MadCap Software

Autonumbers Guide

Flare 10

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CONTENTS

CHAPTER 1 About Autonumbers 5
Why Use Autonumbers? 6
Steps for Using Autonumbers 8
Importing Autonumbers From FrameMaker 9
Similarities and Differences With FrameMaker's Autonumbering 10
CHAPTER 2 Autonumber Format Examples 13
CHAPTER 3 Autonumbers for Styles 21
CHAPTER 4 Autonumbers for Paragraphs 29
CHAPTER 5 Autonumbering Flow for Output 37
CHAPTER 6 Page Autonumbers in Print Indexes 41
APPENDIX PDF Guides 47

CHAPTER 1

About Autonumbers

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

Autonumbering is just what it sounds like—a feature where content is numbered automatically. Of course, if you want to create simple numbered lists in topics, you can always use Flare's quick list drop-down options. But if you want an alternative that is more advanced and powerful, you can use autonumbering.

This chapter discusses the following:

Why Use Autonumbers? 6
Steps for Using Autonumbers 8
Importing Autonumbers From FrameMaker 9
Similarities and Differences With FrameMaker's Autonumbering 10

Why Use Autonumbers?

Autonumbering can technically be used for both online and print-based output, but it is really intended for print-based output.

Following are just a few reasons for using autonumbering. For samples of formats that you might use for these purposes, see "Autonumber Format Examples" on page 13.

» **Chapter, Section, and Volume Numbers** If you are producing output that is organized into multiple chapters, sections, and/or volumes, you can apply autonumbers to those different elements. Not only does this let you produce numbers automatically for chapter, section, and volume headings, but you can also incorporate this numbering into other content (e.g., page numbers, figure captions, table headings).

Note: To generate *chapter* numbers, you need to create an autonumber format that includes the {chapnum} command. Then specify chapter breaks in the outline TOC.

Note: To generate *section* numbers, you need to create an autonumber format that includes the {secnum} command. Then specify section breaks in the outline TOC.

Note: To generate *volume* numbers, you need to create an autonumber format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the autonumber flow for each volume, resetting the volume number to a specific number.

Note: You can also insert Chapter, Section, or Volume Number variables into page layout headers. By doing this, you can automatically display the correct chapter, section, or volume number at the top or bottom of pages in the output.

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

Note: In order to create chapter and volume autonumbers in FrameMaker output, you must split the output into multiple FrameMaker documents. If you are creating one of the other print-based outputs (PDF, XPS, XHTML, Word), you do not necessarily need to create multiple documents, but you do need to create chapter breaks for the output. For more information see the online Help.

- **Paragraphs** You can apply autonumbering to different levels of paragraphs in your project.

EXAMPLE

You might specify that the first-level paragraphs contain number formats such as 1.0, 2.0, 3.0, and so on. Maybe your second level paragraphs would be formatted as 1.1, 1.2, 1.3, 2.1, 2.2, and so on. And finally, the third level paragraphs might be formatted as 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, and so on.

- **Figure Captions** Perhaps you have inserted multiple images into your project, with a caption under each image. If you want the captions for each chapter to be numbered (e.g., "Figure 1-1," "Figure 1-2," "Figure 1-3," "Figure 2-1," "Figure 2-2"), you can apply autonumber formats to that content. If you insert a new figure caption with that format between existing captions, Flare will renumber them automatically.
- **Table Headings** Another way to make use of autonumbering is to apply them to headings for tables in your project (e.g., Table 1, Table 2, Table 3).
- **Page Numbering** You can easily include page numbers in content for print-based output without creating autonumber formats. However, if you want to incorporate volume, chapter, or section numbers into your pages numbers, you can so by using autonumber formats.
- **Lists** As an alternative to using Flare's quick list drop-down options, you can use autonumbering to create numbered lists for purposes such as step-by-step procedures or outlines.
- **And More...** If you can apply a paragraph style to it, you can include autonumbering in it.

Steps for Using Autonumbers

Whatever you are trying to accomplish when it comes to autonumbers, there are three basic tasks that you may complete.

1. **Create Autonumber Formats** First, you need to specify what a particular autonumber will include and what it will look like.

   E X A M P L E

   If you are creating a format to use with figure captions, you might specify the format to display the word "Figure" followed by the chapter number, a dash, and an incremented number. You also might want this format to appear in bold font. Finally, you might use a float option so that the autonumber is positioned to the left of the page layout frame where the relevant paragraph occurs.

   You can create autonumber formats for styles (which you can easily reuse) or directly for a specific paragraph. See "Autonumbers for Styles" on page 21 and "Autonumbers for Paragraphs" on page 29.

2. **Apply Styles with Autonumber Formats to Content** After the autonumber format is created using the style method, you need to indicate where it should be displayed in your content.

   E X A M P L E

   If you plan to use an autonumber format for figure captions, you apply the style using that particular format to the appropriate locations in your topics.

   For more information about using styles, see the online Help or the *Flare Styles Guide*.

3. **Specify Autonumbering Flow for Output** If you are including volume, chapter, and/or section autonumbers in print-based output, you need to indicate where each volume, chapter, or section should begin and end. You also need to provide other specifications, such as whether the numbering should restart at a specific number, whether it should continue from the previous list, and the type of numbering format (e.g., Roman, alpha) to be used.

   This procedure is especially useful if you have created chapter autonumbers and need to ensure that they begin with the correct number at the correct location, after any front matter (e.g., title page, copyright page, generated table of contents).

   For more information see "Autonumbering Flow for Output" on page 37.

Importing Autonumbers From FrameMaker

When you import FrameMaker files, the autonumbers in those documents are retained in Flare. You can then edit future content for your project (including autonumbers) either in Flare or in FrameMaker.

Similarities and Differences With FrameMaker's Autonumbering

If you are an experienced FrameMaker user, you will notice many similarities and differences between Flare and FrameMaker when it comes to autonumbers. These include the following.

SIMILARITIES

- Many of the commands (i.e., building blocks) for autonumbers are much alike.
- You can uses series labels in both Flare and FrameMaker.
- The basic steps are similar. In both Flare and FrameMaker, you need to (a) create autonumber formats, (b) apply styles with autonumber formats to content, and (c) specify how autonumber formats work in volumes and chapters.

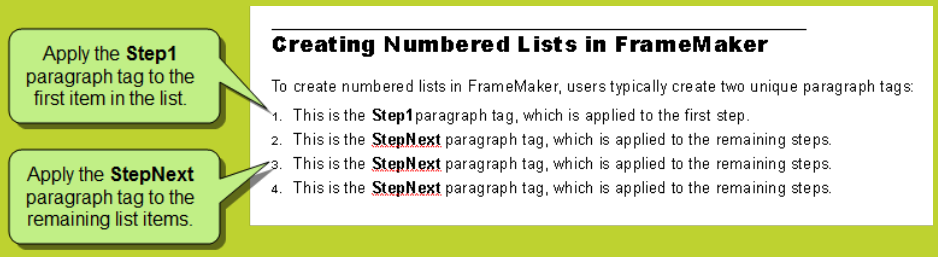
DIFFERENCES

- **User Interface** There are some commands in Flare that are not seen in FrameMaker.
- **Workflow** Although some of the basic steps might be similar, the way to accomplish them in Flare is sometimes different.

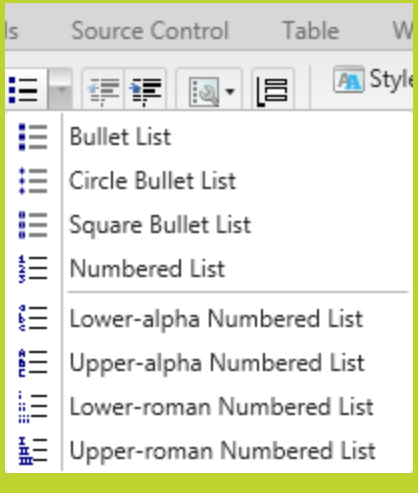
> **E X A M P L E**
>
> In FrameMaker, you specify an autonumber format for a paragraph format in the Paragraph Designer. In Flare, however, you can do this in cascading stylesheets, which let you provide numerous other settings for a style, as well as share the CSS file with others. You can also create autonumber formats for individual paragraphs only.

- **Numbered Lists** FrameMaker requires you to create two distinct paragraph tags to handle numbered lists. Because Flare uses standard HTML code for ordered lists and list items, content developers frequently choose not to take the extra steps to create distinct paragraph styles to handle list numbering. Because FrameMaker handles list numbering using paragraph tags, Flare converts those tags to the to the standard <p> style during the import. You then apply the desired ordered list and list item tags to the existing numbered steps in Flare.

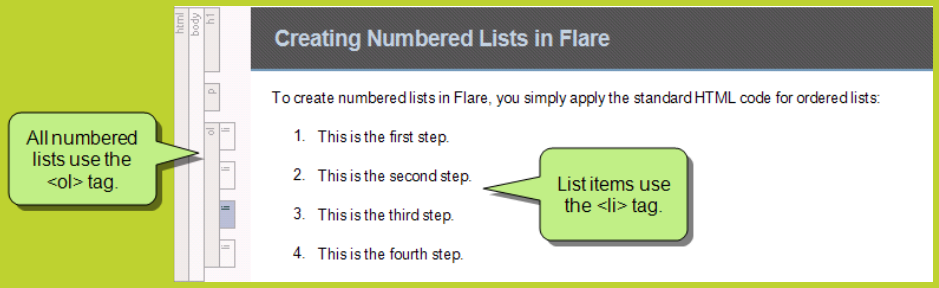
> **E X A M P L E**
>
> In FrameMaker, you must create two distinct paragraph tags to handle automatic list numbering—one tag to apply to the first step in the list and another tag to apply to the remaining steps.



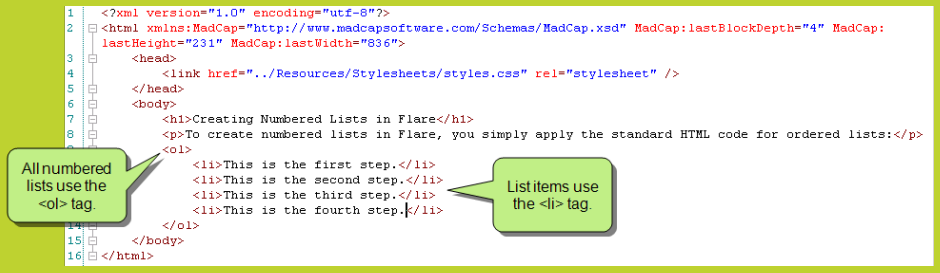
Because Flare uses standard HTML code (where an ordered list starts with the <ol> tag and each list item starts with the <li> tag), there is no need to create distinct paragraph styles to handle list numbering. You simply apply the desired numbered list format using the quick list drop-down menu shown below.



Once the list numbering is set, you don't need worry about it again. The example below shows you a simple numbered list in the Flare XML Editor:



The Flare Text Editor lets you see how ordered lists and list items are formatted in HTML:



» **Autonumbers** In Flare there is no need to update numbering manually, as there is in FrameMaker. All numbering in Flare is automatically updated when you generate the output.

» **CSS** In FrameMaker, you need to import paragraph formats from one document to another in order to use them. In Flare, the topics just need to be associated with the same stylesheet; they can then use the same paragraph style containing the necessary autonumber format.

CHAPTER 2

Autonumber Format Examples

Following are examples of some common uses of autonumbering and how you might create autonumber formats for them. For examples of autonumbers in action, you can create a test project using one of Flare's factory templates.

Autonumber Format	How It Will Look in Output	Where You Might Use It
GH:VOLUME {volnum}:	VOLUME 1: [My Volume Title]	A heading to display the volume number and title. **Note:** To generate **volume** numbers, you need to create an autonumber format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the autonumber flow for each volume, resetting the volume number to a specific number.
CH:Chapter {chapnum} -	Chapter 1 - [My Chapter Title]	A heading to display the chapter number and title. **Note:** To generate **chapter** numbers, you need to create an autonumber format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC.
CH:{chapnum}.{n+}	1.1 [My Subheading]	A subheading within a chapter, where the first number reflects the chapter number. The second number is simply incremented. Additional subheadings using this same format would be numbered like this: 1.2 1.3 1.4

Autonumber Format	How It Will Look in Output	Where You Might Use It
A:{n+}.0	1.0 [My Paragraph Text]	A paragraph at the first level of your content, where you are not concerned about using the chapter number. You simply want to begin counting at 1. The second number is simply 0 for each paragraph using the style. Additional paragraphs using this same format would be numbered like this: 2.0 3.0 4.0 In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.
A:{n}.{n+}	1.1 [My Paragraph Text]	A paragraph at the second level of your content, where you are not concerned about using the chapter number. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this: 1.0 1.1 1.2 2.0 2.1 2.2 2.3 In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.

Autonumber Format	How It Will Look in Output	Where You Might Use It
A:{n}.{n}.{n+}	1.1.1 [My Paragraph Text]	A paragraph at the third level of your content, where you are not concerned about using the chapter number. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level and second-level paragraphs and numbered like this: 1.0 1.1 1.1.1 1.1.2 2.0 2.1 2.1.1 2.1.2 2.1.3 In this example, "A" at the beginning of the format is arbitrary. You can use any letter you want.
O:{R+}.	I. [My Paragraph Text]	A paragraph at the first level of an outline. Additional paragraphs using this same format would be numbered like this: II. III. IV. In this example, "O" at the beginning of the format is arbitrary. You can use any letter you want.

Autonumber Format	How It Will Look in Output	Where You Might Use It
O:{ }{A+}.	A. [My Paragraph Text]	A paragraph at the second level of an outline. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this: I. A. B. II. A. B. C. In this example, "O" at the beginning of the format is arbitrary. You can use any letter you want.

Autonumber Format	How It Will Look in Output	Where You Might Use It
CF: FIGURE {chapnum}-{n+}:	FIGURE 1-1: [My Figure Caption Text]	A paragraph below an image to describe the contents of the image. In this example, the first number refers to the chapter number where the image is included, and the second number simply increments by 1 each time the autonumber format is applied to content. So the first few figure captions of Chapter 1 would be numbered like this: FIGURE 1-1: FIGURE 1-2: FIGURE 1-3: And the first few figure captions of Chapter 2 would be numbered like this: FIGURE 2-1: FIGURE 2-2: FIGURE 2-3: In this example, the "C" at the beginning of the format is necessary to increment based on the chapter. The "F" that comes after it is arbitrary. You can use any letter you want (e.g., CP).
T:Table {n+} -	Table 1 - [My Table Caption Text]	A paragraph above a table to display the caption for the table, where you are not concerned about using the chapter number. The autonumbers would increment like this: Table 1 - Table 2 - Table 3 - In this example, "T" at the beginning of the format is arbitrary. You can use any letter you want.

Autonumber Format	How It Will Look in Output	Where You Might Use It
{n+}.	1. [My Paragraph Text]	A paragraph that is part of step-by-step procedures, which would look like this: 1. 2. 3.
{R+}.	I. [My Paragraph Text]	A paragraph that is the first level of an outline. In this example, we've used uppercase Roman numerals for the first level, so it would look like this: I. II. III.

CHAPTER 3

Autonumbers for Styles

When you incorporate autonumbering into content, you do so by creating an autonumbering format, which consists of one or more commands. Some examples of commands are: CH:, {n+}, {chapnum}, {b}, and {/b}. In addition, you can add text next to commands.

EXAMPLE

Let's say you want to apply autonumbering to figure captions. Furthermore, let's say you want the beginning of each caption to contain the word "Figure" followed by the chapter number, a dash, and the next incremented number (e.g., Figure 1-5, Figure 1-6, Figure 1-7). To accomplish this, you might create an autonumbering format that looks like this: CH:Figure {chapnum}-{n+}.

For several samples, see "Autonumber Format Examples" on page 13.

The following steps show you how to create an autonumber format for a style class. This is the recommended method. A style allows you to apply the same format to multiple paragraphs throughout your project, and any changes to the format are applied automatically to all the paragraphs using that style. Alternatively, you can create an autonumber format for a single paragraph. For steps see "Autonumbers for Paragraphs" on page 29.

You can perform this task in the Stylesheet Editor, using either the Simplified view or the Advanced view. The following steps show you how to create autonumber formats with the Advanced view. For steps on using the Simplified view, see the online Help.

HOW TO CREATE AN AUTONUMBER FORMAT FOR A STYLE USING THE ADVANCED VIEW

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 Paragraph Styles.
4. On the left side of the Stylesheet Editor, select the style. Usually, it is a paragraph or heading style (e.g., h1, p.Figure). If you do not yet have a style that you want to use, you can create one.
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 **AutoNumber** group.
7. Click in the right column (the value column) next to **mc-autonumber-format**. The Autonumber Format dialog opens.

8. (Optional) From the **Available commands** drop-down list, you can filter the autonumber commands shown in the area below by selecting one of the options.
   - **Show All** Displays all of the commands in the area below.
   - **Show AutoNumber Commands** Displays only the autonumber commands in the area below. These include commands such as chapter, section, and volume numbers; counters; and series labels.
     - **Chapter, Section, and Volume Number Commands** These commands ({chapnum}, {secnum}, {volnum}) let you organize your output into different areas and apply number sequences to them (e.g., Chapter 1, Chapter 2, Chapter 3).
     - **Counters are Commands** These commands (such as {n}, {n=1}, {n+}, {r}, {A}, and {Gn}) provide information about what types of numbers should be used and how they should be incremented.
     - **Series Labels** These are prefixes to a format (composed of one or two letters and a colon) that provide a way to limit numbering sequences for different purposes. Although Flare includes H: in the list of available commands, that is simply one example of a series label. The letter that you use as a series label is arbitrary. You can replace H and choose any letter of the alphabet, followed by a colon. The exception to this is a two-letter series label, in which the first letter represents a series that encompasses more than just one topic. For example, CH is an example of a series label that applies across an entire chapter. The H can be replaced with another letter, but you must keep the C in order to use this command. Finally, it's important to note that a series label must always be the first element in an autonumber format.
   - **Show File Commands** Displays only the file commands in the area below. These include commands that let you incorporate different parts of a file (such as the file name, file path, and file extension) in an autonumber format.
   - **Show Format Commands** Displays only the format commands in the area below. These include commands such as {b}, {i}, {color red}, and {size 12pt}, which let you determine how an autonumber format will look. Many of these commands require a beginning command (e.g., {b}) and an ending command (e.g., {/b}). However, if you plan to generate FrameMaker output from your project, you should not use these format commands, since they are not supported in FrameMaker. Instead, create and apply a span class to the autonumber format to change its look. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).
   - **Show Page Commands** Displays only the page commands in the area below. These let you include the page number and count in an autonumber format.
   - **Show Text Commands** Displays only the text commands in the area below. These commands let you incorporate text from an area of your output into the autonumber format.
9. In the **Enter format** field, provide the autonumber format for the style. This format can be a combination of text that you type and automated commands that you select. To add a command to the "Enter format" field, double-click it from the list in the area below.

E X A M P L E S

If you want the autonumber to include text (such as "Table" or "Figure"), simply type it in this field. You can also double-click any of the commands below to add them to this field. For example, you might want to add a counter that increments the autonumbers by one (e.g., Figure 1, Figure 2, Figure 3). The command for this is {n+}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the autonumber format be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your autonumber format might include a combination of text and multiple commands, such as: {b}Table {n+} - {/b}.

Following are descriptions of the commands that are available.

AUTONUMBER COMMANDS

- **{n}** Retains the current counter value and displays it. You might use this command, for example, if you are applying autonumber formats to multi-level paragraphs, where one paragraph acts as the "parent" to another. Let's say the first-level paragraphs are numbered like this: 1.0, 2.0, 3.0. If you want the second level paragraphs to keep the first number of its parent paragraph and increment the second number (e.g., 1.1, 1.2, 1.3), you would enter the {n} command to continue displaying that first number, which represents the parent paragraph (in this case, 1).
- **{n=1}** Resets the counter value to 1 and displays it. You can replace the number 1 with any other number that you want to use.
- **{ =0}** Resets the counter value to 0 but does not display it. You can replace the number 0 with any other number that you want to use.
- **{n+}** Increments the counter value and displays it. You might use this command, for example, to increment a list of step-by-step procedures (e.g., 1., 2., 3.).
- **{}** Retains the current value and does not display it. You might use this command, for example, if you are creating an outline with Roman numerals at the first level and uppercase alpha numerals at the second level. If you are creating the format for the second level, you want the autonumber format to keep track of the fact that it is a "child" of the first level paragraph, but you do not want to display the Roman numeral from it (e.g., IV.A.). Instead, you only want to display the uppercase alpha letter (e.g., A). In order to do this, you would insert the { } command at the place where the Roman numeral would normally be displayed.

- **{secnum}** Displays the current section number. You can use this command if you are creating online output, or Word, XPS, PDF, or XHTML output. This command does not apply to FrameMaker output.

> **Note:** To generate *section* numbers, you need to create an autonumber format that includes the {secnum} command. Then you need to specify section breaks in the outline TOC.

> **Note:** You can also insert Section Number variables into page layout headers. By doing this, you can automatically display the correct section number at the top or bottom of pages in the output.

- **{chapnum}** Displays the current chapter number.

> **Note:** To generate *chapter* numbers, you need to create an autonumber format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC.

> **Note:** You can also insert Chapter Number variables into page layout headers. By doing this, you can automatically display the correct chapter number at the top or bottom of pages in the output.

- **{r}** This is the same as the {n} command, except it displays the counter as a lowercase Roman numeral. You can replace the "n" with an "r" in any of the commands listed above.
- **{R}** This is the same as the {n} command, except it displays the counter as an uppercase Roman numeral. You can replace the "n" with an "R" in any of the commands listed above.
- **{a}** This is the same as the {n} command, except it displays the counter as a lowercase alpha letter. You can replace the "n" with an "a" in any of the commands listed above.
- **{A}** This is the same as the {n} command, except it displays the counter as an uppercase alpha letter. You can replace the "n" with an "A" in any of the commands listed above.
- **{Sn}** This is a counter to be used over the course of an entire section. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Sn+} or {Sn=1}.

- **{Cn}** This is a counter to be used over the course of an entire chapter. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Cn+} or {Cn=1}.
- **{Gn}** This is a counter to be used globally in your content. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Gn+} or {Gn=1}.
- **H:** Specifies a series labeled H. However, you can use any letter of the alphabet for a series label, and you can use several different series labels throughout your content. For example, you might want to use F: for a series of figure captions, or T: for a series of table captions. If you use a series label, it must be first in the autonumber format.
- **SH:** Specifies a section-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use SF: for a section-wide series of figure captions, or ST: for a section-wide series of table captions. If you use a series label, it must be first in the autonumber format.
- **CH:** Specifies a chapter-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use CF: for a chapter-wide series of figure captions, or CT: for a chapter-wide series of table captions. If you use a series label, it must be first in the autonumber format.
- **GH:** Specifies a global series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use GF: for a global series of figure captions, or GT: for a global series of table captions. If you use a series label, it must be first in the autonumber format.

FILE COMMANDS

- **{ext}** Displays the file extension.
- **{file}** Displays the file name, including the extension.
- **{filename}** Displays the file name, without the extension.
- **{path}** Displays the path of the file.
- **{url}** Displays the path of the file, URL syntax.

FORMAT COMMANDS

- **{b}** Starts bold text.
- **{/b}** Ends bold text.
- **{bg red}** Starts new background color. You can replace "red" with another color.
- **{/bg}** Ends the background color.
- **{color red}** Starts new text color. You can replace "red" with another color.
- **{/color}** Ends the text color.

- **{default}** Resets all font changes.
- **{family Courier New}** Starts a new font family. You can replace "Courier New" with another font family.
- **{/family}** Ends font family.
- **{i}** Starts italic text.
- **{/i}** Ends italic text.
- **{size 12pt}** Starts font size. You can replace "12pt" with another font size.
- **{/size}** Ends font size.
- **{sub}** Starts subscript text.
- **{/sub}** Ends subscript text.
- **{sup}** Starts superscript text.
- **{/sup}** Ends superscript text.
- **{u}** Starts underline text.
- **{/u}** Ends underline text.

PAGE COMMANDS

- **{page}** Displays the page number.
- **{pagecount}** Displays the page count.

TEXT COMMANDS

- **{title}** Displays the title of the document (from the Properties dialog).

10. Click **OK**. The dialog closes.
11. You can enter settings for the other autonumber format properties in the Stylesheet Editor.
    - **mc-autonumber-class** You can enter a span style class for the autonumber format. Use this field instead of format commands (such as {b} and {i}) if you are planning to create FrameMaker output. You can create and modify span classes in the Stylesheet Editor. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).
    - **mc-autonumber-offset** You can specify the amount of space that you want to create between a format's content and the paragraph content. Select **Length** in the top drop-down list. You can then enter an amount and choose from several different units of measurement (points, pixels, centimeters, etc.). Click **OK** when you are done.
    - **mc-autonumber-position** You can select the position for the autonumber format in the paragraph.
        - **float-left** The autonumber format is placed to the left of the paragraph content, in alignment with the left side of the page frame.

- **float-right** The autonumber format is placed to the right of the paragraph content, in alignment with the right side of the page frame.
- **inside-head** The autonumber format is placed before the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
- **inside-tail** The autonumber format is placed after the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
- **none** The autonumber functionality (autonumbers, counters, and formatting) are removed from the class, while the other class properties are preserved.
- **outside-frame** The autonumber format is placed outside the page layout frame holding the paragraph.
- **outside-head** The autonumber format is placed before the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "mc-autonumber-offset" property.
- **outside-tail** The autonumber format is placed after the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "mc-autonumber-offset" property.

12. Click to save your work.

CHAPTER 4

Autonumbers for Paragraphs

When you incorporate autonumbering into content, you do so by creating an autonumbering format, which consists of one or more commands. Some examples of commands are: CH:, {n+}, {chapnum}, {b}, and {/b}. In addition, you can add text next to commands.

EXAMPLE

Let's say you want to apply autonumbering to figure captions. Furthermore, let's say you want the beginning of each caption to contain the word "Figure" followed by the chapter number, a dash, and the next incremented number (e.g., Figure 1-5, Figure 1-6, Figure 1-7). To accomplish this, you might create an autonumbering format that looks like this: CH:Figure {chapnum}-{n+}.

The following steps show you how to create an autonumber format for a single paragraph. You also have the option of creating an autonumber format for a style. It is recommended that you use the style method whenever possible. A style allows you to apply the same format to multiple paragraphs throughout your project, and any changes to the format are applied automatically to all the paragraphs using that style.

HOW TO CREATE AN AUTONUMBER FORMAT FOR A PARAGRAPH

1. Open the content file (e.g., topic, snippet).
2. Highlight or place your cursor in the paragraph to which you want to apply an autonumber format.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Home** ribbon. At the bottom of the **Paragraph** section, click the arrow button .

     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 **Format>Paragraph**.
   - **Keyboard Shortcut** Press **CTRL+ALT+B** on your keyboard.
   - **Right-Click** Right-click on the paragraph and from the content menu choose **Paragraph**.

   The Paragraph Properties dialog opens.
4. Select the **Autonumber** tab.
5. (Optional) From the **Available commands** drop-down list, you can filter the autonumber commands shown in the area below by selecting one of the options.
   - **Show All** Displays all of the commands in the area below.
   - **Show AutoNumber Commands** Displays only the autonumber commands in the area below. These include commands such as chapter, section, and volume numbers; counters; and series labels.
     - **Chapter, Section, and Volume Number Commands** These commands ({chapnum}, {secnum}, {volnum}) let you organize your output into different areas and apply number sequences to them (e.g., Chapter 1, Chapter 2, Chapter 3).
     - **Counters are Commands** These commands (such as {n}, {n=1}, {n+}, {r}, {A}, and {Gn}) provide information about what types of numbers should be used and how they should be incremented.
     - **Series Labels** These are prefixes to a format (composed of one or two letters and a colon) that provide a way to limit numbering sequences for different purposes. Although Flare includes H: in the list of available commands, that is simply one example of a series label. The letter that you use as a series label is arbitrary. You can replace H and choose any letter of the alphabet, followed by a colon. The exception to this is a two-letter series label, in which the first letter represents a series that encompasses more than just one topic. For example, CH is an example of a series label that applies

across an entire chapter. The H can be replaced with another letter, but you must keep the C in order to use this command. Finally, it's important to note that a series label must always be the first element in an autonumber format.

- **Show File Commands** Displays only the file commands in the area below. These include commands that let you incorporate different parts of a file (such as the file name, file path, and file extension) in an autonumber format.
- **Show Format Commands** Displays only the format commands in the area below. These include commands such as {b}, {i}, {color red}, and {size 12pt}, which let you determine how an autonumber format will look. Many of these commands require a beginning command (e.g., {b}) and an ending command (e.g., {/b}). However, if you plan to generate FrameMaker output from your project, you should not use these format commands, since they are not supported in FrameMaker. Instead, create and apply a span class to the autonumber format to change its look. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).
- **Show Page Commands** Displays only the page commands in the area below. These let you include the page number and count in an autonumber format.
- **Show Text Commands** Displays only the text commands in the area below. These commands let you incorporate text from an area of your output into the autonumber format.

6. In the **Enter format** field, provide the autonumber format for the paragraph. This format can be a combination of text that you type and automated commands that you select. To add a command to the "Enter format" field, double-click it from the list in the area below.

E X A M P L E S

If you want the autonumber to include text (such as "Table" or "Figure"), simply type it in this field. You can also double-click any of the commands below to add them to this field. For example, you might want to add a counter that increments the autonumbers by one (e.g., Figure 1, Figure 2, Figure 3). The command for this is {n+}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the autonumber format be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your autonumber format might include a combination of text and multiple commands, such as: {b}Table {n+} - {/b}.

Following are descriptions of the commands that are available.

AUTONUMBER COMMANDS

- **{n}** Retains the current counter value and displays it. You might use this command, for example, if you are applying autonumber formats to multi-level paragraphs, where one paragraph acts as the "parent" to another. Let's say the first-level paragraphs are numbered like this: 1.0, 2.0, 3.0. If you want the second level paragraphs to keep the first number of its parent paragraph and increment the second number (e.g., 1.1, 1.2, 1.3), you would enter the {n} command to continue displaying that first number, which represents the parent paragraph (in this case, 1).
- **{n=1}** Resets the counter value to 1 and displays it. You can replace the number 1 with any other number that you want to use.
- **{ =0}** Resets the counter value to 0 but does not display it. You can replace the number 0 with any other number that you want to use.
- **{n+}** Increments the counter value and displays it. You might use this command, for example, to increment a list of step-by-step procedures (e.g., 1., 2., 3.).
- **{}** Retains the current value and does not display it. You might use this command, for example, if you are creating an outline with Roman numerals at the first level and uppercase alpha numerals at the second level. If you are creating the format for the second level, you want the autonumber format to keep track of the fact that it is a "child" of the first level paragraph, but you do not want to display the Roman numeral from it (e.g., IV.A.). Instead, you only want to display the uppercase alpha letter (e.g., A). In order to do this, you would insert the { } command at the place where the Roman numeral would normally be displayed.
- **{secnum}** Displays the current section number. You can use this command if you are creating online output, or Word, XPS, PDF, or XHTML output. This command does not apply to FrameMaker output.

  Note: To generate *section* numbers, you need to create an autonumber format that includes the {secnum} command. Then you need to specify section breaks in the outline TOC.

  Note: You can also insert Section Number variables into page layout headers. By doing this, you can automatically display the correct section number at the top or bottom of pages in the output.

- **{chapnum}** Displays the current chapter number.

Note: To generate *chapter* numbers, you need to create an autonumber format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC.

Note: You can also insert Chapter Number variables into page layout headers. By doing this, you can automatically display the correct chapter number at the top or bottom of pages in the output.

- **{r}** This is the same as the {n} command, except it displays the counter as a lowercase Roman numeral. You can replace the "n" with an "r" in any of the commands listed above.
- **{R}** This is the same as the {n} command, except it displays the counter as an uppercase Roman numeral. You can replace the "n" with an "R" in any of the commands listed above.
- **{a}** This is the same as the {n} command, except it displays the counter as a lowercase alpha letter. You can replace the "n" with an "a" in any of the commands listed above.
- **{A}** This is the same as the {n} command, except it displays the counter as an uppercase alpha letter. You can replace the "n" with an "A" in any of the commands listed above.
- **{Sn}** This is a counter to be used over the course of an entire section. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Sn+} or {Sn=1}.
- **{Cn}** This is a counter to be used over the course of an entire chapter. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Cn+} or {Cn=1}.
- **{Gn}** This is a counter to be used globally in your content. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Gn+} or {Gn=1}.
- **H:** Specifies a series labeled H. However, you can use any letter of the alphabet for a series label, and you can use several different series labels throughout your content. For example, you might want to use F: for a series of figure captions, or T: for a series of table captions. If you use a series label, it must be first in the autonumber format.
- **SH:** Specifies a section-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use SF: for a section-wide series of figure captions, or ST: for a section-wide series of table captions. If you use a series label, it must be first in the autonumber format.

- **CH:** Specifies a chapter-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use CF: for a chapter-wide series of figure captions, or CT: for a chapter-wide series of table captions. If you use a series label, it must be first in the autonumber format.
- **GH:** Specifies a global series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use GF: for a global series of figure captions, or GT: for a global series of table captions. If you use a series label, it must be first in the autonumber format.

FILE COMMANDS

- **{ext}** Displays the file extension.
- **{file}** Displays the file name, including the extension.
- **{filename}** Displays the file name, without the extension.
- **{path}** Displays the path of the file.
- **{url}** Displays the path of the file, URL syntax.

FORMAT COMMANDS

- **{b}** Starts bold text.
- **{/b}** Ends bold text.
- **{bg red}** Starts new background color. You can replace "red" with another color.
- **{/bg}** Ends the background color.
- **{color red}** Starts new text color. You can replace "red" with another color.
- **{/color}** Ends the text color.
- **{default}** Resets all font changes.
- **{family Courier New}** Starts a new font family. You can replace "Courier New" with another font family.
- **{/family}** Ends font family.
- **{i}** Starts italic text.
- **{/i}** Ends italic text.
- **{size 12pt}** Starts font size. You can replace "12pt" with another font size.
- **{/size}** Ends font size.
- **{sub}** Starts subscript text.
- **{/sub}** Ends subscript text.
- **{sup}** Starts superscript text.

- **{/sup}** Ends superscript text.
- **{u}** Starts underline text.
- **{/u}** Ends underline text.

PAGE COMMANDS

- **{page}** Displays the page number.
- **{pagecount}** Displays the page count.

TEXT COMMANDS

- **{title}** Displays the title of the document (from the Properties dialog).

7. In the **Position** field, you can select the position for the autonumber format in the paragraph.
   - **Inside Head** The autonumber format is placed before the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
   - **Outside Head** The autonumber format is placed before the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "Offset" field below.
   - **Inside Tail** The autonumber format is placed after the paragraph content, inside the content area. Text that is wrapped to the next line will align under the autonumber format.
   - **Outside Tail** The autonumber format is placed after the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the autonumber format). You can provide space between the format and the content by using the "Offset" field below.
   - **Float Left** The autonumber format is placed to the left of the paragraph content, in alignment with the left side of the page frame.
   - **Float Right** The autonumber format is placed to the right of the paragraph content, in alignment with the right side of the page frame.
   - **Outside Frame** The autonumber format is placed outside the page layout frame holding the paragraph.
   - **Outside Frame (Left Side)** The autonumber format is placed to the left of the page layout frame holding the paragraph.
   - **Outside Frame (Right Side)** The autonumber format is placed to the right of the page layout frame holding the paragraph.
   - **None** The autonumber functionality (autonumbers, counters, and formatting) are removed from the class, while the other class properties are preserved.

8. In the **Offset** field, you can specify the amount of space that you want to create between a format's content and the paragraph content. Select **Length** in the top drop-down list. You can then enter an amount and choose from several different units of measurement (points, pixels, centimeters, etc.). Click **OK** when you are done.
9. In the **Span Class** field, you can enter a span style class for the autonumber format. Use this field instead of format commands (such as {b} and {i}) if you are planning to create FrameMaker output. You can create and modify span classes in the Stylesheet Editor. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).
10. In the Properties dialog, click **OK**.
11. Click to save your work.

CHAPTER 5

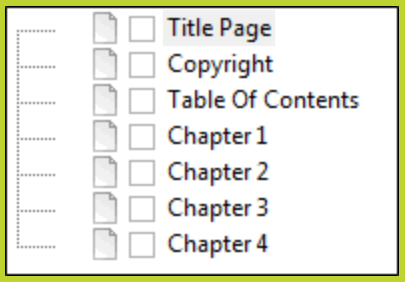
Autonumbering Flow for Output

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

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

E X A M P L E

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



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

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

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

HOW TO SPECIFY AUTONUMBERING FLOW FOR OUTPUT

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

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

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

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

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 4

Ch 5

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

Vol 1

Ch 1

Ch 2

Ch 3

Vol 2

Ch 5

Ch 6

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

CHAPTER 6

Page Autonumbers in Print Indexes

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

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

E X A M P L E

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

ChapterNumber: 1 . PageNumber: 1

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

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

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

1. Set up your topics to use chapter or volume autonumbers where appropriate (e.g., on the heading for a topic that will come first in a new chapter). See "About Autonumbers" on page 5 and "Autonumbers for Styles" on page 21.
2. Create your page layout(s). In the appropriate header or footer frames, insert a page number placeholder. *Do not* insert a chapter or volume number variable.

E X A M P L E

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

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

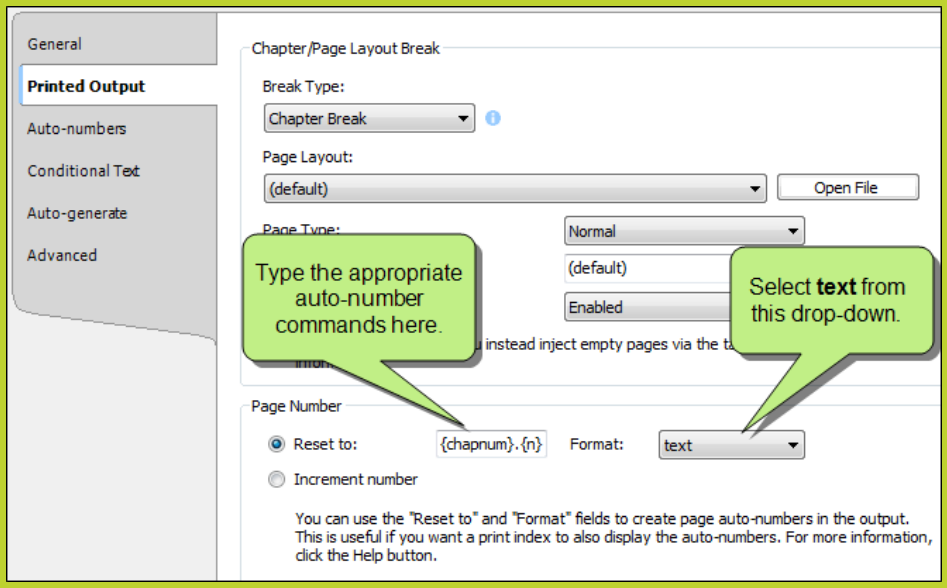
PageNumber: 1

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

E X A M P L E

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

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



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

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

8. Select the **Autonumbers** tab.
9. For the first chapter or volume in your output, you will most likely want to select the appropriate **Reset to** option and enter **1**. For subsequent chapters or volumes, you will probably want to select **Increment number**. See "Autonumbering Flow for Output" on page 37.

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

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

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

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