MadCap Software

Topics Guide

Flare 10

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THIS GUIDE WAS CREATED USING MADCAP FLARE.

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CHAPTER 1

Introduction

A topic is simply a chunk of information about a particular subject. Topics are the most important part of a Flare project. Everything else is contained within topics (e.g., cross-references, text, images) or points toward topics (e.g., tables of contents, indexes, browse sequences). The very reason end users open a Help system or manual is to find information, a little direction. They find that help within individual topics. At this moment, you are reading a topic (called "About Topics") that was created in Flare and converted to PDF output.

This chapter discusses the following:

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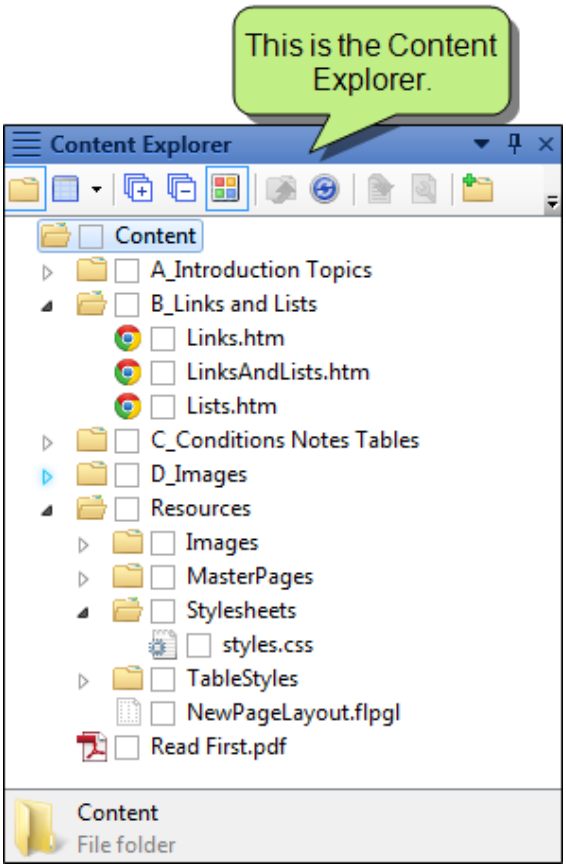
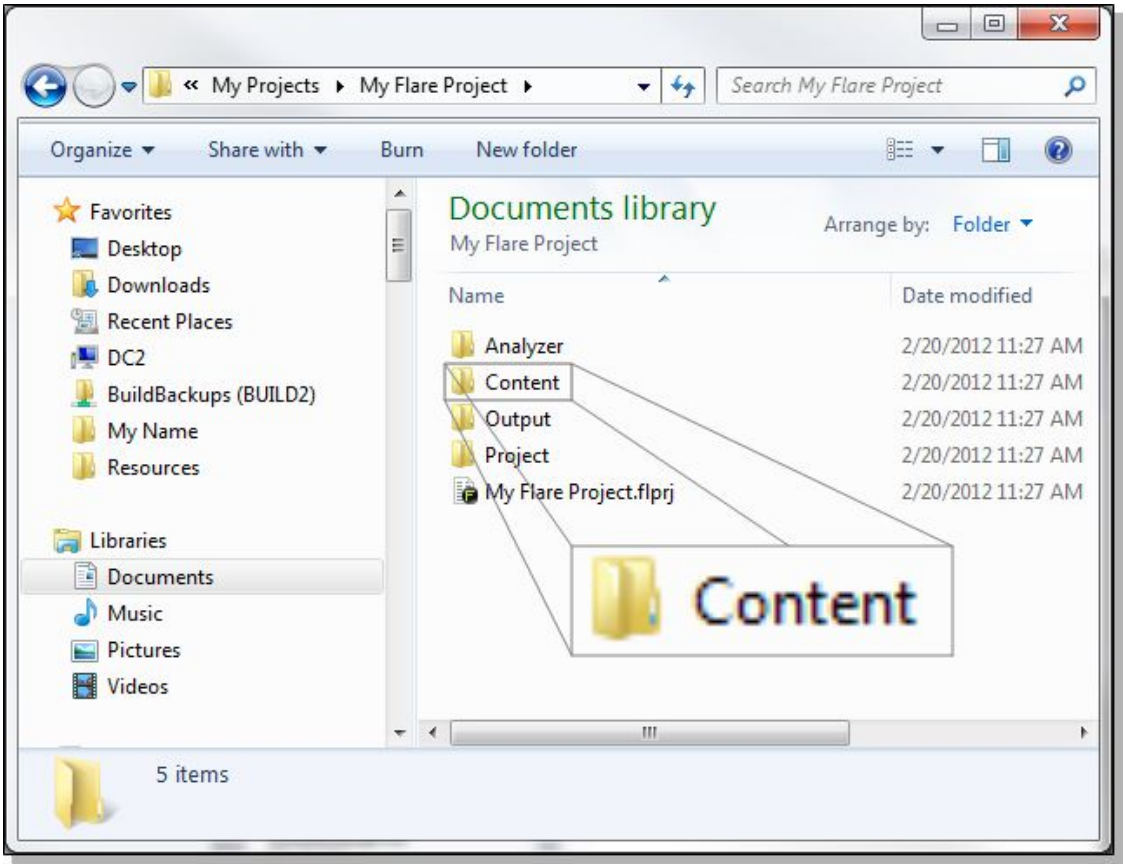
Separate Files for Topic-based Authoring

Each topic is a separate XHTML file with an .htm extension. This enables you to take advantage of topic-based authoring. In other words, rather than creating a few very long documents (as you might do when working in a program such as Adobe FrameMaker or Microsoft Word), you create many small documents and then piece those separate files together to produce various outputs.

Individual topic files are stored in the Content Explorer, either at the root level or in custom folders that you create.



In your Flare project folder (you specified the location for the folder on your computer when you created the project), the topic files are stored in a subfolder called "Content."



Size of Topics

How big should a topic be?

When it comes to creating print-based output from Flare, these small topics can be strung together in the output to form larger chapters. It is recommended that you try to use small topics when working in Flare—usually no more than a few pages in output. Although you can certainly create a very long topic that holds all of the content for an entire chapter or manual, smaller topics allow you to take full advantage of Flare's many powerful single-sourcing features. For example, with small topics, you can reuse them when generating many different outputs, all from the same project. You might want to use some topics in some outputs, but not in others. With large documents, that is very difficult, if not impossible to do. In addition, small topics are much easier to send out to others for review.

Topic Content

After you create a topic, you can add to it almost anything you want—text, tables, formatting styles, cross-references, images, multimedia, etc. It all depends on the needs of your audience. A topic can contain simple text, or it can contain a combination of many elements. A topic does not even need to contain much text at all; for example, you could simply use a topic to hold a Flash-based movie or a few lines of text for the title page in print-based output. You are only limited by what you can do with XML.

If you are not familiar with XML, that's okay. You can use the easy XML Editor interface to edit topics in Flare, working much like you would in a program such as Microsoft Word. Flare creates the XML tags behind the scenes for you.

Getting Behind the Scenes

Although Flare provides you with a user interface to work on topics (i.e., the XML Editor), you can get behind the scenes to see and edit the code for the topic. The easiest way to do this is to open the topic in the Internal Text Editor in Flare. To do this, open the topic as usual, then at the bottom of the XML Editor, click the **Text Editor** tab. You can also use split the editor between the XML Editor and the Internal Text Editor.

You can also open topics in other third-party tools. One way to do this is to open the topic in Flare. Then click the **Send To** button in the Standard toolbar and select another editor.

Special Topics

In addition to the regular topics that make up your chapter content, you can create special topics with a proxy (placeholder) for displaying generated content. These special topics are often used for your manual's front matter and back matter. The most common type of generated content is a table of contents. Other kinds of output for which you can create topics include indexes, glossaries, endnotes, lists of elements, and lists of concepts.

CHAPTER 2

Creating and Importing Topics

There are many ways to produce new topics in Flare, whether it is creating them from scratch or importing them from another source.

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Creating Topics

Use the following steps to create a new topic using the Add File dialog.

HOW TO CREATE A NEW TOPIC

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 **Add Topic**.

     > **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>Topic**.

     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 Topic**.
   - **Standard Toolbar** Click Add Topic...
   - **Local Toolbar** In the local toolbar of the Content Explorer click .
   - **Keyboard Shortcut** Press **CTRL+T**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Topic** is selected.
3. In the **Source** area select one of the following:
   - **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a

template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

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

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

About the factory templates available:

- **NewTopic.htm** This creates a regular topic with default text that you can replace. This is the template that you will select most of the time.
- **TopicForEndnotes.htm** This creates a topic with an endnotes proxy, which can be used to generate a list of all your end notes (footnotes) when you build print-based output.
- **TopicForGlossary.htm** This creates a topic with a glossary proxy, which can be used to generate a list of all your glossary terms and definitions when you build print-based output.
- **TopicForIndex.htm** This creates a topic with an index proxy, which can be used to generate an index when you build print-based output.
- **TopicForListOfConcepts.htm** This creates a topic with a concepts proxy, which can be used to generate a list of all your concept keywords when you build print-based output.
- **TopicForListOfElements.htm** This creates a topic with a list-of proxy, which can be used to generate a list of any kind of element you want when you build print-based output.
- **TopicForListOfImages.htm** This creates a topic with a list-of proxy, which can be used to generate a list of all of your images when you build print-based output.
- **TopicForListOfTables.htm** This creates a topic with a list-of proxy, which can be used to generate a list of all of your tables when you build print-based output.
- **TopicForMiniTOC.htm** This creates a topic with a mini-toc proxy, which can be used to generate a small table of contents when you build online or print-based output.
- **TopicForTOC.htm** This creates a topic with a toc proxy, which can be used to generate a full table of contents when you build print-based output.

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.

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

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

6. (Optional) If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.
7. (Optional) In the **Title** field you can give the topic a title for the file. This does not refer to the visual title (or heading) at the top of the topic. Rather, it refers to the properties title for the topic. See "Changing Topic Titles" on page 194.

   If you leave this field blank, the text from the "1st Heading" field will automatically be used for the title.
8. (Optional) If you want the heading for the topic to use the default <h1> style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.
9. (Optional) In the **Stylesheet** field select a stylesheet to associate with the new topic. If you do not have a stylesheet in your project, this field remains blank. This field is disabled if you have applied a master stylesheet.
10. Click **Add**. The topic is added to the Content Explorer and opens in its own page in the XML Editor.
11. For regular topics, simply click inside the topic page and start typing text or adding any other elements (e.g., tables, images, cross-references, multimedia) appropriate for the topic. For topics that contain proxies, you should remove any default text so that the topic contains only the header and the proxy (or any additional text that you want to include).

Creating New Topics from the TOC Editor

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

HOW TO CREATE A NEW TOPIC FROM THE TOC EDITOR

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Importing DITA Files

Darwin Information Typing Architecture (DITA) file content is supported in Flare. DITA is an XML-based markup language with its own schema for authoring, producing, and delivering technical information. It is a standard of the Organization for the Advancement of Structured Information Standards (OASIS), and it consists of a set of design principles for creating "information-typed" modules at a topic level and for using that content in various delivery modes.

You can import DITA files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT DITA FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>DITA Document Set** or **Project>Import>DITA Document Set**.
   - **Menu** Select **File>Import Project>DITA Document Set**.

   The Import DITA Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**.
11. You can use the following options as necessary:
    - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
    - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
    - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
12. Click **Next**.

13. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.

    - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

      > **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
14. Click **Next**.
15. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
16. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO DITA FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>DITA Document Set**.
   - **Menu** Select **File>Import Project>DITA Document Set**.

   The Import DITA Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.
6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**.
8. You can use the following options as necessary:
   - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
   - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
9. Click **Next**.
10. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.
    - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

> **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element

called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

» **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.

11. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
12. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT DITA FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A DITA IMPORT FILE

   a. Complete the steps for adding an import file.

   b. Open the file in the DITA Import Editor.

   IF YOU ALREADY HAVE A DITA IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the DITA Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DITA or DITAMAP files.

   Note: You cannot select multiple DITAMAP files from different folders during the same import process. You must first import the DITAMAP file(s) from one folder. Then in the project that is created as a result, you can import the DITAMAP file(s) from a second folder.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original DITA files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original DITA files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.

	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **Options** tab.
7. You can use the following options as necessary:
   - **Import all Content files to one folder** Select this option if you want all of the imported DITA file content to be placed in just one folder in the Content Explorer.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your DITA source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import DITA files when you attempt to build output.
   - **Preserve ID attributes for elements** Every element inside a DITA file has an ID. This ID is not needed in Flare. However, if you intend to send your output back out to DITA at any point, you can select this option to make sure the ID is preserved.
8. Select the **Stylesheet** tab.
9. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your DITA files.
   - **Conversion Styles** This opens the DITA Import Styles Editor, which lets you specify how to convert each property of the DITA elements. If you do not enter a property value, the value from the DITA file is used. If you enter a property value, it overrides the value from the DITA file. You can also use the dialog to import and export styles.

> **Note:** When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare. For example, let's say you

have a paragraph-level DITA element called "topictitle," after you import the file, a style class called "h1.topictitle" might be created in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can later edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

» **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.

10. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
11. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Importing FrameMaker Files

You can import Adobe FrameMaker files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT FRAMEMAKER FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>FrameMaker Documents** or **Project>Import>FrameMaker Documents**.
   - **Menu** Select **File>Import Project>FrameMaker Documents**.

   The Import FrameMaker Documents Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   Tip: When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**. The FrameMaker documents are scanned and the next page of the wizard opens. The paragraph styles used in the FrameMaker documents are shown on the left side of the wizard page ("Used FrameMaker Styles").

Note: You can skip the rest of the wizard pages by clicking **Finish**.

11. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

E X A M P L E

If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

12. Click **Next**.
13. You can use the following options as necessary:

- **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
- **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
- **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
  - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.
- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout

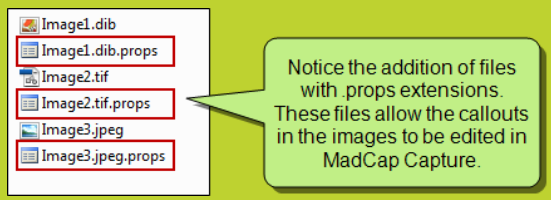
text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.

» **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

EXAMPLE

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.

On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.

  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

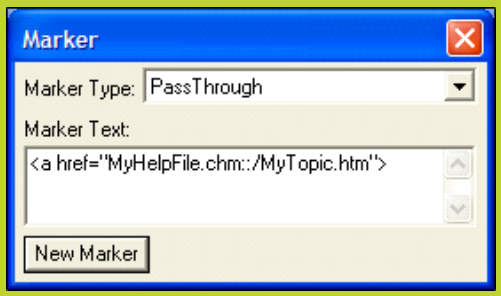
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.

- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

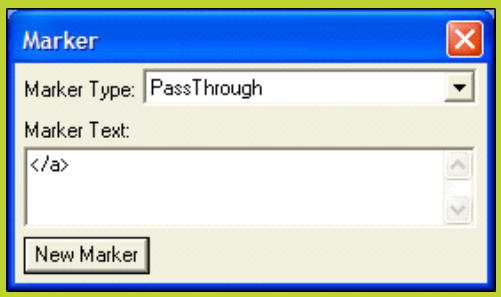
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
  - **text** The marker content will be imported as regular text (default setting).
  - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
  - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

EXAMPLE

Let's say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

14. Click **Next**.
15. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.
    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new

style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).

- **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

16. Click **Next**.
17. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

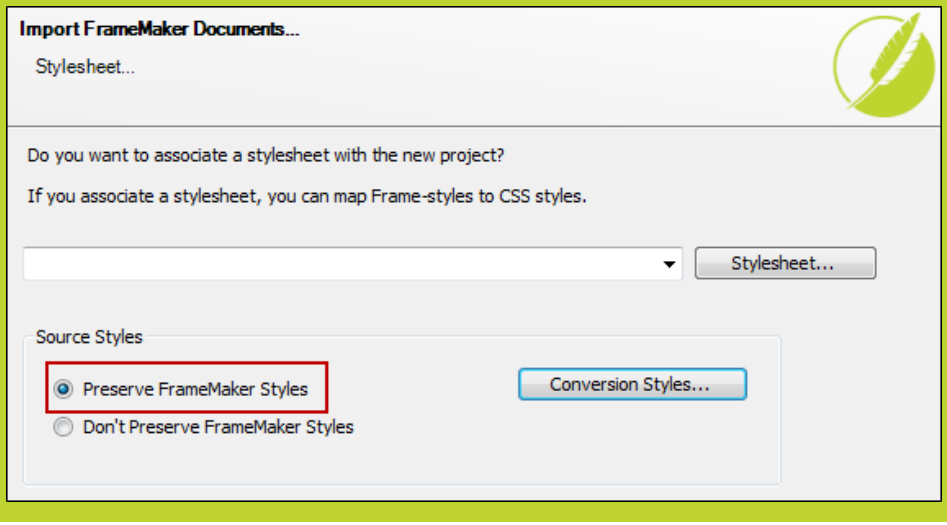
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

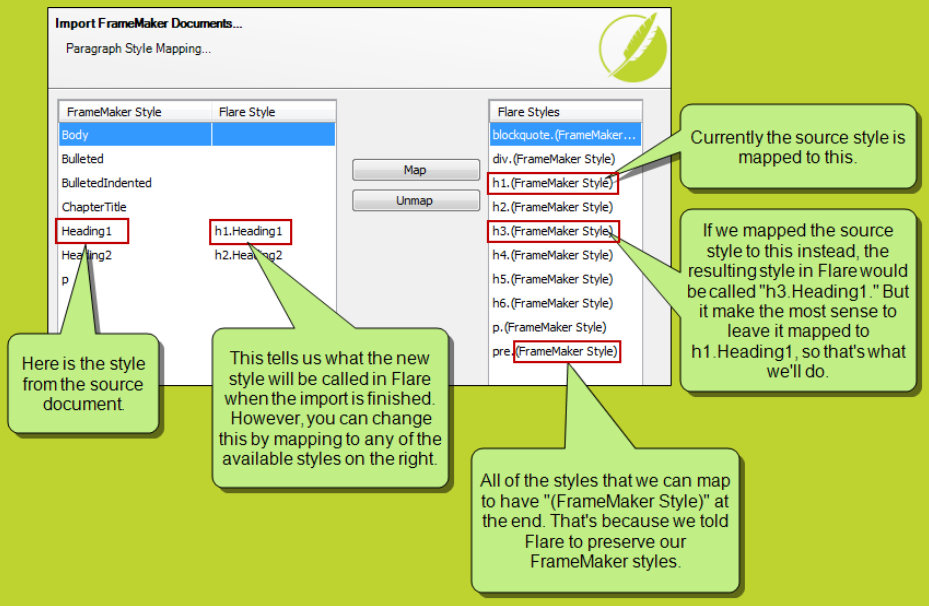
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

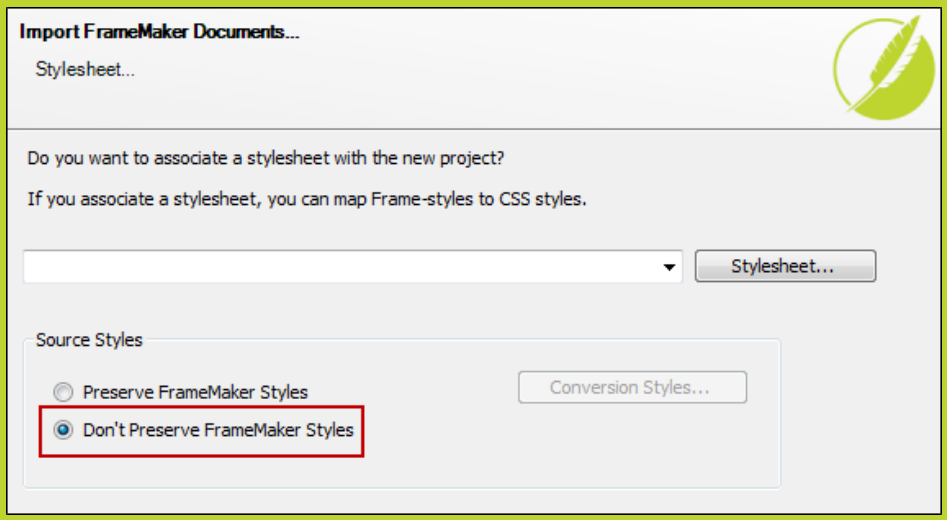
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

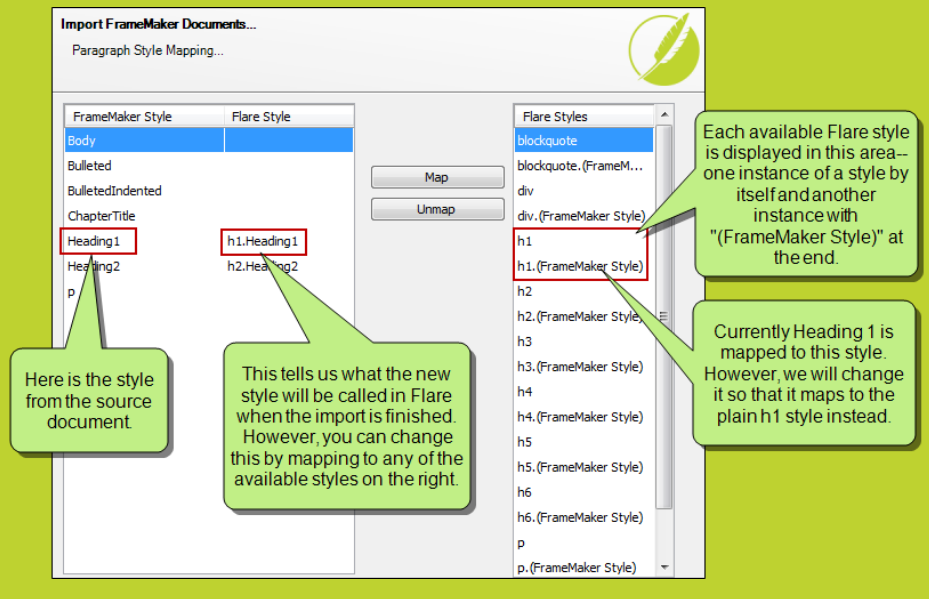
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

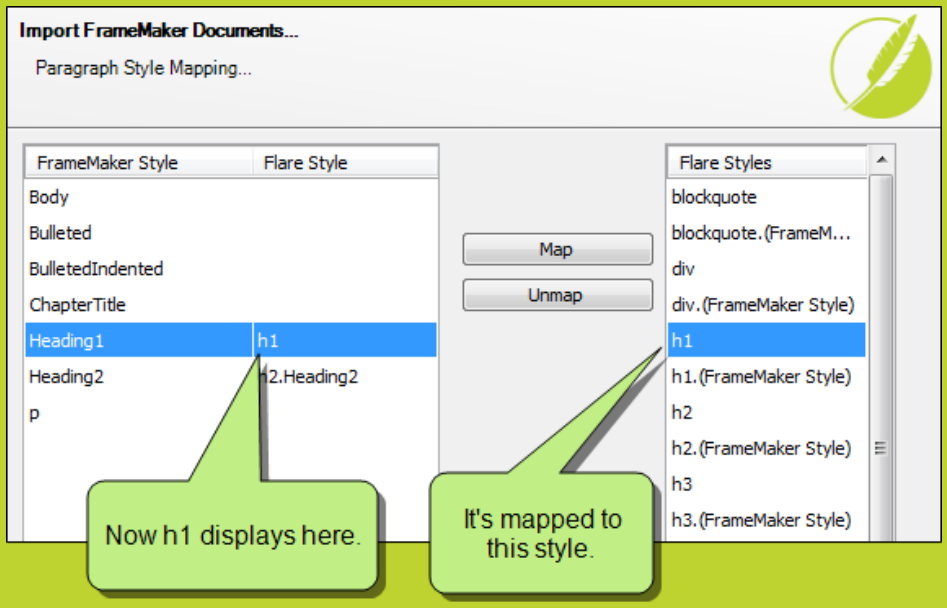
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

18. Click **Next**.
19. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

20. Click **Next**.
21. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
22. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
23. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT FRAMEMAKER FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

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

   The Import FrameMaker Documents Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   Tip: When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.
6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**. The FrameMaker documents are scanned and the next page of the wizard opens. The paragraph styles used in the FrameMaker documents are shown on the left side of the wizard page ("Used FrameMaker Styles").

> **Note:** You can skip the rest of the wizard pages by clicking **Finish**.

8. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

9. Click **Next**.
10. You can use the following options as necessary:

   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a

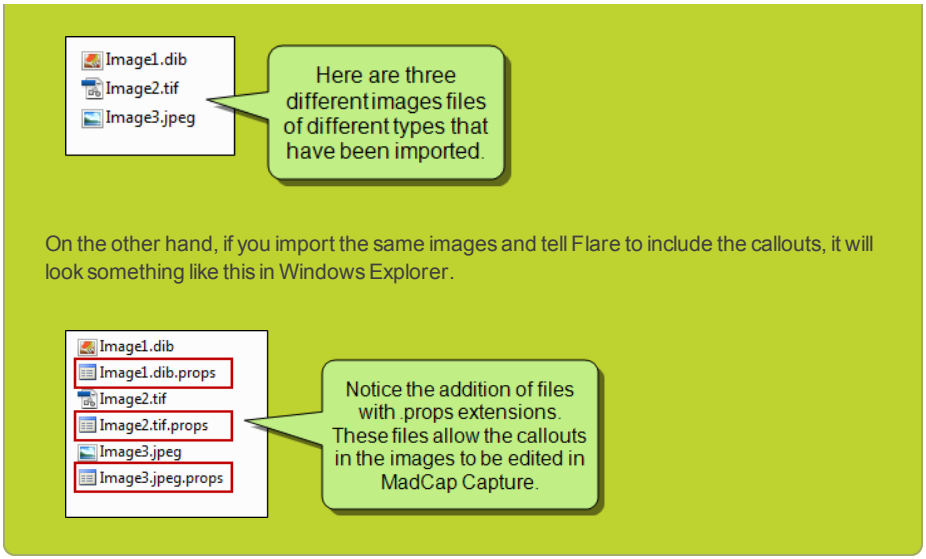
heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.

- **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
  - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

E X A M P L E

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.
  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing

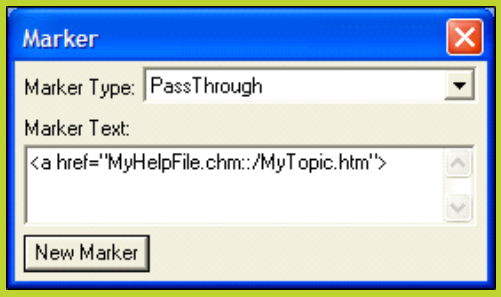
the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

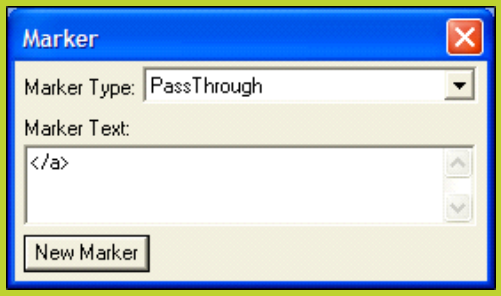
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
  - **text** The marker content will be imported as regular text (default setting).
  - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
  - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

E X A M P L E

Let’s say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don’t have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

11. Click **Next**.
12. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new

style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).

- **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

13. Click **Next**.
14. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

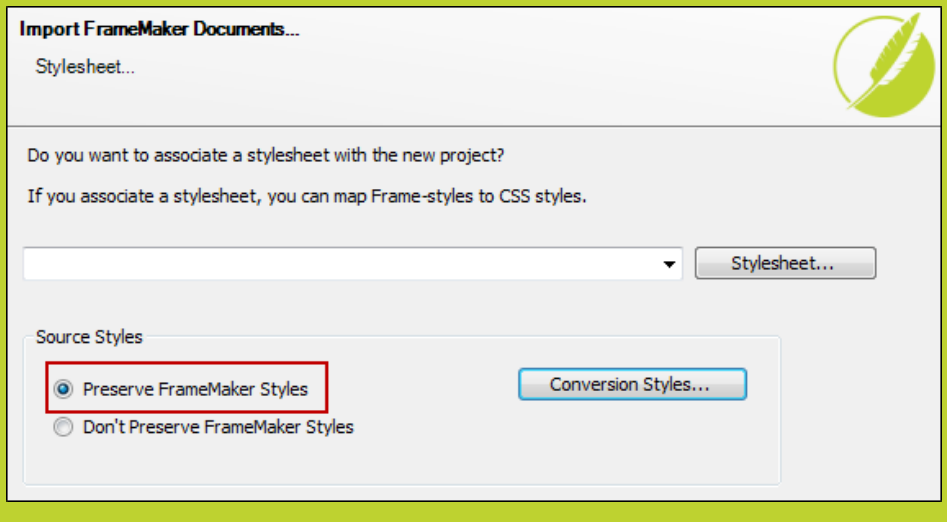
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

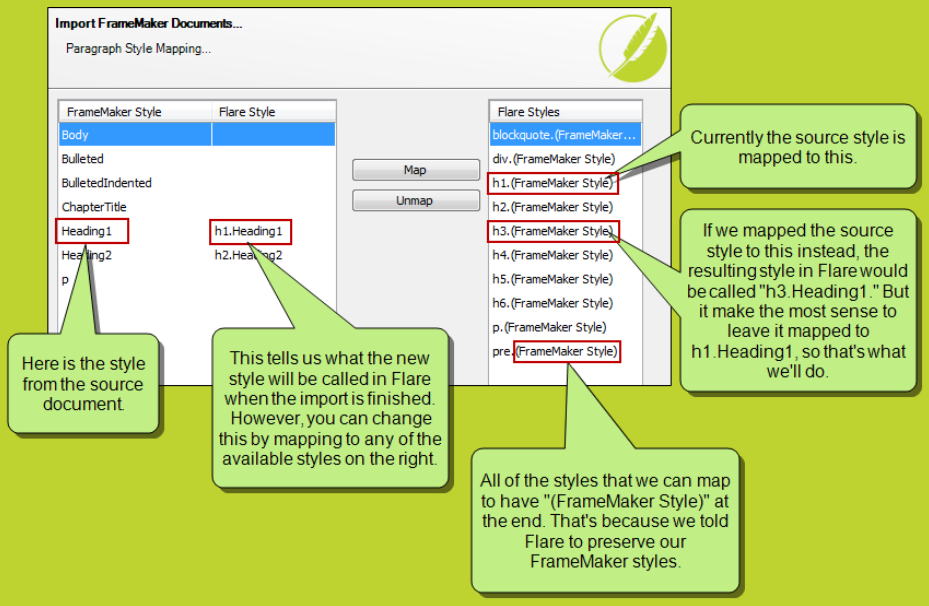
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

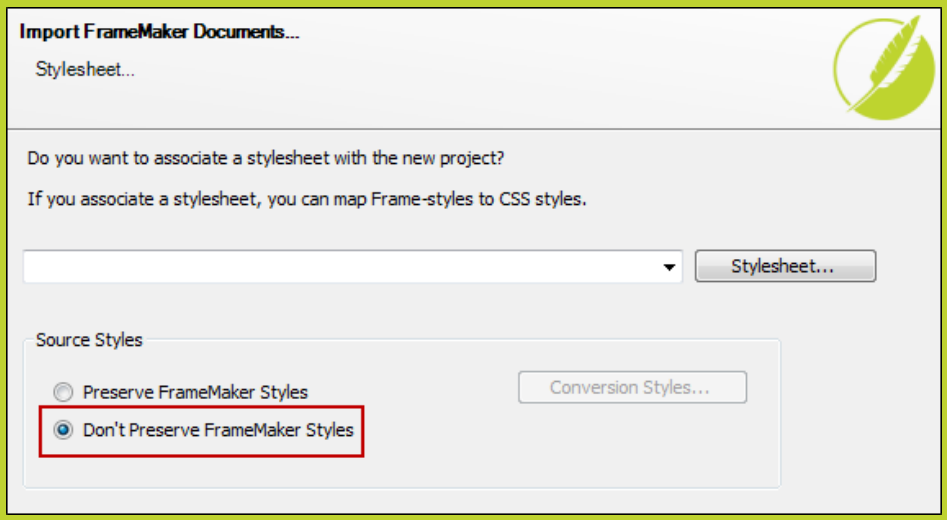
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

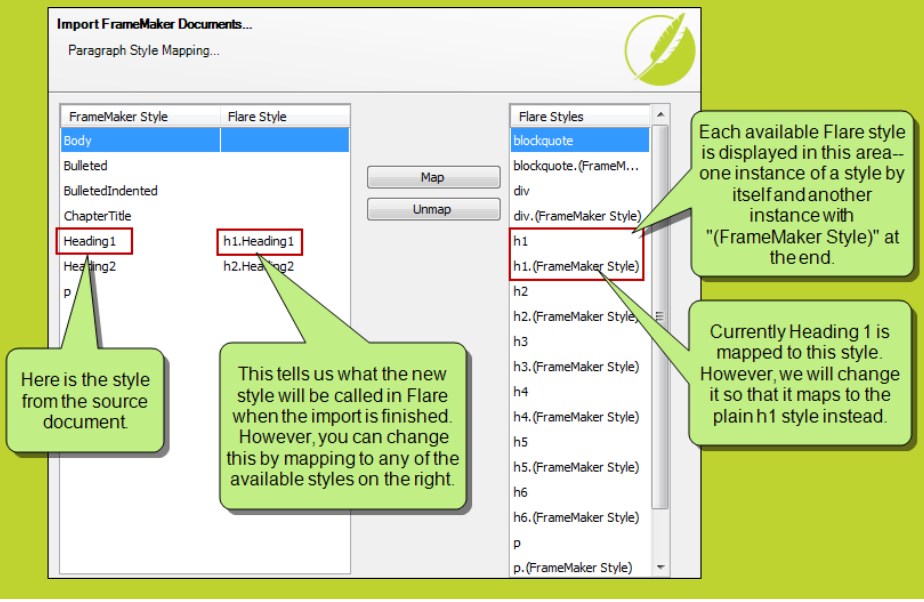
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

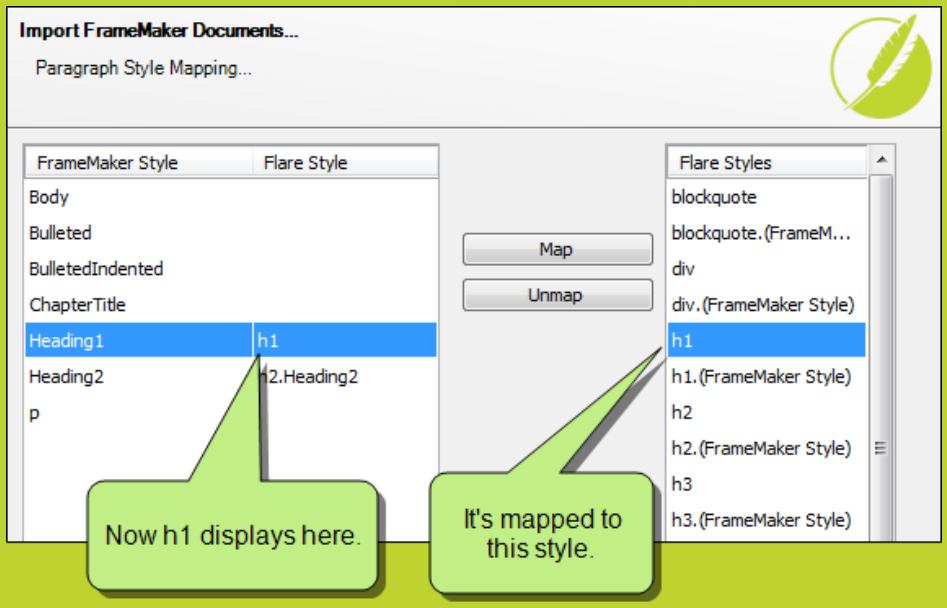
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

15. Click **Next**.
16. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

17. Click **Next**.
18. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
19. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
20. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT FRAMEMAKER FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A FRAMEMAKER IMPORT FILE

   a. Complete the steps for adding an import file.

   b. Open the file in the Frame Import Editor.

   IF YOU ALREADY HAVE A FRAMEMAKER IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the Frame Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select BOOK, FM, or MIF files.

   > **Tip:** When possible, it is recommended that you select a Adobe FrameMaker BOOK file for import and let Flarelocate and import all the associated document files within the Adobe FrameMaker book.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original FrameMaker documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original FrameMaker documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **New Topic Styles** tab.
7. If you want Flare to split the FrameMaker documents into smaller topics based on any of the styles shown on the left side of the page ("Used FrameMaker Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your FrameMaker documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

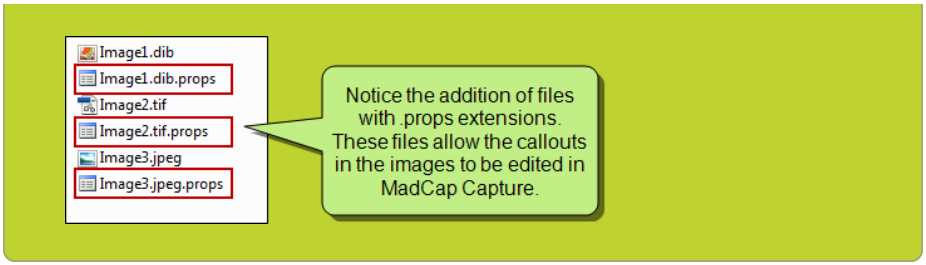
8. Select the **Options** tab.
9. You can use the following options as necessary:
   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
     - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the FrameMaker documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Anchored Frames With Images** You can use this area to specify how Flare should handle anchored frames that contain images as well as other content (e.g., text callouts).
  - **Generate Images Without Callouts** If the anchored frame contains an image along with callout text, the original image is imported *without* the callout text. You might select this option if you have resized the image in FrameMaker. With this option, the imported image is likely to be of a higher quality than it would be otherwise. You can then add a callout to the image once it is inside Flare.
  - **Generate Images With Callouts** If the anchored frame contains an image along with callout text, Flare creates a PROPS (i.e., properties) file along with the image file when that document is imported. This means that you can open those image files in MadCap Capture to edit those callouts after the import process is completed.

EXAMPLE

If you import anchored frame images and tell Flare not to include the callouts, your imported image files will look something like this in Windows Explorer.

On the other hand, if you import the same images and tell Flare to include the callouts, it will look something like this in Windows Explorer.



Note: Some FrameMaker elements—such as arcs and nested frames—are not supported with this option.

- **Generate Flattened Images** If the anchored frame contains an image along with callout text, a new flattened image will be created as a result. The callout is included, but you cannot edit it.

- **Preserve Image Size** This option affects how the size of imported images are handled.
  - **Option Selected** The original image is imported. However, the <img> tag is modified in the imported file to closely reflect the height and width of the image in the FrameMaker document. This is done regardless of whether you are importing linked or embedded images from FrameMaker documents.
  - **Option NOT Selected** The <img> tag is not modified in the imported file. Instead, the image is referenced at 100% of its original value.

- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your FrameMaker source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import FrameMaker files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.

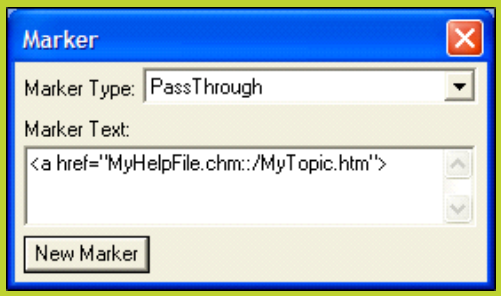
- **Enable 'Passthrough' Markers** Select this check box to include a check mark if you have created passthrough markers in your FrameMaker source documents.A passthrough marker is a special marker that you can insert into your FrameMaker source content when you have information or code that you plan to import to Flare and want left alone (or "passed through," leaving it exactly as you have authored it, rather than processing it). A passthrough marker can be just about anything, as long as supports it in the XHTML

code. You can specify how the marker content should be treated when the FrameMaker document is imported. The first option is that you can import the marker content as regular text (which is the default setting). The second option is that you can import the marker content as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). The third option is that you can import the marker content as a complete XML tag. You might use a passthrough marker for various reasons, such as for importing a marker as XHTML or JavaScript code.

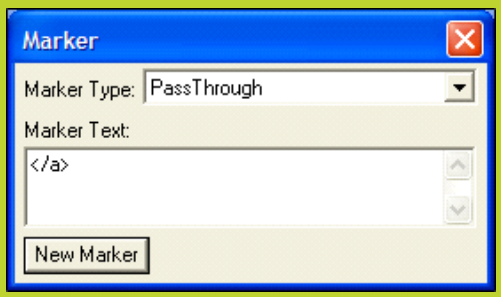
E X A M P L E

Let's say you plan to import some FrameMaker documents to Flare and you have locations in those documents where you want to link to CHM files. The problem is that FrameMaker does not allow you to create links to CHM files in such a way that those links can then be imported into another software application.

Therefore, you create a passthrough marker in the FrameMaker document, providing the beginning "href" tag and path to the CHM file. Like this:



Then you create a second passthrough marker, providing the end tag for the link. Like this:



When you import the FrameMaker document(s), you can specify that the passthrough markers should be imported as XML fragments. In Flare, the link to the CHM file will look and work as it should.

- **Passthrough Marker Format** After you enable passthrough markers, click the down arrow in this field and select the type of format that you want to use for the import.
  - **text** The marker content will be imported as regular text (default setting).
  - **fragment** The marker content is imported as an XML fragment (e.g., the first part of a bold tag—<b>—but not the second part). If you select this option, you will probably need a second marker in the FrameMaker document to complete the XML tag.
  - **xml** The marker content is imported as a complete XML tag.
- **Convert equations to MathML** Select this option to convert MathFullForm equations (the FrameMaker-specific format) to MathML (the web standard and Flare format). If you disable this option, equations from FrameMaker are converted to images.
- **Reimport Table Styles** This option displays only if you are working in the Import Editor, rather than the wizard. This option is useful after you have already imported FrameMaker documents and converted the formatting in your tables into at least one table stylesheet in Flare. You can use this option to determine whether tables should be imported again as table styles when you re-import. You might want to keep this check box selected for some re-imports, but other times you might want to deselect it when re-importing.

EXAMPLE

Let's say you want the formatted tables in your FrameMaker documents to be converted to table styles when you perform the initial import into a Flare project. Therefore, in the import wizard, you turn on the "Convert Table Styles" option. As a result, let's say that Flare creates a new table style and calls it "FormatA.css."

After the initial import, you realize you want the tables to look a little different. Therefore, in the Flare project, you modify the properties of the FormatA.css table stylesheet.

Awhile later, let's say you want to re-import the FrameMaker documents. The problem is that you've already changed the table stylesheet in Flare. You probably want to keep the tweaked table style so that you don't have to modify it again after the import.

This is where the new "re-import" option comes into play. It determines whether or not a second new table stylesheet will be created, based on the old look from the tables in the FrameMaker documents.

Here's one scenario. Let's say that before you re-imported the FrameMaker documents, you selected the "Reimport Table Styles" option in the Frame Import Editor. And during the import when you were prompted, you selected not to overwrite the existing FormatA.css table stylesheet. In that case, Flare keeps your tweaked stylesheet in the project, but it also creates another table stylesheet called "FormatA1.css" that has the old look and feel. All of the re-imported content now links to the FormatA1.css stylesheet instead of FormatA.css.

Here's a different scenario. Let's say that you perform the same steps described above, except this time you deselected the "Reimport Table Styles" option in the Frame Import Editor. In that case, the second FormatA1.css file is not created. The imported content is linked to the FormatA.css table stylesheet that you previously modified, since it already exists in the project.

10. Select the **Stylesheet** tab.
11. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your FrameMaker files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve FrameMaker Styles** This retains any style formatting from your FrameMaker documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new

style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).

- **Don't Preserve FrameMaker Styles** This does not keep the style formatting used in the FrameMaker documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the FrameMaker styles to new Flare styles that either keep the name of the FrameMaker style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Conversion Styles** This opens the Import Styles Editor, which lets you specify how to convert each property of the FrameMaker styles. If you do not enter a property value, the value from the FrameMaker document is used. If you enter a property value, it overrides the value from the FrameMaker document. This button is used only if you have selected "Preserve FrameMaker Styles."

E X A M P L E

You might use this button, for example, if you need to change a cross-reference format coming from FrameMaker into something more meaningful in Flare. There are some cross-reference building blocks in FrameMaker that do not have an equivalent in Flare. In cases such as these, the formats are preserved after conversion to Flare. However, the formats may therefore appear to be broken, but they are preserved to let you know that there was some formatting in a cross-reference style that Flare did not understand; you can then make changes to the cross-reference style in the stylesheet. Therefore, if you already know ahead of time that you have a cross-reference style that will need to be modified for use in Flare, you can use the Conversion Styles button and change the cross-reference format to something that Flare understands.

12. Select the **Paragraph Styles** tab.
13. Use this page to map paragraph styles from the FrameMaker documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. To map a style, click the style in the **FrameMaker Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the FrameMaker styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(FrameMaker Style).

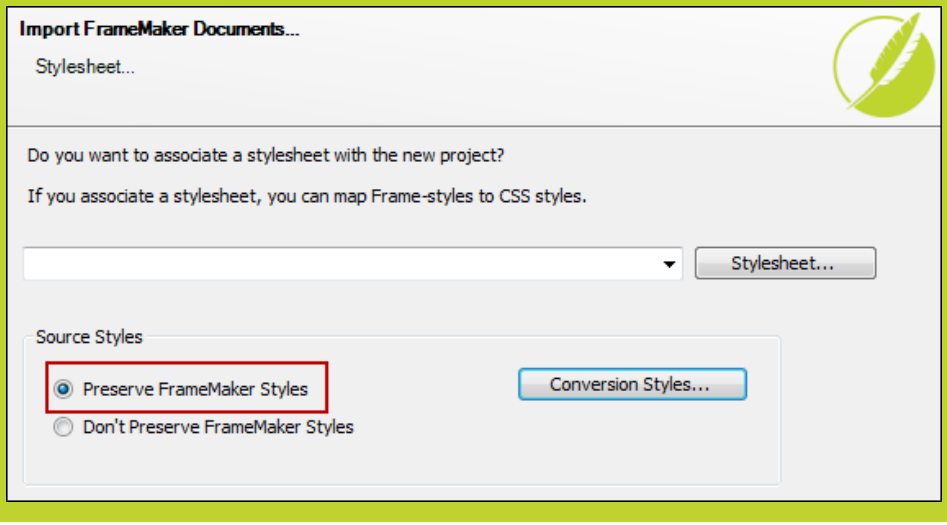
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

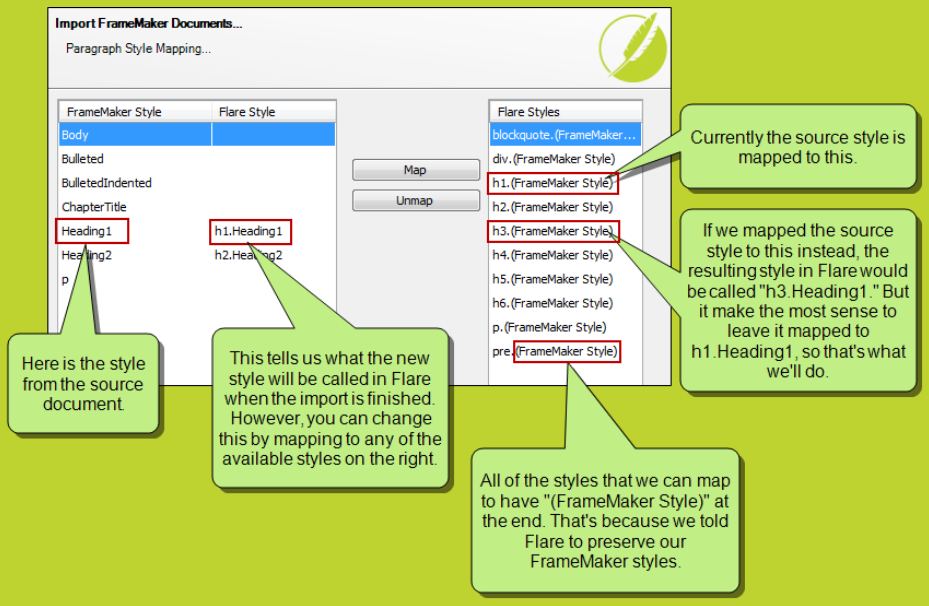
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *preserve* your FrameMaker styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading1 in the source document is still using Arial 14 pt and is red, just like it was before in FrameMaker. However, the style is now called "h1.Heading1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the FrameMaker style, Flare added it as a child under its parent, h1.

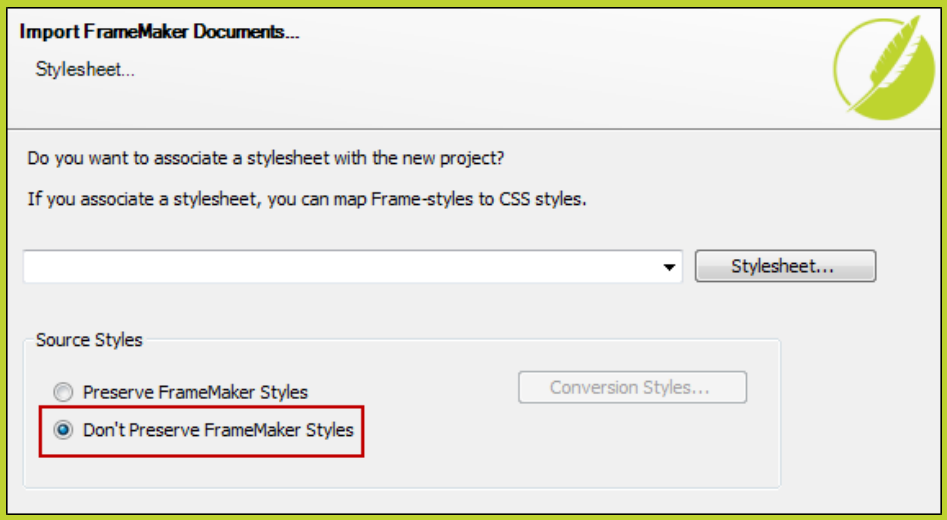
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

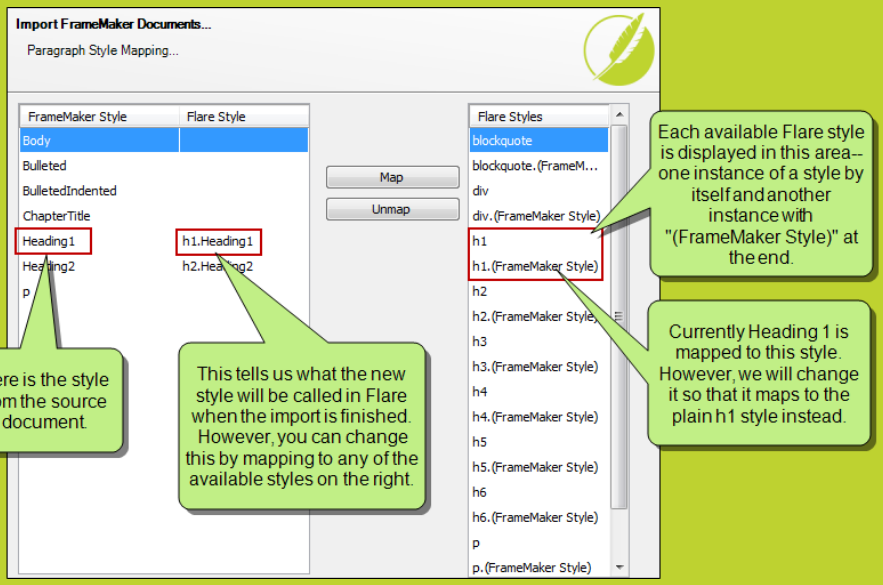
Let's say you have a style in your FrameMaker source document called "Heading1" that is using Arial 14 pt and is red, like this.

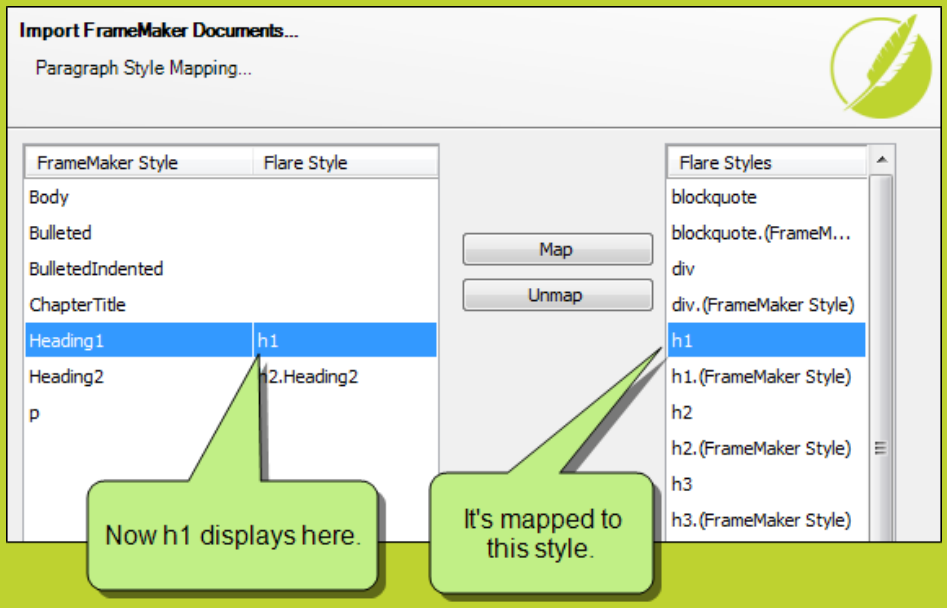
Hello

During the process of importing your FrameMaker document using the Import FrameMaker Wizard, you select the option to *not preserve* your FrameMaker styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1. (FrameMaker Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

14. Select the **Character Styles** tab.
15. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your FrameMaker style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style,

click the style in the **FrameMaker Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the FrameMaker document will now be associated with a new style that you mapped it to.

16. Select the **Cross-Reference Styles** tab.
17. Use this page to map cross-reference (x-ref) styles from the FrameMaker documents to Flare's cross-reference styles, including those from the stylesheet you may have selected. In this way, you can have your FrameMaker style take on the appearance of the Flare style that you map it to. To map a style, click the style in the **FrameMaker Style** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button.

    The style is added to the Flare Style column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the FrameMaker style in the FrameMaker document will now be associated with a new style that has the appearance of the style that you mapped it to.

    What happens if you do not map a style? In the case of cross-reference styles, they are automatically added as style classes under the <MadCap|xref> tag. For example, let's say you import a style called "PageOnly" from your source document and do not map it to anything. In that case, it will be called "MadCap|xref.PageOnly" in the resulting project.
18. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
19. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: You must have FrameMaker installed on your computer in order to import FrameMaker files.

Note: For each master page used in your FrameMaker documents, a corresponding page layout is automatically created in your Flare project. You can use the page layouts to configure pages for print-based output. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.

Note: Flare supports FrameMaker 7.0 and newer versions.

Note: A link icon displays on tabs in the XML Editor next to file names that are imported from and linked to another file or Flare project. However, if you are also using the built-in source control technology, the source control icons have a higher precedence and will therefore be displayed instead.

Importing Word Files

You can import Microsoft Word files in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT WORD FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>MS Word Documents** or **Project>Import>MS Word Documents**.
   - **Menu** Select **File>Import Project>MS Word Documents**.

   The Import Microsoft Word Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click .
8. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   Note: DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.

9. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

10. Click **Next**. The Word documents are scanned and the next page of the wizard opens. The paragraph styles used in the Word documents are shown on the left side of the wizard page ("Used Word Styles").

Note: You can skip the rest of the wizard pages by clicking **Finish**.

11. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

EXAMPLE

If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

12. Click **Next**.
13. You can use the following options as necessary:
    - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
    - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
    - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
        - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.
    - **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
        - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
    - **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
        - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
    - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-

imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.

- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

14. Click **Next**.
15. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
    - **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).

» **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

> **EXAMPLE**
>
> If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

> **Tip:** To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

16. Click **Next**.
17. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

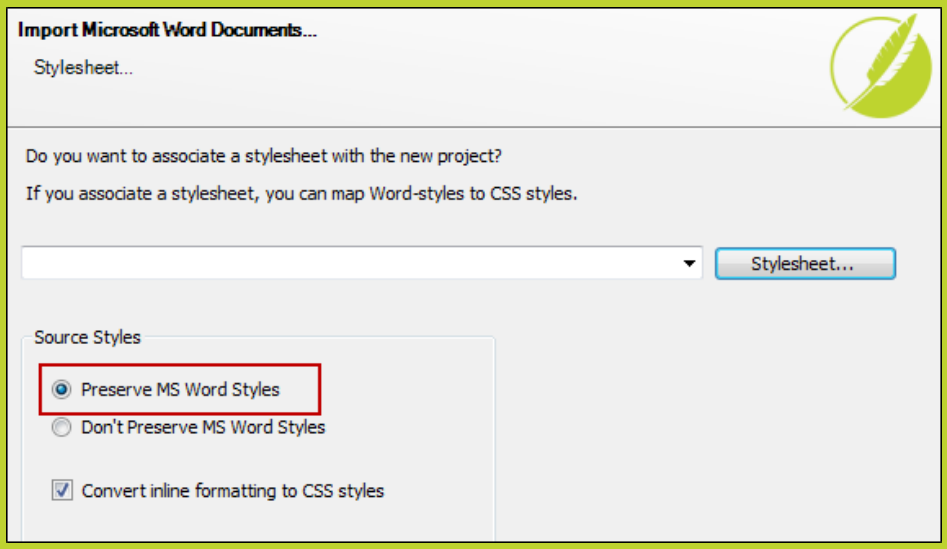
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

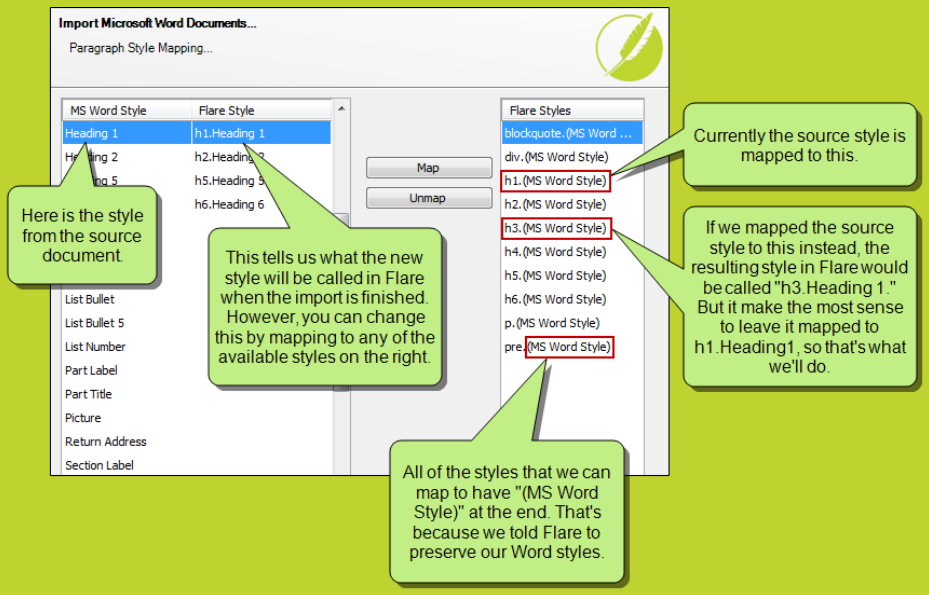
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

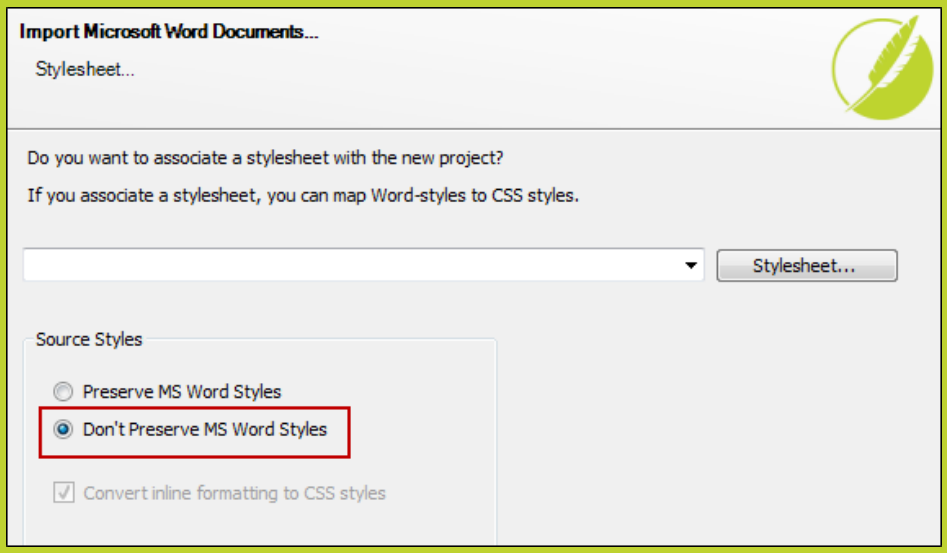
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

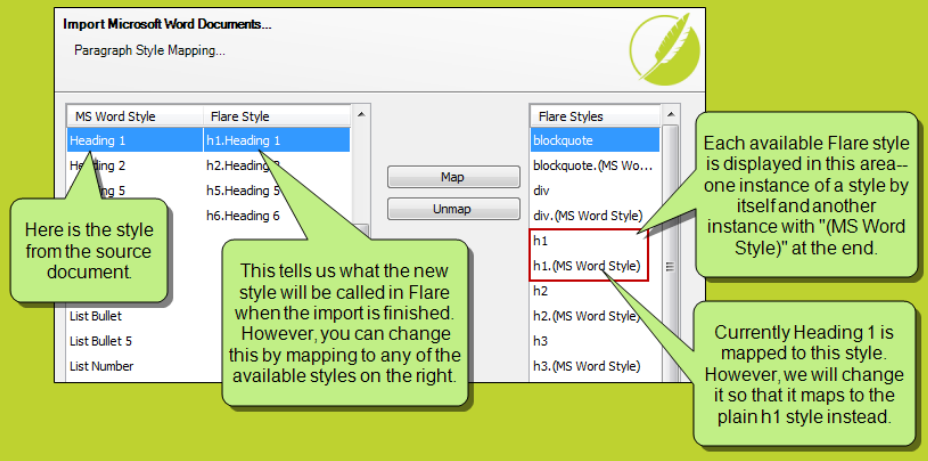
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

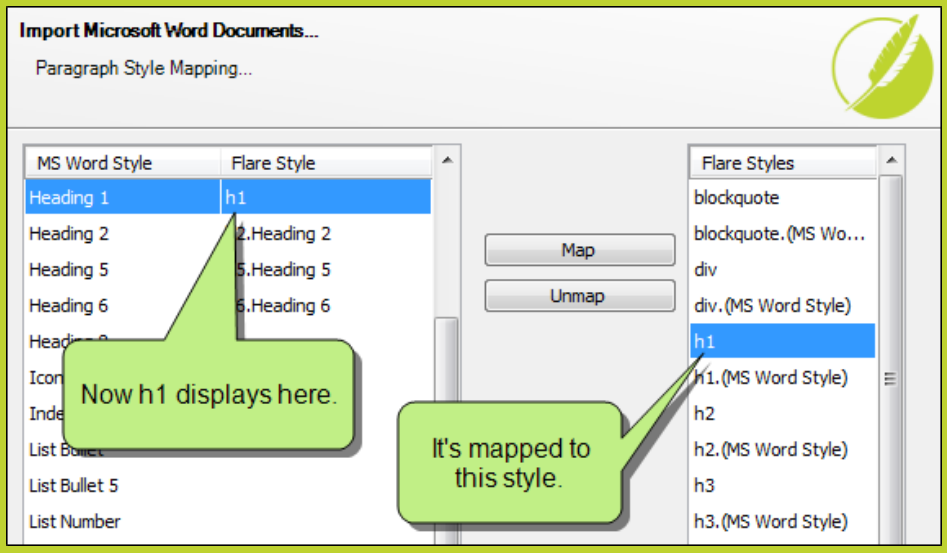
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

18. Click **Next**.
19. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

20. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
21. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT WORD FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **Project>Import>MS Word Documents**.
   - **Menu** Select **File>Import Project>MS Word Documents**.

   The Import Microsoft Word Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click .
5. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   Note: DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.
6. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

7. Click **Next**. The Word documents are scanned and the next page of the wizard opens. The paragraph styles used in the Word documents are shown on the left side of the wizard page ("Used Word Styles").

> **Note:** You can skip the rest of the wizard pages by clicking **Finish**.

8. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

9. Click **Next**.
10. You can use the following options as necessary:

   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link

instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.

  - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

11. Click **Next**.

12. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.

    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the **Stylesheet** button. Then navigate to the stylesheet and select it.
    - **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
    - **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
    - **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

    E X A M P L E

    If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

    Tip: To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

13. Click **Next**.

14. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

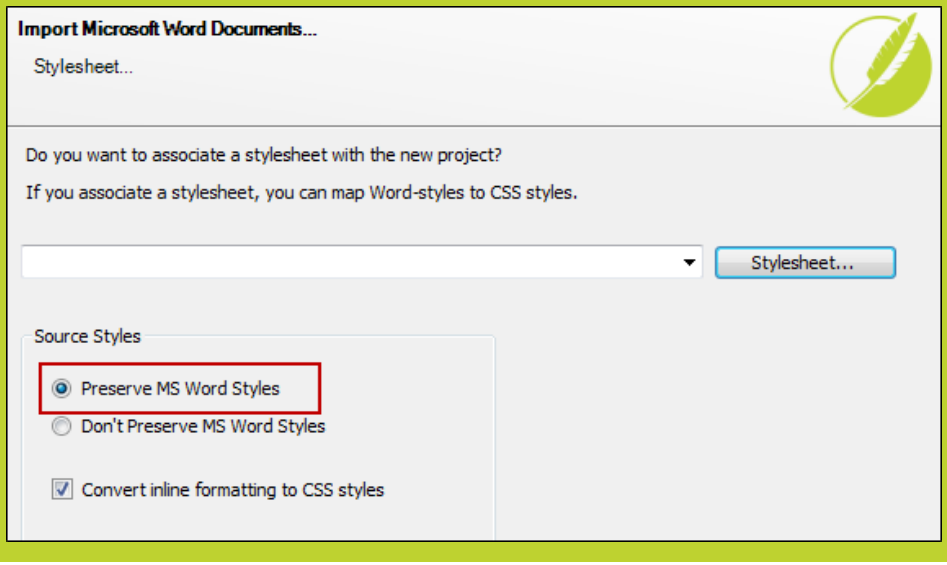
The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

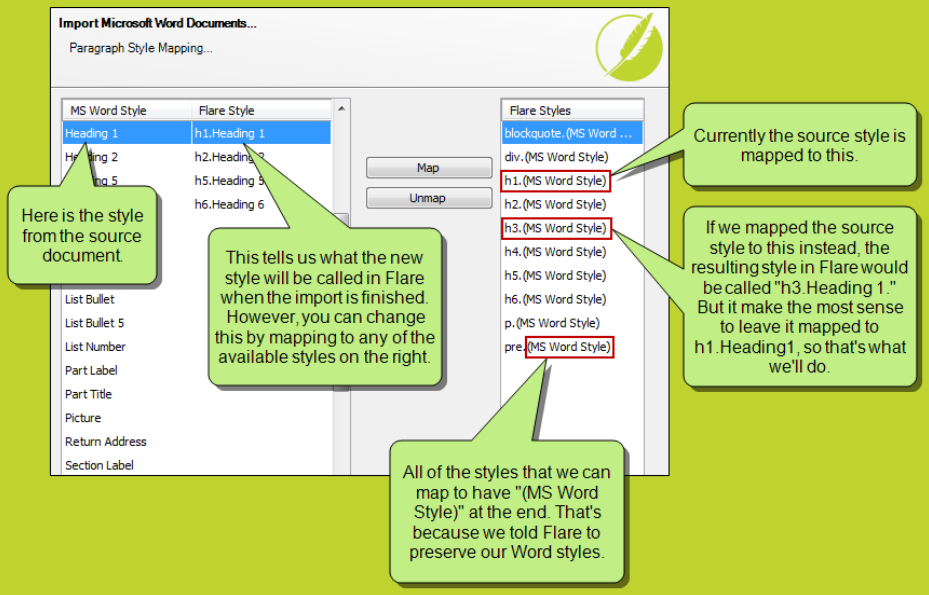
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

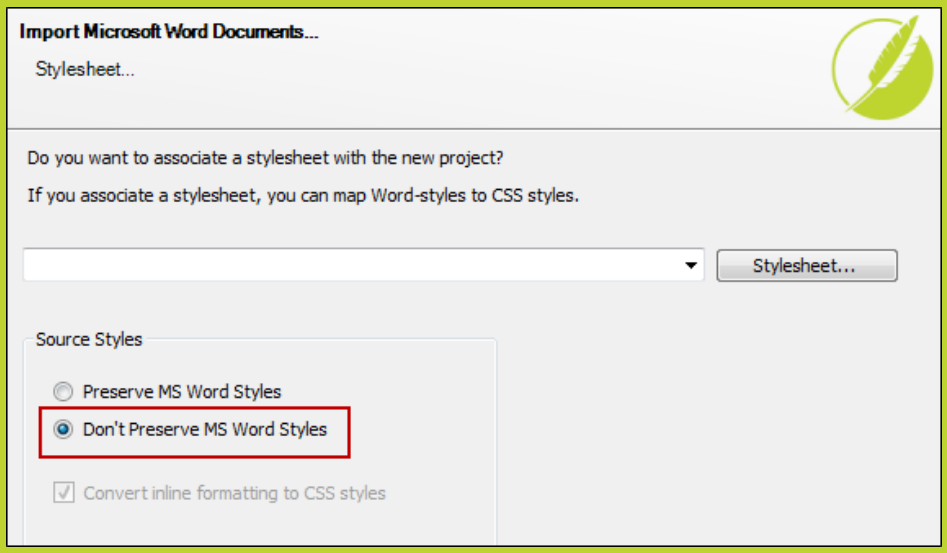
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

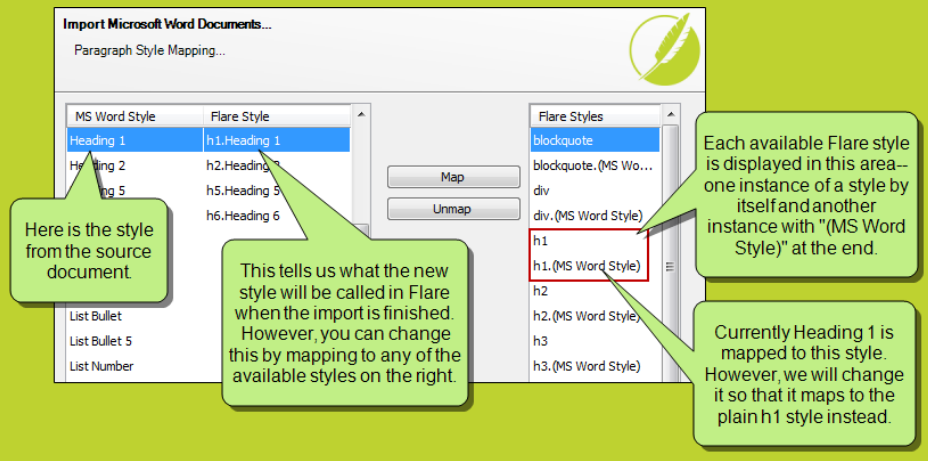
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

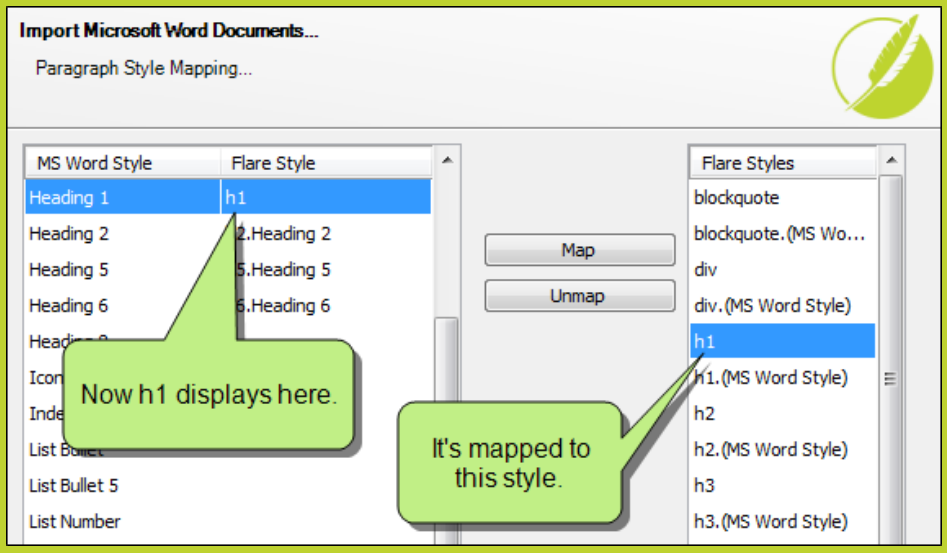
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

15. Click **Next**.
16. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

17. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
18. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT WORD FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE A WORD IMPORT FILE

   a. Complete the steps for adding an import file.

   b. Open the file in the Word Import Editor.

   IF YOU ALREADY HAVE A WORD IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the Word Import Editor to the right.

2. Select the **Source Files** tab.

3. Click .

4. In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.

   You can select DOC, DOCX, or RTF files.

   > **Note:** DOCX is Microsoft Word's platform-independent, open XML format. You must have Microsoft Word 2007 installed in order to import this file type.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
Link Generated Files to Source Files	This creates a connection between the original Word documents and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original Word documents, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Select the **New Topic Styles** tab.
7. If you want Flare to split the Word documents into smaller topics based on any of the styles shown on the left side of the page ("Used Word Styles"), double-click that style to move it to the right side of the page ("New Topic Styles").

> **E X A M P L E**
>
> If you have a style called "Heading 2" in your Word documents, you might want new topics to be created whenever Flare finds a Heading 2 style in a document. So you would double-click Heading 2 and move it to the right side of the page.

8. Select the **Options** tab.
9. You can use the following options as necessary:
   - **Add "Topic Continued" links when appropriate** Select this option to place a "Topic Continued" link at the bottom of pages when a long topic has been split into multiple ones.
   - **Add "Topic Continued From" links when appropriate** Select this option to place a "Topic Continued From" link at the top of continued pages when a long topic has been split into multiple ones.
   - **Cross-Reference Format** Use this field to specify the format for the "Topic Continued" and "Topic Continued From" links. Flare provides a cross-reference format for you—(continued in {title}) or (continued from {title}). With this cross-reference format, the link contains the words "continued in" or "continued from" within parentheses, followed by the text of the first paragraph in the connected topic. If you do not want the link to use that particular text, you have a couple of options. First, in Flare, you could manually enter a heading in each topic that is connected to another topic included in the split. That text will be used in the link instead (after you update the cross-references in Flare). Another option is to modify the format by clicking the **Edit** button.
     - **Edit** If you want to modify the cross-reference format provided, click this button, which opens the Cross-Reference Format dialog.

- **Split Long Topics** Select this option if you have long sections in your source documents and want to make sure that they are converted to multiple topics (rather than one very long topic).
  - **Threshold** Enter the maximum number of characters to be converted to a topic before a new topic is created. Flare will break the topic at the nearest paragraph to the threshold value. That way, a new topic will not start in the middle of a sentence or word, but at the beginning of a paragraph.
- **Avoid Creating 'Empty' Topics** Select this option if you want to ensure that new topics are not created when large sections are found in the Word documents without any content.
  - **Threshold** Enter the maximum number of empty character spaces allowed in a topic. If this number is exceeded, Flare will not create a new topic from that empty space.
- **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your Word source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import Word files when you attempt to build output.
- **Approximate Filename Length** Enter the maximum number of characters to use for naming new topic files that are automatically created after splitting a long topic. The default is 24.
- **Convert all tables to "Auto-Fit to Contents"** Select this option if you want to automatically set tables to "Auto-Fit to Contents" when they are imported into Flare. This simply ensures that column widths are not specified on the imported tables.
- **Create a Page Layout for each section header/footer** Select this option if you want Flare to create new page layouts when you import Word documents that have section breaks, along with headers or footers. For each new section in the Word document that has a different header or footer than the previous section, Flare creates a unique page layout. After the import is finished, you can open and edit the page layouts if necessary. You can then create chapter breaks for your print-based output and assign these page layouts to the different topics in the output.
- **Automatically set topic title** If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic. Therefore, if you change the heading text in the future, the topic title changes automatically as well. If this option is disabled, the properties setting for the topic title explicitly uses the first topic heading text found during the import, and it remains so unless you manually change it later.

10. Select the **Stylesheet** tab.
11. Use this page to specify whether the imported topics should be associated with a stylesheet and/or styles from your Word files.
    - **Stylesheet** If you already have a CSS file that you want to associate with the imported files, click the

Stylesheet button. Then navigate to the stylesheet and select it.

- **Preserve MS Word Styles** This retains any style formatting from your Word documents so that you can continue to use that look and feel in Flare. For example, if you use a style called "Heading 1" in your source documents and that style is blue, it remains blue after you finish the import to Flare and the new style is created. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare).
- **Don't Preserve MS Word Styles** This does not keep the style formatting used in the Word documents. For example, if you use a style called "Heading 1" in your source documents and that style is blue, that color (and any other settings for that style) are not kept after you finish the import to Flare. You will still have styles associated with your content, but it will not look like it did in the source documents. Also, selecting this option affects which mapping styles are available as you continue to make your import selections. If you select this option, you can map the Word styles to new Flare styles that either keep the name of the Word style (e.g., *Heading 1* becomes *h1.Heading 1* in Flare) or do not (e.g., *Heading 1* becomes *h1* in Flare).
- **Convert inline formatting to CSS styles** This creates new styles based on any local formatting that exists in the Word documents.

E X A M P L E

If you have applied bold and italic formatting to some text (without using a style), Flare will create a new style based on that formatting.

Tip: To avoid having several character styles in Flare that you do not want, it is a good idea to clean up your source documents as much as possible before importing.

12. Select the **Paragraph Styles** tab.
13. Use this page to map paragraph styles from the Word documents to Flare's paragraph styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. To map a style, click the style in the **MS Word Styles** column on the left, click a style in the **Flare Styles** section on the far right, and then click the **Map** button. If you previously elected not to preserve the Word styles, it is recommended that you map to a standard CSS parent style—e.g., map your first-level heading style to h1, not to h1.(MS Word Style).

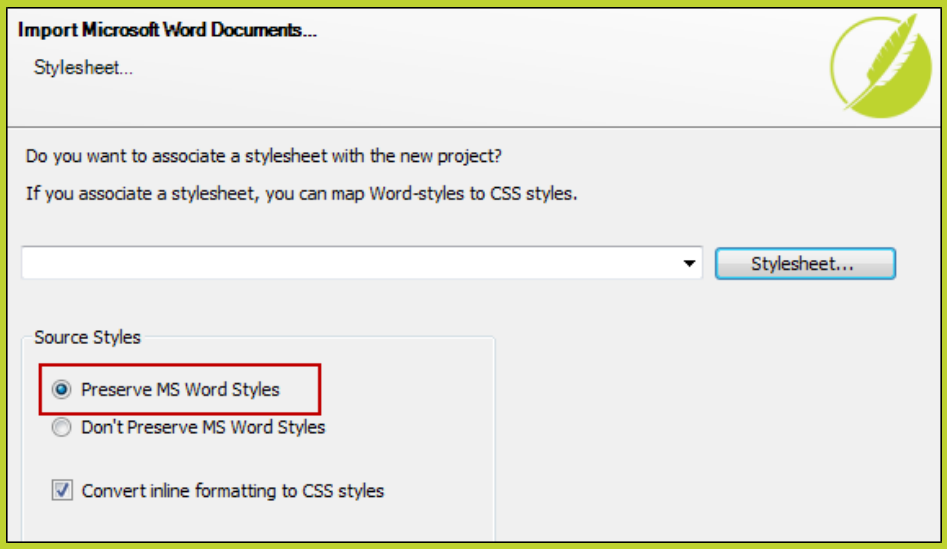
    The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

EXAMPLE—PRESERVE STYLES

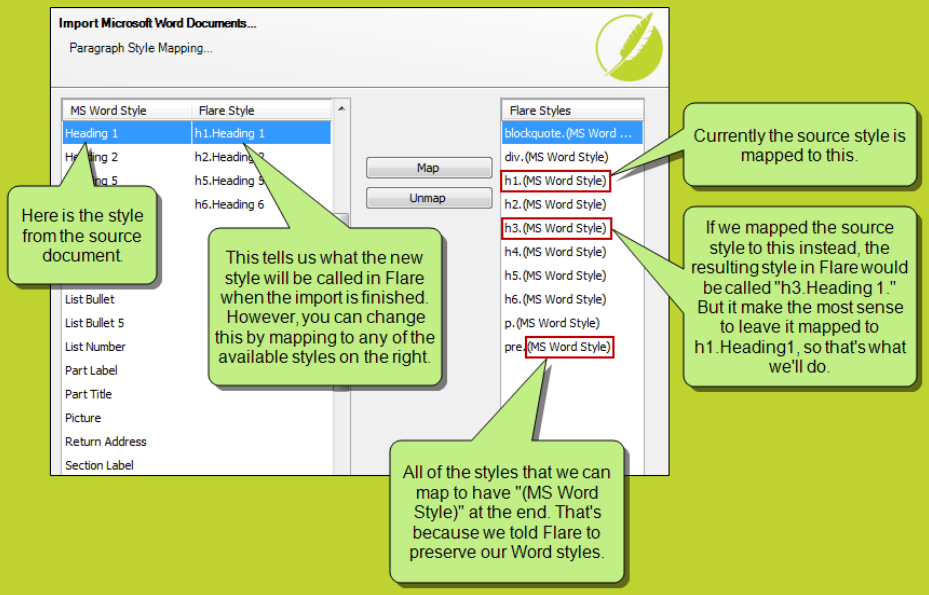
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *preserve* your Word styles.



The next page of the wizard looks something like this.



When you finish importing, the content that was associated with Heading 1 in the source document is still using Arial 14 pt and is red, just like it was before in Word. However, the style is now called "h1.Heading 1." In the world of cascading style sheets (CSS)—which is what Flare uses for controlling the look of content—you've created a class of the h1 style (h1 is the standard style for first-level headings). But because you wanted to keep the look of the Word style, Flare added it as a child under its parent, h1.

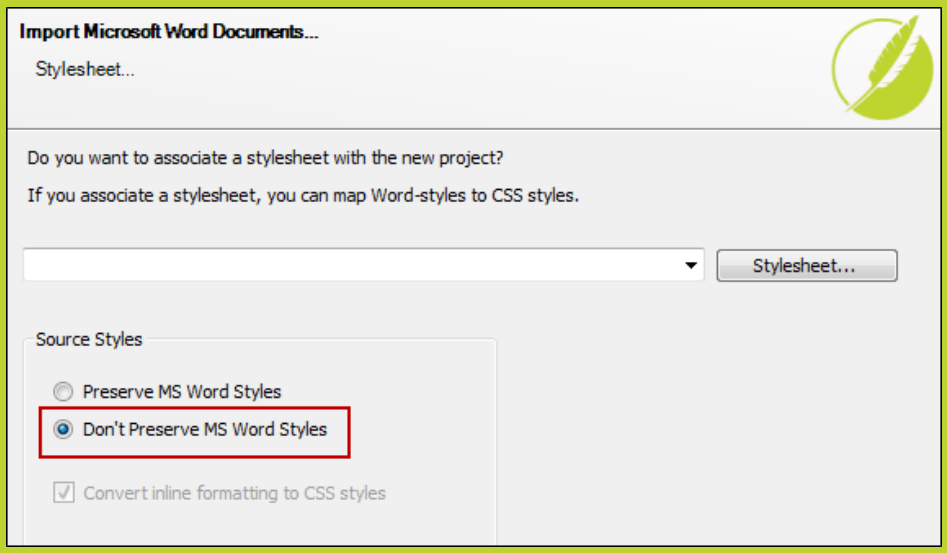
If you make any future changes in Flare to the h1 style, they will trickle down to the h1.Heading 1 child (unless the child style has explicit settings that conflict with the parent). You can also apply style properties directly to the h1.Heading 1 child. So while it is generally a good idea to use standard CSS parent styles (such as h1) when possible in Flare, the mapping performed in this import process—and the subsequent creation of a child style—lets you keep the Arial 14 pt red look.

EXAMPLE—DO NOT PRESERVE STYLES

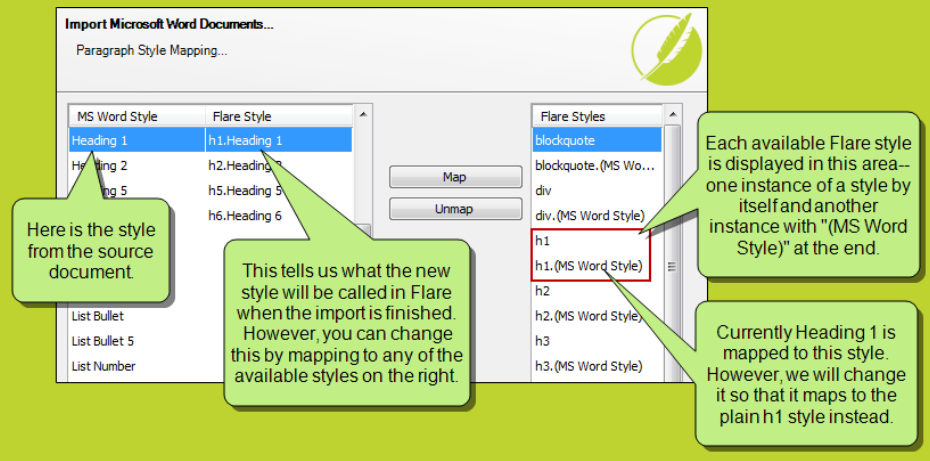
Let's say you have a style in your Word source document called "Heading 1" that is using Arial 14 pt and is red, like this.

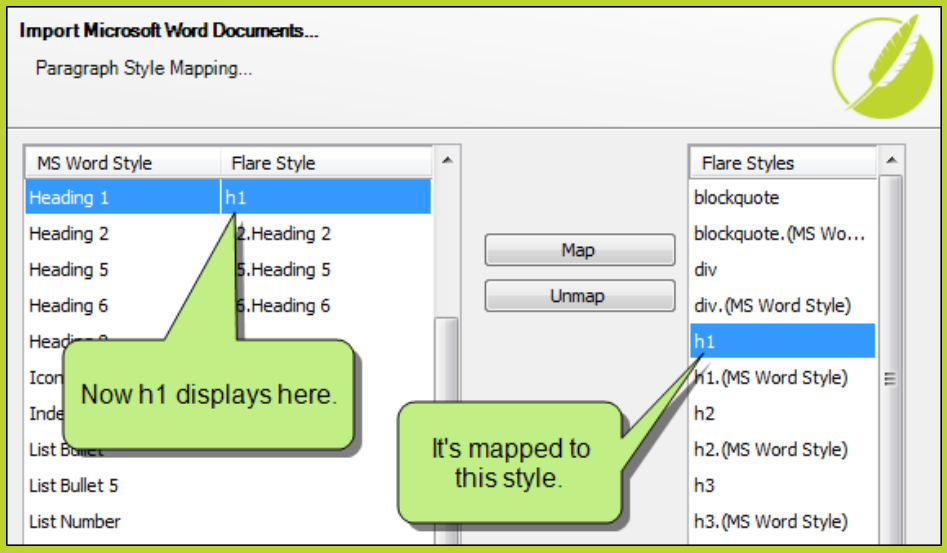
Hello

During the process of importing your Word document using the Import Microsoft Word Wizard, you select the option to *not preserve* your Word styles.



The next page of the wizard looks something like this.





When you finish importing, the content that was associated with Heading 1 in the source document is no longer using Arial 14 pt, red. Instead, it looks something like this.

Hello

Also, the style is now called "h1." (Keep in mind that, even if you had mapped the style to "h1.(Word Style) in this case, the formatting would still be removed.)

So although the formatting was not retained, you were able to map to the standard CSS style for first-level headings—h1 .

14. Select the **Character Styles** tab.
15. Use this page to map character styles from the source documents to Flare's character styles, including those from the stylesheet you may have selected. Your Word style will adopt the name of that style. This works the same as the feature for mapping paragraph styles, except it has to do with character-level styles. To map a style, click the style in the **MS Word Style** column, click a style in the **Flare Styles** section, and then click the **Map** button.

The style is added to the Flare Styles column. When you are finished importing the documents and the new Flare project is loaded, the content that had been associated with the style in the Word document will now be associated with a new style that you mapped it to.

16. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
17. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Note: Flare supports Microsoft Word 2003 and newer versions.

Note: When you import Word files, a stylesheet (at least a generic one) will always be created and initially be applied at the project level, whether you choose to preserve Word styles or not. When a master stylesheet is applied at either the target or project level, you cannot associate stylesheets at the topic level (unless you remove the master stylesheet association at the project and/or target level).

Importing HTML Files

You can import XHTML and HTML files (automatically converting them to XHTML) in the following ways:

- Import Into a New Project
- Import Into an Existing Project (From the Wizard)
- Import Into an Existing Project (From the Import Editor)

HOW TO IMPORT HTML FILES INTO A NEW PROJECT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select **File>New Project>HTML File Set** or **Project>Import>HTML File Set**.
   - **Menu** Select **File>Import Project>HTML File Set**.

   The Import HTML Files Wizard opens.
2. Select **Import into a new project**.
3. In the **Project name** field, type a name for the new Flare project that will be created after you perform the import.
4. In the **Project folder** field, either accept the default location for the new project or click ... to find and select a folder.
5. From the **Output Type** field, select the primary target for your project.
6. Click **Next**.
7. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

8. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.

Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

9. Click **Next**.
10. You can use the following options as necessary:
    - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
    - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
        - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
        - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
    - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.

11. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
12. When you are finished previewing the files to be created, click **Accept**. The files are imported and the project is created.

HOW TO IMPORT HTML FILES INTO AN EXISTING PROJECT—VIA THE WIZARD

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

   The Import HTML Files Wizard opens.
2. Select **Import into this project**.
3. Click **Next**.
4. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

5. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.
Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.
	This removes the selected document(s) from the list.

	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

6. Click **Next**.
7. You can use the following options as necessary:
   - **Import to project content folder** Select this option if you want to store the files at the root level of the Content Explorer.
   - **Import to folder** Select this option if you want to store the files in a specific folder. Use the **Browse** button to select the folder. When you are finished click **Open**.
   - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
   - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
     - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
     - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
     - **To folder** The supporting files will be placed into whatever folder in your project that you specify.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.
8. Click **Finish**. The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
9. When you are finished previewing the files to be created, click **Accept**.

HOW TO IMPORT HTML FILES INTO AN EXISTING PROJECT—VIA THE IMPORT EDITOR

1. Do one of the following:

   IF YOU DO NOT YET HAVE AN HTML IMPORT FILE

   a. Complete the steps for adding an import file.

   b. Open the file in the HTML Import Editor.

   IF YOU ALREADY HAVE AN HTML IMPORT FILE

   a. In the Project Organizer, expand the **Imports** subfolder.

   b. Double-click the appropriate import file. The file opens in the HTML Import Editor to the right.

2. Select the **Source Files** tab.

3. Click one of the following:

	In the dialog that opens, find and select the files you want to import. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items. When you are finished, click **Open**.
	In the dialog that opens, find and select a folder containing HTML files you want to import. When you select a folder to import, the wizard imports all files within that folder that have an .htm, .html, or .xhtml extension. If you later re-import HTML files into the project, Flare checks to see if any of the files in the source folder have changed. It also determines whether files have been deleted or added, and it updates the source files list accordingly. When you are finished, click **Open**.

4. You can use the following options as necessary:

	This opens the file that is selected in the list.
	This opens the HTML to XHTML Conversion dialog, which lets you see how the selected file looks in HTML and how it will look after its conversion to XHTML.
Link Generated Files to Source Files	This creates a connection between the original HTML files and the files that are created as a result of the import. This is useful if you want to continue editing the content in the original HTML files, instead of editing in the Flare project. Flare recognizes when changes have been made to the source documents and reminds you to re-import the documents to ensure the Flare project also reflects the changes. If you use this option, a link icon is added to the top of a linked file in the Flare interface. This lets you know that you need to edit the source file, rather than editing this file. If you remove the connection to the source file, this icon no longer displays on the file. Please note that if you have bound the project to source control, the icons used for source control take precedence over the link icon.

	This removes the selected document(s) from the list.
	This moves the selected document higher in the list (if you have more than one document to import). The document at the top is used for the name of the content folder holding the imported topics in Flare. Also, the order determines how the imported documents are arranged in the Flare TOC that is created as a result.
	This moves the selected document lower in the list (if you have more than one document to import).

5. Select the **Options** tab.
6. You can use the following options as necessary:
   - **Import to project content folder** Select this option if you want to store the files at the root level of the Content Explorer.
   - **Import to folder** Select this option if you want to store the files in a specific folder. Use the **Browse** button to select the folder. When you are finished click **Open**.
   - **Import linked HTML files** Select this option if you want to automatically bring in other files that are linked to those you selected on the previous page. For example, if you import Doc1.htm, which contains a hyperlink to Doc2.htm, this option imports Doc2.htm as well.
   - **Import resources** Select this option if you want to include any supporting resource files (e.g., stylesheets, images, multimedia files) in the import. Then select one of the following:
     - **Keep existing structure** The supporting resources files will be copied into folders with the same names and hierarchy as those used in the source.
     - **To project resources folder** The supporting files will be placed in the Resources folder in your Flare project.
     - **To folder** The supporting files will be placed into whatever folder in your project that you specify.
   - **Auto-reimport before 'Generate Output'** This is also known as "Easy Sync." If you created a connection between your HTML source files and the Flare project earlier in the wizard, you will likely make future content changes in the source files. When you make such changes, the source files need to be re-imported into the project so that they can be included in the output. You have the option of re-importing the files manually. However, you can also tell Flare to do this for you automatically, so that you do not have to. Select this option if you want Flare to automatically re-import HTML files when you attempt to build output.
7. In the local toolbar click **Import** (if this is the first time importing files) or **Reimport** (if files have been imported previously). The Accept Imported Documents dialog opens. The files that will be created as a result of the import are listed on the left. A preview of each file can be seen to the right when you click the file.
8. When you are finished previewing the files to be created, click **Accept**.

Note: The Imported Files tab displays the files that have been imported previously.

Importing Topics

You can import individual XHTML files (such as those from another Flare project).

HOW TO IMPORT A TOPIC

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 **Add Topic**.

     > **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>Topic**.
   - **Menu** Select **Project>Add Topic**.
   - **Standard Toolbar** Click Add Topic...

     To open the Standard toolbar from the menu view, you can select **View>Toolbars>Standard**.

   - **Local Toolbar** In the local toolbar of the Content Explorer click .
   - **Keyboard Shortcut** Press **CTRL+T**.

   The Add File dialog opens.
2. Select **New from existing** and click ...
3. In the Open dialog, navigate to the XHTML file that you want to import. Then select it and click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
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.
5. (Optional) If you want to give the topic a different name than that for the imported file, click in the **File name** field and enter the text.
6. (Optional) If you want the heading for the topic to use the same text that you provide for the file name, leave the **1st Heading** field blank. Otherwise, enter the text that you want to use for the heading in the topic.

7. (Optional) If you want the heading for the topic to use the default <h1> style, leave the **Style** field blank. Otherwise, select a style to apply to the heading in the topic.
8. (Optional) In the **Stylesheet** field, select a stylesheet to apply to the new topic. If you do not have a stylesheet in your project, this field remains blank.
9. Click **Add**. The topic is added and opens in the XML Editor.
10. Now simply click inside the topic page in the XML Editor and start typing text or adding any other elements (e.g., tables, images, cross-references, multimedia) appropriate for the topic.

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

Note: You can also import plain HTML files, automatically converting them to XHTML files. See "Importing HTML Files" on page 105.

CHAPTER 3

Opening Topics

After you create topics, they are stored in the Content Explorer. You can open as many existing topics as you want at one time. Each topic displays in its own page of the XML Editor and remains accessible as you work. As you open more topics or other elements (e.g., targets, tables of contents, stylesheets), each page displays in the appropriate editor (e.g., XML Editor, Target Editor, TOC Editor, Stylesheet Editor). By default, the most recently opened page tab is on the left side of the editor section in Flare, and the tabs for the previously opened pages shift to the right. The active page displays on top of the other pages, and you can make any page the active one (or "the one on top") by simply clicking its tab.

You can open topics the traditional way, from inside the interface. But you can also open them by dragging topic files from a Windows folder.

HOW TO OPEN AN EXISTING TOPIC FROM WITHIN THE INTERFACE

1. Make sure the Content Explorer is open.
2. All of your topics are displayed under the Content folder (or under subfolders that you have created previously when organizing your topics). Locate the file that you want to open. You can use the "multi-view" to do this.

   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.

   Expands the folders.

   Collapses the folders.

   If the "Show Files" button is the only one selected, you can click this button to move up one folder level.

3. Do one of the following:
   - Locate and double-click the topic that you want to open.

     OR

   - Locate and click the topic you want to open. In the local toolbar, click .

   The topic opens in its own page of the XML Editor.

HOW TO OPEN AN EXISTING TOPIC BY DRAGGING IT FROM WINDOWS

1. Open Windows and navigate to a folder containing a Flare project file.
2. Open the Content subfolder and locate the topic that you want to open.
3. Launch Flare.
4. Drag the topic file from Windows to the application window and drop it on the title bar in Flare.

   Note: You can also use this method to open any file type that is supported in Flare.

CHAPTER 4

Creating Subfolders

You can create subfolders in the Content Explorer and Project Organizer in order to keep your files organized and easier to find.

HOW TO CREATE A SUBFOLDER

1. Select **View>Content Explorer** or **View>Project Organizer**.
2. In the Content Explorer or Project Organizer, select the folder under which you want to place the new subfolder.
3. In the local toolbar, click . A folder with the temporary name "NewFolder" is added.
4. Type a new name for the folder and press **Enter**.

HOW TO MOVE A SINGLE FILE INTO A SUBFOLDER

1. Click the file, drag it to the subfolder, and release the mouse button.
2. If your file contains links to other files, you will be asked if you want to retain those links. If so, click **Update Links**.

HOW TO MOVE MULTIPLE FILES INTO A FOLDER

1. Click the **Show Files** button . The Content Explorer or Project Organizer splits into two halves (left and right).
2. On the left side of the split Content Explorer or Project Organizer, select the folder containing the files you want to move.
3. On the right side of the split Content Explorer or Project Organizer, select the files. Hold down the **SHIFT** key and click a range of files, or hold down the **CTRL** key and click individual files.

4. Drag the files to the appropriate subfolder on the left side and release the mouse button.
5. If your files contain links to other files, you will be asked if you want to retain those links. If so, click **Update Links**.
6. To hide the split view, click the **Show Files** button again.

Note: You can generate a report to see if you have any empty folders in the Content Explorer. If you do, you probably want to either add files to the folder or remove it.

CHAPTER 5

XML Editor

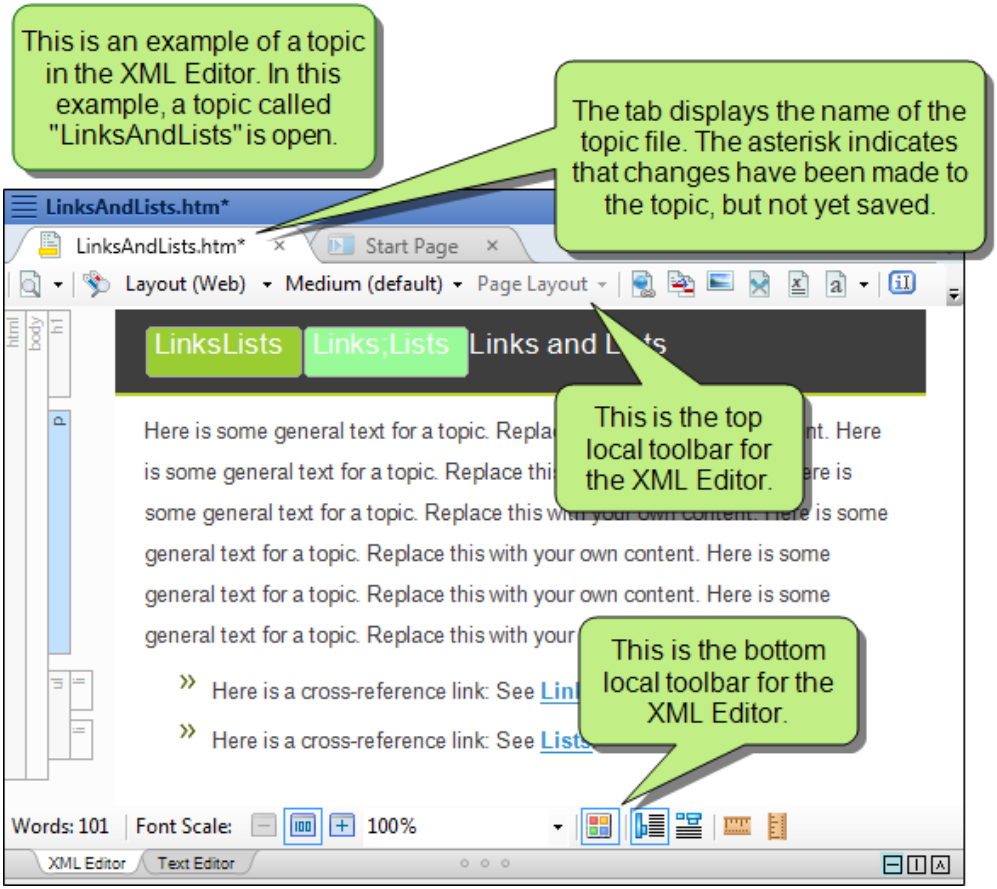
The XML Editor is the primary editor that is used in Flare. It provides access to the underlying XML structure of documents in a comfortable visual authoring environment. This editor is used to enter, modify, and format the content for topics that users see in the output. Not only is this editor used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

This chapter discusses the following:

Example 120
How to Open the Editor 121
Controlling How Content is Displayed in the Editor 122
Editing the XHTML Code 123
What You Can Do in This Editor 131
Buttons and Sections—Top of Editor 134
Buttons and Sections—Bottom of Editor in Web Layout Mode 141
Buttons and Sections—Bottom of Editor in Print Layout Mode 143
Elements in Editing Area 145

Example

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



How to Open the Editor

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

Controlling How Content is Displayed in the Editor

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

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

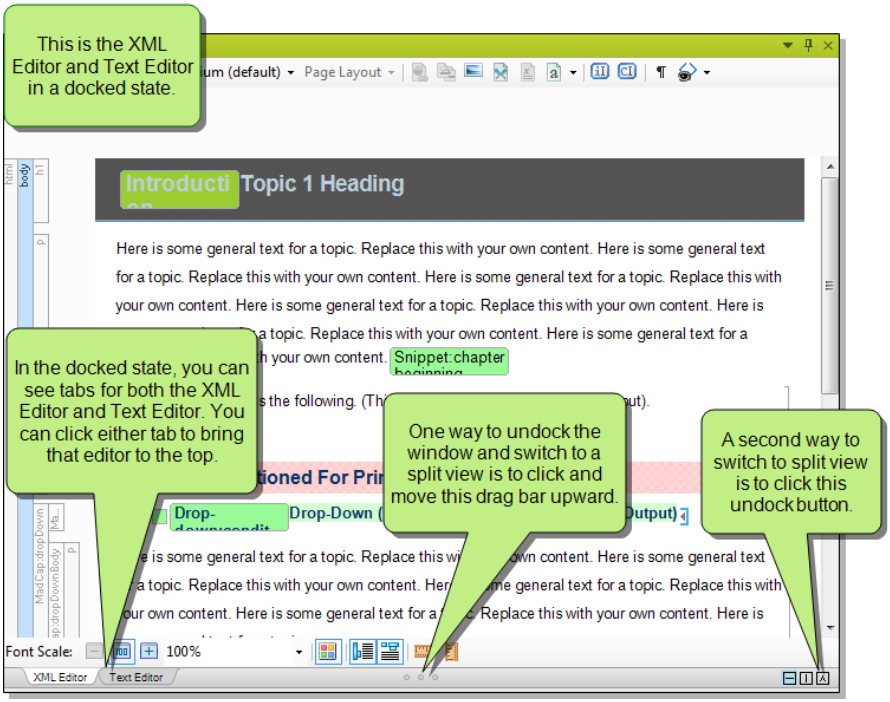
Editing the XHTML Code

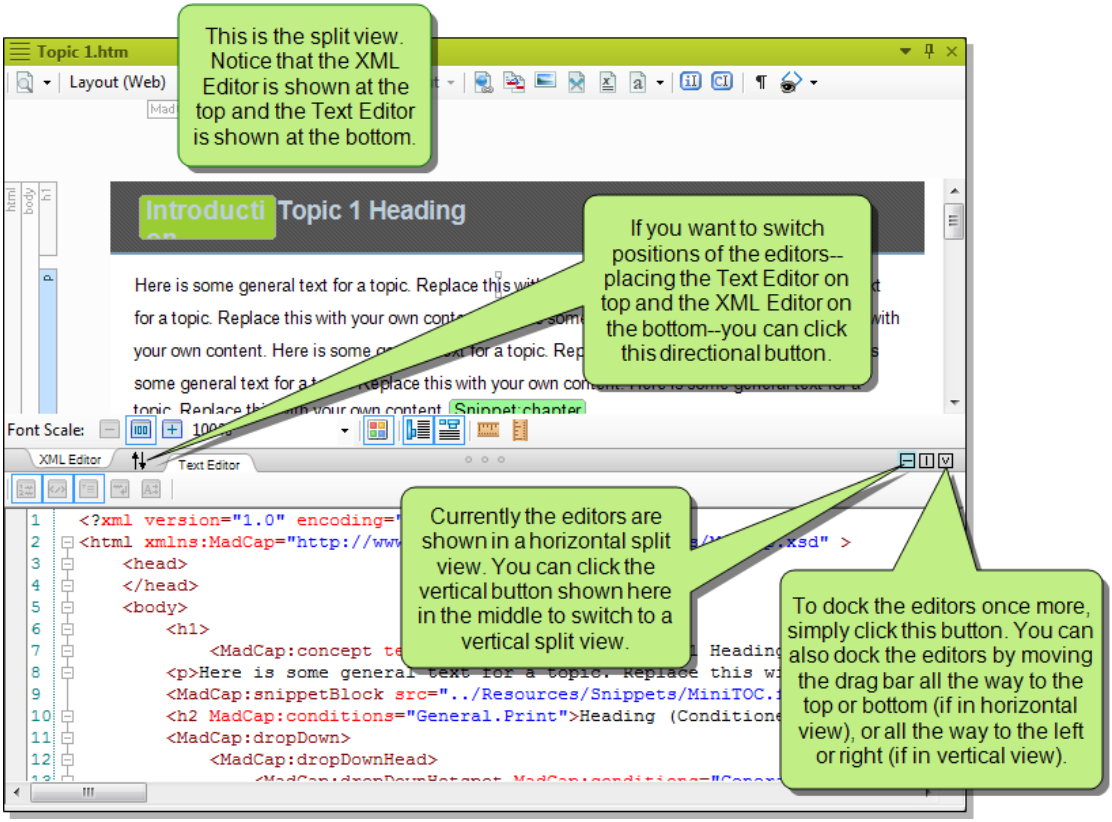
You don't need to know XHTML or HTML to work in Flare. The XML Editor displays content just as you might expect to see it in an editor such as Microsoft Word. However, you can get behind the display to work in the actual code if you want. This is done in the Text Editor (or in another editor that supports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

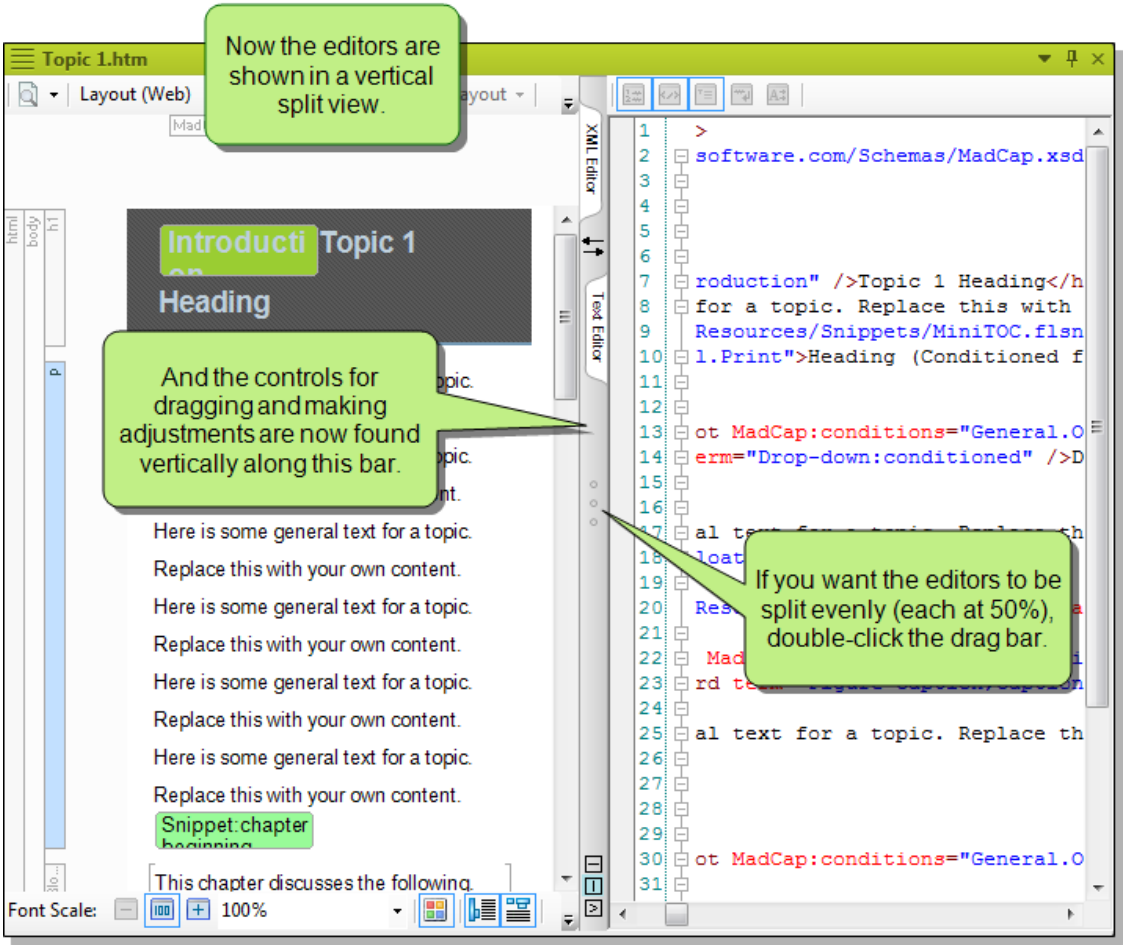
The XML Editor and the Text Editor are closely synchronized with each other. They are in essence shown in a single window with options for viewing both at the same time and configuring their appearance.

HOW TO USE SPLIT VIEW

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




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



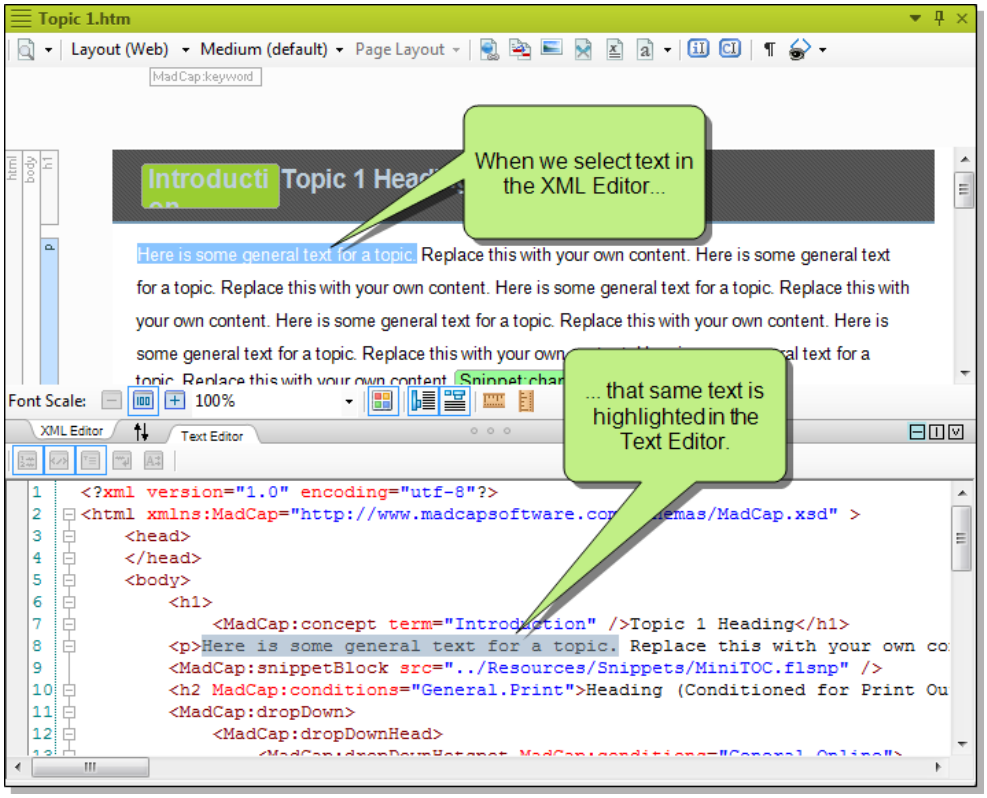
Note: You can also switch between the XML Editor and Text Editor by pressing CTRL+` (grave accent) on your keyboard.

FEATURES OF SPLIT VIEW

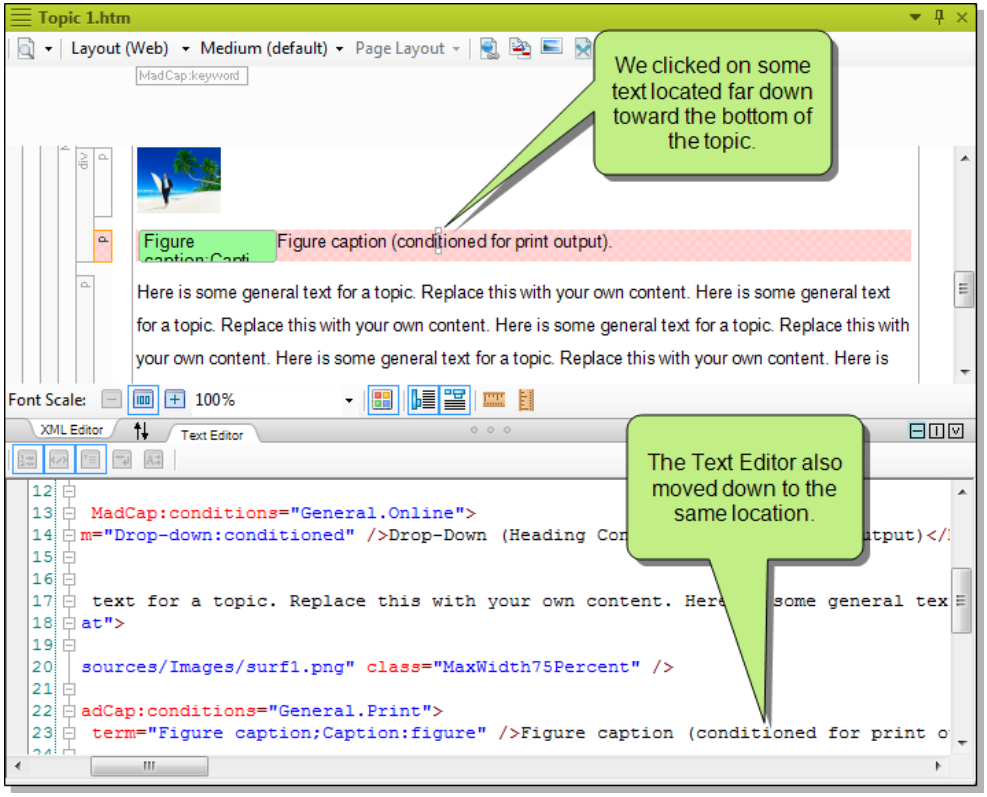
Not only does split view allow you to see the XML Editor and Text Editor jointly in different ways, but there are also special features with split view.

Synchronization of Text

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

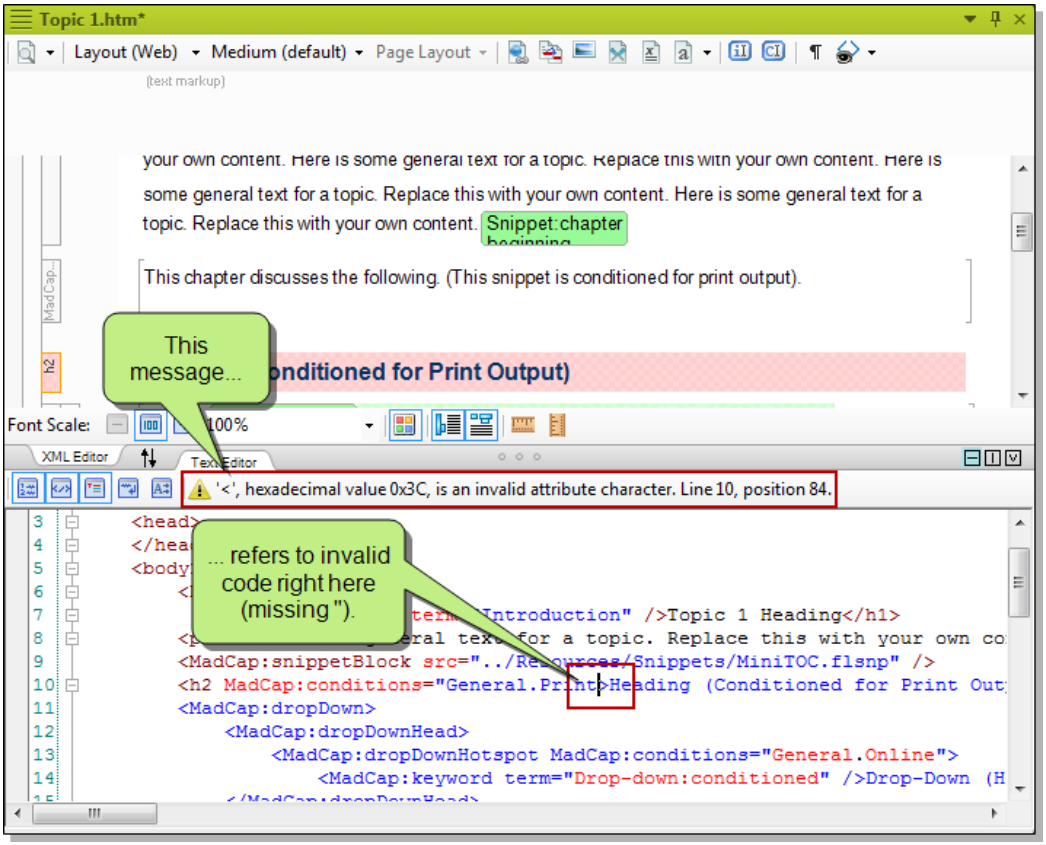


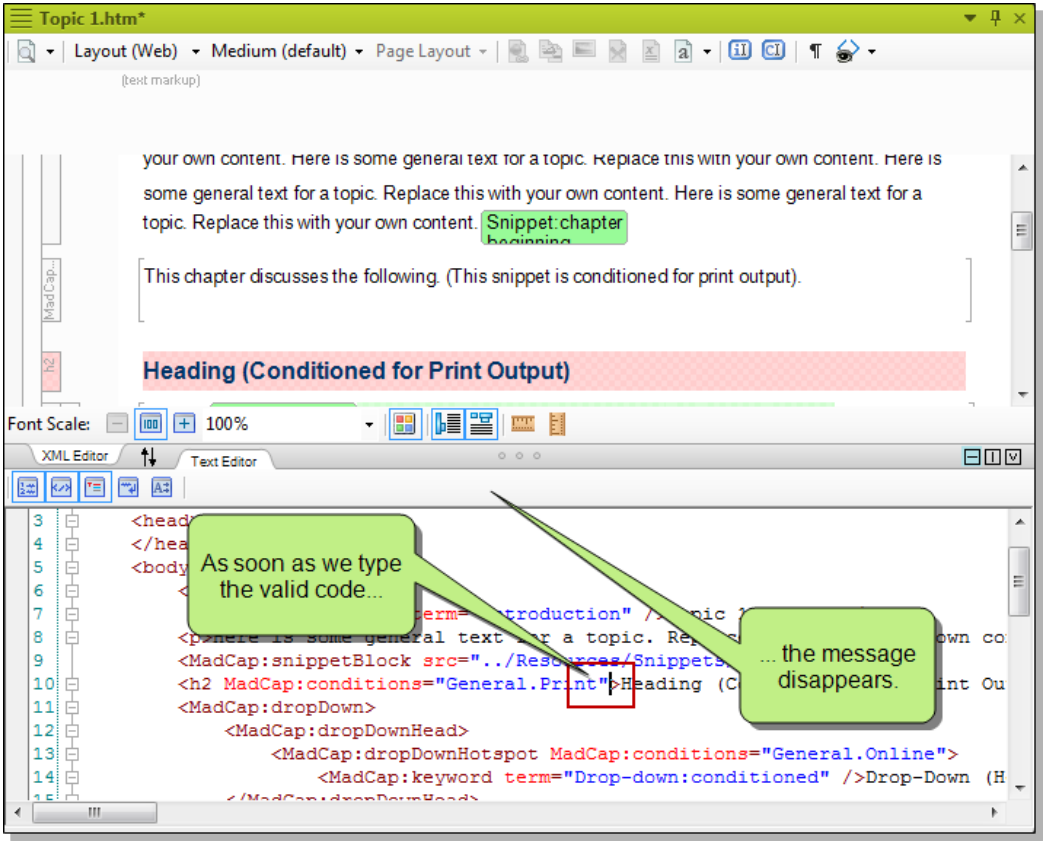
» Clicking in one editor causes the other editor to jump to the same position.



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

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





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

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

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

CHARACTER AND SYMBOL ENTITIES IN THE CODE

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

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

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

E X A M P L E

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

```
&#8211;
```

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

What You Can Do in This Editor

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

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

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

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

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

- **See Also (Concept) Links (Insert/Edit)** This is a navigation link that lets users open topics that you've determined are related to the current topic. It is similar to the related topics link. However, whereas you associate a related topics link with specific individual topics (usually for a one-time use), you associate a concept link with a group of topics (to be reused in different topics). One great benefit of this type of link is that, if you later want to add or delete topics from the group, you only need to do so in one place and the changes are applied to every topic containing that concept link.
- **Snippet Links (Create/Insert/Edit)** Snippets are pre-set chunks of content that you can use in your project over and over. They are sort of like miniature topics and can be inserted within topics, or even within other topics. In snippets you can insert text, tables, images, and whatever else can be included in a normal topic.
- **Styles (Apply)** If you are using styles in your project, you can change the look of content simply by applying styles to it.
- **Tables (Insert/Edit)** A table in Flare is much like it is in any word processing program, such as Microsoft Word, or in a printed textbook. A table is a group of intersecting columns and rows that you can add to a topic for various purposes, such providing field descriptions for a software dialog.
- **Togglers (Insert/Edit)** A toggler is a feature that lets users click a hotspot to reveal one or more named elements in a topic. A named element (also called the "toggler target") is a chunk of content that can reside anywhere in the topic. When users click the toggler hotspot, the output reveals hidden content elements. When users click the hotspot again, the content is hidden again.
- **Variables (Insert)** Variables are pre-set terms that you can use in your project over and over. They are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets as you like. Variables are used for brief, non-formatted pieces of content (such as the name of your company's product or your company's phone number). There are different kinds of variables: (1) basic ones that you create, (2) custom date/time variables that you create, (3) system variables (e.g., date and time; titles; page count; Chapter, Section, and Volume numbers), (4) Heading variables, and (5) Running Head variables. Some of these are especially useful for page headers and footers in print-based output.

Buttons and Sections—Top of Editor

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

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

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

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

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

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

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

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

Buttons and Sections—Bottom of Editor in Web Layout Mode

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

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

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

Buttons and Sections—Bottom of Editor in Print Layout Mode

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

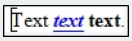
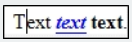
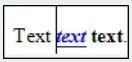
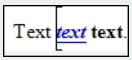
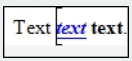
	Description
Words	Displays the number of words in the open file. If you highlight words in the file, this area shows you how many words are selected out of the total count. If a file contains snippets, the words from those snippets are not included in this word count, because those are separate files.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

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

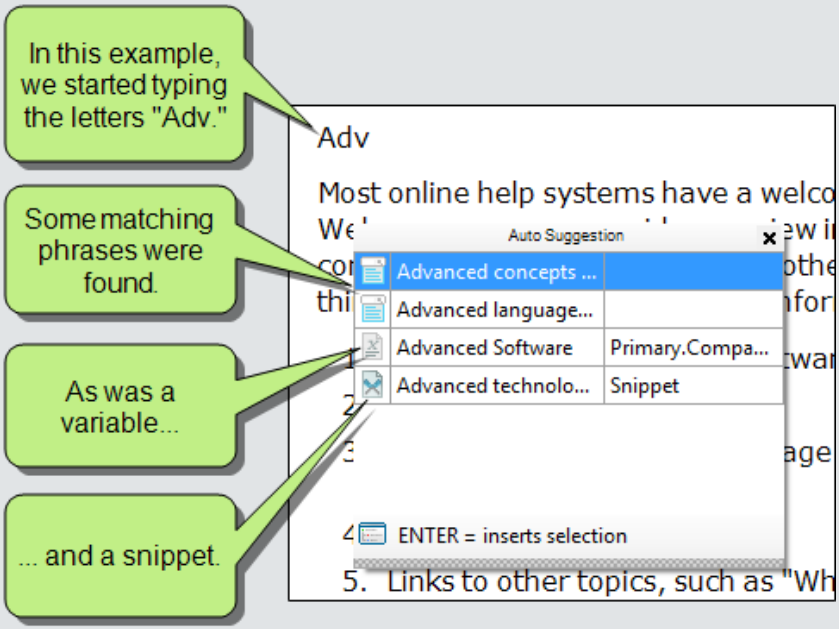
Elements in Editing Area

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

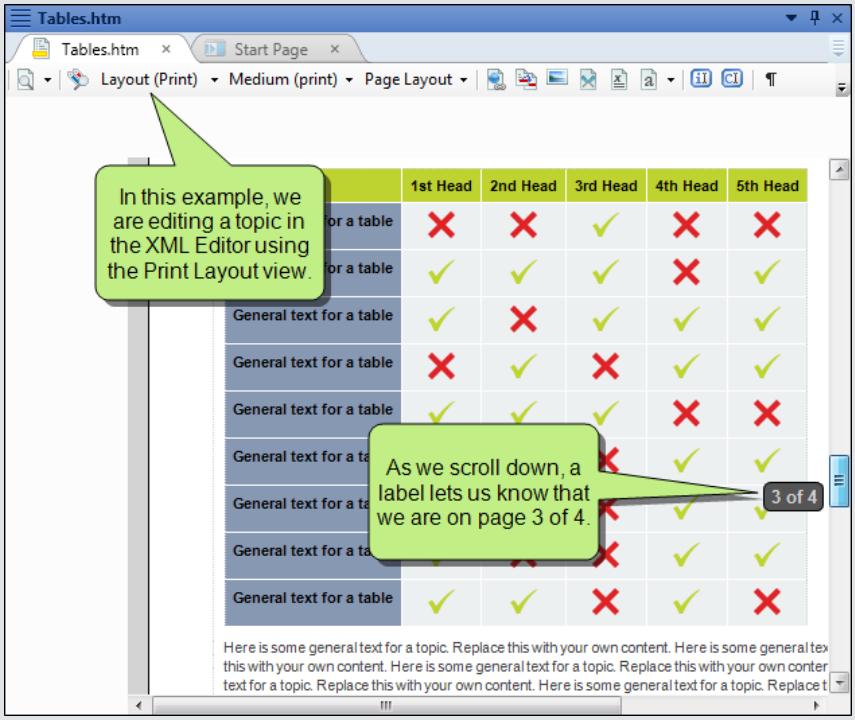
	Description
Structure Bars	These are just what the name implies—bars around the topic content that show the structure. There are two kinds of structure bars—tag and span. Not only do structure bars let you see the tags for content, but you can also perform numerous tasks by using them. If you right-click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

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

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

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

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

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

CHAPTER 6

Internal Text Editor

This is a simple editor that you can use to view and modify the true code, including text, tags, and metadata. Most of the files in your project can be opened and modified in the internal text editor (including topics, snippets, header files, stylesheets, etc.). For topic and snippet files, this editor also lets you show or hide line numbers, collapse or expand tagged areas (outlines), show or hide syntax coloring, and wrap text.

This chapter discusses the following:

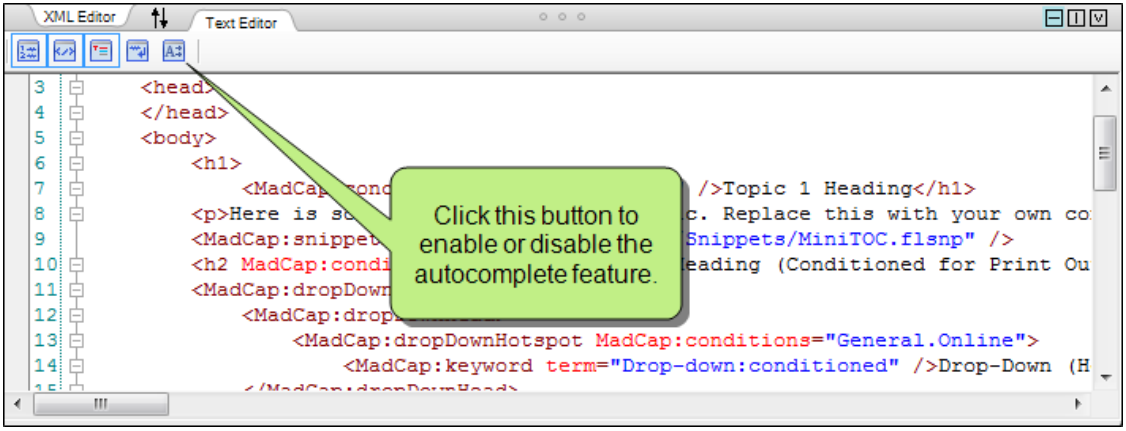
Split View with XML Editor 152
Autocomplete 153
Buttons and Sections 161

Split View with XML Editor

The XML Editor and the Text Editor are closely synchronized with each other. They are in essence shown in a single window with options for viewing both at the same time and configuring their appearance. See "Editing the XHTML Code" on page 123.

Autocomplete

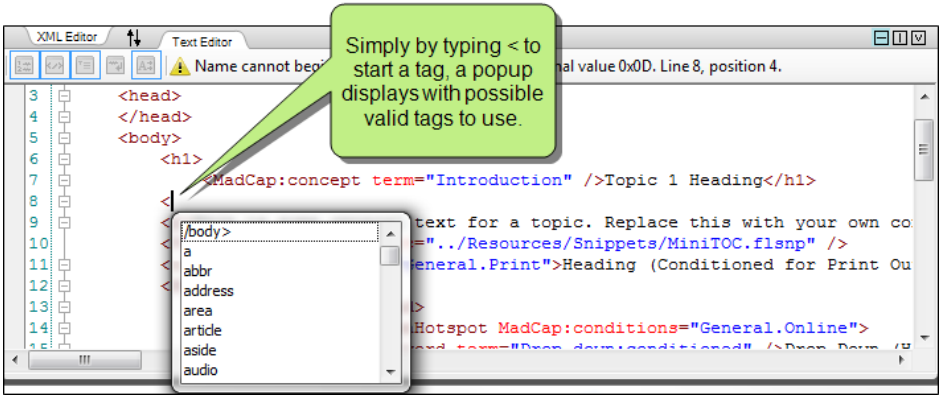
You can use autocomplete in the Text Editor to quickly select valid tags as you type XHTML and CSS code. To use this feature, click in the local toolbar of the Text Editor.



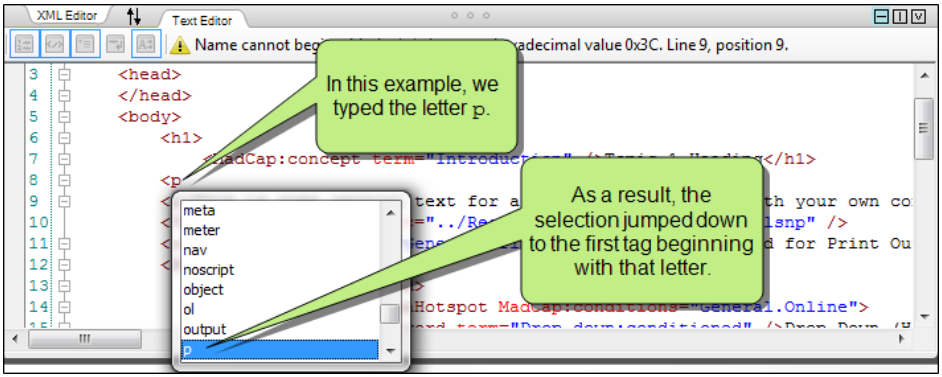
EDITING TOPICS OR SNIPPETS (SPLIT VIEW VERSION OF TEXT EDITOR)

If you are working on topics or snippets in the split view version of the Text Editor, the following autocomplete features are available.

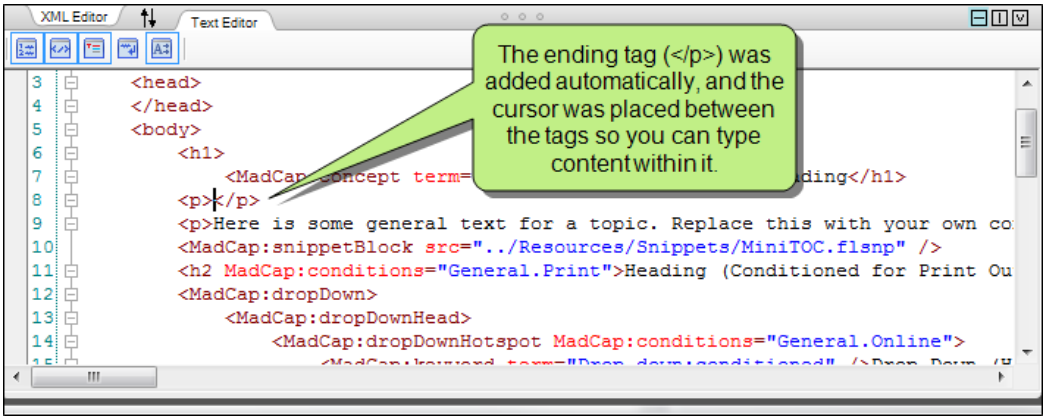
» **Creating a tag** If you press < on your keyboard, a popup shows context-aware tags that can be used at that point.



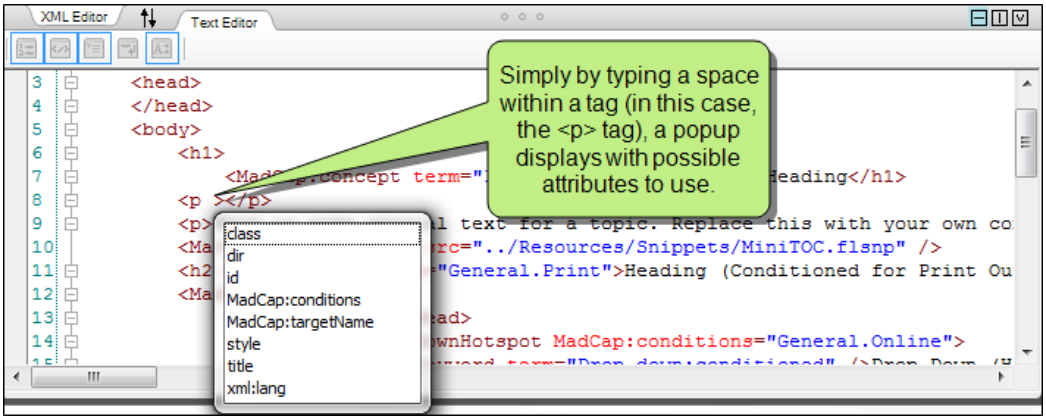
As you type, the selected item in the list will jump to the tag that begins with the text you are typing.



You can select a tag by double-clicking it, or by pressing either the Enter or > key on your keyboard. Once a tag is selected, the ending tag is automatically created.

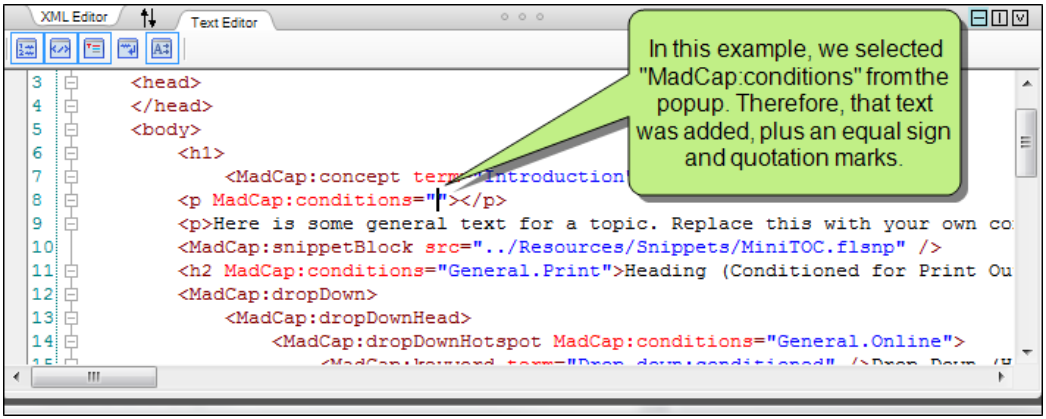


» **Adding attributes for a tag** If you press the spacebar while inside of a tag, a popup shows a list of attributes that can be used at that point.



As you type, the selected item in the list will jump to the attribute that begins with the text you are typing.

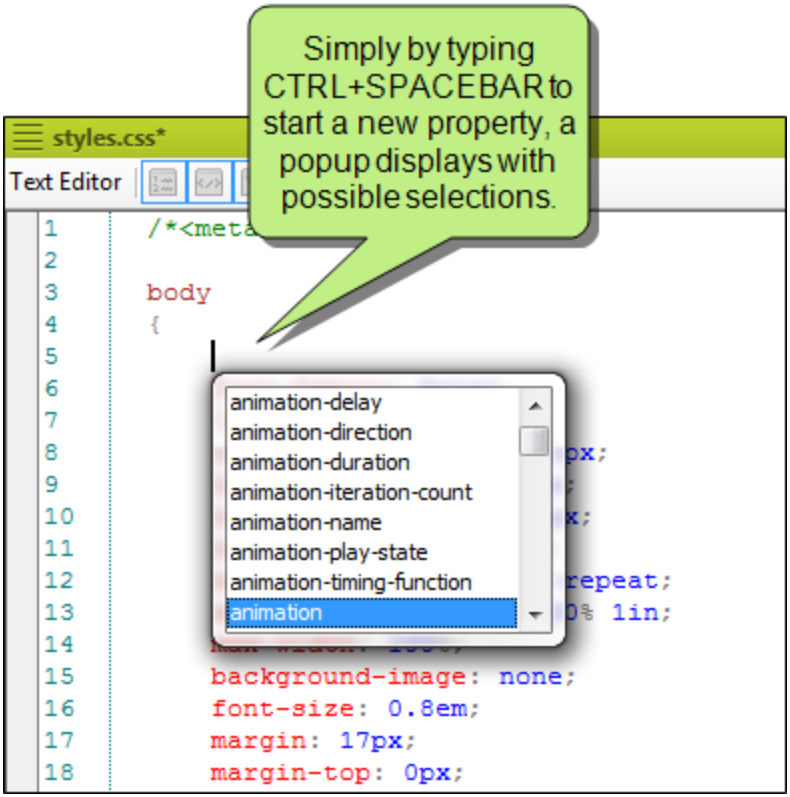
You can select an attribute by double-clicking it or by pressing the Enter key on your keyboard. Once an attribute is selected, the attribute text is completed and an equal sign followed by quotation marks (="") is added to the end of the text, with the cursor being placed between the quotation marks.



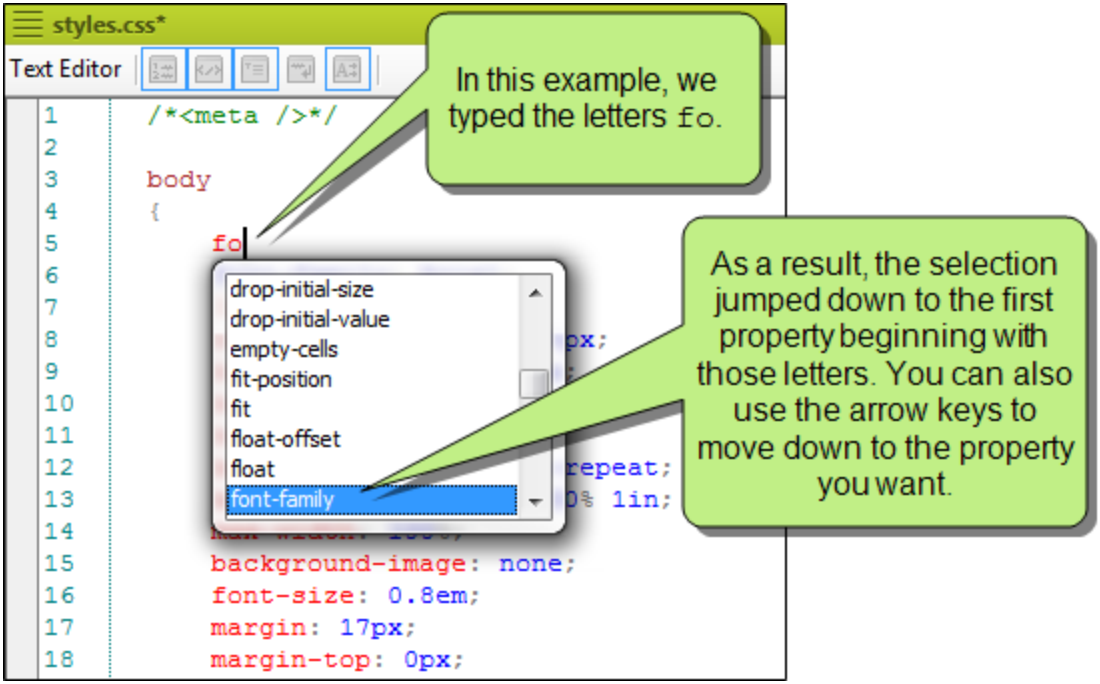
EDITING STYLESHEETS (CSS IN TEXT EDITOR)

You can display a stylesheet in the Text Editor by right-clicking the file in the Content Explorer and selecting **Open with>Internal Text Editor**. If you do this, you can use autocomplete to quickly select valid properties under a style.

If you press CTRL+SPACEBAR on your keyboard, a popup displays CSS3 (and earlier) properties.



As you type, the selected item in the list will jump to the property that begins with the text you are typing.



You can select a property by double-clicking it or by pressing the Enter key on your keyboard. Once a property is selected, the property text is completed and a colon (followed by a space) is added to the end of the text. The cursor is placed after the space so you can quickly type a value for the property.

styles.css*

Text Editor

```
1   /*<meta />*/
2
3   body
4   {
5       font-weight:
6       font-family: Arial;
7       line-height: 1.7em;
8       border-bottom-width: 4px;
9       border-left-width: 4px;
10      border-right-width: 4px;
11      border-top-width: 4px;
12      background-repeat: no-repeat;
13      background-position: 50% 1in;
14      max-width: 100%;
15      background-image: none;
16      font-size: 0.8em;
17      margin: 17px;
18      margin-top: 0px;
```

In this example, we selected "font-weight" from the popup. Therefore, that text was added, plus a colon and a space.

The syntax is colored to help you easily distinguish different parts of the syntax.

styles.css

Text Editor

```
1   /*<meta />*/
2
3   body
4   {
5       font-family: Arial;
6       line-height: 1.7em;
7       border-bottom-width: 4px;
8       border-left-width: 4px;
9       border-right-width: 4px;
10      border-top-width: 4px;
11      background-repeat: no-repeat;
12      background-position: 50% 1in;
13      max-width: 100%;
14      background-image: none;
15      font-size: 0.8em;
16      margin: 17px;
17      margin-top: 0px;
18  }
```

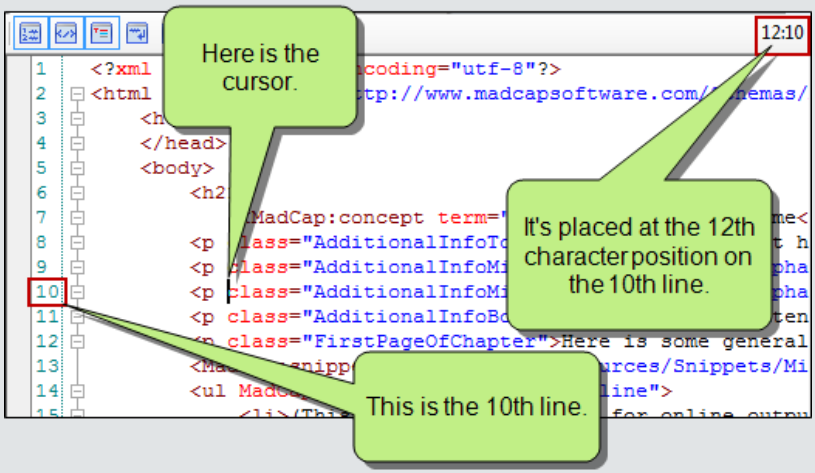
Comments=Green

Styles=Brown

Properties=Red

Values=Blue

Buttons and Sections

	Description
	Shows or hides numbered lines in the text editor. This makes it easier to identify a particular line that requires editing. You can also see the line and character position in the upper-right corner of the editor (see below).
	Shows or hides small minus and plus buttons next to lines with tags. These let you collapse or expand those portions of the code.
	Shows or hides syntax coloring in the Internal Text Editor. This makes it easier to identify different parts of the file.
	Enables or disables word wrapping in the Internal Text Editor. This makes it much easier to see all of the words and tags in an area. Without the word wrap feature, lines in the Internal Text Editor can often be quite long and require you to use the horizontal scroll bar in order to see text not shown.
	Enables the autocomplete feature.
[Character:Line]	The character and line position of your cursor is shown in the upper-right corner of the editor. 

CHAPTER 7

About Layout Modes

There are two views to choose from in the XML Editor when you edit topics and snippets:

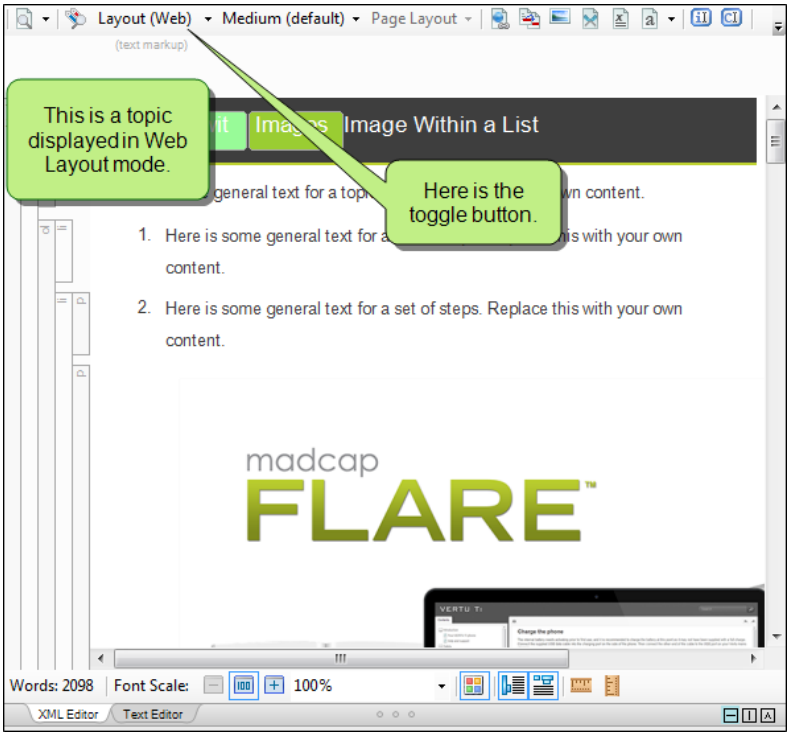
- **Web Layout Mode** This mode is useful for seeing how the topic will look online. It displays your content without showing any headers or footers from a page layout.
- **Print Layout Mode** This mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content.

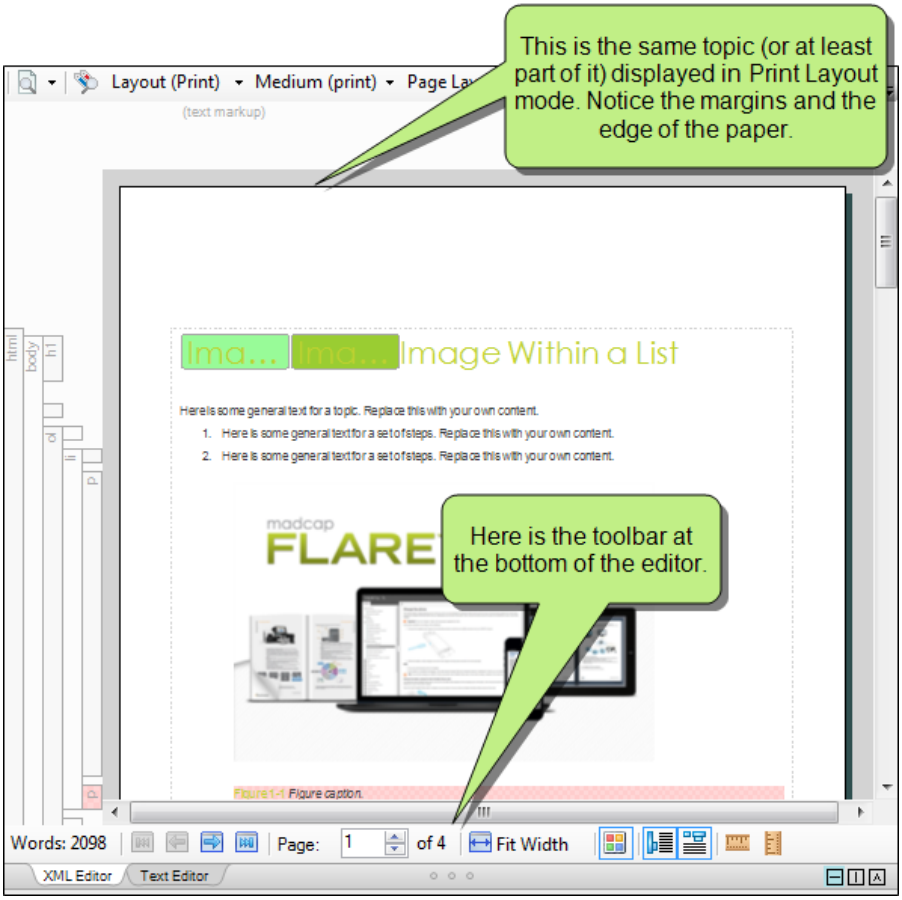
This chapter discusses the following:

Layout Modes and Style Mediums 164
Conditions While Editing 167
Opening Page Layouts 168
Pages 169
Selecting a Page Layout to View Content in the XML Editor 171
Associating Condition Tags to a File While Editing 186

Layout Modes and Style Mediums

You can toggle between the two views in the XML Editor by clicking the **Layout Mode** button:





In addition, you can switch to different style mediums to show the content with the correct styles applied.

The layout mode and the medium that you should use when editing in the XML Editor depends on what you are trying to accomplish. Do you have web output in mind while you are editing, or are you thinking more about print output? Following are some general guidelines, but they may vary depending on the mediums that you might have created and will be using for your different targets.

- **If Editing With Online Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Web Layout** mode and the **default** medium: Layout (Web) Medium (default).
- **If Editing With Print Output in Mind** For best results, in the local toolbar of the XML Editor, select the **Print Layout** mode and the **print** medium: Layout (Print) Medium (print). Also, you can choose a specific page layout and page type within it to better see how a topic might look in print output: Page Layout. For example, if you know you are looking at a topic that will end up being the first page of a new chapter, you can select the Page Layout drop-down, choose the appropriate page layout, and then select **First Right**. Or if you know it will be on a subsequent page of the chapter, you might select **Left** or **Right**.

So if the topic looks kind of crazy when you first open it, that is probably due to the fact that the proper layout mode, page type, and/or medium is not selected in the local toolbar.

When using the Web Layout mode and default medium, the topics should look pretty close in the XML Editor to how they will be displayed in the online output. For the Print Layout mode and print medium, it's a bit of a different story. The main reason is that online output is designed to have many independent pages, whereas print output is intended to be read one page after the other in one long document. Flare has no way of knowing exactly where a particular topic will land in a PDF until you actually generate it. However, by selecting the appropriate layout mode, page layout, and page type, you can get relatively close.

Conditions While Editing

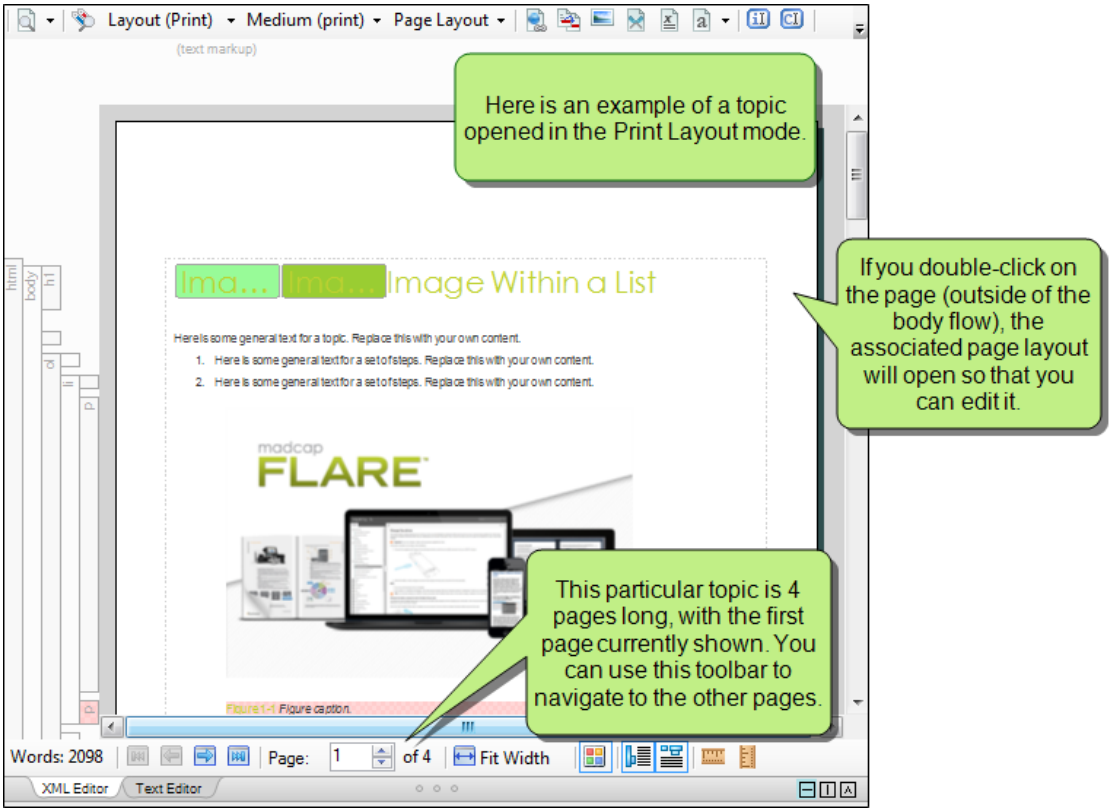
Another way to get closer to how a topic will actually look in the output is to associate condition tags in the topic when you are editing it. This allows you to see only the content that is intended for a particular output that you want to produce. To do this, in the local toolbar of the XML Editor click and in the **Target Expressions** drop-down field, choose one of your targets. The content in the XML Editor changes to include only the conditions for that target. Doing this doesn't affect the output at all. It's simply a way to see how a particular topic will look in a specific output without building or previewing it. You can always repeat these steps to return the topic to its previous state in the XML Editor or to see how it looks with a different target selected. See "Associating Condition Tags to a File While Editing" on page 186.

Opening Page Layouts

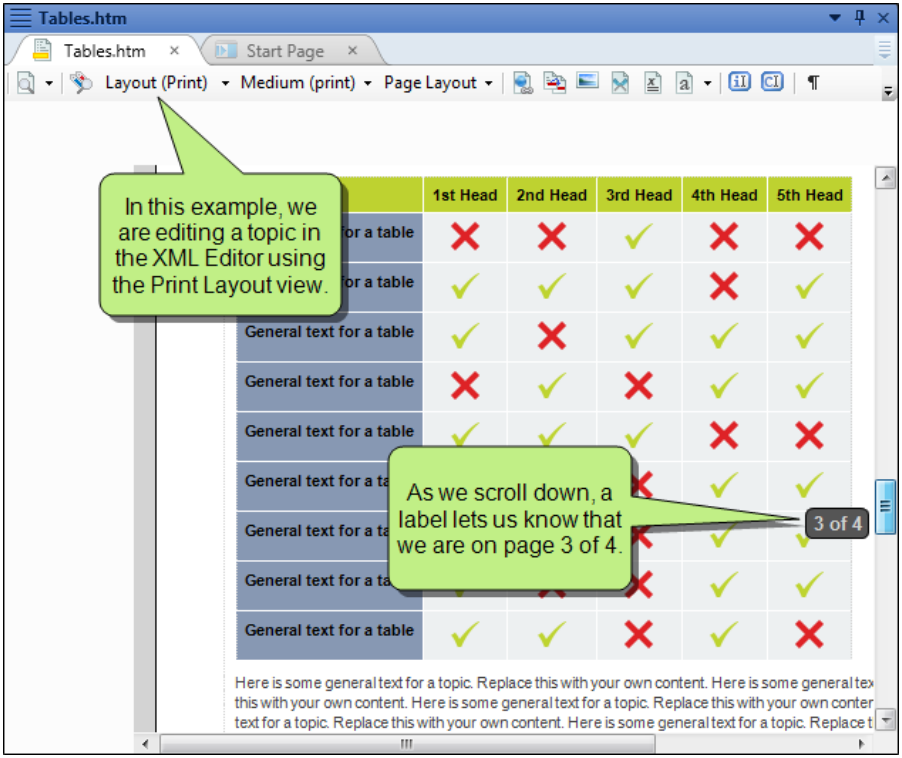
If you double-click on a topic page in Print Layout mode (outside the flow of the main body text), the associated page layout will open in the Page Layout Editor.

Pages

As you add more and more content to the topic, pages are added below. A navigation toolbar at the bottom of the editor lets you see how many pages are in the topic and quickly navigate to any of them as necessary.



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



Note: Different operating systems render text differently in the XML Editor. For example, if you are using Microsoft Vista, the text may look a bit smaller than it does in other operating systems. Therefore, if you and another author are looking at the same topic from the same project, but you have different operating systems, the topic may look differently for you than it does for the other person.

Note: If you set a table to a specific height, that height may not be represented accurately if you are viewing the topic in Print Layout mode.

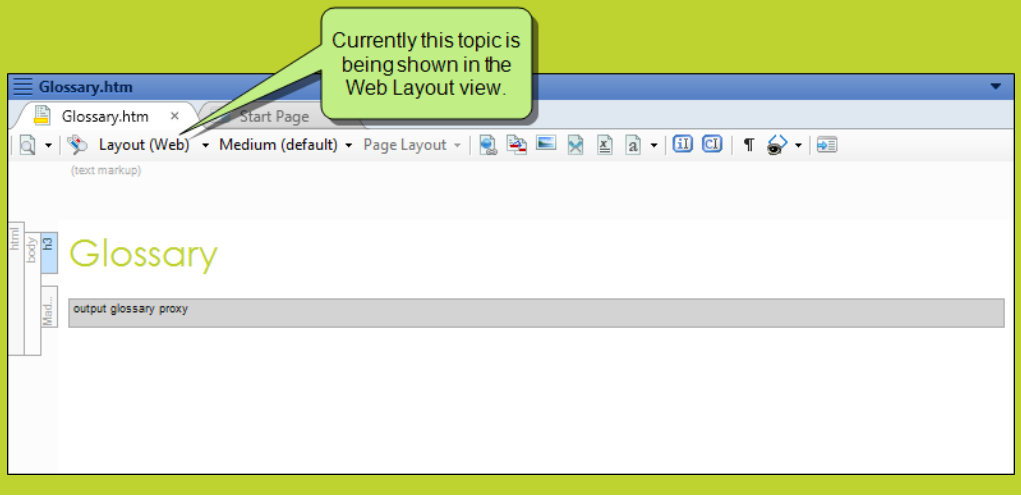
Selecting a Page Layout to View Content in the XML Editor

There are two views to choose from in the XML Editor when you edit topics—Web Layout mode and Print Layout mode. The Print Layout mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content. You can toggle between the two views in the XML Editor by clicking the **Layout** button: Layout (Web) or Layout (Print). See "About Layout Modes" on page 163 and "XML Editor" on page 119.

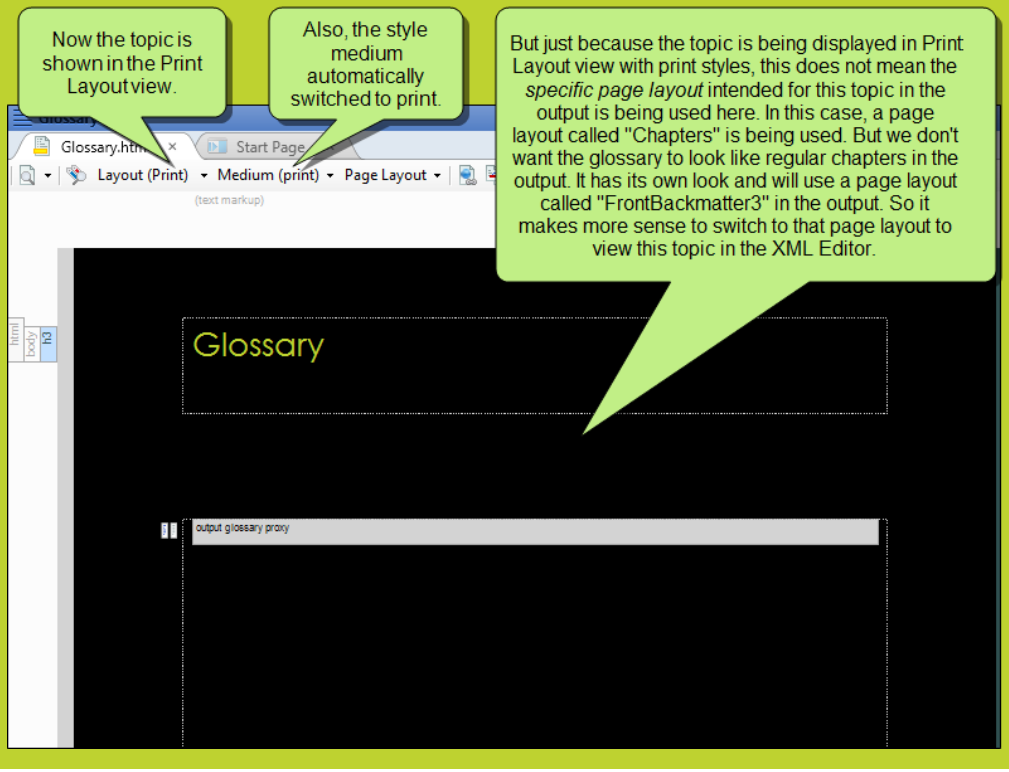
If you are viewing content using the Print Layout in the XML Editor, you can use another drop-down in the local toolbar to choose a specific page layout.

E X A M P L E

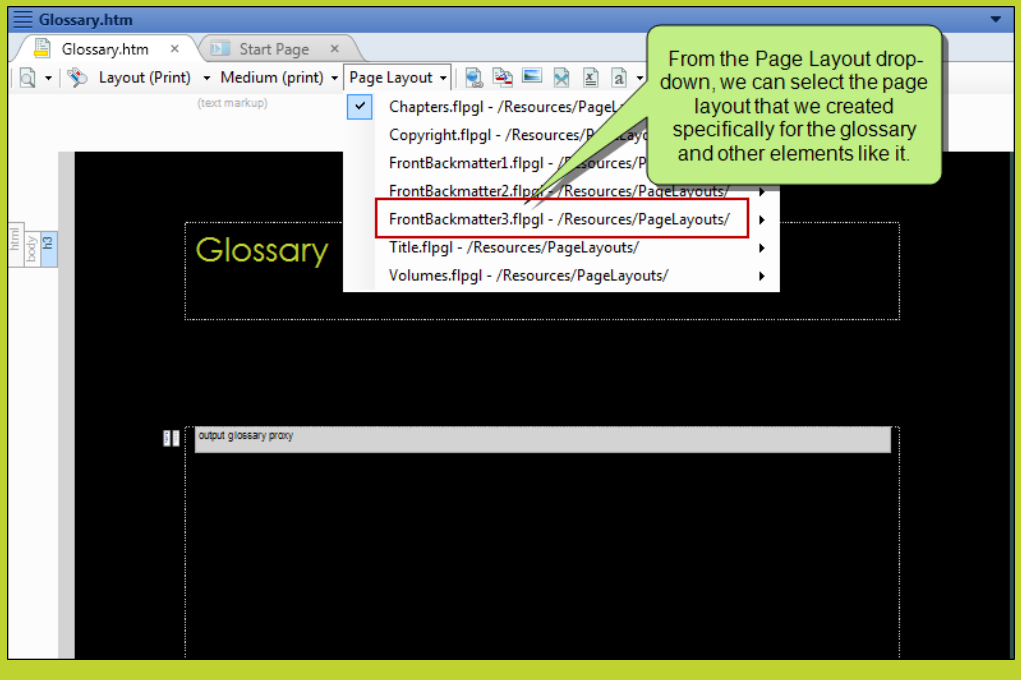
Let's say you've created a topic designed to display your generated glossary in print-based outputs. If you open the topic in Web Layout view in the XML Editor, it might look something like this.

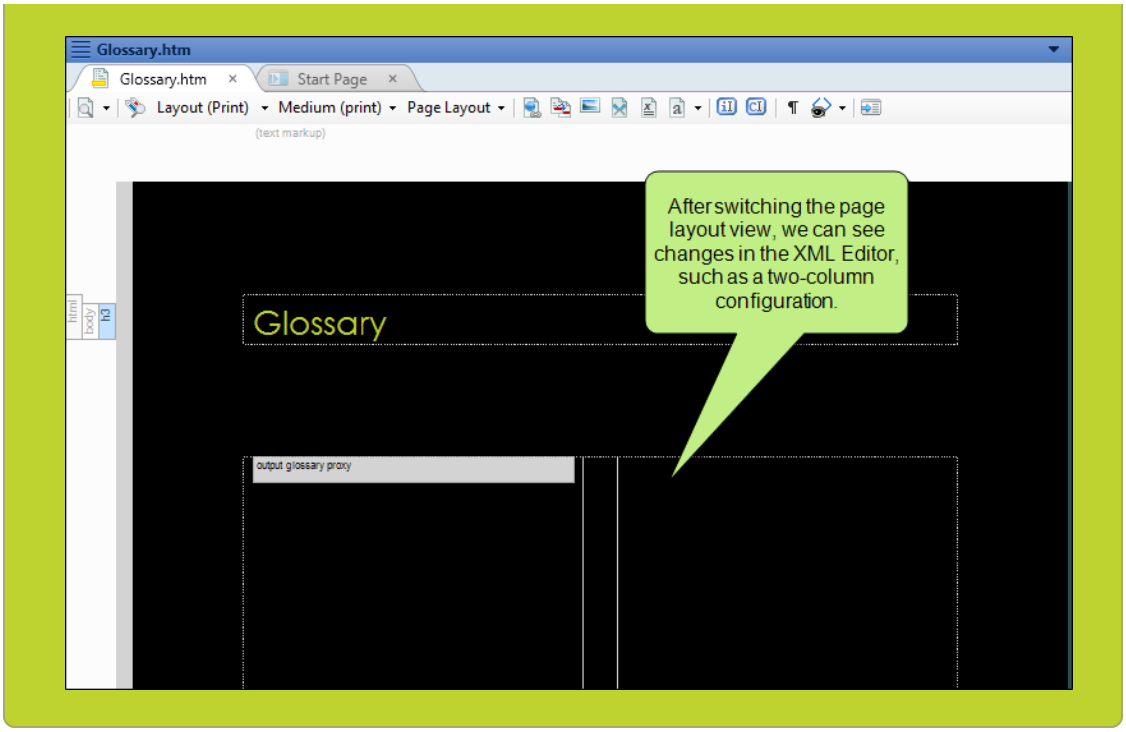


Because this topic is to be used in print-based outputs only, you switch to the Page Layout view.



To get a more accurate preview of how the topic will look in the output, we switch to the page layout that will be used for the glossary.

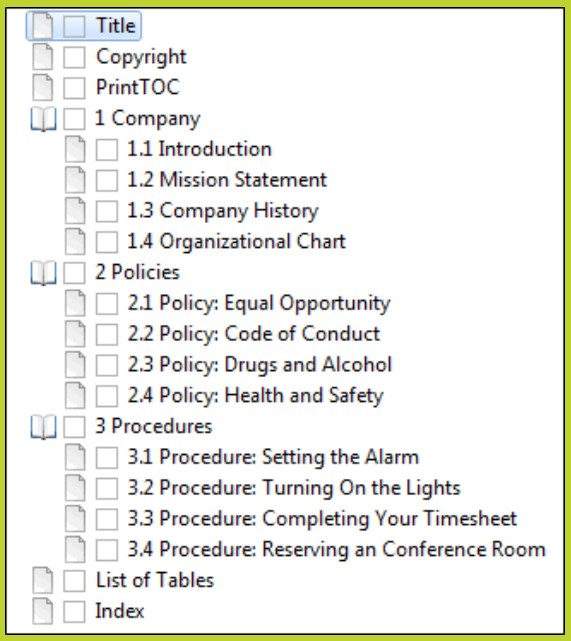



Glossary.htm
Glossary.htm
Start Page
Layout (Print)
Medium (print)
Page Layout
(text markup)
html
body
h3
Glossary
output glossary proxy
After switching the page layout view, we can see changes in the XML Editor, such as a two-column configuration.

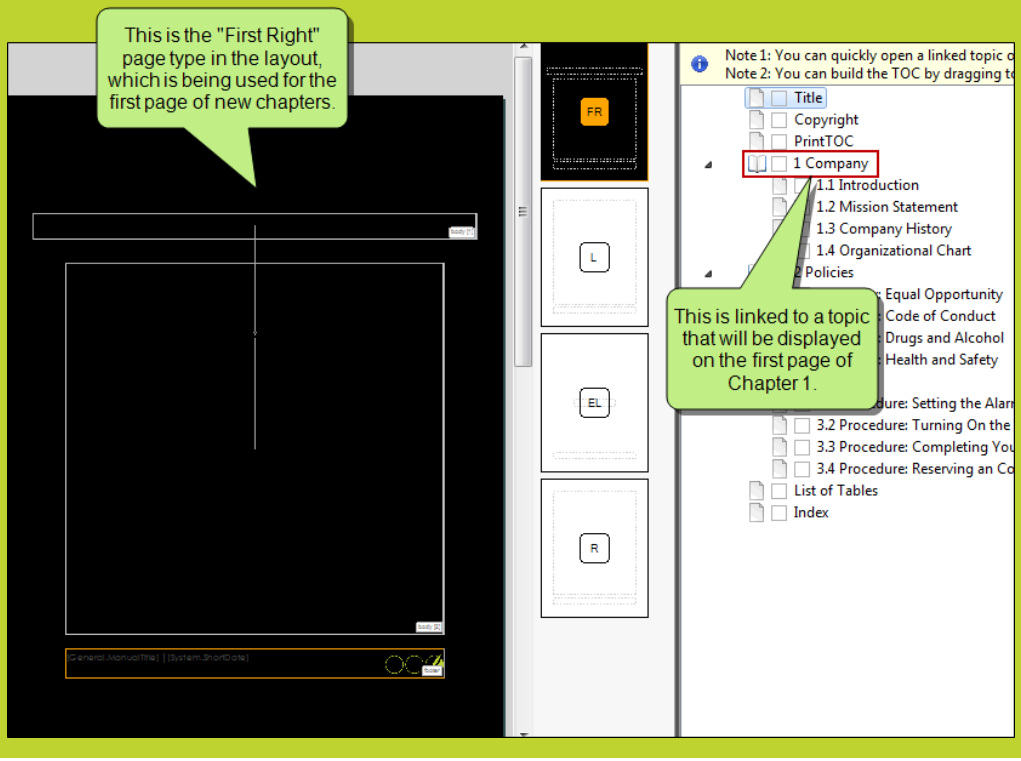
Not only can you select a certain page layout to display a topic in the XML Editor, but you can also choose a specific page type within that layout. This can be especially useful when you know for certain that a particular topic will display on the first page of a chapter, a left page, a right page, etc. The reason Flare does not automatically show a topic in the appropriate page type is because it won't assign page types to content until you generate the output. However, sometimes you may know in advance which page type will be used because of its placement in the outline TOC, so you can choose any page type contained in the layout to display the topic in the XML Editor.

E X A M P L E

Let's say you have are planning on generating a PDF with the following structure:

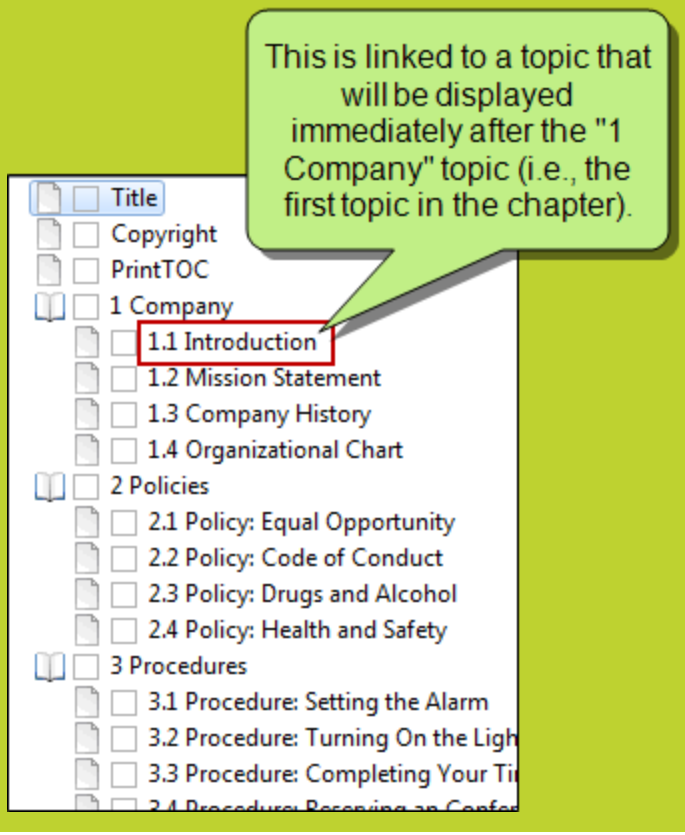


The topic linked to "1 Company" is set to be the first page of a new chapter. You've configured your page layout to use the "First Right" page type for the first page of a chapter. Here is how that page looks in your layout:

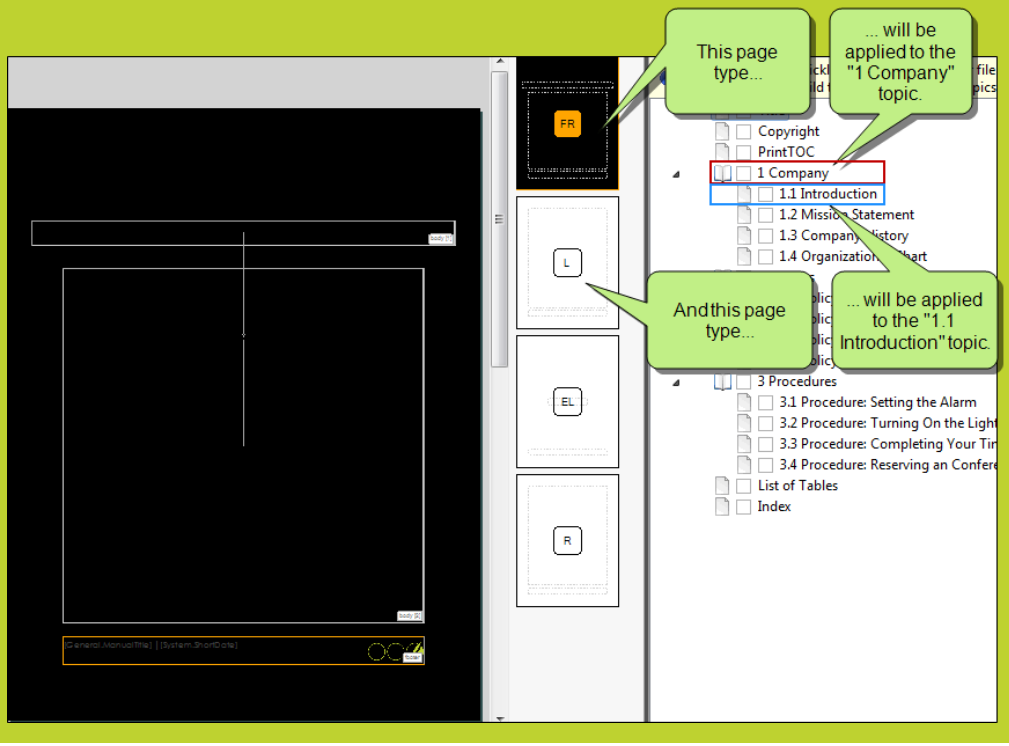


The other pages in the layout are used for Left, Empty Left, and Right pages. Each of these has a white background and different footer content.

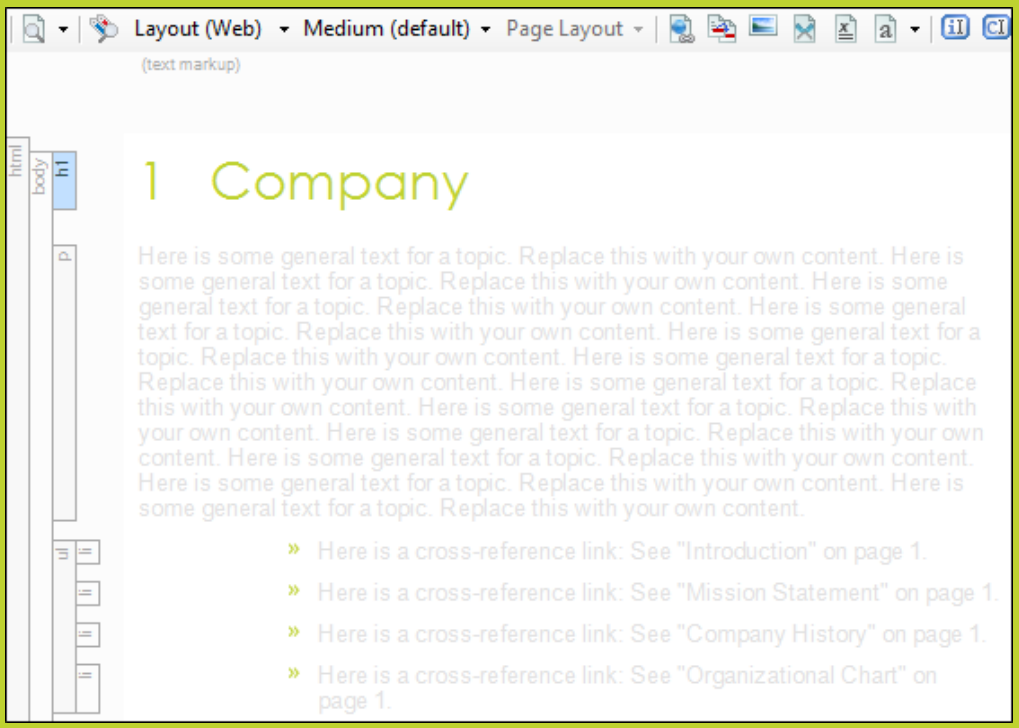
The topic immediately after "1 Company" is called "1.1 Introduction."



Although it can be difficult to determine which page types will use each topic (or even parts of a topic) in the generated output, you know enough about these two topics to get an accurate representation of them in the XML Editor. You know that the "1 Company" topic will use the First Right page type, and you also know that there is so little content in that topic that it will not continue to the next page. Furthermore, you know that the "1.1 Introduction" topic will not be displayed on the first page of the chapter, because you have placed a page break on the heading, ensuring that it begins on the second page of the chapter, which, in this case, uses a Left page type.

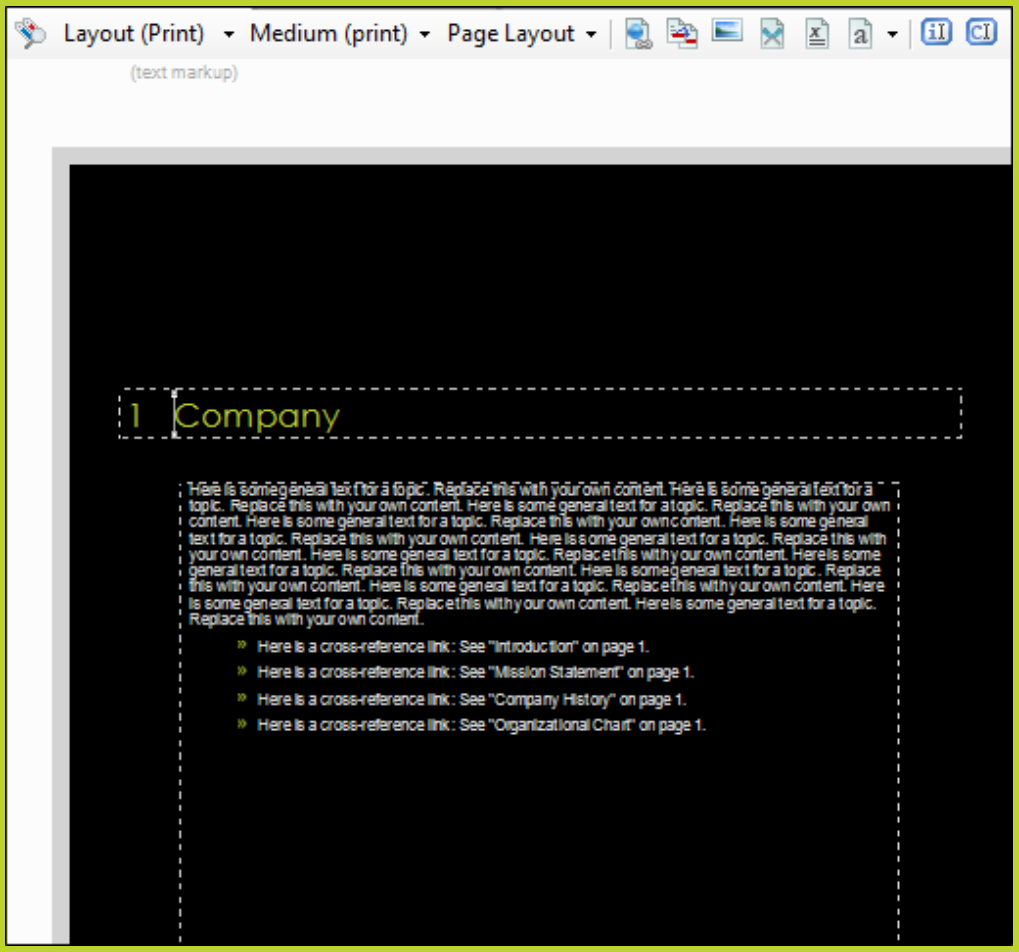


When you open the "1 Company" topic, it might look like this in the XML Editor initially:



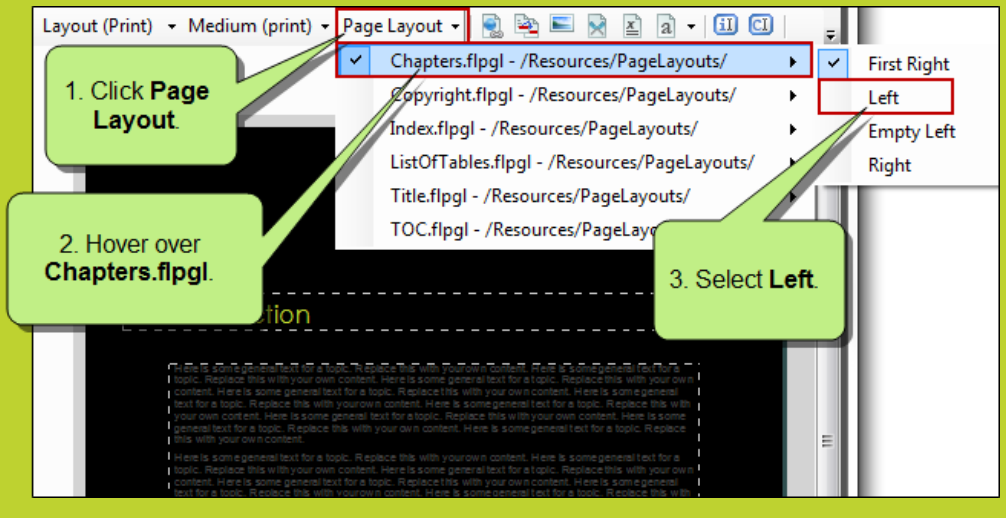
This certainly isn't what you had in mind. The topic looks this way because the XML Editor is currently set to the Web Layout mode and the default style medium, which are usually both intended for online output, not PDF. Therefore, you change to Print Layout mode and the Print style medium.

By doing this alone, you may or may not see the appropriate page type used for the topic. In the following example, the correct First Right page layout is being used to display the "1 Company" topic.

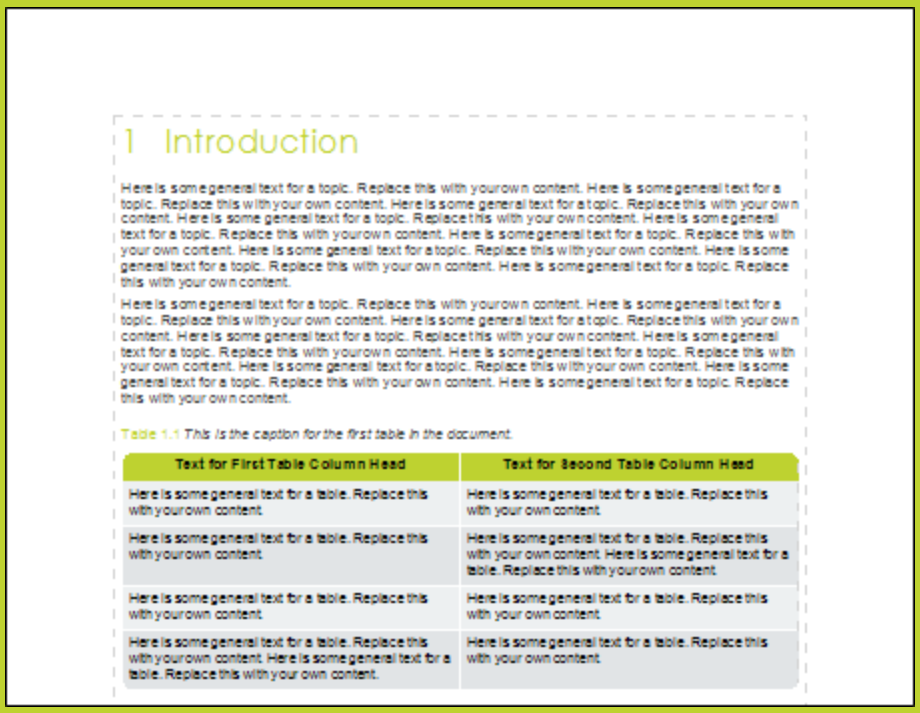


Now let's say you open the "1.1 Introduction" topic, which will display on the next page of the output, using the Left page type. Initially, it might look like this, with the First Right page type.

The topic doesn't look like it will in the output, because it's pointing to the wrong page type in the XML Editor. To fix this, you click the **Page Layout** drop-down in the local toolbar. After hovering over the **Chapters** page layout, which is already selected, a submenu shows the list of page types from that layout. You select **Left**.



As a result the topic displays in the correct page type. The main difference between this and the output is that an <h1> tag is being shown in the XML Editor (that's why the autonumber shows a 1). That's correct, but the PDF target has been configured so that this is automatically adjusted to an <h2> tag in the output because of the TOC depth (and the autonumber will adjust to 1.1). So it will be a bit different in the output, but the page type it's using in the XML Editor is now correct.



1 Introduction

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.

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.

Table 1.1 *This is the caption for the first table in the document.*

Text for First Table Column Head	Text for Second Table Column Head
Here is some general text for a table. Replace this with your own content	Here is some general text for a table. Replace this with your own content
Here is some general text for a table. Replace this with your own content	Here is some general text for a table. Replace this with your own content. Here is some general text for a table. Replace this with your own content
Here is some general text for a table. Replace this with your own content	Here is some general text for a table. Replace this with your own content
Here is some general text for a table. Replace this with your own content. Here is some general text for a table. Replace this with your own content.	Here is some general text for a table. Replace this with your own content

HOW TO SELECT A PAGE LAYOUT AND PAGE TYPE TO VIEW CONTENT

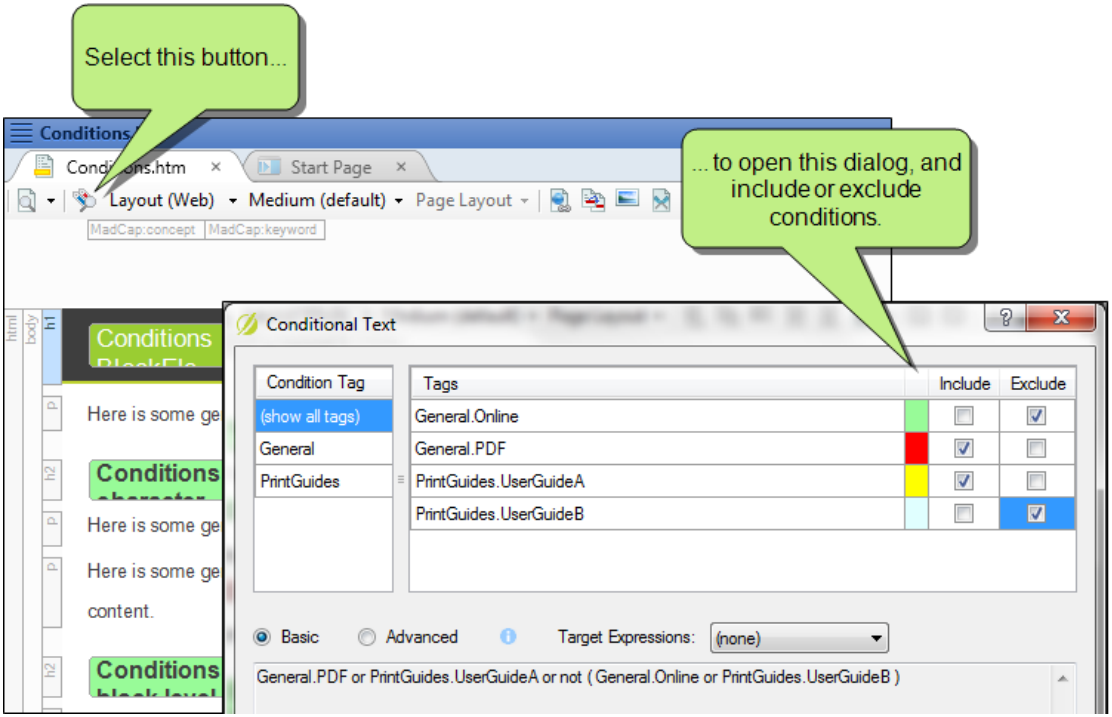
1. Open the content file (e.g., topic, snippet).
2. If the Print Layout mode is not already being used, click **Layout (Web)** in the local toolbar to switch to the Print Layout view.
3. In the local toolbar, click the **Page Layout** drop-down and select a page layout. If you want to select a particular page type included in that layout, select it from the submenu.

Note: Because topics can end up anywhere in your output, based on your settings, Flare won't know exactly how a particular page will look until you generate the output. Once you generate the output, Flare takes all of the information that you've given it in different places (e.g., Target Editor, outline TOC) and puts it all together according to your rules.

Note: You can get an even more accurate look at how a topic will look in the output by associating conditions with it while you are editing. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor. See "Associating Condition Tags to a File While Editing" on the next page.

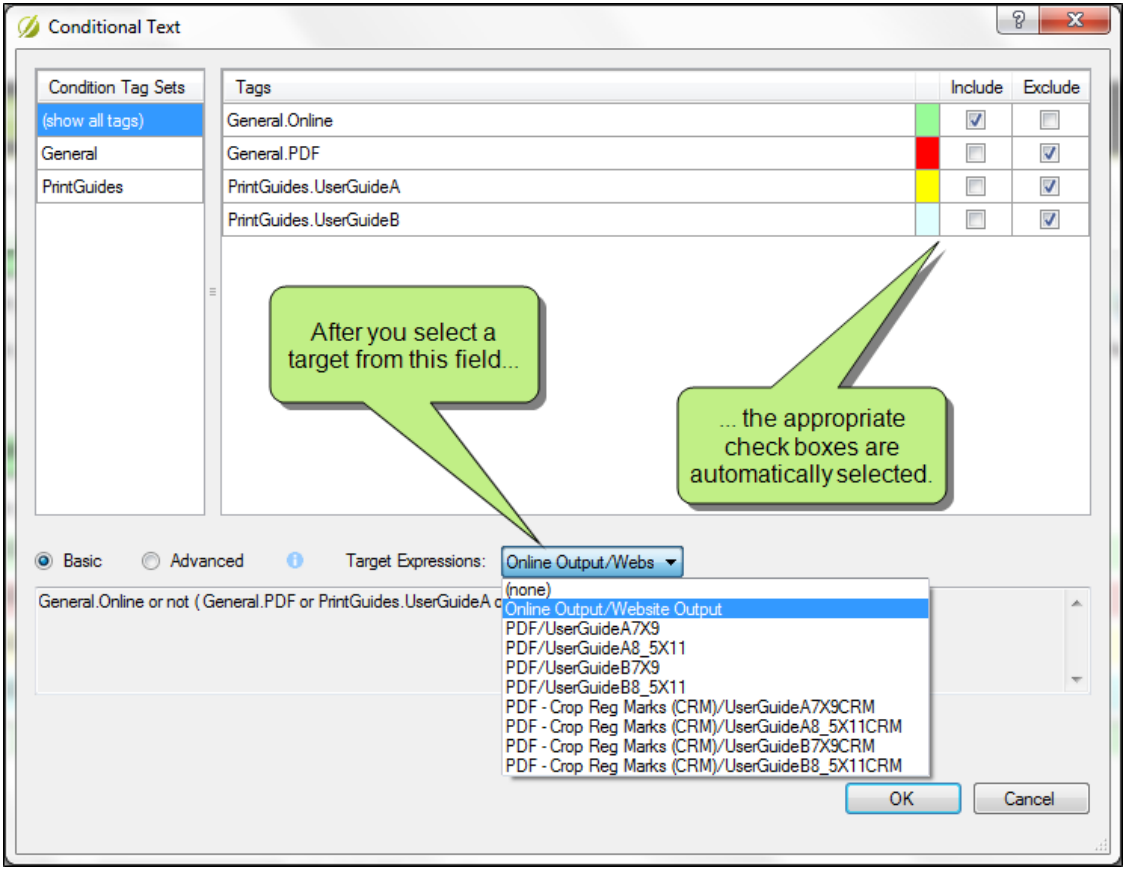
Associating Condition Tags to a File While Editing

When editing a document in the XML Editor, you can click in the local toolbar to open the Conditional Text dialog and include and exclude conditions on that file. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor.



Please note that this is not the same as *applying conditions* to actual content. Nor does this feature affect the output, as do the settings in the Target Editor. Rather, this functions more like a preview feature. It simply lets you temporarily remove from view content that is associated with certain condition tags so that you can see how the file looks without that content.

Usually when editing, you want to see the file as it is intended for a particular target. Therefore, although you can manually select conditions to include or exclude from view, the best approach is usually to click the **Target Expressions** drop-down and choose a target. The condition settings from that target are then replicated in this dialog, thus saving you time and effort.



Note: If you associate conditions with a file while editing and then open the Send Files For Review Wizard, those settings are preserved. Therefore, you can quickly send the file to a reviewer and that person will initially only see content with conditions that you have included.

CHAPTER 8

Previewing Topics

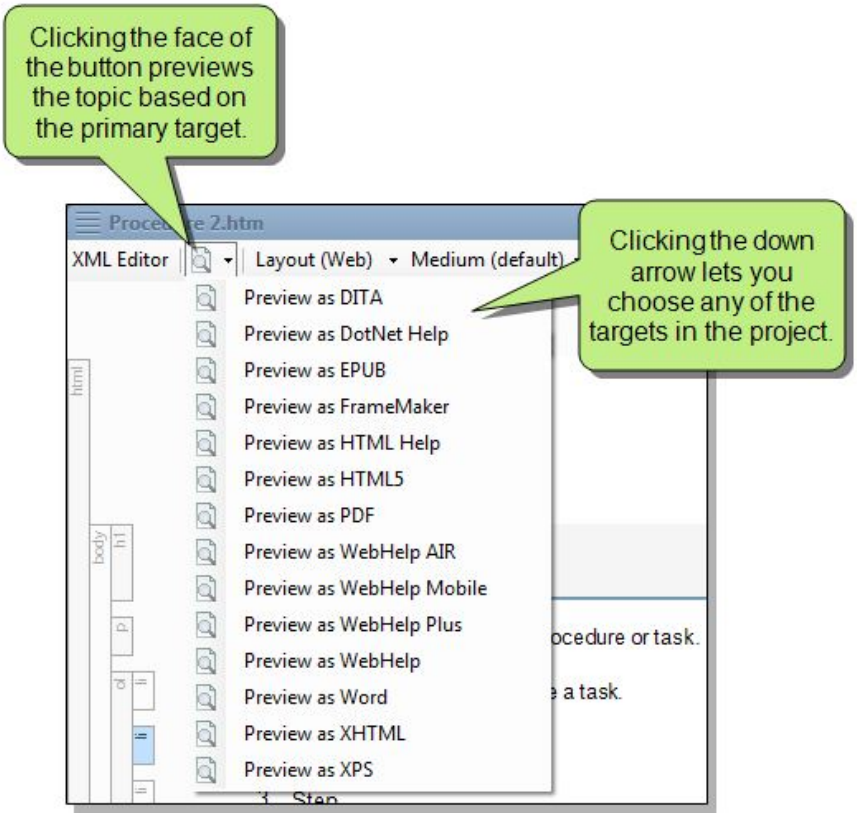
This feature is supported in Adobe PDF, EPUB, Microsoft XPS, and XHTML, as well as in all online outputs (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

As you are working on a topic, it is likely that you will want to know what it will look like in the final output, as well as test navigation links and condition tags. There are two ways to do this. First, you could build the output and then view the output. However, this requires you to perform multiple steps and wait for the entire target to generate. A quicker way to see how a topic looks in the output is to preview just that topic by opening it in a preview window. You can preview the topic based on the output format used in any of the targets in your project. The following steps show you how to do this.

HOW TO PREVIEW TOPICS

1. Open the topic that you want to preview.
2. Do one of the following, depending on the part of the user interface you are using:

   » **Local Toolbar** In the local toolbar of the XML Editor click . If you click the face of the button, the topic preview is shown based on the format specified in the primary target. If you click the down arrow, you can select any of the targets in your project from a menu. The topic preview is then displayed using the output format specified in that target.



   » **Keyboard Shortcut** To preview using the primary target, press **CTRL+W**.

3. (Optional) When you preview for a specific target, the condition tags set for that target are automatically used in the preview. However, if you want to test the output with certain condition tags included or excluded, click in the upper-right corner of the dialog.

   The Conditional Text dialog opens. Either the Basic or Advanced mode is already selected, depending on which mode is being used in the target.

4. You can use the same steps that are used in the target for including and excluding certain condition tags. For more information about the Basic and Advanced modes, see the online Help.

   Changes in the Preview window are not transferred to the target settings. They're simply temporary so that you can see what a topic looks like with certain condition settings.

5. When you are finished, click **OK**.
6. Click the **X** in the top-right corner of the Preview dialog to close it.

Note: The preview feature is useful because it is a quick way to see how a topic looks in the output. However, there may be times when you need to generate the entire target and test the output. For example, you might want to click hyperlinks or verify cross-references.

CHAPTER 9

Additional Topic Tasks

There are many more topic-related tasks that you can perform in Flare.

This chapter discusses the following:

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Changing Topic Titles

You can change the name of a topic title.

WHERE THE TITLE IS USED

This title is used in the following situations.

- **Help Control Links** The title displays as a selection when users click Help control links (i.e., related topics links, concept or "see also" links, and keyword links) that are associated with that topic.
- **Search Results** When someone performs a search in online output, each result has a title to identify it.
- **TOC Entry** If you drag the topic from the Content Explorer to the TOC Editor in Flare, the label for that new entry automatically takes on the property title of the topic.
- **Window Title Bar** If the topic is opened in a new window or outside of the project, the title is shown in the title bar of that window.

There is an order of precedence for which element is used:

1. **Topic Title in Properties Dialog** The title set in the Properties dialog has the highest level of precedence.
2. **Headings in Topic** If there is no topic title specified in the Properties dialog, Flare uses text associated with <h1> through <h6> heading styles.
3. **File Name** If there is no topic title or headings in a topic, Flare uses the topic file name.

HOW TO CHANGE THE TITLE OF A TOPIC

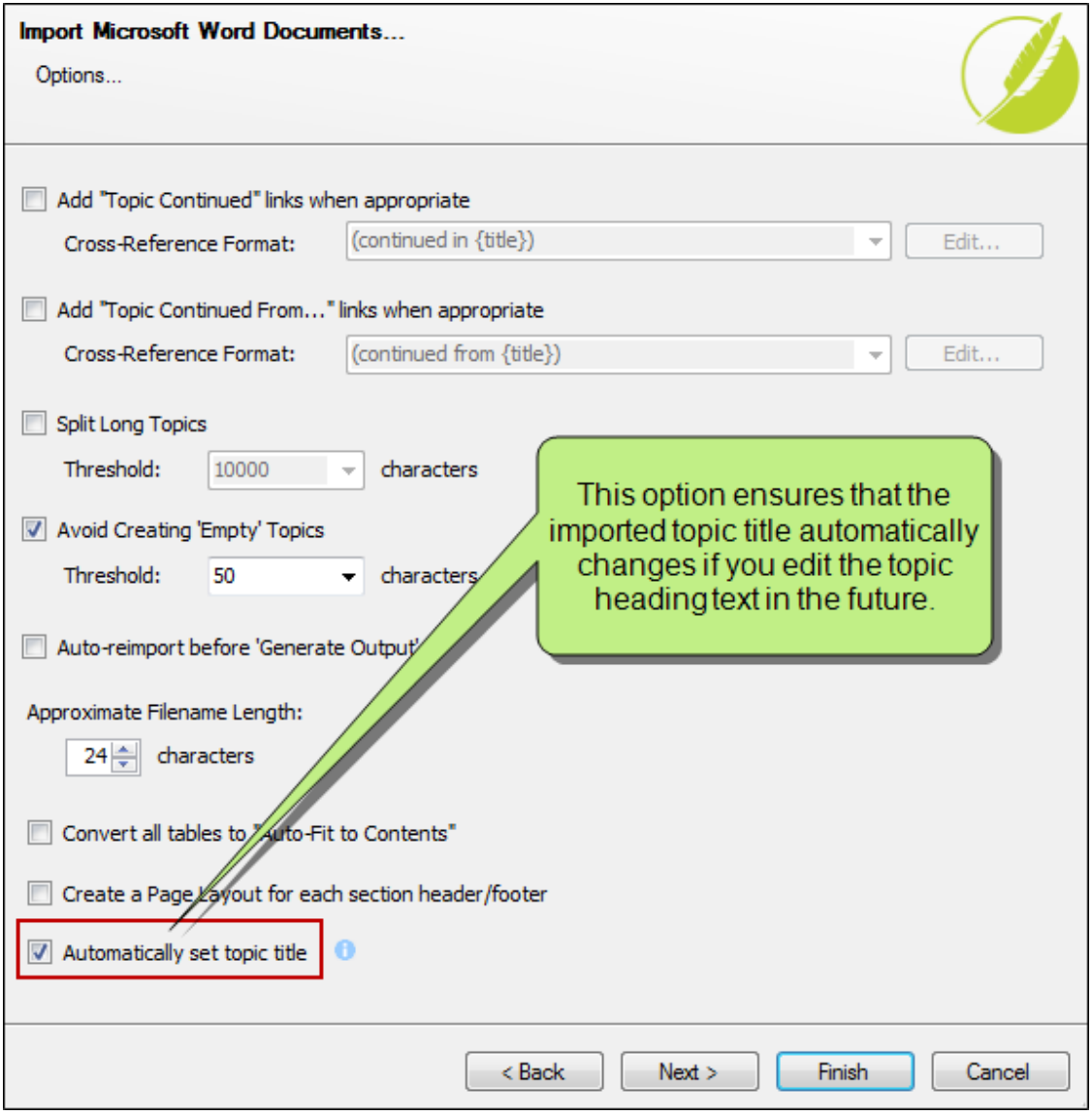
1. Make sure the Content Explorer is open.
2. Locate and click on the topic file.
3. In the local toolbar, click . The Properties dialog for the file opens.
4. Click the **Topic Properties** tab.
5. In the **Topic Title** field, you can enter a title.

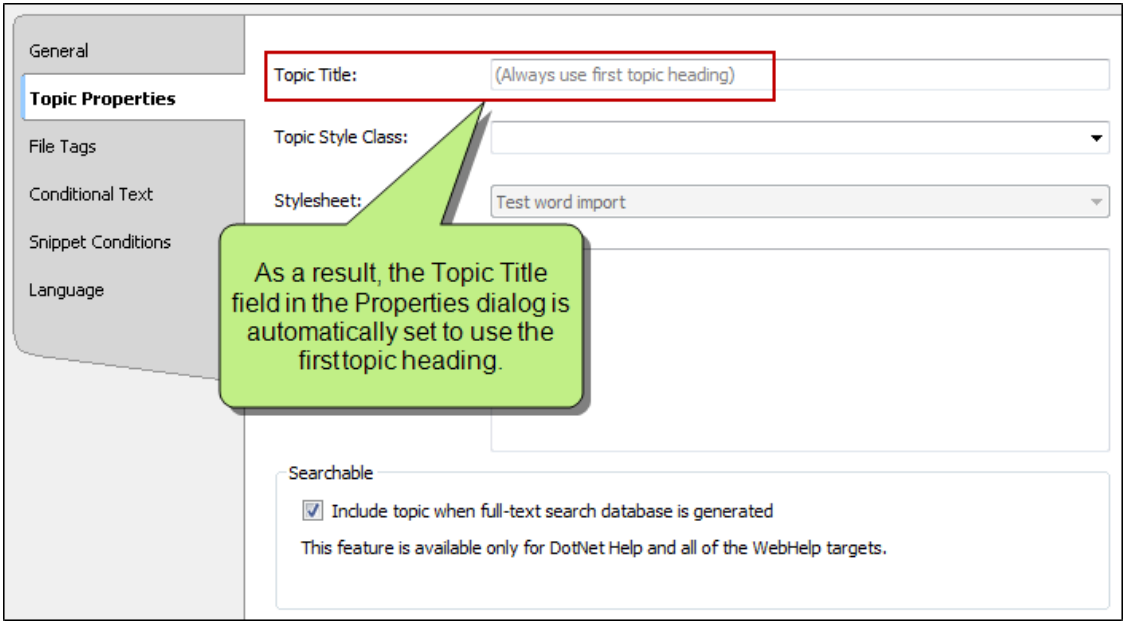
   If you leave this field empty, it will automatically use the first heading text it finds in the topic. Therefore, the title will be adjusted automatically if you later change the heading text in the topic.
6. Click **OK**.

WORD IMPORT—USE FIRST HEADING FOR TOPIC TITLE

You can use an automatic topic title option when importing Word documents (via the Import Microsoft Word Wizard or Word Import Editor).

If this option is enabled, the properties setting for the topic title automatically uses the first heading in the topic.


Import Microsoft Word Documents...
Options...
Add "Topic Continued" links when appropriate
Cross-Reference Format:
(continued in {title})
Edit...
Add "Topic Continued From..." links when appropriate
Cross-Reference Format:
(continued from {title})
Edit...
Split Long Topics
Threshold:
10000
characters
Avoid Creating 'Empty' Topics
Threshold:
50
characters
Auto-reimport before 'Generate Output'
Approximate Filename Length:
24
characters
Convert all tables to "Auto-Fit to Contents"
Create a Page Layout for each section header/footer
Automatically set topic title
This option ensures that the imported topic title automatically changes if you edit the topic heading text in the future.
< Back
Next >
Finish
Cancel



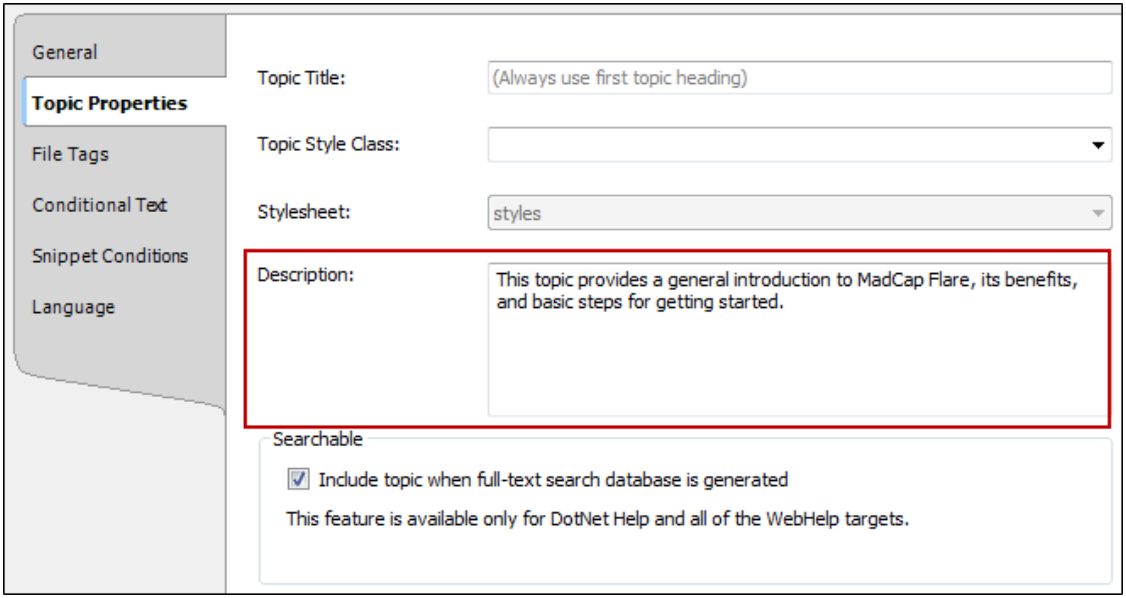
Therefore, if you later change the heading text in the topic, the title adjusts automatically as well.

If this option is disabled, the properties setting is based on that text as it existed *at the time of the import only*, and it remains so unless you manually change it later.

Meta Descriptions for Topics

This feature is supported in HTML5, WebHelp, and WebHelp Plus output.

You can add a meta description to a topic in the Properties dialog. Meta descriptions are brief summaries of web pages and are displayed in search engine results pages (SERPs). Therefore, they are useful for search engine optimization in HTML5, WebHelp, and WebHelp Plus outputs.



This description is stored as metadata in the <head> tag of the topic file. The markup looks like this:

```
<meta name="description" content="This topic provides a general introduction to MadCap Flare,
its benefits, and basic steps for getting started." />
```

In addition, topic meta descriptions are used in the search results for HTML5 output. If you do not provide a meta description, the first text found in the topic is used in the search results abstract. Also, the meta description itself is searchable.

HOW TO ADD A META DESCRIPTION FOR A TOPIC

1. Make sure the Content Explorer is open.
2. Locate and click on the topic file.
3. In the local toolbar, click . The Properties dialog for the file opens.
4. Click the **Topic Properties** tab.
5. In the **Description** field, enter the meta text.

   Tip: It is recommended that you keep meta descriptions to fewer than 155 characters.

6. Click **OK**.

Closing Topics

You can have as many topics open as you want at one time. Each topic displays in its own page of the XML Editor and remains accessible as you work. As you open more topics or other elements (e.g., targets, tables of contents), each page displays in the appropriate editor (e.g., XML Editor, Target Editor, TOC Editor).

You can close any single topic page that you want. You can also close all open topics (and other open editors, such as targets and TOCs) at the same time. The steps below show you how to do both.

HOW TO CLOSE A SINGLE TOPIC

1. Click the **X** in the tab of the topic page.

   Note: If you have several elements open, you may need to click the ellipsis (…) or the two down arrows to access the topic you want to close, which may be hidden from view.

2. If the topic has an asterisk next to its file name, that means changes have been made to the topic, but the changes have not yet been saved. If this happens, you will be asked if you want to save your work to the file. If you do, click **Yes**. The topic is closed.

HOW TO CLOSE ALL OPEN TOPICS AT THE SAME TIME

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

   - **Ribbon** Select the **Window** ribbon. In the **Open Windows** section select the face of the **Close All Documents**. If you want to close all windows except the one you have open, click the down arrow and select **Close All Documents Except This One**.

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

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

   - **Menu** Select **Window>Close All Documents** or **Window>Close All Documents Except This One**.

2. If any elements, including topic pages, have an asterisk next to the file name, that means changes have been made to the element, but the changes have not yet been saved. If this happens, you will be asked if you want to save your work to the files. If you do, click **Yes**. The topics are closed.

Note: You can also set up Flare so that documents close automatically under certain conditions. This can be done from the General tab in the Options dialog.

Creating a Nonscrolling Region

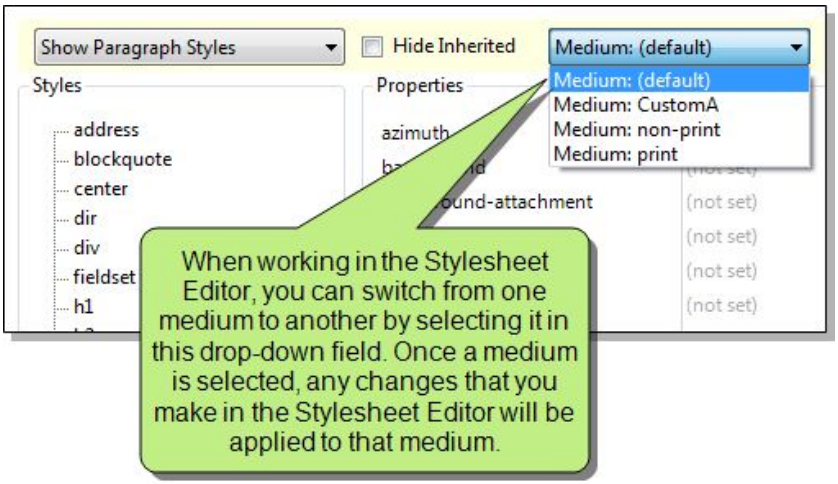
For online output you can specify that a certain portion of the content (usually a heading and breadcrumbs, if included) should remain fixed in place. This means that when the end user scrolls down to see more content, the fixed areas do not scroll with the rest of the text. You can see an example of this in any Flare online Help topic.

In order to create this type of effect, you need to make changes to multiple properties for at least two or three different styles—<body>, the heading style (usually <h1> or a variant of it), and <MadCap|breadcrumbsProxy> (if you include breadcrumbs).

HOW TO CREATE A NONSCROLLING REGION

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.



In the case of nonscrolling regions, you probably want at least some of the settings described below to be different for online outputs than for print-based outputs.

3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Heading Styles.
5. From the **Styles** area, select the **h1** tag (or whatever tag you are using for headings at the top of topics).
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Alphabetical List.
7. Make changes to the following properties in the list. For each property, click in the cell to the right of it and enter the appropriate values.
   - **background-color** Select the background color you want for your nonscrolling region. If you already have a background color set for your breadcrumbs (using the <MadCap|breadcrumbsProxy> style), you might want to use the same color.
   - **border-bottom** Select the border type (e.g., solid), width (e.g., 2px), and color you want for the line under your nonscrolling region.
   - **left** Set the distance from the left edge of the browser window. This should be **0**.
   - **margin** Set the distance to the edge of the browser window. The values for the top, bottom, left, and right may vary. Start with **0** and adjust as necessary.
   - **padding** Set the distance from the edge of the "container" holding the content to the content itself. Again, the values for the top, bottom, left, and right may vary.
   - **position** This is the most critical property, which keeps the content from scrolling. Set it to **fixed**.
   - **right** Set the distance from the right edge of the browser window. This should be **0**.
   - **top** Set the distance to the top of the browser window. If you are not using breadcrumbs then enter **0**. Otherwise enter enough space to clear the breadcrumbs (e.g., 30px).
   - **width** Set the width to **100%** to make sure that the nonscrolling region fills the width of the page.

Here is an example of how the settings might look in the Stylesheet Editor. The properties relevant for non-scrolling regions are highlighted.

Properties

background-color	#f5f5f5
border-bottom	solid 2px #006400
color	#002000
display	block
font-family	Arial
font-size	13pt
font-weight	bold
left	0px
margin	.67em 0
margin-bottom	8pt
margin-top	0pt
mc-auto-number-offset	0
mc-auto-number-position	inside-head
mc-disable-glossary-terms	true
mc-dita-type	p
mc-heading-level	1
padding-bottom	10px
padding-left	10px
padding-top	5px
page-break-before	always
position	fixed
right	0px
text-transform	capitalize
top	30px
width	100%

8. (Optional—complete the next three steps only if you are using breadcrumbs) In the upper-left corner of the editor, click in the **Show Styles** field and select Show Reusable Content Styles.
9. From the **Styles** area, select the **MadCap|breadcrumbsProxy** tag.
10. Make adjustments to the same style attributes as you did for the <h1> tag. You may need to make minor variations so that the breadcrumbs render above the <h1> text.

    Here is an example of how the settings might look in the Stylesheet Editor. The properties relevant for non-scrolling regions are highlighted.

Properties

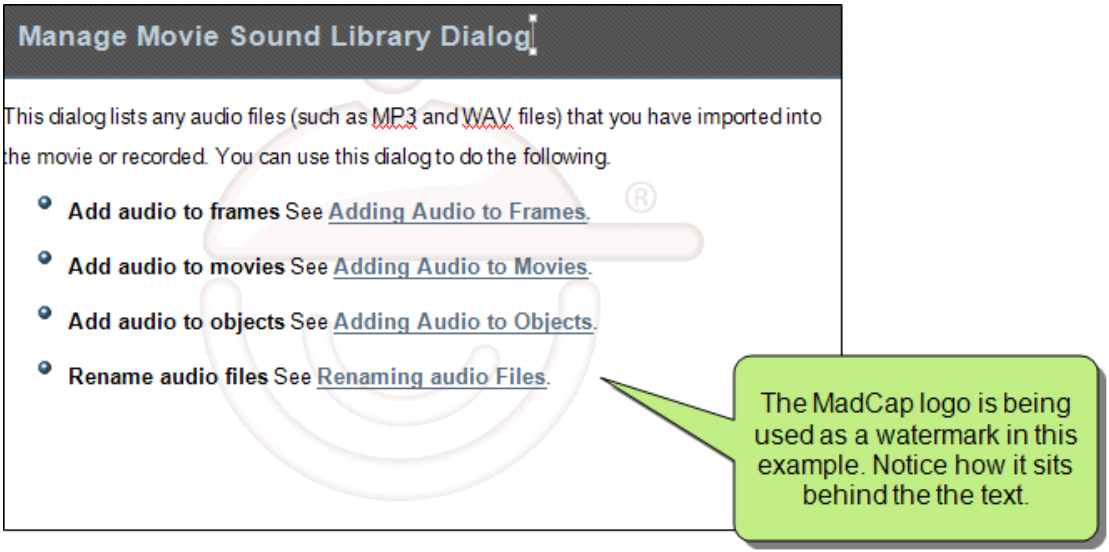
background-color	#f5f5f5
border-bottom	solid 0px #f5f5f5
border-bottom-color	#f5f5f5
border-bottom-style	solid
border-bottom-width	0px
border-top	solid 0px
font-size	10pt
left	0px
margin	0px
margin-bottom	0px
mc-breadcrumbs-count	3
mc-breadcrumbs-divider	>
mc-breadcrumbs-prefix	You are here:
padding	10px
padding-bottom	10px
padding-left	20px
position	fixed
right	0px
top	0px
width	100%

11. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
12. From the **Styles** area, select the **body** tag.
13. Find and select the **margin-top** property and in the cell to the right enter a value high enough to ensure that none of the topic text ends up hidden behind the nonscrolling region.

    A value of 100px might work well for some people, but 50px might work better for others. Enter a number somewhere in that range, preview a topic, and adjust the value as necessary.
14. Click to save your work.

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.

Deleting Topics

You can delete a topic any time you want. When you delete a topic, be aware of the following.

- If the topic contains any index keywords, those specific keywords will not be included in the generated index.
- If other topics contain hyperlinks to the topic you are deleting, you are asked if you want to keep or remove those links. However, even if you have the links removed, the text for the hyperlink remains in the other topic.

HOW TO DELETE A TOPIC

1. Make sure the Content Explorer is open.
2. All of your topics are displayed under the Content folder (or under subfolders that you have created previously when organizing your topics). Locate and select the topic that you want to delete.
3. On your keyboard press **Delete**.
4. You may be asked if you are certain you want to send the file to the recycle bin. If so, click **Yes**.

Include/Exclude Topics in Search

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

You can include or exclude a topic when full-text search is generated. If you disable this feature, the topic will be excluded from the search, but it will still be included in the generated output.

HOW TO INCLUDE OR EXCLUDE TOPICS IN SEARCH

1. Make sure the Content Explorer is open.
2. Locate and click on the topic file.
3. In the local toolbar, click . The Properties dialog for the file opens.
4. Click the **Topic Properties** tab.
5. Click the check box labeled **Include topic when full-text search database is generated**.
6. Click **OK**.

Note: In Microsoft HTML Help, all topics are always searchable.

Movie Links in Topics

If you have used Mimic to produce a movie, you can use this feature to create a link in a topic to the movie's output. When you are finished, a link to the finished movie is inserted into the topic. When a user clicks the link in the output, the movie plays in the appropriate window (e.g., movies generated in the Mimic Movie Format (MMF) are viewed in the MadCap Movie Viewer; HTML5, Silverlight, and Flash movies play inside your online output).

HOW TO INSERT A MIMIC MOVIE LINK 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 link.
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 **Multimedia>Mimic Movie**.
   - **Menu** Select **Insert>Multimedia>Mimic Movie**.
4. In the dialog that opens, find and select an individual Mimic movie or a movie collection that you want to link to. You can select any of the following types of files.
   - **MIMOV** This is an individual Mimic movie file (whether part of a collection or standalone). When you want to work on an individual movie, you open this file.
   - **MIPRJ** This is the main Mimic collection file, which contains one or more movie (MIMOV) files. It is not required that you create a collection in Mimic; it is simply an option that you can use if you want to create a movie collection, as opposed to a standalone movie. Neither the MIPRJ nor the MIMOV files are finalized movies. They are merely the files that are used to generate the finalized movies. When you want to work on a movie collection, you open the MIPRJ file.
   - **MCMOVIE** This is an output file that is created when you generate a movie (whether the movie is part of a collection or standalone). A Mimic collection can contain several movies. When you generate the finalized movies in Mimic, an MCMOVIE file is created for each movie in the collection (e.g., myfirstmovie.mcmovie, mysecondmovie.mcmovie). The output plays in the MadCap Movie Viewer.
   - **MCMV** This is an optional output file that lets you view the movie(s) in the MadCap Movie Viewer, rather than in a browser window.
   - **MCMOVIESYS** This is an output file that is created when you generate a movie collection. The file is named after your collection (e.g., mycollection.mcmoviesys) and can be used as an entry point to view the movie collection. The output plays in the MadCap Movie Viewer.
5. Click **Open**.The Edit Mimic Movie dialog opens.
6. Change the options in the dialog as necessary.
   - **File** Displays the path to the movie or collection file after you select it.
   - ... Lets you find and select a different movie or collection file.

- **Format** You can use this drop-down to select the type of output to be generated.
  - **(default)** The most appropriate movie format is used, based on the Flare output type that you generate. If you build a DotNet Help target, the movie uses the Mimic Movie Format (MMF). If you build a Microsoft HTML Help, WebHelp, HTML5, or WebHelp Plus target, the movie uses the HTML5 movie format. If you build a WebHelp AIR target, the movie uses the Adobe Flash format. If you want to override these settings, select one of the specific movie types below.
  - **MadCap Movie Player** The movie is generated in MMF and displays in the MadCap Movie Viewer or MadCap Help Viewer.
  - **Adobe Flash** The movie is generated in a Flash SWF file.
  - **Adobe Flash (Embed)** The movie is generated in a Flash SWF file and is embedded in your output.
  - **Microsoft Silverlight** The movie is generated in the Microsoft Silverlight format.
  - **HTML5** The movie is generated in the HTML5 movie format.
  - **HTML5 (Embed)** The movie is generated in the HTML5 movie format and is embedded in your output.
- **Style Class** Select the kind of style class to be used for the link to affect the way it looks and behaves. You can select the main hyperlink style tag (<a>) or a class of that style.
- **Link Text** Displays the text that you highlighted in the topic, which will be used as the movie link. Leave the text as it is, unless you decide you would like to change it. If you want to change the link text, type the new text in the field. It will replace the previously selected text in the topic. If you do not provide link text, the file name for the movie or collection will be used.
- **Screen Tip** Type a phrase that will appear when the end user hovers over the movie link in the output.

7. Click **OK**. The movie link is added to the topic with a small movie frame icon displayed next to it.
8. Click to save your work.

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

Overwriting Imported Documents

If you have imported Microsoft Word or Adobe FrameMaker documents and maintained a link with the source documents, you receive a warning when you try to save changes in the imported document. One of the options that you can select is to save the document and ignore the warning. In this case, the local file remains linked to the source file, even though it is different. When you attempt to re-import that file from the source, you are given the opportunity to overwrite the local file.

HOW TO OVERWRITE IMPORTED DOCUMENTS

1. From the Imports folder in the Project Organizer, open an import file, and attempt to re-import a file that you have changed locally. The Confirm Overwrite Documents dialog opens.
2. Click the **Overwrite** check box next to any files that you want to overwrite with the source file. You can use the options at the bottom of the dialog to quickly select multiple files.
   - **Select All** Use this button to automatically add check marks next to all files in the list.
   - **Clear All** Use this button to automatically remove check marks from all files in the list.
   - **Check Selected** Use this button to automatically add check marks next to all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
   - **Clear Selected** Use this button to automatically remove check marks from all files in the list that are selected (i.e., you have highlighted them). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
3. Click **OK**.
4. In the dialog that opens, click either **Yes** or **Yes All** to replace the files.

Pasting Text from Other Programs

If you want to copy text from another program—such as Notepad, Microsoft Word, or a page in an Internet browser—you can paste it into Flare , and by clicking the paste icon next to the copied content, you can specify how it should be brought into Flare.

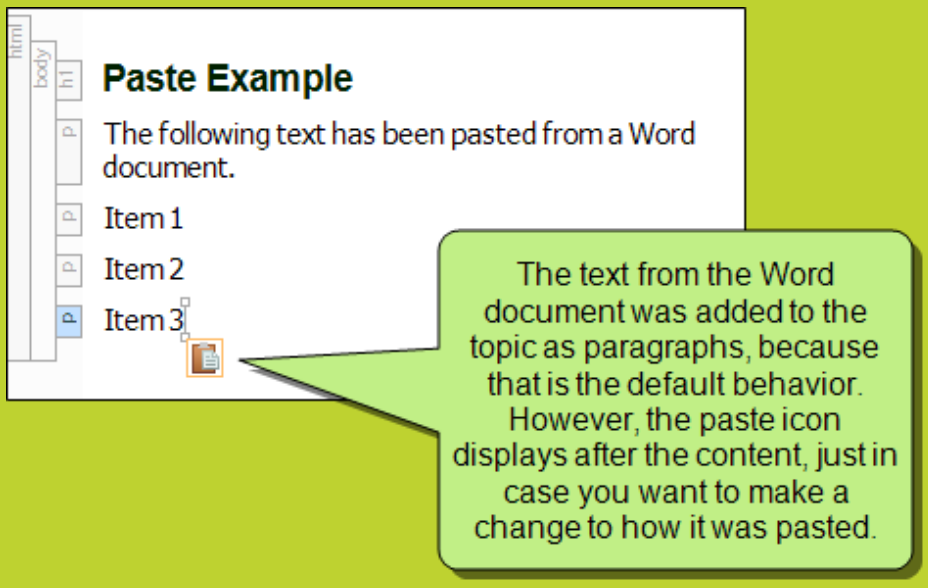
HOW TO PASTE TEXT FROM OTHER PROGRAMS

1. After copying the text in the other program, open acontent file (e.g., topic, snippet) in Flare.
2. Place your cursor where you want to paste the text.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Home** ribbon. In the**Clipboard**section select **Paste**.
   - **Menu** Select **Edit>Paste**.
   - **Standard Toolbar** Click .
   - **Right-click** Right-click and from the context menu select **Paste**.
   - **Keyboard Shortcut** Press **CTRL+V**.

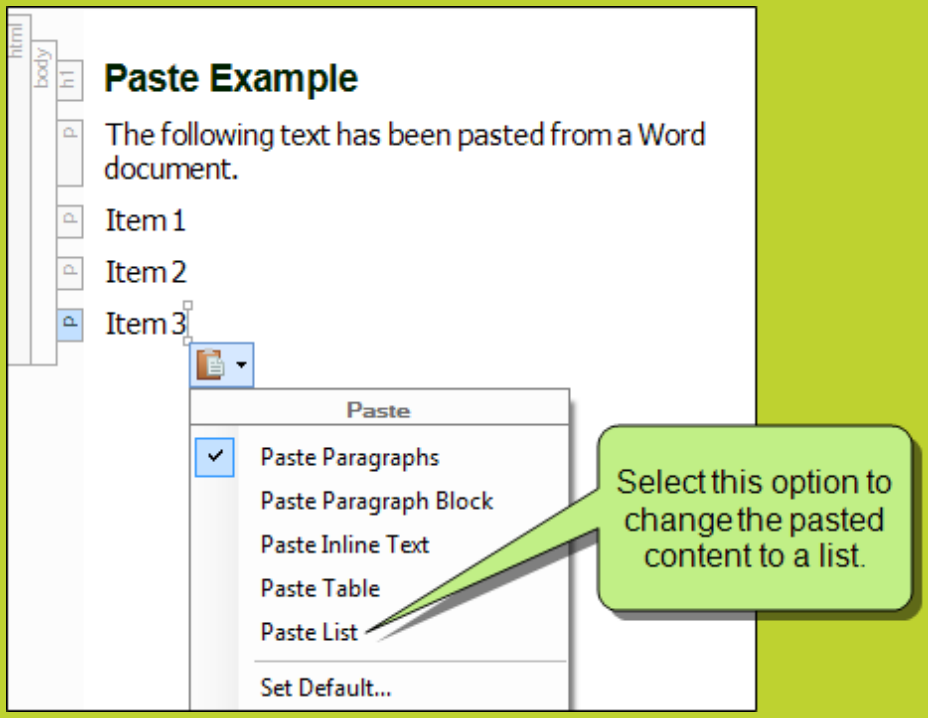
   The content is pasted using the default behavior, and the paste icon appears after it. The drop-down arrow is visible when you hover over the icon.
4. (Optional) If you want to change the way the content is added to the file, click the drop-down arrow in the paste icon and select the option that best suits your needs.
   - **Paste Paragraphs** Select this option if you want to paste the text as regular paragraphs. The pasted text will take on the style of the location where its being pasted. New paragraphs will become default paragraphs.
   - **Paste Paragraph Block** Select this option if you want to paste the text as paragraph blocks, such as , <blockquote>, or <fieldset>.
   - **Paste Inline Text** Select this option if you want to paste the text as inline text, so that it takes on the style of the location where it is being pasted. If you have copied multiple lines of text from the source document and use this option, the text will be pasted in one line, not multiple lines.
   - **Paste Table** Select this option if you want to paste the text into a table.
   - **Paste List** Select this option if you want to paste the text as a list.
   - **Paste HTML** Select this option if you want to paste text from an HTML source, such as a website.
   - **Set Default** Select this option to open the Default Behavior dialog. Then choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.

EXAMPLE

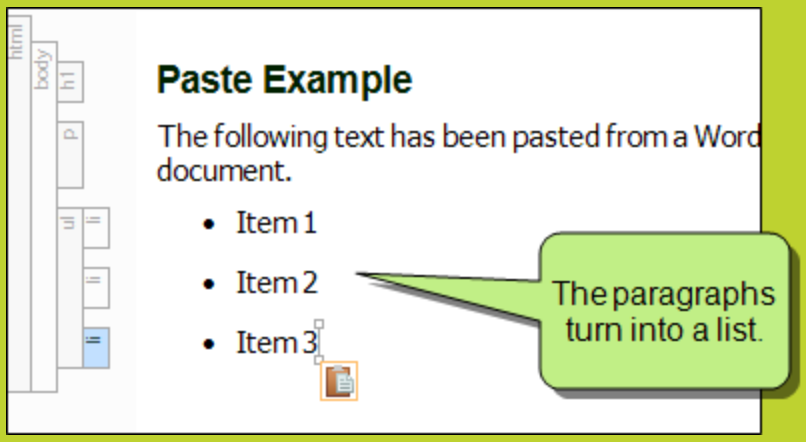
Let's say you frequently copy text from Word documents into your Flare topics. Normally you bring the text in as regular paragraphs, so you use that as the default behavior.



But suppose that in this case you want the content to be brought in as a list. In that case, you simply click on the paste icon and select **Paste List**.



And here is the result.



5. Click to save your work.

Printing Topics

You can print a topic show in the Flare interface, whether it is a topic you are writing for your own project or a topic you are viewing in the online Help.

HOW TO PRINT A TOPIC

1. Open the topic.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon or Menu** Select **File>Print**.
   - **Keyboard Shortcut** Press **CTRL+P**.
3. In the Print dialog, complete the options and select **OK**.

Note: At this time, it is possible to print only one topic at a time.

Renaming Topics

You can rename any of your topics in the Content Explorer.

HOW TO RENAME A TOPIC IN THE CONTENT EXPLORER

1. Make sure the Content Explorer is open.
2. Click on the topic you want to rename.
3. Press **F2** on your keyboard. The topic name (but not the file extension) is highlighted.
4. Type a new name for the topic and press **Enter**.

Setting Style Classes for Topics

You can select a topic style class (i.e., based on the <html> tag) to associate with any topic in your project. The properties for this style class will be applied to the entire topic. The following style classes are provided in the drop-down list: task, concept, reference, topic. These options are typically used if you are generating DITA output from the project. If you do not select any of these, the "topic" class is applied to the topic by default. If you want to use a custom style class instead, you can open the stylesheet, select the **html** style, and create your own topic style class. In order for you to use this feature, the appropriate stylesheet must be selected in the Stylesheet field in the Properties dialog (not enabled if you are using a master stylesheet).

You can set style classes for one topic at a time or for multiple topics at once.

HOW TO SET STYLE CLASSES FOR ONE TOPIC AT A TIME

1. Make sure the Content Explorer is open.
2. Find and select the topic.
3. In the local toolbar of the Content Explorer, click . The Properties dialog opens.
4. Select the **Topic Properties** tab.
5. In the **Topic Style Class** field, click the down arrow and select a style class from the list.
6. Click **OK**.

HOW TO SET STYLE CLASSES FOR MULTIPLE TOPICS AT ONCE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Explorer** section select **File List**.
   - **Menu** Select **View>File List**.
   - **Keyboard Shortcut** Press **CTRL+SHIFT+J**.

   The File List window pane opens.
2. From the **Filter** list in the local toolabr, select **Topic Files (*.htm;*.html)**.
3. Select the files to which you want to set a style class. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
4. In the local toolbar, click . The Properties dialog opens.
5. Select the **Topic Properties** tab.
6. In the **Topic Style Class** field, click the down arrow and select a style class from the list.
7. Click **OK**.

Note: If you have imported DITA file content, the topic types associated with each of those files previously will remain that way, unless you override the settings in the Properties dialog.

Setting the Default Paste Behavior

When you perform certain paste actions with tables or content from outside of Flare, a paste icon appears in the editor. This icon allows you to provide further information about how you want to handle the content (e.g., convert tables to paragraphs, paste content as a list). There is always more than one method that you can choose from when you click on the paste icon. And at the bottom of every list of options is one to set the default behavior for similar actions in the future.

E X A M P L E

Let's say that you often paste content from Microsoft Word into your Flare documents. By default, when you paste the content into a content file (e.g., topic, snippet) , it comes in as regular paragraphs, although you can select one of the other methods at that moment to change it (e.g., paste as inline text, paste as paragraph block). Suppose that most of the time you want the incoming text to be pasted into a list. In that case, after you paste some content from Word, you can click on the paste icon and choose the option to set the default. When you do this, a dialog opens, and you can select **Paste List**. Then, whenever you paste content from an outside file in the future, that content will be brought in as a list instead of a paragraph by default.

HOW TO SET THE DEFAULT PASTE BEHAVIOR

1. Open a content file (e.g., topic, snippet) and perform one of the actions that causes the paste icon to display.
   - Converting Tables to Text
   - Cutting Table Columns and Rows
   - Merging Tables
   - Pasting Cells Within a Table
   - Pasting Text from Other Programs
2. Hover over the **Paste** icon that appears after the content, click the drop-down arrow, and from the menu select **Set Default**.
3. In the Default Behavior dialog, select the paste method that you want to use as the default for that type of action.
4. Click **OK**.
5. Click to save your work.

Specifying the Startup Topic in a Target

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

You can specify which topic is the first one that users see when they open the online output. If you have written a welcome or introduction topic, you will likely want this to be the "startup" topic displayed in your output.

HOW TO SPECIFY THE STARTUP TOPIC IN A TARGET

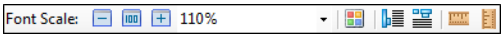
1. Open the target.
2. On the **General** tab of the Target Editor, click the browse button ... next to the **Startup Topic** field.
3. In the Link to Topic dialog, find and double-click the appropriate topic.
4. Click to save your work.

Using the Zoom/Scale Feature

The bottom part of the XML Editor includes a toolbar that lets you use zoom/scale features to better see your content. The features that are available depend on whether you are working in Web Layout mode or Print Layout mode. See "About Layout Modes" on page 163.

Web Layout Mode

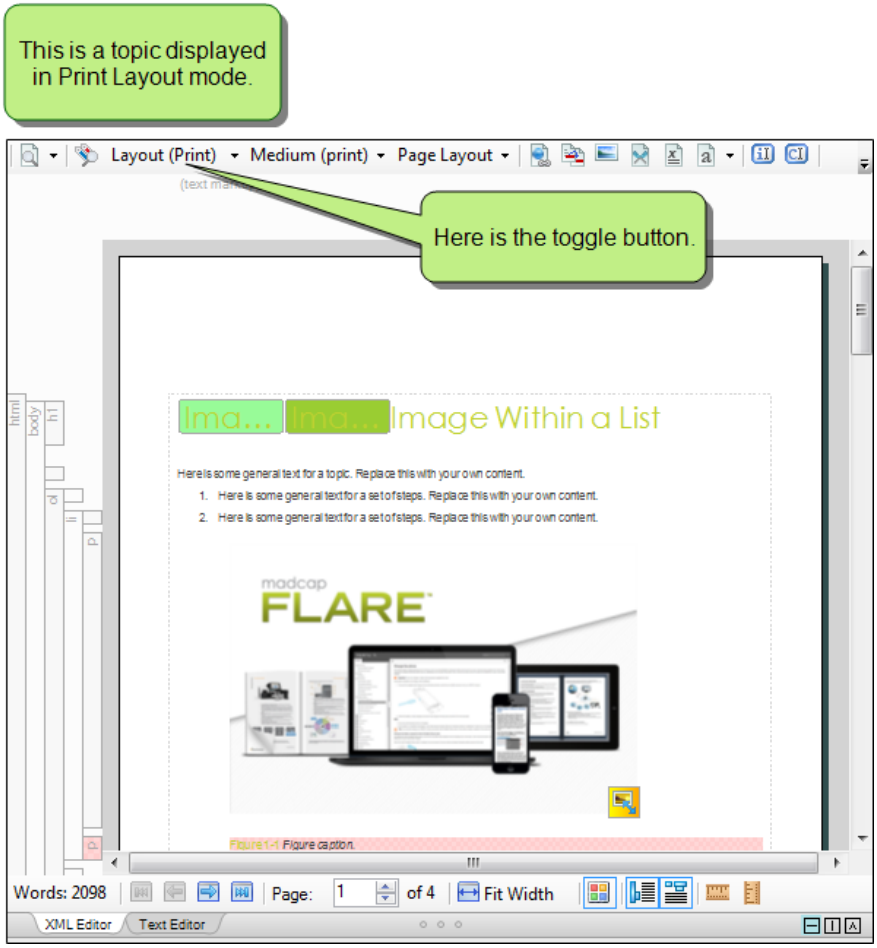
If you are using the Web Layout mode, the following toolbar appears at the bottom of the XML Editor:

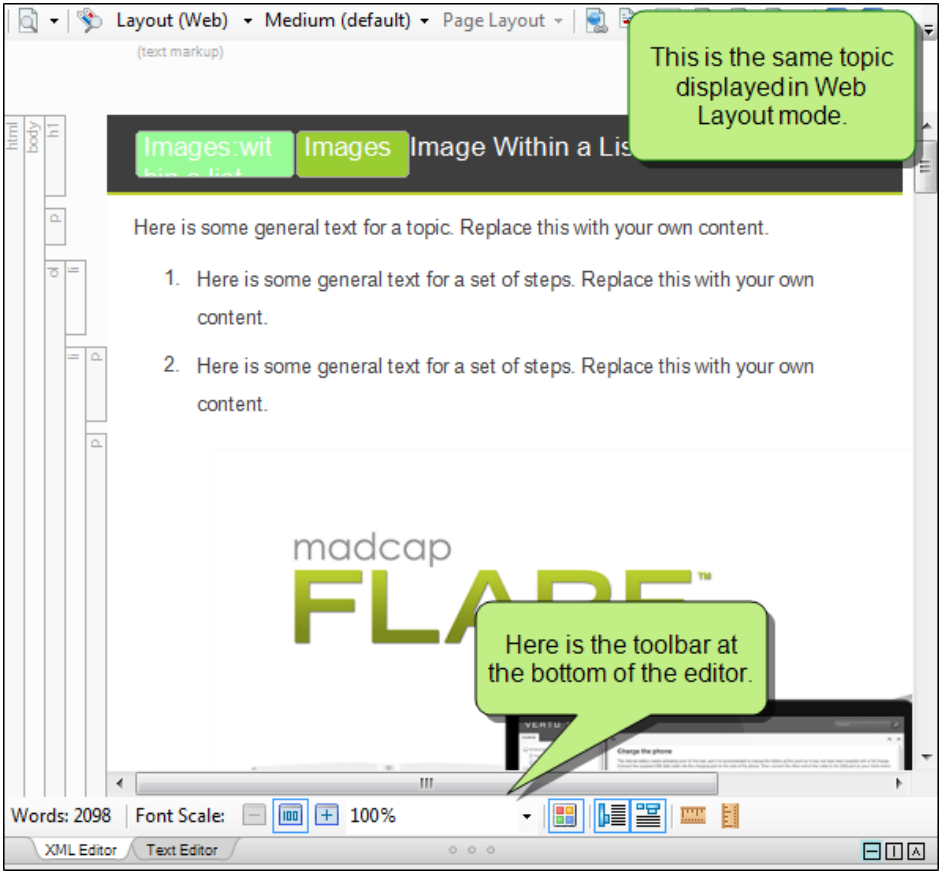


You can use the buttons in this toolbar to adjust the size of the text displayed in the XML Editor. Please note that the font is scaled only so that you can more easily see it in the editor. The actual font size is not adjusted for the output. Also, objects such as images remain at their original scale; only the font increases or decreases in scale.

HOW TO USE THE ZOOM/SCALE FEATURE IN WEB LAYOUT MODE

1. Open the content file (e.g., topic, snippet).
2. Make sure the topic is displayed in the XML Editor in Web Layout mode. If it is instead shown in Print Layout mode, then click Layout (Print) in the local toolbar.



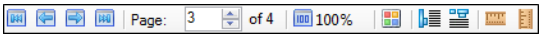

Layout (Web)
Medium (default)
Page Layout
(text markup)
This is the same topic displayed in Web Layout mode.
Images
Image Within a Lis
Here is some general text for a topic. Replace this with your own content.
1. Here is some general text for a set of steps. Replace this with your own content.
2. Here is some general text for a set of steps. Replace this with your own content.
madcap
Here is the toolbar at the bottom of the editor.
Words: 2098
Font Scale:
100%
XML Editor
Text Editor

3. In the toolbar at the bottom of the topic, click any of the available buttons to zoom in or out on the font in the topic:

	Reduces the scale of the font by 10% each time you click the button.
	Resets the scale of the font to 100%.
	Increases the scale of the font by 10% each time you click the button.
100%	Lets you select a specific percentage to scale the font.

Print Layout Mode

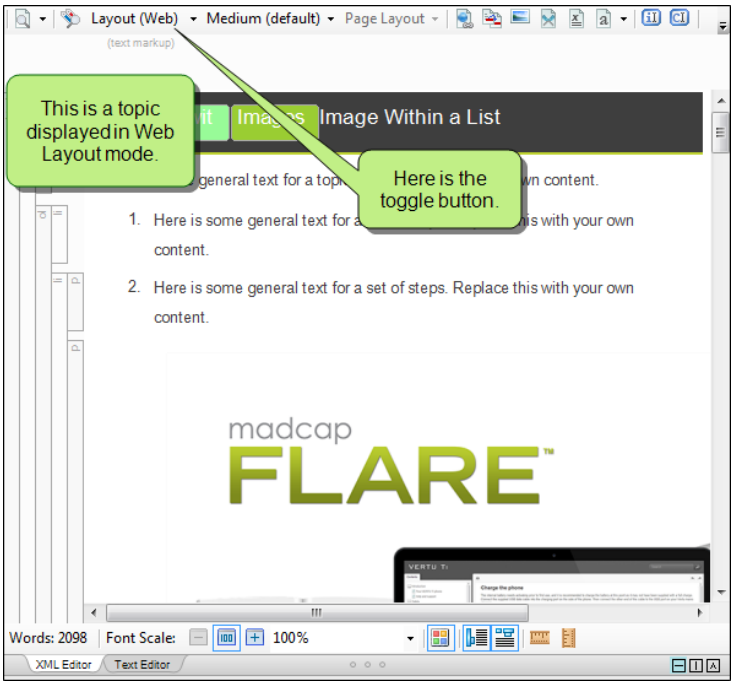
If you are using the Print Layout mode, the following toolbar appears at the bottom of the XML Editor:

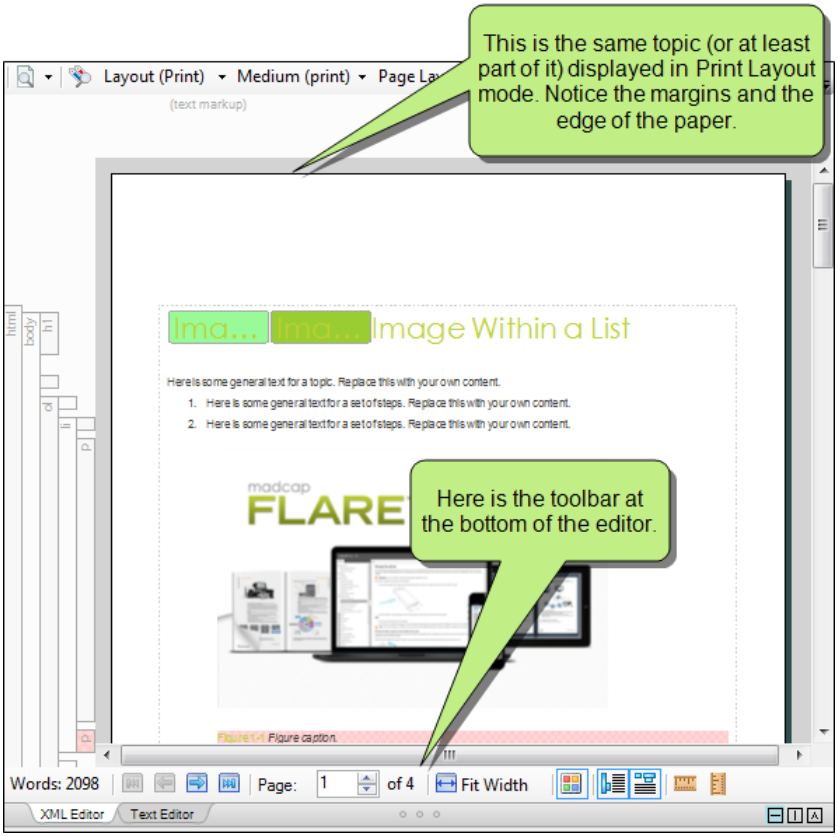


You can use the buttons on the left side of this toolbar for navigating through a topic that is long enough to consist of multiple pages. And you can use the Zoom/Scale button 100% to adjust the size and number of pages shown for the open topic.

HOW TO USE THE ZOOM/SCALE FEATURE IN PRINT LAYOUT MODE

1. Open the content file (e.g., topic, snippet).
2. Make sure the topic is displayed in the XML Editor in Print Layout mode. If it is instead shown in Web Layout mode, then click Layout (Web) in the local toolbar.





3. In the toolbar at the bottom of the topic, click the Zoom/Scale button 100% to adjust the size and number of pages shown. When you select this button, you can choose from any of the following options:
   - **100%** Displays the page at 100% of its actual size.
   - **100% (2 pages)** Shows two pages of a topic at a time, displaying each one at 100%.
   - **Fit Width** Resizes the page so that it displays in proportion to the width of the window pane.
   - **One Page** Displays only one page at a time.
   - **Two Pages** Displays two pages at a time.

- **Four Pages** Displays three pages at a time.
- **Eight Pages** Displays four pages at a time.

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