MadCap Software

Tables of Contents Guide

Flare 10

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THIS GUIDE WAS CREATED USING MADCAP FLARE.

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CHAPTER 1

Introduction

When your end users need to find specific information in your project, the three most common methods they use are: the search feature, a table of contents (TOC), and an index.

This chapter discusses the following:

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TOCs for Online Versus Print Outputs

Creating a table of contents in Flare can be very easy to do for both online and print output. For online output, it can be as easy as dragging topics into the TOC Editor. You can create a TOC by adding books and items with links. The links usually point to topics, but for online outputs they can also point to external files, other Help systems, and movies. You put all of these books and items in a structure that you think would be useful for the individual. End users then browse through a TOC to find information.

You have the option to customize your TOCs in lots of ways, getting as fancy as you want. However, there are some things you should know. The most important thing to understand is that the TOC files that you see in the Project Organizer work differently for online output than they do for print-based output. For online outputs, TOC files are exactly as their name suggests; they are files that create TOCs in the output. But for print-based outputs, that same TOC file functions more like an outline. The element that actually generates a TOC in print-based output is called a "proxy." You can manually create that proxy yourself, or you can select an option in the Advanced tab of the Target Editor and let Flare do it all for you. There are pros and cons for both methods.

You can see both online and print TOCs in action by looking at Flare's many project templates on the Start Page. Typically, the templates labeled as "Basic" use the easy auto-generation method for creating print TOCs, and the "Advanced" templates use the more robust method by making use of a combination of a TOC proxy, styles, and page layouts.

Multiple TOCs in a Project

You can include as many TOCs in your project as you want. Each TOC might be used for a different target. You also have the option of linking TOCs together so that they appear seamless in the final output that your end users see.

Each TOC is an XML file with an .fltoc file extension. These TOC files are separate from the main project (FLPRJ) file. This means that, not only can you have multiple TOCs in one project, you can also have multiple authors working on different TOCs for that same project.

Merging Projects and Linking TOCs

You can merge your project with others, connecting a TOC in one project with those in another project. This can be done in a few different ways, depending on your output types. See "Merging Projects" on page 61.

You can also link multiple TOCs together. From the perspective of the end user, it will be seamless in the final output, appearing as just one TOC. See "Linking Tables of Contents" on page 57.

Steps for Using Tables of Contents

Following are the tasks necessary for including a TOC in your project.

1. **Add/Open TOC** If you do not want to use the initial TOC often provided by Flare, you can add one. And you can open an existing TOC from the Project Organizer whenever you need to work on it. See "Adding a TOC" on page 11 and "Opening a TOC" on page 13.
2. **Create TOC** You can create a TOC manually or automatically, adding books and links to topics or other files. See "Creating a TOC Manually" on page 15 or "Creating a TOC Automatically" on page 31.
3. **Edit TOC Entries** After you create a table of contents, you can edit the individual entries in many ways. This includes linking entries to other files, setting titles automatically, and applying condition tags. See "Editing TOC Entries" on page 33.
4. **Enable TOC** After creating the TOC, you need to enable the TOC in the skin you want to use for the target (for online output). See "Enabling TOCs in Skins" on page 37.
5. **Associate Skin With Target** Now that the TOC is enabled in the skin, you need to associate that skin with the target you are building (for online output). For more information see the online Help.
6. **(Optional) Associate Master TOC With a Project or Target** In most situations, you will have one TOC that you use for a particular output (target). In that case, you simply associate the appropriate TOC with the target. If you have multiple TOCs that you want to include in the same project or output target, the TOC that you associate with the project or target serves as the "master" TOC. In your master TOC, you have the option of creating links to the other TOC that you want to include in the output. If you do not select a TOC, Flare will use the first one in the project (if there is more than one). If you have specified a master TOC at the project level and another at a target level, the TOC at the target will take precedence.See "Associating a Master Table of Contents with a Project" on page 40 and "Associating a Master Table of Contents with a Target" on page 41.

Additional Steps for Print-based Output

For print-based output, the following additional steps may necessary when working with an outline TOC.

1. **Include Print Topics in Outline TOC** You need to make sure that all of the topics to be included in your printed output (those that are *only* for printed output, as well as those that are for printed *and* online output) are added to an "outline TOC." See "Including Print Topics in an Outline TOC" on page 115.
2. **(Optional) Specify Chapter Breaks With TOC** If you are creating print-based output with page layouts, you may want to complete this task. After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "master" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time. See "Specifying Chapter and Page Layout Breaks" on page 101.
3. **(Optional) Specify Section Breaks With TOC** If you are creating Word or FrameMaker output with master pages (or if you want to use "section" autonumbers), you may want to complete this task. After you create a master page for print output and configure it as necessary, you need to associate the master page with the appropriate content. In many cases, you will probably want to associate multiple master pages with various entries in your outline TOC (so that different master pages can be used for different parts or "chapters" in a manual). Otherwise, you would associate a single master page with an entire target; in that case, the same page layout will be applied to all topics in that target. Whenever you associate a master page with a TOC entry, you must first create a section break in order to do so. See "Specifying Section Breaks and Master Pages" on page 111.

CHAPTER 2

Adding a TOC

Factory templates provide you with at least one TOC, which you further enhance using the TOC Editor. You may decide to add more TOCs to the project so that you can have different TOCs for different outputs. The steps below show you how to add a new TOC.

HOW TO ADD A TABLE OF CONTENTS

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

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

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Project>>Add Table of Contents**.
   - **Right-Click** In the Project Organizer, right-click on the **TOCs** folder and from the context menu select **Add Table of Contents**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **TOC** is selected.

3. In the **Source** area select one of the following:

   - **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

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

   - **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button ..., use the Open File dialog to find a file, and double-click it.

4. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click ... and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the TOC.
6. Click **Add**. The TOC is added to the TOCs folder in the Project Organizer. The TOC Editor opens to the right, with the page for the new TOC shown and some initial TOC books and entries added for you.
7. Click to save your work.

CHAPTER 3

Opening a TOC

You can quickly open a TOC anytime you need to work on it.

HOW TO OPEN THE MASTER TOC

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

- **Ribbon** Select the **Project** ribbon. In the **Primary Files** section select **Primary TOC**.
- **Project Toolbar** Click Master TOC.

  To open the Project toolbar from the menu view, select **View>Toolbars>Project**.
- **Keyboard Shortcut** Press **CTRL+F8**.

HOW TO OPEN A SPECIFIC TOC

1. Make sure the Project Organizer is open.
2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.
3. Double-click the TOC that you want to open. The TOC opens in the TOC Editor to the right.

CHAPTER 4

Creating a TOC Manually

You can create a table of contents (TOC) by adding books and links to topics, movies, external files, other TOCs, browse sequences, or other Help systems in any kind of structure you want. Following are steps to create a TOC manually, but you can also create one automatically (see "Creating a TOC Automatically" on page 31).

Which method should you choose (a manual TOC or an automatic TOC)? There are advantages to both methods. Plus, you can use both methods if you want. You can start by using the automatic method and then supplementing the TOC manually.

The advantage of creating a TOC manually is that you have more flexibility in the way to structure a TOC. In addition, you can include more than just topics and books when creating a TOC manually. For example, you can include links to other TOCs.

The advantage of automatic method is that it can be faster.

HOW TO CREATE A TOC MANUALLY

1. From the Project Organizer, open your TOC.

   If you need to add a new TOC file, you can select **Project>New>Table of Contents** (if using the ribbon view) or **Project>Add Table of Contents** (if using the menu view) and complete the options in the dialog. After they are added, TOC files are stored in the TOCs folder in the Project Organizer. When creating a new project, Flare provides you with an initial TOC; therefore, you may not need to add one.

2. Make sure the Content Explorer is open.

3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete the following steps.

   a. In the local toolbar of the Content Explorer, click the **Show Files** button .

      The Content Explorer splits into two halves.

   b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

   > **Note:** Make sure you do not select the "Resources" folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag topic files (and folders, if applicable) from the Content Explorer to the TOC Editor.

   > **Note:** For print-based output, make sure to also include any topics that you created with TOC, index, or glossary proxies in order to produce those types of generated content in the output.

   Also, you can use the buttons in the TOC Editor local toolbar to add elements (e.g., books, topic pages) to the TOC and to determine how they behave (e.g., link them to topics, external files, other TOCs). Following are descriptions of options in the TOC Editor. After that are steps for some of the more common tasks.

Item	Description
	Hides or shows special information pertaining to the editor or window pane.
	Exports all of the data in the window pane to a comma-separated value (CSV) file. This option is enabled only if you are working in Grid View.
	Exports only the selected data in the window pane to a comma-separated value (CSV) file. This option is enabled only if you are working in Grid View.
Tree View Grid View	This button toggles between "Tree View" and "Grid View" when you click it. Tree View is the traditional format of the TOC, displaying books and items in a hierarchy. Grid View displays all of the books and items in a column format. In either view you can select a range of entries and set the same property information for all of those items. If you click the down arrow in the button, the following additional options are available. » **Conditional Indicators (Enabled in Tree View only)** If you have created and applied condition tags, clicking this button toggles between showing and hiding them in the TOC Editor. » **Info Bar** Hides or shows special information pertaining to the editor or window pane. » **Columns (Enabled in Grid View only)** Opens the Columns dialog, which lets you configure the way the column information is shown.
	Expands all of the TOC books so that you can see the items under each book (enabled in Tree View only).
	Collapses all of the TOC books so that you can no longer see the items under each book (enabled in Tree View only). You can only see the books.
	Click this button to create a new topic and simultaneously link it to a new item in the TOC. When you click this button, it opens the Add File dialog, which you use to create the new topic, associate it with a topic template, and give it any name you want. When you are finished with this dialog, the new topic is created and it opens in the XML Editor. You can click the tab containing your TOC to return to the TOC Editor. You will notice that the item is created at the selected location in the TOC. For example, if you have a TOC book selected and then click this button, the new item will be added under the book.

Item	Description
	Click this button to add a new item to the TOC. You can link the item to a topic, a TOC, a browse sequence, another Flare project, an external Help system, or a MadCap Mimic movie. The item is created at the selected location in the TOC. For example, if you have a book selected and then click this button, the new item will be added under the book. (As an alternative, you can click existing topics in the Content Explorer and drag them to the TOC Editor. Doing this creates a new TOC item with the same name and automatically links it to the topic.)
	Click this button to add a new book to the TOC. A TOC book simply acts as a folder in your TOC to help organize it. You can then click an item (such as a topic) and drag it under the book.
	Click this button to add a new book at the top level (i.e., extreme left) of the TOC.
	Click this button to open the Properties dialog for whatever item is selected in the TOC. You can then specify where the item is linked, whether it should have condition tags, and other behavioral settings.
	Click this button to move the selected item to the left in the TOC structure.
	Click this button to move the selected item to the right in the TOC structure.
	Click this button to move the selected item upward in the TOC structure.
	Click this button to move the selected item downward in the TOC structure.
	Opens the Content Explorer and highlights the location of the selected content file within it.
	Opens the Send Topic for Review Wizard, which lets you send the linked document to another person for review.
	Click this button to open the selected item. For example, if you select an item that is linked to a topic and then click this button, that topic opens in the XML Editor. You can also open an item by holding your CTRL key and double-clicking the item.
	Click this button to show or hide reports of unlinked entries.

Item	Description
1 Broken Link(s) 7 Unlinked Items	Click either of these buttons to open a small window that displays how many broken or unlinked items are in the editor. Below, in the editor, a triangle icon is displayed next to broken links, and another icon that looks like a small flag is displayed next to unlinked items.
	Click this button to navigate to the previous warning in the TOC.
	Click this button to navigate to the next warning in the TOC.
	Click this button if you want to toggle the behavior of double-clicking an item in the TOC. The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.
	Displays the color of condition tags that are associated with the TOC entry (if any). Condition tags are used to determine specific content or files to be included in some targets but not in others.

TO CREATE A NEW TOPIC AND SIMULTANEOUSLY LINK IT TO A NEW ENTRY

a. Open your TOC.

b. Select the location in the TOC where you want to add the new topic.

> **EXAMPLE**
>
> If you select a topic entry that already exists in the TOC, your new topic will be placed directly after that existing topic.

c. In the local toolbar of the TOC Editor, click . The Add File dialog opens.

d. Complete the options in the Add File dialog.

   i. In the **Source** area select one of the following:

      » **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

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

      » **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button , use the Open File dialog to find a file, and double-click it.

   ii. (Optional) The Folder field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click and select the subfolder. Otherwise, keep the default location.

   iii. In the **File Name** field, type a new name for the topic.

> **Note:** Spaces are allowed in the file name. However, if you are publishing output to a UNIX system, avoiding spaces in the file name is recommended. You can use underscores in place of spaces.

iv. If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.

v. In the **Title** field, you can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic.

   If you leave this field blank, the text from the "1st Heading" field will automatically be used for the title.

vi. If you want the heading for the topic to use the default <h1> style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.

vii. In the **Stylesheet** field, select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank.

e. Click **Add**. The topic is added to the Content Explorer and opens in its own page in the XML Editor, and it is linked to a new entry (with the same name) in the TOC.

f. Now simply click inside the topic page and start typing text or adding any other elements (e.g., tables, images, hyperlinks, multimedia) appropriate for the topic.

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

   Also, you may want to adjust the placement of the TOC entry in the TOC Editor.

   Click the tab for the TOC to return to the TOC Editor. If you want to adjust the position of the topic entry in the TOC, select it and then use the arrow buttons in the local toolbar (, , ,). You can also drag and drop the topic entry to the location you want in the TOC.

TO CREATE A NEW ENTRY

a. Select the location in the TOC where you want to add the new entry. For example, if you select an entry that already exists in the TOC, your new topic will be placed directly after that existing entry.

b. In the local toolbar of the TOC Editor, click . An entry called "New entry" is added to the TOC.

c. Click once on the selected new entry and press **F2** on your keyboard. The text for the entry is now highlighted.

d. Type a new name for the entry (just as you want it to appear in the TOC output) and press **Enter**. The new entry is now ready to be linked to a topic, an external file, another TOC, a browse sequence, or another Help system.

> **Note:** Use the arrow buttons to move the entry to the left, right, up, or down as needed.

TO CREATE A NEW BOOK

a. Select the location in the TOC where you want to add the new book.

b. In the local toolbar of the TOC Editor, click or (if you want the book to be placed at the far left side). An entry called "New book" is added to the TOC. Also, a new entry is added under the book because a book must contain at least one entry in order to be seen in the output.

c. Click once on the selected new book entry and press **F2** on your keyboard. The text for the entry is now highlighted.

d. Type a new name for the book (just as you want it to appear in the TOC output) and press **Enter**. You can leave the book as it is, or you can link it to a topic, an external file, another TOC, a browse sequence, or another Help system. You can also rename the entry contained under the book and link it to something.

TO LINK AN ENTRY OR BOOK TO AN EXISTING TOPIC

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Select Topic**. The Link to Topic dialog opens, displaying all the topics in your project.

d. Select the topic to which you want to link the entry and click **Open**.

e. In the Properties dialog, click **OK**. The entry is now linked to the topic.

TO LINK AN ENTRY OR BOOK TO AN EXTERNAL FILE

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. In the **Link** field, type the path to the external file (e.g., http://www.acme.com).

d. Click **OK**. The entry is now linked to the external file.

Note: The Eclipse Viewer cannot display PDFs opened from TOC links.

TO LINK AN ENTRY OR BOOK TO ANOTHER TOC

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Select TOC**. The Link to TOC dialog opens, displaying all the TOCs in your project.

d. Select the TOC to which you want to link the entry and click **Open**.

e. In the Properties dialog, click **OK**. The icon in the TOC Editor changes to , indicating that the entry is linked to a TOC.

TO LINK AN ENTRY OR BOOK TO A BROWSE SEQUENCE

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Select Browse Sequence**. The Link to Browse Sequence dialog pens, displaying all the browse sequences in your project.

d. Select the browse sequence to which you want to link the entry and click **Open**.

e. In the Properties dialog, click **OK**. The icon in the TOC Editor changes to , indicating that the entry is linked to a browse sequence.

TO LINK AN ENTRY OR BOOK TO ANOTHER FLARE PROJECT AND TARGET

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Select Flare Project and Target**. The Link to Flare Project and Target dialog opens.

d. Do one of the following:

   - Click **Browse for Project**. Then click **Project File** and find/select a Flare project to which you want to link.

     OR

   - Click **Select Recent Project**. Then select a recently opened Flare project from the list on the right.

e. From the **Select Target** field, choose a specific target in the Flare project.

f. Click **OK**.

g. In the Properties dialog, click **OK**.

TO LINK AN ENTRY OR BOOK TO AN HTML HELP SYSTEM (CHM FILE)

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Select HTML Help**. The Link to HTML Help dialog opens.

d. Do one of the following:

   - Select **Project Files** and then use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

   - Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

e. After the CHM file is selected, in the Topic field click . In the dialog that opens, find and double-click the topic that you want to link to.

f. When you are finished, click **OK** in the Link to HTML Help dialog.

g. In the Properties dialog, click **OK**.

TO LINK AN ENTRY OR BOOK TO AN EXTERNAL HELP SYSTEM (FLARE DOTNET HELP OUTPUT FILE, FLARE WEBHELP OUTPUT FILE)

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Click **Enter External Help System**. The Link to Help System dialog opens.

d. Do one of the following:

   - Enter the name of the Help system output file to which you want to link.

     OR

   - Click **Browse**. Then find and select the Help system output file to which you want to link.

> **Note:** If you enter a full, valid path to a Help system output file, that file is copied to your Flare project output folder when this project is compiled. If you just enter a name of the Help system output file, you will need to publish that output to the same folder as the output for the current project.

> **Note:** For merging Flare DotNet Help and WebHelp output files—You should publish the subsystems into the "Subsystems" folder in the output folder for the master project. For example, if the master project is published to C:\TestFolder\Master\Master.mchelp, subsystems should be published into the folder C:\TestFolder\Master\Subsystems (e.g., C:\TestFolder-\Master\Subsystems\AnotherHelpSystem\AnotherHelpSystem.mchelp).

e. Click **OK**.

f. In the Properties dialog, click **OK**. For more information see "Merging Projects" on page 61.

TO LINK AN ENTRY OR BOOK TO A MIMIC MOVIE

a. Select the TOC entry or book.

b. In the local toolbar of the TOC Editor, click . The Properties dialog opens.

c. Select the **General** tab.

d. Click **Mimic Movie or Movie Collection**. The Open dialog opens.

e. Find and select an individual Mimic movie or a movie collection to which you want to link the entry. You can select any of the following types of files:

   - **MIMOV** This is an individual Mimic movie file (whether part of a collection or standalone). When you want to work on an individual movie, you open this file.
   - **MIPRJ** This is the main Mimic collection file, which contains one or more movie (MIMOV) files. It is not required that you create a collection in Mimic; it is simply an option that you can use if you want to create a movie collection, as opposed to a standalone movie. Neither the MIPRJ nor the MIMOV files are finalized movies. They are merely the files that are used to generate the finalized movies. When you want to work on a movie collection, you open the MIPRJ file.
   - **MCMOVIE** This is an output file that is created when you generate a movie (whether the movie is part of a collection or standalone). A Mimic collection can contain several movies. When you generate the finalized movies in Mimic, an MCMOVIE file is created for each movie in the collection (e.g., myfirstmovie.mcmovie, mysecondmovie.mcmovie). The output plays in the MadCap Movie Viewer.
   - **MCMV** This is an optional output file that lets you view the movie(s) in the MadCap Movie Viewer, rather than in a browser window.
   - **MCMOVIESYS** This is an output file that is created when you generate a movie collection. The file is named after your collection (e.g., mycollection.mcmoviesys) and can be used as an entry point to view the movie collection. The output plays in the MadCap Movie Viewer.

f. Click **Open**.

g. (Optional) You can click in the drop-down field to the right and specify an output format.

- **(default)** The most appropriate movie format is used, based on the Flare output type that you generate. If you build a DotNet Help target, the movie uses the Mimic Movie Format (MMF). If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format. If you build a WebHelp AIR target, the movie uses the Adobe Flash format. If you want to override these settings, select one of the specific movie types below.
- **MadCap Movie Player** The movie is generated in MMF and displays in the MadCap Movie Viewer or MadCap Help Viewer.
- **Adobe Flash** The movie is generated in a Flash SWF file.
- **Microsoft Silverlight** The movie is generated in the Microsoft Silverlight format.
- **HTML5** The movie is generated in the HTML5 movie format.

h. In the Properties dialog, click **OK**. The entry is now linked to the movie or collection.

5. Click to save your work.

Note: You can also rename a TOC entry and replace it with a variable from a variable set. To do this, click on the entry and highlight the text. Then replace it with this syntax: mcvariable:VariableSet.VariableName. That syntax works if the variable is the only content in the entry. If you want the entry to have text plus a variable, you would instead use this syntax: [%=VariableSet.VariableName%]. For example, if your variable set is called "MyVariables" and you want to use a variable called "CompanyName," you would enter this as the name of the TOC entry: mcvariable:MyVariables.CompanyName. But if you want the entry to display as "Contact My Company" (where "Contact" is simply text you add manually and "My Company" is the variable definition), you would enter this as the name of the TOC entry: Contact [%=MyVariables.CompanyName%]. Please note that if you insert variable syntax, the variable text may not always show up in search results. Of course, if you also insert the variable into the header in the actual topic, search results will find it. Another way to ensure that search finds the variable text is to enter the following syntax as the topic title in the Properties dialog: [%=VariableSet.VariableName%] (e.g., [%=MyVariables.CompanyName%]).

Note: You can add even more TOCs to your project, building them in conjunction with the "master" TOC. This might be a good option if you have an especially large project or if you are working with other authors on the same project.

Note: When you drag a topic from the Content Explorer to a TOC, the default text shown for that TOC label depends on whether the topic in question has a title or heading. The title set in the Properties dialog has the

highest level of precedence. If there is no topic title specified in the Properties dialog, Flare uses text associated with <h1> through <h6> heading styles. If there is no topic title or headings in a topic, Flare uses the topic file name.

Note: When you create a TOC or browse sequence intended for Eclipse output, you should make sure all items are linked. Unlinked items may not display in the output.

CHAPTER 5

Creating a TOC Automatically

You can easily create a TOC manually, adding books, as well as links to topics,other TOCs, and external files, in any kind of structure you want. Another option is to create a TOC automatically. This method is based on the heading levels in your topics (<h1> through <h6>). When you create TOC automatically, you will use some of the same steps that you used when creating a TOC manually; you still add topic entries to a TOC manually. The difference is that the automatic method lets you automatically create sub-entries in a TOC for the subheadings in your topics.

Which method should you choose (a manual TOC or an automatic TOC)? There are advantages to both methods. Plus, you can use both methods if you want. You can start by using the automatic method and then supplementing the TOC manually.

The advantage of creating a TOC manually is that you have more flexibility in the way to structure a TOC. In addition, you can include more than just topics and books when creating a TOC manually. For example, you can include links to other TOCs.

The advantage of automatic method is that it can be faster.

HOW TO CREATE A TABLE OF CONTENTS AUTOMATICALLY

1. Make sure your topics include headings with the <h1>, <h2>, <h3>, <h4>, <h5>, or <h6> styles.
2. Create at least part of a TOC manually.
3. Double-click a TOC entry for which you want to auto-create sub-entries. The Properties dialog opens.
4. Select the **Autogenerate** tab.
5. Select the check box **Compute sub-entries from linked file**.
6. In the **Action** field, select either **Insert Computed Entries** or **Replace with Computed Entries**. "Insert Computed Entries" will add the TOC sub-entries below the one you selected. "Replace with Computed Entries" will remove the TOC entry that you selected, replacing it with the sub-entries based on the <h1> through <h6> styles in the topic.
7. In the **Depth** field, click the down arrow and select a number from the list to specify how many levels of headings you want to include in the autogeneration.

   E X A M P L E

   If you select 3, Flare will create TOC sub-entries for all <h1>, <h2>, and <h3> headings in the topic.

8. Click **OK**.
9. Click to save your work.

Note: For print-based outputs, you can also use an option to auto-generate TOCs for the output. See "Auto-generating TOCs for Print" on page 87.

CHAPTER 6

Editing TOC Entries

After you create a table of contents, you can edit the individual entries in the following ways.

- **Autogenerate** In many cases, Flare provides you with an initial TOC, which you further "build" (or create) using the TOC Editor. You can easily create a TOC manually, adding books, as well as links to files, in any kind of structure you want. Another option is to autogenerate a TOC. See "Creating a TOC Automatically" on page 31.

  Note: This feature is for online output types only (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus). It is not intended for print-based outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

- **Automerge** You can determine where other Flare project outputs are merged relative to your "master" project's TOC if you are generating WebHelp Plus or HTML5 server-based output and you are publishing the files to a web server running Microsoft IIS. For more information see the online Help.
- **Autonumbers—Flow** You can specify the flow for autonumbers if the output is to be split into multiple sections or chapters. See "Autonumbering Flow for Output" on page 118.
- **Browser Frame** You can specify the kind of browser frame that a linked file should open when a user clicks the TOC entry in the output. See "Specifying the Browser Frame for a TOC Entry" on page 74.

- **Chapters—Breaks** You can specify that the TOC entry should result in a new chapter when building print-based output. See "Specifying Chapter and Page Layout Breaks" on page 101.
- **Condition Tags** You can associate condition tags with a particular TOC entry so that it appears in some outputs but not in other outputs. For more information see the online Help.
- **Icon for HTML Help** You can select an icon to use for a particular TOC entry in HTML Help output. See "Selecting an Icon for a TOC Entry in HTML Help Output" on page 66.
- **Label** You can change the label text for a TOC entry. See "Changing the Label for TOC Entries" on page 46.
- **Link to Browse Sequence** You can link a TOC entry to a browse sequence. See "Linking a TOC Entry to a Browse Sequence" on page 55.
- **Link to CHM File** You can link a TOC entry to an HTML Help (CHM) file that you have already brought into your project (perhaps via the external resources feature), or you can select a CHM file located elsewhere, in which case a copy of it is added to your project. That CHM file will then be merged with the current project when you build the output. For more information see the online Help.
- **Link to External Help System** You can link a TOC entry to the output file from another Help project. This option is useful if you are sharing a Help system with another author and need to retrieve it from a remote location. You can select Flare output files (e.g., DotNet Help and WebHelp). That output file will then become linked to the TOC entry and merged with the current project when you build the output. For more information see the online Help.
- **Link to Flare Project and Target** You can link a TOC entry to a target in a Flare project. (Make sure you select a target of the same output type as the current project.) That project and target will then become linked to the TOC entry and merged with the current project when you build the output. For more information see the online Help.
- **Link to Mimic Movie** You can link a TOC entry to a MadCap Mimic movie or project. See "Movie Links in TOCs" on page 53.
- **Link to TOC** You can link a TOC entry to another TOC. See "Linking Tables of Contents" on page 57.
- **Link to Topic** If you drag topics from the Content Explorer to the TOC Editor, the entry that is created is automatically linked to that topic. If you want to change the link, or if you have created an entry that is not yet linked to a topic, you can easily do so manually. See "Linking a TOC Entry to a Topic" on page 56.
- **Mark as New** You can specify whether a TOC entry should be displayed as "new" in the output. This feature is not supported in DotNet Help. See "Marking a TOC Entry as New" on page 60.
- **Page Layouts** You can specify a particular page layout that should be used in the output, starting at the point of the selected entry. See "Specifying Chapter and Page Layout Breaks" on page 101.
- **PageNumbers** You can specify how page numbering should work in the output, if you have inserted page numbers into the page layout or master page. This includes the ability to specify the starting number, whether the numbers should continue from the previous pages, and the kind of format to use (e.g., decimal, Roman, alpha). For more information see the online Help.

- **Sections—Breaks** You can specify that the TOC entry should result in a new section when building print-based output (and specify master pages). See "Specifying Section Breaks and Master Pages" on page 111.
- **Skin** You can add skins to your project to help create a look and feel for online output that you generate. After you create a TOC, you can associate a TOC entry with a particular skin.
- **Style Class** For certain elements of the online output window (e.g., navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings. If you are generating one of the WebHelp output types, you can use the Toc Entry style in the Styles tab of the Skin Editor to change the look of individual entries in your TOC. You can also select the Toc Entry style in the Skin Editor and use the Add Class button in its local toolbar to create classes of that style. If you do that, you can select a particular class for a TOC entry so that you can give it the look you want. For more information see the online Help.
- **Title** You can automatically set the name of the TOC entry as the title for the topic in the output. This overrides the title that you may have provided for the topic in the Properties dialog for that topic. See "Automatically Set the Title for a TOC Entry" on page 45.

Note: If you have included a generated TOC in print-based output and want to change its look, see "Using Styles to Determine the Look of a Print TOC" on page 143.

CHAPTER 7

Enabling TOCs in Skins

After you create a TOC manually or automatically, you need to enable TOCs in the skin that you intend to use for your target.

HOW TO ENABLE A TOC IN A SKIN

1. Open the skin.
2. On the **General** tab, click the **TOC** check box so that it contains a check mark.
3. Click to save your work.

CHAPTER 8

Associating TOCs

In most situations, you will have one TOC that you use for a particular output (target). In that case, you simply associate the appropriate TOC with the target. If you have multiple TOCs that you want to include in the same project or output target, the TOC that you associate with the project or target serves as the "master" TOC. In your master TOC, you have the option of creating links to the other TOC that you want to include in the output. If you do not select a TOC, Flare will use the first one in the project (if there is more than one). If you have specified a master TOC at the project level and another at a target level, the TOC at the target will take precedence.

This chapter discusses the following:

Associating a Master Table of Contents with a Project 40

Associating a Master Table of Contents with a Target 41

Associating a Master Table of Contents with a Project

The following steps show you how to associate a master TOC with a project.

HOW TO ASSOCIATE A MASTER TOC WITH A PROJECT

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

     To open the Project toolbar from the menu view, select **View>Toolbars>Project**.

   The Project Properties dialog opens.
2. Select the **Defaults** tab.
3. Click in the **Master TOC** field, and from the drop-down, select the TOC.
4. Click **OK**.
5. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

Associating a Master Table of Contents with a Target

The following steps show you how to associate a master TOC with a target.

HOW TO ASSOCIATE A MASTER TOC WITH A TARGET

1. Open the target from the Project Organizer.
2. On the **General** tab in the Target Editor, click the drop-down arrow in the **Master TOC** field, and select the TOC that you want to associate with the target.
3. Click to save your work.

CHAPTER 9

Additional TOC Tasks

In addition to the many features already covered in this guide, there are many more tasks related to tables of contents (TOCs) that you can perform in Flare.

This chapter discusses the following:

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Changing the Label for TOC Entries 46
Creating a Binary TOC 47
Creating New Topics from the TOC Editor 48
Deleting Tables of Contents 50
Finding and Fixing Issues in a Table of Contents 51
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Selecting a Skin for a TOC Entry 64
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Using Styles to Determine the Look of a Mini-TOC 76
Viewing Topics Not in a TOC 81

Automatically Set the Title for a TOC Entry

You can automatically set the name of the TOC entry as the title for the topic in the output. This overrides the title that you may have provided for the topic in the Properties dialog for that topic. The display title is used in the following situations.

- **Help Control Links** The title displays as a selection when users click Help control links (i.e., related topics links, concept or "see also" links, and index keyword links) that are associated with that topic.
- **Window Title Bar** If the topic is opened in a new window or outside of the project, the title is shown in the title bar of that window.

HOW TO AUTOMATICALLY SET THE TITLE FOR A TOC ENTRY

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **Advanced** tab.
5. In the field labeled **Auto-set title of linked file**, select **Yes**.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Changing the Label for TOC Entries

You can change the label text for a TOC entry.

HOW TO CHANGE THE LABEL FOR A TOC ENTRY

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **General** tab.
5. In the **Label** field, type the text that you want to be displayed for the entry.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Note: For print-based output the TOC labels are based on actual headings within topics. The reason for this is that the TOC file in a Flare project is used as a TOC in online output, but it functions more as an outline for print-based output.

Creating a Binary TOC

This feature is supported in Microsoft HTML Help output.

You can create a binary table of contents (TOC) for your project. Binary TOCs are intended for very large compiled Microsoft HTML Help projects, reducing the amount of time it takes to load a TOC.

If you use this feature, please keep in mind that binary content files:

- Do not work with external TOC files
- Only support TOC book and entry icons (not custom icons)
- Do not support TOC style options such as borders and plus/minus squares
- Do not support custom fonts

HOW TO CREATE A BINARY TOC

1. Create a TOC.
2. Open a Standard skin.
3. Select the **HTML Help Setup** tab.
4. Click the **TOC Options** button.
5. In the HTML Help TOC Options dialog, select **Binary**.
6. Click **OK**.
7. Click to save your work.

Creating New Topics from the TOC Editor

After you start a project, you can create new topics in several different ways. This topic focuses on a method that lets you create topics at the same time that you create a table of contents (TOC). This method is especially useful at the beginning of a project when you are first determining the structure of your output.

HOW TO CREATE A NEW TOPIC FROM THE TOC EDITOR

1. Open your TOC.
2. Select the location in the TOC where you want to add the new topic.

> **E X A M P L E**
>
> If you select a topic entry that already exists in the TOC, your new topic will be placed directly after that existing topic.

3. In the local toolbar of the TOC Editor, click .
4. Complete the options in the Add File dialog.
   a. In the **Source** area select one of the following:
      - **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

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

      - **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button ..., use the Open File dialog to find a file, and double-click it.

b. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click ... and select the subfolder. Otherwise, keep the default location.

c. In the **File Name** field, type a new name for the topic.

> **Note:** Spaces are allowed in the file name. However, if you are publishing output to a UNIX system, avoiding spaces in the file name is recommended. You can use underscores in place of spaces.

d. If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.

e. In the **Title** field, you can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic.

   If you leave this field blank, the text from the "1st Heading" field will automatically be used for the title.

f. If you want the heading for the topic to use the default <h1> style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.

g. In the **Stylesheet** field, select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank.

5. Click **Add**. The topic is added to the Content Explorer and opens in its own page in the XML Editor, and it is linked to a new entry (with the same name) in the TOC.

6. Now simply click inside the topic page and start typing text or adding any other elements (e.g., tables, images, hyperlinks, multimedia) appropriate for the topic.

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

   Also, you may want to adjust the placement of the TOC entry in the TOC Editor. Click the tab for the TOC to return to the TOC Editor. If you want to adjust the position of the topic entry in the TOC, select it and then use the arrow buttons in the local toolbar (, , ,). You can also drag and drop the topic entry to the location you want in the TOC.

Deleting Tables of Contents

You can delete a table of contents (TOC) in the Project Organizer.

HOW TO DELETE A TOC

1. Make sure the Project Organizer is open.
2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.
3. Select the TOC you want to delete.
4. On your keyboard press **Delete**. A message asks if you want to send the file to the recycle bin.
5. Click **Yes**.

Finding and Fixing Issues in a Table of Contents

You can use buttons in the local toolbar of a table of contents (TOC) to navigate to the next warning and previous warning. This helps you to find and then fix issues (e.g., broken links) in the TOC.

HOW TO FIND AND FIX ISSUES IN A TOC

1. Open the TOC. If the TOC contains unlinked items or broken links, it will be indicated in the local toolbar.
2. Click to find and highlight the next issue in the TOC. To move to the previous issue, you can click .
3. After you find an issue, you can take action, such as removing the item or clicking to open the properties where you can link the item to a file.

What if you do not want it to find the unlinked books, but rather the broken items only? In that case, simply click the **Show Unlinked Books** button . This hides the unlinked book icons. Therefore, when you click the Find Previous Warning or Find Next Warning button, it will skip over the unlinked books and move to the previous or next broken item.

Importing Tables of Contents

Not only can you add a new table of contents (TOC), but you can also import an existing TOC (FLTOC file).

HOW TO IMPORT A TOC

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

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. Find and select the FLTOC file that you want to import.
4. Click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
5. If you want to give the TOC a different name than that for the imported file, click in the **File name** field and replace the text.
6. Click **Add**. The TOC is added and opens in the TOC Editor.

Movie Links in TOCs

If you have used Mimic to produce a movie, you can use this feature to create a link in a table of contents entry to the movie's output.

HOW TO INSERT A MOVIE LINK INTO A TOC

1. Open the TOC where you want to insert the movie link.
2. In the TOC Editor, double-click the TOC entry that you want to link to the movie. The Properties dialog opens.
3. Select the **General** tab.
4. Select **Mimic Movie or Movie Collection as**. The Open dialog opens.
5. Find and select an individual Mimic movie or a movie collection to which you want to link the entry. You can select any of the following types of files.
   - **MIMOV** This is an individual Mimic movie file (whether part of a collection or standalone). When you want to work on an individual movie, you open this file.
   - **MIPRJ** This is the main Mimic collection file, which contains one or more movie (MIMOV) files. It is not required that you create a collection in Mimic; it is simply an option that you can use if you want to create a movie collection, as opposed to a standalone movie. Neither the MIPRJ nor the MIMOV files are finalized movies. They are merely the files that are used to generate the finalized movies. When you want to work on a movie collection, you open the MIPRJ file.
   - **MCMOVIE** This is an output file that is created when you generate a movie (whether the movie is part of a collection or standalone). A Mimic collection can contain several movies. When you generate the finalized movies in Mimic, an MCMOVIE file is created for each movie in the collection (e.g., myfirstmovie.mcmovie, mysecondmovie.mcmovie). The output plays in the MadCap Movie Viewer.
   - **MCMV** This is an optional output file that lets you view the movie(s) in the MadCap Movie Viewer, rather than in a browser window.
   - **MCMOVIESYS** This is an output file that is created when you generate a movie collection. The file is named after your collection (e.g., mycollection.mcmoviesys) and can be used as an entry point to view the movie collection. The output plays in the MadCap Movie Viewer.
6. Click **Open**.

7. (Optional) You can click in the drop-down field to the right and specify an output format.
   - **(default)** The most appropriate movie format is used, based on the Flare output type that you generate. If you build a DotNet Help target, the movie uses the Mimic Movie Format (MMF). If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format. If you build a WebHelp AIR target, the movie uses the Adobe Flash format. If you want to override these settings, select one of the specific movie types below.
   - **MadCap Movie Player** The movie is generated in MMF and displays in the MadCap Movie Viewer or MadCap Help Viewer.
   - **Adobe Flash** The movie is generated in a Flash SWF file.
   - **Microsoft Silverlight** The movie is generated in the Microsoft Silverlight format.
   - **HTML5** The movie is generated in the HTML5 movie format.
8. Click **OK** in the Properties dialog. The movie link is added to the TOC entry.
9. Click to save your work.

Note: You do not need to add the Mimic movie files to your Flare project. When you generate the target(s) in Flare, the movie output file(s) will automatically be copied to the target output file or folder.

Linking a TOC Entry to a Browse Sequence

You can link a TOC entry to a browse sequence.

HOW TO LINK A TOC ENTRY TO A BROWSE SEQUENCE

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **General** tab.
5. Click **Select Browse Sequence**. The Link to Browse Sequence dialog opens, displaying all the browse sequences in your project.
6. Select the browse sequence to which you want to link the entry and click **Open**.
7. In the Properties dialog, click **OK**.
8. Click to save your work.

Linking a TOC Entry to a Topic

If you drag topics from the Content Explorer to the TOC Editor, the entry that is created is automatically linked to that topic. If you want to change the link, or if you have created an entry that is not yet linked to a topic, you can easily do so manually.

HOW TO LINK A TOC ENTRY TO A TOPIC

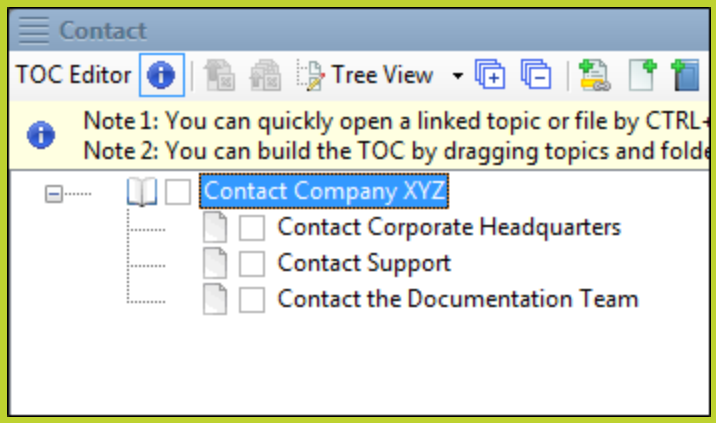
1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **General** tab.
5. Click **Select Topic**. The Link to Topic dialog opens, displaying all the topics in your project.
6. Select the topic to which you want to link the entry and click **Open**.
7. In the Properties dialog, click **OK**.
8. Click to save your work.

Linking Tables of Contents

You can link multiple TOCs together. From the perspective of the end user, it will be seamless in the final output, appearing as just one TOC.

E X A M P L E

Let's say the documentation team where you work is creating many Help systems for different products in the company. The documentation manager has decided that each TOC in each Help system must contain the same book and topics for contacting the company. For example, it might look something like this:



Your team could create a TOC with this structure and name the TOC "Contact." Flare would create a TOC file called "Contact.fltoc" behind the scenes. Authors on the team could then share copies of that TOC file and the associated HTML Help topics. Each author adds the TOC and topic files to his or her Help system, linking that TOC to the master TOC for that particular project.

HOW TO LINK TOCS

1. Open your main TOC.
2. Select the location in the TOC where you want to add the new entry (the link to the other TOC). For example, if you select an entry that already exists in the TOC, your new entry will be placed directly after that existing entry.
3. In the local toolbar of the TOC Editor, click . An entry called "New entry" is added to the TOC. (You can rename the entry as needed by clicking it, pressing **F2**, and typing a new name.)
4. If necessary, adjust the location of the entry by selecting it and clicking any of the directional arrows in the local toolbar: .
5. With the entry still selected, click in the local toolbar. The Properties dialog opens.
6. On the **General** tab, click **Select TOC**. The Link to TOC dialog opens, displaying all the TOCs in your project.
7. Select the TOC to which you want to link the entry and click **Open**.
8. (Optional) By default the linked TOC will be displayed under the entry where you linked it. If you want the linked TOC to replace that entry altogether, select the **Advanced** tab and click **When merging, replace node with merged TOC**.
9. In the Properties dialog, click **OK**. The icon in the TOC Editor changes to , indicating that the entry is linked to a TOC.
10. Click to save your work.

Note: You can also merge your project with other Flare projects, or with CHM files created in another Help authoring tool. Doing this "pulls in" the output from the other project, connecting it to your TOC. See "Merging Projects" on page 61.

Linking to CHM Files

You can include a CHM file in the TOC in your project so that it can be opened in your output.

If you do this when generating Microsoft HTML Help, the linked CHM will be merged with the TOC in the project.

If you do this when generating DotNet Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, or WebHelp Plus, the user will be able to download the CHM.

For more information see the online Help.

Note: Links to CHM files can be configured in two ways. First, links can point to the CHM file in general. Second, they can point to a *specific topic* within the CHM. The first method is supported in all of the online outputs mentioned above. The second method is supported only in Microsoft HTML Help output.

Marking a TOC Entry as New

This feature is supported in Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus output.

You can specify whether a TOC entry should be displayed as "new" in the output.

HOW TO MARK A TOC ENTRY AS NEW

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **General** tab.
5. In the **Mark as New** field, select one of the following.
   - **Default** Uses the information that is specified in the "Toc Entry" style (which can be set in the Skin Editor).
   - **Yes** Marks the selected entry as "new," adding an asterisk to that entry in the output. Selecting "Yes" overrides the settings in the "Toc Entry" style.
   - **No** Does not mark the selected entry as "new." Selecting "No" overrides the settings in the "Toc Entry" style.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Merging Projects

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

In Flare you can merge projects in many ways.

- **Merging Flare Projects Using Targets** Use this merging method if you have access to all of the Flare project files to be merged. You can merge projects together by linking targets with the same output type (e.g., linking DotNet Help to DotNet Help, linking Microsoft HTML Help to Microsoft HTML Help, linking WebHelp to WebHelp). This is one of the easiest method to use for merging projects. For more information see the online Help.
- **Merging Output From Microsoft HTML Help Projects** Use this merging method if you are developing Microsoft HTML Help (a CHM file) and you want to merge your output with another CHM file. This method is useful, for example, if another author is working on the external Microsoft HTML Help project to which you are linking and you only have access to the other CHM file (not the project files). For more information see the online Help.

  Note: You can also link to CHM files from the TOC in DotNet Help and all WebHelp outputs (HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus). However, linking to a *specific topic* within the CHM is not supported in these outputs.

- **Merging Output From DotNet Help Projects** Use this merging method if you are developing DotNet Help and you want to merge the output files from your parent project with the DotNet Help output files from an external project. This method is useful, for example, if another author is working on the external DotNet Help project to which you are linking and you only have access to the output files (not the project files). For more information see the online Help.
- **Merging Output From Flare WebHelp Projects** Use this merging method if you are developing one of the WebHelp outputs (WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus) and you want to merge the output files from your parent project with the WebHelp output files from an external Flare project. This method is useful, for example, if another author is working on the external WebHelp project to which you are linking and you only have access to the output files (not the project files). For more information see the online Help.
- **Merging Output at Runtime Using HTML5 or WebHelp Plus** Use this merging method if you are developing HTML5 or WebHelp Plus and you are hosting the output files on a web server running Microsoft IIS. This is an easy way to merge the output from multiple WebHelp Plus or HTML5 server-based Flare targets into one Help system. These targets can be originated from the same Flare project or from different Flare projects. You simply place the output files in the correct location on the server (i.e., within your master project's AutoMerge folder). Flare then automatically merges the output from all of the targets when users access the Help. From the end user's perspective,

the results are seamless, appearing as one large Help system. All of the TOCs, browse sequences, indexes, glossaries, and search capabilities for the projects are merged. For more information see the online Help.

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

Note: If you have previously merged Flare projects with WebHelp outputs and then decide to generate WebHelp Plus output from the master project instead, you must make sure that the child projects linked to the master contain at least one WebHelp Plus target each. Even if you keep the link from the master project to a WebHelp target in the child, the child project must also have a WebHelp Plus target.

Note: If you merge projects, synonym files will remain separate in each project. For example, if you create synonyms in Project A but not in project B, only the topics from Project A will use the synonyms when users perform searches in the output.

Renaming Tables of Contents

You can easily rename your master table of contents (TOC) or any additional TOCs that you may have added to a project.

HOW TO RENAME A TOC

1. Make sure the Project Organizer is open.
2. Double-click the **TOCs** folder. The TOC(s) in your project are displayed.
3. Click on the TOC that you want to rename.
4. Press **F2** on your keyboard. The TOC name is highlighted.
5. Type a new name for the TOC and press **Enter**.

Selecting a Skin for a TOC Entry

This feature is supported in Microsoft HTML Help output.

You can add skins to your project to help create a look and feel for online output that you generate. After you create a TOC, you can associate a TOC entry with a particular skin.

HOW TO SELECT A SKIN FOR A TOC ENTRY

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **Advanced** tab.
5. In the **Open in Skin** field, select a skin from your project.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Selecting a Style Class for a TOC Entry

For certain elements of the online output window (e.g., navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings. If you are generating one of the WebHelp output types, you can use the Toc Entry style in the Styles tab of the Skin Editor to change the look of individual entries in your TOC. You can also select the Toc Entry style in the Skin Editor and use the Add Class button in its local toolbar to create classes of that style. If you do that, you can select a particular class for a TOC entry so that you can give it the look you want.

HOW TO SELECT A STYLE FOR A TOC ENTRY

1. Open the table of contents.
2. Select a TOC entry.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **General** tab.
5. In the **Style Class** field, select a style class if you have created one under "Toc Entry" in the Skin Editor. If you want to use the parent Toc Entry style, leave the field set to **(default)**.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Selecting an Icon for a TOC Entry in HTML Help Output

You can select an icon to use for a particular TOC entry in HTML Help output.

HOW TO SELECT AN ICON FOR A TOC ENTRY IN HTML HELP OUTPUT

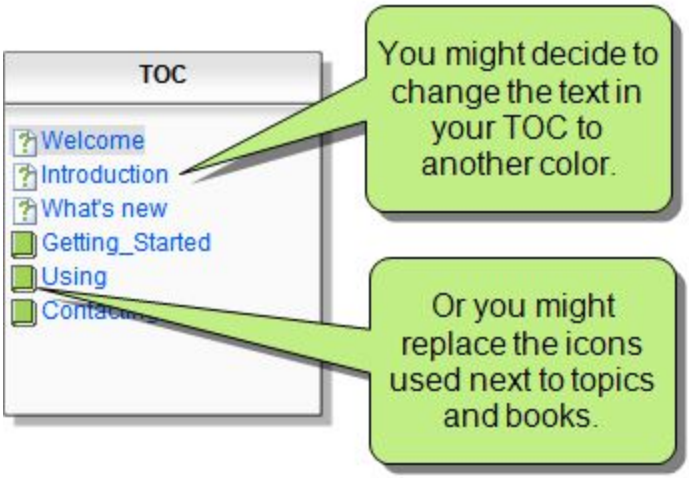
1. Open the table of contents.
2. Select an entry in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **Advanced** tab.
5. In the **HTML Help Icon** field, select one of the icons from the drop-down.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

TOC Entries in Standard Skins

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

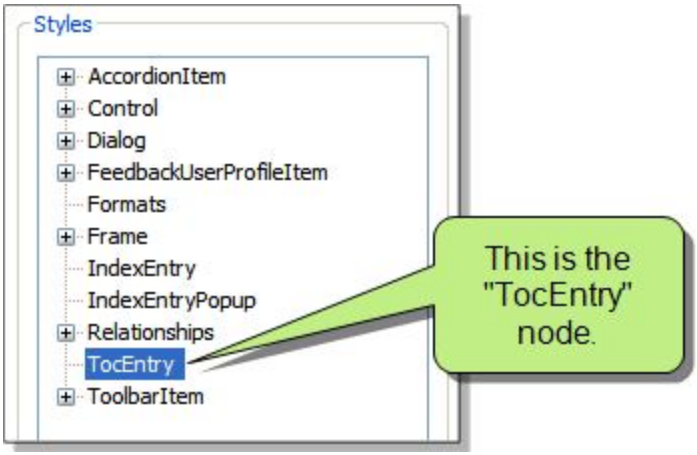
Using a skin, you can modify the appearance of table of contents (TOC) entries in online output. In order to see these items in the output, you must include them in your project.

Styles for many of the TOC entries are supported only in WebHelp, WebHelp Plus, and WebHelp AIR outputs. However, there is one icon style that is supported only in Microsoft HTML Help.



HOW TO SPECIFY STYLE SETTINGS FOR TOC ENTRIES

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



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

   BOOK ICON

   To select a different icon image for the book items in the TOC:

   » Expand the **TocIcons** property group on the right side of the editor and select an image from the **Book Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

   BOOK ICON ALTERNATE TEXT

   To change the alternate text for the book icon:

   » Expand the **TocIcons** property group on the right side of the editor and enter new text in the **Book Icon Alternate Text** field.

BOOK OPEN ICON

To select a different icon image for the book items in the TOC when they are open (or selected):

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **Book Open Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

BOOK OPEN ICON ALTERNATE TEXT

To change the alternate text for the book icons in the TOC when they are open (or selected):

- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **Book Open Icon Alternate Text** field.

FONT BACKGROUND COLOR

To change the color of the area behind the font:

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

FONT COLOR

To change the color of the font:

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

FONT FAMILY

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

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

FONT SIZE

To change the size of the font:

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

FONT STYLE

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

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

FONT WEIGHT

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

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

HTML HELP ICON INDEX

To select a different icon image for the items in HTML Help:

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **Html Help Icon Index** field.

MARK AS NEW

To specify whether all TOC icons to include an asterisk (indicating a new entry). This feature is not supported in DotNet Help.

- Expand the **TocIcons** property group on the right and change the value in the **Mark As New** field. Click the down arrow and select either **false** or **true**.

MARK AS NEW ALTERNATE TEXT

- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **Mark As New Icon Alternate Text** field.

TOPIC ICON

To select a different icon image for the topic items in the TOC:

» Expand the **TocIcons** property group on the right side of the editor and select an image from the **Topic Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

TOPIC ICON ALTERNATE TEXT

To change the alternate text for the topic icon:

» Expand the **TocIcons** property group on the right side of the editor and enter new text in the **Topic Icon Alternate Text** field.

6. Click to save your work.

Specifying the Automerge Location in a TOC for WebHelp Plus

You can determine where other Flare project outputs are merged relative to your "master" project's TOC if you are generating WebHelp Plus output and you are publishing the files to a web server running Microsoft IIS.

By default, the other WebHelp Plus outputs will be merged at the end of your master project's TOC. However, you can use the following steps to select one of the available options to override this placement.

HOW TO SPECIFY THE AUTOMERGE LOCATION IN A TOC

1. Open the TOC in the Flare project that will serve as the parent project.
2. Do one of the following:
   - If you want to merge the other outputs in relation to one of the existing entries in the TOC (e.g., before it, after it), select that entry (whether it is an individual item or a book).

     OR
   - If you want to merge the other outputs at the location of an entry that is not linked to any other file, and you want to provide a label to indicate the location of the merge, create a new TOC item. To do this:
     a. Place your cursor in the TOC where you want to add the new item.
     b. Click .
     c. Press **F2**.
     d. Replace the default text with new text.
     e. Press **Enter**.
     f. If necessary, use the arrow buttons in the local toolbar to position the new entry in the TOC.
3. In the local toolbar of the TOC Editor, click . The Properties dialog opens.
4. Select the **Advanced** tab.
5. In the **Server-based Automerge field**, select one of the following:
   - **Before** The automerge will occur immediately before the selected TOC entry.
   - **After** The automerge will occur immediately after the selected TOC entry.
   - **First Child** The automerge will occur at the first location directly after the selected TOC book (i.e., before any other entries within the book). If you use this option on a simple TOC entry instead of a book, the entry will automatically become a book once the outputs are automerged.
   - **Last Child** The automerge will occur at the last location after the selected TOC book (after the last entry within the book). If you use this option on a simple TOC entry instead of a book, the entry will automatically become a book once the outputs are automerged.

» **Replace** The automerge will occur at the location of the TOC entry where you have specified this option. It would replace any links that might otherwise be applied to that entry. You might use this option, for example, if you want to create a new entry in the master TOC so that you can add a label at the point where the automerge occurs.

6. In the Properties dialog, click **OK**.
7. Click to save your work.

Specifying the Browser Frame for a TOC Entry

You can specify the kind of browser frame that a linked file should open when a user clicks the TOC entry in the output.

HOW TO SPECIFY THE BROWSER FRAME FOR A TOC ENTRY

1. Open the table of contents.
2. Select an entry in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. In the local toolbar, click . The Properties dialog opens.
4. Select the **Advanced** tab.
5. In the **Open in Browser Frame** field, select one of the following.
   - **_blank** The destination file will open in a new browser window.
   - **_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
   - **_self** The destination file will open in the same window frame as the current topic.
   - **_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
6. In the Properties dialog, click **OK**.
7. Click to save your work.

Synchronizing the TOC with Open Topics

This feature is supported in DotNet Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, and WebHelp Plus output.

You can customize your output so that users can always see where the current topic belongs in the table of contents (TOC), even if they did not access the topic via the TOC. This can be done by selecting the "Automatically Synchronize TOC" option in the Skin Editor. When users navigate from topic to topic in the output, the TOC automatically changes accordingly, highlighting the topic that is open.

HOW TO SYNCHRONIZE THE TOC WITH OPEN TOPICS

1. Open a Standard or HTML5 skin.
2. On the **General** tab of the Skin Editor, select the check box next to **Automatically Synchronize TOC**.
3. Click to save your work.

Using Styles to Determine the Look of a Mini-TOC

For mini-TOCs, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, and TOC width. For mini-TOCs used in print output, you can also adjust the page number alignment and leader settings (e.g., the dots between the headings and the numbers).

A style called "MadCap|miniTocProxy" is used to control the look of the entire container. Other styles—such as p.MiniTOC1, p.MiniTOC2, and p.MiniTOC3—are used to control the look of individual entries in the mini-TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways. If you have different values set for the container than you do for an individual entry (e.g., different font families are specified), the value set for the individual entry takes precedence.

HOW TO USE STYLES TO DETERMINE THE LOOK OF A MINI-TOC (ENTIRE CONTAINER)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

   Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.
3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

   Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.
4. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
5. In the **Styles** section of the editor, scroll down and select the **MadCap|miniTOCProxy** style or a class that you have created under it (e.g., MadCap|miniTOCProxy.myclass).

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

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

7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.
8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change:
   - **Background** To change the background of a mini-TOC, expand the **Background** property group and change any of the properties within it. If you select both a background image and color, the image takes precedence.
   - **Border above** To change or remove the border line that appears at the top of a mini-TOC in online output, expand the **Border** property group. Then click in the cell next to **border-top**, set the border width, unit of measurement, color, and/or style in the small drop-down window. Click **OK**. You can also use the other cells in this property group to add borders below, to the left, or to the right of the mini-TOC.
   - **Depth** To change the number of levels of topic links that are shown in the mini-TOC, expand the **Unclassified** property group. Then click in the right column next to **mc-toc-depth** and enter a number. The default setting is 3. Keep in mind that the depth can also be set directly on the proxy wherever it has been inserted. If you keep that proxy set with a depth of "default," the style setting will be used. But if you have a specific depth set on a particular proxy, that number will be used instead of the style setting. Also remember that online outputs treat the depth setting differently than print outputs.
   - **Font family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
   - **Padding above** To change the amount of empty space (padding) above the text within the mini-TOC container, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right of the mini-TOC.
9. Click to save your work.

HOW TO USE STYLES TO DETERMINE THE LOOK OF A MINI-TOC (INDIVIDUAL ENTRIES)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on.

   Note: The levels always begin with the MiniTOC1 style. For example, if the mini-TOC proxy was placed in a topic under a heading using the <h2> style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

   Note: For mini-TOCs in print output, the page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

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

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

7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

> **Note:** Do not use the "PrintSupport" property for the MiniTOC1 through MiniTOC9 style classes.

8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change (some are unique for print output, others are appropriate for both online and print output):

   - **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.
   - **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
   - **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
   - **Leader Format (Print Output)** To change the format of the area between the mini-TOC heading and the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

     > **Note:** For Word output, you can enter one character only (period, hyphen, or underscore). For FrameMaker, you can specify a combination of characters and spaces, which repeat between the text and page number.

   - **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-offset**, set the margin value in the small drop-down window, and click **OK**.
   - **Padding Above** To change the amount of empty space (padding) above the mini-TOC heading, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the

small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right.

» **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the mini-TOC heading, expand the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

9. Click to save your work.

Note: For print-based output, you need to make sure that the headings to be included in the mini-TOC have lower-level styles than the one where the proxy exists. For example, if you have the proxy inserted in a topic after an <h1> heading, the generated headings in the mini-TOC must have styles of <h2> or lower. You can set these heading styles manually in the necessary topics, or you can use an option called "Use TOC depth for heading levels" in the target to do this automatically. See "Determining Heading Levels for a Print TOC" on page 137.

For more information on how mini-TOCs work in online versus print output, see "Creating a Mini-TOC" on page 121.

Note: You can also use styles to suppress page numbers in a print mini-TOC. See "Suppressing Page Numbers in a Print Mini-TOC" on page 161.

Note: In previous versions of Flare, the code for styling mini-TOC proxy links was .MCMiniTOCLink. Starting in Flare V4, the style class used for this purpose is p.MiniTOC1.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

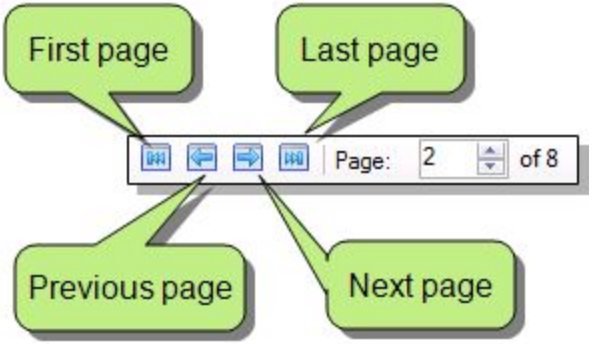
Viewing Topics Not in a TOC

You can view a list of all topics that have been created in the project, but they have not yet been linked to any items in a TOC. A drop-down filter lets you select a specific TOC to analyze, or you can select "Any TOC" to analyze all TOCs in a project.

HOW TO VIEW TOPICS NOT YET ADDED TO THE TOC

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

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



4. (Optional) You can drag topics from the Topics Not In Selected TOC window pane into an open TOC by selecting a TOC from the **Filter** field in the Topics Not in Selected TOC window pane, then dragging topics from the pane

into the TOC. You may need to float and position the TOC so you can see both it and the Topics Not in Selected TOC window pane.

5. (Optional) You can double-click any topic in the list to view or modify it.

CHAPTER 10

Printed Output TOC Tasks

There are special tasks that you may need to perform if you are creating print-based output. This chapter discusses the following:

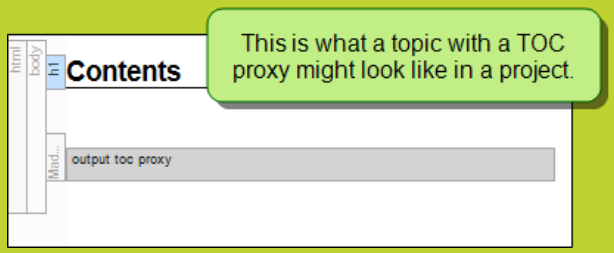
Creating a TOC Manually for Print 84
Auto-generating TOCs for Print 87
Specifying Chapter and Page Layout Breaks 101
Specifying Section Breaks and Master Pages 111
Including Print Topics in an Outline TOC 115
Autonumbering Flow for Output 118
Creating a Mini-TOC 121
Creating Headings for Unlinked Books in a Generated TOC 134
Determining Heading Levels for a Print TOC 137
Using Styles to Determine the Look of a Print TOC 143
Using Styles to Determine the Look of a Mini-TOC 150
Removing Images from Headings in a Generated TOC 155
Suppressing Page Numbers in a Print TOC 156
Suppressing Page Numbers in a Print Mini-TOC 161

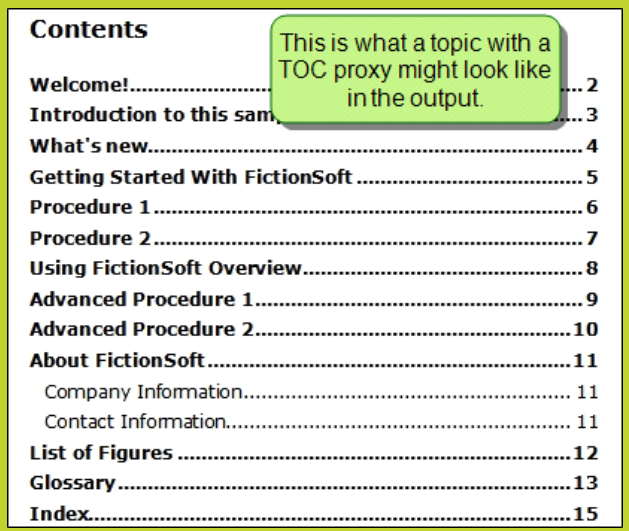
Creating a TOC Manually for Print

To create a TOC manually for print output, you need to create a unique topic and insert a TOC proxy into it. Alternatively, you can let Flare auto-generate one for you (see "Auto-generating TOCs for Print" on page 87).

The following explains how to use the manual method.

EXAMPLE





HOW TO CREATE A TOC MANUALLY FOR PRINT

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your TOC (e.g., "Contents").

> **Note:** You should be careful about using any of Flare's <h1> through <h6> style tags for your TOC title, unless you want it to also show up in the generated TOC. However, it is possible to configure your stylesheet so that certain <h1> through <h6> styles *do not* show up in the generated TOC. In the same way, it is possible to create other styles besides <h1> through <h6> and configure them so that they *do* show up in the generated TOC.

3. Remove any unnecessary text after the topic title.
4. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>TOC Proxy**.

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

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Insert>Proxy>Insert TOC Proxy**.

   The TOC Proxy dialog opens.
5. (Optional) From the **Stylesheet class** field, you can select a style for the TOC.

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

Note: If you want to affect the look of the individual entries in the generated TOC, you can use the TOC1 through TOC9 styles (classes of the <p> tag) in the Stylesheet Editor. For example, if you want to use blue font for the first-level headings in the generated TOC, you can change the font color setting on the p.TOC1 style. See "Using Styles to Determine the Look of a Print TOC" on page 143.

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

Note: In order to include a generated TOC inAdobe FrameMaker output, you must split the output into multiple Adobe FrameMaker documents. However, if you are creatingMicrosoft Word output, you must keep the output in a single Microsoft Word document. For more information about splitting content into multiple Adobe FrameMaker or Microsoft Word documents, see "Specifying Chapter and Page Layout Breaks" on page 101.

Auto-generating TOCs for Print

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

To create a generated table of contents (TOC) in print output, you can let Flare auto-generate one for you, or you can create a unique topic and insert a TOC proxy into it (see "Printed Output TOC Tasks" on page 83).

The following explains how to auto-generate a TOC.

HOW TO AUTO-GENERATE A TOC

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

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

3. Click to save your work.

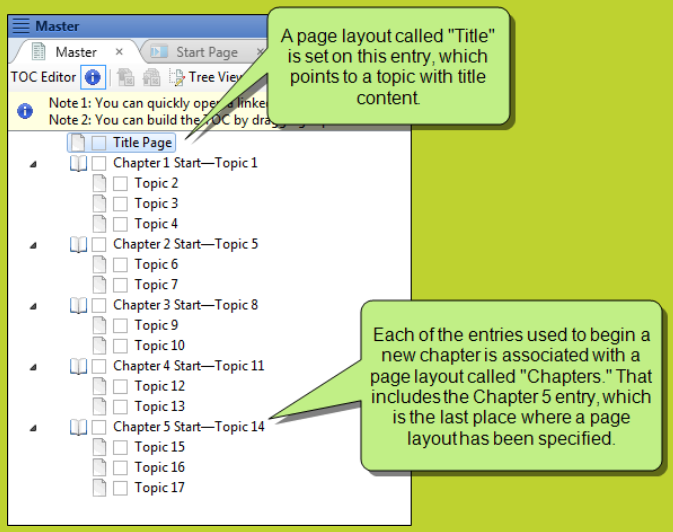
When you generate the target, a TOC will be created and inserted at the beginning of the output. If your page layout includes a Title page type, the TOC is added after the title page in the output.

WHICH PAGE LAYOUT IS USED?

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

E X A M P L E

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

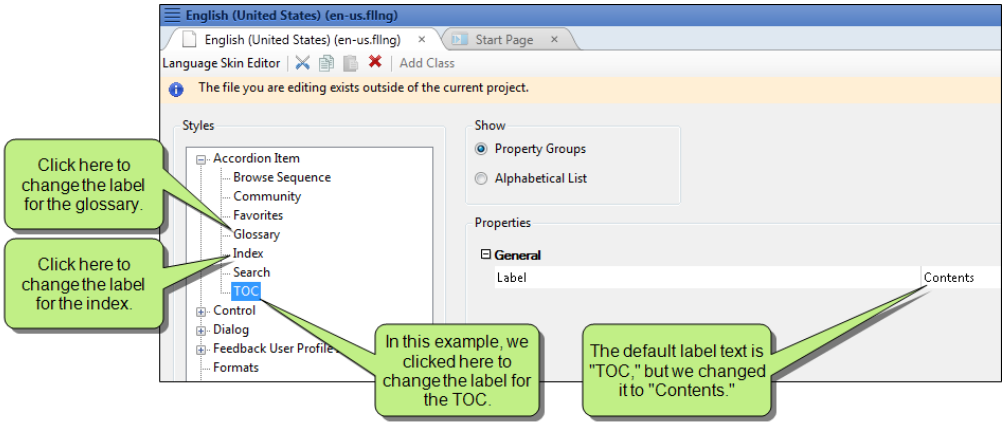


In this case, the generated TOC is going to be placed directly after the title page. It will use the "Title" page layout which is set on the first "Title Page" entry. That page layout has a Title page type in it. That's how Flare knows it should place the TOC directly after it and to use the same page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

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

EDITING ATTRIBUTES FOR GENERATED TOCS, INDEXES, AND GLOSSARIES

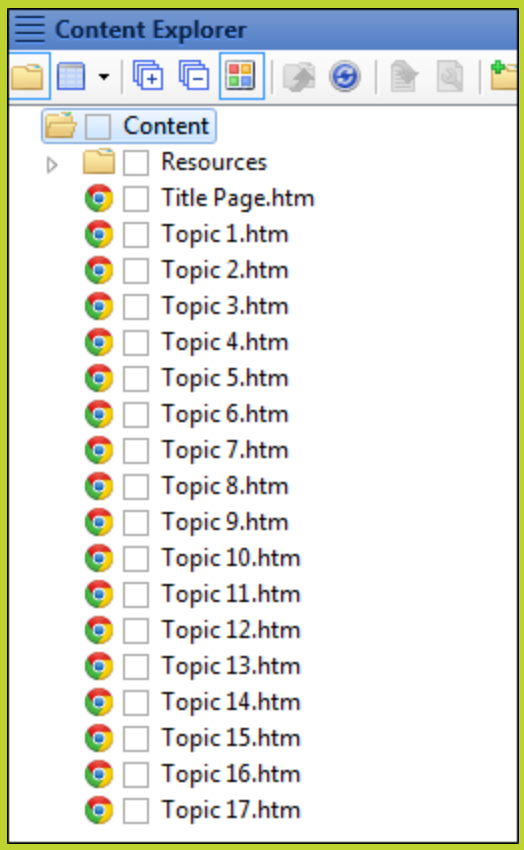
You can change the heading text for each of these auto-generated proxies in the language skin.



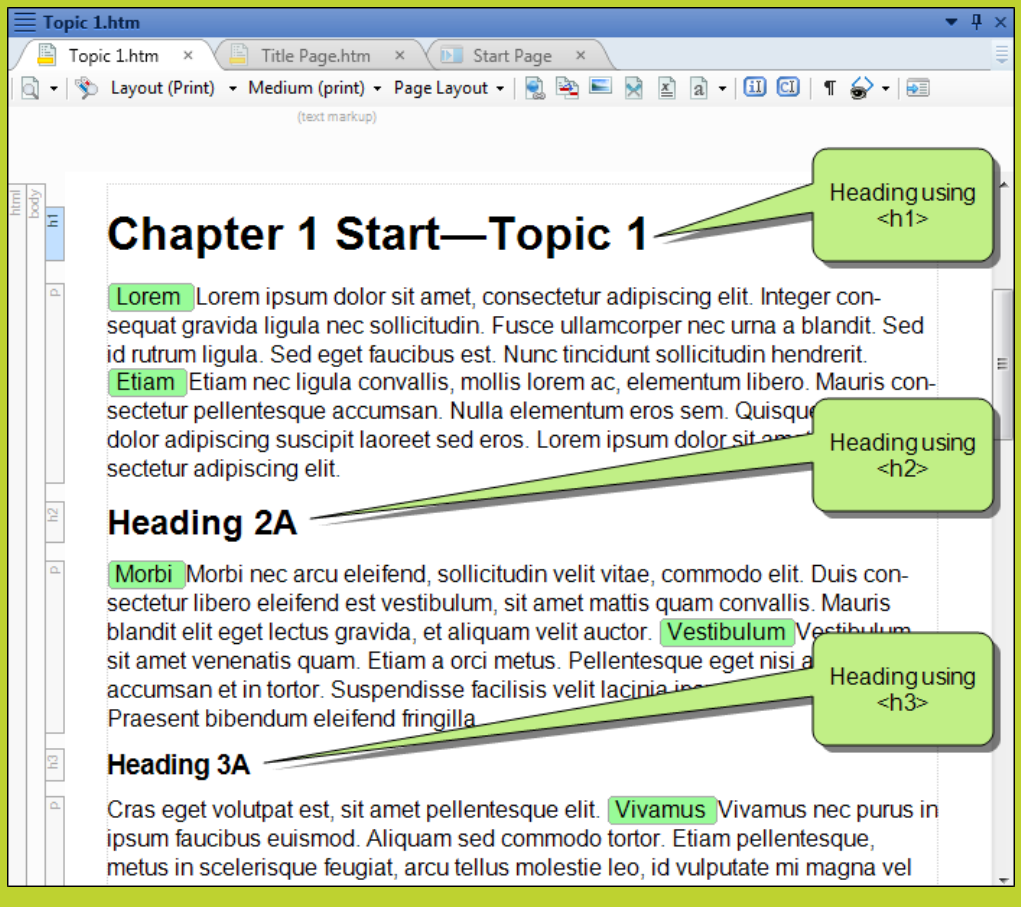
All other attributes for the generated glossary, index, and TOC can be controlled in your stylesheet.

E X A M P L E

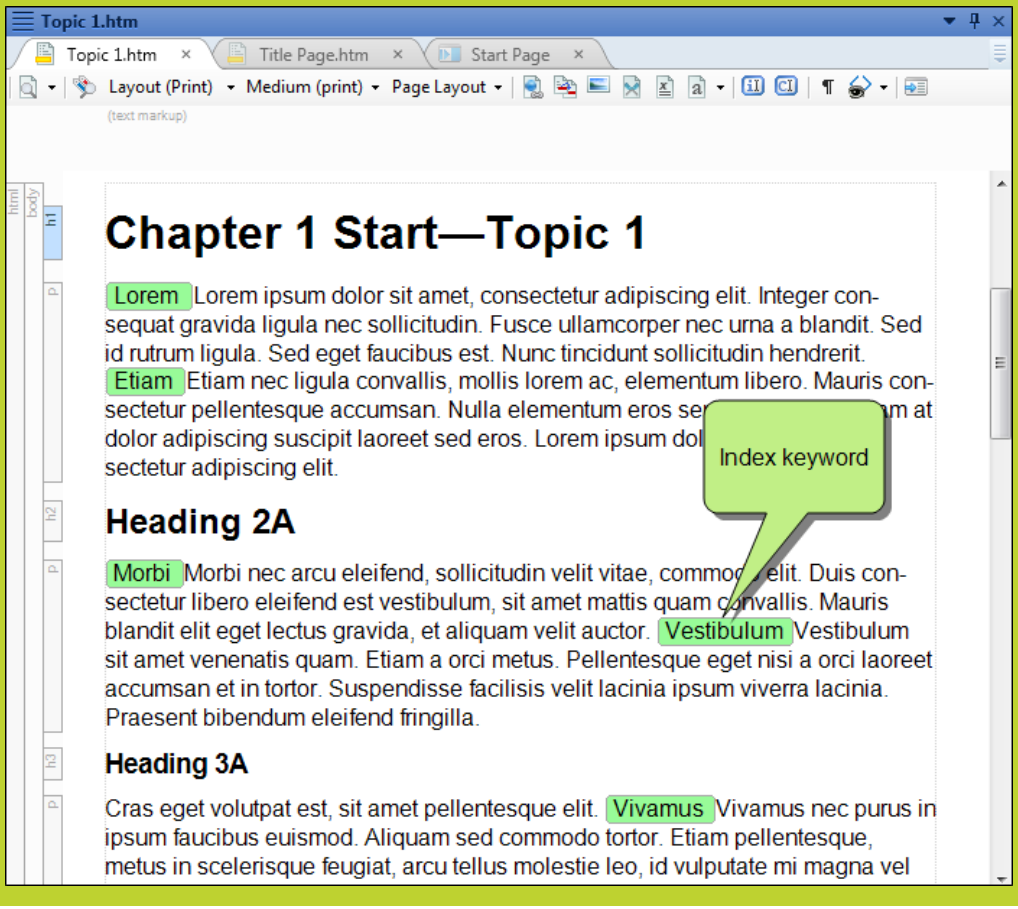
Let's say you need to create a PDF manual with five short chapters. You've created 17 topics that will make up those five chapters, and you've created a separate topic for a title page.



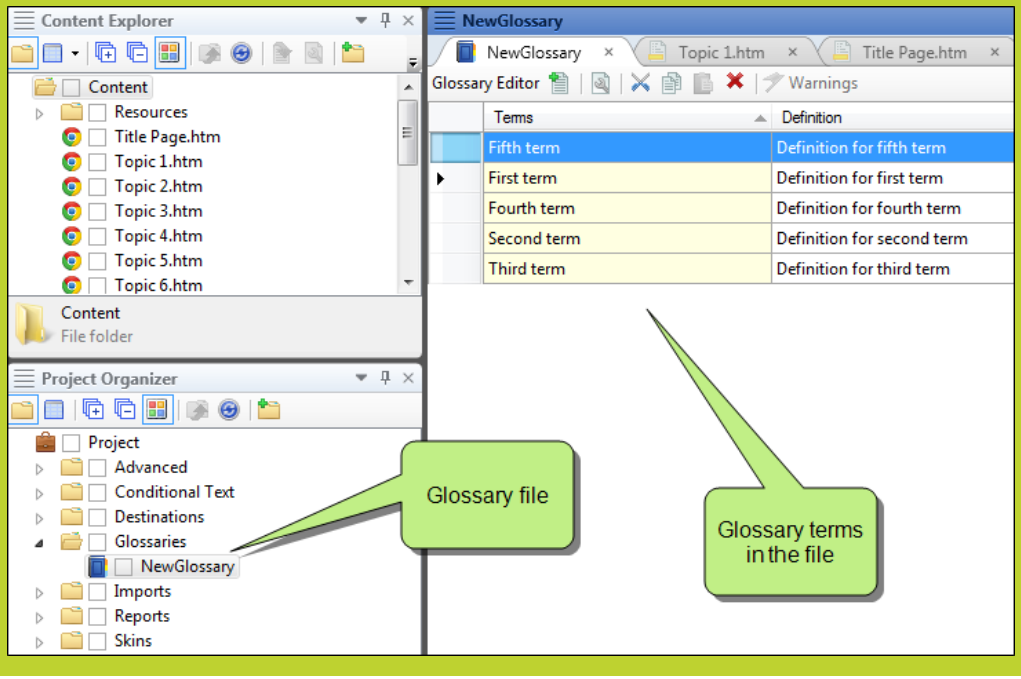
Your topics use <h1>, <h2>, and <h3> tags. These will become important when the TOC is generated.

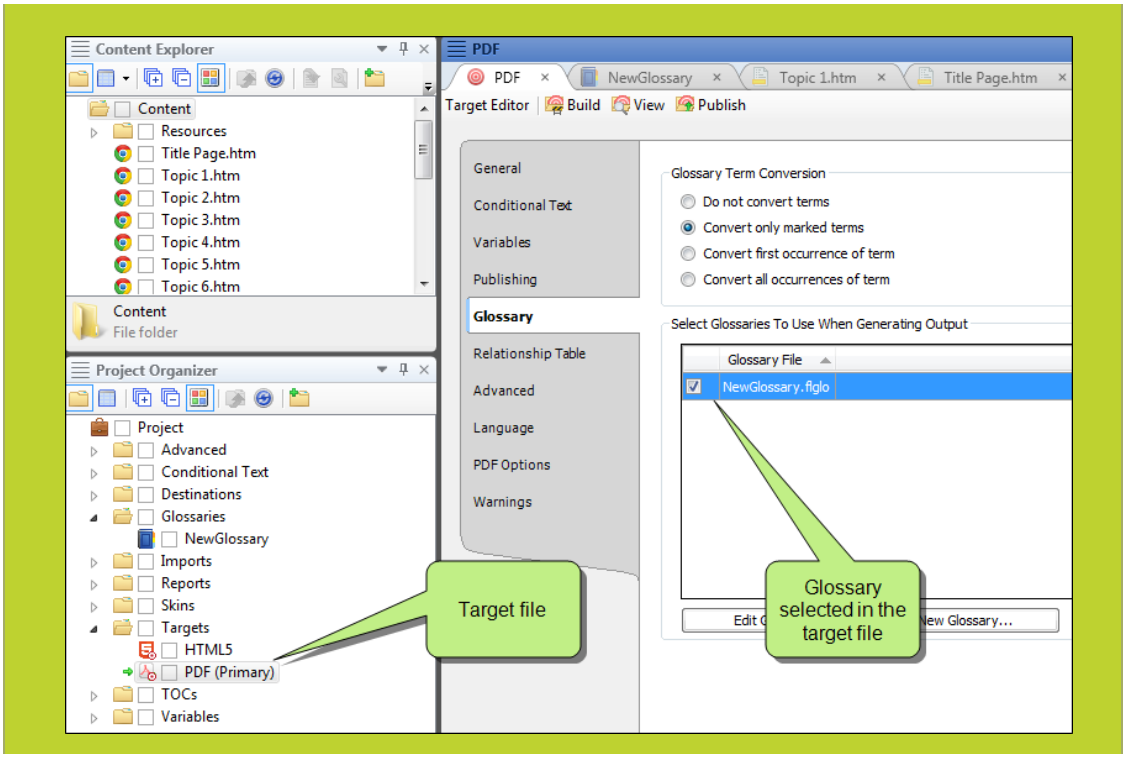


You've inserted index keywords throughout the topics. These will become important when the index is generated.

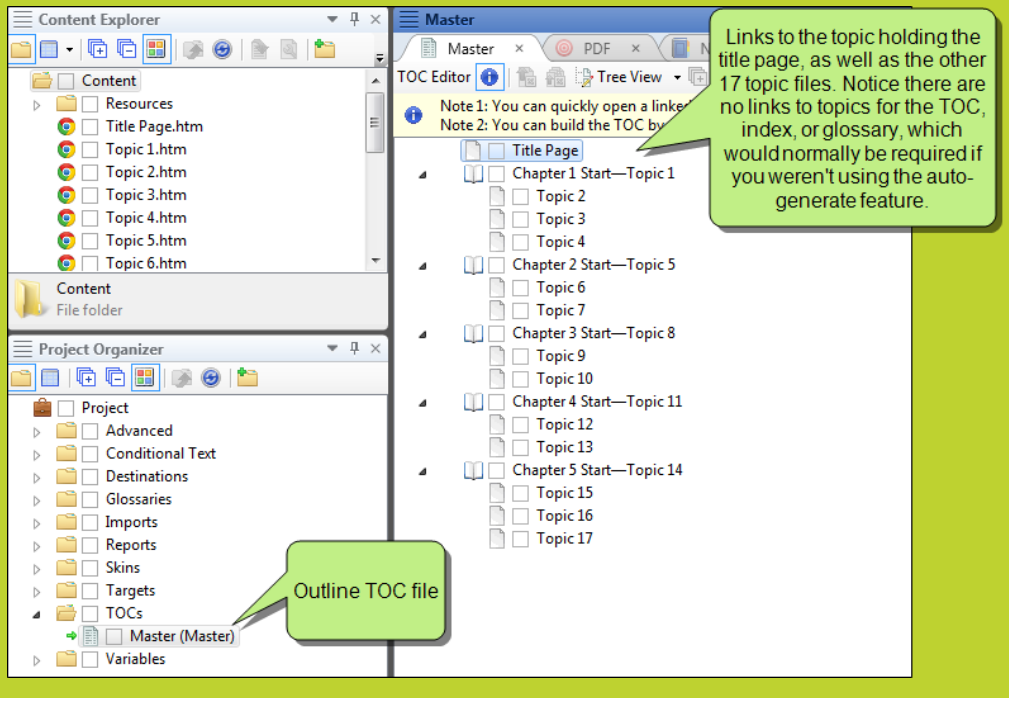


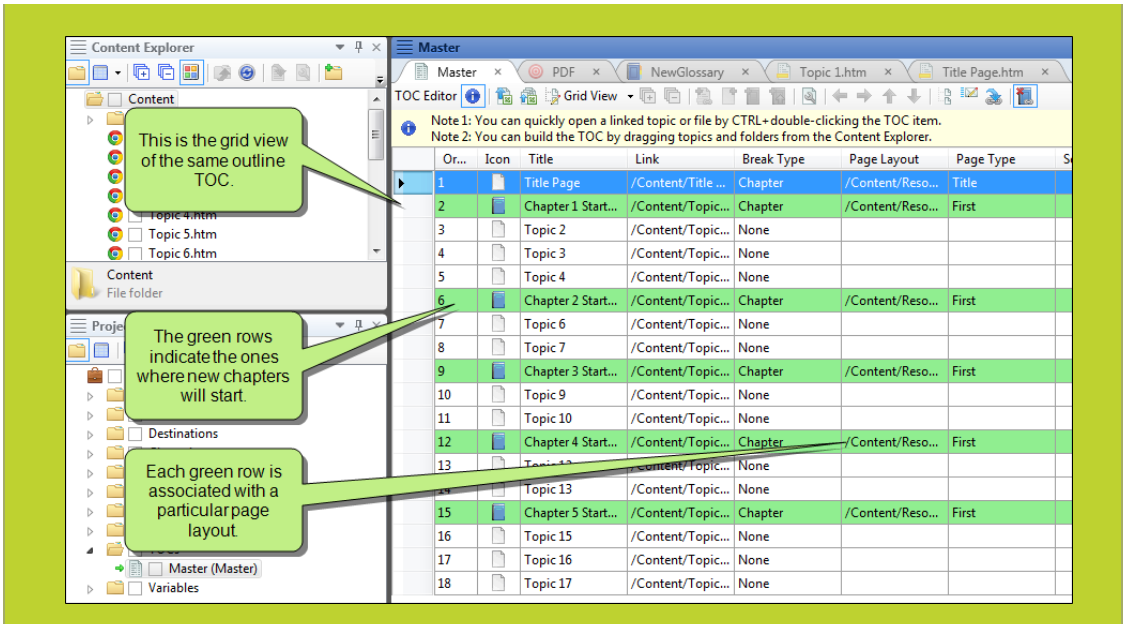
You've created a glossary file and associated it with the PDF target you're going to use. This will become important when the glossary is generated.



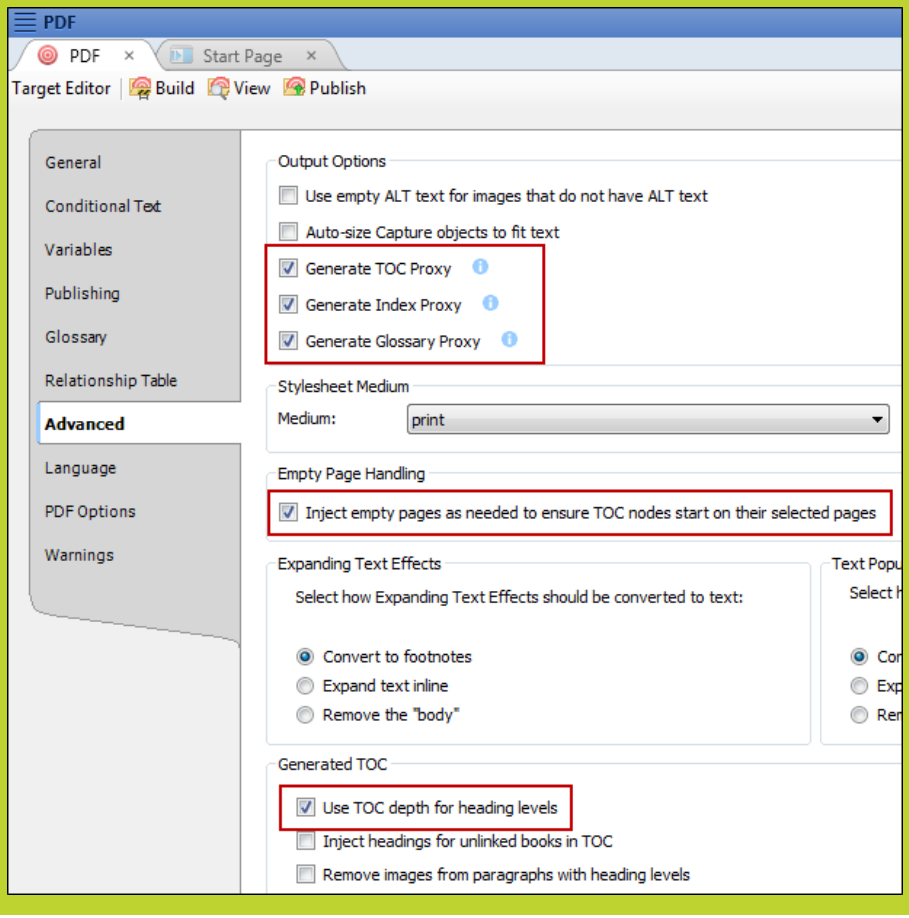

Content Explorer
Content
Resources
Title Page.htm
Topic 1.htm
Topic 2.htm
Topic 3.htm
Topic 4.htm
Topic 5.htm
Topic 6.htm
Content
File folder
Project Organizer
Project
Advanced
Conditional Text
Destinations
Glossaries
NewGlossary
Imports
Reports
Skins
Targets
HTML5
PDF (Primary)
TOCs
Variables
PDF
PDF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

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

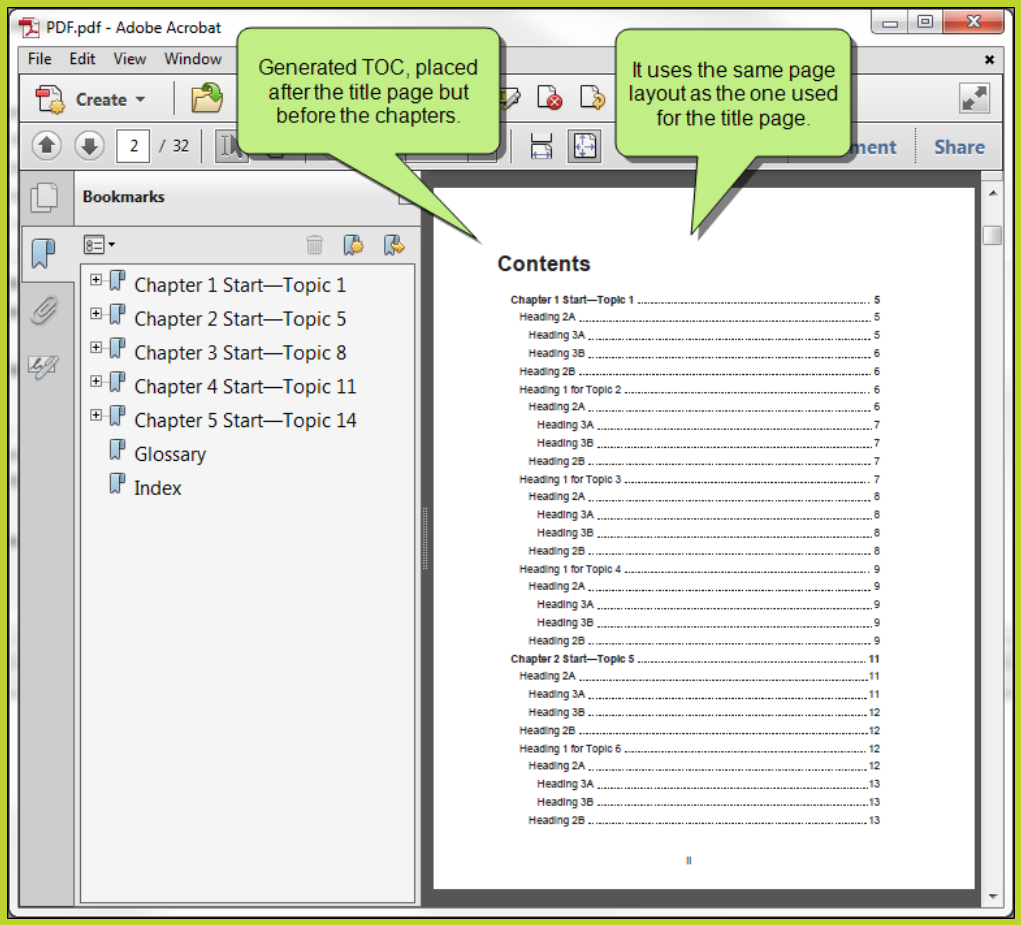


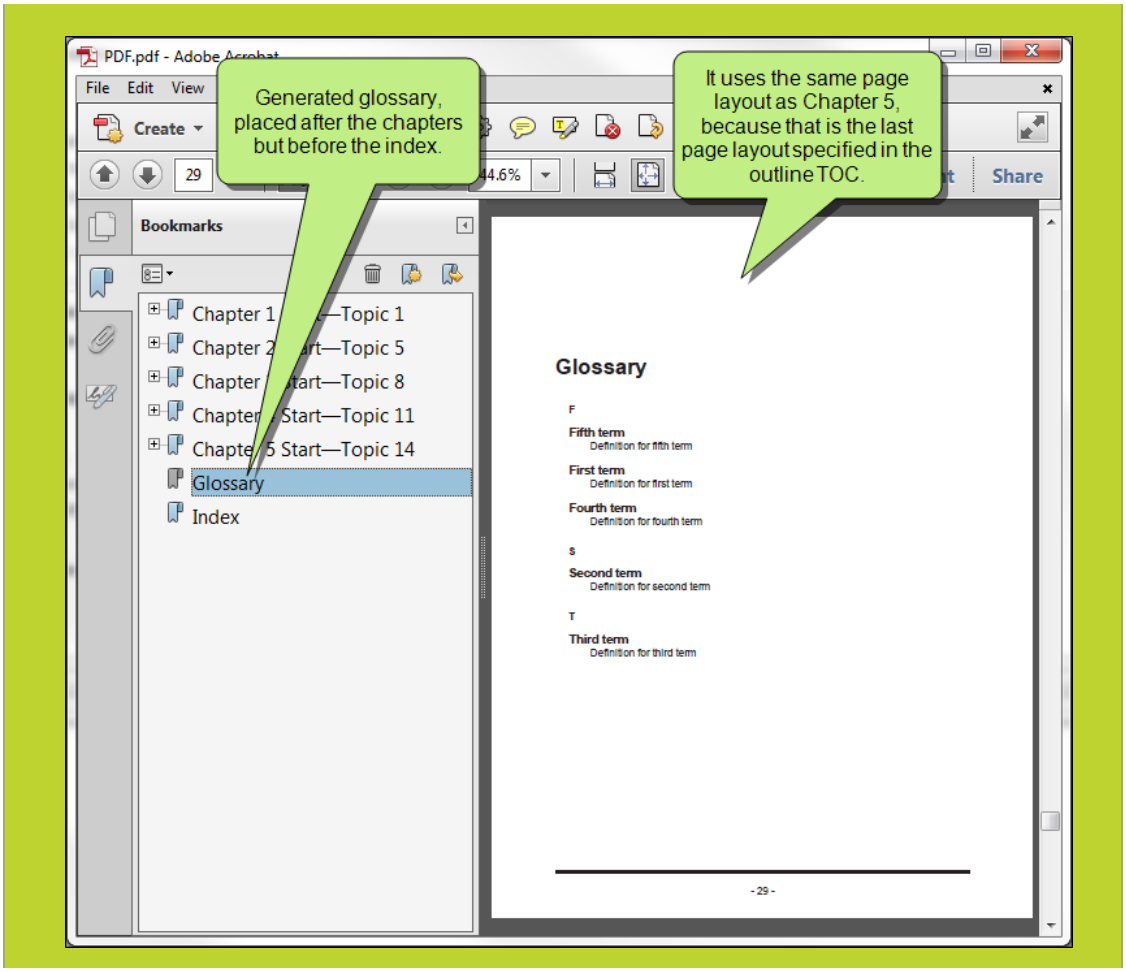

Content Explorer
Content
Topic 5.htm
Topic 6.htm
Content
File folder
Destinations
Master (Master)
Variables
Master
Master
PDF
NewGlossary
Topic 1.htm
Title Page.htm
TOC Editor
Grid View
Note 1: You can quickly open a linked topic or file by CTRL+double-clicking the TOC item.
Note 2: You can build the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

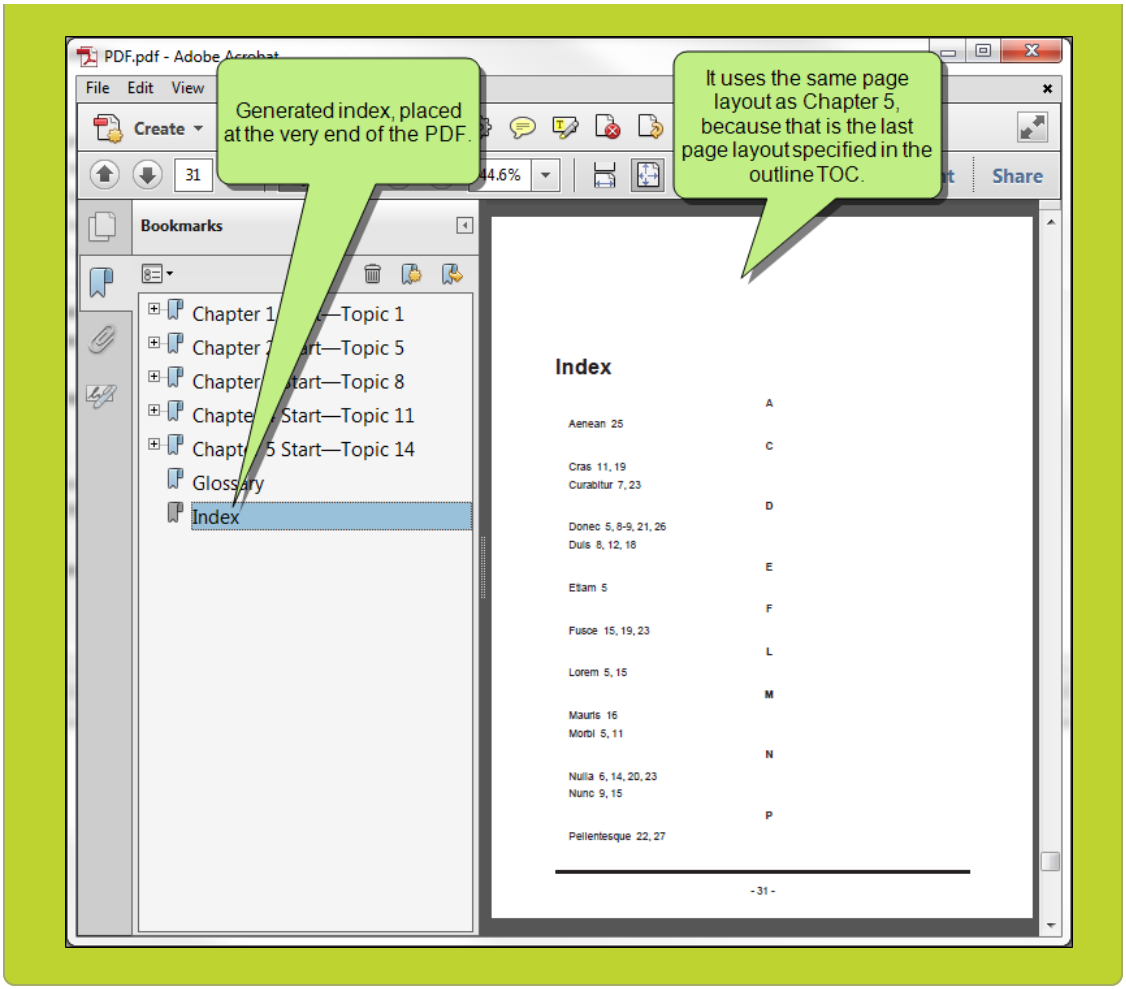
In the Target Editor, you select the **Advanced** tab and select **Generate TOC Proxy**, **Generate Index Proxy**, and **Generate Glossary Proxy**. In addition, you also select an option labeled **Inject empty pages as needed to ensure TOC nodes start on their selected pages** and another labeled **Use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



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




PDF.pdf - Adobe Acrobat
File Edit View
Create
29
44.6%
Share
Bookmarks
Chapter 1 —Topic 1
Chapter 2 rt—Topic 5
Chapter tart—Topic 8
Chapter Start—Topic 11
Chapter 5 Start—Topic 14
Glossary
Index
Generated glossary, placed after the chapters but before the index.
It uses the same page layout as Chapter 5, because that is the last page layout specified in the outline TOC.
Glossary
F
Fifth term
Definition for fifth term
First term
Definition for first term
Fourth term
Definition for fourth term
S
Second term
Definition for second term
T
Third term
Definition for third term
- 29 -



Note: In order for the generated TOC to be useful, you should have headings in your topics with the appropriate styles (i.e., <h1> through <h6>).

Specifying Chapter and Page Layout Breaks

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

After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "master" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

Following are steps for creating chapter breaks and associating page layouts with TOC entries. Before completing these steps, you must first create an outline TOC. See "Including Print Topics in an Outline TOC" on page 115.

In addition to specifying page layouts, chapter breaks also allow you to generate output in multiple files (as opposed to just one file), although a "multi-chapter" output can be also contained in a single file, depending on the output type. With chapter breaks, you can also take advantage of autonumbering at the chapter level and automatically include endnotes at the end of each chapter. Finally, setting a chapter break can have an effect on whether a generated TOC can be included in the output (if you are producing Word or FrameMaker output).

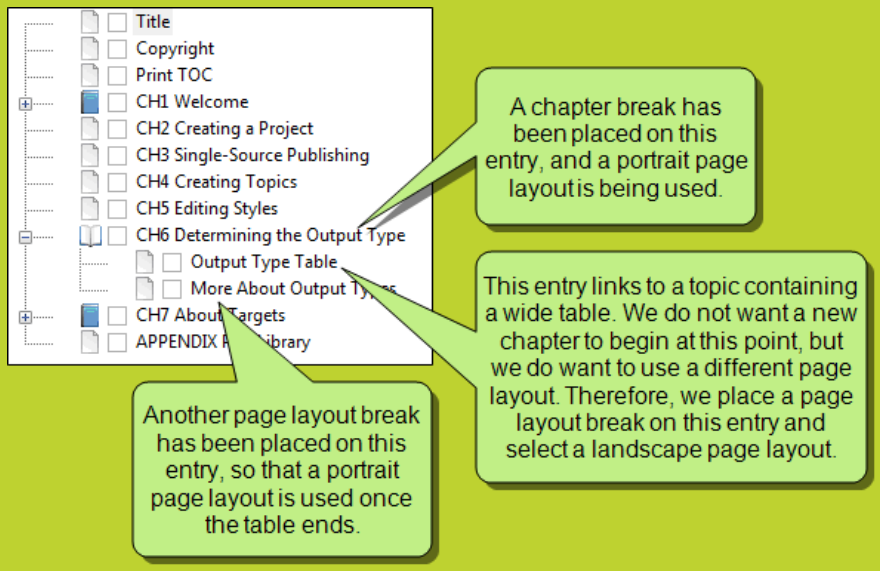
HOW TO SPECIFY CHAPTER BREAKS AND PAGE LAYOUTS

1. Make sure the Project Organizer is open.
2. Double-click the TOCs folder.
3. Double-click the TOC that you plan to use for the printed output. The TOC Editor opens to the right.
4. Select the entry in the TOC where you want to insert a chapter or page layout break.
5. In the local toolbar, click .
6. Click the **Printed Output** tab.
7. In the **Break Type** field, select one of the following.
   - **None** This prevents a break from being used for the outline TOC entry.
   - **Chapter Break** This creates a chapter break on the outline TOC entry. You can then select the page layout to be used until another break occurs in the outline TOC. The chapter break also allows chapter autonumber settings to be applied.

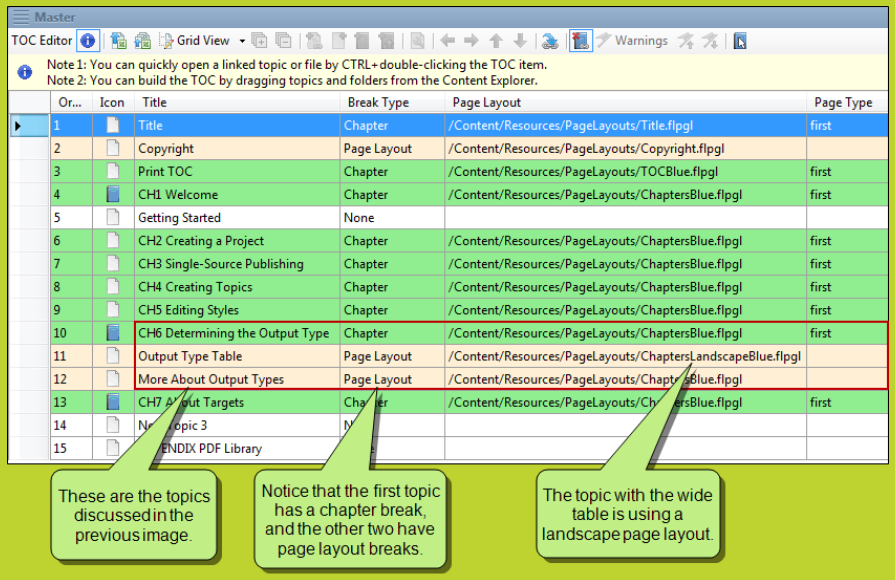
» **Page Layout Break** This lets you change the page layout used, starting at a certain outline TOC entry, without creating a new chapter. You might use this option, for example, if you have a wide table in the middle of a chapter and need to switch to a landscape page layout on the pages displaying that table.

E X A M P L E

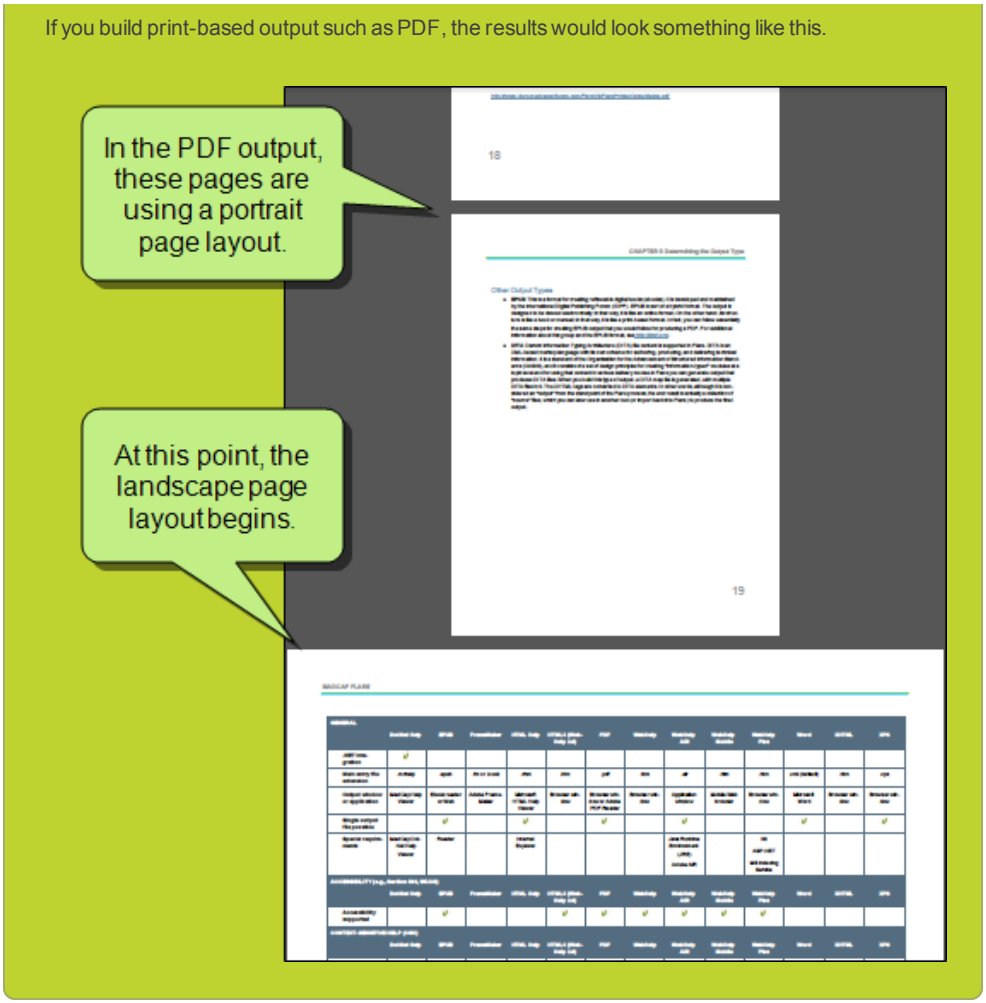
Let's say you have an outline TOC for print-based output that looks like this.



This is actually easier to see in Grid View (click the Tree View button in the local toolbar of the TOC Editor to switch views), and by customizing the columns to remove those you don't want to display.



Or...	Icon	Title	Break Type	Page Layout	Page Type
1		Title	Chapter	/Content/Resources/PageLayouts/Title.flpgl	first
2		Copyright	Page Layout	/Content/Resources/PageLayouts/Copyright.flpgl	
3		Print TOC	Chapter	/Content/Resources/PageLayouts/TOCBlue.flpgl	first
4		CH1 Welcome	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
5		Getting Started	None		
6		CH2 Creating a Project	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
7		CH3 Single-Source Publishing	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
8		CH4 Creating Topics	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
9		CH5 Editing Styles	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
10		CH6 Determining the Output Type	Chapter	/Content/Resources/PageLayouts/ChaptersBlue.flpgl	first
11		Output Type Table	Page Layout	/Content/Resources/PageLayouts/ChaptersLandscapeBlue.flpgl	
12		More About Output Types	Page Layout	/Content/Resources/PageLayouts/Chapt[illegible]sBlue.flpgl	
13		CH7 A[illegible]ut Targets	Cha[illegible]er	/Content/Resources/PageLayouts/Ch[illegible]sBlue.flpgl	first
14		N[illegible]opic 3	N[illegible]		
15		[illegible]ENDIX PDF Library	[illegible]		



8. If you selected a chapter or page layout break type, click in the **Page Layout** field labeled and select the layout that you want to use.

9. (Optional) If you want a particular page type from the layout to be used for the *first* page that is displayed, select it from the **Page Type** field. Depending on the pages that have been included in the selected page layout, any of the following may be available in this drop-down field.

   For details and graphics that show how breaks and page types work together to create output that flows the way you want, see the online Help.

   - **(default)** This lets Flare choose the default page type for you, depending on the type of break.
   - **(continue L/R)** Select this option to specify a Left/Right page sequence, using whichever page comes next in the normal flow.
   - **(continue FL/FR)** Select this option to continue the First Left/First Right page sequence, using whichever page comes next in the normal flow.
   - **Title** Select this type if you want the settings to be applied to the first page in your output, which typically displays the manual title. If you include an Empty page type in your page layout, the title page in the output will be followed by the empty page. It is not mandatory that you use this page type for a title. Instead, you can use one of the other types, such as Normal.
   - **First** Select this type for the first page of a new chapter. This page type can be used in a situation where you are creating a simple configuration and you are not concerned with left and right pages (e.g., a document for electronic distribution only). In most cases, a First page type would be followed by Normal pages.
   - **First Left** Select this page type if you want chapters to begin on left-sided pages, and you need a different look for those pages than would be used for a regular left page.
   - **First Right** Select this page type if you want chapters to begin on right-sided pages, and you need a different look for those pages than would be used for a regular right page.
   - **Left** Select this type if you want the settings to be applied to a page in the output when it appears on a left (or even) page (e.g., page 42).
   - **Right** Select this type if you want the settings to be applied to a page in the output when it appears on a right (or odd) page (e.g., page 43).
   - **Normal** Select this type if you do not want a Left/Right type of page flow, but instead just want the same layout on every page, perhaps like a screenplay.

> **Note:** Empty page types are not shown in this field. If you are using empty pages in your PDF or XPS output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option.

10. (Optional) If you want to specify a particular file name for the chapter being created, enter it in the **Chapter File Name** field.

    For PDF, XPS, and Word outputs, the default setting is to create a single file for the entire output. However, you can use an option in the Advanced tab of the Target Editor to generate a new PDF, XPS, or Word file for each chapter break. The Chapter File Name field in the Properties dialog would be applicable if you decide to generate multiple PDF, XPS, or Word files instead of just one.

11. (Optional) In the **Page Number** section, you can specify how you want page numbers treated (if you have inserted them into the page layout).

    - **Reset to** If you want the first page number in the chapter to begin at a specific number, you can select this option and enter the number in the field. If you select the "text" option from the Format field, you can type any kind of text into this field. That text will be used instead of numbering.
    - **Format** If you want a particular format of numbering to be used (e.g., decimal, upper Roman, lower alpha, text), select it from this drop-down. If you select the "text" option, you can type any kind of text into the "Reset to" field. That text will be used instead of numbering.
    - **Increment number** If you want the first page number in the page layout to continue from the previous layout, you can select this option.

    Note: If you want to include autonumbers in the page numbering (e.g., the chapter autonumber followed by a period and then the page number), you can do so using a couple of different methods. With the first method, you can insert the appropriate autonumber variable next to the page number variable in a page layout. With the second method, you can use the "Reset to" and "Format" fields on this tab. First, you can select "text" from the Format field. Then in the "Reset to" field, you can enter the appropriate codes for the autonumbering. For example, if you want each page to show the chapter autonumber followed by a period and the page number, you would type {chapnum}.{n} in the "Reset to" field. Using this second method ensures that your page autonumbers are also displayed accurately in a print index.

12. Click **OK**.

13. Repeat these steps for each area in the content where you want to specify a new chapter or page layout break.

> **Tip:** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

> **Note:** You do not have to follow these steps for every single TOC entry within that chapter—only for the TOC entries where you want a chapter or page layout break. The page layout will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another chapter or page layout break.

14. Click to save your work.

HOW CHAPTER BREAKS AFFECT THE VARIOUS OUTPUT TYPES

When creating chapter breaks, you should keep the following in mind.

NATIVE PDF OR XPS OUTPUT

The following points are relevant if you are sending output directly to PDF or XPS.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- It determines where a new chapter will be created at this point in the output TOC. However, it will not necessarily create a new PDF or XPS file in the output for each chapter. If you want multiple files in the output, you must also select the "Generate multiple documents for native XPS/PDF output" option in the Advanced tab of the Target Editor. If you do not select the "Generate multiple documents for native XPS/PDF output" option, only one file will be created in the output (but it will contain chapter breaks).
- You will be able to use chapter autonumbering, even if you only have one PDF or XPS file as a result of the output.
- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one PDF or XPS file will be created when you build your output. Even if you select the "Generate multiple documents for native XPS/PDF output" option in the Advanced tab of the Target Editor, only one PDF or XPS file will be created, because you must create chapter breaks in the Properties dialog to tell Flare where you want new documents to start.
- You will *not* be able to use chapter autonumbering (because no chapter breaks exist).

FRAMEMAKER OUTPUT

The following points are relevant if you are sending output to FrameMaker.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- A new FrameMaker document will be created at this point in the output TOC, giving you multiple FrameMaker documents.
- You will be able to include a generated TOC in the FrameMaker output.
- You will be able to use chapter and volume autonumbering.
- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one FrameMaker document will be created when you build your output.
- You will *not* be able to include a generated TOC in the FrameMaker output. You must have multiple FrameMaker documents in order to have a generated TOC.
- You will *not* be able to use chapter and volume autonumbering because FrameMaker requires multiple documents in order to take advantage of that feature.

WORD OUTPUT

The following points are relevant if you are sending output to Word.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- It determines where a new chapter will be created at this point in the output TOC. However, it will not necessarily create a new Word file in the output for each chapter. If you want multiple Word documents in the output, you must also select the "Generate multiple documents for native XPS/PDF output" option in the Advanced tab of the Target Editor. If you do not select the "Generate multiple documents for native XPS/PDF output" option, only one Word document will be created in the output (but it will contain chapter breaks).
- You will *not* be able to include a generated TOC in the Word output (if you also select the"Generate multiple documents for native XPS/PDF output" option in the Target Editor). However, if you create a chapter break in the Properties dialog but do not select the"Generate multiple documents for native XPS/PDF output" option in the Target Editor, you will be able to include a generated TOC in the Word output. In other words, you must have only a single Word document in order to have a generated TOC. (This is the opposite of the FrameMaker situation, where multiple documents are necessary.)
- You will be able to use chapter autonumbering, even if you only have one Word document as a result of the output.
- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one Word file will be created when you build your output. Even if you select the "Generate multiple documents for native XPS/PDF output" option in the Advanced tab of the Target Editor, only one Word file will be created, because you must create a chapter break in the Properties dialog to tell Flare where you want new documents to start.
- You will be able to include a generated TOC in the Word output (because only one Word document will be generated).
- You will *not* be able to use chapter autonumbering (because no chapter breaks exist).

EPUB OUTPUT

The following points are relevant if you are sending output to EPUB.

IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- A new HTM file is created at each point where a chapter break occurs. This can be seen if you extract the EPUB file using another tool

IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- The EPUB contains just one HTM file.

Note: Some aspects of this feature (e.g., page layouts) are used only in the print-based outputs. EPUB supports this feature only in the sense that it uses chapter breaks to determine how many HTM files are created as a result.

Note: There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. So if you've got a page layout set at the project or target level and it doesn't seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

Note: When it comes to associating page layouts with entries in an outline TOC, it is important to understand the meaning of the word "chapter" in the Properties dialog. In that dialog, a "chapter" is simply the designation for a new portion of content that will use a particular page layout. It does not mean a chapter in the traditional sense of a manual. For example, if you have a title page, a TOC, 10 chapters, and an index in your manual, each one of those might be considered a separate chapter as far as the dialog is concerned, because you are creating a chapter break with a particular page layout specified at each of those locations in the outline TOC. Therefore, although you only have 10 chapters in the traditional meaning of the word, you might have 13 chapters as far as the dialog is concerned (one for the title page, one for the TOC, one for each traditional chapter, and one for the index).

Note: If you extract the EPUB file using another tool, you will find that it contains one or more HTM files. If you have used chapter breaks in the outline TOC, a new HTM file is created at each point where a chapter break occurs. If you do not use chapter breaks, the EPUB contains just one HTM file.

Specifying Section Breaks and Master Pages

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

In Flare, you can specify section breaks for print-based output. Doing this allows you to accomplish the following:

- **Add Section Breaks** You can add actual section breaks into Microsoft Word output. Section breaks are a feature unique to Word.
- **Autonumber Sections** You can take advantage of section autonumbering.
- **Start a New Section Using Master Pages** You can use a section break to apply a master page to Microsoft Word or FrameMaker output, starting at that location in the content. Master pages can be used to add header and footer content, insert page numbers, and specify the page size and orientation. The rest of this topic deals with using section breaks to apply master pages.

> **Note:** As an alternative to master pages, you can use page layouts for print-based output. Whereas master pages are used only for Word and FrameMaker outputs, page layouts can be used for all print-based outputs.

If you create one or more master pages for Word or FrameMaker output, you need to specify how those master pages will be used. You have a couple of options.

- You can use one or more master pages for specific sections of your print-based output (specify section breaks and master pages).

  OR

- You can use just one master page for every page of the output (associate a master page with a target).

HOW TO SPECIFY SECTION BREAKS AND MASTER PAGES FOR PRINT-BASED OUTPUT

If you are producing Microsoft Word or Adobe FrameMaker output, you can specify places in your outline TOC where you want to create section breaks for your print-based output. A primary reason for using a section break is to specify that a particular chunk of Word or FrameMaker output should use a certain print master page. The output uses the specified master page for the rest of the document, or until it comes across another section break/master page that you have included in the outline TOC.

E X A M P L E

Let's say you are producing a print-based document that includes a title page, a TOC, 15 chapters, and an index. If you want to include page numbering in the printed document, starting with the first chapter (i.e., no page numbers on the title page or TOC) and continuing to the end of the document, you can create a print master page for this purpose. You can specify in the print master page that the even numbers are placed at the bottom-left of those pages and the odd numbers are placed at the bottom-right of those pages. Then, in your outline TOC, you can create a section break where the first page of the first chapter occurs and associate the master page with that section.

Use these steps if you want to use this method:

1. Make sure the Project Organizer is open.
2. Double-click the **TOCs** folder.
3. Double-click the TOC that you plan to use for the print-based output. The TOC Editor opens to the right.
4. Select the entry in the TOC where you want to insert a section break, and where you want a print master page to start being displayed in the print-based output.
5. In the local toolbar, click . The Properties dialog for the TOC entry opens.
6. Click the **Printed Output** tab.
7. Click **Start a new section**.
8. Click the down arrow in the field **Configure section using this Master Page**, and select the print master page that you want to use.
9. Click **OK**.

10. Repeat steps 4-9 for each print master page that you want to associate with a particular section.

> **Tip:** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

> **Note:** You do not have to follow these steps for every single TOC entry within that section—only for the first TOC entry in that section. The master page will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another section break/master page that you have designated.

11. Click to save your work.

HOW TO ASSOCIATE A MASTER PAGE WITH A PRINT TARGET

Use the following steps if you want to include only one master page in your Word or FrameMaker output, displaying that master page on every page of the output.

1. Open the Word or FrameMaker target that you are using to create the output.
2. Click the **Advanced** tab.
3. Click the drop-down arrow in the **Master Page** field, and select the print master page that you want to associate with the target.
4. Click to save your work.

Including Print Topics in an Outline TOC

You need to make sure that all of the topics to be included in your printed output are added to an outline table of contents (TOC). We refer to it as an "outline TOC" because for print-based output it really serves more as an outline than a TOC. You have a couple of options:

- Create a new TOC just for your printed output (most common method).

  OR

- Incorporate the print topics into a shared TOC (along with topics for other outputs) and use condition tags.

HOW TO CREATE A NEW TOC (JUST FOR YOUR PRINT-BASED OUTPUT)

1. Add a new TOC to the project.
2. Make sure the Content Explorer is open.
3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps.
   a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.
   b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

> **Note:** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.

EXAMPLE

Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

Also, you can use the buttons in the TOC Editor local toolbar to add elements (e.g., books, topic pages) to the TOC and to determine how they behave (e.g., link them to topics).

5. Click to save your work.

HOW TO INCORPORATE THE PRINT TOPICS INTO A TOC (TO BE SHARED WITH ANY OTHER OUTPUT)

1. Open the TOC.
2. Make sure the Content Explorer is open.
3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps:

   a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.

   b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

   > **Note:** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.

   > **E X A M P L E**
   >
   > Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

   Also, you can use the buttons in the TOC Editor local toolbar to add elements (e.g., books, topic pages) to the TOC and to determine how they behave (e.g., link them to topics).

5. Create condition tags for your topics.
6. Apply these condition tags to the appropriate entries in your print TOC.
7. Associate the condition tags with your print target.

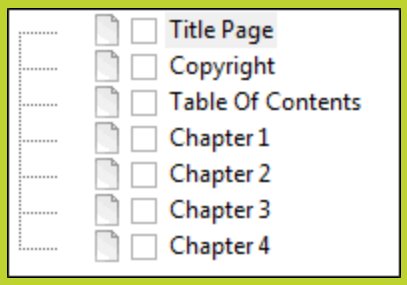
Autonumbering Flow for Output

If you have created autonumber formats that include volume, chapter, or section numbers (i.e., those using {chapnum}, {secnum}, and {volnum} commands), you need to specify how they will flow from one to another. You can determine whether to (a) start a particular volume, section, or chapter at a specific number; (b) use the same number as the previous instance; or (c) continue with the next number in the sequence. In addition, you can specify the type of number format (e.g., Roman, alpha, uppercase, lowercase, text) to use for volume, chapter, or section numbers.

The following steps are especially useful if you have created chapter autonumbers and need to ensure that they begin with the correct number at the correct location, after any front matter.

E X A M P L E

Let's say that the outline TOC that you have created to dictate the contents of your print-based output looks like this:



In order to specify different page layouts for different parts of the output, you might create a chapter break on "Title Page," another on "Table of Contents," another on "Chapter 1," another on "Chapter 2," another on "Chapter 3," and another on "Index."

What does this have to do with autonumbers? Well, let's say that you have created an autonumber format with the {chapnum} command (which is used for incrementing chapters), and you have applied this autonumber format on the first heading for the topics that start Chapters 1, 2, and 3. The problem is that you have already created chapter breaks on "Title Page" and "Table of Contents," which come before your "real" chapters. Therefore, unless you specify otherwise, Flare will consider "Chapter 1" to actually be the third chapter, and the autonumbers will reflect this.

So in order to ensure that the autonumber in "Chapter 1" actually starts with the number 1, you need to tell Flare to reset the autonumber to 1.

HOW TO SPECIFY AUTONUMBERING FLOW FOR OUTPUT

1. Make sure the Project Organizer is open.
2. Double-click the **TOCs** folder.
3. Double-click the TOC that you are using for the print-based output. The TOC Editor opens to the right.
4. Select the entry in the TOC for which you want to specify autonumber settings.

   For example, if a particular entry in the TOC is linked to a topic that contains an autonumber format with a {chapnum} or {volnum} command, you may want to specify the settings for that entry.

5. In the local toolbar, click . The Properties dialog for the TOC entry opens.
6. (Optional) Click the **Printed Output** tab.
   - **If You are Creating Chapters** In the **Break Type** field, select **Chapter Break** to specify that a chapter break should be created at this location. Next, use the **Page Layout** field to assign a page layout for the content starting at that point. Wherever a chapter break occurs in the output, chapter and volume autonumbers will be incremented. (For FrameMaker, this option will create a new document in the output. For the other outputs—PDF, XPS, XHTML, Word—this merely creates chapter breaks. If you want this to produce multiple PDF, XPS, or Word documents in the output, you also need to select the **Generate Multiple Documents for native XPS/PDF output** check box in the Advanced tab of the Target Editor.)
   - **If You are Creating Sections in Word or FrameMaker Output** Place a check mark in the **Start a new section** box if you want this location to start a new section break in the content. Wherever a section break occurs in the output, section autonumbers will be incremented. Another reason to select this option is to include a master page for that section of the document for either Microsoft Word or FrameMaker output. Master pages are not used for PDF, XPS, or XHTML output.
7. Click the **Auto-numbers** tab.
8. Complete the fields on the tab. Make sure you select the option in the appropriate area (**Chapter Number**, **Volume Number**, or **Section Number**).
   - **Reset to** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at a specific number. Enter the number in the blank field. If you select the "text" option from the Format field, you can type any kind of text into this field. That text will be used instead of numbering.
   - **Format** Select the type of numbering to be used for the section, chapter, or volume autonumbers (e.g., decimal, Roman, uppercase, lowercase, text). If you select the "text" option, you can type any kind of text into the "Reset to" field. That text will be used instead of numbering.
   - **Same as previous** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the same number as the previous section, chapter, or volume.

» **Increment number** Select this option if you want the section, chapter, or volume numbers in topics starting at this point in the TOC to begin at the next number after the previous section, chapter, or volume.

Note: When setting the autonumber flow a TOC entry that you intend to be the start of a new volume, you should pay attention to the setting in the Chapter Number section, as well as the Volume Number section. For example, let's say you want the numbers in the output to go like this:

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 4

Ch 5

Suppose you select the TOC entry that you intend to be the start of Vol 2. You set the Volume Number to "Increment number" because you want it to follow Vol 1 in the numbering sequence. If the Chapter Number section above it is set to "Same as previous," you'll get the end result that you want. But if the Chapter Number section above is set to "Increment number," you may end up with something like this:

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 5

Ch 6

9. Click **OK**.
10. Click to save your work.

Creating a Mini-TOC

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

A mini-TOC proxy allows you to generate a portion of your table of contents (TOC) or topic headings at a particular location in the output. A mini-TOC proxy can be used for both online and print-based output. For online output, you can insert a mini-TOC proxy into a master page or a topic. For print-based output formats, you can insert a mini-TOC proxy into any topic where you want to generate a small TOC. For example, let's say you want the first page of each chapter in a manual to start out with a small TOC, showing the page numbers where subheadings occur within that chapter. In that case, you can insert a mini-TOC proxy into each topic that you plan to use as the beginning of each chapter. If you insert the proxy into a master page, each topic using that master page will have a mini-TOC. If you insert the proxy into certain topics only, mini-TOCs will be generated only within those particular topics.

How It Works

How does Flare decide which topic links to include in a mini-TOC? It works a bit differently for online output than it does for print-based output.

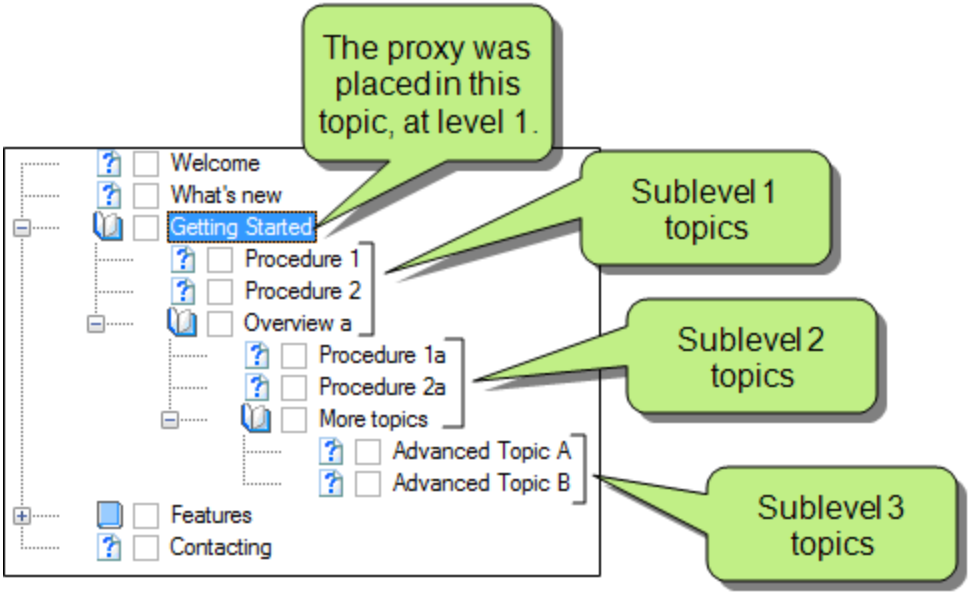
PRINT-BASED OUTPUT

By default the mini-TOC for print output is based on the <h1> through <h6> tags that you have applied to content in your topics. When you insert the proxy, you select a number for the heading depth. This number refers to the *absolute heading level*. For example, if you place the proxy after an <h1> heading and select 4 as the depth, the proxy will include headings that are using <h2>, <h3>, and <h4> styles (but not <h5> or <h6>). If you place the proxy after an <h2> heading with 4 as the depth, the proxy will include the <h3> and <h4> styles only. Please note that the print mini-TOC created from the proxy is *not* necessarily based on the structure of your outline TOC (i.e., the file found in the TOCs folder in the Project Organizer). However, there is a switch on the Advanced tab in the Target Editor that lets you base the generated mini-TOC on the structure of your outline TOC.

ONLINE OUTPUT

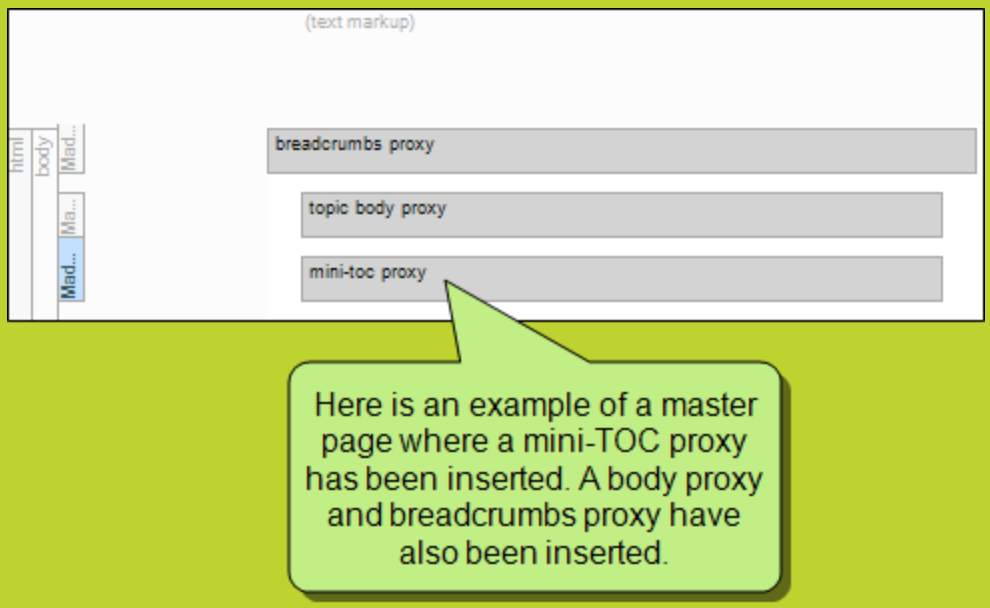
For online output, the depth refers to the *number of sub-levels* found under that topic in the TOC file.

Let's say you place the proxy in a topic that is located on the first level in a TOC, with three levels of topics below it, like this:

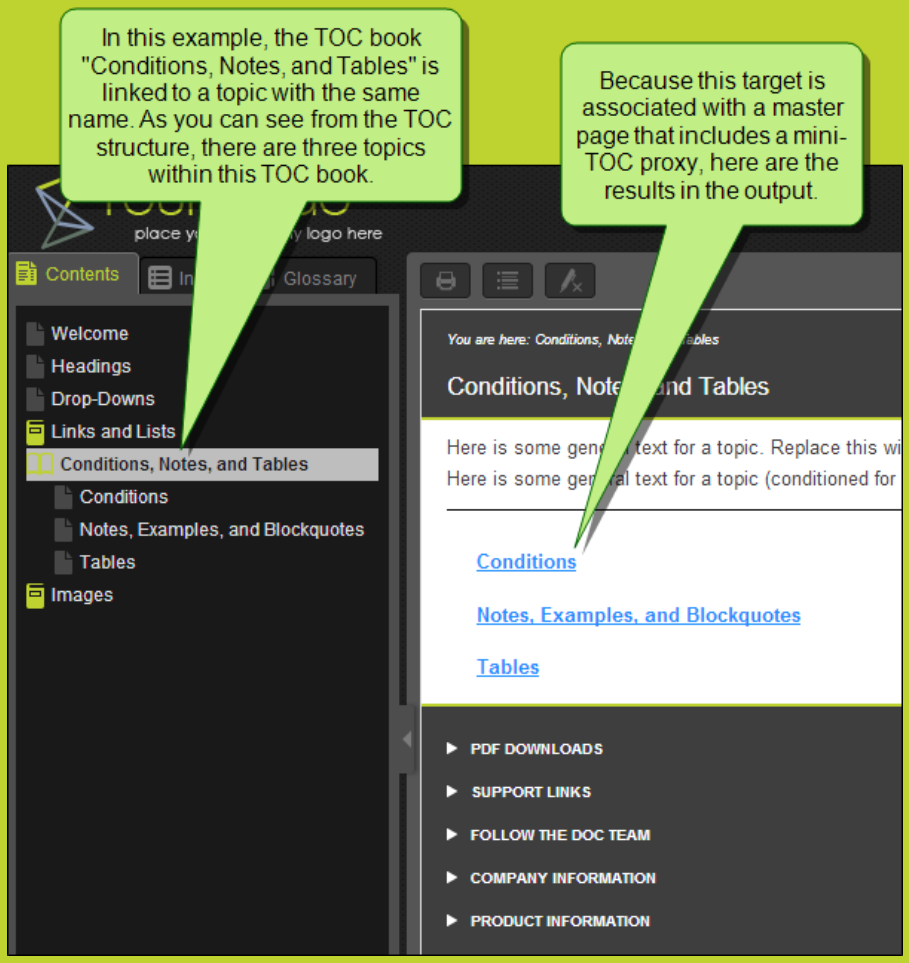


With a depth of 3, all three levels of topics will be included in the mini-TOC in online output, even if those topics happen to start with an <h1> heading.

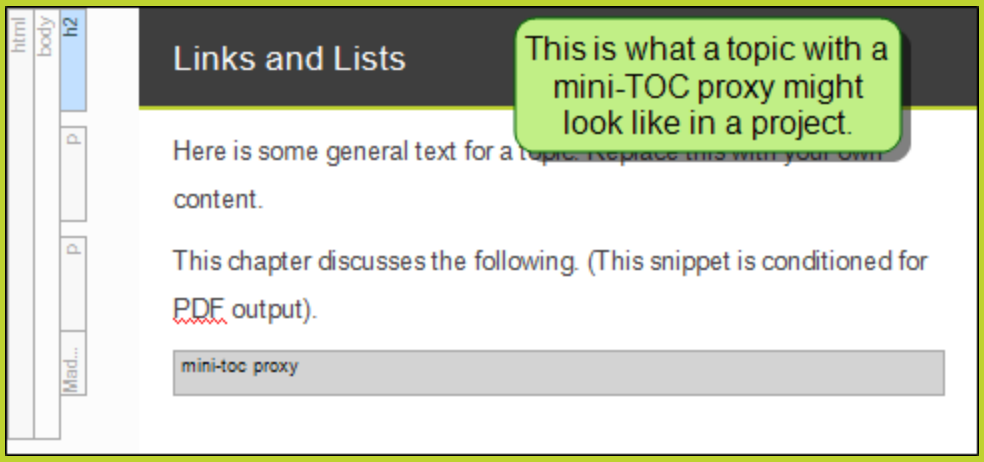
EXAMPLES FOR ONLINE OUTPUT

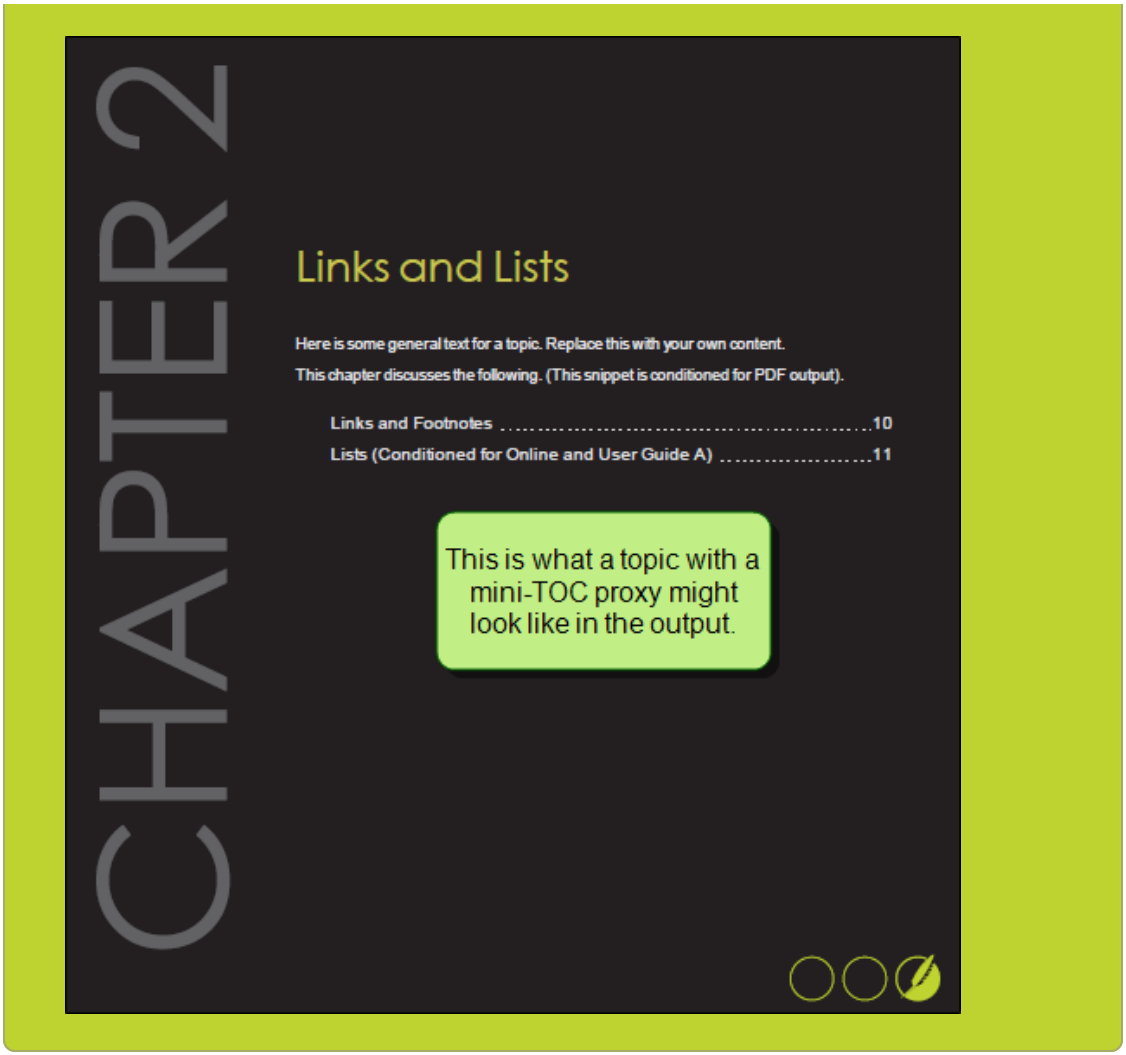


Here is how a mini-TOC might look in the output for a Help system:



EXAMPLES FOR PRINT-BASED OUTPUT




CHAPTER 2
Links and Lists
Here is some general text for a topic. Replace this with your own content.
This chapter discusses the following. (This snippet is conditioned for PDF output).
Links and Footnotes 10
Lists (Conditioned for Online and User Guide A) 11
This is what a topic with a mini-TOC proxy might look like in the output.

EXAMPLE—STYLES METHOD FOR PRINT OUTPUT

Let's say that you want to use the default method in print-based output, where the mini-TOC entries are based on headings using the <h1> through <h6> styles in your project. Perhaps you have created a lengthy topic, with the <h1> style applied to the first heading in that topic and several subheadings below it that are using the <h2> and <h3> styles. Like this:

Main Topic Heading (h1 style)

Topic text is added here.

First Subheading (h2 style)

More text.

Second Subheading (h2 style)

More text

Third Subheading (h3 style)

More text.

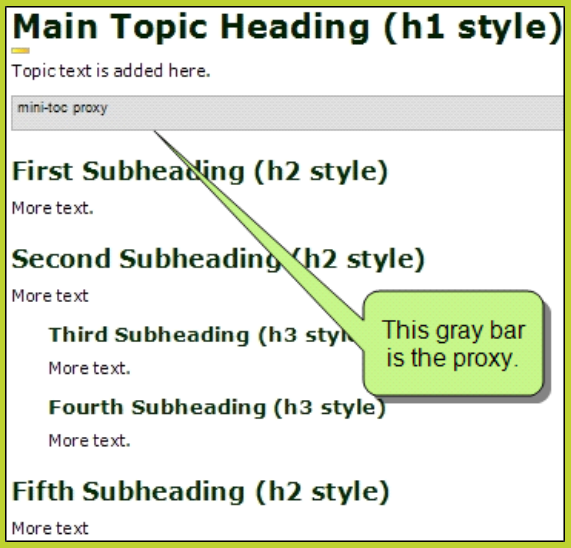
Fourth Subheading (h3 style)

More text.

Fifth Subheading (h2 style)

More text

Now let's say that you insert a mini-TOC proxy between the <h1> heading and the first <h2> heading, like this:



When you insert the proxy, let's say you specify that it should use a depth of 3. In that case, the output will display links that point to all your subheadings—the <h2> headings (which are second-level headings), as well as the <h3> headings (which are third-level headings). But suppose you also have, say, <h4> headings in the topic content. Those <h4> headings will not be included in the mini-TOC because you selected a depth of 3 rather than 4 or higher.

In the output, it might look something like this:

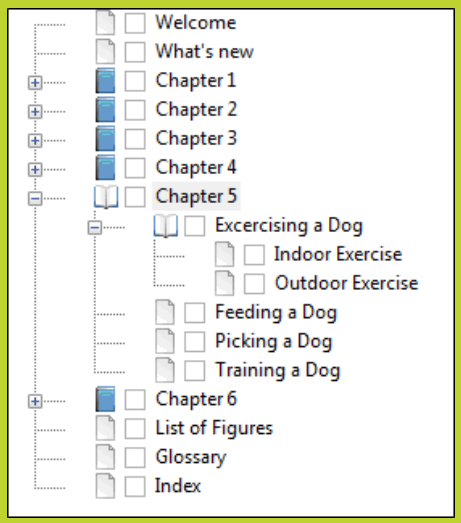
Main Topic Heading (h1 style)

Topic text is added here.

First Subheading (h2 style) **3**
Second Subheading (h2 style) **4**
Third Subheading (h3 style) 6
Fourth Subheading (h3 style) 7
Fifth Subheading (h2 style) **10**

EXAMPLE—TOC STRUCTURE METHOD FOR PRINT OUTPUT

Let's say that you want to use the method where the mini-TOC entries are based on the structure of your outline TOC. Perhaps you have created several topics that are organized in your TOC, like "Chapter 5" in this example:

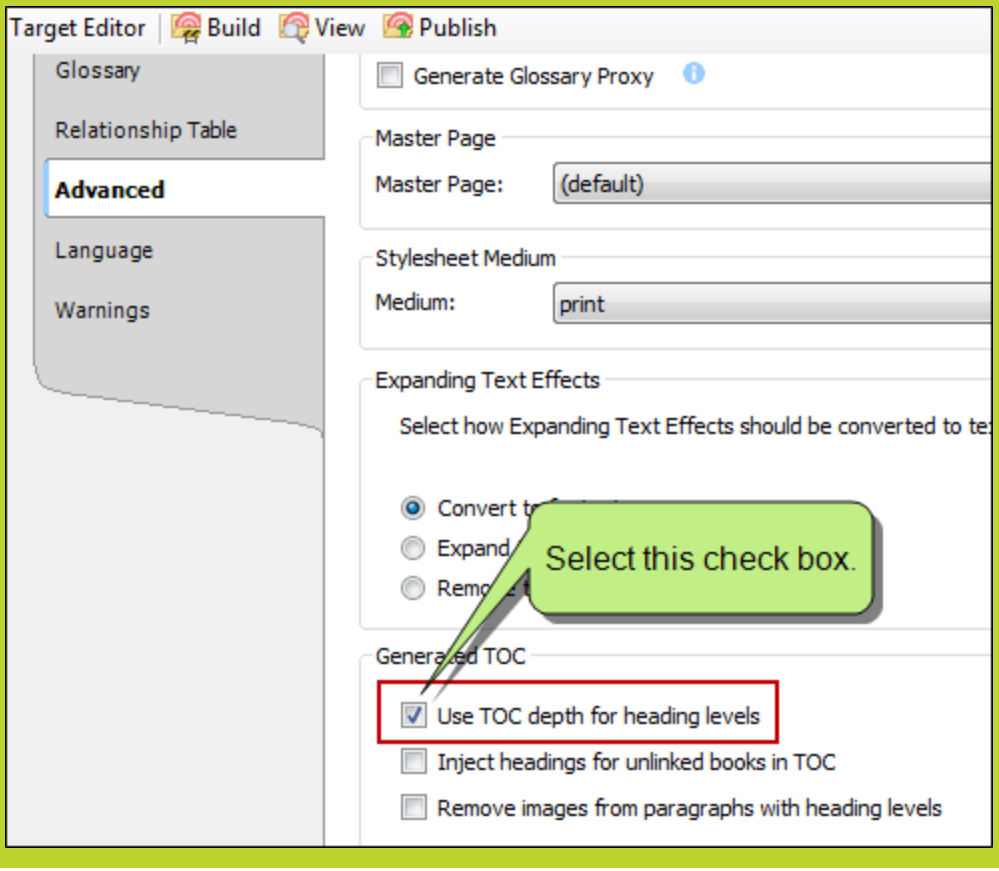


That book in the outline TOC consists of seven topics (Chapter 5, Exercising a Dog, Indoor Exercise, Outdoor Exercise, Feeding a Dog, Picking a Dog, and Training a Dog). Let's say that you want to insert a mini-TOC proxy into the "Chapter 5" topic so that it creates a small TOC pointing to the other topics under it. Furthermore, suppose that you are using the <h1> style at the top of each of those topics, and you do not want to change that fact. In that case, you can simply insert the mini-TOC proxy into the "Chapter 5" topic, like this:

When you insert the proxy, you specify that it should include three levels of headings in the mini-TOC, because in the output Flare will create three levels based on your structure.

You can then open the target that you want to generate, select the Advanced tab, and click the option to generate your TOC based on the structure of the outline TOC in your project.

Like this:



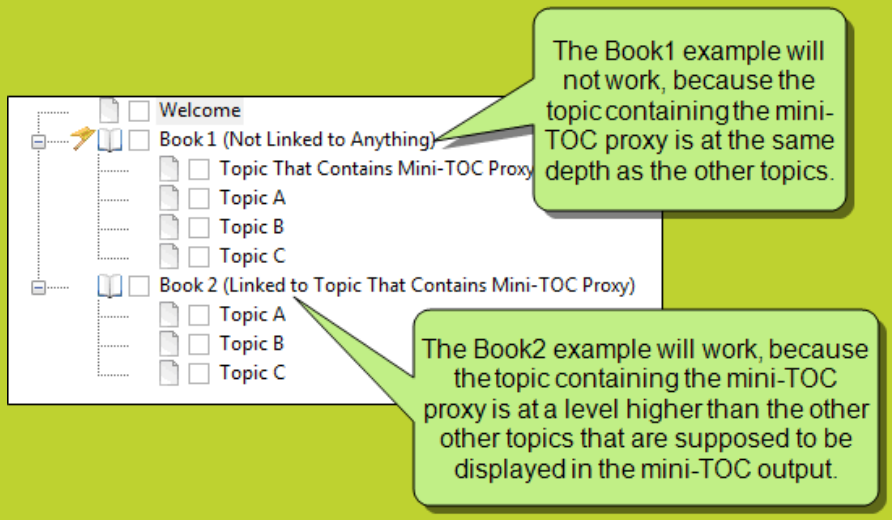
In the output, the "Chapter 5" topic might look something like this:

Chapter 5

This chapter consists of the following sections:

Exercising a Dog 54
Indoor Exercise 56
Outdoor Exercise 59
Feeding a Dog 61
Picking a Dog 65
Training a Dog 67

Please remember that the topic containing your mini-TOC proxy must be on a higher level in the TOC than the topics that you want to be captured by that mini-TOC.



HOW TO CREATE A MINI-TOC

1. Open a topic.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>Mini-Toc Proxy**.
   - **Menu** Select **Insert>Proxy>Insert Mini-Toc Proxy**.

   The Mini-TOC Proxy dialog opens.
3. (Optional) From the **TOC Depth** field, select a number to dictate the depth of the mini-TOC. For example, if the proxy is intended for print output and you want the mini-TOC to be based on heading levels in the topics, you might place the proxy after an <h1> heading and select 4 as the depth. In that case, the proxy will include headings that are using <h2>, <h3>, and <h4> styles (but not <h5> or <h6>).
4. (Optional) From the **Stylesheet class** field, you can select a style for the mini-TOC.

   You might create and use style classes if you want to generate multiple mini-TOCs with different looks for each output. Otherwise, the generated mini-TOC will use the style settings from the parent <MadCap|miniTocProxy> style. You can create a style class for this purpose in the Stylesheet Editor. To do this, select the **MadCap|miniTocProxy** style and click **Add Class** to create a class.

   Note: If you want to affect the look of the individual entries in the generated mini-TOC, you can use the MiniTOC1 through MiniTOC9 styles (classes of the <p> tag) in the Stylesheet Editor. For example, let's say that you want to use blue font for the first-level headings in the generated mini-TOC. You can change the font color setting on the p.MiniTOC1 style. You can also modify the entire container holding the mini-TOC. See "Using Styles to Determine the Look of a Mini-TOC" on page 150.
5. Click **OK**. The proxy is added to the topic.
6. Click to save your work.

Creating Headings for Unlinked Books in a Generated TOC

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

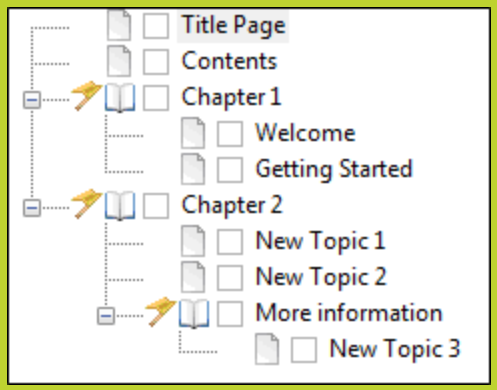
When creating print output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of <h1>, you might want some of those topic headings to display at the first level in the print TOC (acting as an <h1>), others at the second level (acting as an <h2>), and still others at the third level (acting as an <h3>).

You can base the heading levels on the structure you create in the outline TOC. If a TOC entry is at the extreme left of the TOC Editor, it will display at the first level of the print TOC; if an entry is indented to the right one level, it will display at the second level; and so on. Not only will those headings be reflected in the generated TOC in the output, but the corresponding headings will be converted in the main body too (e.g., if a heading becomes an <h2> in the TOC, it will become an <h2> in the text as well). See "Determining Heading Levels for a Print TOC" on page 137.

If you create books in the outline TOC (whether they are linked to topics or not), they will affect the heading level in the print TOC. If you want unlinked books to be converted to headings in the output (both in the print TOC and in the main body), you can do so.

E X A M P L E

Let's say the first paragraph in each topic that you create uses the <h1> style (except your title page and print TOC topic), and you structure the outline TOC like this:



If you use the TOC depth feature, the print TOC will look like this in the output:

Welcome 2

Getting Started 3

NewTopic1 4

NewTopic2 5

NewTopic3 5

Notice that "NewTopic3" is indented to the third level in the print TOC (because that is its position in the outline TOC). The other topics are at the second level. The books ("Chapter 1" and "Chapter 2") are at the first level, but they are not linked to topics; therefore, they are not included in the output.

If you use the feature to include the unlinked books, the print TOC will look like this in the output:

Chapter 1 2

Welcome 2

Getting Started 3

Chapter 2 4

NewTopic1 4

NewTopic2 5

More Information 6

NewTopic3 6

HOW TO CREATE HEADINGS FOR UNLINKED BOOKS IN A GENERATED TOC

1. Open the target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Generated TOC** section, select **Inject headings for unlinked books in TOC**.
4. Click to save your work.

Determining Heading Levels for a Print TOC

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

When creating print output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of <h1>, you might want some of those topic headings to display at the first level in the print TOC (acting as an <h1>), others at the second level (acting as an <h2>), and still others at the third level (acting as an <h3>). This can be determined via one of the following methods:

- **TOC Depth** With this method, you can base the heading levels on the structure you create in the outline TOC.
- **Heading Styles** With this method, the structure of the generated TOC is based on the heading styles that you use in your topics and the "mc-heading-level" property setting for that style.

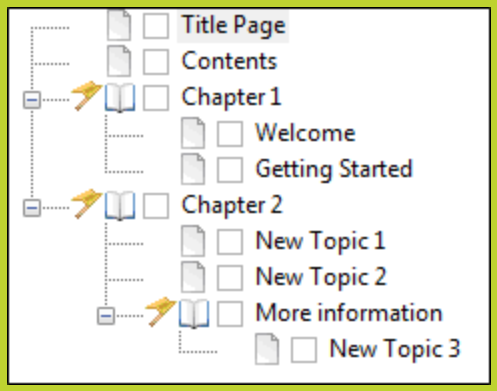
You might even use both methods for your print output. Maybe you decide to use the TOC depth to determine the heading levels. But you also migh use the mc-heading-level, setting it to 0 for certain styles (e.g., h3, h4, h5, h6) in order to limit the number of levels shown in the generated TOC.

TOC Depth Method

You can base the heading levels on the structure you create in the outline TOC. If a TOC entry is at the extreme left of the TOC Editor, it will display at the first level of the print TOC; if an entry is indented to the right one level, it will display at the second level; and so on. Not only will those headings be reflected in the generated TOC in the output, but the corresponding headings will be converted in the main body too (e.g., if a heading becomes an <h2> in the TOC, it will become an <h2> in the text as well).

E X A M P L E

Let's say the first paragraph in each topic that you create uses the <h1> style (except your title page and print TOC topic), and you structure the outline TOC like this:



If you do not use the depth feature, the print TOC will look like this in the output:

Welcome **2**

Getting Started **3**

NewTopic1 ..... **4**

NewTopic2 ..... **5**

NewTopic3 ..... **6**

But if you turn this feature on, the result will instead look like this in the output:

Welcome 2

Getting Started 3

NewTopic1 4

NewTopic2 5

NewTopic3 5

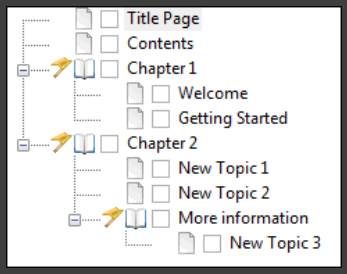
Notice that "NewTopic3" is indented to the third level in the print TOC (because that is its position in the outline TOC). The other topics are at the second level. The books ("Chapter 1" and "Chapter 2") are at the first level, but they are not linked to topics; therefore, they are not included in the output. If you want the unlinked books to be included in the output, you can create headings for them (see the online Help for steps).

HOW TO USE TOC DEPTH FOR HEADING LEVELS

1. Open the target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Generated TOC** section, select **Use TOC depth for heading levels**.
4. Click to save your work.

Note: If you create books in the outline TOC (whether they are linked to topics or not), they will affect the heading level in the print TOC. If you want unlinked books to be converted to headings in the output (both in the print TOC and in the main body), you can do so. See "Creating Headings for Unlinked Books in a Generated TOC" on page 134.

Note: What happens if you are using classes of heading styles and then select the "Use TOC depth for heading levels option"? For example, let's say you have classes of your <h1> and <h2> heading styles. Suppose you created h1.Special (with a blue font), and h2.Special (with a red font). Meanwhile the primary <h1> and <h2> styles both use a black font. In your topics, you've applied your heading style classes to some heading content. And in your outline TOC, you organized the structure like this:



Because you selected the option to use TOC depth for heading levels, some of the level-1 headings will become level-2 headings or even level-3 headings in the output. If you have headings where you used h1.Special but their level in the output was not affected (i.e., they remain as level-1 headings), they will keep the properties from the style class. In other words, they will stay blue. But if the structure of the outline TOC causes them to become level-2 headings in the output, they will take on the properties of the h2.Special tag—because the class has the same name ("Special") as its <h1> counterpart. Therefore, those headings will have a red font. However, let's say that your level-2 class was named something different (e.g., h2.Red). In that case, h1.Special headings that are pushed to become level-2 headings will instead use properties from the main <h2> tag. In other words, they will have a black font—not blue like h1.Special and not red like h2.Red.

Heading Styles Method

The mc-heading-level property is used to indicate a TOC level for a style. This property is already set to 1 for <h1> styles, 2 for <h2> styles, 3 for <h3> styles, and so on. Therefore, you can simply use the <h1> through <h6> styles provided by Flare in your content. You can also set the mc-heading-level property to the appropriate depth level for any paragraph style that you want to use as a heading. In the output, the print TOC will display styles with an mc-heading-level value of 1 at the highest (far left) level, those with a value of 2 at the next level, and so on (regardless of the structure of the outline TOC).

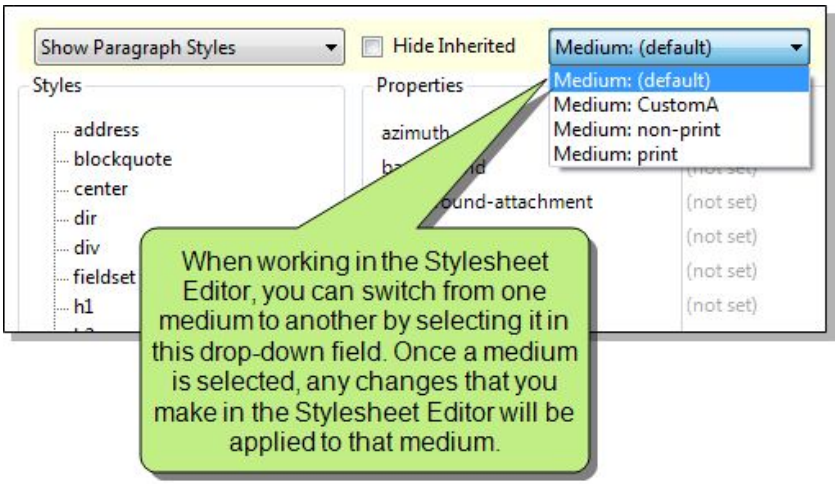
E X A M P L E

Let's say that you have applied <h1>, <h2>, and <h3> styles to headings in your topics, but you only want the headings with <h2> and <h3> styles to be included in the print TOC (omitting <h1> headings from the print TOC). You can do this by designating the level of the "mc-heading-level." A level of 0 means the heading is not included in the print TOC, a level of 1 means that it is included at the highest level in the TOC hierarchy (farthest to the left), a level of 2 means that it is included at the second highest level in the TOC hierarchy, and so on. Therefore, for this example, you might set the mc-heading-level for the <h1> style to 0. And if you want to move the <h2> and <h3> headings up a level, you could set the mc-heading-level property for <h2> to 1, and the property for <h3> to 2.

HOW TO USE STYLES FOR HEADING LEVELS

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

   Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.



3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Heading Styles.
5. From the area below, select the <h1> through <h6> style (h1, h2, h3, h4, h5, h6) that you want to customize.

   If you created other custom styles for your headings (e.g., p.MyIndexHeading), you can select those styles instead (you may first need to switch to a view that shows all paragraph styles). The mc-heading-level property (which is the property that determines the heading level in a print TOC) can be applied to any paragraph style.
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
7. In the **Properties** section, expand the **PrintSupport** group.
8. Click in the right column next to **mc-heading-level** and select the level for the heading style (e.g., 0, 1, 2, 3). The higher the number, the lower in the hierarchy the heading will be displayed in the print TOC. If you select 0, the heading will not be included in the print TOC.
9. Click to save your work.

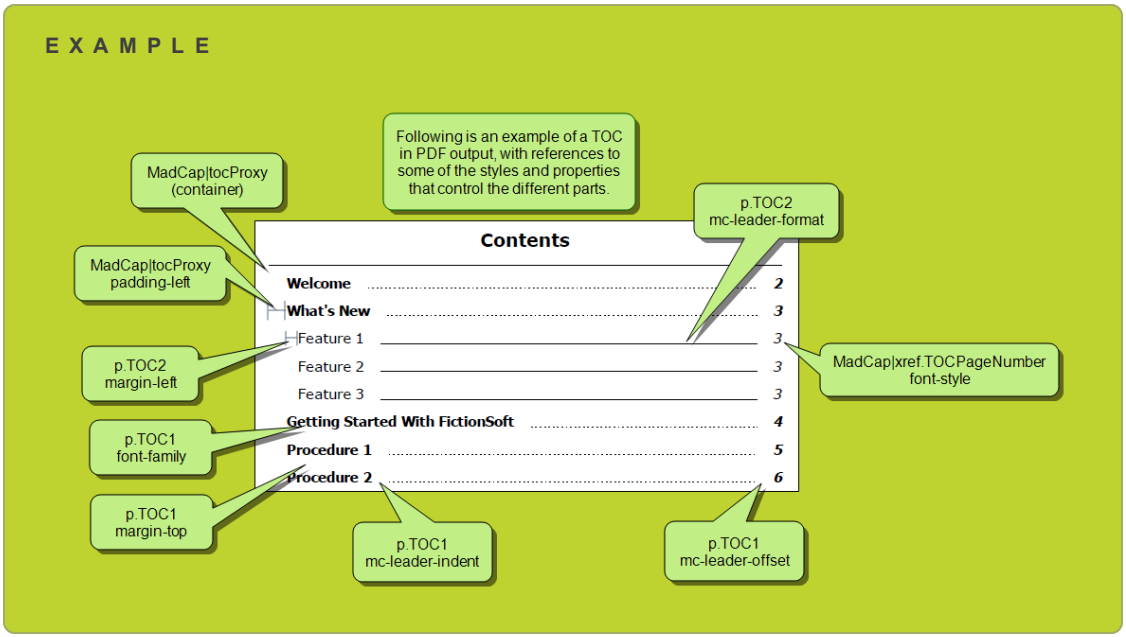
Make sure you apply the styles to be used in the generated TOC to the appropriate headings in your content. For more information see the online Help.

Using Styles to Determine the Look of a Print TOC

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

For TOCs in print-based output, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the print TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated TOC.

A style called "MadCap|tocProxy" is used to control the look of the entire container. Other styles—such as p.TOC1, p.TOC2, and p.TOC3—are used to control the look of individual entries in the TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways.



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

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.

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

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

3. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|tocProxy** style or a class that you have created under it (e.g., MadCap|tocProxy.myclass).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

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

8. Click to save your work.

HOW TO USE STYLES TO DETERMINE THE LOOK OF A PRINT TOC (INDIVIDUAL ENTRIES)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.

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

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

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

7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

> **Note:** Do not use the "PrintSupport" property for the TOC1 through TOC9 style classes.

8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change.

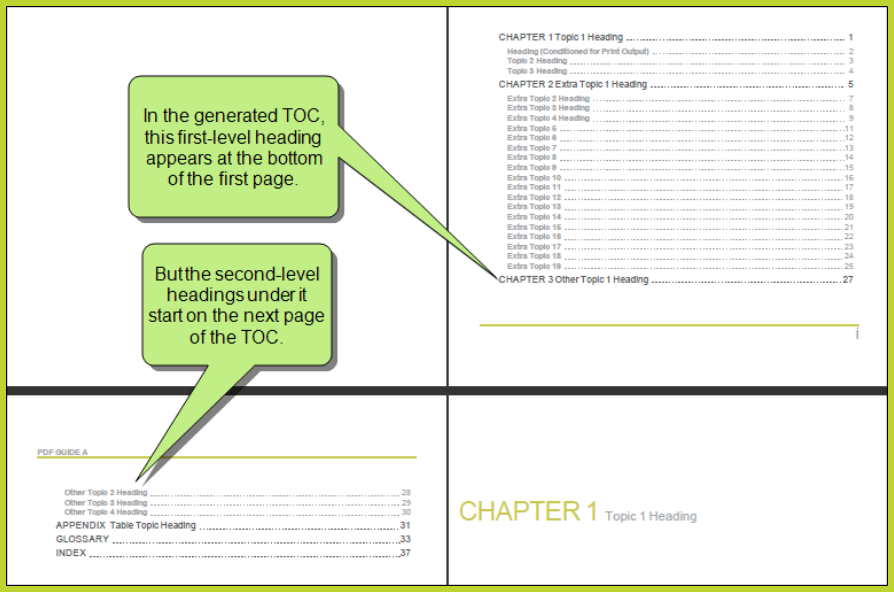
   - **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.
   - **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
   - **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
   - **Leader Format (Print Output)** To change the format of the area between the TOC heading and the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

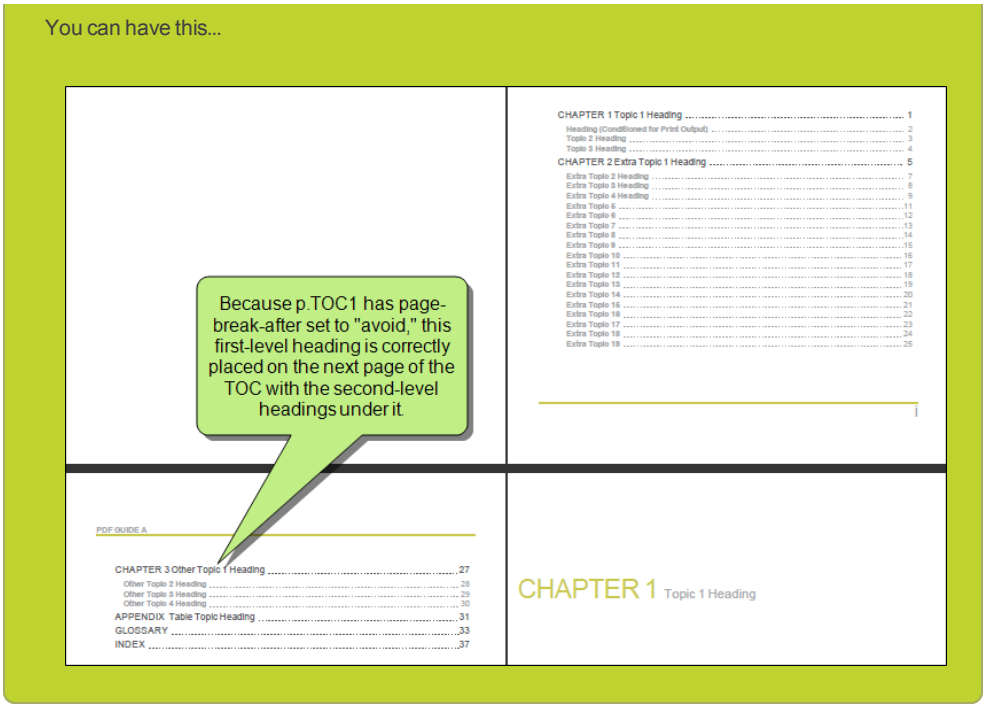
     Note: For Word output, you can enter one character only (period, hyphen, or underscore). For FrameMaker, you can specify a combination of characters and spaces, which repeat between the text and page number.

   - **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-offset**, set the margin value in the small drop-down window, and click **OK**.
   - **Page Break (Avoid Heading Orphans—Print Output)** To avoid orphan TOC headings (e.g., a first-level heading in the TOC that is stuck by itself at the bottom of the page, with its second-level headings continuing at the top of the next page), you can set that style (e.g., p.TOC1) to avoid a page break after it. To do this, expand the **PrintSupport** property group. Then click in the right column next to **page-break-after** and select **avoid**.

E X A M P L E

Instead of this...



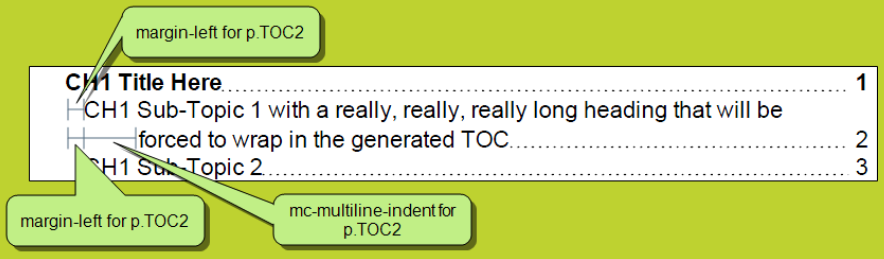


» **Padding Above** To change the amount of empty space (padding) above the TOC heading, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right.

» **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the TOC heading, expand the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

E X A M P L E

The following image shows how the **mc-multiline-indent** property works alongside the **margin-left** property in a print TOC.



9. Click to save your work.

Note: You can also use styles to suppress page numbers in a print TOC. See "Suppressing Page Numbers in a Print TOC" on page 156.

Note: If you have inserted images into the headings in your topics, you can make sure those images do not appear in the generated TOC. See "Removing Images from Headings in a Generated TOC" on page 155.

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

Using Styles to Determine the Look of a Mini-TOC

For mini-TOCs, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, and TOC width. For mini-TOCs used in print output, you can also adjust the page number alignment and leader settings (e.g., the dots between the headings and the numbers).

A style called "MadCap|miniTocProxy" is used to control the look of the entire container. Other styles—such as p.MiniTOC1, p.MiniTOC2, and p.MiniTOC3—are used to control the look of individual entries in the mini-TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways. If you have different values set for the container than you do for an individual entry (e.g., different font families are specified), the value set for the individual entry takes precedence.

HOW TO USE STYLES TO DETERMINE THE LOOK OF A MINI-TOC (ENTIRE CONTAINER)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

   Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.
3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

   Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.
4. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
5. In the **Styles** section of the editor, scroll down and select the **MadCap|miniTOCProxy** style or a class that you have created under it (e.g., MadCap|miniTOCProxy.myclass).

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

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

7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.
8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change:
   - **Background** To change the background of a mini-TOC, expand the **Background** property group and change any of the properties within it. If you select both a background image and color, the image takes precedence.
   - **Border above** To change or remove the border line that appears at the top of a mini-TOC in online output, expand the **Border** property group. Then click in the cell next to **border-top**, set the border width, unit of measurement, color, and/or style in the small drop-down window. Click **OK**. You can also use the other cells in this property group to add borders below, to the left, or to the right of the mini-TOC.
   - **Depth** To change the number of levels of topic links that are shown in the mini-TOC, expand the **Unclassified** property group. Then click in the right column next to **mc-toc-depth** and enter a number. The default setting is 3. Keep in mind that the depth can also be set directly on the proxy wherever it has been inserted. If you keep that proxy set with a depth of "default," the style setting will be used. But if you have a specific depth set on a particular proxy, that number will be used instead of the style setting. Also remember that online outputs treat the depth setting differently than print outputs.
   - **Font family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
   - **Padding above** To change the amount of empty space (padding) above the text within the mini-TOC container, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right of the mini-TOC.
9. Click to save your work.

HOW TO USE STYLES TO DETERMINE THE LOOK OF A MINI-TOC (INDIVIDUAL ENTRIES)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on.

   Note: The levels always begin with the MiniTOC1 style. For example, if the mini-TOC proxy was placed in a topic under a heading using the <h2> style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

   Note: For mini-TOCs in print output, the page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

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

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

7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

> **Note:** Do not use the "PrintSupport" property for the MiniTOC1 through MiniTOC9 style classes.

8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change (some are unique for print output, others are appropriate for both online and print output):

   - **Alignment of Page Number (Print Output)** To change the alignment (left, right, center) of the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.
   - **Font Family** To change the font family (e.g., Arial, Verdana), expand the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
   - **Font Size** To change the font size (e.g., 10 pt, 11 pt), expand the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
   - **Leader Format (Print Output)** To change the format of the area between the mini-TOC heading and the page number, expand the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

     > **Note:** For Word output, you can enter one character only (period, hyphen, or underscore). For FrameMaker, you can specify a combination of characters and spaces, which repeat between the text and page number.

   - **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-offset**, set the margin value in the small drop-down window, and click **OK**.
   - **Padding Above** To change the amount of empty space (padding) above the mini-TOC heading, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the

small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right.

» **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the mini-TOC heading, expand the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

9. Click to save your work.

Note: For print-based output, you need to make sure that the headings to be included in the mini-TOC have lower-level styles than the one where the proxy exists. For example, if you have the proxy inserted in a topic after an <h1> heading, the generated headings in the mini-TOC must have styles of <h2> or lower. You can set these heading styles manually in the necessary topics, or you can use an option called "Use TOC depth for heading levels" in the target to do this automatically. See "Determining Heading Levels for a Print TOC" on page 137.

For more information on how mini-TOCs work in online versus print output, see "Creating a Mini-TOC" on page 121.

Note: You can also use styles to suppress page numbers in a print mini-TOC. See "Suppressing Page Numbers in a Print Mini-TOC" on page 161.

Note: In previous versions of Flare, the code for styling mini-TOC proxy links was .MCMiniTOCLink. Starting in Flare V4, the style class used for this purpose is p.MiniTOC1.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Removing Images from Headings in a Generated TOC

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

If you have inserted images into the headings in your topics, you can make sure those images do not appear in the generated TOC of the printed output.

This option works somewhat differently for Word output than it does for the other outputs.

WORD

- If the option is disabled, images appear in both content headings and the print TOC.
- If the option is enabled, images are removed from both content headings and the print TOC.

PDF, XHTML, XPS, FRAMEMAKER

- If the option is disabled, images appear in content headings only.
- If the option is enabled, images are removed completely.

HOW TO REMOVE IMAGES FROM HEADINGS IN A GENERATED TOC

1. Open the target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Generated TOC** section, select **Remove images from paragraphs with heading levels**.
4. Click to save your work.

Note: Keep in mind that, with this feature, the images are also removed from the heading in the content of the document. Therefore, if you want to have the images in the content, but not in the print TOC, you should not use this feature. Instead, you must remove the images from the print TOC manually after generation (if you compile an editable output, such as Word or FrameMaker).

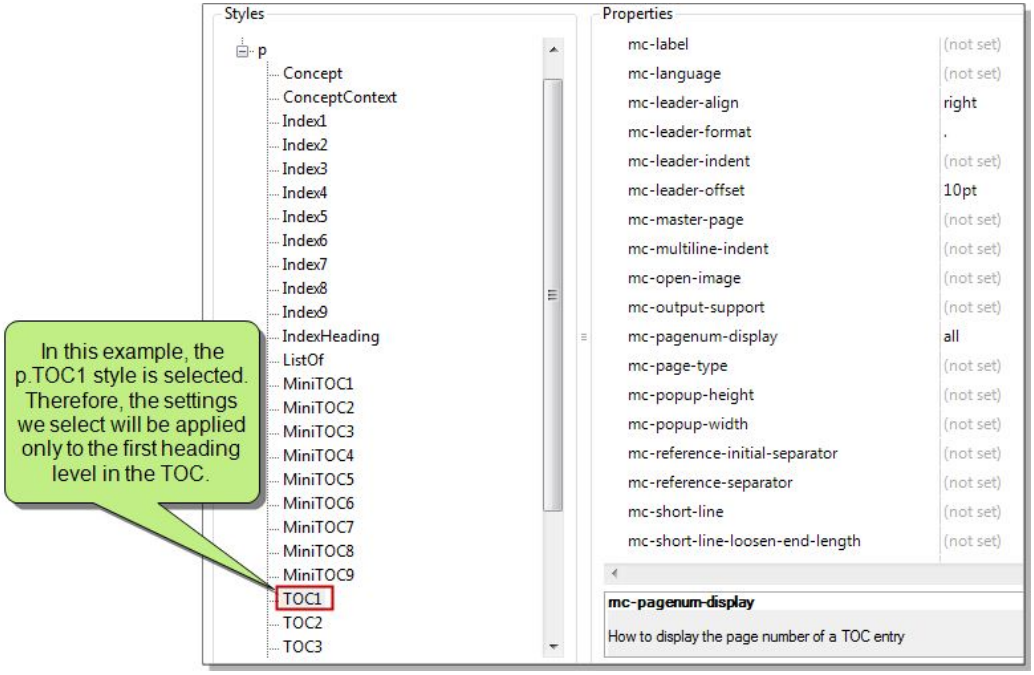
Suppressing Page Numbers in a Print TOC

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

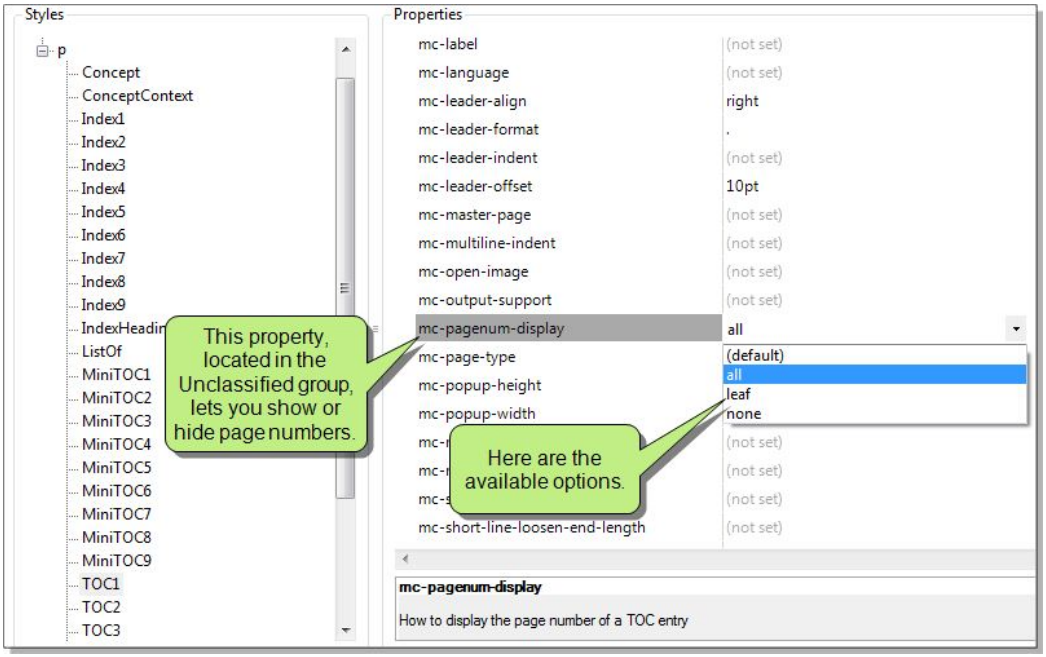
If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MiniTOC1) and selecting an option in the mc-pagenum-display property.

HOW TO SUPPRESS PAGE NUMBERS IN A PRINT TOC

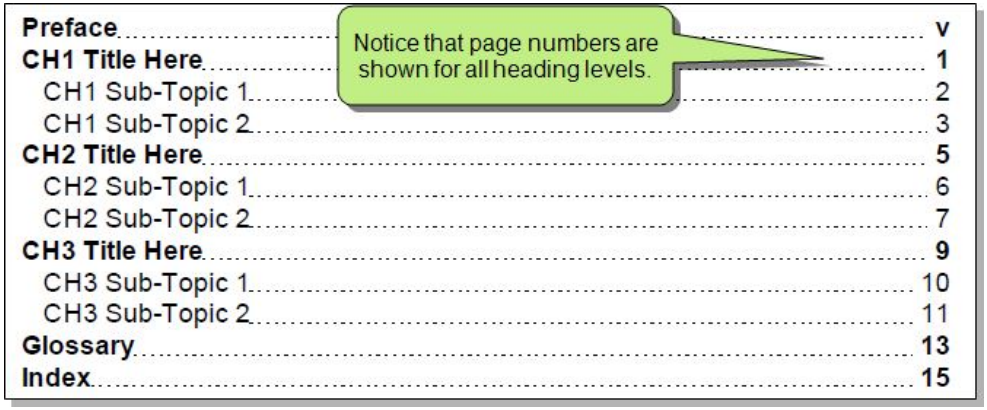
1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.


Styles
p
Concept
ConceptContext
Index1
Index2
Index3
Index4
Index5
Index6
Index7
Index8
Index9
IndexHeading
ListOf
MiniTOC1
MiniTOC2
MiniTOC3
MiniTOC4
MiniTOC5
MiniTOC6
MiniTOC7
MiniTOC8
MiniTOC9
TOC1
TOC2
TOC3
Properties
mc-label (not set)
mc-language (not set)
mc-leader-align right
mc-leader-format .
mc-leader-indent (not set)
mc-leader-offset 10pt
mc-master-page (not set)
mc-multiline-indent (not set)
mc-open-image (not set)
mc-output-support (not set)
mc-pagenum-display all
mc-page-type (not set)
mc-popup-height (not set)
mc-popup-width (not set)
mc-reference-initial-separator (not set)
mc-reference-separator (not set)
mc-short-line (not set)
mc-short-line-loosen-end-length (not set)
mc-pagenum-display
How to display the page number of a TOC entry
In this example, the p.TOC1 style is selected. Therefore, the settings we select will be applied only to the first heading level in the TOC.

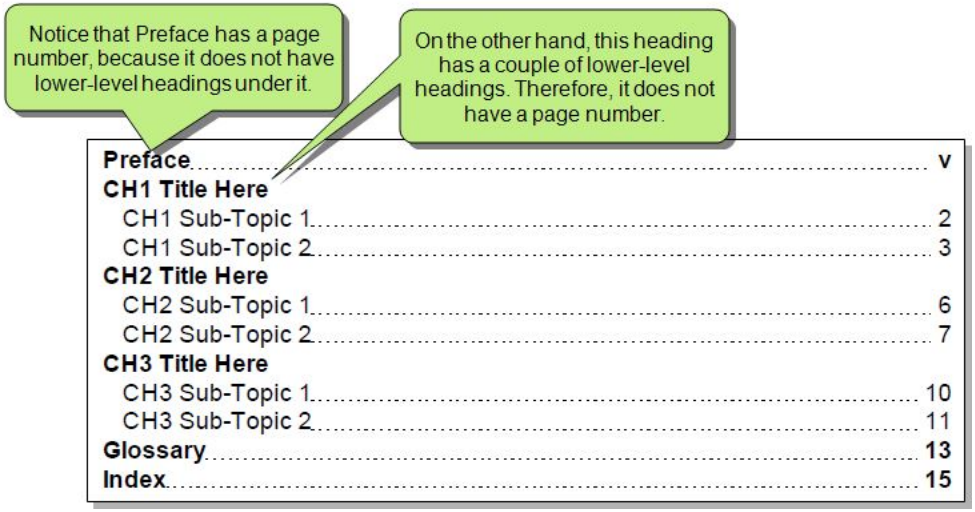
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
7. In the **Properties** section to the right, expand **Unclassified** to see the properties within it.
8. Click in the cell to the right of the **mc-pagenum-display** property and select one of the following.



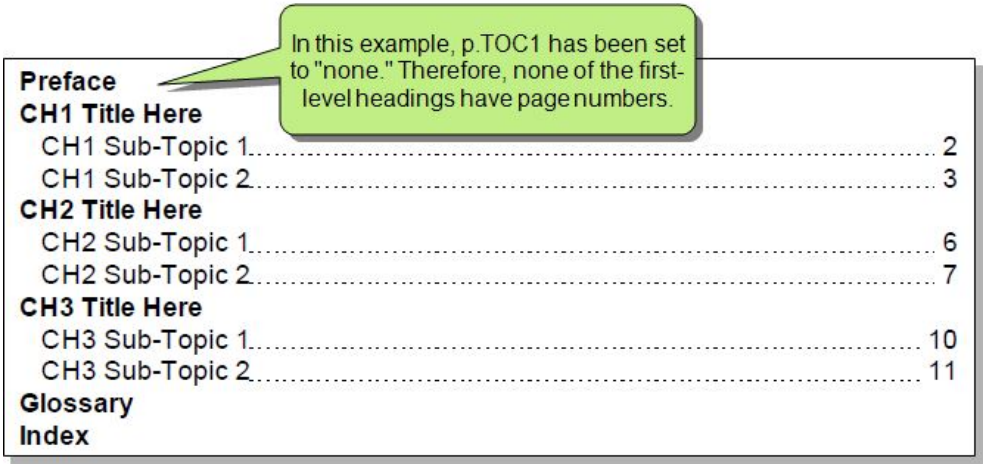
» **(default)/all** This displays the page number, just as it has for previous versions of Flare.

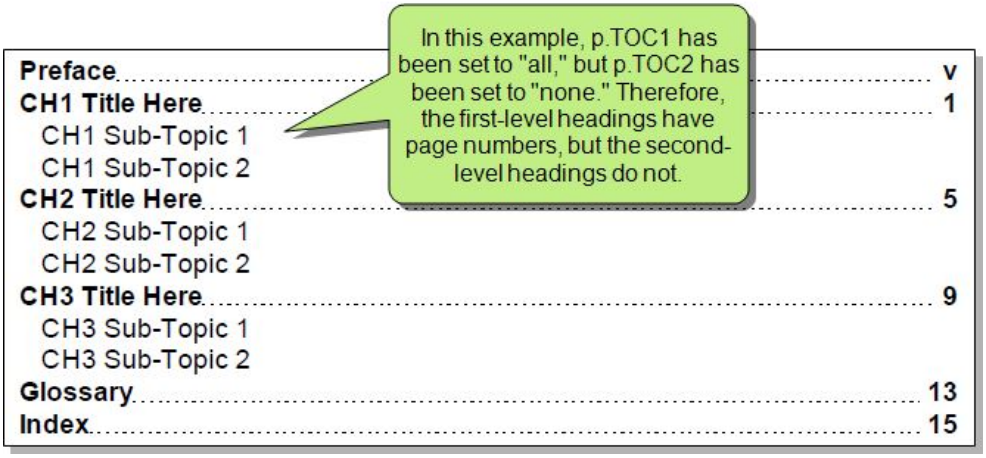


» **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.



» **none** This does not display the page number for that heading level.





9. Click to save your work.

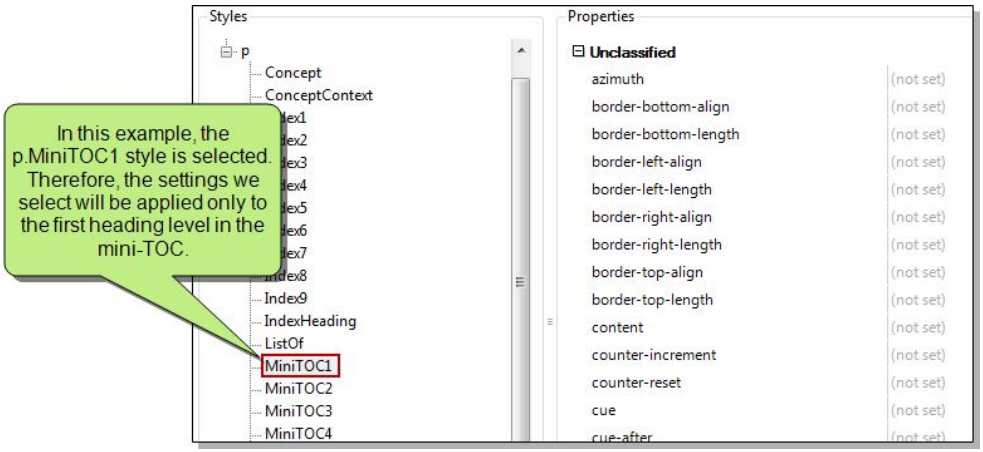
Suppressing Page Numbers in a Print Mini-TOC

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

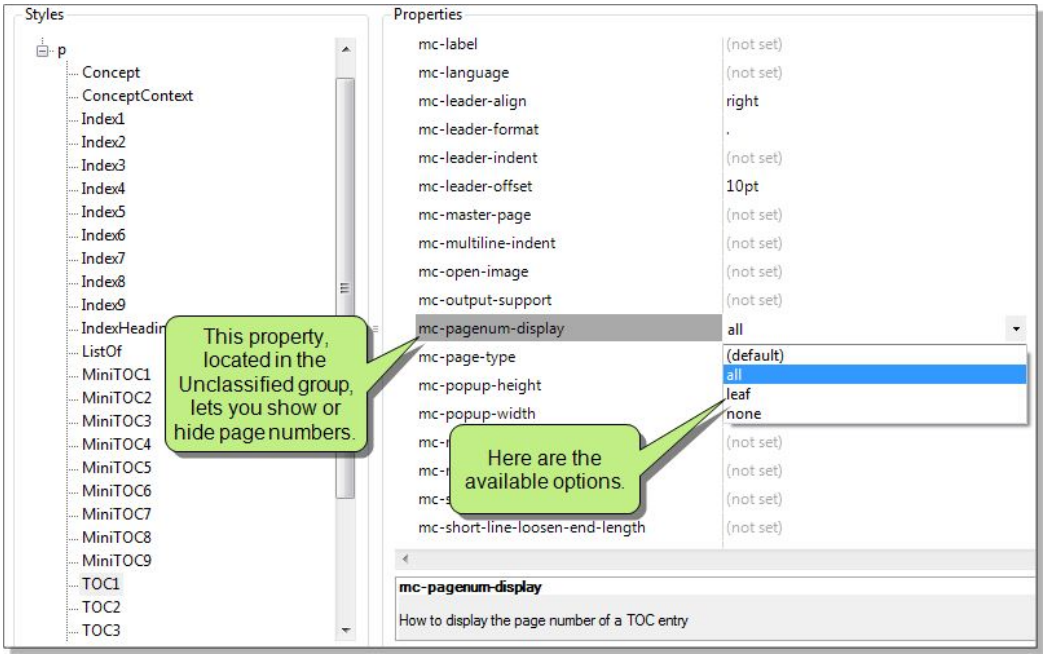
If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MiniTOC1) and selecting an option in the mc-pagenum-display property.

HOW TO SUPPRESS PAGE NUMBERS IN A PRINT MINI-TOC

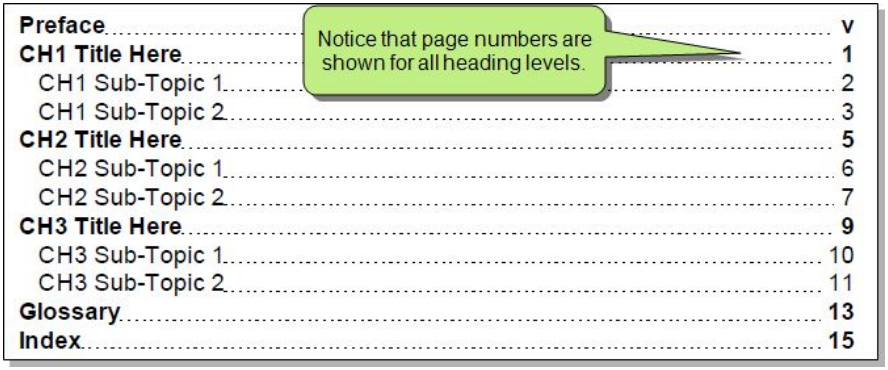
1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Generated Content Styles.
4. In the **Styles** section of the editor, expand the **p** style. Classes of the style are shown below it.
5. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **Mini-TOC3**). MiniTOC1 is used for the first-level heading in the print mini-TOC, MiniTOC2 is used for the second-level heading, and so on.



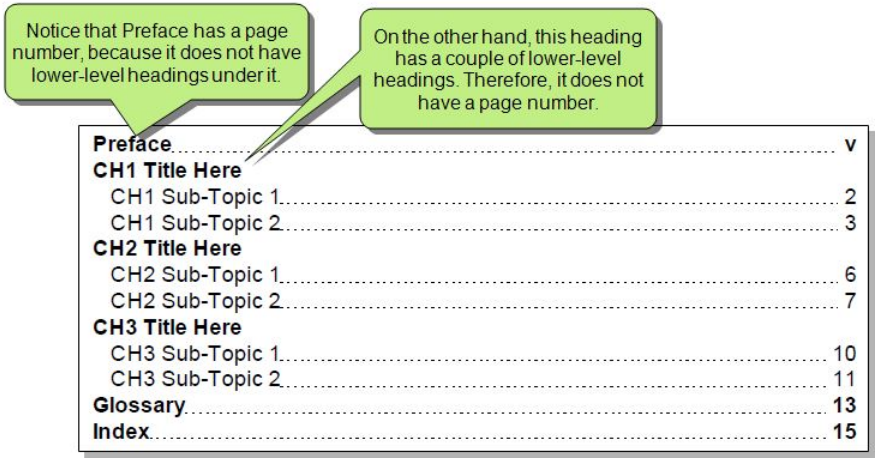
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
7. In the **Properties** section to the right, expand **Unclassified** to see the properties within it.
8. Click in the cell to the right of the **mc-pagenum-display** property and select one of the following.



» **(default)/all** This displays the page number, just as it has for previous versions of Flare.



» **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.



» **none** This does not display the page number for that heading level.

In this example, p.MiniTOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

Preface
CH1 Title Here
CH1 Sub-Topic 1 2
CH1 Sub-Topic 2 3
CH2 Title Here
CH2 Sub-Topic 1 6
CH2 Sub-Topic 2 7
CH3 Title Here
CH3 Sub-Topic 1 10
CH3 Sub-Topic 2 11
Glossary
Index

In this example, p.MiniTOC1 has been set to "all," but p.MiniTOC2 has been set to "none." Therefore, the first-level headings have page numbers, but the second-level headings do not.

Preface ..... **v**
CH1 Title Here **1**
CH1 Sub-Topic 1
CH1 Sub-Topic 2
CH2 Title Here **5**
CH2 Sub-Topic 1
CH2 Sub-Topic 2
CH3 Title Here **9**
CH3 Sub-Topic 1
CH3 Sub-Topic 2
Glossary **13**
Index **15**

9. Click to save your work.

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