MadCap Software

Images Guide

Flare 10

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

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CHAPTER 1

About Images

You can insert images into content files (e.g., topics, snippets). Flare supports the following types of raster and vector image files: BMP, EMF, EPS, EXPS, GIF, HDP, JPG, JPEG, PNG, PS, SVG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS.

This chapter discusses the following:

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Raster Versus Vector Images

Flare supports common raster image formats such as BMP, GIF, JPG, and PNG. In addition, it supports vector image formats such as EPS, PS, and SVG.

A vector image comprises geometric elements such as lines, points, and curves, based on mathematical equations. On the other hand, raster graphics are made up of pixels. A vector image is ideal for print-based output because the clarity is maintained even when you reduce the size of the graphic. If you generate an online output type such as WebHelp or DotNet Help, all vector images are converted to PNG.

It is sometimes difficult to tell the difference between a vector and raster graphic when viewing it at 100%. But if you zoom in the difference becomes apparent. Following is an example of a PDF document with the same image in JPEG and SVG format.

JPEG

Washington
Oregon
California
Nevada
Idaho
Montana
Wyoming
Utah
Arizona
Colorado
New Mexico
North Dakota
South Dakota
Nebraska
Kansas
Oklahoma
Texas
Minnesota
Iowa
Missouri
Arkansas
Louisiana
Wisconsin
Illinois
Michigan
Indiana
Ohio
Kentucky
Tennessee
Mississippi
Alabama
Georgia
Florida
South Carolina
North Carolina
Virginia
Pennsylvania
New York
Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New Jersey
Delaware
Maryland
West Virginia
Alaska
Hawaii

SVG

Washington
Oregon
California
Nevada
Idaho
Montana
Wyoming
Utah
Arizona
Colorado
New Mexico
North Dakota
South Dakota
Nebraska
Kansas
Oklahoma
Texas
Minnesota
Iowa
Missouri
Arkansas
Louisiana
Wisconsin
Illinois
Michigan
Indiana
Ohio
Kentucky
Tennessee
Mississippi
Alabama
Georgia
Florida
South Carolina
North Carolina
Virginia
Pennsylvania
New York
Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New Jersey
Delaware
Maryland
West Virginia
Alaska
Hawaii

The text in the SVG image is a little more readable. And if we zoom in, we can see why.

Here is what the JPEG image looks like when we zoom in at 300%. Notice that the pixels look blurry when enlarged.

And here is what the SVG image looks like. Notice that the text still looks as clear as it does at a much smaller size.

Tasks Associated with Images

You can accomplish the following with images.

ADDING AND INSERTING IMAGES

- **Image File (Add)** These steps show you how to add an image to your project, without inserting it into a topic. See "Adding Images to Projects" on page 16.
- **Images (Insert)** These steps show you how to insert an image file that already exists. See "Inserting Images" on page 18.
- **Screen Capture (Add)** Follow these steps if you have MadCap Capture installed on your computer and you want to capture an image from your screen and add it to the project, without inserting it into a topic at the same time. See "Adding Screen Capture Files to Projects" on page 26.
- **Screen Capture (Insert)** Follow these steps if you have MadCap Capture installed on your computer and you want to capture an image from your screen and insert it into a topic at the same time. See "Inserting Screen Capture Images" on page 31.

EDITING IMAGES

- **Image (Edit)** If you have MadCap Capture installed on your computer, you can open any image in your project. The image opens in Capture, where you can make changes to it. See "Editing Images" on page 37.
- **Background (Add)** You can add background settings to an image. This includes the ability to specify a color, another image, and a repeating pattern for the background image. Normally you would not see an image's background, but if you give the image a certain amount of padding, you would see the background around the edges of it. See "Adding Backgrounds to Images" on page 48.
- **Borders (Add)** You can add borders around an image, specifying the border size, color, and type. See "Adding Borders to Images" on page 51.
- **Image (Move)** After you insert a picture or screen capture image into a topic, you can easily move that image around. See "Moving Images in Topics" on page 54.
- **Image (Position)** You can use object positioning to precisely place an inserted image anywhere you need it on a page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text. See "Positioning Images" on page 55.
- **Image (Resize)** You can resize images with various methods. See "Resizing Images" on page 61.
- **Margins (Add)** You can adjust the margins around an image so that there is extra space above, below, to the right, or to the left of it. See "Adding Margins to Images" on page 68.
- **Objects (Auto-size)** If you have inserted MadCap Capture images that contain objects with text, you can auto-size those objects automatically when the output is generated. This can be done by selecting an option in the Advanced tab of the Target Editor. The original image file and its associated properties (.props) file remain unchanged. Only the output image is affected. See "Auto-sizing Capture Image Objects to Fit Text" on page 72.

- **Padding (Add)** You can add padding (i.e., extra space) between an image's border and the image itself. See "Adding Padding to Images" on page 70.
- **Thumbnails (Show in Output)** When you insert images into Flare content, you can specify that the images should be displayed as thumbnails (i.e., much smaller versions of the image) in the output. This is a way to condense topics so that images are not taking up as much real estate. When you use this feature, you can specify ways that the user can enlarge the image to see its full size (e.g., by hovering over the thumbnail, by clicking the thumbnail). See "Showing Images as Thumbnails in Output" on page 75.
- **Thumbnails (Show While Editing)** You can specify that thumbnail images should be shown while you are editing the content. This is simply a feature for you as the author, allowing you to scale all images down to 48 pixels high (if the original size is larger than that). This lets you see more content and less of your images as you edit topics. The images are only scaled for your editing purposes; they are not shown as thumbnails in the output. See "Showing Images as Thumbnails While Editing" on page 80.
- **Web Images (Show/Hide in XML Editor)** If you have many image tags that link to websites (e.g.,), rather than linking to images in the project, slow website response times may slow down your work in the Flare project. Therefore, you might want to disable the rendering of such images in the XML Editor. See "Showing and Hiding Web Images in the XML Editor" on page 83.

ADDITIONAL IMAGE TASKS

- **Background for Topics (Add)** You can add a background image on topics by using the <body> style tag. See "Creating Watermarks" on page 87.
- **Hyperlink and Image Map (Insert)** After you insert an image, you can turn that picture into a hyperlink, connecting it to another topic, a topic in an imported HTML Help file, an external file (such as a website), or an email. See "Inserting Image Hyperlinks" on page 89. You can also create multiple hyperlinks for specific sections of the image, and even place conditions on those sections. This is called an "image map." See "Creating Image Maps" on page 93.
- **Image (Delete)** These steps show you how to delete an image that you have previously inserted into a topic. You can also remove an image file from a project. See "Deleting Images from Topics" on page 99 and "Deleting Image Files from the Project" on page 100.
- **Image (Open)** You can open an image that you have added to your project. When you open the image , it displays in the Image Viewer within Flare. See "Opening Images" on page 101.
- **Image (Paste)** You can copy and paste an image from another program, such as Microsoft Word, into a content file (e.g., topic, snippet) . When you do this, a copy of the image file is added in PNG format to your project with a name that you provide. See "Pasting Images from Other Programs" on page 102.
- **Image (Regenerate)** If necessary, you can quickly regenerate (update) all of the images in your project. See "Regenerating Images" on page 103.

- **Image (Remove From Generated TOC)** 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. See "Removing Images from Headings in a Generated TOC" on page 106.
- **Image (Select)** To select an image in the XML Editor, you can left-click on it. Another option is to right-click on it and choose **Select** from the context menu.
- **Image (Select for About box)** You can select an image to be used for the "About box" in the output window. You can use this About box for any purpose you like. See "Selecting an Image for the About Box" on page 107.
- **Image Frame (Add)** You can draw an image frame in a page layout. The image you select is added to a frame of the same size, which you can place on the page as necessary. This allows you to place an image automatically on multiple pages in the output. You might use this feature, for example, if you want to place your company logo somewhere on each page. See "Adding Images to Page Layout Frames" on page 109.
- **List of Images (Create)** You can use the list-of proxy to generate a list of various types of elements (e.g., tables, images) in your output, with links to the corresponding content. See "Creating a List of Images" on page 110.
- **MadCap Capture (Launch)** If you have MadCap Capture installed on your computer, you can launch it from within Flare. You can then use Capture to edit any images in your project. See "Launching MadCap Capture" on page 112.
- **Microsoft Word Output (Embed)** An option on the Advanced tab of the Target Editor lets you ensure that images are embedded in Microsoft Word output. This option is enabled by default. See "Embedding Images in Microsoft Word Output" on page 113.
- **Single-Source Image (Create)** If you are creating a project containing images and need to generate output for both online and printed output, chances are good that you require different image settings (e.g., file format, color depth, resolution) for those outputs. In the past, the easiest way to accomplish this task was to create one set of images for the online output and another set for the printed output. However, there is another alternative. If you have both MadCap Flare and MadCap Capture installed, you can single-source your images, producing only one set of images for all outputs. You can specify that the online images should have one group of settings, while the printed images have another group of settings. You can also single-source images when resizing them. This can be done through the use of styles (applying the settings to many images at once) or local formatting (applying the settings to one image). When you generate online output, the image will be displayed in one size, and when you generate print-based output, the image will be displayed in another size. See "Resizing Images" on page 61 and "Creating Single-Source Images" on page 114.
- **Web-Safe Images** If you have used non–web-safe image formats (e.g., WMF, EMF, BMP, TIF, TIFF, XPS, EXPS) in your project and want those images to be converted to web-safe formats (e.g., GIF, JPEG, PNG) when you generate online output—e.g., DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus—you can use an option on the Advanced tab of the Target Editor. For print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), the original image file formats will be used when you generate output. See "Generating Web-Safe Images" on page 116.

Tip: For print-based output, you should try to use images with a high DPI (dots per inch) quality (300 is typically recommended). The higher the DPI for an image, the more it shrinks in the output, so you should try to obtain as large as an image as possible to begin with. If that doesn't work, a lower DPI (e.g., 250, 200, 150) may produce acceptable results in print output. By contrast, online output is usually displayed at 72 or 96 DPI, so a lower DPI image is okay for those outputs. To produce the best possible images for both online and print-based outputs, you might consider using different images for those outputs and applying conditions to them. Another option is to use single-sourcing features with MadCap Capture, which lets you accomplish the same thing with only one image for both online and print outputs. See "Creating Single-Source Images" on page 114.

Note: When you insert an image from outside your project into a topic, a copy of the image file is added to your project. The image file is stored in the Resources\Images folder of the Content Explorer, unless you specify another location.

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

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

Note: If you have used non–web-safe image formats (e.g., WMF, EMF, BMP, TIF, TIFF, XPS, EXPS) in your project and want those images to be converted to web-safe formats (e.g., GIF, JPEG, PNG) when you generate online output—e.g., DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus—you can use an option on the Advanced tab of the Target Editor. For print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), the original image file formats will be used when you generate output.

CHAPTER 2

Adding and Inserting Images

You can add images and screen captures to a project to insert them into topics and snippets. This chapter discusses the following:

Adding Images to Projects 16
Inserting Images 18
Adding Screen Capture Files to Projects 26
Inserting Screen Capture Images 31

Adding Images to Projects

The following steps show you how to add an image to your project, without inserting it into a content file. If you follow the steps for inserting an image, the image file is added to the project as well.

HOW TO ADD AN IMAGE FILE TO A PROJECT

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

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

   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Image**.

     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 Image**.

   The Add File dialog opens.
2. Click the **File Type** field at the top of the dialog and select **Image**.
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) 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.

> **Note:** If you want to place non-topic files in a traditional default folder, you must first make sure that folder exists in the Content Explorer. If it does not exist, you can easily add it.

Non-Topic File Type	Traditional Default Folder in Content Explorer
Image	Resources\Images
Master Page	Resources\MasterPages
Multimedia	Resources\Multimedia
Page Layout	Resources\PageLayouts
Snippet	Resources\Snippets
Stylesheet	Resources\Stylesheets
Table Stylesheet	Resources\TableStyles

5. In the **File Name** field, type a new name for the image file.
6. Click **Add**. The image file is added to the Resources\Images subfolder in the Content Explorer. The Image Viewer opens to the right, displaying the picture.

Inserting Images

The following steps show you how to insert an image into a content file (e.g., topic, snippet), adding the image file to the project as well.

If instead you follow the steps for adding an image to a project, the image file is added to the project, but not inserted into a topic.

HOW TO INSERT AN IMAGE

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor place your cursor where you want to insert the image.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Multimedia** section, select **Image**.
   - **Menu** Select **Insert>Image**.
   - **Keyboard Shortcut** Press **CTRL+G**.
   - **Local Toolbar** In the local toolbar of the XML Editor, click .

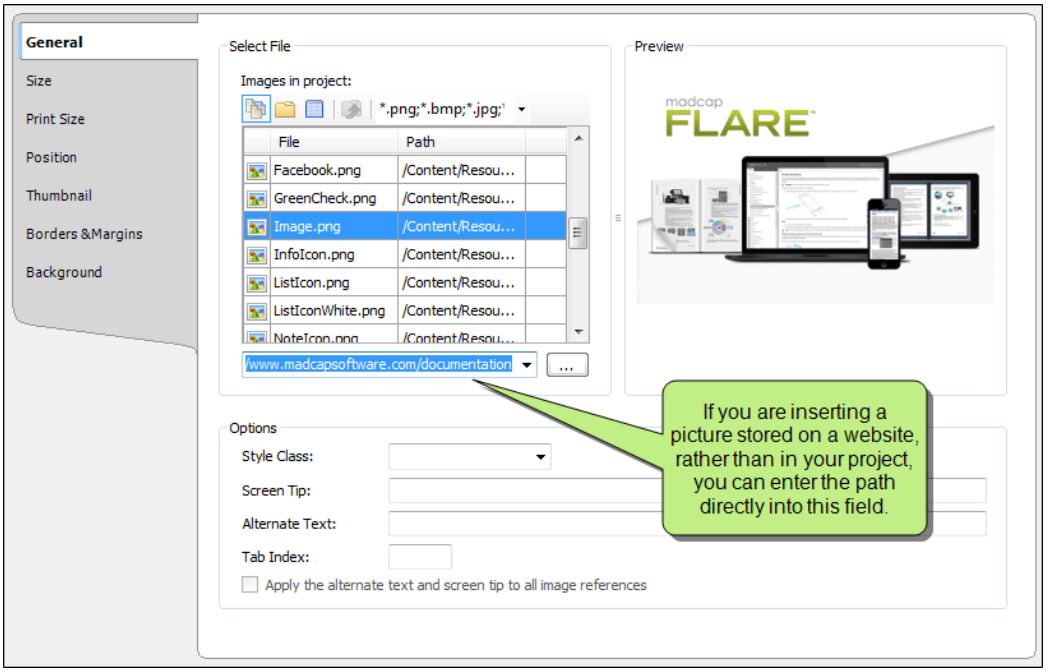
   The Insert Image dialog opens.
4. Select the **General** tab.
5. Select an image file to insert. You can do this in various ways.

   You can select an image file already in the project by finding and choosing it in the Select File Area. Use the buttons in the local toolbar to view all files in a list, view files in their folder structure, etc.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	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.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

   You can click ... to find and select an image file outside of the project.

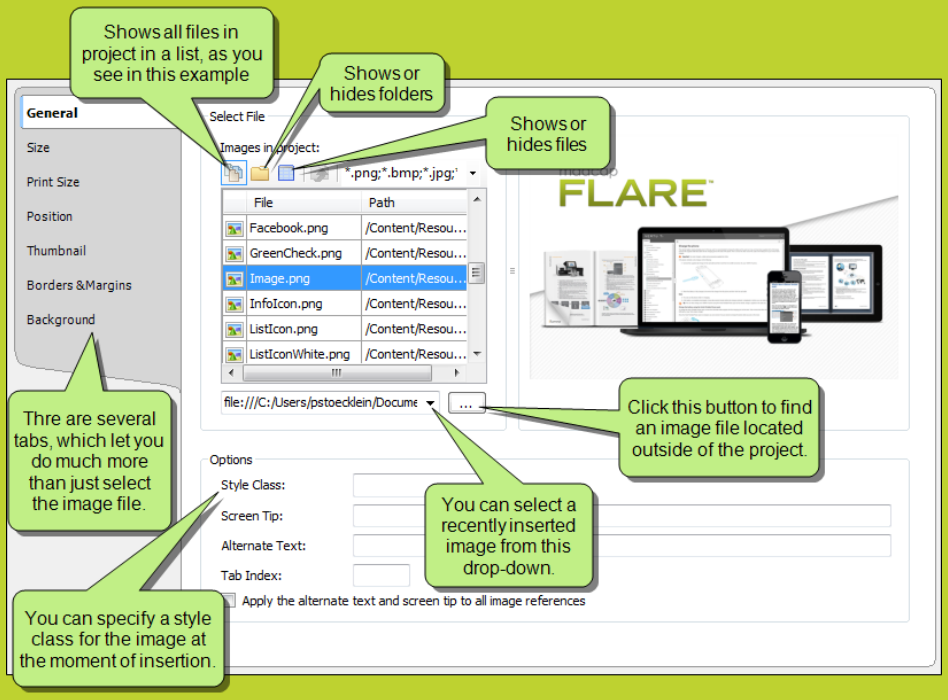
If you want to link to an image stored on a website, rather than adding it to your project, you can enter the path directly into the field.



If you want to select an image file that you recently inserted, click the down arrow in the field next to ... and select the file from the list.

EXAMPLE

When you insert an image, the dialog might look something like this:



Note: If you select an image outside the project, that file is then copied and placed inside the project. The image file is stored in the Resources\Images folder of the Content Explorer.

6. (Optional) If you want to apply a specific style class to the image, you can select it from the **Style Class** field.

> **E X A M P L E**
>
> Let's say that you have created in your stylesheet a class of the <img> tag called "button" (i.e., img.button) and you have set a maximum size on that style class. The idea is that you want to use that style class whenever you insert an image of a button, ensuring that the image always displays in a very small size. Rather than using the default parent <img> tag when you insert the image, you select img.button from the Style Class drop-down.

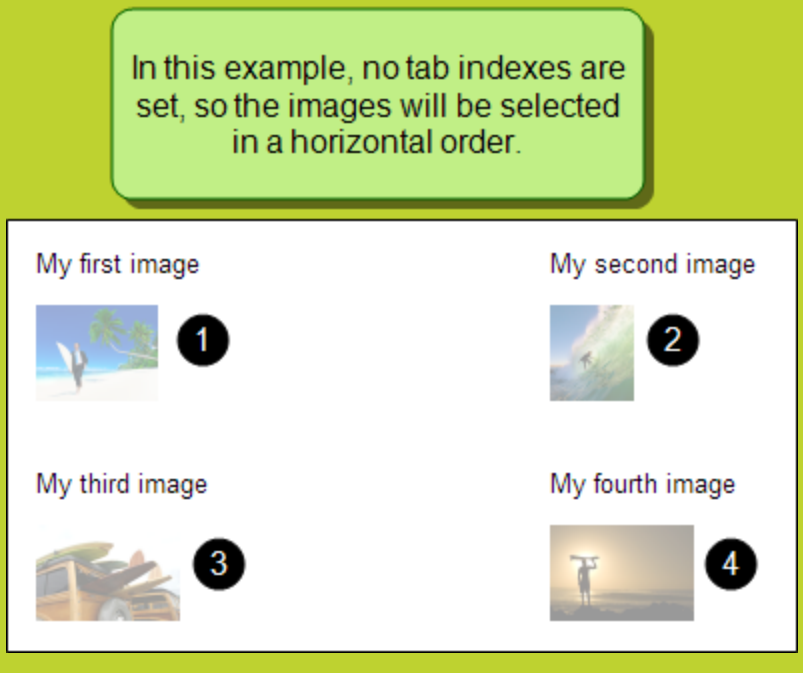
7. (Optional) In the **Screen Tip** field you can type a phrase that will appear when the end user hovers over the image.
8. (Optional) In the **Alternate Text** field you can type alternate text to display when the image is not available, such as when a disabled individual is using a screen reader.

   For more information see the online Help.

9. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through images in a topic. So when a user presses the Tab key the first time in a topic, the image with an index value of 1 will be selected first, the image with a value of 2 will be selected next, and so on. If you want to skip an image, enter -1 in that field.

E X A M P L E

Let's say you have a table with two columns and two rows, with an thumbnail image in each cell. You want users to be able to quickly browse through them using the Tab key, so that they can select an image and then press Enter to temporarily enlarge the thumbnail to full size. Without tab indexes set, the images will be selected in a horizontal order as the user presses the Tab key (i.e., the image in the first cell is selected first, followed by the image in the cell to the right, followed by the image in the first cell of the second row, and finally the second image in the second row).



However, you want the images do be selected downward (i.e., selecting those in the first column before those in the the second column). Therefore, you edit each image and enter the appropriate tab index value on it.

In this example, we set tab indexes on the images as shown, because we want them to be selected in a vertical order when the Tab key is pressed.

Note: This feature is supported only in WebHelp outputs—WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus.

10. (Optional) Select **Apply the alternate text and screen tip to all image references** if you want the same alternate and screen tip text to be used everywhere the image is used in the project.

11. (Optional) Use any of the other tabs to provide additional settings for the image.

SIZE AND PRINT SIZE TABS

You can use these tabs to resize the image. If you want to provide only one group of settings for the image, use the Size tab. If you want to provide two groups of settings—one for online output and another for print-based output—use the **Size** tab for online output, then use the **Print Size** tab for print-based output. See "Resizing Images" on page 61.

POSITION TAB

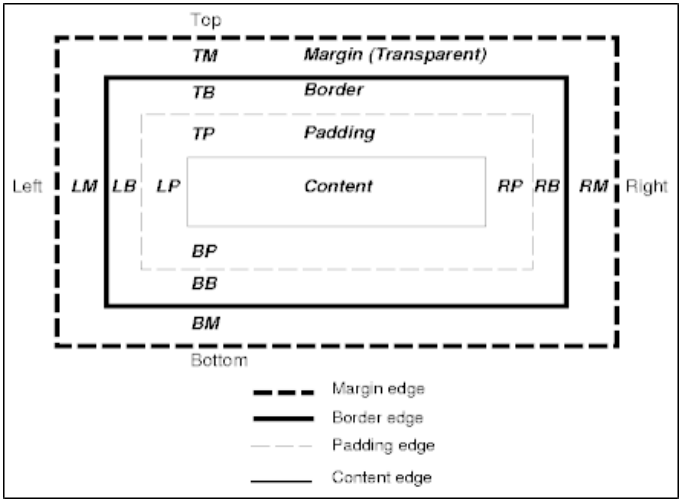
You can use this tab to adjust the positioning of the image on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text. See "Positioning Images" on page 55.

THUMBNAIL TAB

You can use this tab to create a thumbnail version of the image in the output. See "Showing Images as Thumbnails in Output" on page 75.

BORDERS & MARGINS TAB

You can use this tab to set borders, margins, or padding for the image. See "Adding Borders to Images" on page 51, "Adding Margins to Images" on page 68, and "Adding Padding to Images" on page 70.



BACKGROUND TAB

You can use this tab to add background settings (e.g., color, image) for the image. See "Adding Backgrounds to Images" on page 48.

12. Click **OK**. The image is added.
13. Click to save your work.

Note: You can also make any image in your online Help interactive by linking it to another topic, bookmark within a topic, or an external file such as a website. See "Inserting Image Hyperlinks" on page 89.

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

Note: If you are using the "generate web-safe images" option in WebHelp targets, images that link to external locations, such as websites, are not affected by that option. See "Generating Web-Safe Images" on page 116.

Note: You can use a global setting in the Options dialog. This automatically adds an empty alt tag to images when you insert them into a topic or snippet (unless you specifically add an alt tag to an image). See "Applying Empty Alt Text" on page 117.

Adding Screen Capture Files to Projects

Capture is MadCap's screen capture and editing tool, which is tightly integrated with Flare. If you have Capture installed on your computer, you can use it to do any of the following from within Flare.

You can capture an image on your screen and add the image file to the project (without inserting the picture into a topic).

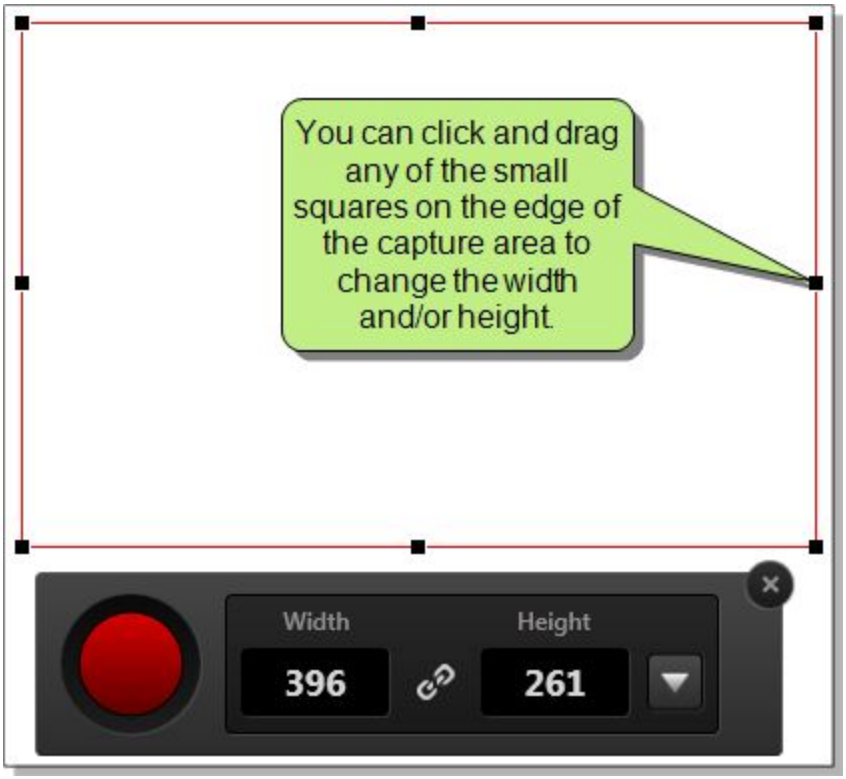
HOW TO ADD A SCREEN CAPTURE FILE TO A PROJECT

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

   The Screen Capture dialog opens.
2. Complete the appropriate setup fields in the dialog:
   - **File name** Enter a name for the image that you are capturing, or you can use the default name provided.
   - **Folder** Select the folder where you want the captured image to be stored in the Content Explorer.
   - **Profile or Format** Select the profile or file format that you would like to use when capturing the image. If you select a file format (BMP, GIF, JPEG, PNG, TIFF), the image will automatically be saved in that format. A profile (created in MadCap Capture) lets you capture the image with many additional settings applied to the image in advance.
   - **Launch MadCap Capture Editor** Select this check box if you want MadCap Capture to be launched when you capture an image. The image will be displayed in MadCap Capture. This is a useful option if you want to edit the image (e.g., add callouts, lines, borders) after you capture it. When you edit and save the image in Capture, the changes will automatically be reflected in Flare.
3. Select the capture option that you want to use, and complete the steps for each one as necessary:
   - **Capture UI Element** Captures a fixed area of a window (e.g., menu bar, toolbar, editor, individual button, entire window), depending on where you move your mouse and click. As you move the mouse in an application, a red border surrounds each separate region.
   - **Capture Application** Captures an open application. When you click this button, the Select window opens, displaying a list of all open applications. You can select the application that you want to capture.
   - **Capture Region** Captures a rectangular region of your computer screen. When you click this button, a rectangle with a red border displays over your screen. You can move and resize this rectangle in the following ways.

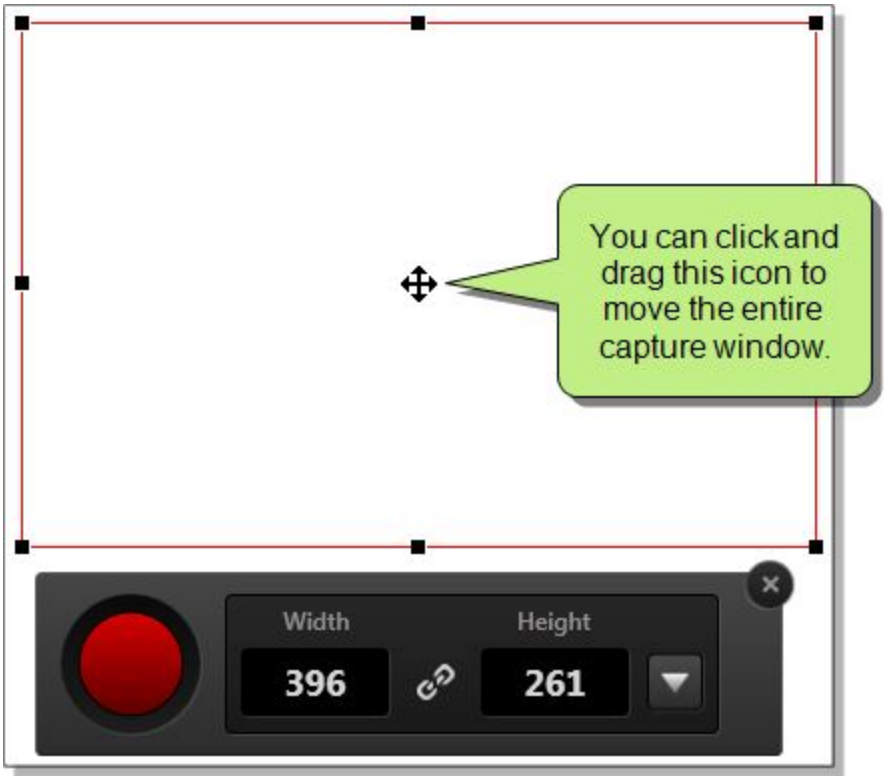
DRAG EDGE

You can resize the capture area manually by clicking any of the handles (small squares) around the edge of the rectangle and dragging them to resize the width and/or height.



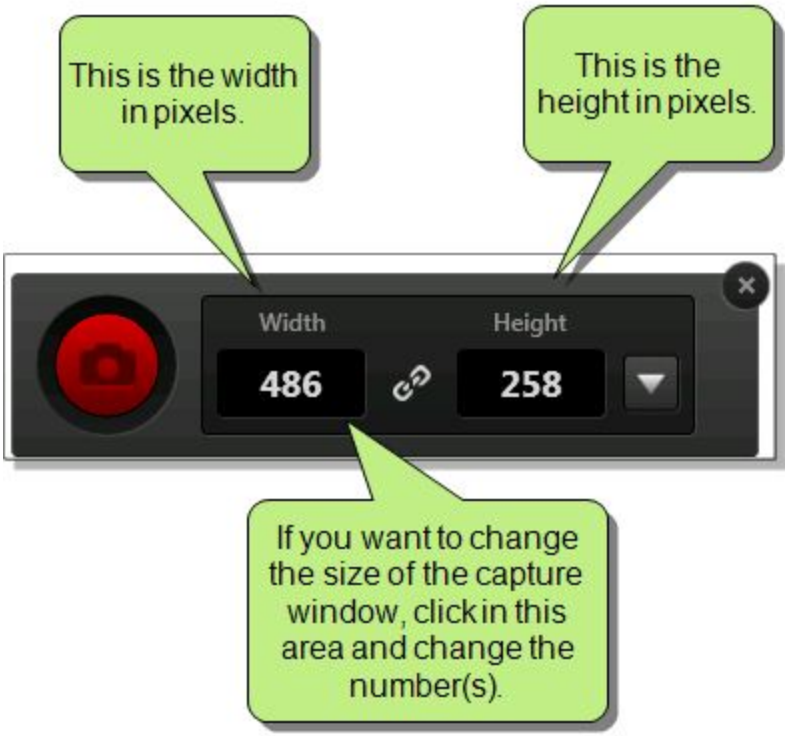
MOVE ENTIRE CAPTURE AREA

You can move the entire capture area by clicking the size-all icon in the center of the area and dragging the area to a new location on your screen.

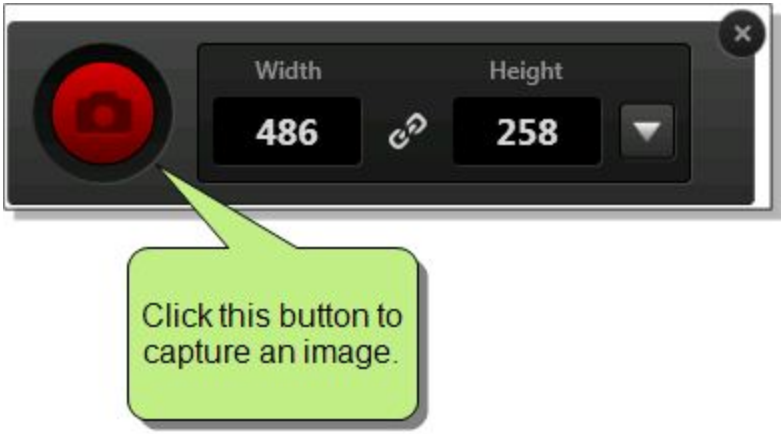


TYPE WIDTH OR HEIGHT

You can click in the number fields in the task bar to manually change the width and/or height of the capture window in pixels.



To capture the region, click the red capture button on the task bar.



» **Capture Regions Consecutively** Lets you capture multiple images without having to select the capture option each time. The most recent capture region is shown each time. In between each consecutive capture, you can relocate and resize the region as well as manipulate the onscreen content you want to capture. When you are done capturing images, click the **X** to finish.

Note: This feature is available only when adding screen captures, not inserting them.

Inserting Screen Capture Images

If you have MadCap Capture installed on your computer, you can use it to capture an image from your screen and insert it into a topic at the same time.

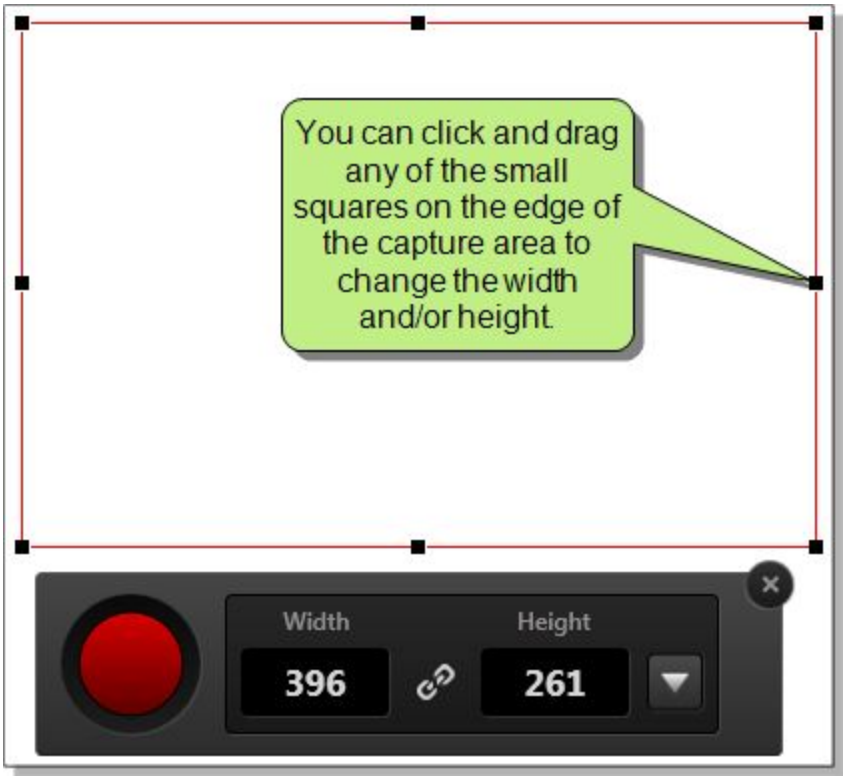
HOW TO INSERT A SCREEN CAPTURE INTO A TOPIC

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, place your cursor where you want to insert the image.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Multimedia** section, select **Screen Capture**.
   - **Menu** Select **Insert>Screen Capture**.

   The Screen Capture dialog opens.
4. Complete the appropriate setup fields in the dialog.
   - **File name** Enter a name for the image that you are capturing, or you can use the default name provided.
   - **Folder** Select the folder where you want the captured image to be stored.
   - **Profile or Format** Select the profile or file format that you would like to use when capturing the image. A profile (created in MadCap Capture) lets you capture the image with many additional settings applied to the image in advance.
   - **Launch MadCap Capture Editor** Select this check box if you want MadCap Capture to be launched when you capture an image. The image will be displayed in MadCap Capture. This is a useful option if you want to edit the image (e.g., add callouts, lines, borders) after you capture it. When you edit and save the image in Capture, the changes will automatically be reflected in Flare.
5. Select the capture option that you want to use, and complete the steps for each one as necessary.
   - **Capture UI element** Captures a fixed area of a window (e.g., menu bar, toolbar, editor, individual button, entire window), depending on where you move your mouse and click. As you move the mouse in an application, a red border surrounds each separate region.
   - **Capture application** Captures an open application. When you click this button, the Select window opens, displaying a list of all open applications. You can select the application that you want to capture.
   - **Capture region** Captures a rectangular region of your computer screen. When you click this button, a rectangle with a red border displays over your screen. You can move and resize this rectangle in the following ways.

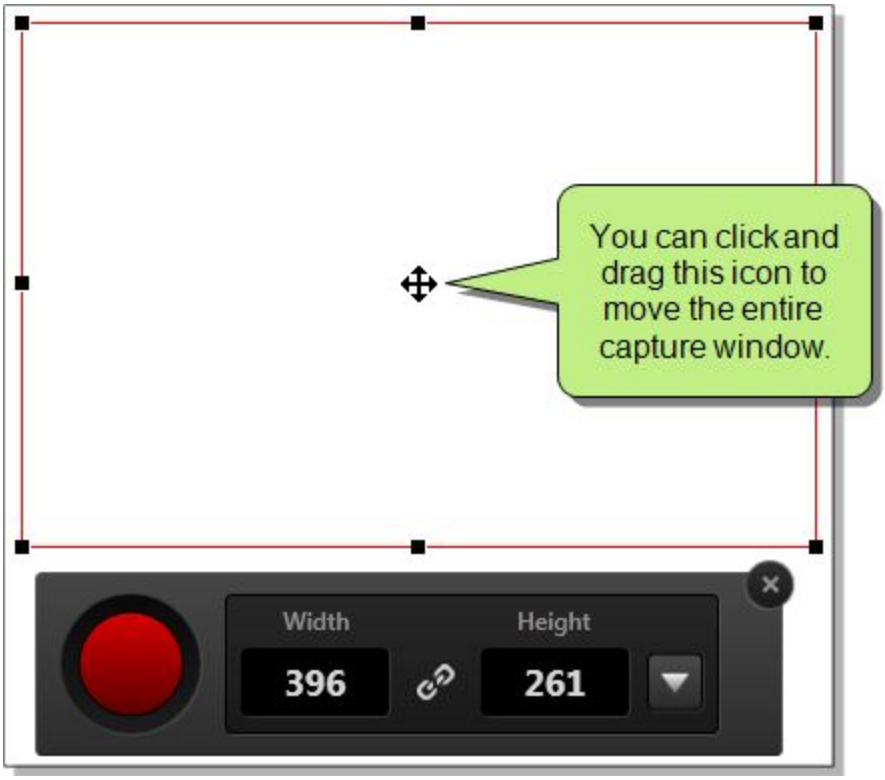
DRAG EDGE

You can resize the capture area manually by clicking any of the handles (small squares) around the edge of the rectangle and dragging them to resize the width and/or height.



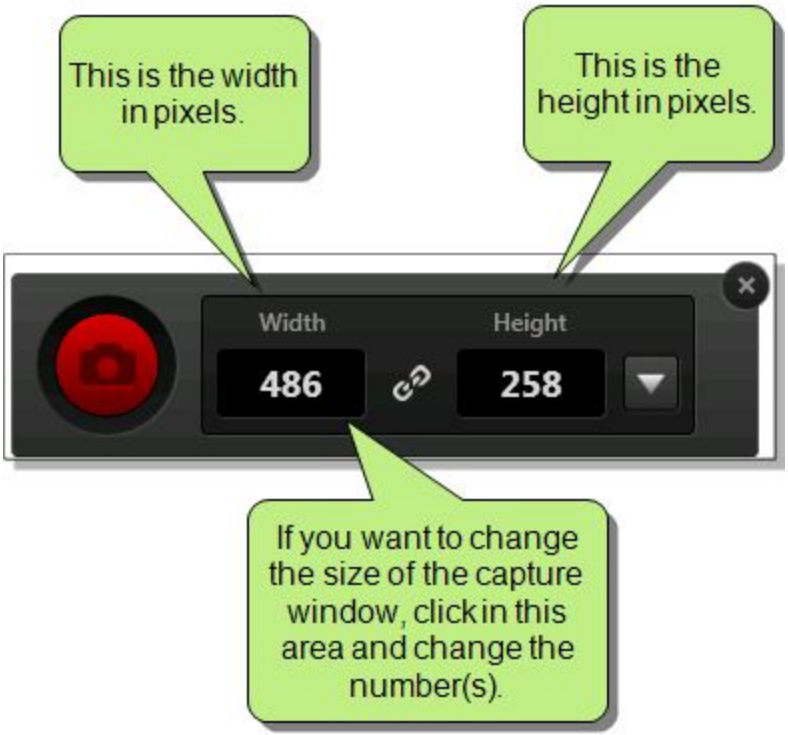
MOVE ENTIRE CAPTURE AREA

You can move the entire capture area by clicking the size-all icon in the center of the area and dragging the area to a new location on your screen.

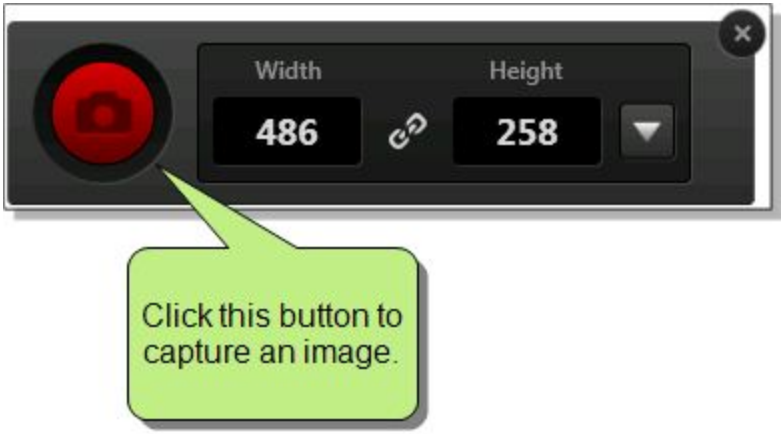


TYPE WIDTH OR HEIGHT

You can click in the number fields in the task bar to manually change the width and/or height of the capture window in pixels.



To capture the region, click the red capture button on the task bar.



6. Click to save your work.

Note: When you insert a screen capture into a topic, the image file is added to your project. The image file is stored in the Resources\Images folder of the Content Explorer. If the screen capture image has a .props file (used for storing layer information for the image), that file is included in the project as well, although it is hidden.

CHAPTER 3

Editing Images

Not only can you add images to your project, you can modify them to meet your needs. This chapter discusses the following:

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Ways to Edit Images

You can edit images in these ways:

- **Edit Image Properties** You can edit the properties for an image, including its size, position, borders, margins, and more. This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.
- **Edit Image in MadCap Capture** If you have MadCap Capture installed, you can open the image in that application to modify it (e.g., add callouts, crop).

  Capture is MadCap's screen capture and editing tool, which is tightly integrated with Flare. If you have Capture installed on your computer, you can use it to do any of the following from within Flare:

  - **Insert Screen Capture Images into Topics** You can capture an image on your screen and insert it into a topic at the same time. See "Inserting Screen Capture Images" on page 31.
  - **Add Screen Capture Files to Projects** You can capture an image on your screen and add the image file to the project (without inserting the image into a topic). See "Adding Screen Capture Files to Projects" on page 26.
  - **Edit Images** You can open any image in your project. The image opens in Capture, where you can make changes to it.
  - **Launch MadCap Capture** You can simply open the Capture application from Flare. See "Launching MadCap Capture" on page 112.

  Some advantages of using Capture include the following:

  - **Layers** You can add special effects or objects such as callouts, shapes, or lines. Because layers are used (rather than merging the objects into the image), you can easily return to the image later after you have saved it and modify just a single object (rather than re-creating the entire image).
  - **Changes Reflected Automatically** As soon as you save the image in Capture, the changes are automatically reflected anywhere the image was inserted in your project.
  - **Single-Sourcing Images** This feature reflects Capture's tight integration with MadCap Flare. For a single image, you can provide one group of settings for online output, and another group of settings for printed output. For example, you might want to use a resolution of 72 DPI for online output, and a resolution of 300 DPI for printed output. Rather than creating two separate images, you can single-source the image outputs. For more information see "Creating Single-Source Images" on page 114.

Editing Image Properties Using Styles

Following are steps for using your stylesheet to make changes to images in your project.

HOW TO EDIT IMAGE PROPERTIES USING A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor:

   - **Simplified** The Simplified view is often best for newer users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of topic content without a style). In some cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, autonumbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
   - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. For beginners, it is not as quick and easy to use as the Simplified view, but it allows you to edit more settings than are available in the Simplified view.

> **Warning:** When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the default medium and the properties will then be used on the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles.

IF USING SIMPLIFIED VIEW

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

b. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Image Styles.

c. From the area below, select the **img** tag. If you created classes of the tag, you select the class instead.

d. In the local toolbar of the editor, click . The Properties dialog opens.

e. Use the tabs in the dialog to set any of the following:

- **Background** See "Adding Backgrounds to Images" on page 48.
- **Border** See "Adding Borders to Images" on page 51.
- **Margins** See "Adding Margins to Images" on page 68.
- **Padding** See "Adding Padding to Images" on page 70.
- **Position** See "Positioning Images" on page 55.
- **Size** See "Resizing Images" on page 61.

f. Click **OK**.

IF USING ADVANCED VIEW

a. 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.

b. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Image Styles.

c. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.

d. Use the properties section on the right side of the editor to apply settings for the style.

- **Background** See "Adding Backgrounds to Images" on page 48.
- **Border** See "Adding Borders to Images" on page 51.
- **Margins** See "Adding Margins to Images" on page 68.
- **Padding** See "Adding Padding to Images" on page 70.

3. Click to save your work.

Editing Image Properties Using Local Formatting

Following are steps for using local formatting to make changes to images in your project.

HOW TO EDIT IMAGE PROPERTIES USING LOCAL FORMATTING

1. Do one of the following:
   - Open a topic where the image is inserted. Right-click on the image.

     OR
   - In the Content Explorer, locate and right-click the image file that you want to edit (e.g., Resources\Images\NameOfFile.png).
2. From the context menu select **Edit Image**. The Edit Image dialog opens.
3. You can use the **General** tab to make the following changes.
   - You can select a different image file. You can do this in various ways.

     You can select an image file already in the project by finding and choosing it in the Select File Area. Use the buttons in the local toolbar to view all files in a list, view files in their folder structure, etc.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	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.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

     You can click ... to find and select an image file outside of the project.

     If you want to link to an image stored on a website, rather than adding it to your project, you can enter the path directly into the field.

     If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to ... and select the file from the list.

Note: If you select an image file outside the project, that file is then copied and placed inside the project. The image file is stored in the Resources\Images folder of the Content Explorer.

- If you want to apply a specific style class to the image, you can select it from the **Style Class** field.

EXAMPLE

Let's say that you have created in your stylesheet a class of the <img> tag called "button" (i.e., img.button) and you have set a maximum size on that style class. The idea is that you want to use that style class whenever you insert an image of a button, ensuring that the image always displays in a very small size. Rather than using the default parent <img> tag when you insert the image, you select img.button from the Style Class drop-down.

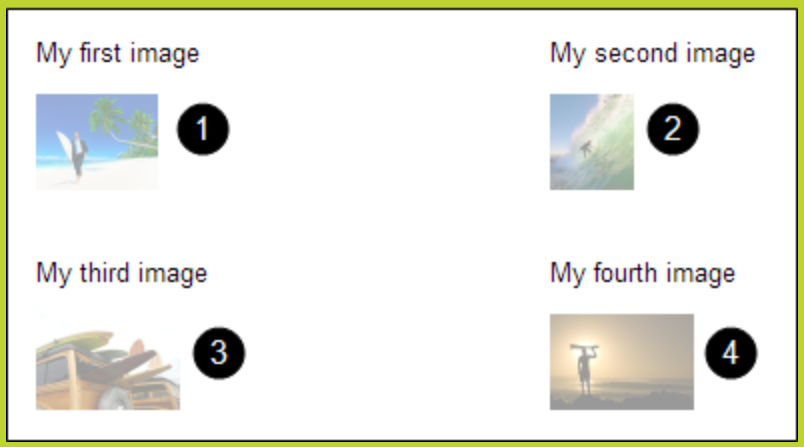
- In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the image.
- In the **Alternate Text** field, you can type alternate text to display when the image is not available, such as when a disabled individual is using a screen reader.

  For more information see the online Help.
- In the **Tab Index** field you can enter a value to specify the order in which users can tab through images in a topic. So when a user presses the Tab key the first time in a topic, the image with an index value of 1 will be selected first, the image with a value of 2 will be selected next, and so on. If you want to skip an image, enter -1 in that field.

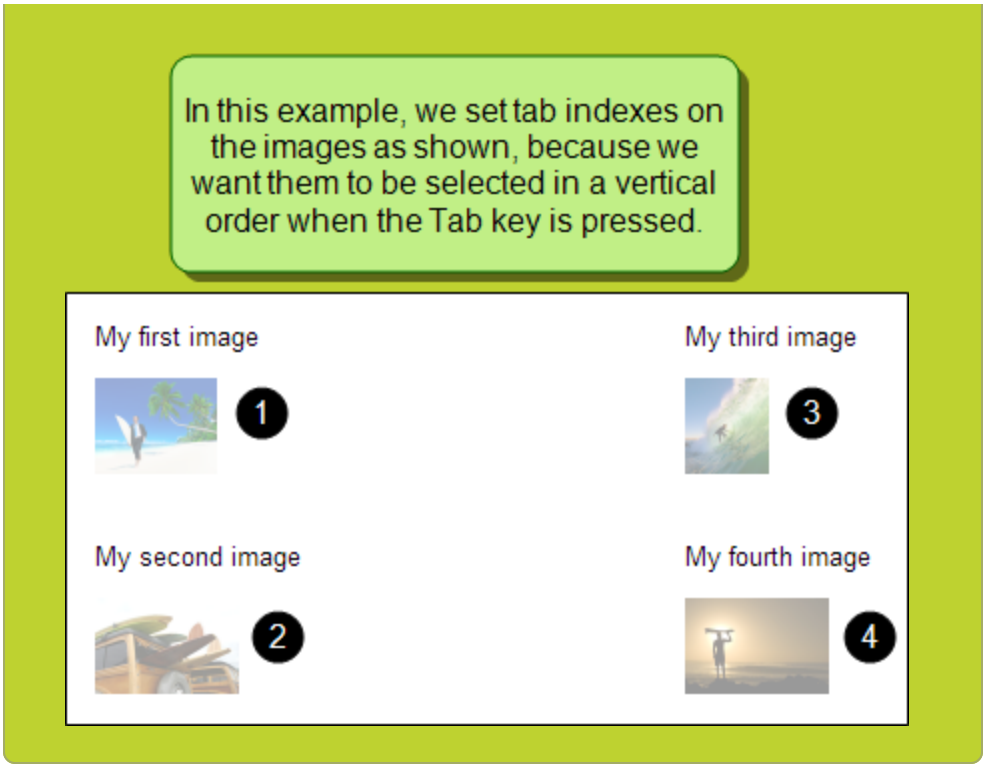
EXAMPLE

Let's say you have a table with two columns and two rows, with an thumbnail image in each cell. You want users to be able to quickly browse through them using the Tab key, so that they can select an image and then press Enter to temporarily enlarge the thumbnail to full size. Without tab indexes set, the images will be selected in a horizontal order as the user presses the Tab key (i.e., the image in the first cell is selected first, followed by the image in the cell to the right, followed by the image in the first cell of the second row, and finally the second image in the second row).

In this example, no tab indexes are set, so the images will be selected in a horizontal order.



However, you want the images do be selected downward (i.e., selecting those in the first column before those in the the second column). Therefore, you edit each image and enter the appropriate tab index value on it.



Note: This feature is supported only in WebHelp outputs—WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus.

» Select **Apply the alternate text and screen tip to all image references** if you want the same alternate and screen tip text to be used everywhere the image is used in the project.

4. You can use any of the other tabs to provide additional settings for the image.

SIZE AND PRINT SIZE TABS

You can use these tabs to resize the image. If you want to provide only one group of settings for the image, use the Size tab. If you want to provide two groups of settings—one for online output and another for print-based output—use the **Size** tab for online output, then use the **Print Size** tab for print-based output. See "Resizing Images" on page 61.

POSITION TAB

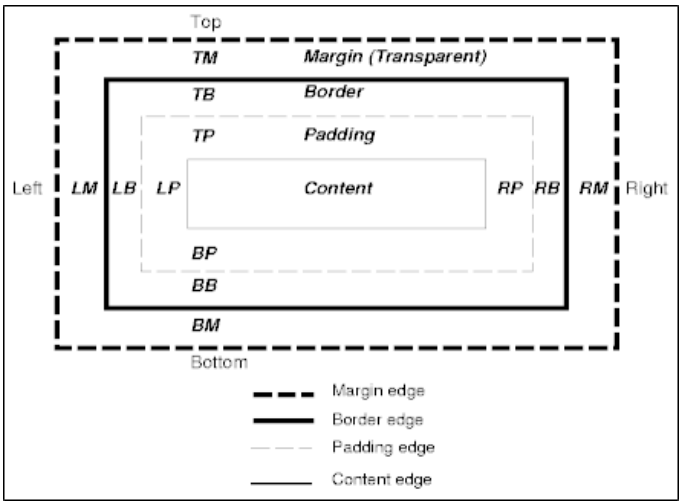
You can use this tab to adjust the positioning of the image on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text. See "Positioning Images" on page 55.

THUMBNAIL TAB

You can use this tab to create a thumbnail version of the image in the output. See "Showing Images as Thumbnails in Output" on page 75.

BORDERS & MARGINS TAB

You can use this tab to set borders, margins, or padding for the image. See "Adding Borders to Images" on page 51, "Adding Margins to Images" on page 68, and "Adding Padding to Images" on page 70.



BACKGROUND TAB

You can use this tab to add background settings for the image. See "Adding Backgrounds to Images" on page 48.

5. Click **OK**.
6. Click to save your work.

Opening Images in Capture for Editing

Following are steps for quickly opening an image in MadCap Capture so that you can make changes to it, which are reflected in Flare immediately.

HOW TO OPEN IMAGES IN MADCAP CAPTURE FOR EDITING

1. Do one of the following:
   - Open a topic where the image is inserted. Right-click on the image.

     OR
   - In the Content Explorer, locate and right-click the image file that you want to edit (e.g., Resources\Images\NameOfFile.png).
2. From the context menu select **Edit With MadCap Capture**. The image opens in MadCap Capture.
3. Edit the image in Capture. For details, see Capture's online Help.
4. Save your work in Capture.

Note: You can also make any image in your online Help interactive by linking it to another topic, bookmark within a topic, or an external file such as a website. See "Inserting Image Hyperlinks" on page 89.

Adding Backgrounds to Images

You can add background settings to an image. This includes the ability to specify a color, another image, and a repeating pattern for the background image. Normally you would not see an image's background, but if you give the image a certain amount of padding, you would see the background around the edges of it.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

HOW TO ADD A BACKGROUND TO IMAGES USING A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, 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 Image Styles.
4. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Background** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the background property that you want to change, depending on what you are trying to accomplish.

   SET A COLOR FOR THE BACKGROUND

   » To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

ADD AN IMAGE TO THE BACKGROUND

a. To the right of **background-image**, click and select an image already contained in your project.

b. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from **http://www.w3.org**).

- **no-repeat** The image is not repeated: only one copy of the image is drawn.
- **repeat** The image is repeated both horizontally and vertically.
- **repeat-x** The image is repeated horizontally only.
- **repeat-y** The image is repeated vertically only.

8. Click to save your work.

HOW TO ADD A BACKGROUND TO IMAGES USING LOCAL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the drop-down list, select **Edit Image**. The Edit Image dialog opens.
4. Select the **Background** tab.
5. Use the tab to specify the settings that you want for the background.

   SET A COLOR FOR THE BACKGROUND

   - In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

   ADD AN IMAGE TO THE BACKGROUND

   a. Next to the **Image** field, click the **Browse** button. The Insert Image dialog opens.

   b. Select an image file to insert. You can do this in one of the following ways.

      - Select an image already in the project by finding and selecting it in the built-in tree.

        OR

      - Click ... to find and select an image file outside of the project.

      > **Note:** If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.

   c. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

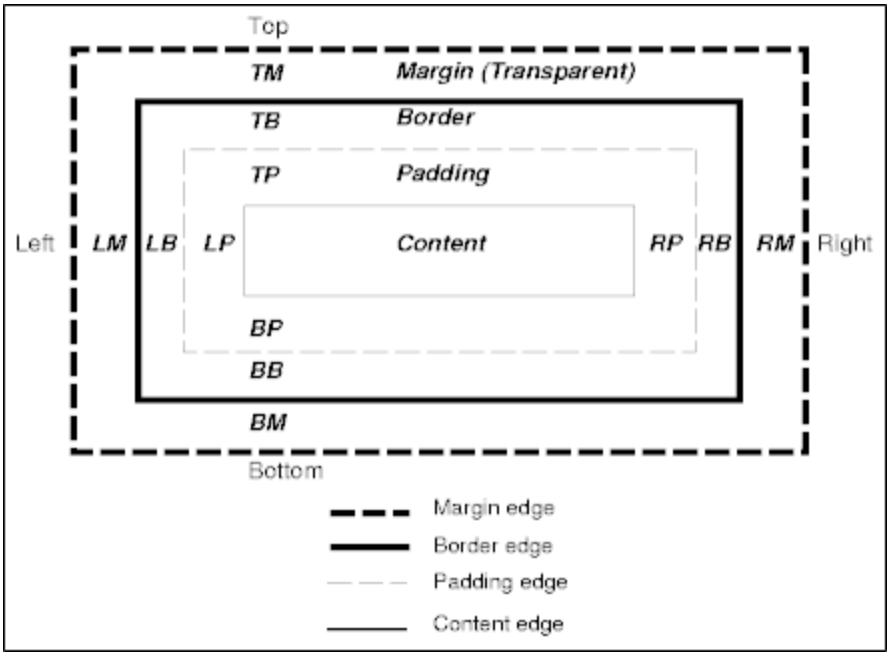
   d. Click **OK**.

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

Adding Borders to Images

You can add borders around an image, specifying the border size, color, and type.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.



This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

HOW TO ADD A BORDER TO IMAGES USING A STYLE

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

2. In the local toolbar, 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 Image Styles.

4. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.

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

6. In the **Properties** section, expand the **Border** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.

7. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around.

   When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

   a. Use the lower-left area of the popup to enter a number for the border thickness.
   b. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
   c. Use the upper-right area to select a color for the border.
   d. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
   e. Click **OK**.

8. Click to save your work.

HOW TO ADD A BORDER TO IMAGES USING LOCAL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the drop-down list, select **Edit Image**. The Edit Image dialog opens.
4. Select the **Borders & Margins** tab.
5. Set the options in the **Borders** section.
   a. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields.

      When you click that down arrow or in one of the individual fields, a small popup displays.

   b. Use the lower-left area of the popup to enter a number for the border thickness.
   c. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
   d. Use the upper-right area to select a color for the border.
   e. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
   f. Click **OK**.
6. In the dialog, click **OK**.
7. Click to save your work.

Moving Images in Topics

After you insert a picture or screen capture image into a topic, you can easily move that image around. To do this, simply click on the image and drag it to the new location. A vertical red bar serves as a guide as you move the mouse. When you release the mouse button, the image will be moved to the location identified by the vertical red bar.

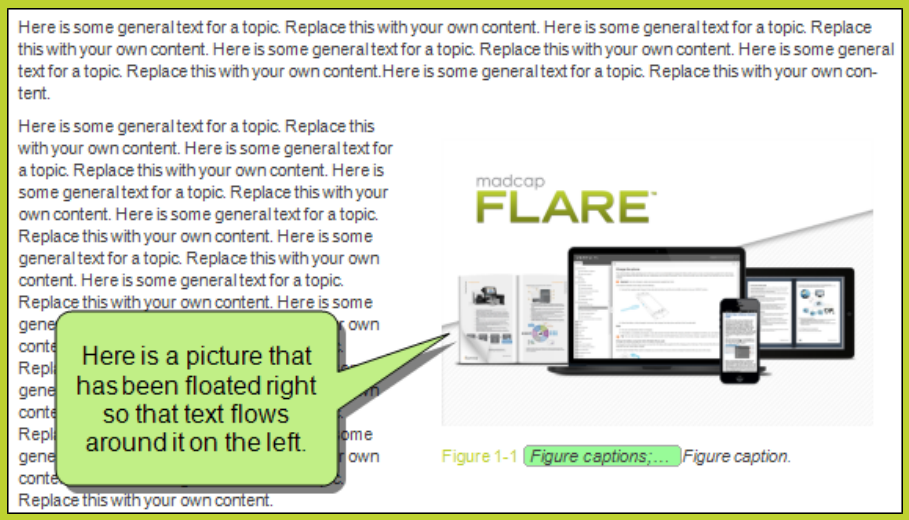
Positioning Images

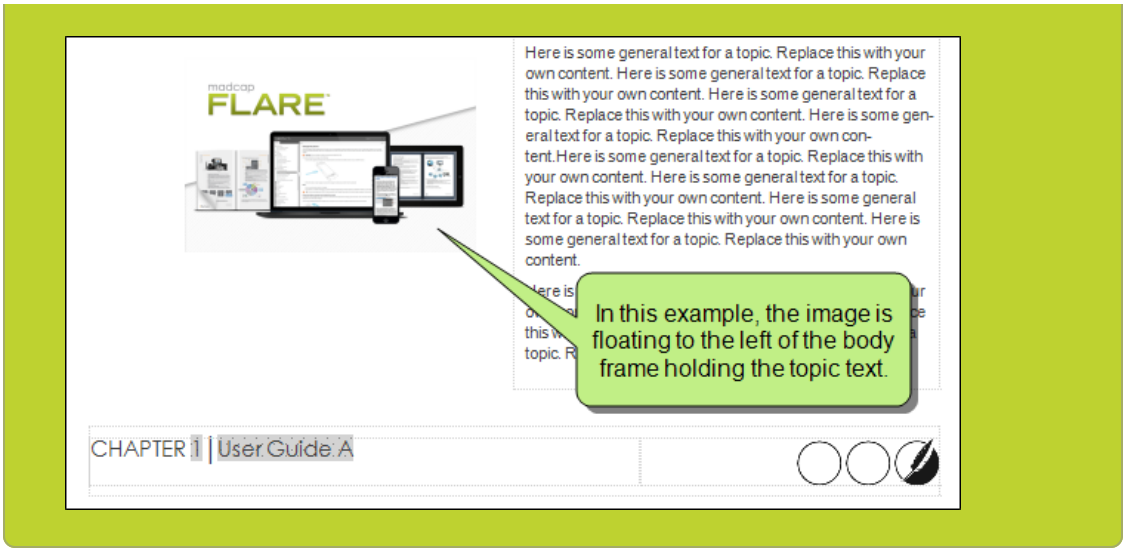
This feature is supported in Adobe PDF, EPUB, Microsoft XPS, and XHTML, as well as in all online outputs (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

After you insert an image, you can adjust its positioning on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text.

This can be done through styles or by using local formatting. If you want to position all images in the same place on the pages where they appear, use a style. If you want to position each image so that it is in a unique location on the page where it has been inserted, use local formatting.

EXAMPLE




madcap
FLARE
Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content.Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content.
In this example, the image is floating to the left of the body frame holding the topic text.
CHAPTER 1 | User Guide A

HOW TO POSITION IMAGES USING A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. 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 Advanced View (which means that the Simplified view is currently shown in the editor). If the button displays Simplified View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Image Styles.
5. From the area below, select the **img** tag. If you created classes of the tag, you select the class instead.
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Position** tab.
8. In the **Position** section, you can select a **Float** and a **Clear** setting. You can also set the **Vertical Alignment** of the text box.

   FLOAT

   Use this field to specify where to place the image on the page.

   - **None** Does not place the image in a specific location.
   - **Left** Positions the image on the left side of the page frame, allowing you to type text to the right of the image.
   - **Right** Positions the image on the right side of the page frame, allowing you to type text to the left of the image.
   - **Center of Column** Positions the image in the center of the column on the page.
   - **Outside Left Margin** Positions the image beyond the left margin of the topic text.
   - **Outside Right Margin** Positions the image beyond the right margin of the topic text.
   - **Outside Frame** Positions the image outside of the page frame.
   - **Outside Frame, Top Align** Positions the image outside of the page frame, as well as aligning it with the top of the frame.

- **Left of Frame** Positions the image to the left of the page frame.
- **Right of Frame** Positions the image to the right of the page frame.
- **Center of Frame** Positions the image both vertically and horizontally in the middle of the page frame.

CLEAR

Use this field to position an image so that it is "clear" of an adjacent image. For example, let's say you have already inserted an image and applied the float left property to it. If you then insert another image immediately after the first image, you want to make sure that the second image doesn't rest next to the first image. Instead, you want the second image to be placed completely below the first image. Therefore, you can apply a clear property to the second image.

- **None** Does not apply the clear property to the image.
- **Left Side** The image will be placed below the bottom outer edge of a previous image that is floating left.
- **Right Side** The image will be placed below the bottom outer edge of a previous image that is floating right.
- **Both Sides** The image will be placed below the a previous image, whether it is floating left or right.

VERTICAL ALIGNMENT

Use this field to adjust where the item is positioned vertically.

- **Baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **Text Top** The top of the box will be aligned with the top of the parent element's font.
- **Text Bottom** The bottom of the box will be aligned with the bottom of the line box.
- **Top** The top of the box will be aligned with the top of the line box.
- **Middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **Bottom** The bottom of the box will be aligned with the bottom of the line box.

9. In the Properties dialog, click **OK**.
10. Click to save your work.

HOW TO POSITION IMAGES USING LOCAL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image and from the menu, select **Edit Image**. The Edit Image dialog opens.
3. Select the **Position** tab.
4. In the **Position** section, you can select a **Float** and a **Clear** setting. You can also set the **Vertical Alignment** of the image.

   FLOAT

   Use this field to specify where to place the image on the page.

   - **None** Does not place the image in a specific location.
   - **Left** Positions the image on the left side of the page frame, allowing you to type text to the right of the image.
   - **Right** Positions the image on the right side of the page frame, allowing you to type text to the left of the image.
   - **Center of Column** Positions the image in the center of the column on the page.
   - **Outside Left Margin** Positions the image beyond the left margin of the topic text.
   - **Outside Right Margin** Positions the image beyond the right margin of the topic text.
   - **Outside Frame** Positions the image outside of the page frame.
   - **Outside Frame, Top Align** Positions the image outside of the page frame, as well as aligning it with the top of the frame.
   - **Left of Frame** Positions the image to the left of the page frame.
   - **Right of Frame** Positions the image to the right of the page frame.
   - **Center of Frame** Positions the image both vertically and horizontally in the middle of the page frame.

   CLEAR

   Use this field to position an image so that it is "clear" of an adjacent image. For example, let's say you have already inserted an image and applied the float left property to it. If you then insert another image immediately after the first image, you want to make sure that the second image doesn't rest next to the first image. Instead, you want the second image to be placed completely below the first image. Therefore, you can apply a clear property to the second image.

   - **None** Does not apply the clear property to the image.
   - **Left Side** The image will be placed below the bottom outer edge of a previous image that is floating left.

- **Right Side** The image will be placed below the bottom outer edge of a previous image that is floating right.
- **Both Sides** The image will be placed below the a previous image, whether it is floating left or right.

VERTICAL ALIGNMENT

Use this field to adjust where the item is positioned vertically.

- **Baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **Text Top** The top of the box will be aligned with the top of the parent element's font.
- **Text Bottom** The bottom of the box will be aligned with the bottom of the line box.
- **Top** The top of the box will be aligned with the top of the line box.
- **Middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **Bottom** The bottom of the box will be aligned with the bottom of the line box.

5. Click **OK**.
6. Click to save your work.

Note: If you want to adjust the space between the object and the text that flows next to it, you can modify the margins on the object (using the Borders & Margins tab in the dialog).

Note: For additional details on the rules for floating objects, see http://www.w3c.org.

Resizing Images

You can resize images with various methods.

Following are the tasks you can perform.

- **Resize With Styles** You can resize many images at once by using the <img> style tag in the Stylesheet Editor. Not only can you select a specific image size, but you can also set a maximum or minimum height or width. You can set either the width or height on the image tag and let Flare set the other property automatically, maintaining the aspect ratio (i.e., size proportion of the image). Using this method, you can take advantage of single-sourcing by also using a print medium in the stylesheet. Simply specify one group of settings for the medium used for the online output, and use another group of settings for the medium used for print-based output.
- **Resize Locally Using Properties** You can resize an image locally by setting its height and width properties, including maximum or minimum height or width. This is similar to the styles method, except that the properties are set only for a specific image, not on a style that can be applied to many images. This method also lets you take advantage of single-sourcing, because there is one group of settings that can be used for online output and another for print-based output (based on the medium that you are using for the target—e.g., default, print, non-print).
- **Resize Locally Dragging the Icon** You can resize an image locally by clicking and dragging the icon in the lower-right corner of the image. When you use this feature, Flare automatically sets the new height and width on the image tag.
- **Reset Size** If you resize an image and then decide you want it to be its original size (even after you save your work), you can easily reset it.

HOW TO RESIZE IMAGES BY USING STYLES

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. 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 Image Styles.
5. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.

   E X A M P L E

   Let's say that you are creating a PDF manual that is 8 inches wide and you want to ensure that none of your largest images are wider than 6 inches. You can create a class of the <img> tag and name it "MaxWidth6Inches." For most of your images, you can use the parent <img> tag, but for the large ones, you can use the img.MaxWidth6Inches style class. The large images will automatically be resized if necessary so that they are no wider than 6 inches.
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
7. You can use the following steps to specify a precise width or height for the style. You can also specify a maximum or minimum width or height.

TO SET A PRECISE WIDTH AND/OR HEIGHT

a. In the **Properties** section, expand the **Box** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.

b. To the right of **height** and/or **width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

TO SET THE MAXIMUM WIDTH AND/OR HEIGHT

If the original image is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original image is smaller than the maximum width or height, it will not be resized.

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

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.

b. To the right of **max-height** and/or **max-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

TO SET THE MINIMUM WIDTH AND/OR HEIGHT

If the original image is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original image is larger than the minimum width or height, it will not be resized.

a. In the **Properties** section, expand the **Unclassified** group.The property name is shown in the left column. The right column is used for selecting and entering values for the property.

b. To the right of **min-height** and/or **min-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when finished.

8. Click to save your work.

To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

HOW TO RESIZE IMAGES LOCALLY BY USING PROPERTIES

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the context menu, select **Edit Image**. The Edit Image dialog opens.
4. If you want to provide only one group of settings for the image, select the Size tab and complete the following steps. If you want to provide two groups of settings—one for online output and another for print-based output—select the **Size** tab and complete the following steps for online output, then select the **Print Size** tab and complete the same steps for print-based output. When you generate a target that is using the "default," the "non-print," or a custom medium (specified on the Advanced tab in the Target Editor), the settings on the Size tab will be used; when you generate a target that is using the "print" medium, the settings on the Print Size tab will be used.

   TO SET A PRECISE WIDTH AND/OR HEIGHT

   » In the **Width** and/or **Height** field of the **Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.

   TO SET THE MINIMUM WIDTH AND/OR HEIGHT

   If the original image is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original image is larger than the minimum width or height, it will not be resized.

   » In the **Width** and/or **Height** field of the **Minimum Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.

   TO SET THE MAXIMUM WIDTH AND/OR HEIGHT

   If the original image is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original image is smaller than the maximum width or height, it will not be resized.

   » In the **Width** and/or **Height** field of the **Maximum Size** section, provide the settings. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area.
5. Click **OK**.
6. Click to save your work.

HOW TO RESIZE IMAGES LOCALLY BY DRAGGING THE ICON

1. Open the content file (e.g., topic, snippet).
2. Hover over the image. The following icon displays in the lower-right corner of the image.

3. Click on the icon and drag your mouse either up and to the left (to reduce the size of the image) or down and to the right (to increase the size of the image).
4. Click to save your work.

HOW TO RESET THE SIZE OF AN IMAGE

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the context menu, select **Reset Size**. The image returns to its original size.
4. Click to save your work.

Note: You can also use show images as small thumbnails in the output (either by using styles or locally). End users can see the full size of the image by hovering over it or clicking it. See "Showing Images as Thumbnails in Output" on page 75.

Note: When resizing objects, you can ensure the aspect ratio is maintained. For example, if you want certain objects to be resized so that each is exactly 3 inches high, you can make sure the width of each object is adjusted accordingly to stay in proportion. To do this, first set the height at 3 inches. You would not set the width property at all. In the same way, if you were to specify an exact width, you could maintain the aspect ratio by not setting the height.

Note: Please be aware that if you are using percentage for the size of an object, the percentage refers to the block containing that object, not to the object itself. For example, if you have an object in a topic and set the width to 60%, this does not mean that the object will be reduced to 60% of its size. Instead, it means that the object will be resized so that its width is 60% of the "container" where it is inserted.

Note: If you use the "Flare Print tab" feature in MadCap Capture to single-source your images, you may need to take into account the DPI (dots per inch) setting that you set for the image in Capture. If you specify a large DPI that is recommended for print output (e.g., 300 DPI), you may notice that the image shrinks when you generate print output. If necessary, you can resize the width and/or height of the image ahead of time in Capture or later in the Flare project to enlarge the image as necessary for the generated output. The DPI that you specify will be retained, and you will end up with the image dimensions that you need. See "Creating Single-Source Images" on page 114.

Note: When you use Flare's resizing features to scale images, you can specify whether you want Flare to pre-compile the resized images. You can do this for the online outputs (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus), as well as for Microsoft Word and Adobe FrameMaker output. What does this mean? It means that Flare will create new copies of images wherever you have specified resizing, rather than relying on the browser to render the new size from the original. This means better quality images, but it also means more image files in the output. It is recommended that you leave the default pre-compile setting as it is (enabled). However, if you want to disable it, you can open the Target Editor, select the **Advanced** tab, and select **Generate resized copies of scaled images** to remove the check mark. (For Adobe PDF, Microsoft XPS, and XHTML output, the resized images will always be pre-compiled, whether this option is enabled or not.)

Note: Starting with Flare Version 10, images with a very low DPI are rendered more accurately in the XML Editor (WYSIWYG) and PDF output, usually resulting in slightly larger and more blurry images (as is consistent with their lower DPI). Therefore, if you upgrade from an older version of Flare to Version 10 or higher, you might notice images that looked a certain size before now look larger and more blurry (because their true DPI is being rendered more precisely). The best solution, and a long-term one, is to replace your lower-DPI images with higher-DPI images to be used in print output (ideally as close to 300 DPI). But you also have the option to revert back to previous version behavior. See "Matching the Image Resizing Behavior of Previous Versions" on the following page.

Matching the Image Resizing Behavior of Previous Versions

Starting with Flare Version 10, images with a very low DPI are rendered more accurately in the XML Editor (WYSIWYG) and PDF output, usually resulting in slightly larger and more blurry images (as is consistent with their lower DPI). Therefore, if you upgrade from an older version of Flare to Version 10 or higher, you might notice images that looked a certain size before now look larger and more blurry (because their true DPI is being rendered more precisely). The best solution, and a long-term one, is to replace your lower-DPI images with higher-DPI images to be used in print output (ideally as close to 300 DPI). But you also have the option to revert back to previous version behavior.

HOW TO MATCH THE IMAGE RESIZING BEHAVIOR OF PREVIOUS VERSIONS

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

   The Options dialog opens.
2. Select the **General** tab.
3. Select **Automatically resize low DPI images** or remove the check mark, depending on which behavior you want to use:
   - **Selected** If this option is selected, the new, more precise behavior of Version 10 and later is used.
   - **Not Selected** If this option is not selected, the older behavior of Version 9 and earlier is used.
4. Click **OK**.

Adding Margins to Images

You can adjust the margins around an image so that there is extra space above, below, to the right, or to the left of it.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

HOW TO ADD MARGINS TO IMAGES USING A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, 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 Image Styles.
4. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Box** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-top). If you plan to have the same settings for all four sides, you can simply use the **margin** property.
8. Click to save your work.

HOW TO ADD MARGINS TO IMAGES USING LOCAL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the drop-down list, select **Edit Image**. The Edit Image dialog opens.
4. Select the **Borders & Margins** tab.
5. Set the options in the **Margin** section. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the margins around the object. If you click the down arrow to the right of all the fields, the settings will be applied to all of the margin fields.
6. Click **OK**.
7. Click to save your work.

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.

Adding Padding to Images

You can add padding (i.e., extra space) between an image's border and the image itself.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

HOW TO ADD PADDING TO IMAGES USING A STYLE

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, 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 Image Styles.
4. From the area below, select the **img** tag. If you created classes of the tag, you can expand the img style and select the class instead.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Box** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.
8. Click to save your work.

HOW TO ADD PADDING TO IMAGES USING LOCAL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the drop-down list, select **Edit Image**. The Edit Image dialog opens.
4. Select the **Borders & Margins** tab.
5. Set the options in the **Padding** section. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the padding. In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

   If you click the down arrow to the right of all the fields, the settings will be applied to all of the padding fields. When you click that down arrow, a small popup displays.
6. Click **OK**.
7. Click to save your work.

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.

Auto-sizing Capture Image Objects to Fit Text

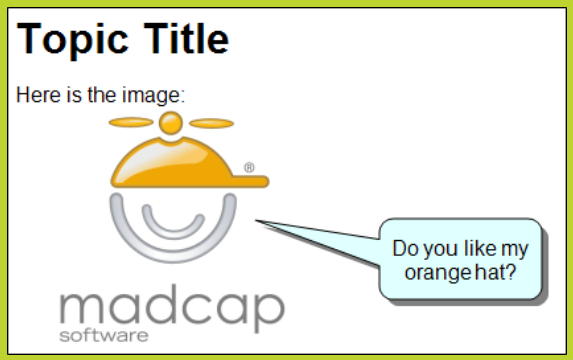
This feature is supported in all outputs.

If you have inserted MadCap Capture images that contain objects with text, you can auto-size those objects automatically when the output is generated. This can be done by selecting an option in the Advanced tab of the Target Editor. The original image file and its associated properties (.props) file remain unchanged. Only the output image is affected.

You might use this option in case you accidentally cut off text in your image callouts or if they are translated into another language that requires more characters in the translation.

E X A M P L E

Let's say you have a MadCap Capture image in a topic that looks like this, with a blue text callout:



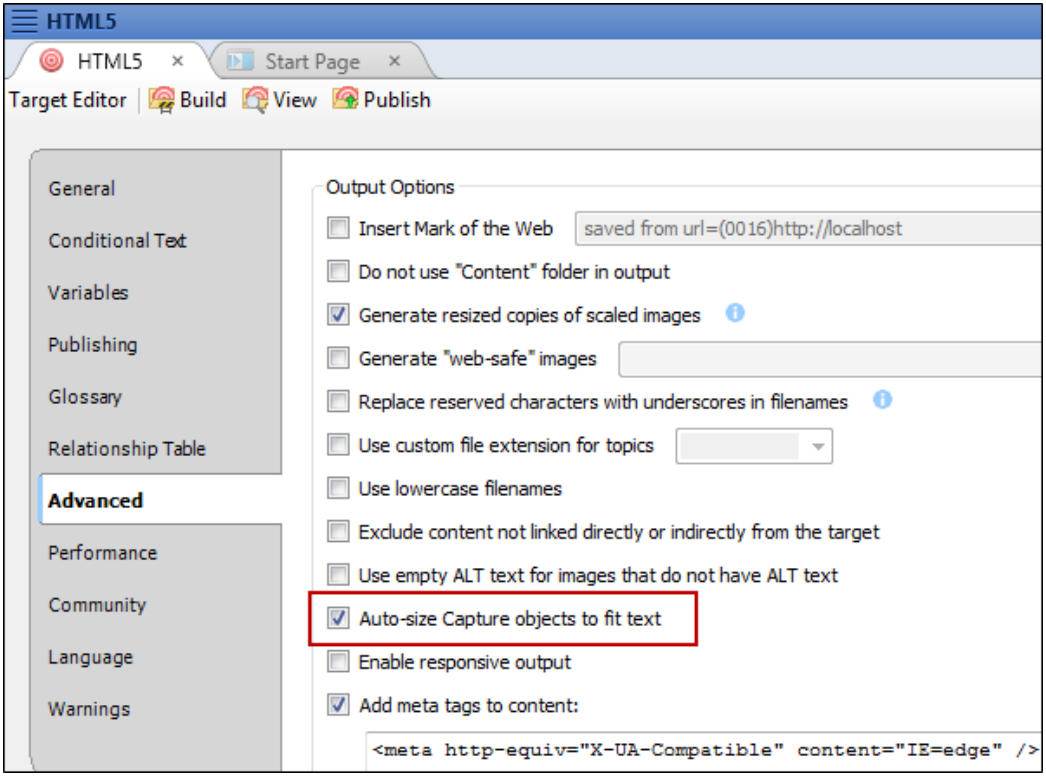
You send your project away to be translated into Spanish. When the translator returns the project to you, the callout looks like this, with some words cut off:

Unfortunately, you do not speak Spanish, so you're not aware of the issue. Therefore, in the target in Flare, you select the option to auto-size the callout object holding the text as necessary.

When you generate the output, the callout is automatically resized so that it looks like this, showing all of the translated text:

HOW TO AUTO-SIZE CAPTURE IMAGE OBJECTS TO FIT TEXT

1. Open a target.
2. On the **Advanced** tab of the Target Editor, select **Auto-size Capture objects to fit text**.



3. Click to save your work.

Tip: It is a good idea to check the callouts in your output after using this feature to ensure the auto-sizing did not cause any problems, such as overlapping callouts or other placement issues.

Showing Images as Thumbnails in Output

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

When you insert images into Flare content, you can specify that the images should be displayed as thumbnails (i.e., much smaller versions of the image) in the output. This is a way to condense topics so that images are not taking up as much real estate. When you use this feature, you can specify ways that the user can enlarge the image to see its full size (e.g., by hovering over the thumbnail, by clicking the thumbnail).

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

HOW TO SHOW IMAGES AS THUMBNAILS BY USING STYLES

1. From the Content Explorer, open the stylesheet that you want to modify.
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 Image Styles.
4. Select the appropriate image style. For example, you can select the parent **img** tag, or you can expand the img style select a class that you may have created.

   E X A M P L E

   Let's say that you are creating a WebHelp system that contains small images (e.g., less than 48 pixels high) as well as bigger images (e.g., larger than 48 pixels high). Suppose you want all of the bigger images to appear as thumbnails in the output. In that case, you might create a class of the <img> tag and name it "BigImages." For the smaller images, you can use the parent <img> tag (or even a style class), but for the larger ones, you can use the img.BigImages style class. The large images will automatically be displayed as thumbnails in the output, until the end user performs an action to see the image in its full size.

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Thumbnail** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.

7. To the right of **mc-thumbnail**, enter one of the following.
   - **hover** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
   - **link** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
   - **popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.

> **Note:** If you enter **none**, the image will not be shown as a thumbnail. If you enter **normal**, the image will be replaced with its thumbnail.

8. If you want to set a maximum height or width for thumbnail images, complete the **mc-thumbnail-max-height** or **mc-thumbnail-max-width** fields. You probably only need to complete one of these areas.

   The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.

   If you want to change either the maximum width or height settings, click to the right of either field and enter the appropriate width or height (e.g., 60px, 1in).

9. Click to save your work.

To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

HOW TO SHOW IMAGES AS THUMBNAILS LOCALLY BY USING PROPERTIES

1. Open the content file (e.g., topic, snippet).
2. Right-click on the image.
3. From the context menu, select **Edit Image**. The Edit Image dialog opens.
4. Select the **Thumbnail** tab.
5. In the area on the left, select one of the options.
   - **Mouse Over** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
   - **Hyperlink** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
   - **Popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.

   Note: If you select **None**, the image will not be shown as a thumbnail. If you select **Inherit**, the image will use whatever thumbnail settings are applied to the parent <img> tag.

6. If you want to set a maximum width or height for thumbnail images, complete the **Max Width** or **Max Height** fields. You probably only need to complete one of these areas.

   The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.

   If you want to change either the maximum width or height settings, first click in the upper-right drop-down and select **Length**. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

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

Note: In addition to showing images as thumbnails in output, you can also show images as thumbnails while you are editing. See "Showing Images as Thumbnails While Editing" on the next page.

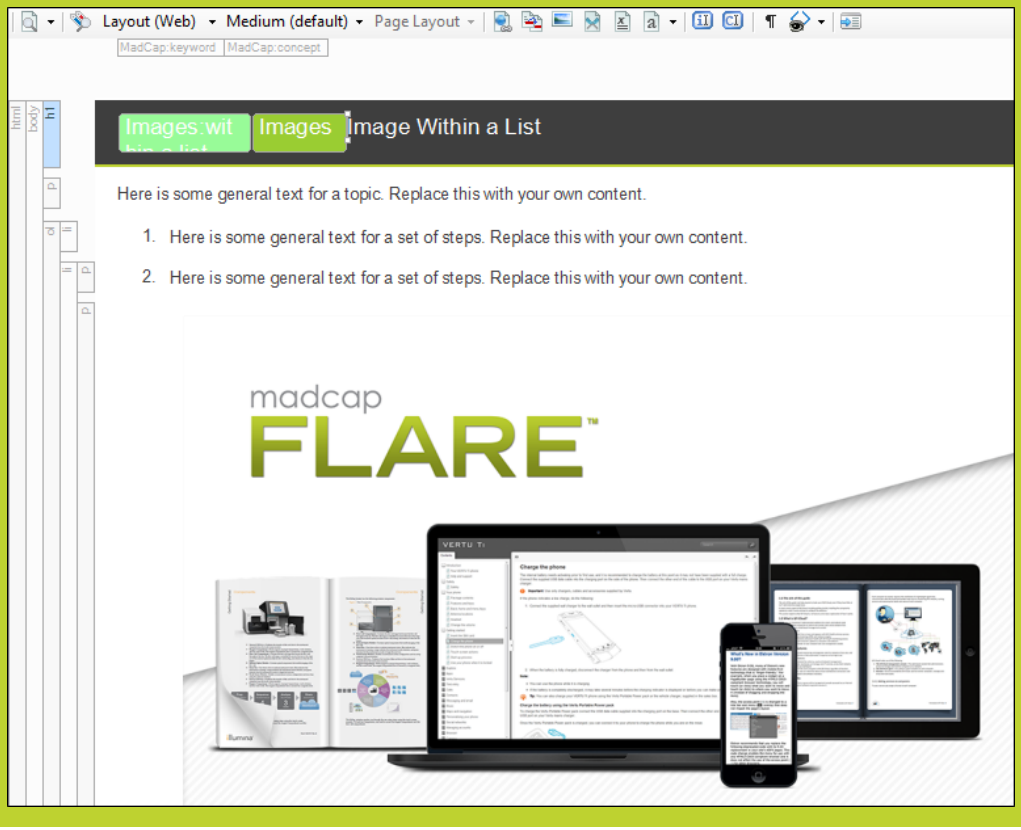
Note: If you experience problems in the output with thumbnail images not opening to the full size, this might be caused by "Mark of the Web" being enabled on the Advanced tab of the Target Editor. You can try disabling Mark of the Web from your target to fix the issue.

Showing Images as Thumbnails While Editing

You can specify that thumbnail images should be shown while you are editing the content. This is simply a feature for you as the author, allowing you to scale all images down to 48 pixels high (if the original size is larger than that). This lets you see more content and less of your images as you edit topics. The images are only scaled for your editing purposes; they are not shown as thumbnails in the output.

EXAMPLE

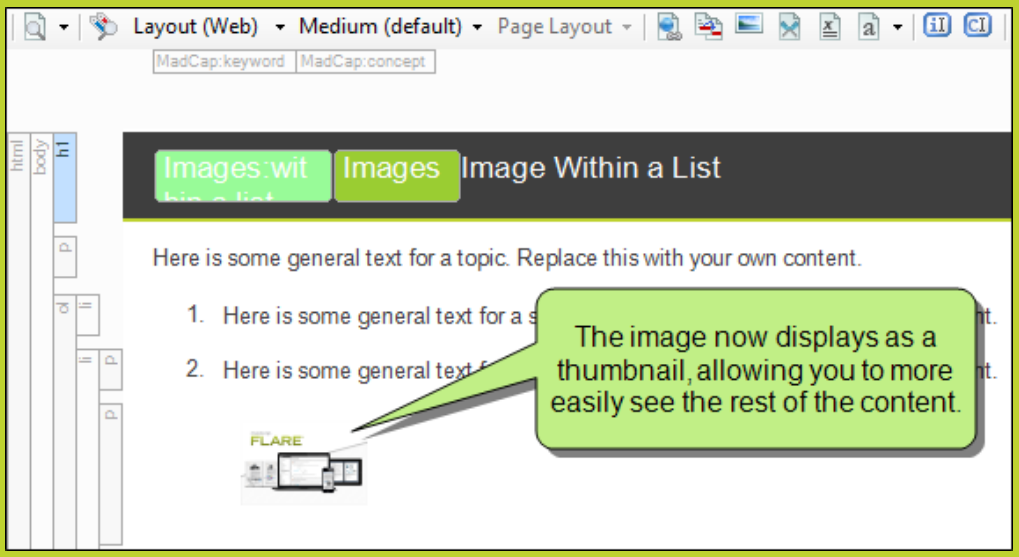
Let's say you are working on a topic that looks like this, with a large image in the middle of the content:



It's a bit difficult to see the text that follows the image. You might need to scroll down to see it all in the XML Editor.

However, another option is to click the down arrow next to the **Show Tags** button in the local toolbar. Then you can select the **Show All Images As Thumbnails** option.

After you select this option, the topic looks like this:



If you want to see the image at its full size once more, simply select that option again from the drop-down list.

HOW TO SHOW IMAGES AS THUMBNAILS WHILE EDITING

1. Open the content file (e.g., topic, snippet).
2. In the local toolbar of the XML Editor, click the down arrow of the **Show tags** button. Then select **Show All Images As Thumbnails** to add the check mark next to it. (If you select this option and the check mark is removed, images are shown in their full size again.)

Note: In addition to showing images as thumbnails while editing, you can also show images as thumbnails in output. See "Showing Images as Thumbnails in Output" on page 75.

Showing and Hiding Web Images in the XML Editor

You might have many image tags that link to websites, rather than linking to images in the project.

For example:

Keep in mind that slow website response times may slow down your work. Therefore, you might want to disable the rendering of such images in the XML Editor.

HOW TO SHOW AND HIDE WEB IMAGES IN THE XML EDITOR

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

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

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

   The Options dialog opens.
2. Select the **XML Editor** tab.
3. Click **Show web images**. A check mark in the box indicates that the feature is enabled.

Note: If you are using the "generate web-safe images" option in WebHelp targets, images that link to external locations, such as websites, are not affected by that option. See "Generating Web-Safe Images" on page 116.

CHAPTER 4

Additional Image Tasks

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

This chapter discusses the following:

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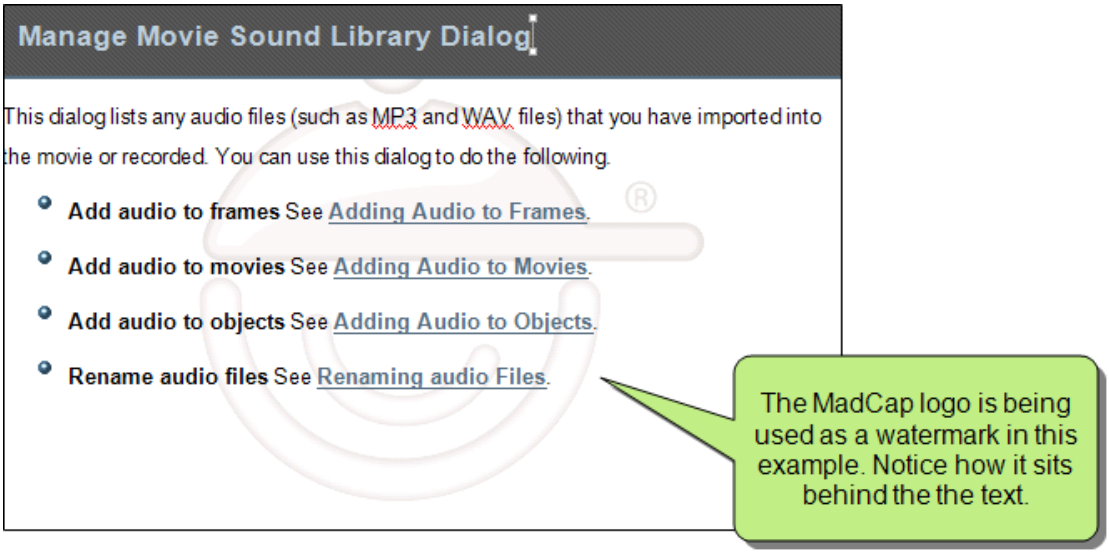
Creating Watermarks

A watermark is an image that is set in the background behind all your other content. You can make watermarks for both online and print-based output.



HOW TO CREATE A WATERMARK

1. Create an image watermark with the watermark you want to use. Using your graphics software, you may need to edit the image to lighten appropriately for background use.
2. 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.
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, make sure the **Show Styles** field is set to Show All Styles.
5. In the **Styles** section on the left side of the editor, find and select the **body** tag.
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 **Background** group.
8. To the right of **background-image**, click and select an image file.
9. If you want a specific position for the background image, click in the cell to the right of **background-position** and enter the appropriate command (definitions from **http://www.w3.org**).
   - **percentage** A percentage X aligns the point X% across (for horizontal) or down (for vertical) the image with the point X% across (for horizontal) or down (for vertical) the element's padding box. For example, with a value pair of '0% 0%',the upper left corner of the image is aligned with the upper left corner of the padding box. A value pair of '100% 100%' places the lower right corner of the image in the lower right corner of the padding box. With a value pair of '14% 84%', the point 14% across and 84% down the image is to be placed at the point 14% across and 84% down the padding box.
   - **length** A length L aligns the top left corner of the image a distance L to the right of (for horizontal) or below (for vertical) the top left corner of the element's padding box. For example, with a value pair of '2cm 1cm', the upper left corner of the image is placed 2cm to the right and 1cm below the upper left corner of the padding box.
   - **top** Equivalent to '0%' for the vertical position.
   - **right** Equivalent to '100%' for the horizontal position.
   - **bottom** Equivalent to '100%' for the vertical position.
   - **left** Equivalent to '0%' for the horizontal position.
   - **center** Equivalent to '50%' for the horizontal position if it is not otherwise given, or '50%' for the vertical position if it is.
10. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from **http://www.w3.org**).
    - **no-repeat** The image is not repeated. Only one copy of the image is drawn.
    - **repeat** The image is repeated both horizontally and vertically.
    - **repeat-x** The image is repeated horizontally only.
    - **repeat-y** The image is repeated vertically only.
11. Click to save your work.

Inserting Image Hyperlinks

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

After you insert an image, you can turn that picture into a hyperlink, connecting it to another topic, a topic in an imported HTML Help file, an external file (such as a website), or an email.

HOW TO INSERT AN IMAGE HYPERLINK

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the image that you want to use as a hyperlink.
3. In the context menu, select **Hyperlink Image**. The Insert Hyperlink dialog opens.
4. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, 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 all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	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.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

   You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file.

PLACE IN THIS DOCUMENT

This option displays any headings and bookmarks in the current file. After you click this option, use the section below to choose the heading or bookmark to which you want to link.

EXTERNAL FILE

This option lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. After you select this option, enter the path to the file in the field next to the External File button.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file.

Note: Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the field, rather than clicking the External File button.

WEBSITE

This option lets you enter the path to an external file, such as the URL for a website. After you click this option, simply type the path in the field next to the **Website** field (e.g., http://www.acme.com).

You can create links to specific topics in HTML5, WebHelp, WebHelp Plus, or WebHelp Mobile output. This includes the ability to incorporate search strings and skin references (for some outputs).

EMAIL

This option lets you add an email address and subject line so that the user can quickly send an email.

E X A M P L E

You might use this feature to help the end user send an email to your company's technical support department. When users click the link, it opens their email program and begins a new email message for them, inserting the email address and subject line for them. After you click this option, complete the **E-mail address** and **Subject** fields to the right (or select a recent email address from the list below).

HTML HELP FILE

This option lets you search for a topic within an HTML Help (CHM) file that you have added to your project. After you select this option, click the **External File** button. In the Link to HTML Help dialog, you can 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.

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.

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

5. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output. This is added not only a "title" attribute, but as an "alt" (alternate text) attribute as well.
6. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent <a> style tag.)
7. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
   - **(default)** The destination file will open in the same window as the output window.
   - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
   - **New Window_blank** The destination file will open in a new browser window.
   - **Same Frame_self** The destination file will open in the same window frame as the current topic.
   - **Top Frame_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.

» **Popup Window** The destination file will open in a popup box on top of the current topic.

8. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through links. So when a user presses the Tab key the first time, the hyperlink with an index value of 1 will be selected first, the link with a value of 2 will be selected next, and so on. If you want to skip a link, enter -1 in that field.

> **Note:** This feature is supported only in WebHelp outputs—WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus.

9. Click **OK**. The hyperlink is added to the image in the topic. When a user hovers the cursor over the image in the output, the cursor changes to a hand.
10. Click to save your work.

> **Warning:** It is recommended that you avoid creating links to snippets.This is primarily due to the nature of snippets, which are designed to be inserted into multiple files. Let's say you have a heading style in a snippet and that snippet is then inserted into 12 different topics. In another topic, you might decide to create a cross-reference that points to the heading in that snippet. But which of those 12 topics is it supposed to point to in the output? There is no way for Flare to know this, so you could end up with some very undesirable results. For this reason, it's a good idea not to link to any content in a snippet.

> **Note:** You can also create an image map on top of a picture. This lets you insert multiple hyperlinks for specific sections of the image, as opposed to creating one hyperlink for the entire image. See "Creating Image Maps" on the following page.

> **Note:** You can edit image hyperlinks that you have inserted into a topic in the following ways: (1) edit the destination and properties of the hyperlink, and (2) remove the hyperlink from the image. For more information see the online Help.

Creating Image Maps

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

After you insert an image, you can create multiple hyperlinks for specific sections of the image. This is called an "image map."

HOW TO CREATE AN IMAGE MAP

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the image on which you want to create an image map.
3. In the context menu, select **Image Map**. The Image Map Editor opens, with the image displayed lightly.
4. In the Standard toolbar of the Image Map Editor, click one of the shape drawing buttons, depending on the area of the image that you want to use as a hyperlink.

	Click this button if you want to draw an odd shape over a section of the image.
	Click this button if you want to draw a rectangle over a section of the image.
	Click this button if you want to draw a circle over a section of the image.

Note: There are additional features in the Image Map Editor that you can use to refine your image map.

5. In the image, click and drag your mouse over the area to be used as a hyperlink. Release the mouse button when you are satisfied with the size and location of the shape. You should now see the shape on top of the image, connected by a series of points.
6. In the toolbar, click .

7. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, 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 all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	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.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file.

PLACE IN THIS DOCUMENT

This option displays any headings and bookmarks in the current file. After you click this option, use the section below to choose the heading or bookmark to which you want to link.

EXTERNAL FILE

This option lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. After you select this option, enter the path to the file in the field next to the External File button.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file.

Note: Because the link usually needs to be relative, based on the final locations of your output files, it is preferable to enter the text directly into the field, rather than clicking the External File button.

WEBSITE

This option lets you enter the path to an external file, such as the URL for a website. After you click this option, simply type the path in the field next to the **Website** field (e.g., http://www.acme.com).

You can create links to specific topics in HTML5, WebHelp, WebHelp Plus, or WebHelp Mobile output. This includes the ability to incorporate search strings and skin references (for some outputs).

EMAIL

This option lets you add an email address and subject line so that the user can quickly send an email.

E X A M P L E

You might use this feature to help the end user send an email to your company's technical support department. When users click the link, it opens their email program and begins a new email message for them, inserting the email address and subject line for them. After you click this option, complete the **E-mail address** and **Subject** fields to the right (or select a recent email address from the list below).

HTML HELP FILE

This option lets you search for a topic within an HTML Help (CHM) file that you have added to your project. After you select this option, click the **External File** button. In the Link to HTML Help dialog, you can 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.

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.

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

8. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output. This is added not only a "title" attribute, but as an "alt" (alternate text) attribute as well.
9. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
   - **(default)** The destination file will open in the same window as the output window.
   - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
   - **New Window_blank** The destination file will open in a new browser window.
   - **Same Frame_self** The destination file will open in the same window frame as the current topic.
   - **Top Frame_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.
   - **Popup Window** The destination file will open in a popup box on top of the current topic.
10. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through hyperlinks in the image. So when a user presses the Tab key the first time in a topic, the hyperlink with an index value of 1 will be selected first, the hyperlink with a value of 2 will be selected next, and so on. If you want to skip a hyperlink, enter -1 in that field.

> **Note:** This feature is supported only in WebHelp outputs—WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus.

11. Click **OK**. The hyperlink is added to the image map.
12. If you want to add more hyperlinks to the image, select a shape button again and repeat the steps above.
13. When you are finished creating hyperlinks on the image, click **OK** in the Image Map Editor.
14. Click to save your work.

Buttons and Sections

Following are descriptions of buttons and sections found in the Image Map Editor.

	Description
File	Use this menu to select **OK** (to accept changes in the editor) or **Cancel** (to close the editor without saving changes).
Edit	Use this menu to select basic editing options (such as undo, redo, cut, copy, and paste).
View	Use this menu to open and close certain elements in the editor (such as toolbars, messages, and the status bar).
OK	Click this button to accept your changes in the editor.
Cancel	Click this button to close the editor without saving changes in the editor.
	Click this button to toggle between seeing a clear image of the picture and a faded image.
	Click this button to hide the shapes that you draw over areas of the image.
	Click this button to fill the shapes that you draw over areas of the image.
	Click this button to open the Area Properties dialog, which lets you find and select a destination file to link to a shape that you've drawn. You must select a shape before this button is enabled.
	Click this button to delete a selected point in the editor.
	Click this button to enable "Select" mode so that you can click on shapes that you have drawn in the editor.
	Click this button to draw a polygon shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to draw a rectangle shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to draw a circle shape over an area of the image. You can then select the shape and link it to a destination file.
	Click this button to bring a shape up one layer (if it is overlapped by one or more other shapes).

	Description
	Click this button to bring a shape up to the top layer (if it is overlapped by one or more other shapes).
	Click this button to move a shape down one layer (if it is overlapped by one or more other shapes).
	Click this button to move a shape down to the bottom layer (if it is overlapped by one or more other shapes).
	Click this button to move the selected shape slightly to the left.
	Click this button to move the selected shape slightly to the right.
	Click this button to move the selected shape slightly up.
	Click this button to move the selected shape slightly down.
	Opens the Condition tags dialog, which lets you apply condition tags to content.
Href	You can enter a path to the destination file so that it can be linked to the selected shape. Alternatively, you can click to find and select a destination file. The path to that file will then be displayed in this field.
Alt	You can enter an Alt tag in this field. An Alt tag provides a textual equivalent for the image. This code allows the page to be usable by persons with graphics turned off or who are blind and using a screen reader.
Tab Index	You can enter a value to specify the order in which users can tab through links on an image. So when a user presses the Tab key the first time, the link with an index value of 1 will be selected first, the link with a value of 2 will be selected next, and so on. If you want to skip a link, enter -1 in that field. This feature is supported only in WebHelp outputs—WebHelp, HTML5, WebHelp AIR, WebHelp Mobile, WebHelp Plus.

Warning: It is recommended that you avoid creating links to snippets.This is primarily due to the nature of snippets, which are designed to be inserted into multiple files. Let's say you have a heading style in a snippet and that snippet is then inserted into 12 different topics. In another topic, you might decide to create a cross-reference that points to the heading in that snippet. But which of those 12 topics is it supposed to point to in the output? There is no way for Flare to know this, so you could end up with some very undesirable results. For this reason, it's a good idea not to link to any content in a snippet.

Deleting Images from Topics

Use the following steps to delete an image that you previously inserted into a topic.

HOW TO DELETE AN IMAGE FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the image.
3. From the context menu, click **Delete**. The image is deleted from the topic.
4. Click to save your work.

Deleting Image Files from the Project

Use the following steps to remove an image file from a project. Image files are added to the project automatically when you insert an image into a topic.

HOW TO DELETE AN IMAGE FILE FROM THE PROJECT

1. Make sure the Content Explorer is open.
2. Expand the **Resources** folder, and double-click the **Images** folder to open it (unless you stored the image in a custom folder somewhere).
3. Locate and select the image file that you want to delete.
4. On your keyboard press **Delete**.
5. You may be asked if you are certain you want to send the file to the recycle bin. If so, click **Yes**.

Opening Images

You can open an image that you have added to your project. When you open the image , it displays in the Image Viewer within Flare.

HOW TO OPEN AN IMAGE

1. Make sure the Content Explorer is open.
2. Expand the **Resources** folder, and double-click the **Images** subfolder. Traditionally, image files are displayed under the Images subfolder (although they can also be placed in custom folders).
3. Do one of the following:
   - Locate and double-click the image file that you want to open.
   - Locate and click the image file that you want to open. In the local toolbar, click .

   The image opens in the Image Viewer.

Note: If you have imported a project that already contained images, Flare keeps the images in the file structure of the source project (as opposed to placing the image files in the Resources folder).

Pasting Images from Other Programs

You can copy and paste an image from another program, such as Microsoft Word, into a content file (e.g., topic, snippet) . When you do this, a copy of the image file is added in PNG format to your project with a name that you provide.

> **Tip:** Before copying an image from another application, you should set its size to 100%. This enables you to resize the image later within Flare without loss of quality. On the other hand, let's say you resized the image to 50% in Microsoft Word and then pasted the image into Flare. Later, you decide to enlarge the image in Flare. But in the output the quality does not look very good because it was necessary to add pixels.

HOW TO PASTE IMAGES FROM OTHER PROGRAMS

1. After copying the image in the other program, open acontent file (e.g., topic, snippet) in Flare.
2. Place your cursor where you want to paste the image.
3. Press **CTRL+V** on your keyboard.
4. In the Save Image dialog that opens, find and select the folder where you want to add the copy of the image in your project (the default location is the Resources\Images folder). You can use the buttons in the local toolbar to navigate.

	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.
	Shows or hides hidden files and folders.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

5. In the **File name** field, enter a name for the image.
6. Click **Save**. The image is added.
7. Click to save your work.

Regenerating Images

You can quickly regenerate (update) all of the images in your project.

HOW TO REGENERATE IMAGES

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

- **Ribbon** Select the **Tools** ribbon. In the **Update** section select **Regenerate Captured Images**.

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

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

- **Menu** Select **Tools>Regenerate Captured Images**.

The two primary reasons for using this option are:

- **Remove Trial Watermarks** If you install Flare on a trial basis before purchasing the product, watermarks appear on all images that you capture and insert during the trial period. After you become a licensed user, you can use this option to remove the watermarks on all images.

- **Modify PROPS Files** If you manipulate the PROPS file that accompanies an image file, the image file becomes out of sync with the PROPS file. The "Regenerate Captured Images" option updates the images based on the latest PROPS files.

  What is a PROPS (or "Properties") file? It is a file created along with an image file in MadCap Capture to hold all of the property information about that image.

  E X A M P L E

  Let's say you use MadCap Capture to create a JPG image and you name it "MyImage." You add a text callout to the image in Capture. Therefore, when you are finished you will have one file called "MyImage.jpg," which is the raw image file. Along with this file, you will have another file called "MyImage.jpg.props," which contains the information about the text callout that you added to the image.

  One reason to manipulate the PROPS file is to translate the text into another language.

E X A M P L E

Let's say you write an English version of your Flare project, and you have it translated into Spanish as well. This includes any text found in your images, such as this one.

You make a copy of this image file and the associated PROPS file, and you add them to the Spanish version of your Flare project. Now you need to translate the callout text for the image. So you open the PROPS file in Notepad and you change the text.

But when you look at the image in the Spanish version of the Flare project, the callout text for the image is still in English. Therefore, you select **Tools>Regenerate Captured Images**. The image is updated and now looks like this in your project.

Note: If you need to translate image callouts in a Flare project, it is recommended that you use MadCap Lingo, rather than manually editing each PROPS file in an editor such as Notepad.

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).

Selecting an Image for the About Box

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

You can select an image to be used for the "About box" in the output window. You can use this About box for any purpose you like. When users click the icon…

… your image is displayed. When users click the image, it disappears.

HOW TO SELECT AN IMAGE FOR THE ABOUT BOX

1. Open a Standard or Mobile skin.
2. Select the **About** tab.
3. Click **Include About in output**.
4. Click the **Browse** button.
5. In the Open dialog, find and select the image file that you want to use for the About box. A preview of the image is shown at the bottom of the tab.
6. Click to save your work.

Note: If you want to remove the image, click the **Reset** button.

Note: This feature is available for Microsoft HTML Help only if you add a web toolbar to the skin being used for that target. For more information see the online Help.

HOW TO SELECT A DIFFERENT IMAGE FOR THE ICON

What if you want to use an image other than the default MadCap icon (the image that users click to open the "About" box image")?

Use the following steps to accomplish this.

1. In the skin select the **Styles** tab.
2. In the Styles section, expand the **Toolbar Item** node.
3. Under it, click **Logo**.
4. Select the **Property Groups** option.
5. In the **Properties** section, click in the cell to the right of **Icon**.
6. Select **Browse for Image**.
7. In the dialog that opens, find and double-click the image that you want to use.
8. Click to save your work.

Adding Images to Page Layout Frames

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

If you want to insert an image so that it automatically appears in several (or all) pages in the output, you can create an image frame in a page layout.

HOW TO ADD IMAGES TO PAGE LAYOUT FRAMES

1. Open the page layout. The Page Layout Editor opens.
2. In the local toolbar, click the **New Frame** button .
3. In the drop-down, select **New Image Frame**. The Insert Image dialog opens, prompting you to provide an image file.
4. Select an image file to insert. You can do this in one of the following ways.
   - Select an image already in the project by finding and selecting it in the built-in tree.

     OR
   - Click ... to find and select an image file outside of the project.

   Note: If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.
5. Click **OK**. The image is added to a frame of the same size, which you can place on the page as necessary.
6. Click to save your work.

Note: In addition to using image frames, you can open other content frames (header, footer, decoration) and insert images as you normally would.

Creating a List of Images

This feature is supported in all outputs.

You can use the list-of proxy to generate a list of various types of elements (e.g., tables, images) in your output, with links to the corresponding content.

HOW TO CREATE A LIST OF IMAGES

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your list (e.g., "List of Figures").
3. 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>List-Of 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 List-Of Proxy**.

   The List-Of Proxy dialog opens.
4. In the **Tag Name** field, select the parent style tag to be used for creating the list.

   E X A M P L E

   Let's say you have added a caption below each image in your project (e.g., "Figure 5: My Image Caption"). Perhaps you created a style class based on the <p> tag called "ImageCaption" (i.e., "p.ImageCaption"). In a case such as this, you would select "p" from the Tag Name field when inserting the list-of proxy.

5. (Optional) In the **Tag Class** field, select the style class to be used for creating the list.

> **E X A M P L E**
>
> Using the example above, you would select "ImageCaption" from this field.

6. (Optional) In the **Stylesheet class for each generated entry** field, you can select yet another style class. This class can be used to determine how each item in the generated list looks. You would use this style class, for example, if you want to change the font of the entries or add a leader (e.g., series of dots) between the entries and the page numbers. For more information about using styles, including steps, see the online Help or the Flare *Styles Guide*.
7. (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire list. You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the list will use the style settings from the parent <MadCap|listOfProxy> style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|listOfProxy** style and click **Add Class** to create a class. The class will then be available from this field.
8. Click **OK**. The proxy is added to the topic.
9. Click to save your work.

> **Note:** For some proxies, you can specify which output types should support them. If an output type supports a particular proxy, the generated content is displayed in the output where the proxy was inserted. If an output type does not support a particular proxy, it is simply ignored when the output is generated. You can use the mc-output-support style property to change which output types support a proxy.

Launching MadCap Capture

You can open MadCap Capture from the Flare interface.

HOW TO LAUNCH MADCAP CAPTURE

- Select **Tools>MadCap>MadCap Capture**.

Capture is MadCap's screen capture and editing tool, which is tightly integrated with Flare. If you have Capture installed on your computer, you can use it to do any of the following from within Flare:

- **Insert Screen Capture Images into Topics** You can capture an image on your screen and insert it into a topic at the same time. See "Inserting Screen Capture Images" on page 31.
- **Add Screen Capture Files to Projects** You can capture an image on your screen and add the image file to the project (without inserting the image into a topic). See "Adding Screen Capture Files to Projects" on page 26.
- **Edit Images** You can open any image in your project. The image opens in Capture, where you can make changes to it. See "Editing Images" on page 37.
- **Launch MadCap Capture** You can simply open the Capture application from Flare.

Some advantages of using Capture include the following:

- **Layers** You can add special effects or objects such as callouts, shapes, or lines. Because layers are used (rather than merging the objects into the image), you can easily return to the image later after you have saved it and modify just a single object (rather than re-creating the entire image).
- **Changes Reflected Automatically** As soon as you save the image in Capture, the changes are automatically reflected anywhere the image was inserted in your project.
- **Single-Sourcing Images** This feature reflects Capture's tight integration with MadCap Flare. For a single image, you can provide one group of settings for online output, and another group of settings for printed output. For example, you might want to use a resolution of 72 DPI for online output, and a resolution of 300 DPI for printed output. Rather than creating two separate images, you can single-source the image outputs. For more information see "Creating Single-Source Images" on page 114.

Embedding Images in Microsoft Word Output

An option on the Advanced tab of the Target Editor lets you ensure that images are embedded in Microsoft Word output.

HOW TO EMBED IMAGES IN MICROSOFT WORD OUTPUT

1. Open the target being used for Word output.
2. Select the **Advanced** tab.
3. Click the check box next to **Embed images in output** so that it contains a check mark.
4. Click to save your work.

Creating Single-Source Images

If you are creating a project containing images and need to generate output for both online and printed output, chances are good that you require different image settings (e.g., file format, color depth, resolution) for those outputs. In the past, the easiest way to accomplish this task was to create one set of images for the online output and another set for the printed output. However, there is another alternative. If you have both MadCap Flare and MadCap Capture installed, you can single-source your images, producing only one set of images for all outputs. You can specify that the online images should have one group of settings, while the printed images have another group of settings.

E X A M P L E

Let's say you create a Flare project and you are using Capture to produce images for it. You want to generate two different outputs from that Flare project. Let's say the first output is an online Help system to be placed on a website, and the other output is a PDF document, which you will send to a printer. Right away, you have a dilemma when it comes to the DPI (dots per inch) setting for the images in your project. The typical DPI setting for images displayed in an Internet browser is usually somewhere between 72 and 96. The DPI is automatically set for online output when you capture the image, depending on the computer that you are using. However, the DPI setting for printed output often needs to be higher (say, 300 DPI). Therefore, when you edit the image in Capture, you use the Format tab in the Image Properties dialog to specify the image settings for the online output (you may elect not to change any of the default settings). For print-based output, you use the Flare Print tab to specify the image settings; in the DPI field, you may want to select 300. In Flare, you insert the Capture image. When you generate output for the website (e.g., WebHelp), Flare displays the image in the DPI used when you captured the image (e.g., 96 DPI). When you generate the PDF output from the project, Flare displays the same image in 300 DPI.

HOW TO CREATE A SINGLE-SOURCE IMAGE

This requires a combination of tasks in MadCap Capture, followed by tasks in Flare.

MADCAP CAPTURE TASKS

1. Capture the image. (You also have the option of initiating this step from Flare. See "Inserting Screen Capture Images" on page 31.)
2. In the Capture Editor, double-click on the image. The Image Properties dialog opens.
3. On the **Format** tab, enter the appropriate settings for image when it is displayed in online output. For more details about these settings, see Capture's online Help.
4. On the **Flare Print** tab, enter the appropriate settings for the image when it is used in outputs intended for printed distribution.

   Note: The Flare Print Format tab is displayed only if the image in question already exists in a MadCap Flare project.

5. Click **OK**.
6. Save the changes to the image.

MADCAP FLARE TASKS

7. After completing the MadCap Capture tasks above, insert the image into the appropriate topic(s).
8. Make sure you develop targets for online and printed outputs.
9. When you are finished with your project, build the targets.
10. View the output for the targets.

    In the output, notice that the images for online outputs (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus) contain the online settings. Meanwhile, the images in the printed outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML) contain the printed settings.

Generating Web-Safe Images

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

If you have used non–web-safe image formats (e.g., WMF, EMF, BMP, TIF, TIFF, XPS, EXPS) in your project and want those images to be converted to web-safe formats (e.g., GIF, JPEG, PNG) when you generate online output—e.g., DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus—you can use an option on the Advanced tab of the Target Editor. For print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), the original image file formats will be used when you generate output.

HOW TO GENERATE WEB-SAFE IMAGES

1. Open a target.
2. Select the **Advanced** tab.
3. Select **Generate "web-safe" images**.
4. From the drop-down list, select the image format that you want to use.
5. Click to save your work.

Note: If you are using this option, images that link to external locations (such as websites), rather than to images within the project, are not affected.

Note: Vector images, such as SVG, are preserved in the output, unless you use this option to generate web-safe image formats.

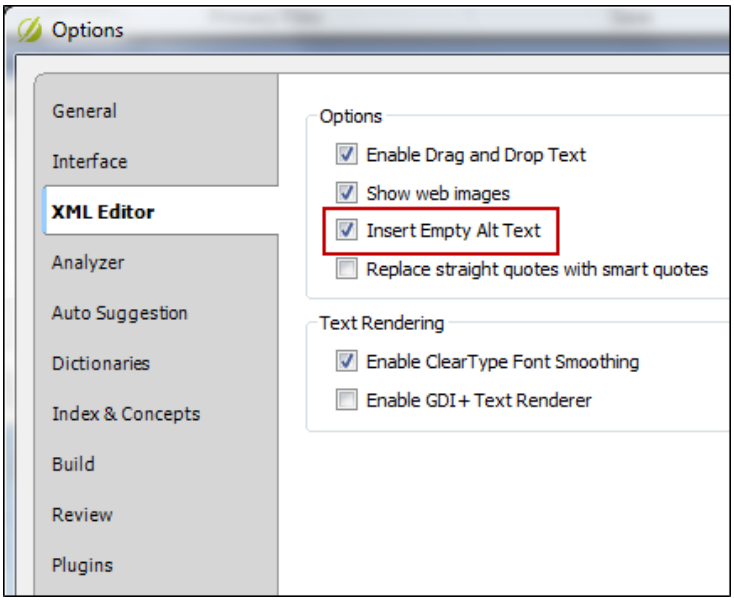
Applying Empty Alt Text

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

By default, a new image does not contain an "alt" (alternate text) attribute when you insert it into a topic or snippet, unless you specifically add alt text in the Insert Image dialog. However, alt attributes on images are required for Section 508 compliance, even if the string is empty or null (alt=""). Also, by adding empty alt attributes to images, you can search the files to find the images without alternate text and then add it as needed.

There are a couple of ways to quickly add empty alt tags to images:

- **When Output is Generated** You can select an option in the **Advanced** tab of the Target Editor. As a result, empty alt tags are automatically added to images that do not already have them. The empty alt attribute gets added to the output when the target is generated.
- **When Images are Inserted** You can use a global setting in the Options dialog. This automatically adds an empty alt tag to images when you insert them into a topic or snippet (unless you specifically add an alt tag to an image).



In addition to images, this also works for QR codes and equations, since those elements are converted to images in the output.

HOW TO APPLY EMPTY ALT TEXT WHEN OUTPUT IS GENERATED

1. Open a target.
2. On the **Advanced** tab of the Target Editor, select **Use empty ALT text for images that do not have ALT text**.
3. Click to save your work.

HOW TO APPLY EMPTY ALT TEXT WHEN IMAGES ARE INSERTED

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

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

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

   The Options dialog opens.
2. Select the **XML Editor** tab.
3. Select the **Insert Empty Alt Text** check box. A check mark indicates the feature is enabled.
4. Click **OK**.

APPENDIX

PDF Guides

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

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

Snippets Guide

Source Control Guide

Styles Guide

Tables Guide

Tables of Contents Guide

Targets Guide

Templates Guide

Topics Guide

Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide