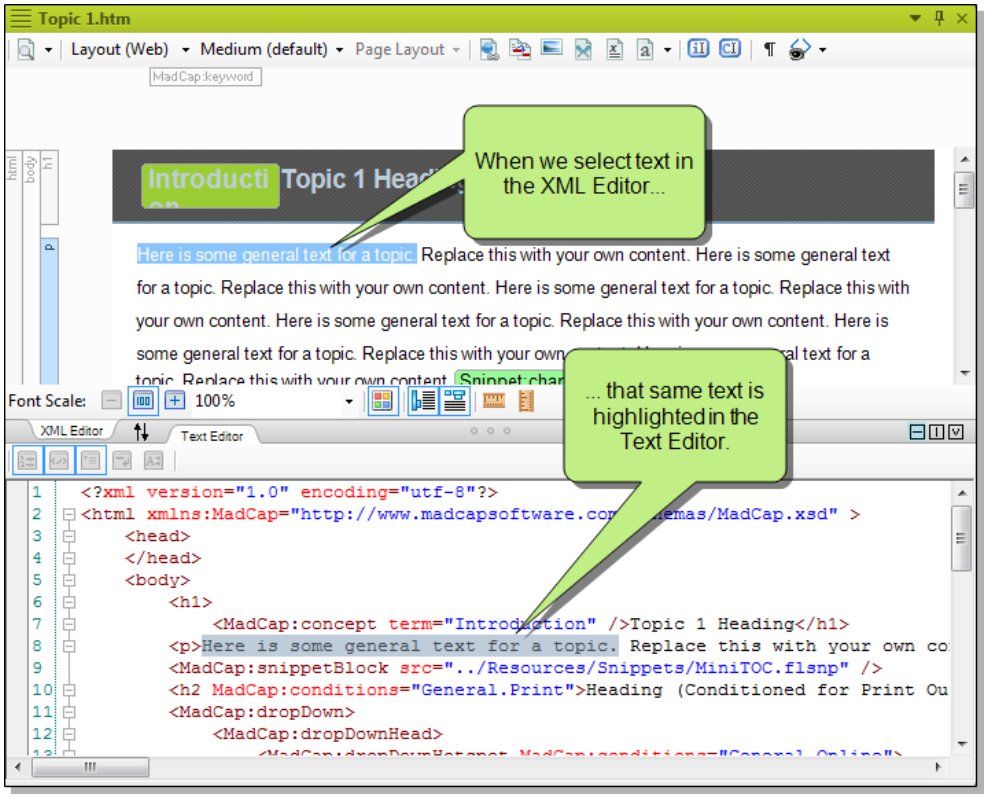
Note: You can also switch between the XML Editor and Text Editor by pressing CTRL+` (grave accent) on your keyboard.

FEATURES OF SPLIT VIEW

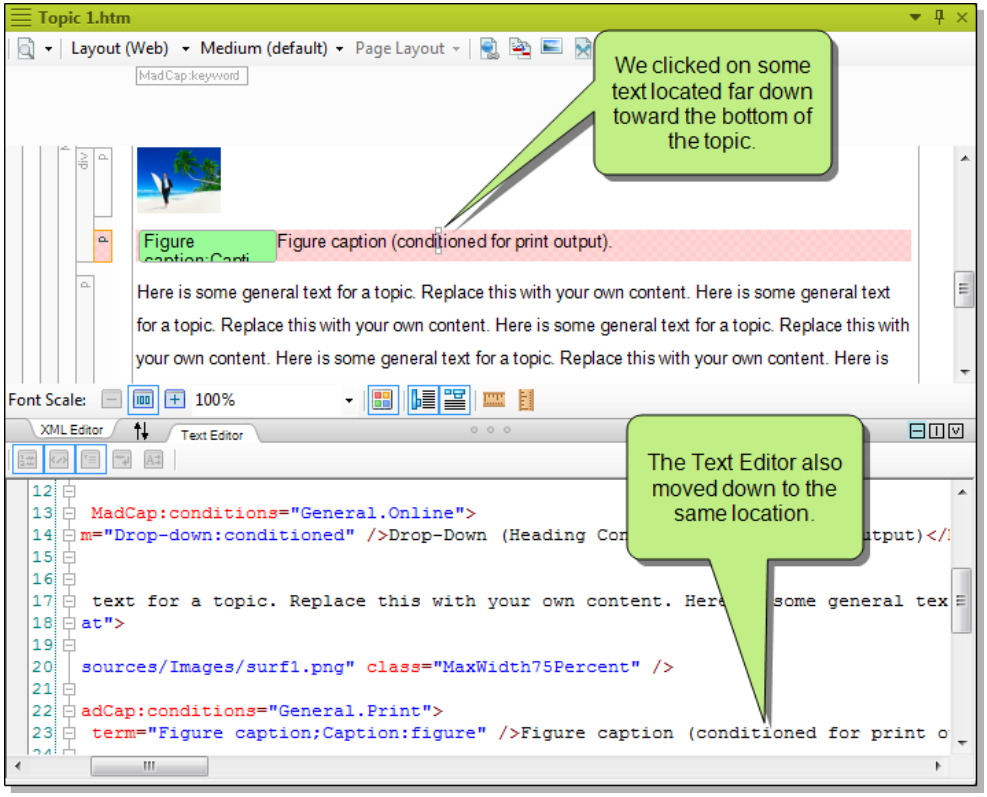
Not only does split view allow you to see the XML Editor and Text Editor jointly in different ways, but there are also special features with split view.

Synchronization of Text

- Highlighting text in one editor automatically highlights the related text in the other editor.

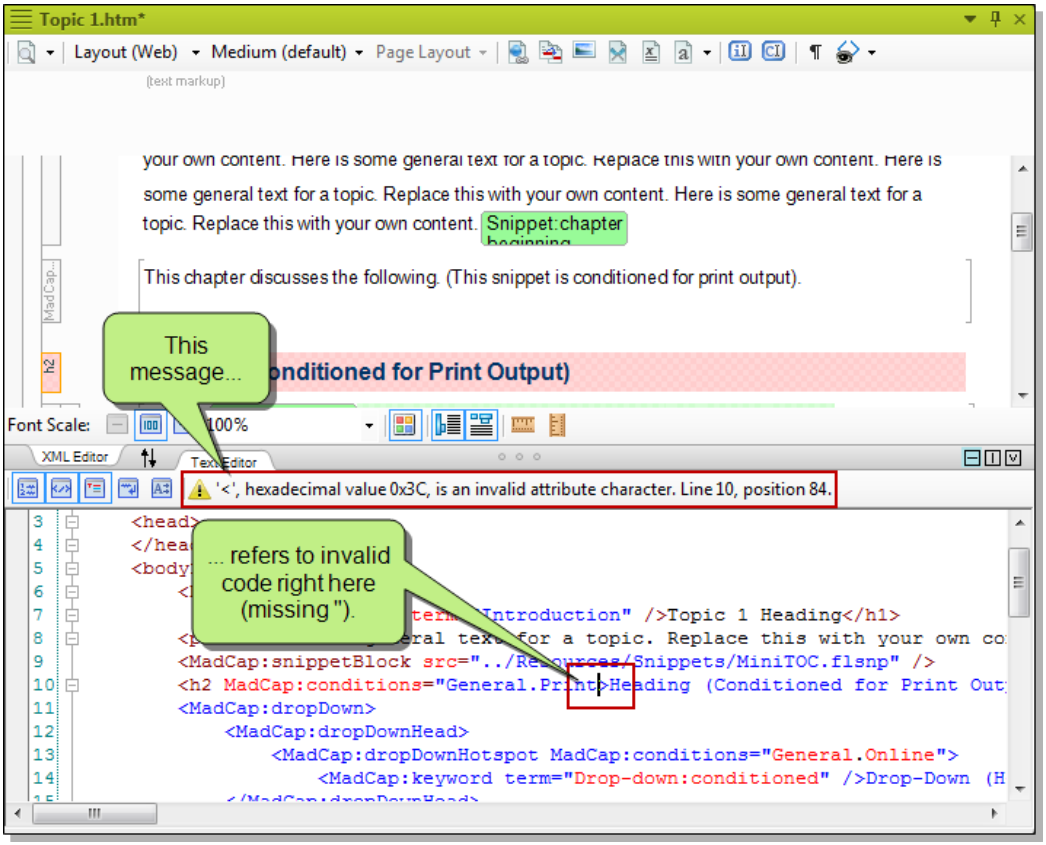


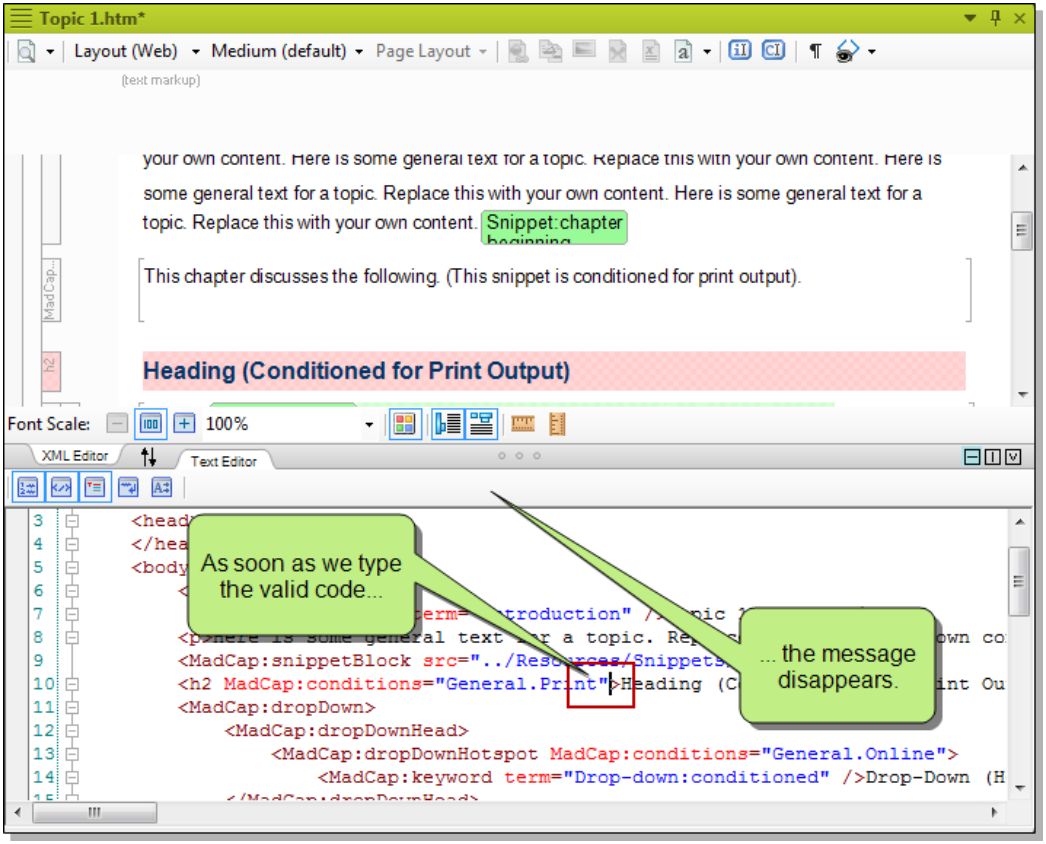
» Clicking in one editor causes the other editor to jump to the same position.



Note: If you highlight areas in the XML Editor that matches non-consecutive sections of XML, no highlight is shown in the Text Editor. For example, in the XML Editor, you can highlight different parts of a table, but because of the order in which table markup is written in XHTML, it cannot be similarly highlighted in the Text Editor.

» **Code Validation** If you type characters that result in invalid XML, the Text Editor displays an error with information as to why the error exists.





In addition, the following rules are in effect, depending on whether the editors are docked or undocked.

- If the editors are not docked (i.e., you *can* see the XML Editor), updates (i.e., highlights, edits) stop going from the code to the XML Editor. If you make an edit in the XML Editor while erroneous XML is in the Text Editor, the changes in the XML Editor take precedence over any edits in the Text Editor.
- If the editors are docked (i.e., you *cannot* see the XML Editor), you will be unable to start a split view or click the XML Editor tab until the error is resolved.

» **Invalid Edits Outside of Flare** If the document being viewed is edited outside of Flare with invalid XML and saved, Flare will prompt you to open the file as text. If you select "Yes", the editors remain open in split view, but the Text Editor becomes the main editor and the XML Editor cannot be shown until the invalid code is fixed.

CHARACTER AND SYMBOL ENTITIES IN THE CODE

Although the code for Flare is HTML, remember that this is an XML editor that follows the W3C XHTML Schema specification. Therefore, if you want or need to enter entities for characters and symbols (e.g., via a third-party tool), you need to use the XHTML entity number.

After you add a valid entity into the Text Editor, it is converted to the actual character or symbol after you switch to the XML Editor view and then back to the Text Editor view.

You can find a list of valid entity numbers for characters and symbols on the W3C website. See **http://www.w3.org/TR/html401/sgml/entities.html**.

E X A M P L E

Let's say you are working in the code and want to add an en dash (—). To do so, you would enter the following:

```
&#8211;
```

Do not enter `–` (because it is not valid XML).

What You Can Do in This Editor

In addition to typing content, there are dozens of things you can do in the XML Editor. Following are some of the primary tasks that you can perform.

- **Bookmarks (Insert/Edit)** A bookmark is a marker, or flag, that lets you create hyperlinks to specific locations within topics (rather than to another topic file in general). You can insert a bookmark at a specific location in your topic (e.g., at a subheading) and then insert a hyperlink that "connects" to that bookmark. This is a useful feature, for example, if you have a somewhat lengthy topic and want the user to be able to locate a specific place in the topic quickly.
- **Characters and Symbols (Insert)** You can insert special characters or symbols into content. This can be done by using the Character dialog, by inserting a quick character that you have specified, by selecting a favorite character, or by selecting a recent character.
- **Condition Tags (Apply)** A condition tag is a marker that you can apply to different areas of your content so that some sections show up in some of your outputs but not in others.
- **Cross-References (Insert/Edit)** A cross-reference is a navigation link that lets you connect text in one topic to another topic (or a bookmark within a topic). This is somewhat similar to a text hyperlink. However, cross-references differ from hyperlinks in a few ways. They are based on format commands
- **Drop-Down Text (Insert/Edit)** Drop-down text is a feature that lets you collapse content in your topic. Let's say you have a topic that seems to be getting quite lengthy. So you decide to condense the portion of the topic that contains step-by-step procedures. When users open the topic in the output, they will see a link (also called a "drop-down hotspot"). This hotspot is the first paragraph (or a section of the first paragraph) that you condensed. It might be something like "How to create a thingamajig." When users click that hotspot, the hidden content (e.g., the actual steps to create the thingamajig) is displayed below the hotspot. When users click the hotspot again, the content becomes hidden once more.
- **Equations (Insert/Edit)** From any location in a content file (e.g., topic, snippet) you can create an equation (using the Equation Editor) and insert it into your content. In the markup the equation is contained in the <math> tag, which is the MathML root of the equation. Although an equation may be composed of many different parts, in the XML Editor it renders as a single block of content. In that way, it behaves much like an image.
- **Expanding Text (Insert/Edit)** Expanding text is a feature that lets you collapse content in a paragraph in your topic. Let's say you have a bulleted list in a topic. After each bullet is a feature of the software program that you are explaining. You have given a detailed description of each feature, and now the topic seems to be getting quite lengthy. So you decide to condense each bulleted item so that users initially see only the name of the feature, which appears as a link (also called an "expanding text hotspot"). When users click that hotspot, the hidden content (i.e., the rest of the paragraph) "expands" and is displayed after the hotspot. When users click the hotspot again, the content becomes hidden once more.
- **Formatting—Local (Apply)** When you edit the content of a topic, you are working in the XML Editor. Local formatting is a way to change the look and feel of content directly so that the changes are applied only to that specific content (as opposed to applying the changes throughout your project via the use of styles). Many easy-to-use

tools are provided for editing and formatting topics locally in the XML Editor to give them the look and feel you want, without having to know XML at all. Simply open the topic that you want to format, and use the tool that suits your needs best. However, using styles is recommended instead of local formatting when possible.

- **Hyperlinks (Insert/Edit)** A text hyperlink is one of the most basic forms of a navigation link. It is simply a hyperlink applied to text. When an end user clicks the hyperlink in the output, the location specified in the hyperlink opens. The location can be another topic in the project (including a bookmark within that topic), a topic in an imported HTML Help file, or a file outside of the project (such as a website on the Internet).
- **Image Links (Insert/Edit)** You can insert images into content files (e.g., topics, snippets). Flare supports the following types of raster and vector image files: BMP, EMF, EPS, EXPS, GIF, HDP, JPG, JPEG, PNG, PS, SVG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS.
- **Index Keywords (Insert/Edit)** You create an index by inserting index keywords into individual topics. A keyword is contained in a marker, which can hold multiple keywords. When you build the final output, the index is created automatically and displays in the output.
- **Keyword Links (Insert/Edit)** This is a navigation link that lets users open topics related to the current topic based on index keywords that they share.
- **Master Pages—Proxies (Insert/Edit)** A master page is an element that you can create in your project in order to apply certain content to multiple topics. A master page is useful in online outputs, as well as print-based outputs. However, the benefits are somewhat different for online output than they are for print output. For example, you might use a master page in online output to apply features such as breadcrumbs, mini-TOCs, or footer text to multiple topics, or even all topics in a target. For print-based output, a master page allows you to determine page specifications (such as size or orientation) and to apply certain content (such as header text or page numbers) to many topics in a manual.
- **Multimedia (Insert/Edit)** Not only can you explain concepts and tasks to users in your project, but you can also show and tell them through the use of multimedia (video and audio). You can insert links to MadCap Mimic movies, as well as Flash, Windows Media, and Quicktime files.
- **Popups (Insert/Edit)** A text popup is a link that opens a popup box containing basic text that you provide. A topic popup is a text hyperlink that opens a topic or external file (such as a website) in a popup box.
- **Preview** As you are working on a topic, it is likely that you will want to know what it will look like in the final output, as well as test navigation links and condition tags. There are two ways to do this. First, you could build the output and then view the output. However, this requires you to perform multiple steps and wait for the entire target to generate. A quicker way to see how a topic looks in the output is to preview just that topic by opening it in a preview window.
- **QR Codes (Insert/Edit)** You can insert a QR code in much the same way you insert an image into a content file (e.g., topic, snippet) .
- **Related Topics Links (Insert/Edit)** This is a Help control that provides users with list of links to topics that you've specified as being related to the current topic. This is similar to a concept link. You should use a related top-

ics link if you are applying it to a topic that you want to associate with specific topics but you do not plan to reuse the same link in other topics.

- **See Also (Concept) Links (Insert/Edit)** This is a navigation link that lets users open topics that you've determined are related to the current topic. It is similar to the related topics link. However, whereas you associate a related topics link with specific individual topics (usually for a one-time use), you associate a concept link with a group of topics (to be reused in different topics). One great benefit of this type of link is that, if you later want to add or delete topics from the group, you only need to do so in one place and the changes are applied to every topic containing that concept link.
- **Snippet Links (Create/Insert/Edit)** Snippets are pre-set chunks of content that you can use in your project over and over. They are sort of like miniature topics and can be inserted within topics, or even within other topics. In snippets you can insert text, tables, images, and whatever else can be included in a normal topic.
- **Styles (Apply)** If you are using styles in your project, you can change the look of content simply by applying styles to it.
- **Tables (Insert/Edit)** A table in Flare is much like it is in any word processing program, such as Microsoft Word, or in a printed textbook. A table is a group of intersecting columns and rows that you can add to a topic for various purposes, such providing field descriptions for a software dialog.
- **Togglers (Insert/Edit)** A toggler is a feature that lets users click a hotspot to reveal one or more named elements in a topic. A named element (also called the "toggler target") is a chunk of content that can reside anywhere in the topic. When users click the toggler hotspot, the output reveals hidden content elements. When users click the hotspot again, the content is hidden again.
- **Variables (Insert)** 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.

Buttons and Sections—Top of Editor

Following are explanations of the different buttons and sections at the top of the XML Editor.

	Description
	As you are working on a topic, it is likely that you will want to know what it will look like in the final output, as well as test navigation links and condition tags. There are two ways to do this. First, you could build the output and then view the output. However, this requires you to perform multiple steps and wait for the entire target to generate. A quicker way to see how a topic looks in the output is to preview just that topic by opening it in a preview window. This button lets you preview the topic. It also lets you see how the topic will look with condition tags associated with it. If you click the face of the button, the topic preview is shown based on the format specified in the primary target. If you click the down arrow, you can select any of the targets in your project from a menu. The topic preview is then displayed using the output format specified in that target. **Note:** The topic preview feature is not available for Microsoft Word or Adobe FrameMaker formats.
	Opens the Conditional Text dialog, which lets you associate condition tags with a file while you edit it. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor.

	Description
Layout (Web) Layout (Print)	Clicking this button lets you toggle between the Web Layout mode and the Print Layout mode. If you select the down arrow, a submenu lets you choose between the following options. » **Web Layout** This is useful for seeing how the topic will look online. It displays your content without showing any headers or footers from a page layout. » **Print Layout** This lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content. **Note:** Although the Print Layout mode is a WYSIWYG (What You See Is What You Get) environment, you also need to consider any condition tags when you are viewing pages in this mode. For example, let's say you have applied a condition tag to an entire paragraph on a page. When you are viewing the topic in the XML Editor, you will see this paragraph, but if you generate a target where you have elected to exclude that condition tag, the paragraph will not be displayed in the output, and the other paragraphs will shift to compensate for its absence. Therefore, what you see in the Print Layout mode is what you get, except possibly for certain conditions that may be present on a page. You can get an even more accurate look at how a topic will look in the output by associating conditions with it while you are editing. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor. » **Edit Page Layout Document** This opens the page layout associated with the topic so that you can edit it in the Page Layout Editor. » **Edit Master Stylesheet** This opens the stylesheet associated with the topic so that you can edit it in the Stylesheet Editor.

	Description
	Note: This option is available only if you have applied a master stylesheet to the project or target.
Medium (default)	A medium is an alternative set of styles in a stylesheet that you use for different outputs. They are intended to be an exception to the default style you want to use. Clicking the down arrow on this button lets you select a medium so that you can view the topic with the styles from a specific medium. When you switch from Web Layout mode to Print Layout mode, the medium automatically changes with it ("default" medium for Web Layout mode and "print" medium for Print Layout mode). This means that the editor will show the content in the style associated with that medium. Therefore, if you want to see a different medium (e.g., default, non-print) for that topic, you must select it from the Medium drop-down in the XML Editor toolbar.
Page Layout	If you are viewing content using the Print Layout in the XML Editor, you can use another drop-down in the local toolbar to choose a specific page layout. Not only can you select a certain page layout to display a topic in the XML Editor, but you can also choose a specific page type within that layout. This can be especially useful when you know for certain that a particular topic will display on the first page of a chapter, a left page, a right page, etc. The reason Flare does not automatically show a topic in the appropriate page type is because it won't assign page types to content until you generate the output. However, sometimes you may know in advance which page type will be used because of its placement in the outline TOC, so you can choose any page type contained in the layout to display the topic in the XML Editor.
	Opens the Insert Hyperlink dialog, which lets you insert a text hyperlink on the selected text in the topic.
	Opens the Insert Cross-Reference dialog, which lets you insert a cross-reference into the topic at the location of the cursor.
	Opens a dialog that lets you insert an image at the location of the cursor.
	Opens the Insert Snippet Link dialog, which lets you insert a snippet.

	Description
	Opens the Variables dialog, which lets you insert a variable.
	Opens the Character dialog, if you click the face of the button. You can use this dialog to choose a character to insert or perform many other tasks. If you click the down arrow on the button, you can select other options, such as inserting a quick character or choosing one of your favorite or recent characters.
	Activates Index Entry Mode. 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.
	Activates Concept Entry Mode. Use this method to accomplish the same thing as the Concept window pane method. The difference is that, with this method, you do not need to move your cursor from the topic to the Concept 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 Concept window pane. This is a good method to use if you plan to create concepts in a lot of topics all at once, without performing any other tasks in the topic.
	Turns paragraph and space markers on and off. When you turn this feature on, you can see markers that show where paragraphs end and where space exists before and after content.

	Description
	If you click the face of this button, all of the content changes, showing the XML tags surrounding the content. If you click the down arrow, you can select the following options. » **Show Caret Tag Neighborhood** Turns this feature on and off. The interface includes a "caret tag neighborhood." If you click on a line that contains inline tags (e.g., bold font, cross-reference), floating tag bars display above it. You can click on a bar to open the context menu and take action on the content. » **Show Markers** Turns markers on or off in the active topic or other content file. If you have inserted elements such as variables, bookmarks, index keywords, or concepts into topics, markers indicate where they have been added. If the "Markers" option is turned off, you cannot determine whether such elements have been added. Turning the "Markers" on, lets you see exactly what has been inserted into the file. Markers appear in different ways, depending on the type of element inserted. For example, variable markers display as brackets around the variable information, whereas bookmark markers display as shaded flags where the bookmark has been inserted. » **Show Inline Markers** You can show or hide markers for all inline elements in the active topic. You might find this feature useful if you have imported DITA file content. The reason for this is that DITA inline tags are often for semantic purposes, rather than for changing the look of content. By enabling the inline markers feature, it is easy to tell when particular content is using a tag. **Note:** In order to use this feature, you must also make sure that **Show Markers** is turned on. » **Show invisible tags** Turns invisible tags (e.g., <title>) on or off in the active topic. This option is enabled only if you have selected "Show tags." » **Show Comments** Turns comment tags on or off in the active topic. Comment tags are those that you have added to a topic in order include notes behind the scenes (without the comments being seen in the output).

	Description
	» **Show All Images As Thumbnails** Toggles between showing images in the XML Editor as thumbnails or at full size. This is simply a feature for you as the author, allowing you to scale all images down to 48 pixels high (if the original size is larger than that). This lets you see more content and less of your images as you edit topics. The images are only scaled for your editing purposes; they are not shown as thumbnails in the output. » **Show tags in mono-color** Lets you choose whether to display tags in a color or in black. This option is enabled only if you have selected "Show tags." » **Show tags in mono-font** Lets you choose whether to display all tags in the same font or in the font actually applied to each area. This option is enabled only if you have selected "Show tags." » **Enable Object Positioning** Turns object positioning on and off. Object positioning can be used with text boxes, images, and other objects that you have inserted into topics. If this option is on, you can easily position the object in different places in the topic (e.g., to the right or left of the frame on a page). » **Enable Orphan/Widow Control** Turns widow and orphan control on or off. If this is turned on, you can see the effects in the Print Layout mode in the XML Editor. Widow control determines the minimum number of lines in a paragraph to be left at the top of a page or column. Orphan control determines the minimum number of lines in a paragraph to be left at the bottom of a page or column. The default number of lines for both is 2, but you can adjust this setting. » **Show Hidden Elements** Shows content that has been designated as "hidden." In other words, you can have a style where the "display" property value is set to "none." Normally, content to which this style is applied will not be seen. But you can display that content by selecting this option. » **Conditional Indicators** If you have created and applied condition tags, clicking this button toggles between showing and hiding them. » **Show Variable Names** Lets you choose whether to see the names of variables in your markers (if you have inserted variables) in the active topic. » **Show Bookmark Names** Lets you choose whether to see the

	Description
	names of bookmarks in your markers (if you have inserted bookmarks) in the active topic. » **Show Named Elements** Lets you choose whether to see the yellow flag icon next to named elements in your markers (if you have inserted named elements) in the active topic. Named elements are used for inserting togglers into topics. » **Enable/Disable Locks** Locks or unlocks the content designated with the gray background. After content has been locked, it cannot be edited, and annotations cannot be added to it. » **Show Locked Elements** Allows you to show or hide the gray background associated with elements that have been locked or selected to be locked. » **Show Changes** Displays any tracked changes or annotations (notes) that have been attached to any content in the topic. » **Marker Width** Lets you adjust the width of markers in the active topic to see more or less of the markers when they are visible.
	Opens the file in the Internal Text Editor (for review packages only).

Buttons and Sections—Bottom of Editor in Web Layout Mode

Following are explanations of the different buttons and sections at the bottom of the XML Editor when you are working in Web Layout Mode.

	Description
Words	Displays the number of words in the open file. If you highlight words in the file, this area shows you how many words are selected out of the total count. If a file contains snippets, the words from those snippets are not included in this word count, because those are separate files.
	Reduces the scale of the font by 10% each time you click the button.
	Resets the scale of the font to 100%.
	Increases the scale of the font by 10% each time you click the button.
100%	Lets you select a specific percentage to scale the font.
	Lets you show or hide the colored shading of content to which condition tags have been applied. **EXAMPLE** Let's say your condition tag has blue associated with it and you have applied this tag to a block of content. When you click this button to show the indicator, the block of content becomes shaded with a lighter version of blue. If more than one condition tag is applied to the block of content, the shading appears in a pattern that shows all of the applied condition tag colors.
	Lets you show or hide the tag block bars. These bars are displayed to the left of the content area. They show the different tags for your chunks of content, as well as the overall tag structure.
	Lets you show or hide the span bars. These bars are displayed at the top of the content area. They show formatting tags in your content. **EXAMPLE** If you have a block of text that is bold and you click it, you will see a "b" in a bar above.

	Description
	Lets you show or hide a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, or inches.
	Lets you show or hide a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, or inches.

Buttons and Sections—Bottom of Editor in Print Layout Mode

Following are explanations of the different buttons and sections at the bottom of the XML Editor when you are working in Print Layout Mode.

	Description
Words	Displays the number of words in the open file. If you highlight words in the file, this area shows you how many words are selected out of the total count. If a file contains snippets, the words from those snippets are not included in this word count, because those are separate files.
	Displays the first page of the topic in Print Layout mode.
	Displays the previous page of the topic in Print Layout mode.
	Displays the next page of the topic in Print Layout mode.
	Displays the last page of the topic in Print Layout mode.
Page: 3 of 5	Displays the current page of the topic, as well as the total number of pages in the topic. You can enter another number in the field or use the arrow buttons to navigate to a different page.
100% Fit Width One Page Two Pages Four Pages Eight Pages	The Zoom/Scale button (which looks different depending on the current selection) opens a drop-down menu so that you can select from the following options: » **100%** Displays the page at 100% of its actual size. » **100% (2 pages)** Shows two pages of a topic at a time, displaying each one at 100%. » **Fit Width** Resizes the page so that it displays in proportion to the width of the window pane. » **One Page** Displays only one page at a time. » **Two Pages** Displays two pages at a time. » **Four Pages** Displays three pages at a time. » **Eight Pages** Displays four pages at a time. **Note:** This option is available only if you are working in Print Layout mode. In this mode, additional pages are automatically created when you add content beyond that which can be held on a single page.

	Description
	Lets you show or hide the colored shading of content to which condition tags have been applied. **EXAMPLE** Let's say your condition tag has blue associated with it and you have applied this tag to a block of content. When you click this button to show the indicator, the block of content becomes shaded with a lighter version of blue. If more than one condition tag is applied to the block of content, the shading appears in a pattern that shows all of the applied condition tag colors.
	Lets you show or hide the tag block bars. These bars are displayed to the left of the content area. They show the different tags for your chunks of content, as well as the overall tag structure.
	Lets you show or hide the span bars. These bars are displayed at the top of the content area. They show formatting tags in your content. **EXAMPLE** If you have a block of text that is bold and you click it, you will see a "b" in a bar above.
	Lets you show or hide a measurement ruler horizontally at the top of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, or inches.
	Lets you show or hide a measurement ruler vertically at the left of the editor or window pane. If you click the ruler after it is opened, you can select to convert the ruler to pixels, points, centimeters, or inches.

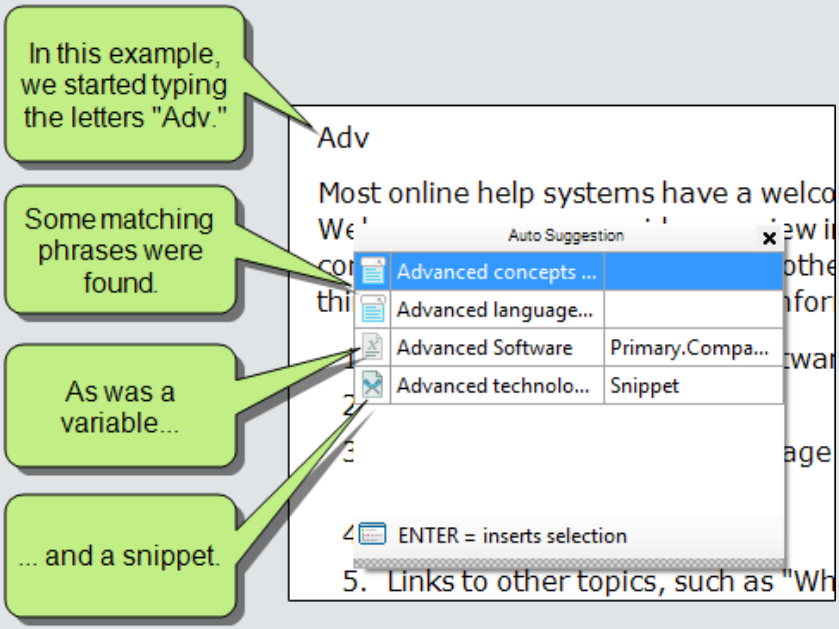
Elements in Editing Area

Following are explanations of various elements that you may see in the editing area.

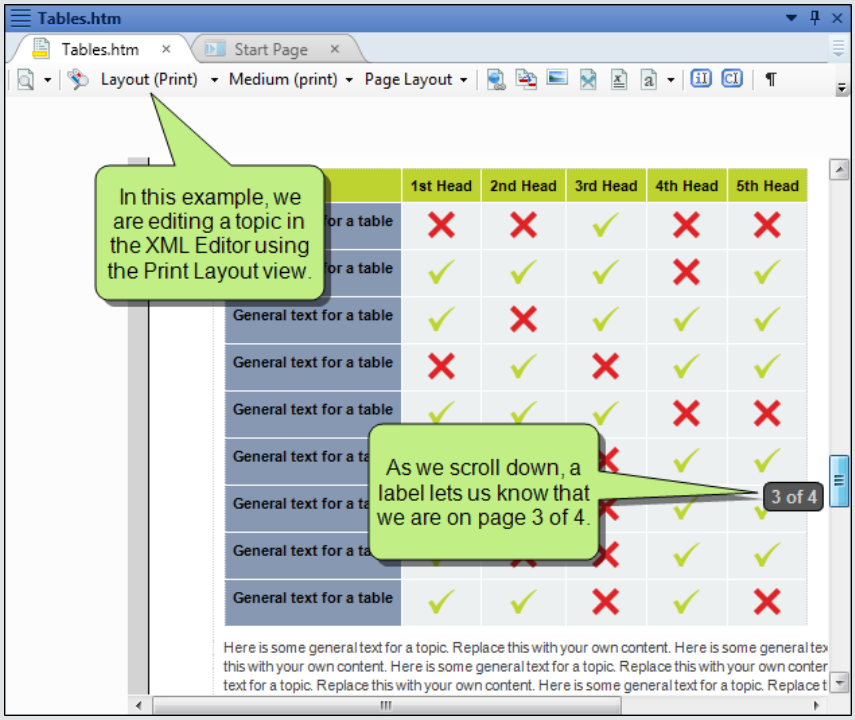
	Description
Structure Bars	These are just what the name implies—bars around the topic content that show the structure. There are two kinds of structure bars—tag and span. Not only do structure bars let you see the tags for content, but you can also perform numerous tasks by using them. If you right-click on a structure bar, a context menu opens. From the menu, you can select from several options to take action on the content associated with that structure bar. **E X A M P L E S** If you want to delete an entire numbered list from a topic, you could right-click the ** ** tag bar to the left of the content and select **Delete** from the menu. If you have a table with a table stylesheet applied to it, you can right-click on one of the **<tr>** tags and select **Row Style**. From the submenu you can then choose a pattern to overwrite the existing look for that row. If you left-click on a structure bar, the corresponding content is selected in the editor. Also, if you left-click on tag bars, you can drag them up or down. If you left-click on table column bars (in the span bar area), you can drag them left or right. In this way, the chunks of topic content can easily be repositioned. In addition, you can click on the borders between column and row bars and drag the mouse to resize individual columns and rows.
Markers	A marker is a highlighted "flag" that shows the insertion of certain features. For example, if you insert a variable, bookmark, or index keyword, a marker indicates where that feature has been inserted. You can adjust marker widths or turn them off or on by using the "Show tags" button in the local toolbar. (Despite the name of this button, it does not display the "true code" in the topic. It shows the high-level tags and the tag markers.)

	Description
Cursors	When you edit text, the cursor changes size and shape. Sometimes it contains brackets to the right or left. Sometimes it is larger, and sometimes it is smaller. Each of these appearances serves a different purpose. Following are explanations of these cursors. » **Tag Start** Cursor signifies the start of an xhtml tag. Text *text* **text**. » **Tag Middle** Cursor signifies you are within an xhtml tag and can edit the contents. Text *text* **text**. » **Tag End** Cursor signifies the end of an xhtml tag. Text *text* **text**. » **Tag Between** Cursor signifies you are between tags. Type to enter text into the parent tag. Text *text* **text**. » **Tag Before - Level 1** Cursor size signifies you are in the first of a series of nested tags. Text *text* **text**. » **Tag Before - level 2** Cursor size signifies you are in the second of a series of nested tags. Text *text* **text**. » **Tag Before - Level 3** Cursor size signifies you are in the third of a series of nested tags.

	Description
	Text text text. Some content Courtesy of TechWriteTips.
Caret Tag Neigh-borhood	The interface includes a "caret tag neighborhood." If you click on a line that contains inline tags (e.g., bold font, cross-reference), floating tag bars display above it. You can click on a bar to open the context menu and take action on the content. If you do not want to see the caret tag neighborhood, you can turn this feature off. To do so, simply click the down arrow in the **Show Tags** button and select **Show Caret Tag Neighborhood** to remove the check mark.
Empty Tags	If you are working in a document in the XML Editor and have empty tags at the text level, this will be shown. **Note:** The display of empty tags is simply designed to help you as you edit content. Even if these tags are shown in the XML Editor when you are working, they will not be shown in your output.

	Description
Auto Suggestion	When you first start typing content, a popup may display below your text as you type. This is the Auto Suggestion feature, which analyzes text as you type and compares it to other content (e.g., phrases, variables, snippets) that already exists in the project, like this:  This means you can quickly select existing content from the popup so that you do not have to finish typing it. By default, Auto Suggestion is enabled when you first launch Flare. However, you can disable and enable this feature whenever you want. There are three kinds of content that you can select when using Auto Suggestion: phrases from custom lists, variables, snippets. » **Phrases From Custom List** Rather than automatically basing auto suggestions on all of the text throughout your entire project, you have control over the phrases that you see in the popup when you type. You can add your own words and phrases to an auto suggestions list.

	Description
	That way, instead of being overwhelmed with too many suggestions every time you begin typing text, you only see suggestions that you are likely to use. » **Variables** Flare recognizes when you are typing content that matches existing variables in your project. This includes system variables, such as the date and time, and custom variables that you create. » **Snippets** Flare recognizes when you are typing content that matches existing snippets in your project. This makes it a very fast and convenient way to single-source your content.
Icons for Page and Column Breaks	If you are working on a document in the Print Layout mode, you may see icons in the margins next to text. These icons indicate where a paragraph has been moved to another page or column as a result of a page or column break, or due to widow or orphan control. You can set page breaks, column breaks, orphan control, or widow control either manually on individual paragraphs or you can set them on styles. You can click on any of the icons in the document to open the paragraph properties. Following are the types of icons that you might see in a document. **Explicit Page Break** This icon displays if you have created a page break before a paragraph. **Explicit Page Break by Previous** This icon displays if you have created a page break after a paragraph. **Explicit Column Break** This icon displays if you have created a column break before a paragraph. **Explicit Column Break by Previous** This icon displays if you have created a column break after a paragraph. **Orphan Controlled** This icon displays if a paragraph has been adjusted due to orphan control. **Widow Controlled** This icon displays if a paragraph has been adjusted due to widow control.

	Description
Page Count for Print Layout	If you are using the Print Layout view in the XML Editor and the topic contains more than one page of content, a label appears beside the scroll bar indicating the current page. 

CHAPTER 3

Project Organizer

The Project Organizer (along with the Content Explorer) is one of the most-used elements in the Flare interface.

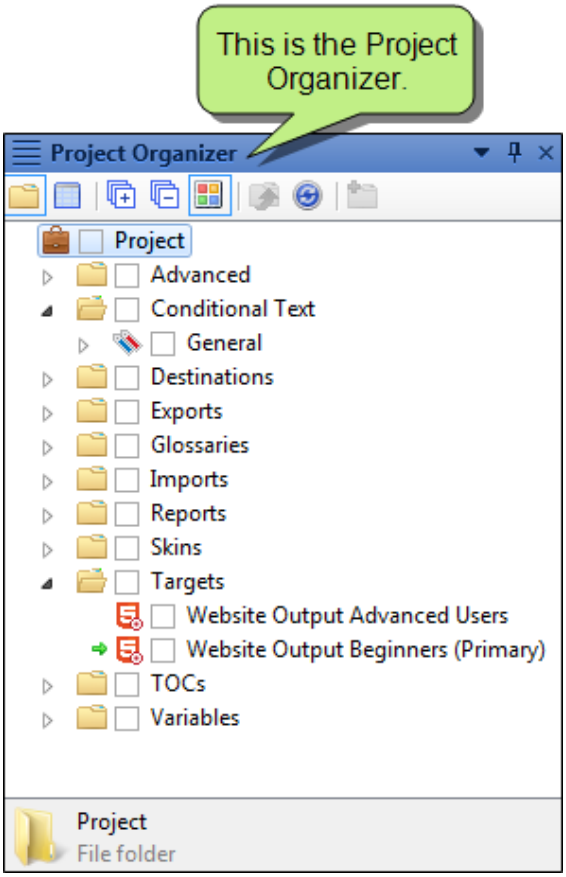
The Project Organizer, just as it sounds, contains and organizes all of your project-related files.

This chapter discusses the following:

Example 62
How to Open the Project Organizer 63
What You Can Do in the Project Organizer 64
Navigation Buttons 67
Buttons and Sections 68

Example

Following is an example of the Project Organizer.



How to Open the Project Organizer

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

- **Ribbon** Select the **View** ribbon. In the **Explorer** section select **Project Organizer**.
- **Menu** Select **View>Project Organizer**.
- **Keyboard Shortcut** Press **CTRL+[** on your keyboard.

What You Can Do in the Project Organizer

Following are the primary tasks that you can perform in the Project Organizer:

- **Auto Suggestion List Files (Add/Open)** When you first start typing content in a topic, a popup may display below your text as you type. This is the Auto Suggestion feature, which analyzes text as you type and compares it to other content (e.g., phrases, variables, snippets) that already exists in the project. This means you can quickly select existing content from the popup so that you do not have to finish typing it.
- **Browse Sequences (Add/Open)** If you have several topics that you think end users should read in order, you can create browse sequences. When users view the compiled online Help system, they can use your browse sequences to "browse" through topics in a particular order.
- **Conditions (Add/Open/Apply)** A condition tag set is used to hold condition tags you create for your project. A condition tag is a marker that you can apply to different areas of your content so that some sections show up in some of your outputs but not in others. You can create as many condition tags as you want for a condition tag set. If you want more condition tag sets to hold even more condition tags, you can easily add them. You can also expand the condition tag sets in the Project Organizer to see the conditions within them. If you want to apply a condition to content, you can click and drag it from the Project Organizer to the content in the XML Editor.
- **Context-sensitive Help—Alias Files (Add/Open)** An alias file is used to populate a header file with the information necessary for producing context-sensitive Help (CSH). In Flare, you can open an alias file and use the Alias Editor to create and assign identifiers for the header file.
- **Context-sensitive Help—Header Files (Add/Open/Export)** A header file is a simple text file that contains basic information about connecting the dialogs or windows in a software application to the corresponding topics in the Help system. Both you and the software developer need access to this file.
- **DITA—Import File (Add/Open)** A DITA import file is used to import DITA file content into a project.
- **Export File (Add/Open)** An export file is used to export an entire Flare project, or parts of one, to another location.
- **File Tag Sets (Add/Open)** A file tag set is used to assign "tags" to topics and any other files in Flare, even folders. You can use file tags for many different purposes, such as assigning authors or milestones to topics. Flare lets you generate reports based on the tags that are assigned. This makes project development easier to track, manage, and schedule.
- **Flare Project—Import File (Add/Open)** A Flare project import file is used to import Flare files from other projects.
- **Folders (Create)** When you add project files, they are added to various folders in the Project Organizer. As your list of files grows, it may become somewhat difficult to find a specific file when you want to work on it. In order to keep your files organized and easier to find, you can create subfolders in the Project Organizer and move files into them.
- **FrameMaker—Import File (Add/Open)** A FrameMaker import file is used to import FrameMaker documents into a project.

- **Glossaries (Add/Open)** A glossary is a feature that you can add to your output to help users understand the meaning of individual terms.
- **Indexes—Auto-indexes (Add/Open)** An auto-index lets you automatically add words and phrases in your project to a generated index, rather than inserting the index markers manually. In the Project Organizer, you can add and open an auto-index phrase set.
- **Indexes—Link Sets (Add/Open)** This is an index entry that links to another index entry. There are two kinds of index links: "see" and "see also." In the Project Organizer, you can add and open an index link set.
- **Publishing Destinations (Add/Open)** A publishing destination is a project file that contains the information needed for publishing output (i.e., copying the files) to another location (such as a website or a directory on your computer).
- **Relationship Tables (Add/Open)** A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.
- **Reports—Analyzer (Add/Open)** In Flare you can generate custom reports based on the information contained in your project. You can create reports for just about any type of information that MadCap Analyzer captures. You can also design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).
- **Reports—Error (Open)** If you save an error report at the end of the process for building a target, you can then open the report to review and address the error messages.
- **Search—Filter Sets (Add/Open)** A search filter lets users narrow their search based on concepts that you have inserted into topics. Concepts are simply keyword markers that you insert into topics that have some kind of relationship with each other. They are also used for inserting concept links into topics (such as the "See Also" link that you see at the bottom of this topic).
- **Search—Synonym Files (Add/Open)** A synonym file lets you create synonyms for terms in your project so that users are more likely to find the information they need when performing searches.
- **Skins (Add/Open)** A skin is a file that contains information about the appearance of the output window.
- **Tables of Contents (Add/Open)** In many cases, Flare provides you with an initial table of contents (TOC), which you further "build" (or create) using the TOC Editor. You can use this TOC (or another one) as your primary, or "master," TOC. At some point, you may decide to add another TOC to the project. The extra TOCs that you add can then be linked to the master TOC.
- **Targets (Add/Open)** A target is one "instance" of an output type. When you build your final output, you are essentially building one or more of the targets in your project. You can add regular targets, as well as batch targets.
- **Variables (Add/Open/Insert)** A variable set is an element used to hold one or more variables. A variable is a pre-set term or content that you can use in your project over and over. Variables are similar to snippets. 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. You can expand the variable sets in the Project Organizer to see the variables within them. If you want to insert a variable into a document, you can click and drag it from the Project Organizer to the XML Editor.

» **Word—Import File (Add/Open)** A Word import file is used to import Microsoft Word documents into a project.

Note: You can also right-click on files in the Project Organizer and perform tasks from the context menu that displays. For example, you can select "Open with" and open the selected file in another application (e.g., Notepad).

Navigation Buttons

Following are explanations of the navigation buttons in the Project Organizer:

	Description
	Lets you move the window pane from its docked position to another location in the interface. Simply click on this area and drag the window pane to the new location.
	Opens a drop-down menu with commands for moving and resizing the window pane. » **Close** Closes the window pane. » **Dock** Attaches the window pane to the interface if it is floating. » **Auto Hide** "Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface). » **Float** Detaches the window pane from the application so that it becomes a free-floating element in the interface. » **Standard Tabs (Top)** Arranges window panes so that traditional tabs are displayed at the top. » **Standard Tabs (Bottom)** Arranges window panes so that traditional tabs are displayed at the bottom. » **Accordion Tabs** Arranges window panes so that they are stacked with accordion tabs.
	"Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface).
	Closes the window pane.

Buttons and Sections

Following are explanations of the different buttons and sections in the Project Organizer:

	Description
	Toggles between showing or hiding the folders in the Project Organizer.
	Splits the Project Organizer into two halves. The right half shows additional details for the files. When you click a file on the right side, a red circle shows the location in the Project Organizer.
	Expands all of the folders so that you can see all of the files under each one.
	Collapses all of the folders so that you can no longer see all of the files under each one.
	Lets you show or hide the small squares next to each folder and file, which are used to show colors representing condition tags that have been applied.
	Moves up one folder in the hierarchy. This button becomes enabled if you use the Split View button and select a file or folder on the right side of the split view.
	Creates a new custom folder, which you can use to organize your files.
	Displays the color of condition tags that are associated with the file (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.
	This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).
	This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select **Source Control>Add**.
	This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.
	This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.

	Description
	This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen, for example, if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.
	This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.
Advanced	Holds the various types of files after you add them to the project. These include alias files, auto-index phrase sets, Auto Suggestion list files, browse sequences, file tag sets, header files, index link sets, relationship tables, search filter sets, and synonym files.
Conditional Text	Holds the condition tag sets that you add to the project. You can expand the condition tag sets to see the conditions within them, and you can drag those conditions to content in the XML Editor.
Destinations	Holds the publishing destinations that you add to the project. Depending on the project template you select, Flare may provide you with an initial destination called "MyDestination."
Glossaries	Holds the glossaries that you add to the project. Flare provides you with an initial glossary called "MyGlossary."
Exports	Holds export files that you add to the project. These are used to export your Flare project (or parts of it) to another location.
Imports	Holds import files that you add to the project. This can include Flare project files, Microsoft Word files, Adobe FrameMaker files, and DITA files. The Flare import files have an .flimpfl extension, the Word import files have an .flimp extension, the FrameMaker import files have an .flimpfm extension, and the DITA import files have an .flimpdita extension.
Reports	Holds Analyzer reports that you create in order to track information in your project. It also holds error reports that you save after building output.
Skins	Holds the skins that you add to the project. There are three types of skins—Standard, HTML5, and WebHelp Mobile.
Targets	Holds the targets that you add to the project. After you create a new project, you will have only one target in this folder, based on your selection in the wizard. However, you can add as many targets to a project as you need. In addition to regular targets, you can add batch targets, which are used to generate multiple targets in one batch.

	Description
TOCs	Holds the tables of contents that you add to the project. If a TOC has a green arrow and the word " (Master)" after it, that means it is designated as the master TOC. You can choose another TOC to be the master by right-clicking on it and selecting **Make Master TOC** from the context menu.
Variables	Holds the variable sets that you add to the project. You can expand the variable sets to see the variables within them, and you can drag those variables to content in the XML Editor.
[Preview Bar]	This is the area at the bottom of the Project Organizer. When you click on a file or folder, this bar shows an icon, as well as the name of the folder or file.

CHAPTER 4

Content Explorer

The Content Explorer (along with the Project Organizer) is one of the most-used elements in the Flare interface.

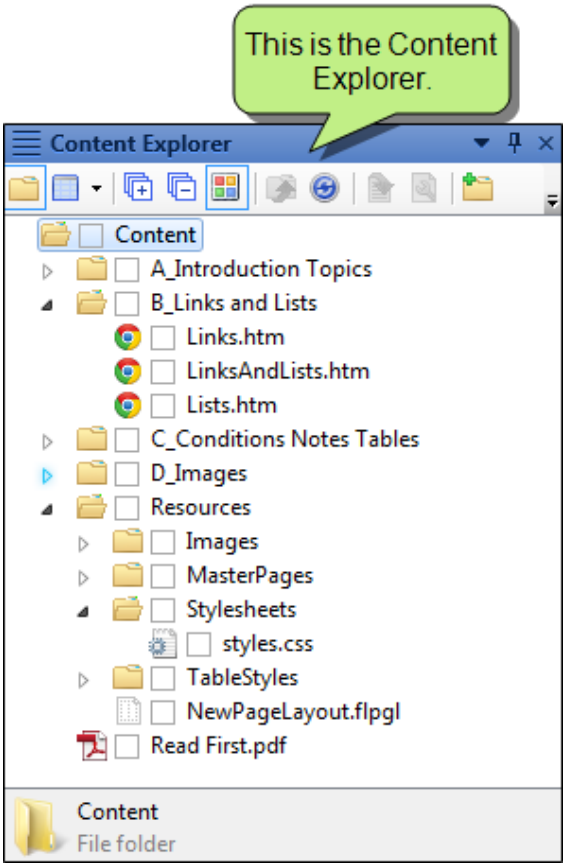
The Content Explorer, just as it sounds, is used to hold all of the content-related items in your project—both topics and non-topic files.

This chapter discusses the following:

Example 72
How to Open the Content Explorer 73
Where Should Different Types of Files be Stored? 74
What You Can Do in the Content Explorer 76
Navigation Buttons 78
Buttons and Sections 79

Example

Following is an example of the Content Explorer.



How to Open the Content Explorer

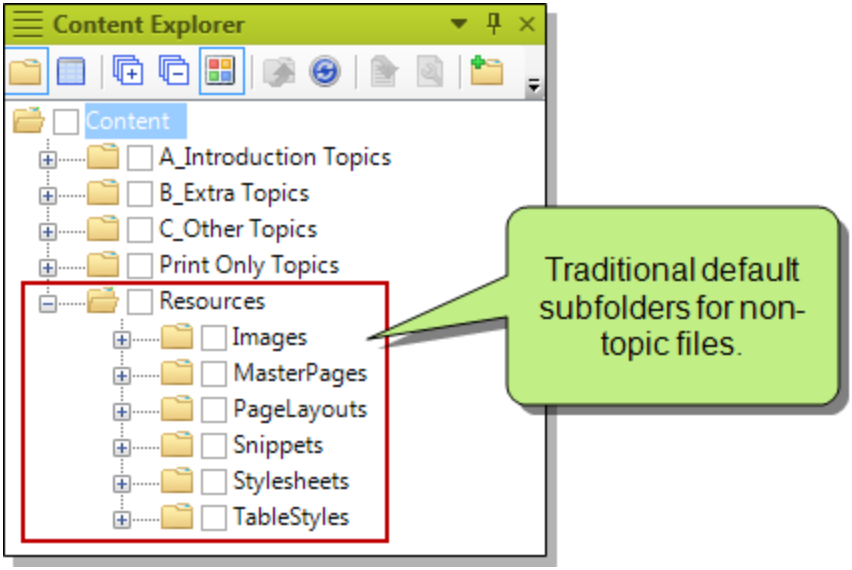
Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select the **View** ribbon. In the **Explorer** section select **Content Explorer**.
- **Menu** Select **View>Content Explorer**.
- **Keyboard Shortcut** Press **CTRL+J** on your keyboard.

Where Should Different Types of Files be Stored?

You can store new files anywhere you like in the Content Explorer, either in the root Content folder or in any subfolders under it. You may want to create and organize subfolders so that topics are stored in certain folders and non-topic files (e.g., images, page layouts, snippets) are stored in different folders.

Traditionally, Flare has used a Resources folder and different subfolders within it to store non-topic files. If you want to place non-topic files in a traditional default folder, you must first make sure that folder exists in the Content Explorer. If it does not exist, you can easily add it.



Non-Topic File Type	Traditional Default Folder in Content Explorer
Image	Resources\Images
Master Page	Resources\MasterPages
Multimedia	Resources\Multimedia
Page Layout	Resources\PageLayouts

Non-Topic File Type	Traditional Default Folder in Content Explorer
Snippet	Resources\Snippets
Stylesheet	Resources\Stylesheets
Table Stylesheet	Resources\TableStyles

What You Can Do in the Content Explorer

Following are the primary tasks that you can perform in the Content Explorer:

- **Topics (Add/Open)** A topic is a chunk of information about a particular subject. Topics are the most important part of a project. Everything else is contained within topics (e.g., hyperlinks, text, images) or points toward topics (e.g., table of contents, index, browse sequences). The very reason end users open a Help system or refer to a manual is to find information, a little direction. They find that help within individual topics.
- **Folders (Add)** When you create topics, they are added to the root folder in the Content Explorer if you accept the default settings. As your list of topics grows, it may become somewhat difficult to find a specific topic when you want to work on it. In order to keep your topics organized and easier to find, you can create subfolders in the Content Explorer and move topics into them.
- **Images (Add/Open)** You can open an image that you have added to your project. When you open the image, it displays in the Image Viewer within Flare.
- **Master Pages (Add/Open)** A master page is an element that you can create in your project in order to apply certain content to multiple topics. A master page is useful in online outputs, as well as print-based outputs. However, the benefits are somewhat different for online output than they are for print output. For example, you might use a master page in online output to apply features such as breadcrumbs, mini-TOCs, or footer text to multiple topics, or even all topics in a target. For print-based output, a master page allows you to determine page specifications (such as size or orientation) and to apply certain content (such as header text or page numbers) to many topics in a manual.
- **Page Layouts (Add/Open)** A page layout is an element that you can create in your project in order to determine page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output.It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. Page layouts are similar to master pages, but are more flexible and easier to use. The general rule of thumb is that page layouts are recommended for *print-based output* (when possible), and master pages continue to be the best method for automatically adding headers, footers, and breadcrumbs in multiple topics for *online output*. Another difference between page layouts and master pages is that page layouts can be used for any of the print-based outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), whereas master pages can be used only for Microsoft Word and FrameMaker when creating print-based output.
- **Properties Dialog (Open)** You can open the properties dialog for individual content items by selecting them and clicking . From the Properties dialog you can perform a variety of tasks, depending on the type of file you selected.

- **Snippets (Add/Open)** Snippets are pre-set chunks of content that you can use in your project over and over. They are sort of like miniature topics and can be inserted within topics, or even within other topics. In snippets you can insert text, tables, images, and whatever else can be included in a normal topic.
- **Stylesheets (Add/Open)** A stylesheet is a file with a .css extension (cascading stylesheet) that holds style classes and their properties. You need to associate a stylesheet with a topic if you want to use the style classes in that topic.
- **Table Stylesheets (Add/Open)** This is a stylesheet that lets you create and use different styles that pertain specifically to tables in your project.

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

Navigation Buttons

Following are explanations of the navigation buttons in the Content Explorer:

	Description
	Lets you move the window pane from its docked position to another location in the interface. Simply click on this area and drag the window pane to the new location.
	Opens a drop-down menu with commands for moving and resizing the window pane. » **Close** Closes the window pane. » **Dock** Attaches the window pane to the interface if it is floating. » **Auto Hide** "Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface). » **Float** Detaches the window pane from the application so that it becomes a free-floating element in the interface. » **Standard Tabs (Top)** Arranges window panes so that traditional tabs are displayed at the top. » **Standard Tabs (Bottom)** Arranges window panes so that traditional tabs are displayed at the bottom. » **Accordion Tabs** Arranges window panes so that they are stacked with accordion tabs.
	"Pins" the window pane to the side of the interface so that you have more room for your workspace. You can show the window pane by hovering over the thin bar on the side of the interface. If you select this option again, the window pane returns to its previous state (no longer "pinned" to the side of the interface).
	Closes the window pane.

Buttons and Sections

Following are explanations of the different buttons and sections in the Content Explorer:

	Description
	Toggles between showing or hiding the subfolders in the Content Explorer.
	Splits the Content Explorer into two halves. The right half shows additional details for the files. When you click a file on the right side, a red circle shows the location in the Content Explorer.
	Expands all of the folders so that you can see all of the files under each one.
	Collapses all of the folders so that you can no longer see all of the files under each one.
	Lets you show or hide the small squares next to each folder and file, which are used to show colors representing condition tags that have been applied.
	Moves up one folder in the hierarchy. This button becomes enabled if you use the Split View button and select a file or folder on the right side of the split view.
	Refreshes the window pane so that the latest information is shown.
	Opens the selected item.
	Opens the Properties dialog for the selected item.
	Creates a new custom folder, which you can use to organize your files.
	Opens the Add File dialog, which lets you create a new topic or import one from outside the project.

	Description
Filter: All Files (*.*)	Lets you limit the files that are displayed by file format. » **All Files** Displays all files. » **Topic Files** Displays only the topic (HTM and HTML) files. » **MasterPage Files** Displays only the master page (FLMSP) files. » **Page Layout Files** Displays only the page layout (FLPGL) files. » **Snippet Files** Displays only the snippet (FLSNP) files. » **Stylesheet Files** Displays only the stylesheet (CSS) files. » **Image Files** Displays only the image files (BMP, EMF, EXPS, GIF, HDP, JPG, JPEG, PNG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS) and media files (SWF). » **Multimedia Files** Displays only multimedia (audio and video) files. » **GIF Files** Displays only GIF files. » **JPEG Files** Displays only JPG and JPEG files. » **PNG Files** Displays only PNG files. » **Flash Movie Files** Displays only SWF files.
	Displays the color of condition tags that are associated with the file (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.
	This indicates that the file has been checked out from source control. You can check in the file when you are ready (if you are the user who has checked it out).
	This indicates that you have a file in your project but have not yet added it to the integrated source control application. This might occur, for example, if you create a new topic and do not add the file to source control during the topic creation process. To resolve this, simply right-click on the file and select **Source Control>Add**.
	This indicates that the file is added to source control but is not currently checked out, which means that it contains a "Read Only" designation in its properties. In order to edit the file, you must check it out from source control.
	This indicates that the file is currently checked out to another user. You can send a request to the user, asking that person to check in the file so that you can check it out.

	Description
	This indicates that the file is not current (i.e., the local copy of the file is older than the source control copy). This might happen, for example, if another user checks out the file, makes changes to it, and checks it back in to source control. If this occurs, you can check the file out or get the latest version of the file from source control.
	This indicates that the file is deleted from source control, but you still have a copy of the file on your local machine. If necessary, you can add the file to source control.
	This indicates that the file is mapped to an external resource or SharePoint file.
[Preview Bar]	This is the area at the bottom of the Content Explorer. When you click on a file or folder, this bar shows an icon, as well as the name of the folder or file. When you click on an image file, a small copy of that image is shown.

Note: If you are working with HTML Help and import a RoboHelp project that has been merged with other CHM files or includes shortcut controls, the linked files are placed in a special subfolder in the Content Explorer (Resources\CHMSupport).

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

Note: You can quickly insert a text hyperlink to a file (e.g., topic, image, snippet) in the Content Explorer. To do this, click and drag the destination file from the Content Explorer to the location in the topic where you want to insert it. As you drag the file into the topic, a vertical red bar acts as a guide to help you place the link in the topic. When you release the mouse button, the Insert Hyperlink dialog opens. You can modify any fields in the dialog (if necessary) and click OK to insert the hyperlink.

CHAPTER 5

Customizing the Workspace

One of the benefits of Flare's user interface is that it is flexible and easy to customize to meet your needs. Following are some of the ways you can customize the workspace.

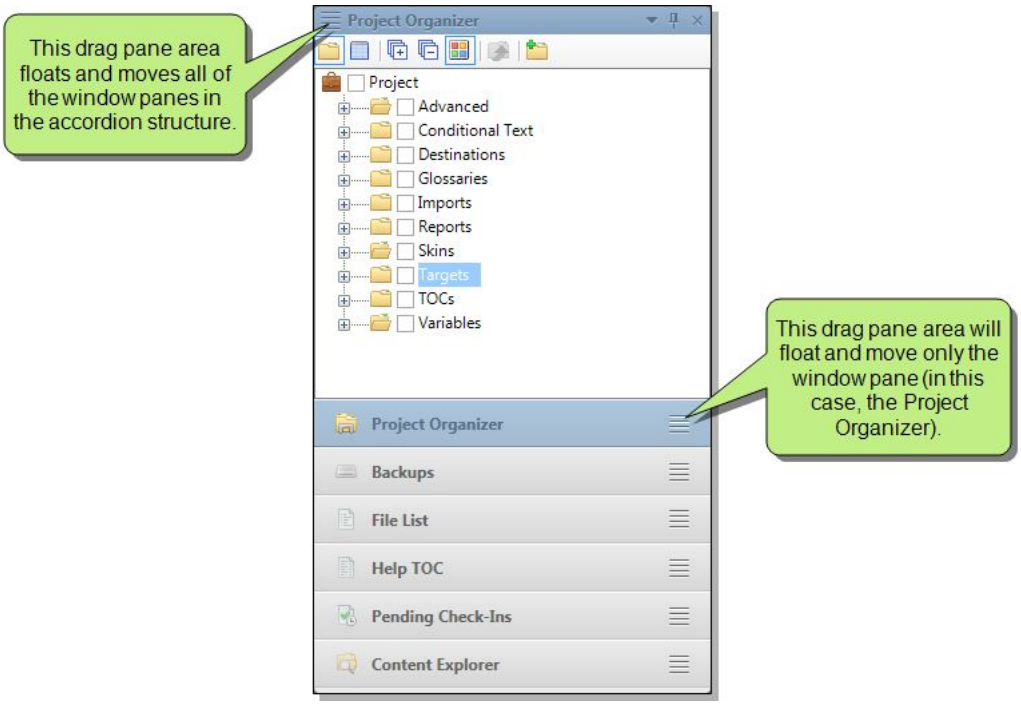
This chapter discusses the following:

Moving, Docking, and Floating Window Panes 84
Autohiding Window Panes 86
Resizing User Interface Elements 87
Window Layouts 88
Switching Between Ribbons and the Tool Strip 90
Minimizing Ribbons 91
Selecting an Interface Color Theme 93
Customizing Column Information 94

Moving, Docking, and Floating Window Panes

Simply because a window pane is attached to the left or right side of the program window by default, this does not mean it has to stay there.

- **Moving Window Panes** You can move window panes displayed in accordion view by clicking the "Drag Pane" section . If you want to drag all of the window panes grouped together, click this button in the upper-left corner of the window pane on top. If you want to drag a single window pane, click this button in the accordion bar for that window pane. Hold down your mouse and drag the window pane(s) where you want it/them.



- **Floating Window Panes** If you drop the window pane at a random location in the program window, it becomes a "floating" window. (You can also create a floating window by clicking in the element and selecting **Window>Float**.)
- **Docking Window Panes** Docking a window pane means to attach it to a particular part of the program window. To do this, move the floating window pane by clicking in the title bar of the window pane, drag it to the edge where

you want to dock it, and drop it onto one of the small squares that appear in the interface. The portion of the square that has color indicates where the window pane will be docked.

Dock in *center* of workspace

Dock on *left* side of workspace

Dock on *right* side of workspace

Dock on *top* side of workspace

Dock on *bottom* side of workspace

Autohiding Window Panes

In the top-right corner of every window pane, you will see a small button that looks like a pin . If you click this button, the window pane is hidden (or "pinned" to the edge of the program window). However, you can still see the title of the window pane along the edge of the program window. When you hover over the title, the window pane temporarily displays again until you move the mouse off the window pane. Click the button again to "un-pin" the window pane.

Resizing User Interface Elements

You can easily resize the program window, dialog windows, and floating window panes in Flare by clicking the edge of the element and dragging the mouse to the desired size. You can also resize drop-down menus in the same way.

Window Layouts

When you move window panes, explorers, or editors around in the Flare interface, the configuration (or "layout") of the workspace is changed. You can do several things with layouts, including the following.

HOW TO SAVE A WINDOW LAYOUT

You can save different layouts of the interface, in case you want to use them for different purposes.

1. Configure the workspace how you want it.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Window** ribbon. In the **Window Layout** section select **Save Layout>Save Layout As**.

     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 **Window>Layouts>Save Window Layout As**.
3. In the Rename Window Layout dialog, enter a name for the layout.
4. Click **OK**.

HOW TO AUTO-SAVE A WINDOW LAYOUT

You can automatically save the layout of the workspace when you exit Flare. The next time you launch Flare, that same layout will be displayed.

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

- **Ribbon** Select the **Window** ribbon. In the **Window Layout** section select **Auto-save Layout**.
- **Menu** Select **Window>Layouts>Auto-save Layout**.

HOW TO SELECT A SAVED WINDOW LAYOUT

You can quickly change the configuration of your workspace by selecting a window layout that you have saved previously.

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

- **Ribbon** Select the **Window** ribbon. In the **Window Layout** section select **Layout>[Name of Layout]**.
- **Menu** Select **Window>Layouts>Select Layout>[Name of Layout]**.

HOW TO RESET THE WINDOW LAYOUT

You can return the workspace configuration to the original layout that you saw when you first installed and launched Flare.

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

- **Ribbon** Select the **Window** ribbon. In the **Window Layout** section select **Reset Layout**.
- **Menu** Select **Window>Layouts>Reset Window Layout**.

HOW TO RELOAD THE WINDOW LAYOUT

You can return the workspace to the saved configuration of the layout. In other words, if you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to go back to the saved configuration.

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

- **Ribbon** Select the **Window** ribbon. In the **Window Layout** section select **Reload Layout**.
- **Menu** Select **Window>Layouts>Reload Window Layout**.

HOW TO DELETE A WINDOW LAYOUT

You can open the Manage Window Layouts dialog, which lets you select or delete an existing layout.

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

   The Manage Window Layouts dialog opens.
2. Select the layout that you want to delete.
3. Click **Delete**.
4. Confirm the deletion by clicking **OK**.
5. Click **Close**.

Switching Between Ribbons and the Tool Strip

By default ribbons are used when you install and launch Flare for the first time. However, you can use the Options dialog to switch back to the classic tool strip, where toolbars and menus are shown.

HOW TO SWITCH BETWEEN RIBBONS AND THE TOOL STRIP

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

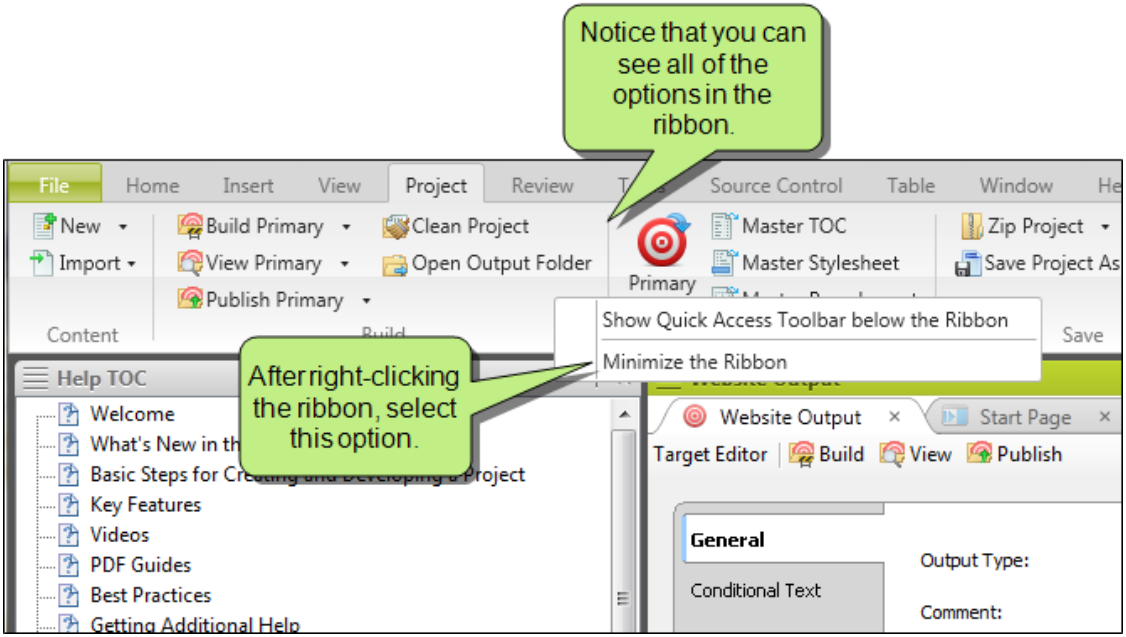
   The Options dialog opens.
2. Select the **Interface** tab.
3. In the **Menu Style** section, select either **Ribbon** or **Tool Strip**.
4. Click **OK**.

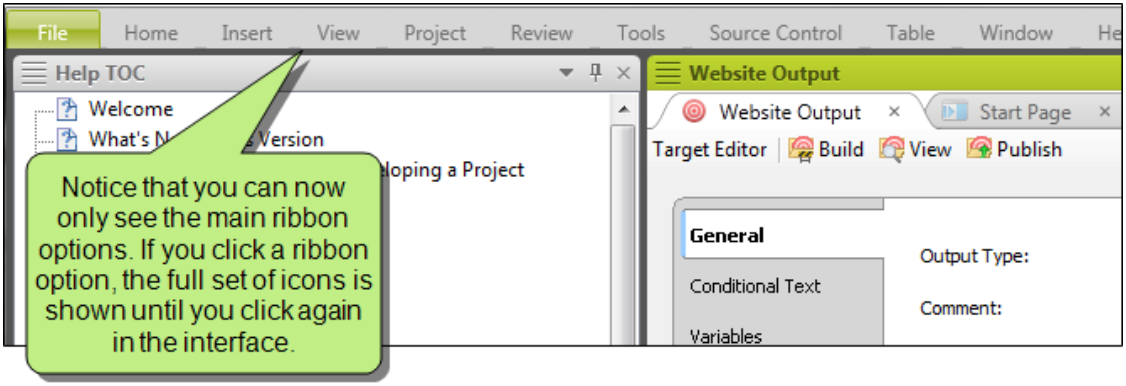
Minimizing Ribbons

You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option.

HOW TO MINIMIZE THE RIBBONS

» Right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.




File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Window
Help TOC
Welcome
Version
loping a Project
Website Output
Website Output
Start Page
Target Editor
Build
View
Publish
General
Conditional Text
Variables
Output Type:
Comment:
Notice that you can now only see the main ribbon options. If you click a ribbon option, the full set of icons is shown until you click again in the interface.

Selecting an Interface Color Theme

You can use the Interface tab on the Options dialog to choose a color scheme for the interface.

HOW TO SELECT AN INTERFACE COLOR THEME

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

   The Options dialog opens.
2. Select the **Interface** tab.
3. Click in the **Active Theme** and select a color scheme.
4. Click **OK**.

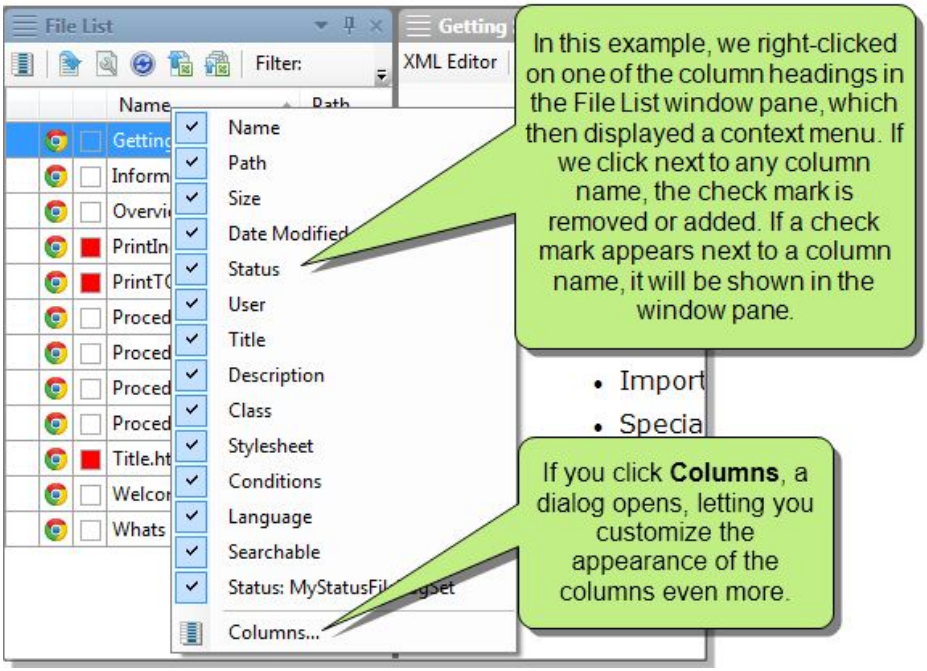
Customizing Column Information

In certain window panes, information is presented in a grid. You can configure these grids to change the way the information is displayed. For example, you can hide or show certain columns, set a background color for a column, or increase the width for a column.

You can use a context menu to simply hide or show certain columns in a window pane, or you can open the Columns dialog to customize columns even more.

HOW TO HIDE OR SHOW COLUMNS FROM THE CONTEXT MENU

1. In the window pane, right-click on any of the column headings.
2. From the context menu, click next to any column name to remove or add the check mark next to it. If a check mark appears next to a column name, it will be shown in the window pane. If a check mark does not appear next to it, the column will not be shown.



HOW TO CUSTOMIZE FROM THE COLUMNS DIALOG

1. Open the Columns dialog.
2. Use the options in the dialog to do any of the following.

   HIDE A COLUMN

   - In the **Show** column, click the check box to remove the check mark next to the column that you want to hide in the interface.

   RESIZE THE WIDTH OF A COLUMN

   - Double-click in the appropriate **Width** cell and type the new width in pixels.

   SET THE FONT COLOR FOR THE TEXT IN A COLUMN

   a. In the appropriate **Color** cell, click the down arrow and select **Pick Color**. The Color Picker dialog opens.

   b. Select the color.

   SET THE BACKGROUND COLOR FOR A COLUMN

   a. In the appropriate **Background** cell, click the down arrow and select **Pick Color**. The Color Picker dialog opens.

   b. Select the color.

   CHANGE THE ORDER OF THE COLUMNS

   a. Select any of the items in the dialog. The row for that item is highlighted.

   b. Click the **Move Up** or **Move Down** button to adjust the position of the row.

   When you are finished, the item at the top of the dialog will display on the far left in the final interface. The item at the bottom will display at the far right.

3. Click **OK**.

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