MadCap Software

Navigation Links Guide

Flare 10

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

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CHAPTER 1

About Navigation Links

A navigation link is a feature that points to additional information from a specific area in a topic. The link may open information in the same topic, a different topic, or even a file outside of the project altogether. With print-based output the link can electronically open the destination if the user is viewing the manual online, depending on the type of output you create (e.g., XPS, PDF, XHTML, Word). In addition, cross-reference links can be customized to refer to specific content and page numbers in the printed manual (e.g., See "My Topic" on page 32). In Flare you can use navigation links in the following ways.

- **Cross-Reference** This 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. Cross-references let you create "automated" links that are based on commands you provide. You can keep links consistent and change them in just one place by modifying the <MadCap|xref> style in a stylesheet. In addition, for print-based output, you can create context-sensitive cross-references. When you use a context-sensitive cross-reference, the text automatically changes based on the relationship of the link and the target location if they are on the same page or only one page away. See "Cross-References" on page 11, "Inserting Cross-References" on page 16, and "Creating Context-Sensitive Cross-References" on page 24.
- **Text Hyperlink** This is a hyperlink applied to text that "jumps" to a location that you specify. See "Text Hyperlinks" on page 37.
- **Text Popup** This is a link that opens a popup box containing text that you provide. See "Text Popups" on page 53.
- **Topic Popup** This is a link that opens a popup box containing another topic. See "Topic Popups" on page 59.
- **Bookmark** This is a marker you can apply to a specific location in a topic. Then you can add a link that "jumps" to this specific location. See "Bookmarks" on page 71.
- **Named Destination** This is a link that points to a specific place a PDF file. See "Named Destinations" on page 77.
- **Links to WebHelp Topics** This is a link that points to a specific topic in WebHelp, HTML5, WebHelp Plus, or WebHelp Mobile outputs. See "Links to WebHelp Topics" on page 91, "Creating Links to WebHelp and WebHelp Plus Topics" on page 94, and "Creating Links to WebHelp Mobile Topics" on page 96.
- **External Link** This is a link that lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. This is especially useful if you want to link from one topic to another in separate project outputs, such as CHM files. See "External Links—HTML, PDF, Microsoft Office" on page 97.
- **Image Hyperlink** This is a hyperlink that is applied to an image rather than text. You can also create an image map on a picture, thereby creating multiple links. See "Image Hyperlinks and Maps" on page 101 and "Creating Image Maps" on page 110.
- **Toggler** This is a feature that lets you "toggle" between hiding and showing a tagged chunk of content (e.g., paragraph, image, table, list, div). When users open the topic in the output, they will see a link (also called a "toggler hotspot"). This hotspot can be any text in the topic. When users click the hotspot, the hidden content is displayed. When users click the hotspot again, the content becomes hidden once more. See "Togglers" on page 119.

- **Drop-down Text** This is a feature similar to a toggler. It lets you collapse content in your topic. When the user clicks the drop-down text link, the content is expanded below it. See "Drop-Downs" on page 127 and "Inserting Drop-Down Text " on page 129.

  For example, let's say you have a topic containing step-by-step procedures and it seems to be getting quite lengthy. So you decide to condense the portion of the topic that contains the procedures. Select all of the text that you want to condense into the drop-down effect and then use the Insert ribbon or menu to create a drop-down effect. You can select and edit the drop-down head and the drop-down hotspot (the link portion of the drop-down head the users must click to activate the drop-down effect). When users open the topic in the output, they will see the drop-down hotspot. This hotspot is the first paragraph (or a section of the first paragraph) of the drop-down effect. When users click the hotspot, the hidden content is displayed below the hotspot. When users click the hotspot again, the content becomes hidden once more.

- **Expanding Text** This is a feature similar to drop-down text. The difference is that, instead of multiple paragraphs, you are condensing a single paragraph. You designate a portion of text in a paragraph to serve as the expanding text hotspot. When users click the hotspot, the rest of the paragraph is displayed. When users click the hotspot again, the rest of the paragraph is hidden once more. See "Expanding Text" on page 139.

- **Concept Link (also known as a "see also" link or "A-link")** 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. See "Reasons for Using Concepts" on page 149 and "Inserting Concept Links" on page 169.

E X A M P L E

Let's say you are developing a Help system for an employee time-reporting software application. You might have a group of related topics (e.g., Creating a Time Sheet, Changing a Time Sheet, Deleting a Time Sheet), and you want each of those topics to have the same Help control button that links to the same topics. So you might create a concept called "TimeSheets." You would then insert the keyword into each of those topics. After that, you insert a concept link into each of those topics, selecting the "Timesheets" keyword for that link.

- **Keyword Link (also known as a "K-link")** This is a navigation link that lets users open topics related to the current topic based on index keywords that they share. See "Keyword Links" on page 205.

> **EXAMPLE**
>
> Let's say you have inserted an index keyword called "Accounting department" to some of the topics in your project, including the current topic that you are working on. At the bottom of this topic, you insert a keyword link that includes the "Accounting department" index keyword. In the final output, when users click this Help control, they can select and open any topics that also contain the "Accounting department" keyword.

- **Relationship Link** This is a navigation link that lets users open topics that you've determined are related to the current topic. This is similar to related topics links and concept links. A relationship link is especially designed for DITA users; however, you do not need to use DITA or know anything about it in order to use relationship links. A relationship table can be created to identify which topics should be linked to one another. You then insert a relationships proxy into individual topics. In online output the end result is one or more hyperlinks that let users quickly open related topics. In print-based output the end result is one or more references to related topics with the appropriate page number(s). See "Relationship Table Components" on page 217 and "Inserting Relationship Links" on page 245.
- **Shortcut Control** This is a navigation link that lets users launch a program or window in an application that has a relationship to the current topic. See "Shortcut Controls" on page 257.

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

CHAPTER 2

Cross-References

This feature is supported in all outputs.

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

This chapter discusses the following:

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Automating Links Based on Commands

Cross-references let you create automated links that are based on commands you provide. This allows you to keep links consistent and change them in just one place by using the <MadCap|xref> style. Commands are contained in brackets (e.g., {paratext}).

E X A M P L E

Let's say you have a topic with the title "About Things," and there are several other topics in your project that you want to link to that topic. Furthermore, let's say that each one of those links needs to have the same text (e.g., "For more information see 'About Things.'")

Now, you could use a text hyperlink in each of those topics; this would be a good option if the text in each of the links needed to be different. But instead you create a cross-reference using the <MadCap|xref> style. In this style you specify the exact text mentioned above, along with the {paratext} command, which displays the text of the first paragraph it finds (such as a topic heading). You can use that cross-reference style anywhere that you'd like to create a link using that configuration. When you insert the cross-reference it includes the text you provided (e.g., "For more information see"), and it uses the {paratext} command to display the heading text for the destination topic (e.g., "About Things"). When you put it all together, you have "For more information see 'About Things.'"

Later, if you decide to change the heading text of the destination topic to "About Whatchamacallits," the cross-references will be updated automatically when you generate the output. The new heading will automatically be reflected in all of the links using that cross-reference style (i.e., "For more information see 'About Whatchamacallits'"). If you had used text hyperlinks in a situation like this, you would need to find and replace the text in all of the pertinent links manually.

E X A M P L E

Here is an example of a cross-reference format, using a combination of text and commands:

See {b}"{paratext}"{/b} on page {page}.

A format such as this might be translated in the output as something like this:

See **"Dogs and Cats"** on page 93.

If you are using autonumbers in your content (e.g., for figure or table numbers), you can create cross-reference formats that include the autonumbers.

E X A M P L E

Let's say that you have created autonumbers in order to number all of the figures in your project. Perhaps your autonumber format is set up to show the word "Figure" followed by an incremented number and a colon (e.g., Figure 4:, Figure 5:, Figure 6:). In addition, wherever you apply autonumbering in a topic, you might manually type a short description of the image (e.g., Properties Dialog). So in the output under the graphic, the user might see something like this:

Figure 4: Properties Dialog

Now let's say that you want to insert a cross-reference in another topic that points the user to the Figure 4 graphic. To do this, first of all you would probably want to insert a bookmark at that autonumber location so that you can point directly to that paragraph when you insert the cross-reference. Then you can create a special cross-reference format that includes the autonumber portion of that paragraph. The following two autonumber commands can be used:

{paranum} This command displays all of the content in the autonumber format, including any text before an autonumber, the autonumber itself, and any text after the autonumber. Using the example provided above, this command would display something like this in the cross-reference:

Figure 4:

{paranumonly} This command displays any text before an autonumber and the autonumber itself. However, it does not show any text after the autonumber (such as a colon). Using the example provided above, this command would display something like this in the cross-reference:

Figure 4

In addition, if you want to include any text that you manually add in the topic after the autonumber format, you can add the **{paratext}** command to the cross-reference format. Using the example provided above, this command would display something like this in the cross-reference:

Properties Dialog

Therefore, suppose your entire cross-reference format is this:

See "{paranum} {paratext}"

In that case, the output would display something like this:

See "Figure 4: Properties Dialog"

On the other hand, suppose your entire cross-reference format is this:

See "{paranumonly} {paratext}"

In that case, the output would display something like this (without the colon):

See Figure 4 Properties Dialog

Again, when you insert the cross-reference in a topic, make sure you select the format that you created, and also remember to link to the bookmarked paragraph where the autonumber appears.

Tip: If you insert a cross-reference into a topic and it initially does not look the way you expected, try updating the cross-references in the topic. See "Updating Cross-References" on page 35.

Tasks Associated with Cross-References

You can do the following with cross-references.

- **Insert** You can create new <MadCap|xref> styles, add commands, and add the cross-references to topics. See "Inserting Cross-References" on the next page.
- **Create context-sensitive cross-references** For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location. See "Creating Context-Sensitive Cross-References" on page 24.
- **Edit** You can change the style and settings for a cross-reference. See "Editing Cross-References" on page 28.
- **Update** You can refresh your cross-reference links manually so that they display updated information. See "Updating Cross-References" on page 35.
- **Single-source** You can use stylesheet mediums to single-source your cross-reference formats. For example, you can create a cross-reference format that displays as "See 'My Topic'" in some outputs (e.g., online documentation) but as "See 'My Topic' on page 44" in other outputs (e.g., print-based formats). For more information see the online Help or the Flare *Styles Guide*.

Note: You can use the built-in Analyzer and reports to find broken links.

Note: You can generate a report to see places in your project where you might want to create a cross-reference. Essentially, Flare finds files where a hyperlink to a topic exists. Because cross-references are generally preferred over hyperlinks (due to the fact that they are dynamic), it suggests that you create a cross-reference instead.

Inserting Cross-References

You can insert cross-references as follows:

- **Standard** You can use the "Standard" method, which allows you to select more options when you insert the link, such as modifying the cross-reference format or choose a target frame. This method lets you quickly select from a list of files in your project or use a tree view with folders.
- **Quick** You can use the "Quick Cross-Reference" method, which is faster but does not have as many options. This method lets you quickly select a bookmark in the current file, a file in the same folder, or another file currently open.

HOW TO INSERT A CROSS-REFERENCE—STANDARD METHOD

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

   The Insert Cross-Reference dialog opens.
4. From the **Link to** drop-down field, select a way to identify the topic or bookmark to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

   TOPIC IN PROJECT

   This option lets you search for a topic within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

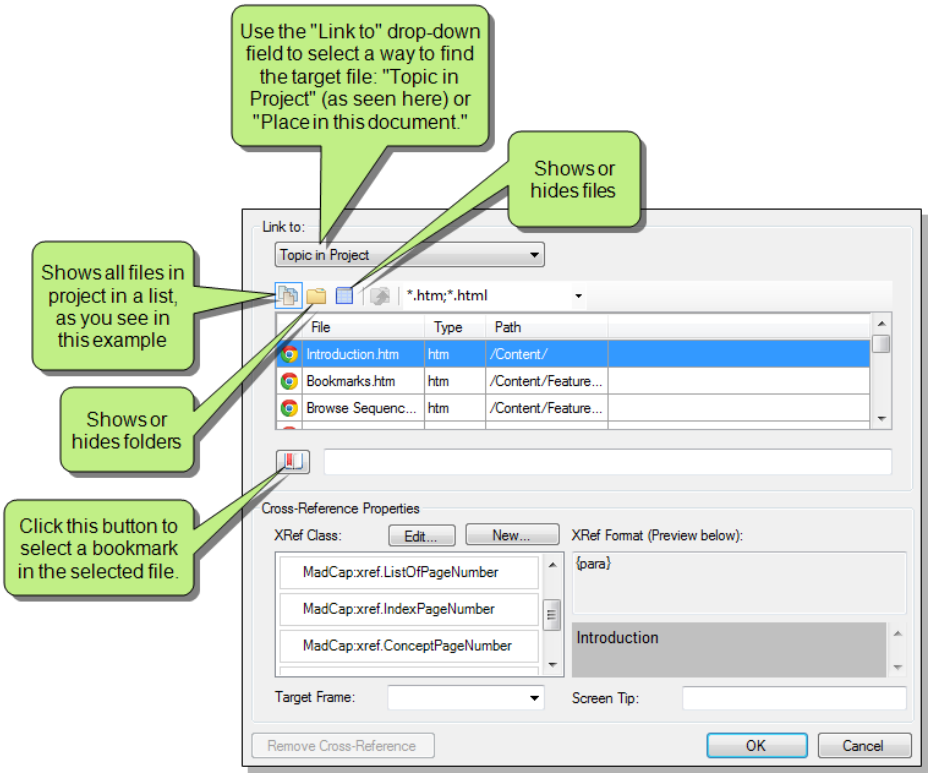
	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

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

You can also click to display and select any bookmarks within the destination topic.

PLACE IN THIS DOCUMENT

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



5. In the **Cross-Reference Properties** section, select the <MadCap:xref> style that you want to use for the cross-reference.

   Initially, you may see only the parent <MadCap:xref> tag in the list. In the XRef Format area to the right, you can see the current format associated with that tag. By default, it initially is: See "{paratext}." The command {paratext} means that the text of the paragraphed bookmark—or the text of the first paragraph found in the topic—will be displayed at that spot.

   You can: (1) use the parent <MadCap:xref> tag with its current format, (2) use the parent <MadCap:xref> tag and change the format to something else, (3) create a new class of the <MadCap:xref> tag and provide a custom format for it, or (4) use a class that you have already created previously.

   It is a good idea to create classes because you may eventually want to use multiple kinds of cross-references in your project. Each class that you create can be used to display cross-references in a different format. For more information about using styles, including steps, see the online Help or the Flare *Styles Guide*.

6. If you want to use the parent <MadCap:xref> tag with its current format, or a class that you have created previously, click **MadCap:xref** or the name of the class, respectively. Then continue with Step 13.
7. If you want to use the parent <MadCap:xref> tag but change the format, click **MadCap:xref** and then **Edit**. The Edit Cross-Reference Style Class dialog opens. Continue with Step 10.
8. If you want to create a new class of the parent <MadCap:xref> tag, click **New**. The New Cross-Reference Style Class dialog opens.
9. In the **XRef Class** field, give your new class a name.
10. In the **Stylesheet to modify** field, select the appropriate stylesheet (if different from the one shown). If you are using a master stylesheet (recommended), only that stylesheet is shown in this field. If you are not using a master stylesheet, the stylesheet that you select needs to be applied to the topic in which you are inserting the cross-reference.
11. In the **Enter format** field, provide the format for the style. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.

Command	Description
b	Start bold text
/b	End bold text
bg	Start new background color
/bg	End background color

Command	Description
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph
h2	Text of first heading 2 paragraph
h3	Text of first heading 3 paragraph
h4	Text of first heading 4 paragraph
h5	Text of first heading 5 paragraph
h6	Text of first heading 6 paragraph
i	Start italic text
/i	End italic text
page	Page number
pagecount	Page count
pageref	Context-sensitive page reference
paranum	The autonumber text of bookmarked paragraph.

Command	Description
paranumonly	The autonumber only of bookmarked paragraph
paratext	Text of bookmarked paragraph
paraxml	Text and markup of bookmarked paragraph
path	File path
size	Start new font size
/size	End font size
sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text
/u	End underlined text
url	File path, URL syntax

E X A M P L E

If you want the cross-reference to include text (such as "For more information see"), simply type it in this field. You can also double-click any of the commands to add them to this field. For example, you might want to add the text of the first paragraph in the destination file to the cross-reference format. The command for this is {paratext}. Descriptions for each command are displayed in the list.

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

So in the end, your cross-reference format might include a combination of text and multiple commands, such as:

For more information see {b}{paratext}{/b}

A format such as this one might display a link in the output like this:

For more information see **My Destination Topic**

12. Click **OK**.
13. (Optional) In the **Target Frame** field of the Insert Cross-Reference dialog, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
    - **(default)** The destination file will open in the same window as the output window.
    - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
    - **New Window_blank** The destination file will open in a new browser window.
    - **Same Frame_self** The destination file will open in the same window frame as the current topic.
    - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
    - **Popup Window** The destination file will open in a popup box on top of the current topic.

14. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the cross-reference in the output.

    When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

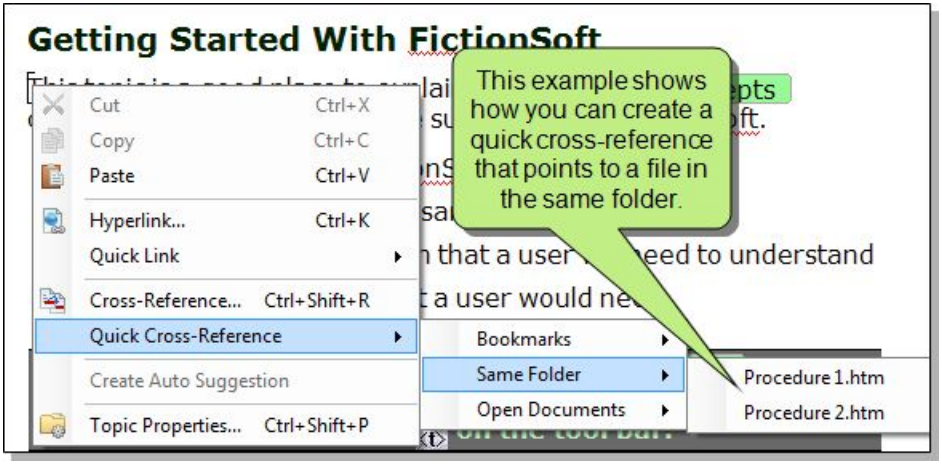
    For more information see the online Help.

15. Click **OK**. The cross-reference is added to the topic. You can change the appearance of the link (e.g., color, underline) by modifying the style (e.g., MadCap|xref or MadCap|xref.MyStyle) in the Stylesheet Editor.

16. Click to save your work.

HOW TO INSERT A CROSS-REFERENCE—QUICK CROSS-REFERENCE METHOD

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor right-click at the location where you want to insert the cross-reference.
3. From the context menu select **Quick Cross-Reference**.
4. Select the appropriate submenu, depending on the option that helps you find the destination the fastest.
   - **Bookmarks** Lets you select any bookmarks that you have already inserted into the current file.
   - **Same Folder** Lets you select any files that are contained in the same folder in the Content Explorer.
   - **Open Documents** Lets you select any other files that are also currently open in the workspace.



5. From the next submenu choose the bookmark or file. The cross-reference is added to the topic. You can change the appearance of the link (e.g., color, underline) by modifying the style (e.g., MadCap|xref or MadCap|xref.MyStyle) in the Stylesheet Editor.
6. Click to save your work.

Creating Context-Sensitive Cross-References

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

For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location.

E X A M P L E

Let's say that you have a cross-reference that is designed to display the text "See Figure 2.1." If the link and the target fall on the same page, the cross-reference is updated to display the text, "See Figure 2.1 above" or "See Figure 2.1 below." If the link and the target are on adjacent pages, the cross-reference is updated to display the text, "See Figure 2.1 on the previous page" or "See Figure 2.1 on the next page." If the document is double-sided with the link on the left page and the target on the right page, the cross-reference is updated to display the text, "See Figure 2.1 on the facing page."

Using context-sensitive cross-references is simply a matter of using the correct command. In other words, instead of using the simple {page} command, you can use the {pageref} command.

E X A M P L E

Let's say you use the plain {page} command. Perhaps the complete format that you create for a cross-reference style is this:

See "{paratext}" on page {page}.

When you generate the output, this cross-reference will be converted to something like the following, regardless of where the link falls in relation to its destination:

See "My Information" on page 42.

However, let's say that you use a slightly different format, something like this:

See "{paratext}" {pageref}.

When you generate the output, what you see in place of {pageref} depends on the relative closeness of the link and the destination. It might be translated as any of the following:

See "My Information" below.

See "My Information" above.

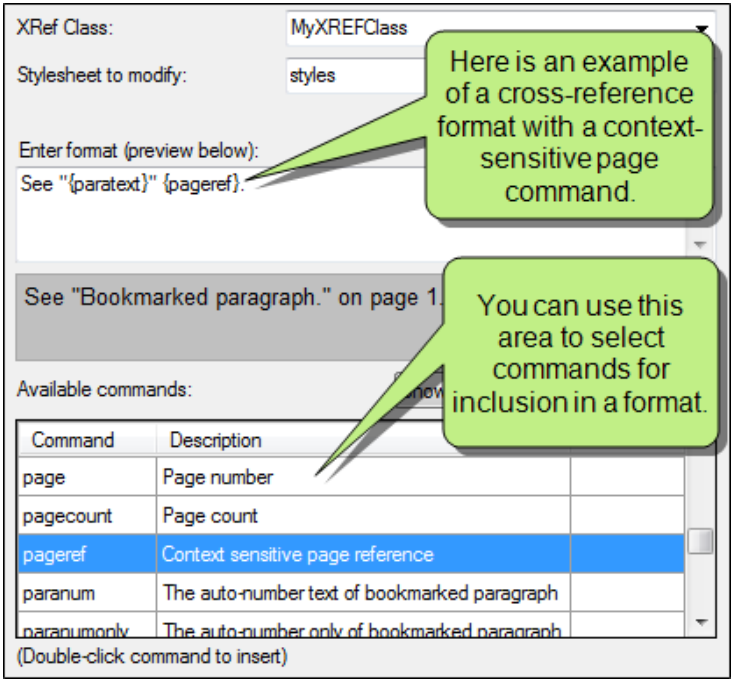
See "My Information" on previous page.

See "My Information" on page 42.

HOW TO CREATE CONTEXT-SENSITIVE CROSS-REFERENCES

1. Go through the process of inserting or editing a cross-reference. See "Inserting Cross-References" on page 16 and .
2. In the Insert Cross-Reference dialog, select either **New** or **Edit**, depending on whether you want to create a new cross-reference style or edit an existing one.
3. Provide a format in the **Enter format** field. This format can be a combination of text and automated commands.

   When creating this format, make sure you include the {pageref} command in it. You can find the command by selecting either **Show All** or **Show Page Commands**. When you find the {pageref} command in the list, double-click it to add it to the format. Here is an example of a format that contains a context-sensitive cross-reference command: See "{paratext}" {pageref}.



4. Click **OK**.

Note: You also have control over the text used in context-sensitive cross-references (e.g., instead of the text displaying "on next page," it can be customized to display "on following page"). You can customize this text through the use of a language skin. See "Editing Text for Context-Sensitive Cross-References" on page 34.

Editing Cross-References

After you insert cross-references into topics, you can edit them in the following ways.

- **Destination** You can change the file to which the cross-reference is pointing. See "Editing Cross-Reference Destinations" on the following page.
- **Style Format** You can change the style format used for cross-references. For example, instead of "See *My Topic*," you might want cross-references to display "For more information see **My Topic**." See "Editing Cross-Reference Style Formats" on page 32.
- **Context-sensitive Text** You can use language skins to localize the text used in your cross-references. In addition, even if you plan to create output in only one language, you can use a language skin to change the autotext that is displayed for context-sensitive cross-references. For example, instead of the text displaying "on next page," it can be customized to display "on the following page." See "Editing Text for Context-Sensitive Cross-References" on page 34.

Editing Cross-Reference Destinations

After you insert cross-references into topics, you can change the file to which the cross-reference is pointing.

HOW TO EDIT A CROSS-REFERENCE DESTINATION

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click on the cross-reference and select **Edit Cross-Reference**. The Insert Cross-Reference dialog opens.
3. From the **Link to** drop-down field, select a way to identify the topic or bookmark to which you want to link. Based on the option you choose, the section below gives you a list of selections or additional fields to complete.

   TOPIC IN PROJECT

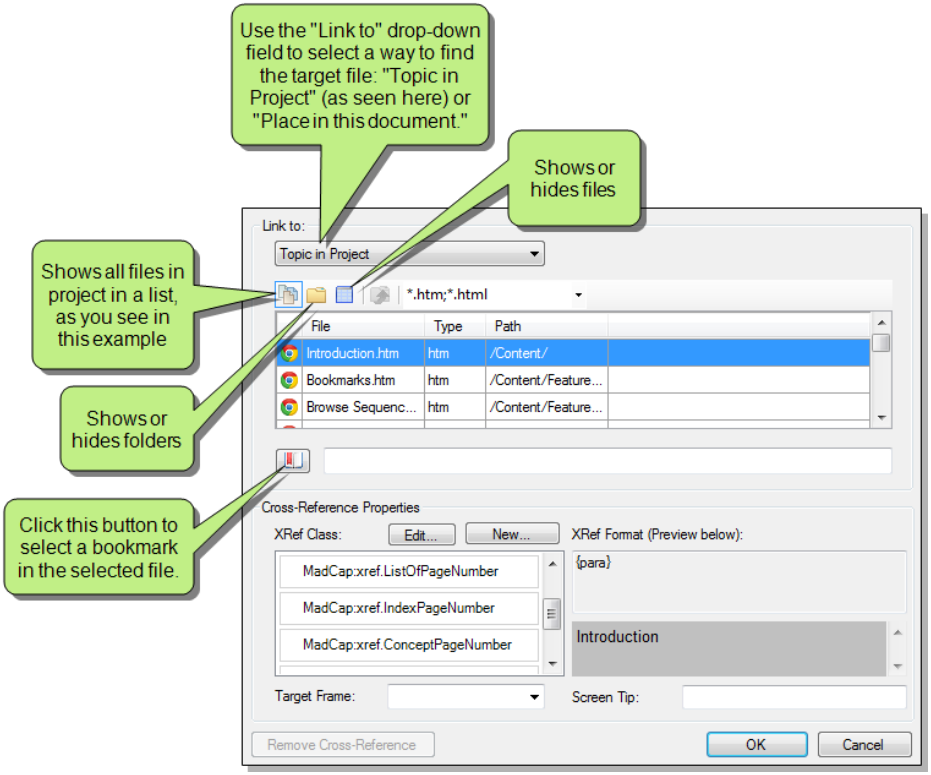
   This option lets you search for a topic within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

   You can also click to display and select any bookmarks within the destination topic.

PLACE IN THIS DOCUMENT

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



4. (Optional) In the **Target Frame** field of the Insert Cross-Reference dialog, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.
   - **(default)** The destination file will open in the same window as the output window.
   - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
   - **New Window_blank** The destination file will open in a new browser window.
   - **Same Frame_self** The destination file will open in the same window frame as the current topic.
   - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
   - **Popup Window** The destination file will open in a popup box on top of the current topic.
5. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the cross-reference in the output.

   When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

   For more information see the online Help.
6. Click **OK**.
7. Click to save your work.

Editing Cross-Reference Style Formats

You can change the style format used for cross-references. For example, instead of "See *My Topic*," you might want cross-references to display "For more information see **My Topic**."

You can edit cross-reference style formats at the point where a cross-reference is inserted, or from a stylesheet.

HOW TO EDIT A CROSS-REFERENCE STYLE FORMAT AT THE POINT OF INSERTION

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click in the local toolbar of the XML Editor.
4. Select **Edit Cross-Reference**. The Insert Cross-Reference dialog opens.
5. In the **Cross-Reference Properties** section, select the **MadCap:xref** style that you want to edit.

   <MadCap:xref> is the parent tag and default selection, but in the Stylesheet Editor you can create style classes under that tag if you want a variety of looks for cross-references.
6. Click **Edit**. The Edit Cross-Reference Style Class dialog opens.
7. (Optional) In the **Stylesheet to modify** field, you can select the appropriate stylesheet (if different from the one shown). If you are using a master stylesheet (recommended), only that stylesheet is shown in this field. If you are not using a master stylesheet, the stylesheet that you select needs to be applied to the topic in which you are inserting the cross-reference. For more information see the online Help or the Flare *Styles Guide*.
8. In the **Enter format** field, provide the format for the class. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.
9. Click **OK**.
10. Click to save your work.
11. (Optional) To make sure other cross-references in your project display the new format, you can update the cross-references in a topic (**Tools>Update Cross-References**). However, all of the cross-references in your project will be updated automatically when you generate the output, so this is not a mandatory task.

HOW TO EDIT A CROSS-REFERENCE STYLE FORMAT FROM A STYLESHEET

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Link Styles.
4. On the left side of the Stylesheet Editor, select the **MadCap|xref** tag (or a class of it) that you want to edit.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. Click in the value column on the right side of the **mc-format** property.
7. In the **Enter format** field, provide the format for the class. This can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them, adding them to the "Enter format" field.
8. Click **OK**.
9. Click to save your work.
10. (Optional) To make sure cross-references in your project display the new format, you can update the cross-references in a topic (select **Tools>Update Cross-References** in either the ribbon or menu interface). However, all of the cross-references in your project will be updated automatically when you generate the output, so this is not a mandatory task.

Editing Text for Context-Sensitive Cross-References

You can use language skins to localize the text used in your cross-references. In addition, even if you plan to create output in only one language, you can use a language skin to change the autotext that is displayed for context-sensitive cross-references. For example, instead of the text displaying "on next page," it can be customized to display "on the following page." See "Creating Context-Sensitive Cross-References" on page 24.

Flare provides skins for many different languages. If Flare does not provide a skin for a language that you would like to use, you can create a user-defined language skin.

HOW TO EDIT TEXT FOR CONTEXT-SENSITIVE CROSS-REFERENCES

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Tools** ribbon. In the **Templates** section select **Manage Language Skins**.
   - **Menu** Select **Tools>Manage Language Skins**.

   The Language Skins dialog opens.
2. From the list, select a language in bold or italic font.
3. Click **Open File For Editing**. If you selected a language in bold, click **OK** in the message that displays. The Language Skin Editor opens.
4. On the left side of the editor, select **Formats**
5. On the right side of the editor, expand the **Cross-Reference** group.
6. Click in any of the cells on the right and change the text as necessary.

   Note: The "Format" and "Format for Print" fields not only contain text, but they also contain format commands in brackets—for example, {paratext} and {page}. For a list of commands that you can use, see "Editing Cross-Reference Style Formats" on page 32.

7. Click to save your work.

Updating Cross-References

If you insert cross-references into topics and then later edit the formats for those cross-references (or make other changes in the project that might affect them), you can update the cross-references in a topic. By updating cross-references, you are essentially refreshing them so that they reflect any pertinent changes in the project since you inserted them.

Updating cross-references is not a mandatory step when it comes to the output. When you generate output for a target, all of your cross-references in the output will be updated automatically. However, the cross-references in the source files in your project will remain as they were. But you can use the following steps to manually update cross-references in a single content file, such as a topic or snippet. This is a way of performing a spot check ahead of time, verifying that cross-references will be updated accurately before you generate the output.

HOW TO UPDATE CROSS-REFERENCES

1. Open a content file (e.g., topic).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Tools** ribbon. In the **Update** section select **Update Cross-References**.
   - **Menu** Select **Tools>Update Cross-References**.

   The Update Cross-Reference dialog opens, displaying the destination topics of your cross-references.
3. Click **Update**.

CHAPTER 3

Text Hyperlinks

This feature is supported in all outputs.

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).

This chapter discusses the following:

Inserting Text Hyperlinks 38

Editing Text Hyperlinks 45

Inserting Text Hyperlinks

You can insert text hyperlinks in a few ways.

- **Standard** You can use the "Standard" method, which allows you to select more options when you insert the link, such as choosing a style class. This method lets you quickly select from a list of files in your project or use a tree view with folders.
- **Drag-and-Drop** You can quickly create hyperlinks by dragging topics from the Content Explorer or a TOC. This method is very quick, but does not let you specify any options when creating the link.
- **Quick Link** You can use the "Quick Link" method, which is faster but does not have as many options. This method lets you quickly select a bookmark in the current file, a file in the same folder, or another file currently open.

HOW TO INSERT A TEXT HYPERLINK—STANDARD METHOD

1. Open the content file (e.g., topic, snippet).
2. Highlight the text that you want to use as the link (or "hotspot").
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Links** section, select **Hyperlink**.

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

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Insert>Hyperlink**.
   - **Keyboard Shortcut** Press **CTRL+K**.
   - **Local Toolbar** In the local toolbar of the XML Editor, click .

   The Insert Hyperlink dialog opens.

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

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

EMAIL

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

E X A M P L E

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

HTML HELP FILE

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

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

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

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

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

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

5. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. 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.
6. (Optional) In the **Screen Tip** field you can type a phrase that will appear when the end user hovers over the hyperlink in the output.

   When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

   For more information see the online Help.
7. (Optional) Next to the **Style Class** field click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. You can change the appearance of the link in the Stylesheet Editor. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent <a> tag.)

8. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open (e.g., in another window, in a popup).
   - **(default)** The destination file will open in the same window as the output window.
   - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
   - **New Window_blank** The destination file will open in a new browser window.
   - **Same Frame_self** The destination file will open in the same window frame as the current topic.
   - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
   - **Popup Window** The destination file will open in a popup box on top of the current topic.
9. (Optional) In the **Tab Index** field you can enter a value to specify the order in which users can tab through hyperlinks in a topic. So when a user presses the Tab key the first time in a topic, the hyperlink with an index value of 1 will be selected first, the hyperlink with a value of 2 will be selected next, and so on. If you want to skip a hyperlink, enter -1 in that field.

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

10. Click **OK**. The hyperlink is added to the topic.
11. Click to save your work.

HOW TO INSERT A TEXT HYPERLINK—DRAG-AND-DROP METHOD

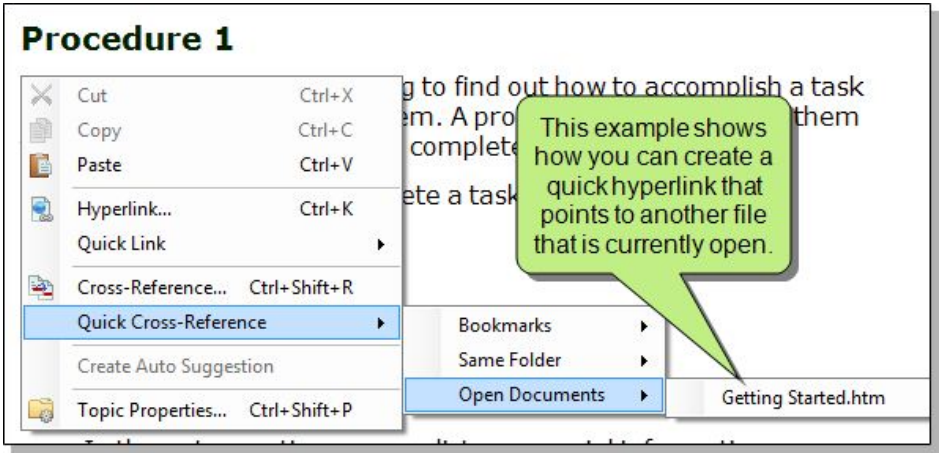
1. Open the content file (e.g., topic, snippet).
2. Do one of the following:
   - Make sure the Content Explorer is open.

     Note: You can also use the Content Explorer's split view to drag topics from the Content Explorer into the appropriate location in the topic. This will form a special kind of hyperlink called a related topics link. See "Related Topics Links" on page 187.

   - Make sure one of your TOCs is placed so that it can be seen next to the topic. You can do this by moving, docking, or floating window panes.
3. Click and drag the topic to which you want to link from the Content Explorer or TOC to the appropriate location in the topic. The hyperlink is added to the topic.
4. Click to save your work.

HOW TO INSERT A TEXT HYPERLINK—QUICK LINK METHOD

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor right-click at the location where you want to insert the hyperlink.
3. From the context menu select **Quick Link**.
4. Select the appropriate submenu, depending on the option that helps you find the destination the fastest.
   - **Bookmarks** Lets you select any bookmarks that you have already inserted into the current file.
   - **Same Folder** Lets you select any files that are contained in the same folder in the Content Explorer.
   - **Open Documents** Lets you select any other files that are also currently open in the workspace.



5. From the next submenu choose the bookmark or file. The hyperlink is added to the topic.
6. Click to save your work.

Editing Text Hyperlinks

You can edit text hyperlinks that you have inserted into a topic in at least three different ways: (1) edit the destination and properties of the hyperlink, (2) edit the style of the hyperlink, and (3) unbind (or remove) the hyperlink from the text.

HOW TO EDIT THE DESTINATION AND PROPERTIES OF A TEXT HYPERLINK

The first way to edit text hyperlinks is to change the destination and other properties (link text, target frame, screen tip).

E X A M P L E

Let's say that you test the topic containing the text hyperlink and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click in the local toolbar of the XML Editor.
4. Select **Edit Hyperlink**. The Insert Hyperlink dialog opens.
5. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based the option you choose, the section below gives you a list of selections or additional fields to complete.

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

EMAIL

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

E X A M P L E

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

HTML HELP FILE

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

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

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

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

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

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

6. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. 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 previous text in the topic.
7. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.

   When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

   For more information see the online Help.
8. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles (a.NameOfStyleClass) from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent <a> style tag.)
9. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open. This option can be used to open the destination topic or file in a popup.

- **(default)** The destination file will open in the same window as the output window.
- **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
- **New Window_blank** The destination file will open in a new browser window.
- **Same Frame_self** The destination file will open in the same window frame as the current topic.
- **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
- **Popup Window** The destination file will open in a popup box on top of the current topic.

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

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

11. Click **OK**. The hyperlink is changed in the topic. By default the hyperlink is displayed in blue, underlined font. You can change the appearance of the link by modifying the style in the Stylesheet Editor.
12. Click to save your work.

HOW TO EDIT THE STYLE OF A TEXT HYPERLINK

The second way to edit a text hyperlink is to edit the style (e.g., font, color) of the hyperlink. When you edit the style for a text hyperlink, the style changes for all text hyperlinks.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Link Styles.
4. In the **Styles** section on the left side of the editor, find and select the **a** tag.

   If you want to modify the way links look when they are in a certain state, you can select a pseudo class under the <a> tag. Link pseudo classes include the following:

   - **Active** This class is used when the person activates the element (mouse is clicked).
   - **Focus** This class is used if the element has the focus.
   - **Hover** This class is used when the person hovers the mouse over the element.
   - **Link** This class is used for links that have not yet been clicked.
   - **Visited** This class is used for links that have already been clicked.

   E X A M P L E

   Let's say you want the text to display in green for links that have not yet been clicked. But after a link is clicked, you want it to display as gray text. Therefore, under the <a> style tag, you modify the "link" pseudo class and change the font color to green. Then you modify the "visited" pseudo class under the <a> tag so that the font color is gray.

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. From the **Properties** section, change values for any of the style's properties.
7. Click to save your work.

HOW TO UNBIND OR REMOVE THE TEXT HYPERLINK

The third way to edit a text hyperlink is to unbind (or remove) the hyperlink effect. If you decide that you no longer want the content to serve as a hyperlink, you can use the steps below to remove the hyperlink, converting the content to regular text.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click in the local toolbar of the XML Editor.
4. From the context menu, select **Unbind**. The hyperlink effect is removed.
5. Click to save your work.

CHAPTER 4

Text Popups

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

A text popup is a link that opens a popup box containing basic text that you provide.

This chapter discusses the following:

Inserting Text Popups 54

Editing Text Popups 56

Inserting Text Popups

Following are steps for inserting a text popup:

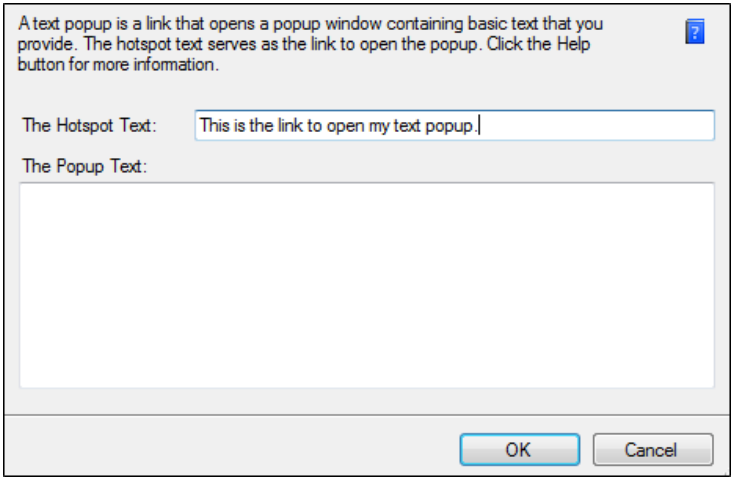
HOW TO INSERT A TEXT POPUP

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, highlight the text that you want to use as the link (or "hotspot") to open the popup.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Text** section, select **Text Popup**.

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

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

   The Insert Text Popup dialog opens, with the text that you highlighted already shown in "The Hotspot Text" field.



4. In **The Popup Text** field, type the content for the popup.

5. Click **OK**. The link for the text popup is added to the topic. You can change the appearance of the link by modifying the <MadCap|popupHead> and <MadCap|popupBody> styles in the Stylesheet Editor.
6. Click to save your work.

Editing Text Popups

You can edit text popups that you have inserted into a topic in at least two different ways: (1) edit the popup hotspot and text, and (2) edit the style of the text popup.

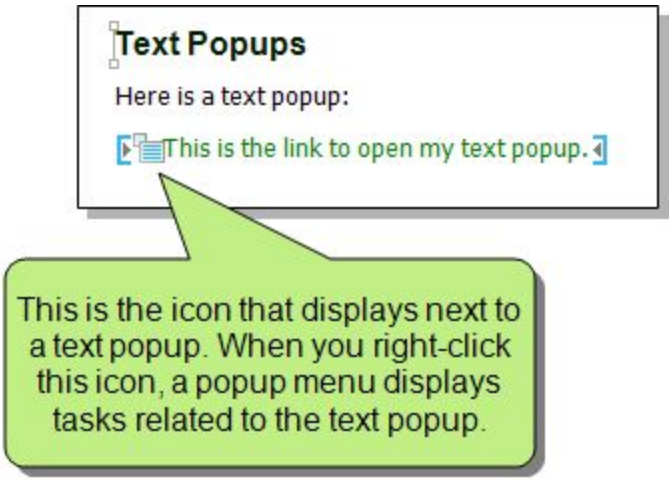
HOW TO EDIT THE POPUP HOTSPOT AND TEXT

The first way to edit text popups is to change the popup hotspot and/or the text that users see when the popup opens.

E X A M P L E

Let's say that you test the topic containing the text popup and you notice that a word is misspelled in the popup text. You can use the following steps to correct the spelling in the popup.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the text popup icon next to the popup hotspot.



3. In the menu, select **Edit Popup**. The Insert Text Popup dialog opens.
4. Change the text for the hotspot or the popup itself.
5. Click **OK**. The changes are made to the text popup.
6. Click to save your work.

HOW TO EDIT THE STYLE OF A TEXT POPUP

You can edit the style (e.g., font, color) of a text popup hotspot or the popup body. When you do this, the style changes for all text popups in any topics in your project.

E X A M P L E

Let's say that you want to change the font for your text popup hotspots to dark green with no underline. The following steps show you how to accomplish this.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Dynamic Effects Styles.
4. In the **Styles** section on the left side of the editor, find and select the style called **MadCap|popupHead** (for the hotspot) or **MadCap|popupBody** (for the body of the popup).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. From the **Properties** section, change values for any of the style's properties.
7. Click to save your work.

CHAPTER 5

Topic Popups

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

A topic popup is a text hyperlink that opens a topic or external file (such as a website) in a popup box.

This chapter discusses the following:

Inserting Topic Popups 60
Editing Topic Popups 63
Customizing the Size of Topic Popups 69

Inserting Topic Popups

Following are steps for inserting a topic popup.

HOW TO INSERT A TOPIC POPUP

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, highlight the text that you want to use as the link (or "hotspot") for the topic popup.
3. Do one of the following, depending on the part of the user interface you are using:

   » **Ribbon** Select the **Insert** ribbon. In the **Links** section, select **Hyperlink>Topic Popup**.

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

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

   » **Menu** Select **Insert>Topic Popup**.

   The Insert Topic Popup dialog opens. The Target Frame field at the bottom of the dialog already has Popup Window selected.

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

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

HTML HELP FILE

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

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

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

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

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

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

5. (Optional) The **Link Text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. 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 previous text in the topic.
6. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.
7. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the "a.Popup" style class.)
8. In the **Target Frame** field, leave **Popup Window** as the selection.
9. Click **OK**. The hyperlink for the topic popup is added to the topic. You can change the appearance of the link by modifying the a.Popup style in the Stylesheet Editor. This includes the ability to change the size of the popup. See "Editing Topic Popups" on the following page and "Customizing the Size of Topic Popups" on page 69.
10. Click to save your work.

Editing Topic Popups

You can edit topic popups that you have inserted into a topic in at least three different ways: (1) edit the destination and properties of the topic popup, (2) edit the style of the topic popup, and (3) unbind (or remove) the hyperlink from the topic popup.

HOW TO EDIT THE DESTINATION AND PROPERTIES OF A TOPIC POPUP

The first way to edit topic popups is to change the destination and other properties (link text, target frame, screen tip).

E X A M P L E

Let's say that you test the topic containing the popup and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click in the local toolbar of the XML Editor.
4. Select **Edit Hyperlink**. The Insert Topic Popup dialog opens.
5. From the **Link to** drop-down field, select a way to identify the topic, bookmark, or file to which you want to link. Based the option you choose, the section below gives you a list of selections or additional fields to complete.

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.

	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

HTML HELP FILE

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

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

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

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

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

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

6. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. 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 previous text in the topic.
7. (Optional) In the **Screen Tip** field, you can type a phrase that will appear when the end user hovers over the hyperlink in the output.
8. (Optional) Next to the **Style Class** field, click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the "a.Popup" style class.)
9. In the **Target Frame** field, leave **Popup Window** as the selection.
10. Click **OK**. The hyperlink for the topic popup is added to the topic. By default the hyperlink is displayed in blue, underlined font. You can change the appearance of the link by modifying the style in the Stylesheet Editor.
11. Click to save your work.

HOW TO EDIT THE STYLE OF A TOPIC POPUP HYPERLINK

You can edit the style (e.g., font, color) of the hyperlink for a topic popup. When you do this, the style changes for all topic popups in any topics in your project.

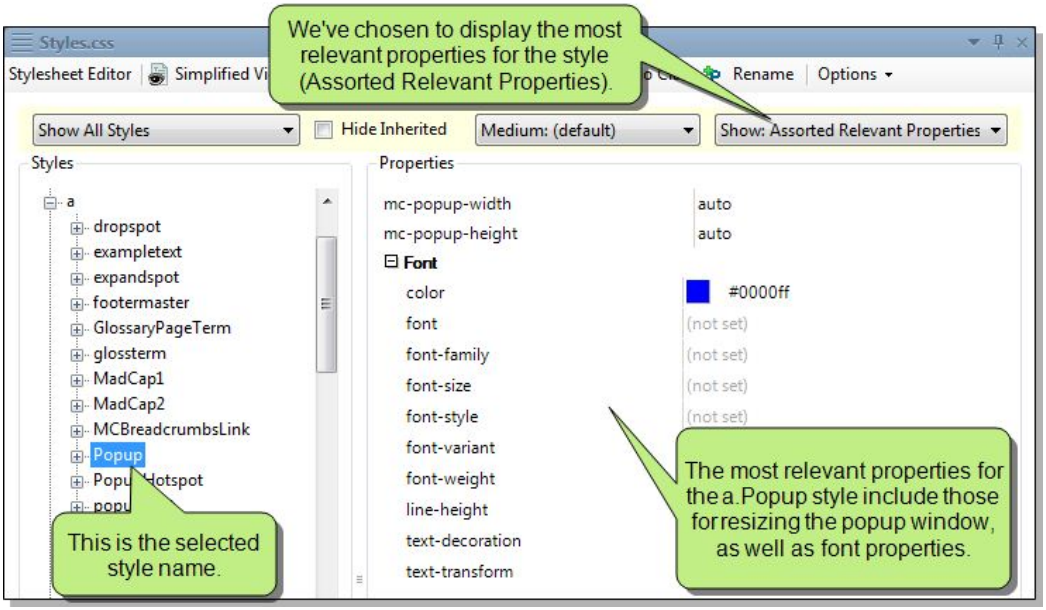
E X A M P L E

Let's say that you want to change the font for your topic popups to dark green with no underline. The following steps show you how to accomplish this.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Link Styles.
4. In the **Styles** section on the left side of the editor, find and select the **a.Popup** tag.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.



6. From the **Properties** section, change values for any of the style's properties.
7. Click to save your work.

HOW TO UNBIND OR REMOVE THE TOPIC POPUP HYPERLINK

The third way to edit a topic popup is to unbind (or remove) the hyperlink effect. If you decide that you no longer want the content to serve as a hyperlink, you can use the steps below to remove the hyperlink, converting the content to regular text.

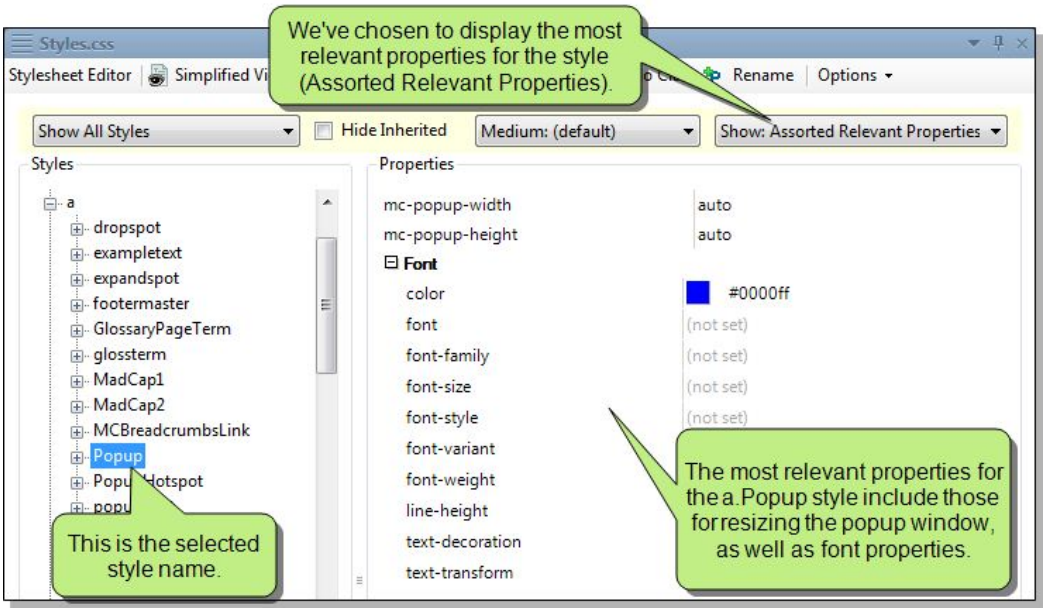
1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click in the local toolbar of the XML Editor.
4. Select **Unbind**. The hyperlink effect is removed.
5. Click to save your work.

Customizing the Size of Topic Popups

If you insert a topic popup link, the popup displays in a default window size in the output (after the link is clicked). However, you can adjust the style to specify a custom size for the popup box. You can do this by selecting the a.Popup style class and changing the values for the mc-popup-width and mc-popup-height properties (located in the Unclassified property group).

HOW TO CUSTOMIZE THE SIZE OF TOPIC POPUPS

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Link Styles.
4. In the **Styles** section on the left side of the editor, find and select the **a.Popup** style class.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.



6. From the **Properties** section, click in the column to the right of **mc-popup-width** or **mc-popup-height** (where it displays "auto"). A small box popup displays, where you can enter values.
7. In the top-right corner of the small popup box (next to "Automatic"), click the down arrow and select **Length**.
8. In the lower-left field, enter a number.
9. In the lower-right field, click the down arrow and select a unit of measurement.
10. In the popup box, click **OK**.
11. Click to save your work.

CHAPTER 6

Bookmarks

This feature is supported in all outputs.

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.

This chapter discusses the following:

Inserting Bookmarks 72
Renaming Bookmarks 74
Deleting Bookmarks 75
Hiding and Showing Bookmark Names 76

Inserting Bookmarks

Following are steps for inserting a bookmark:

HOW TO INSERT A BOOKMARK

1. Open the content file (e.g., topic, snippet).
2. Click in the topic where you want to insert a bookmark (e.g., in front of a subheading or a specific paragraph).
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Links** section, select **Bookmark**.

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

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

   The Manage Bookmarks dialog opens.
4. In the **New bookmark** field, type a name for your bookmark (do not use spaces).

   E X A M P L E

   If the bookmark is being placed at the beginning of a bulleted list of product features, you might type `ProductFeatures` as the bookmark name.
5. Click **Add**. A bookmark icon and the name of the bookmark are displayed at the appropriate location in the topic (as long as your markers are turned on). You can hide the bookmark name if you want.
6. Click to save your work.
7. Now you can insert a cross-reference or another kind of hyperlink elsewhere in this topic or in another topic that links to this bookmark.

Note: You can also move an existing bookmark to a new location in the topic. To do this, place your cursor in the topic where you want the bookmark to be moved. Select **Insert>Bookmark**. In the Manage Bookmarks dialog, select the existing bookmark that you want to move (instead of typing the name of a new bookmark). Then click **Move**.

Renaming Bookmarks

If you want to rename one of the bookmarks that you have inserted in a content file (e.g., topic, snippet) , you can easily change the name.

HOW TO RENAME A BOOKMARK

1. Open the content file (e.g., topic, snippet).
2. Right-click the bookmark, and from the context menu select **Rename Bookmark**. The Manage Bookmarks dialog opens, with the bookmarks in that topic listed.
3. Select the bookmark that you want to rename.
4. In the **New bookmark** field, type a new name for the bookmark.
5. Click **Rename**. This changes the bookmark name in the topic.
6. Click to save your work.

Deleting Bookmarks

If you inserted a bookmark and no longer need it, you can permanently remove it.

HOW TO DELETE A BOOKMARK FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. Right-click the bookmark to remove and select **Delete** from the context menu.
3. Click to save your work.

Hiding and Showing Bookmark Names

When you insert a bookmark into a content file (e.g., topic, snippet) , both the bookmark icon and the bookmark name display on screen. You can show or hide the bookmark name from your screen display. When hidden, the screen displays shows only the bookmark icon at the insertion point.

HOW TO HIDE BOOKMARK NAMES

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Bookmark Names** to remove the check mark next to it. This hides the bookmark name.

HOW TO SHOW BOOKMARK NAMES

1. Open the content file (e.g., topic, snippet).
2. On the local toolbar of the XML Editor, click the down arrow of the **Show tags** button . Then select **Show Bookmark Names** to place a check mark next to it. This shows the bookmark name.

CHAPTER 7

Named Destinations

This feature is supported in Adobe PDF output.

You can create named destinations for use in Adobe PDF outputs. A named destination lets you point to a specific place in a PDF. In the Insert Hyperlink dialog, you can create links to named destinations when using the "File in Project" option (if the PDF has been added to your project) or "External File" option (if the PDF file exists outside of your project).

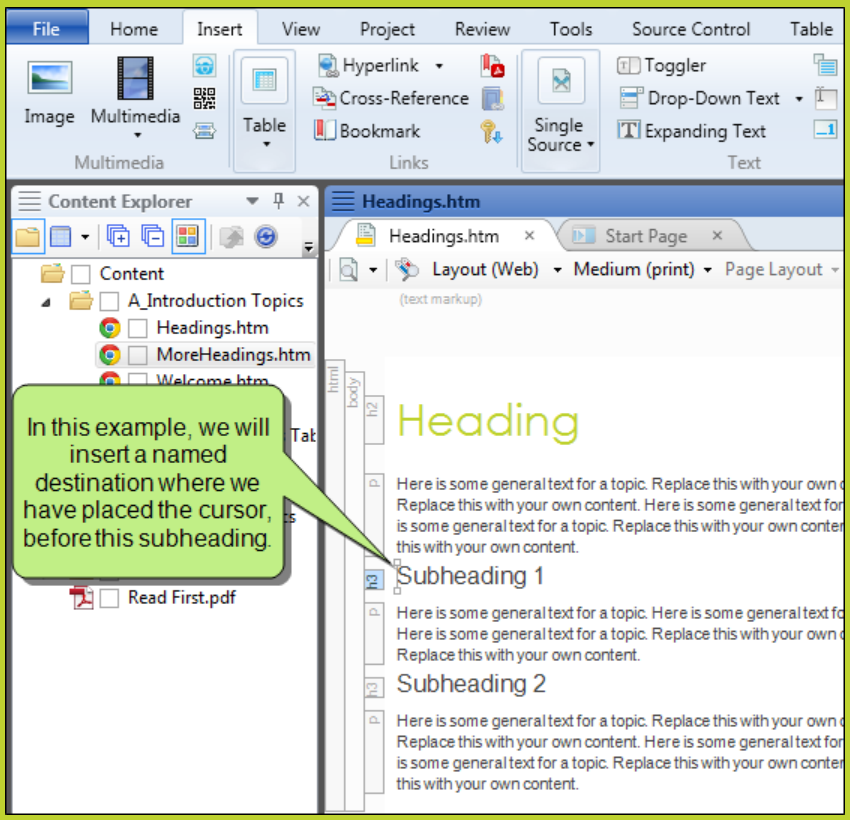
This process involves the following sets of steps:

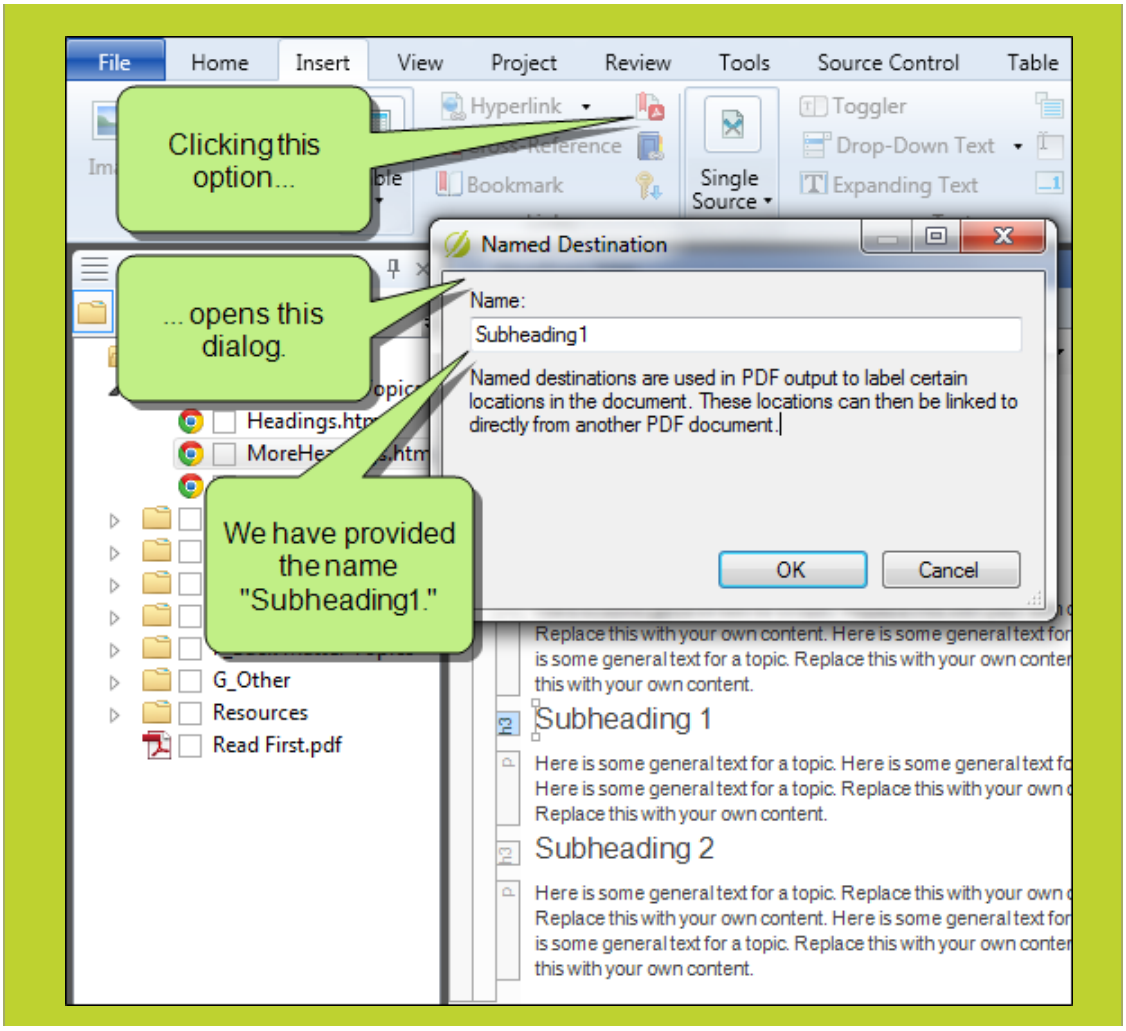
- **Generate/Insert Named Destinations** You can generate named destinations automatically in a PDF everywhere a bookmark exists. Alternatively, you can insert named destinations into content files manually.
- **Create Links to Named Destinations** You can insert hyperlinks to named destinations in a PDF.

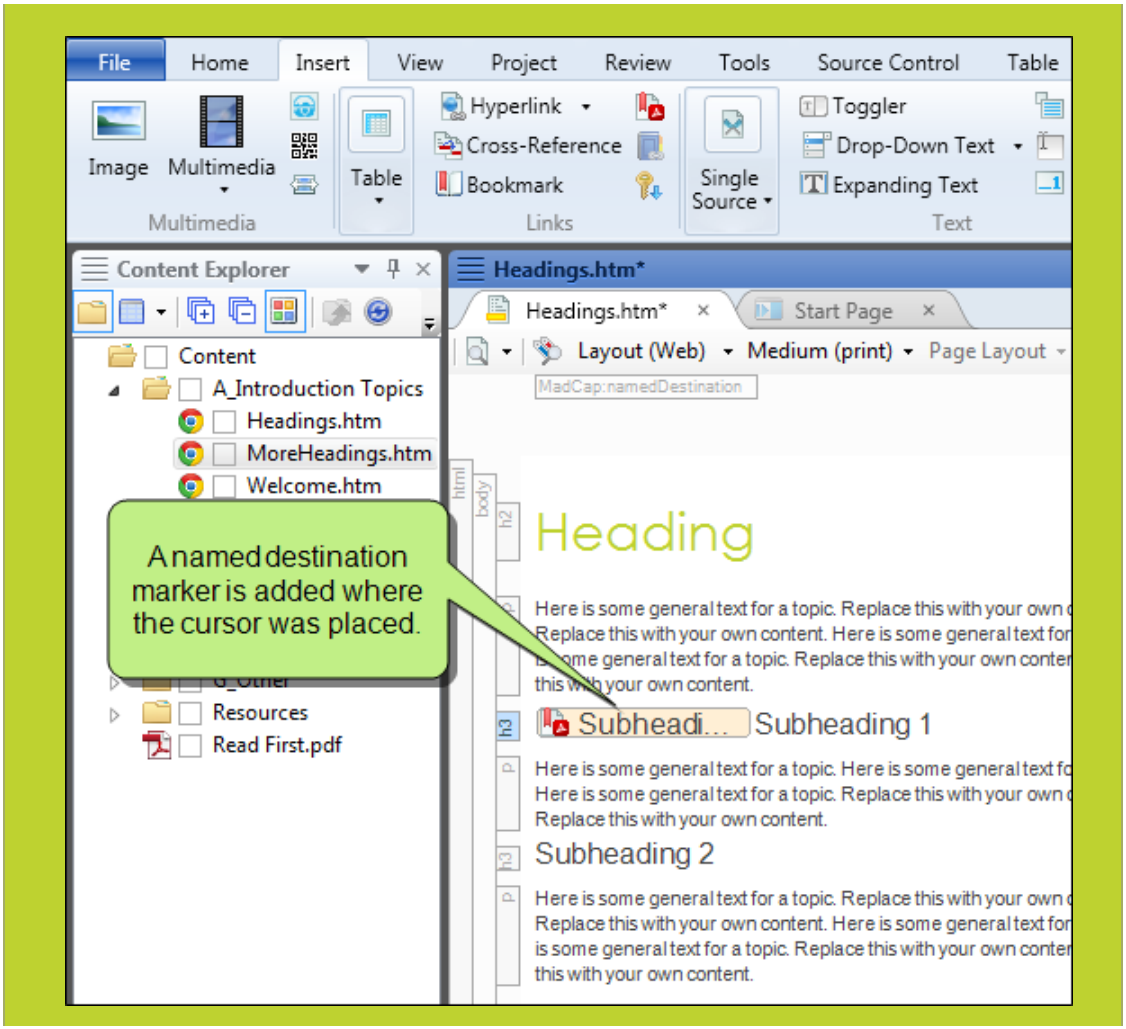
E X A M P L E

Let's say you plan to generate a PDF file from Flare Project A. Once that is done, you plan to add the PDF to Flare Project B. And in one of the topics of Flare Project B, you create a hyperlink that points to a specific paragraph in the PDF.

First, you open the topic or snippet in Flare Project A where the destination paragraph will eventually exist in the PDF, and you insert a named destination at that location:

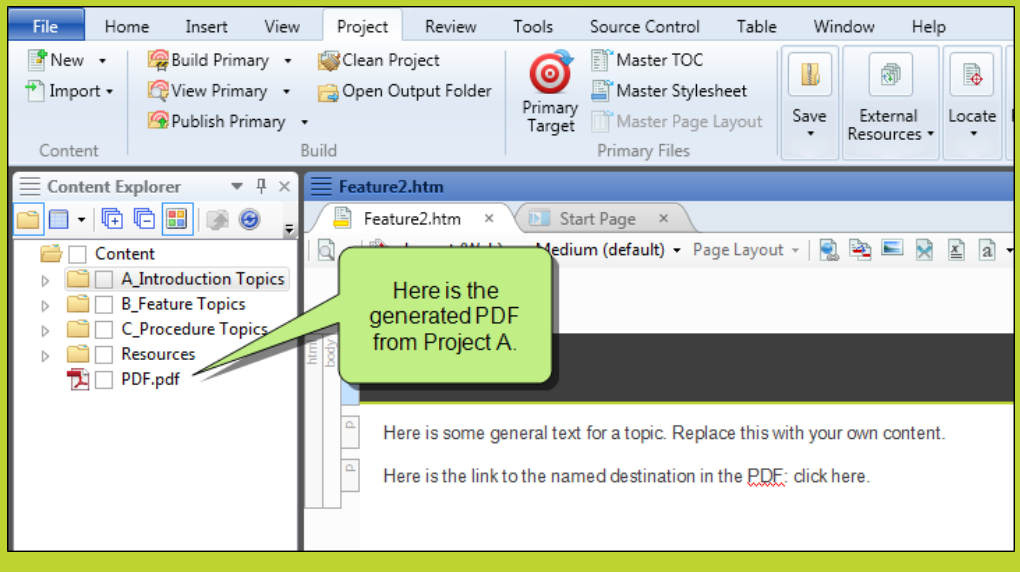



File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Hyperlink
Bookmark
Single Source
Toggler
Drop-Down Text
Expanding Text
Clicking this option...
... opens this dialog.
We have provided the name "Subheading1."
Named Destination
Name:
Subheading1
Named destinations are used in PDF output to label certain locations in the document. These locations can then be linked to directly from another PDF document.
OK
Cancel
G_Other
Resources
Read First.pdf
Subheading 1
Subheading 2

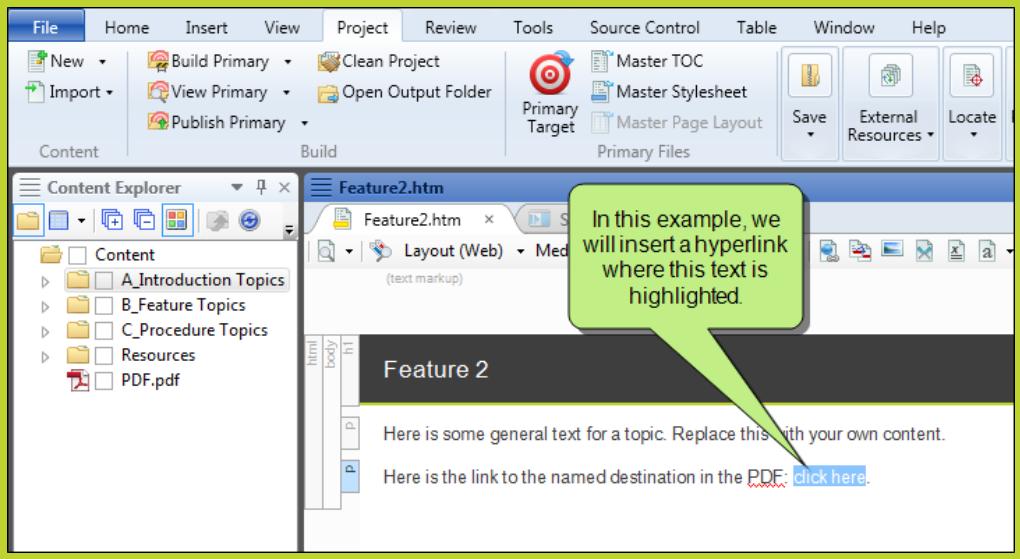

File
Home
Insert
View
Project
Review
Tools
Source Control
Table
Image
Multimedia
Table
Hyperlink
Cross-Reference
Bookmark
Single Source
Toggler
Drop-Down Text
Expanding Text
Multimedia
Links
Text
Content Explorer
Content
A_Introduction Topics
Headings.htm
MoreHeadings.htm
Welcome.htm
Resources
Read First.pdf
Headings.htm*
Start Page
Layout (Web)
Medium (print)
Page Layout
MadCap:namedDestination
A named destination marker is added where the cursor was placed.
Heading
Subheadi...
Subheading 1
Subheading 2

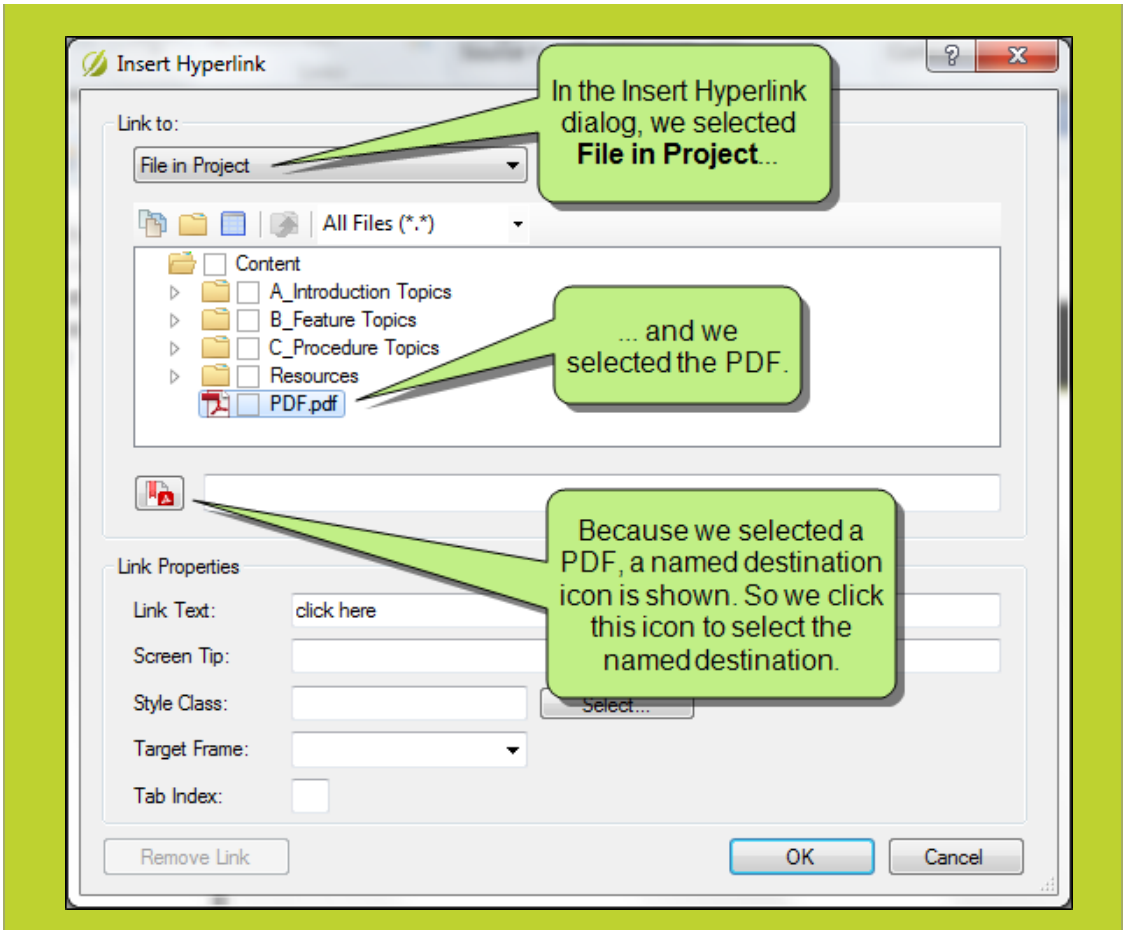
Next, you generate the output for the PDF.

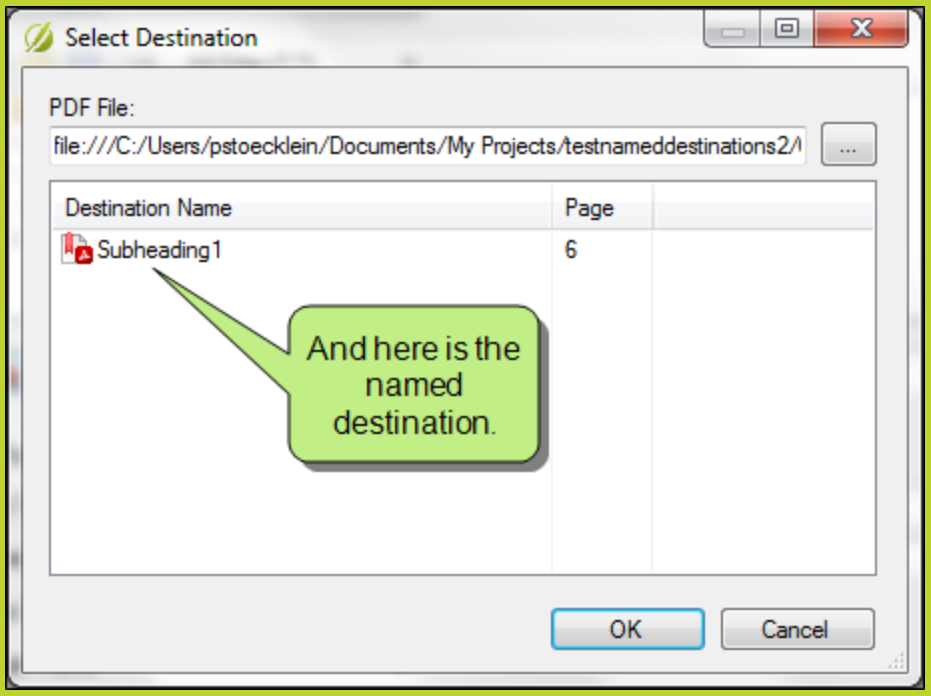
Now you open Flare Project B. You could use the a feature such as External Resources to add the PDF to that project, or you could just copy and paste it in Windows.



Now you open a topic in Flare Project B, and you create a hyperlink that points to the named destination in the PDF. You follow the steps for inserting the a link to a file in the project, and you select the PDF file. Then you click and select the named destination that you created:




Insert Hyperlink
Link to:
File in Project
All Files (*.*)
Content
A_Introduction Topics
B_Feature Topics
C_Procedure Topics
Resources
PDF.pdf
Link Properties
Link Text:
click here
Screen Tip:
Style Class:
Select...
Target Frame:
Tab Index:
Remove Link
OK
Cancel
In the Insert Hyperlink dialog, we selected **File in Project**...
... and we selected the PDF.
Because we selected a PDF, a named destination icon is shown. So we click this icon to select the named destination.



Now when you generate the output from Project B, you can click on the hyperlink in that output, and the PDF will open to the specified paragraph.

HOW TO GENERATE NAMED DESTINATIONS AUTOMATICALLY

1. Open the PDF target that will contain the named destinations (i.e., hyperlinks in another file will point to these destinations).
2. Select the **PDF Options** tab.
3. In the **Document Properties** area, click **Create named destinations for bookmarks**.

> **Note:** This does not remove bookmarks. It simply creates named destinations next to other bookmarks in the generated PDF if they exist.

4. Click to save your work.
5. Generate and publish the PDF.

HOW TO INSERT A NAMED DESTINATION MANUALLY

1. Open the topic where you want insert a named destination (i.e., hyperlinks in another file will point to the PDF holding this destination).
2. Click in the topic where you want to insert a named destination (e.g., in front of a subheading or a specific paragraph).
3. Do one of the following, depending on the part of the user interface you are using:

   » **Ribbon** Select the **Insert** ribbon. In the **Links** section, select **Named Destination**.

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

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

   » **Menu** Select **Insert>Named Destination**.

   The Named Destination dialog opens.
4. In the **Name** field, type a name for destination (do not use spaces).
5. Click **OK**. An icon is displayed at the appropriate location in the document (as long as your markers are turned on).
6. Click to save your work.
7. Generate and publish the PDF containing that topic.

HOW TO CREATE A LINK TO A NAMED DESTINATION

1. Open the topic where you want the link to exist.
2. Highlight the text that you want to use as the link (or "hotspot").
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Links** section, select **Hyperlink**.
   - **Menu** Select **Insert>Hyperlink**.
   - **Local Toolbar** In the local toolbar of the XML Editor click .
   - **Keyboard Shortcut** Press **CTRL+K** on your keyboard.
   - **Right-Click** In the XML Editor, right-click and select **Hyperlink**.

   The Insert Hyperlink dialog opens.
4. From the **Link to** drop-down field select one of the following. Based on the option you choose, the section below the field gives you a list of selections or additional fields to complete.

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, use the area below to navigate to the PDF file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

EXTERNAL FILE

This option lets you search for a file outside your project. After you select this option, enter the path to the PDF file in the field next to the External File button.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

5. After selecting the PDF, click .
6. In the dialog that opens, select the named destination and click **OK**.
7. (Optional) The **Link text** field displays the text that you highlighted in the topic, which will be used as the hyperlink. 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.
8. (Optional) In the **Screen Tip** field you can type a phrase that will appear when the end user hovers over the hyperlink in the output.

   When you enter a screen tip, it is added as a <title> tag in the markup. In addition, an <alt> (alternate text) tag is added with the same text. This is useful when it comes to accessibility.

   For more information see the online Help.
9. (Optional) Next to the **Style Class** field click the **Select** button. This opens the Select Class dialog, which lets you apply one of the defined hyperlink styles from your stylesheet to the link. You can change the appearance of the link in the Stylesheet Editor. After you select a style class in the dialog, click **OK**. The Style Class field displays the selected style. (If you do not specify a style class, Flare uses the parent <a> tag.)

10. (Optional) In the **Target Frame** field, click the drop-down arrow to select the way the linked destination will open (e.g., in another window, in a popup).
    - **(default)** The destination file will open in the same window as the output window.
    - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
    - **New Window_blank** The destination file will open in a new browser window.
    - **Same Frame_self** The destination file will open in the same window frame as the current topic.
    - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
    - **Popup Window** The destination file will open in a popup box on top of the current topic.
11. Click **OK**. The hyperlink is added to the topic.
12. Click to save your work.

CHAPTER 8

Links to WebHelp Topics

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

If you generate WebHelp, HTML5, WebHelp Plus, or WebHelp Mobile targets, you can create links to specific topics in the output.

This chapter discusses the following:

Creating Links to HTML5 Topics 92
Creating Links to WebHelp and WebHelp Plus Topics 94
Creating Links to WebHelp Mobile Topics 96

Creating Links to HTML5 Topics

You can create links to specific topics in HTML5 output. You can also create links that incorporate search strings and skin references.

HOW TO CREATE LINKS TO HTML5 TOPICS

1. Perform the steps for creating one of the following kinds of links:
   - **Image Maps** See "Creating Image Maps" on page 110.
   - **Image Hyperlinks** See "Image Hyperlinks and Maps" on page 101.
   - **Text Hyperlinks** See "Text Hyperlinks" on page 37.
   - **Topic Popups** See "Topic Popups" on page 59.
2. In the dialog that opens for creating the link, click the **Link to** field and select **Website**.
3. Enter the path to the website. You can also include a specific topic, a search string, and/or skin. When inserting the link, you can use the following structure.

   ```
   http://[website]/[main entry file].htm#[path/name of topic]&searchQuery=[search
   string]&firstPick=true&skinName=[skin name]
   ```

   After the hash mark (#), you can specify any combination of the parameters (cshid, searchQuery, firstPick, skinName), separated by ampersands (&). The order of the parameters does not matter:

   - **Main entry file** Provide the path to the main entry file for your output. The file name is determined by whatever you enter into the **Output File** field in the **General** tab of the Target Editor. If you do not provide a name in this field, the name "Default" will be used.
   - **searchQuery** This is an optional element that automatically performs a search for a specific string.
   - **firstPick** This element can be used in conjunction with the search string. If you include the first pick option, the first topic found with the specified search string *will* be opened automatically. If you do not include this element, the search results will simply be displayed; the first topic *will not* be opened automatically.
   - **skinName** You can specify a skin directly in the link, which will override the skin associated with that topic in the CSH alias file.

EXAMPLES

```
<a href="http://my.mycompany.com/Default.htm#Sports/Soccer.htm">Click here to open</a>

<a href="http://my.mycompany.com/Default.htm#searchQuery=World Cup Standings&firstPick=true">Click here to open</a>

<a href="http://my.mycompany.com/Default.htm#Sports/Soccer.htm&skinName=Green">Click here to open</a>
```

In these examples, the following were used:

- Default.htm = main entry file name
- Soccer.htm = topic in the project, located in subfolder called "Sports"
- World Cup Standings = search term
- Green = skin name

Creating Links to WebHelp and WebHelp Plus Topics

You can create links to specific topics in WebHelp and WebHelp Plus output. You can also create links that incorporate search strings and skin references.

HOW TO CREATE LINKS TO WEBHELP AND WEBHELP PLUS TOPICS

1. Perform the steps for creating one of the following kinds of links:
   - **Image Maps** See "Creating Image Maps" on page 110.
   - **Image Hyperlinks** See "Image Hyperlinks and Maps" on page 101.
   - **Text Hyperlinks** See "Text Hyperlinks" on page 37.
   - **Topic Popups** See "Topic Popups" on page 59.
2. In the dialog that opens for creating the link, click the **Link to** field and select **Website**.
3. Enter the path to the website. You can also include a specific topic, a search string, and/or skin. When inserting the link, you can use the following structure.

```
http://[website]/[main entry file]_CSH.htm?[search string]|FirstPick#[path/name
of topic]|[skin name]
```

   - **Main entry file_CSH.htm** This is the main entry file for your output. The file name is determined by whatever you enter into the **Output File** field in the **General** tab of the Target Editor. If you do not provide a name in this field, the name "Default" will be used. After the file name, it is important that you add an underscore followed by "CSH."

     Note: You do not need to include the "_CSH" portion in the file name of the topic in Flare. You only need to add " _CSH" to the web page hyperlink connecting to that topic.

   - **Search string** This is an optional element that automatically performs a search for a specific string.
   - **First pick** This element can be used in conjunction with the search string. If you include the first pick option, the first topic found with the specified search string will be opened automatically. If you do not include this element, the search results will simply be displayed; the first topic will not be opened automatically.
   - **Skin name** You can specify a skin directly in the link, which will override the skin associated with that topic in the CSH alias file.

EXAMPLES

```
<a href="http://my.mycompany.com/Default_CSH.htm#Sports/Soccer.htm|Green">Click here
to open</a>

<a href="http://my.mycompany.com/Default_CSH.htm?World Cup Standings|FirstPick">Click
here to open</a>
```

In these examples, the following were used:

- Default.htm = main entry file name
- Soccer.htm = topic in the project, located in subfolder called "Sports"
- World Cup Standings = search term
- Green = skin name

Creating Links to WebHelp Mobile Topics

You can create links to specific topics in WebHelp Mobile output. You can also create links that incorporate search strings.

HOW TO CREATE LINKS TO WEBHELP MOBILE TOPICS

1. Perform the steps for creating one of the following kinds of links:
   - **Image Maps** See "Creating Image Maps" on page 110.
   - **Image Hyperlinks** See "Image Hyperlinks and Maps" on page 101.
   - **Text Hyperlinks** See "Text Hyperlinks" on page 37.
   - **Topic Popups** See "Topic Popups" on page 59.
2. In the dialog that opens for creating the link, click the **Link to** field and select **Website**.
3. Enter the path to the website. You can also include a specific topic and/or a search string. When inserting the link, you can use the following structure.

   ```
   http://[website]/[path/name of topic]&searchQuery=[search string]&firstPick-
   k=true
   ```

   Parameters can be separated by ampersands (&).

   - **searchQuery** This is an optional element that automatically performs a search for a specific string.
   - **firstPick** This element can be used in conjunction with the search string. If you include the first pick option, the first topic found with the specified search string *will* be opened automatically. If you do not include this element, the search results will simply be displayed; the first topic *will not* be opened automatically.

E X A M P L E S

```
  <a href="http://mycompany.com/Sports/Soccer.htm">Click here to open</a>

<a href="http://mycompany.com/searchQuery=World Cup Standings&firstPick=true">Click
here to open</a>
```

In these examples, the following were used:

- Soccer.htm = topic in the project, located in subfolder called "Sports"
- World Cup Standings = search term

CHAPTER 9

External Links—HTML, PDF, Microsoft Office

This feature is supported in all outputs.

An external link lets you search for a file (e.g., HTM, HTML, XML, PDF, Microsoft Office files) outside your project. These steps involve a little planning ahead. You need to know the location where your files will be published, as well as the names of your main output files.

HOW TO INSERT A LINK TO AN EXTERNAL FILE

1. Open the content file (e.g., topic, snippet) where you want to insert the link.
2. Use the normal steps for inserting the type of navigation link that you want to create:
   - **Text Hyperlink** See "Text Hyperlinks" on page 37.
   - **Topic Popup** See "Topic Popups" on page 59.
   - **Image Hyperlink** See "Image Hyperlinks and Maps" on page 101.
3. From the **Link to** drop-down field, select **External File**.
4. In the field to the right, next to the **External File** button, enter the path for the link, depending on the output type you are using.

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

IF YOU ARE BUILDING MICROSOFT HTML HELP (CHM FILES)

Use one of the following:

» `NameOfOutput.chm::/NameOfTopic.htm`

OR

» `mk:@MSITStore:PathToOutput\NameOfOutput.chm::/NameOfTopic.htm`

Use the first method if you plan to publish your CHM files to the same folder (recommended). Use the second method if you plan to publish your CHM files in different folders.

E X A M P L E S

Let's say you have a project called "FirstHelp" and another called "SecondHelp." Also, let's assume that the first project will generate a CHM file named "First.chm," and the second will generate a CHM file named "Second.chm." (The names of the CHM files can be specified on the General tab of the Target Editor. Enter the desired name in the Output File field. If you plan to publish the files to the same folder, they need to have different names.)

Suppose you want to create a text hyperlink in a topic called "Welcome," which is located within the FirstHelp project. When a user clicks on this link, you want it to open a topic called "About the Company," which is located within the SecondHelp project. Therefore, you open the Welcome topic in the FirstHelp project. Then you highlight the text to be used in the hyperlink, and you select **Insert>Hyperlink**. The Insert Hyperlink dialog opens. Next, from the drop-down field you select **External File**. What do you enter in the **External File** field?

We will take a look at two different situations. First, let's say that you plan to publish both CHM files to the same folder (perhaps on your company's intranet). In that case, you would enter the following:

SecondHelp.chm::/About the Company.htm

On the other hand, let's say that you plan to publish First.chm to one folder, and you plan to publish Second.chm to a separate folder, such as the following: C:\Documentation\More Help. In that case, you would enter the following:

mk:@MSITStore:C:\Documentation\More Help\SecondHelp.chm::/About the Company.htm

Note: If you want to link content to an external CHM file, an alternative is to use the "HTML Help File" option from the "Link to" field, instead of the "External File" option.

IF YOU ARE BUILDING OTHER OUTPUT TYPES

Enter the relative path from the source output topic to the destination topic, using a pair of periods to represent each folder level.

E X A M P L E

Let's say that you have a project called "First Help" and another called "Second Help." Suppose that you will generate WebHelp output for the First Help project and publish it to a folder called "MyFirstHelp." You will also generate WebHelp output for the Second Help project and publish it to a folder called "MySecondHelp," which is located next to the "MyFirstHelp" folder. Now, let's say you have a topic called "Welcome" in the First Help project and it is stored at the root level of the Content folder. You want to create an external link in this topic so that it opens a topic called "About the Company," which is stored in the root Content folder of the Second Help project. In that case, you would enter the following when creating the external link:

../../MySecondHelp/Content/About the Company.htm

5. (Optional) You can click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.
6. In the link dialog, click **OK**.
7. Click to save your work.
8. Generate the output for the projects and publish the files to the appropriate location(s).

Note: With Mark of the web enabled in your target, some links to external files may not work properly in some versions of Internet Explorer when pages are viewed locally (file://). This is not an issue if pages are viewed online (http://). For more information about MOTW, see Microsoft's MSDN website.

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

CHAPTER 10

Image Hyperlinks and Maps

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

You can make images interactive through the use of hyperlinks and maps.

This chapter discusses the following:

Inserting Image Hyperlinks 102
Editing Image Hyperlinks 106
Creating Image Maps 110

Inserting Image Hyperlinks

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

HOW TO INSERT AN IMAGE HYPERLINK

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

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

   You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

EMAIL

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

E X A M P L E

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

HTML HELP FILE

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

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

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

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

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

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

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

You might use this option, for example, if the destination topic has its own frameset.

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

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

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

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

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

Editing Image Hyperlinks

You can edit image hyperlinks that you have inserted into a topic in the following ways: (1) edit the destination and properties of the hyperlink, and (2) remove the hyperlink from the image.

The first way to edit image hyperlinks is to change the destination and other properties (target frame, screen tip).

E X A M P L E

Let's say that you test the topic containing the image hyperlink and you notice that the wrong destination topic is opening when you click the hyperlink. So you use the steps below to associate the correct destination topic with the hyperlink.

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

   FILE IN PROJECT

   This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

EMAIL

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

E X A M P L E

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

HTML HELP FILE

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

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

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

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

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

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

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

- **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
- **Popup Window** The destination file will open in a popup box on top of the current topic.

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

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

9. Click **OK**. The hyperlink is changed in the topic.
10. Click to save your work.

HOW TO REMOVE THE HYPERLINK FROM THE IMAGE

Another way to edit an image hyperlink is to remove the hyperlink effect. If you decide that you no longer want the image to serve as a hyperlink, you can use the steps below to remove the hyperlink. When you are finished, the image will remain in the topic, but the hyperlink effect will be removed.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the image.
3. In the context menu, select **Hyperlink Image**. The Insert Hyperlink dialog opens.
4. In the bottom-left section of the dialog, click the **Remove Link** button. The hyperlink effect is removed.
5. Click to save your work.

Creating Image Maps

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

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

HOW TO CREATE AN IMAGE MAP

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

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

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

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

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

FILE IN PROJECT

This option lets you search for a file within your project. After you select this option, use the area below to navigate to the file that you want to link to and select it. By using the buttons in the local toolbar, you can view all files in a list, view files in their folder structure, and use other options.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

PLACE IN THIS DOCUMENT

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

EXTERNAL FILE

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

You can also click to display and select any bookmarks within the destination file, or if you have selected a PDF file. See "Bookmarks" on page 71 and "Named Destinations" on page 77.

For more information see "External Links—HTML, PDF, Microsoft Office" on page 97.

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

WEBSITE

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

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

EMAIL

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

E X A M P L E

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

HTML HELP FILE

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

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

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

» Select **Import Existing**. In the dialog that opens, find and double-click the CHM file. Then from the drop-

down—which displays "(root folder)" by default, you can select a specific content folder in your project to place the CHM file.

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

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

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

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

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

Buttons and Sections

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

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

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

CHAPTER 11

FrameMaker Links

If you are importing Adobe FrameMaker documents and you have created hyperlinks by using "Specify Named Destination" and "Jump to Named Destination" markers, Flare will automatically convert them to links in your project. Following are steps for creating these hyperlinks in Adobe FrameMaker. For more information, please refer to the documentation provided with Adobe FrameMaker.

HOW TO CREATE A HYPERLINK IN A FRAMEMAKER SOURCE DOCUMENT

The following steps may vary in different versions of FrameMaker.

1. Open the Adobe FrameMaker document.
2. In Adobe FrameMaker, place your cursor at the spot to be used as the destination for a link. This might be a heading that will become a new topic when you import the document. When a user clicks on the hyperlink (created below), this is the content that will be displayed to end users.
3. Select **Special>Hypertext**. The Hypertext dialog opens.
4. From the **Command** field, select **Specify Named Destination**.The text "newlink" is added to the area below.
5. After the text "newlink," type a name to identify the destination (perhaps the name of the heading).
6. Click **New Hypertext Marker**.
7. Locate the area that you want to serve as the hyperlink. Prepare the area to become a hyperlink, according to the documentation provided with Adobe FrameMaker.
8. Place your cursor in the prepared hypertext area.
9. From the **Command** field of the Hypertext dialog, select **Jump to Named Destination**. The text "gotolink" is added to the text area below.
10. After the text "gotolink," type the name that you gave to the destination marker.
11. Click **New Hypertext Marker**.
12. Close the Hypertext dialog.
13. Save the Adobe FrameMaker document.

Note: Flare supports FrameMaker 7.0 and newer versions.

CHAPTER 12

Togglers

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

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.

This chapter discusses the following:

Inserting Togglers 120
Editing Togglers 122
Deleting Togglers 125

Inserting Togglers

Following are steps for inserting a toggler:

HOW TO INSERT A TOGGLER

1. Open the content file (e.g., topic, snippet).
2. Click anywhere in the paragraph that you want to toggle (the content that will open when users click the hotspot).
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Home** ribbon. In the **Attributes** section, select **Name**.

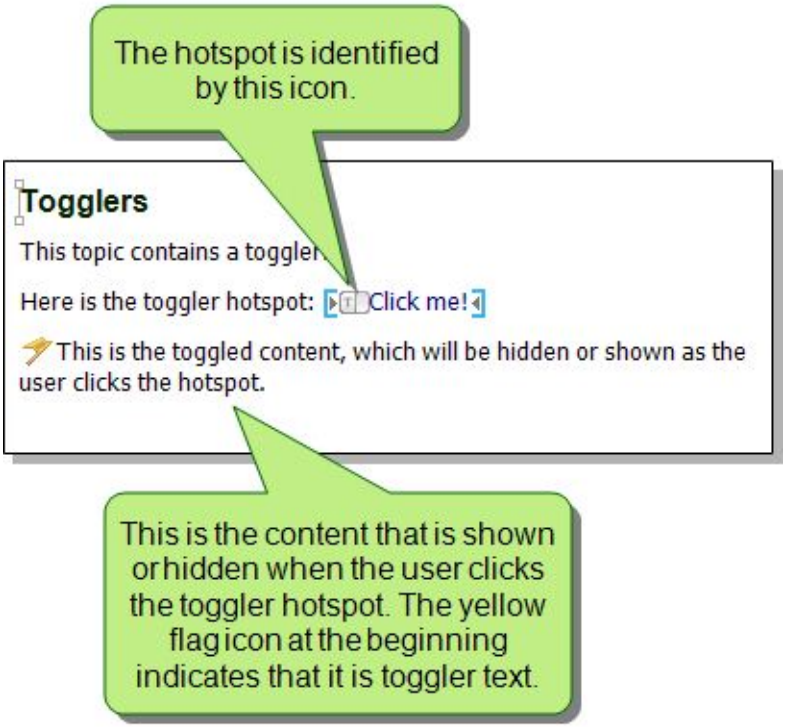
     You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

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

   The Manage Named Elements dialog opens.
4. Type a name for the toggled element (anything that will help you identify it).
5. Click **OK**. The named element is added, with a yellow flag next to it. The flag will not display in the output. It is simply used to show you where a named element has been inserted. You can hide or show this flag by selecting the option from the **Show tags** button in the XML Editor local toolbar.
6. In the topic, highlight the text that you want to use as the toggler hotspot.
7. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Text** section, select **Toggler**.
   - **Menu** Select **Insert>Toggler**.

   The Insert Toggler dialog opens.
8. In the **Toggler targets** section, click the check box next to the toggler element that you created.
9. (Optional) In the **Toggler class** section, select a style class to be associated with the toggler.

10. Click **OK**. The toggler hotspot now has the toggler icon next to it in the XML Editor. (The icon will not display in the output. It is simply used to show you where a named element has been inserted.)



11. Click to save your work.

Editing Togglers

You can edit togglers that you have inserted into a topic in at least three different ways: (1) edit the content in the section that is "toggled," (2) edit the style of a toggler hotspot, and (3) associate the hotspot with another toggler element and/or style class.

HOW TO EDIT THE TOGGLER CONTENT

The first way to edit drop-down text is to change the actual content in the section that gets "toggled" when users click the hotspot.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click in the area containing the toggler content. Then add, remove, or replace content as necessary.
3. Click to save your work.

HOW TO EDIT THE STYLE OF A TOGGLER HOTSPOT

You can edit the style (e.g., font, color) of a toggler hotspot. When you do this, the style changes for all toggler hotspots in any topics in your project.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Dynamic Effects Styles.
4. In the **Styles** section on the left side of the editor, find and select the style called **MadCap|toggler** (or a toggler style class you have created within it).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
   - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in a closed state.
   - **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the toggler effect when it is in a closed state.
   - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in an open state.
   - **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the toggler effect when it is in an open state.
7. Click to save your work.

HOW TO ASSOCIATE A HOTSPOT WITH ANOTHER TOGGLER ELEMENT

The third way to edit a toggler is to associate the hotspot with another toggler element and/or style class.

E X A M P L E

You might have multiple sections of content in a topic that are open and closed via toggler hotspots. If you are using one hotspot to "toggle" one section of content, you can easily associate that hotspot with an additional section of content, so that it "toggles" both areas when a user clicks it.

1. Open the content file (e.g., topic, snippet).
2. If you have not yet given a toggler element name to the content that you want to show and hide, follow the steps for inserting a toggler.
3. In the XML Editor, right-click the icon at the beginning of the toggler hotspot.
4. In the menu, select **Edit Toggler**. The Insert Toggler dialog opens.
5. In the **Toggler targets** section, click the check box next to any toggler elements that you want to associate with the hotspot. You can select as many toggler elements as needed.
6. In the **Toggler class** section, select a style class to be associated with the toggler.
7. Click **OK**.
8. Click to save your work.

Deleting Togglers

If you have inserted a toggler into a topic and want to remove the toggler hotspot, use the following steps.

HOW TO DELETE A TOGGLER FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. Right-click the icon at the beginning of the toggler.
3. From the menu, select **Delete**. The toggler hotspot and its content are removed from the topic.
4. Click to save your work.

CHAPTER 13

Drop-Downs

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

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.

This chapter discusses the following:

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Tasks Associated with Drop-Down Text

You can do the following with drop-down text:

- **Insert** You can create a new drop-down effect in the XML Editor in Flare. See "Inserting Drop-Down Text " on the following page.
- **Create in FrameMaker** These steps show you how to create a new drop-down effect in a FrameMaker source document (if you plan to import that document into Flare). After you import the document, the drop-down effect will automatically be created in the XML Editor. See "Creating Drop-Down Effects in FrameMaker Source Documents" on page 132.
- **Edit** You can change the style and content for a drop-down effect. See "Editing Drop-Down Text" on page 133.
- **Remove/Unbind** You can remove (or "unbind") a drop-down effect so that it is displayed as normal text. See "Removing/Unbinding Drop-Down Text" on page 136.
- **Delete** You can delete a drop-down effect, therefore removing all of its text from the topic. See "Deleting Drop-Down Text" on page 137.

Inserting Drop-Down Text

The following steps show you how to create a new drop-down effect.

HOW TO INSERT DROP-DOWN TEXT

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor type and format the content that will become the drop-down hotspot and the drop-down body.
3. Highlight all of the paragraphs that you want to become the drop-down text, including the first paragraph, which will contain the hotspot.
4. Do one of the following, depending on the part of the user interface you are using:

   » **Ribbon** Select the **Insert** ribbon. In the **Text** section, select **Drop-Down Text**.

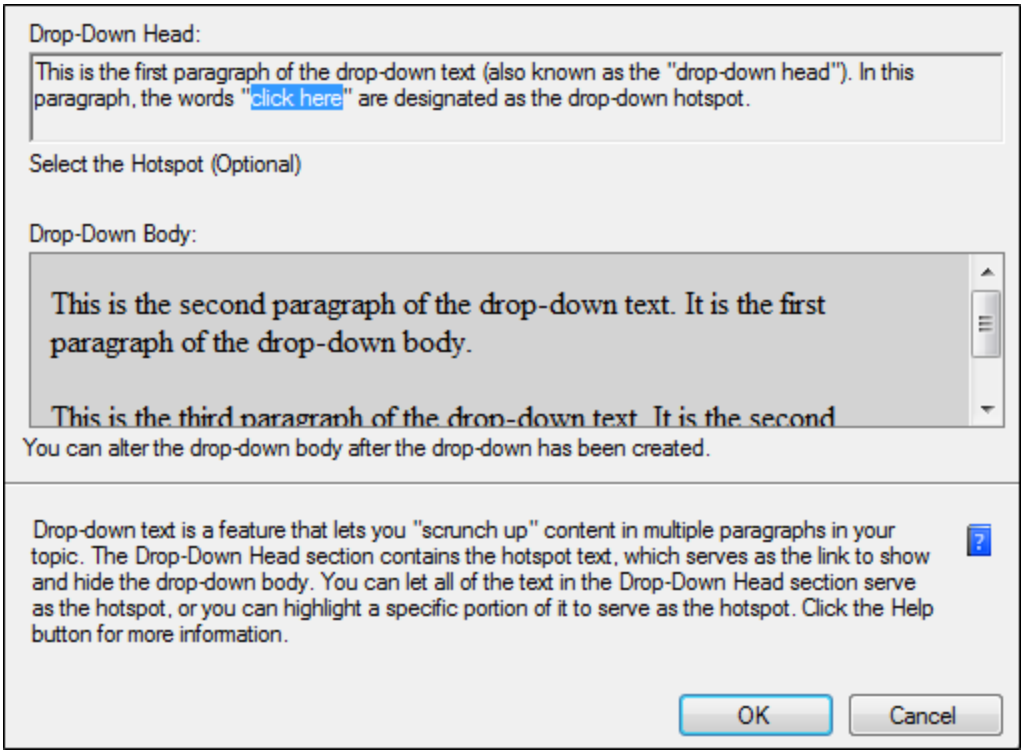
   You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

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

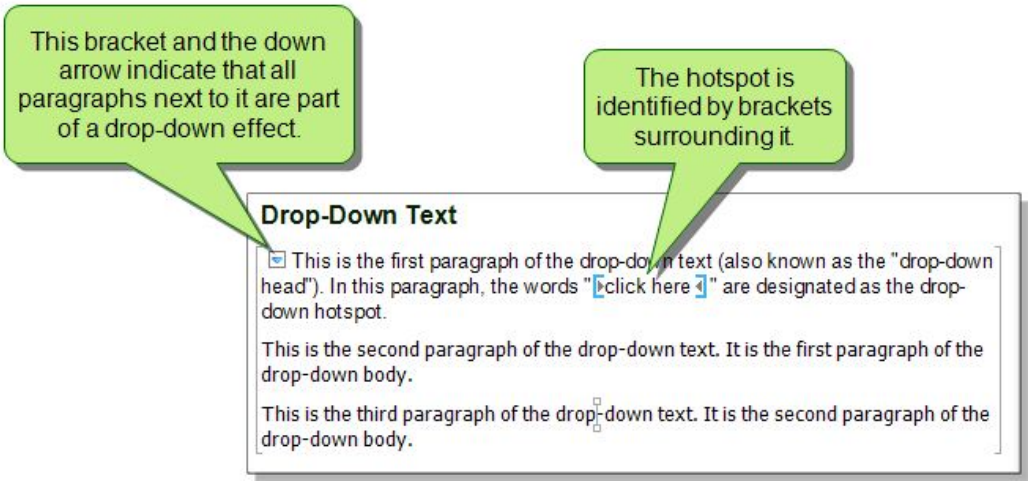
   » **Menu** Select **Insert>Drop-Down Text**.

   The Insert Drop-Down dialog opens. The entire first paragraph is displayed in the Drop-Down Head field. The rest of the paragraphs are displayed in the Drop-Down Body section.

5. If you want only a portion of the first paragraph to be used as the hotspot link, highlight only that specific text in the field (otherwise, leave the text in that field as it is).



6. Click **OK**. The entire drop-down text section now has brackets around it in the XML Editor (if markers are turned on). The hotspot has a blue down arrow to the left of it. If you designated just a portion of the first paragraph to serve as the hotspot, smaller brackets surround it.



7. Click to save your work.

Note: There is also an option called "Drop-Down Hotspot." This option lets you specify the exact text to use in a drop-down effect as the drop-down hotspot. In order for this option to be enabled, you first need to insert drop-down text into a topic. Then select a portion of the drop-down head (the first paragraph of the drop-down effect) and choose this option.

Creating Drop-Down Effects in FrameMaker Source Documents

The following steps show you how to create a new drop-down effect in a FrameMaker source document (if you plan to import that document into Flare). After you import the document, the drop-down effect will automatically be created in the XML Editor.

HOW TO CREATE A DROP-DOWN EFFECT IN A FRAMEMAKER SOURCE DOCUMENT

The following steps may vary in different versions of FrameMaker.

1. Open the FrameMaker document.
2. In FrameMaker, create the two drop-down paragraph styles that are required for producing this effect. This is a one-time step in the document. Afterwards, you can simply select the newly created styles when specifying drop-down text. To create the two styles, do the following.
   a. In FrameMaker, select **Format>Paragraphs>Designer**. The Paragraph Designer opens.
   b. From the **Commands** field, click the down arrow and select **New Format**. The New Format dialog opens.
   c. In the **Tag** field, type `PullDownButton`.
   d. Make sure that the **Store in Catalog** check box has a check mark.
   e. Make sure that the **Apply to Selection** check box does NOT have a check mark in it (unless you want the new style to immediately be applied to the paragraph where your cursor is placed).
   f. Click **Create**.
   g. Follow these same steps to create a paragraph style called `PullDownBody`.
   h. Close the Paragraph Designer.
3. In the FrameMaker document, place your cursor in the paragraph that you want to serve as the drop-down hotspot in the online output (i.e., when the user clicks that hotspot, the text below that is identified as the drop-down body will be shown or hidden).
4. From the styles drop-down menu or from the paragraph catalog, select **PullDownButton**.
5. Highlight the paragraph(s) that you want to serve as the drop-down body in the online output.
6. From the styles drop-down menu or from the paragraph catalog, select **PullDownBody**.
7. Save the FrameMaker document.

Note: Flare supports FrameMaker 7.0 and newer versions.

After you apply the drop-down styles to the FrameMaker document(s), you can import those documents into a Flare project.

Editing Drop-Down Text

You can edit drop-down text that you have inserted into a topic in at least three different ways: (1) edit the content in the drop-down text, (2) edit the style of drop-down text, and (3) unbind (or remove) the drop-down effect.

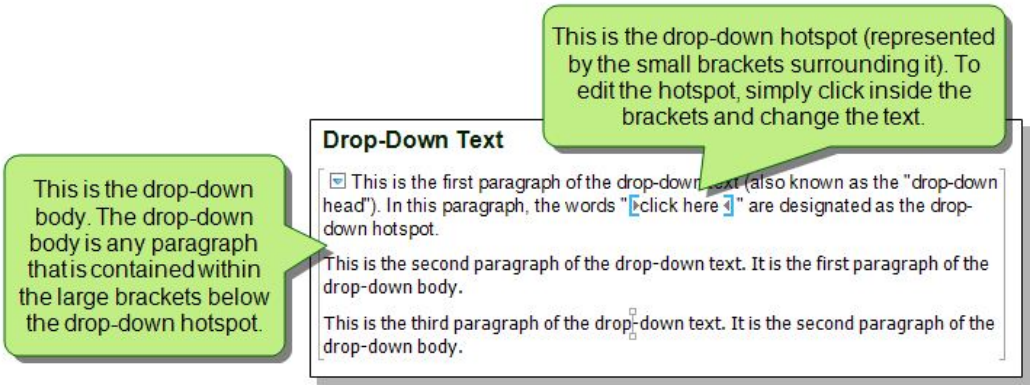
HOW TO EDIT THE CONTENT IN DROP-DOWN TEXT

The first way to edit drop-down text is to change the actual content in the drop-down heading (or hotspot) or in the drop-down body.

E X A M P L E

Let's say you have drop-down text in a topic that contains the words "click here" as the hotspot and one paragraph as the drop-down body. If you want to change the text of the hotspot to "see this," you would simply replace the hotspot text between the small brackets in the topic. And if you want to add another paragraph in the drop-down body, you would simply click at the end of the current paragraph in the drop-down body, press Enter, and type the additional paragraph.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click in the area containing the drop-down hotspot or drop-down body. Then add, remove, or replace the content as necessary.



3. Click to save your work.

HOW TO EDIT THE STYLE OF DROP-DOWN TEXT

You can edit the style (e.g., font, color) of a drop-down hotspot or body. When you do this, the style changes for all drop-down text in any topics in your project.

E X A M P L E

Let's say that you want to change the font for your drop-down hotspots to red and italic. The following steps show you how to accomplish this.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Dynamic Effects Styles.
4. In the **Styles** section on the left side of the editor, find and select the appropriate style, depending on what you want to change.
   - **MadCap|dropDown** This style affects the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.
   - **MadCap|dropDownBody** This style affects the content that is shown when users open the drop-down effect.
   - **MadCap|dropDownHead** This style affects the text in the first paragraph of a drop-down effect (i.e., the paragraph where the drop-down link is located).
   - **MadCap|dropDownHotSpot** This style affects the specific text that you select in the first paragraph of a drop-down effect to serve as the link for opening the drop-down body. If you do not select specific text in the first paragraph to serve as the hotspot, the entire first paragraph is used as the hotspot.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.

6. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
   - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in a closed state. To use this property, first select the **MadCap|dropDown** style mentioned above.
   - **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the drop-down effect when it is in a closed state.
   - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in an open state. To use this property, first select the **MadCap|dropDown** style mentioned above.
   - **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the drop-down effect when it is in an open state.
7. Click to save your work.

Removing/Unbinding Drop-Down Text

If you have inserted drop-down text into a topic and want to keep the text but remove (or "unbind") the drop-down effect so that it is displayed as normal text, use the following steps. If you want to delete the drop-down text, therefore removing all of its text from the topic, see "Deleting Drop-Down Text" on the following page.

HOW TO REMOVE/UNBIND DROP-DOWN TEXT

1. Open the content file (e.g., topic, snippet).
2. Right-click the down arrow at the beginning of the drop-down text.
3. From theClick to save your work. drop-down menu, select **Unbind Drop-Down Text**. The drop-down effect is removed, converting the section to normal text.

Deleting Drop-Down Text

If you have inserted drop-down text into a content file (e.g., topic, snippet) and want to delete it, therefore removing all of its text from the topic, use the following steps. If you want to keep the text but remove the drop-down effect so that it is displayed as normal text, see "Removing/Unbinding Drop-Down Text" on the previous page.

HOW TO DELETE DROP-DOWN TEXT

1. Open the content file (e.g., topic, snippet).
2. Right-click the down arrow at the beginning of the drop-down text.
3. From the drop-down menu, select **Delete**. The drop-down text is removed from the topic.
4. Click to save your work.

CHAPTER 14

Expanding Text

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

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.

This chapter discusses the following:

Inserting Expanding Text 140
Editing Expanding Text 142
Removing/Unbinding Expanding Text 145
Deleting Expanding Text 146

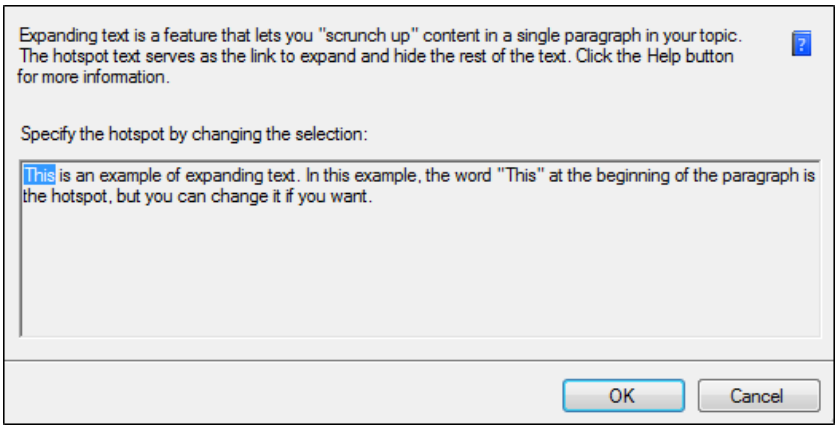
Inserting Expanding Text

Following are steps for inserting expanding text.

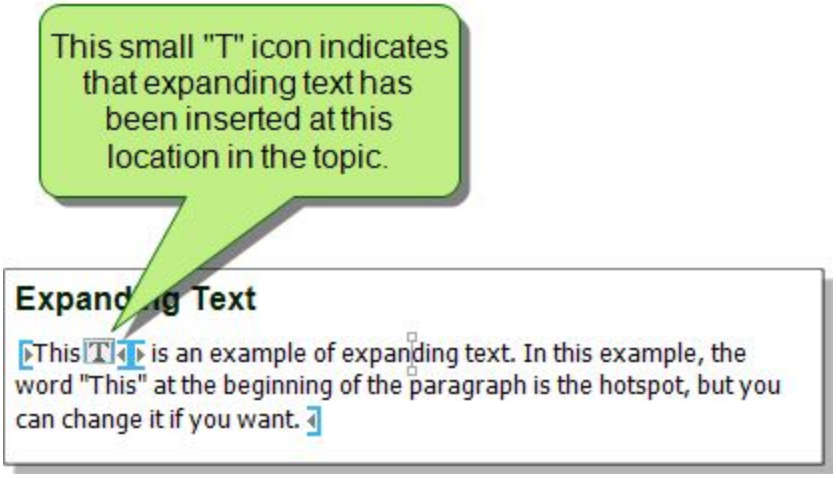
HOW TO INSERT EXPANDING TEXT

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor type and format the content that will become the expanding text.
3. Highlight the paragraph (or the portion of it) that you want to become the expanding text, including the word or words that will be used as the hotspot.
4. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Text** section, select **Expanding Text**.
   - **Menu** Select **Insert>Expanding Text**.

   The Insert Expanding Text dialog opens. The paragraph (or the portion of it that you selected) is displayed, with the first word highlighted. This first word will be used as the hotspot, unless you modify it by highlighting more of the paragraph.



5. If you want additional words in the paragraph to be used as the hotspot link, highlight them. Otherwise, leave the text in that field as it is.
6. Click **OK**. The selection is now surrounded by brackets in the XML Editor (if markers are turned on). The hotspot appears with an icon next to it. The font used in the expanding text depends on the settings specified for the <MadCap|expandingHead> and <MadCap|expandingBody> styles in your stylesheet.



7. Click to save your work.

Note: Although this feature is called "expanding text," the content does not have to be strictly text only. For example, you can use an image for the hotspot. To do this, go through the normal process for creating expanding text. When you do this, just type some dummy text at the beginning where you want the image to be. The reason for this is that the Insert Expanding Text dialog lets you work only with text. After you create the expanding text effect, you'll see the two parts of the effect within brackets in the XML Editor. The hotspot is in the first set of brackets. Just click inside those brackets and replace the dummy text with the image you want to use.

Editing Expanding Text

You can edit expanding text that you have inserted into a topic in at least three different ways: (1) edit the content in the expanding text, (2) edit the style of expanding text, and (3) unbind (or remove) the expanding text effect.

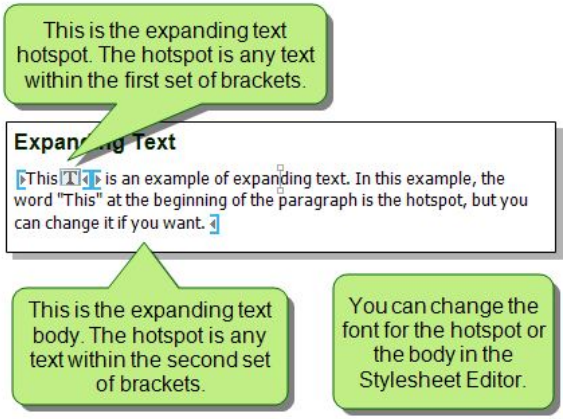
HOW TO EDIT THE CONTENT IN EXPANDING TEXT

The first way to edit expanding text is to change the actual content in the expanding text heading (or hotspot) or in the expanding text body.

E X A M P L E

Let's say you have expanding text in a topic that contains the words "click here" as the hotspot, and the rest of the sentence after the hotspot is the expanding text body. If you want to change the text of the hotspot to "see this," you would simply replace the hotspot text (which is the text between the first set of brackets). And if you want to add another sentence to the expanding text body, you would simply click at the end of the current expanding text body (within the second set of brackets) and type the additional sentence.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click in the area containing the expanding text hotspot or body. Then add, remove, or replace the content as necessary.



3. Click to save your work.

HOW TO EDIT THE STYLE IN EXPANDING TEXT

You can edit the style (e.g., font, color) of an expanding text hotspot or body. When you do this, the style changes for all expanding text in any topics in your project.

E X A M P L E

Let's say that you want to change the font for your expanding text hotspots to red and italic. The following steps show you how to accomplish this.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Dynamic Effects Styles.
4. In the **Styles** section on the left side of the editor, find and select one of the expanding text styles:
   - **MadCap|expanding** This style affects the entire container holding an expanding text effect, including the image that is shown when an expanding text effect is open or closed.
   - **MadCap|expandingBody** This style affects the expanded text portion of an expanding text effect (i.e., the area that is displayed or hidden when users click the hotspot link).
   - **MadCap|expandingHead** This style affects the hotspot portion of an expanding text effect.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
   - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in a closed state. To use this property, first select the **MadCap|expanding** style mentioned above.
   - **mc-closed-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the expanding text effect when it is in a closed state.

- **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in an open state. To use this property, first select the **MadCap|expanding** style mentioned above.
- **mc-open-image-alt-text** This style, located in the **Unclassified** property group, lets you set alternate text for the expanding text effect when it is in an open state.

7. Click to save your work.

Removing/Unbinding Expanding Text

If you have inserted expanding text into a topic and want to keep the text but remove (or "unbind") the expanding text effect so that it is displayed as normal text, use the following steps. If you want to delete the expanding text, therefore removing all of its text from the topic, see "Deleting Expanding Text" on the next page.

HOW TO REMOVE/UNBIND EXPANDING TEXT

1. Open the content file (e.g., topic, snippet).
2. Hover over the expanding text icon until the cursor becomes an arrow, then right-click it.
3. From the drop-down menu, select **Unbind Expanding Text**. The expanding text effect is removed, converting the section to normal text.
4. Click to save your work.

Deleting Expanding Text

If you have inserted expanding text into a topic and want to delete it, therefore removing all of its text from the topic, use the following steps. If you want to keep the text but remove the expanding text effect so that it is displayed as normal text, see "Removing/Unbinding Expanding Text" on the previous page.

HOW TO DELETE EXPANDING TEXT FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. Hover over the expanding text icon until the cursor becomes an arrow, then right-click it.
3. From the drop-down menu, select **Delete**. The expanding text is removed from the topic.
4. Click to save your work.

CHAPTER 15

Concepts

This feature is supported in all outputs.

A concept is a marker that you can insert into related topic files in order to "tie" them together.

This chapter discusses the following:

Reasons for Using Concepts 149
Steps for Creating Concept Links 152
Steps for Creating Lists of Concepts 153
Concept Link Example 154
Adding Concepts 159
Assigning Topics to Concepts 160
Inserting Concepts 163
Inserting Concept Links 169
Editing Concepts 170
Editing Concept Links 172
Creating a List of Concepts 179
Using Styles to Determine the Look of a List of Concepts 180
Deleting Concepts 184

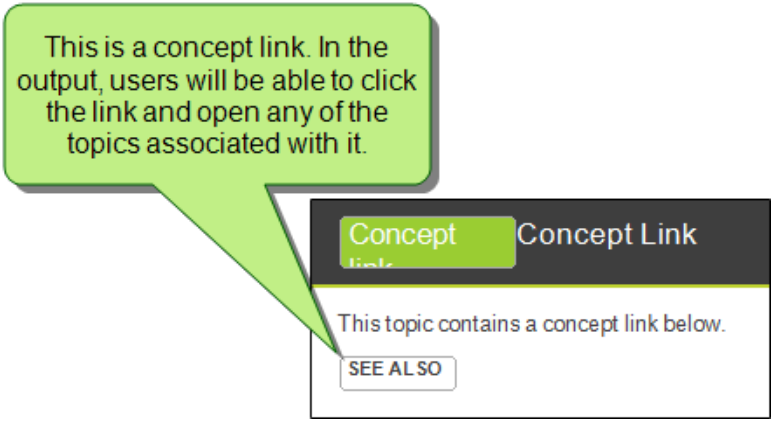
Deleting Concept Links 186

Reasons for Using Concepts

In Flare concept markers can be used for various reasons, depending on whether you are creating online or print-based output.

CONCEPT LINKS—ONLINE OUTPUT

Concepts can be used to create concept (or "see also") links at the bottom of topics. 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.



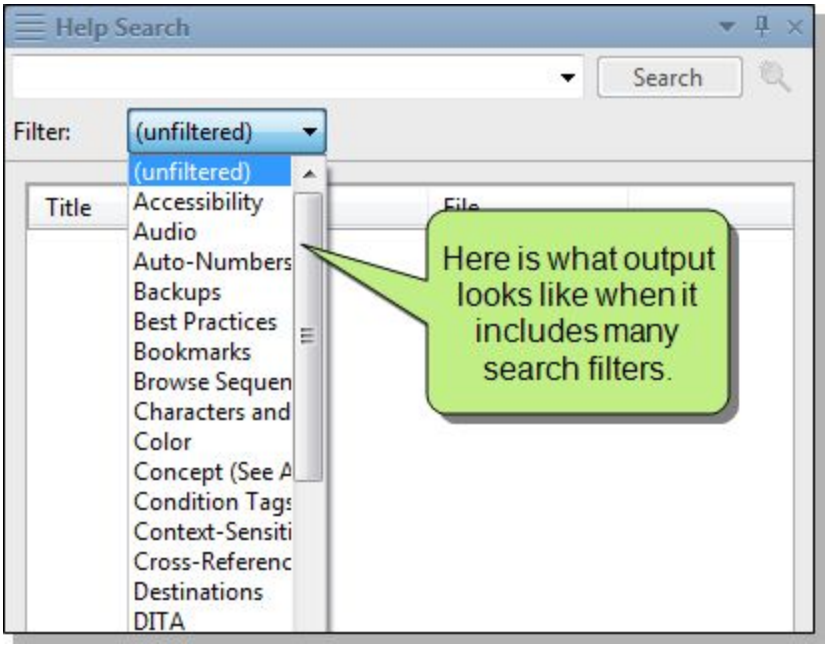
E X A M P L E

Let's say you are developing a Help system for an employee time-reporting software application. You might have a group of related topics (e.g., Creating a Time Sheet, Changing a Time Sheet, Deleting a Time Sheet), and you want each of those topics to have the same Help control button that links to the same topics. So you might create a concept called "TimeSheets." You would then insert the keyword into each of those topics. After that, you insert a concept link into each of those topics, selecting the "Timesheets" keyword for that link.

Also see "Concept Link Example" on page 154.

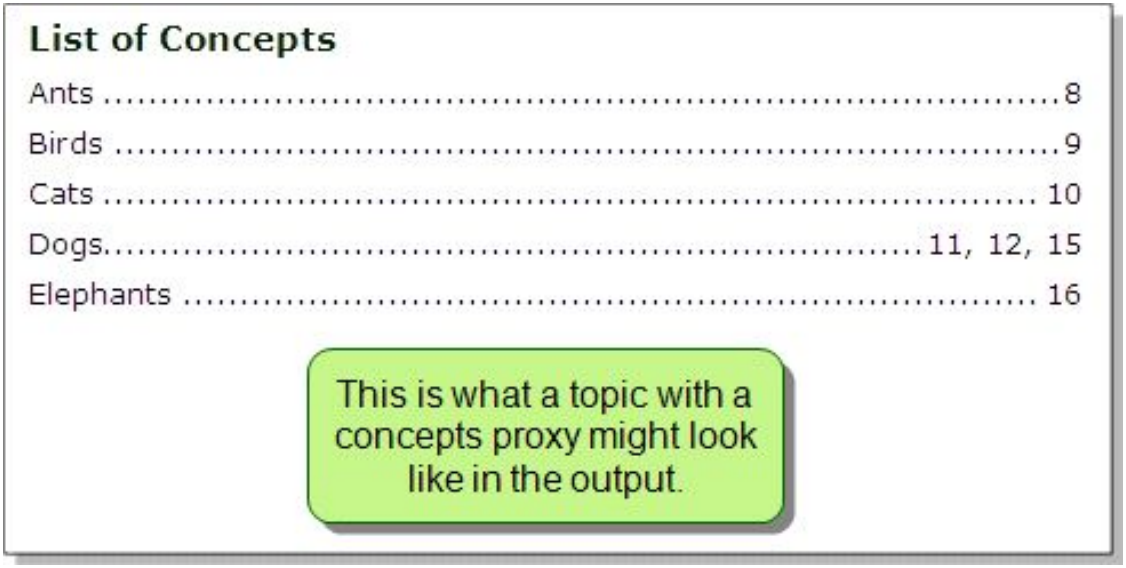
SEARCH FILTERS —ONLINE OUTPUT

Concepts can be used to create search filters so that end users can quickly narrow searches.



LISTS OF CONCEPTS—PRINT-BASED OUTPUT

Concepts can be used along with a proxy to generate a list of concepts in output. Although lists of concepts can be created in either online or print-based output, they are typically used more often in print-based output.



Steps for Creating Concept Links

Following are the main steps for using concepts to create concept links.

1. **Create Concepts** In Flare there are a couple of different ways to create concept keywords.
   - **Method 1—Add Concepts to Concept Window Pane and Assign Topics** You can use the bottom area of the Concept window pane (**View>Concept Window**) to add concepts (see "Adding Concepts" on page 159) and assign topics to them (see "Assigning Topics to Concepts" on page 160). The major benefit of this method is that it is an easy and quick way to place the same concept marker at the beginning of multiple topics and maintain better consistency.
   - **Method 2—Insert Concepts in Individual Topics** You can open a topic and use the top area of the Concept window pane to insert concepts into that file (see "Inserting Concepts" on page 163).
2. **Insert Concept Link** After you create concepts keywords, you can insert concept links in topics. See "Inserting Concept Links" on page 169.
3. **Modify Look of Concept Link** If you want to change the way the link looks, you can modify the style of the concept link. For more information see "Editing Concept Links" on page 172.

Steps for Creating Lists of Concepts

Following are the main steps for using concepts to create a list of concepts.

1. **Create Concepts** In Flare there are a couple of different ways to create concept keywords.
   - **Method 1—Add Concepts to Concept Window Pane and Assign Topics** You can use the bottom area of the Concept window pane (**View>Concept Window**) to add concepts (see "Adding Concepts" on page 159) and assign topics to them (see "Assigning Topics to Concepts" on page 160). The major benefit of this method is that it is an easy and quick way to place the same concept marker at the beginning of multiple topics and maintain better consistency.
   - **Method 2—Insert Concepts in Individual Topics** You can open a topic and use the top area of the Concept window pane to insert concepts into that file (see "Inserting Concepts" on page 163).
2. **Add Topic with Concepts Proxy** You can use the concepts proxy to generate a list of all of the concepts in your project, with links to the corresponding content. When you generate the output, the proxy is replaced with a list of the paragraph text found wherever a concept has been inserted. See "Creating a List of Concepts" on page 179.
3. **Modify Look of List** After you use the concepts proxy to create a list of concepts, you can change the look of that list by using styles. You can modify the look of individual entries in the list, as well as the entire container. For more information see "Using Styles to Determine the Look of a List of Concepts" on page 180.
4. **Add Topic to Outline TOC** Add the topic with the concepts proxy to the outline TOC. For more information see the online Help.

Concept Link Example

The following example is designed to help make the idea of concept links clearer and guide you through the steps for creating your own concept links.

Scenario

Let's say we have a Flare project called "Pets." In this project, we have dozens of topics about all kinds of animals (cats, dogs, parrots, hamsters, and so on). We have written five topics about dogs.

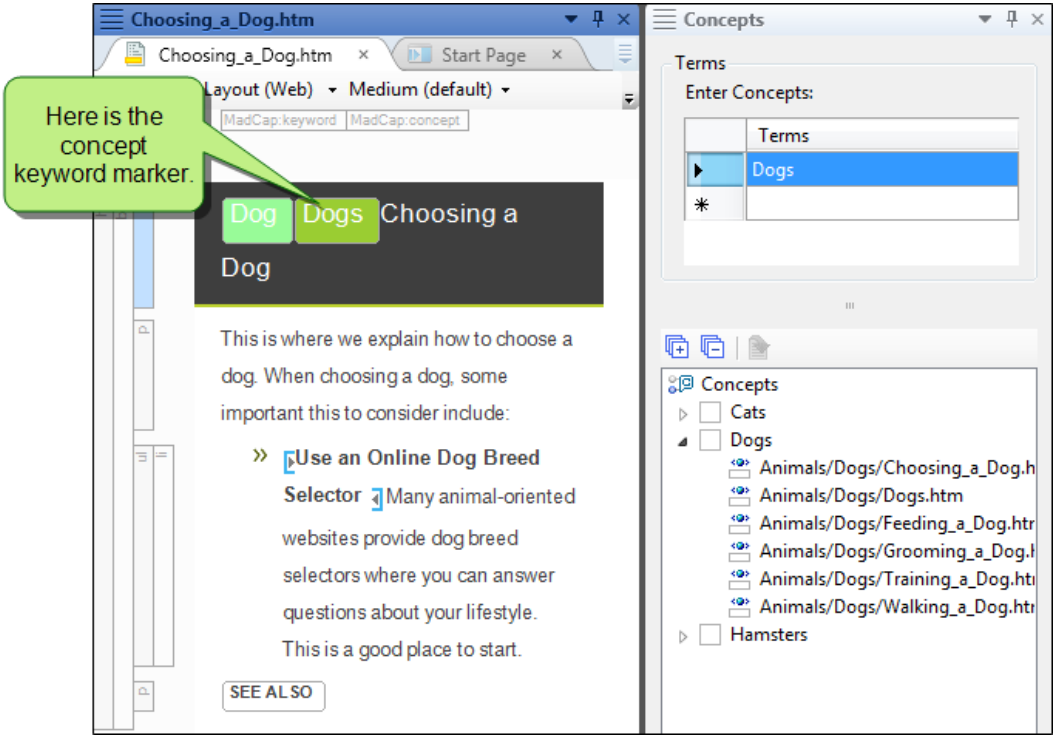
- Choosing a Dog
- Feeding a Dog
- Training a Dog
- Grooming a Dog
- Walking a Dog

Because these five topics all have something in common (i.e., they're all about dogs), we want to include a link at the bottom of each of those five topics that lets users quickly jump to any of the other "dog" topics.

Step 1—Create and Insert a Concept

First, we need to create a concept to tie these five topics together. We can create a concept with any name that we want, but it helps to name the keyword something that is obvious and all topics have in common. Therefore, we'll give our concept the name "dogs."

1. Open any of the five topics. In this example, we'll open the topic "Choosing a Dog."
2. Click in the location in the topic where you want to insert the concept. Typically, you'll insert the concept somewhere near the top of the topic. In our example, we will click right before our topic title "Choosing a Dog."
3. Select **View>Concept Window** or press **SHIFT+F9** on your keyboard. The Concept window pane opens.
4. The cursor should already be placed in the **Terms** cell. If not, click in that cell. Type `Dogs` and press **Enter**. A concept marker labeled "Dogs" is added before the topic title. If you cannot see the marker, turn your markers on by clicking the down arrow next to the **Show tags** button in the XML Editor. Then select **Show Markers**.


Choosing_a_Dog.htm
Choosing_a_Dog.htm
Start Page
Layout (Web)
Medium (default)
MadCap:keyword
MadCap:concept
Here is the concept keyword marker.
Dog
Dogs
Choosing a Dog
This is where we explain how to choose a dog. When choosing a dog, some important this to consider include:
Use an Online Dog Breed Selector
Many animal-oriented websites provide dog breed selectors where you can answer questions about your lifestyle. This is a good place to start.
SEE ALSO
Concepts
Terms
Enter Concepts:
Terms
Dogs
Concepts
Cats
Dogs
Animals/Dogs/Choosing_a_Dog.h
Animals/Dogs/Dogs.htm
Animals/Dogs/Feeding_a_Dog.htr
Animals/Dogs/Grooming_a_Dog.h
Animals/Dogs/Training_a_Dog.htı
Animals/Dogs/Walking_a_Dog.htr
Hamsters

Step 2—Copy and Paste the Concept Marker into All Relevant Topics

Next, we need to place the same concept in our other four "dog" topics. We could repeat the same steps above for each topic, but we'll copy and paste our first concept marker instead.

1. In the "Choosing a Dog" topic, right-click on the concept marker and choose **Copy**.
2. Open another "dog" topic ("Feeding a Dog," "Training a Dog," etc.). Click in front of the topic title (or somewhere near the top of the topic), and press **CTRL+V** on your keyboard.

   Repeat this until you've pasted the concept marker into all five of the "dog" topics.
3. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

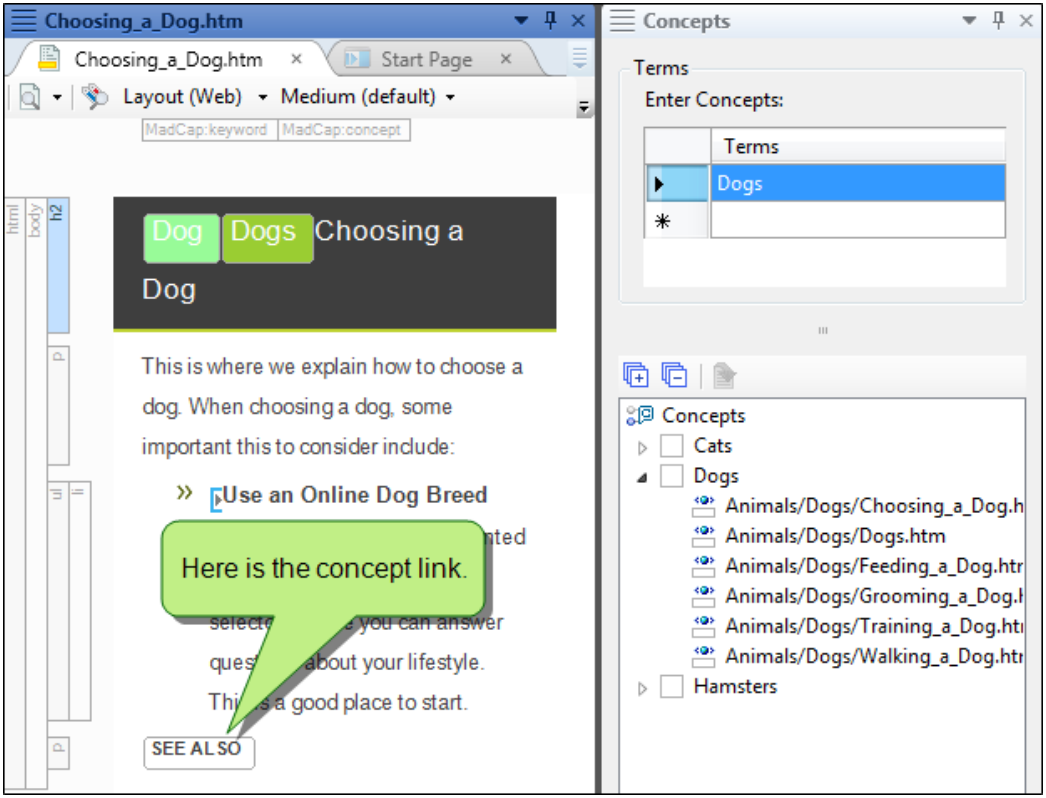
Step 3—Insert a Concept Link

Now that we have the concepts in place, we can insert a concept link into each of the five "dog" topics. This is the link that users will see and click in the output. They will not see the concepts that we created at the top of each topic (those are simply markers).

1. In one of the "dog" topics, place your cursor at the end of the last piece of content (e.g., after the final paragraph). Then press **Enter** to create a new paragraph.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Help Control** section select **Concept Link (A-link)**.
   - **Menu** Select **Insert>Help Control>Concept Link (A-link)**.

   The Insert Concept Link Control dialog opens. The "Dogs" concept that we inserted is listed on the right side of the dialog.
3. In the **All Concepts** section, double-click **Dogs**. This concept is now listed in the "Selected Concepts" section on the left.

4. Click **OK**. The concept link is added to the topic.



Step 4 - Copy and Paste the Concept Link into All Relevant Topics

Finally, we need to place the same concept link in our other four "dog" topics. We could repeat the same steps above for each topic, but we'll copy and paste our first concept link instead.

1. In the topic where the first link has been inserted, right-click on the concept link and choose **Copy**.
2. Open another "dog" topic ("Feeding a Dog," "Training a Dog," etc.). Place your cursor at the end of the last piece of content (e.g., after the final paragraph). Then press **Enter** to create a new paragraph.
3. Press **CTRL+V** on your keyboard.

   Repeat this until you've pasted the concept link into all five of the "dog" topics.
4. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

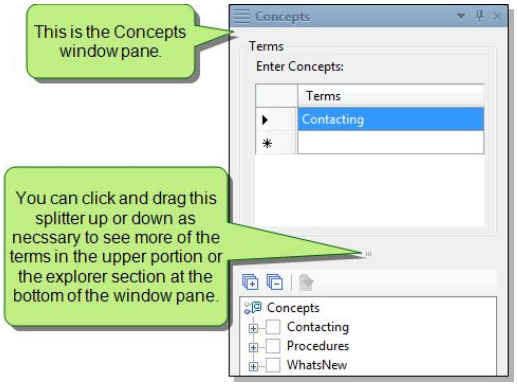
Adding Concepts

Use the following steps to add concepts.

HOW TO ADD A CONCEPT

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. In the explorer area at the bottom of the window pane, right-click on **Concepts** and from the context menu select **Add Concept**.
3. Type the concept keyword and press **Enter**.

Assigning Topics to Concepts

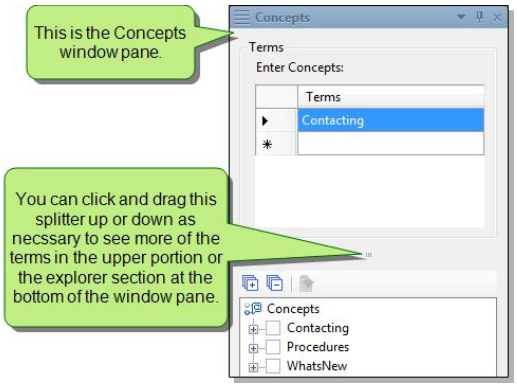
After you add concepts in the Concept window pane, you can assign topics to them. There are two methods for doing this.

- Context menu in Concept window pane
- Drag from Content Explorer

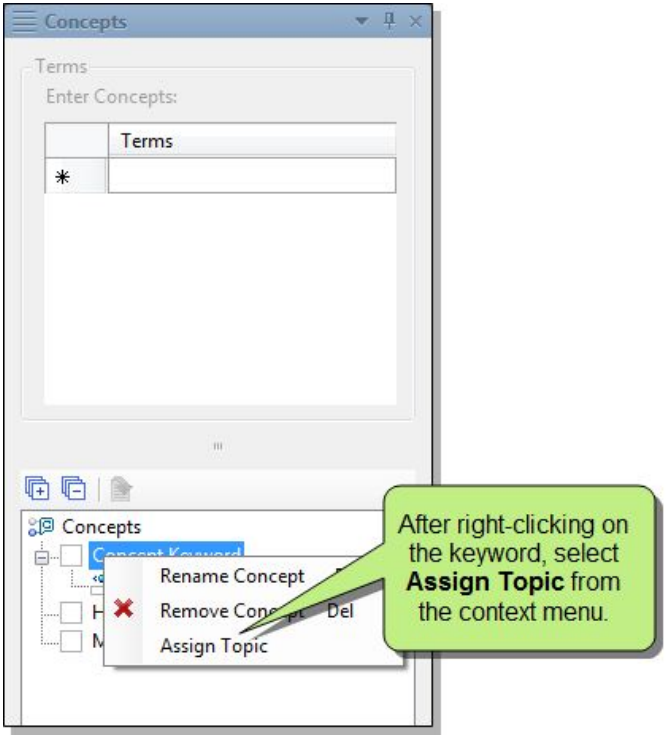
HOW TO ASSIGN TOPICS TO A CONCEPT—CONTEXT MENU IN CONCEPT WINDOW PANE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. Right-click on the concept and from the context menu select **Assign Topic**.



3. In the dialog that opens, find and select the topic(s). You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

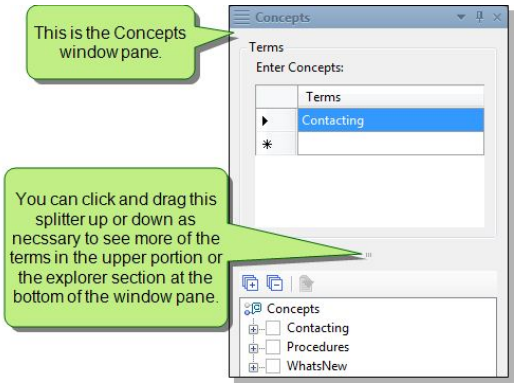
4. In the dialog, click **Close**.

   Paths to the selected topics are displayed in the Concept window pane after the keyword. And a concept marker is added at the beginning of each topic.

HOW TO ASSIGN TOPICS TO A CONCEPT—DRAG FROM CONTENT EXPLORER

1. Make sure the Content Explorer is open.
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



3. In the local toolbar of the Content Explorer, click the **Show Files** button. The window pane splits into left and right halves.
4. In the left half of the Content Explorer, click the folder holding the topics that you want to assign to a concept.
5. In the right half of the Content Explorer, select the topics. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
6. Drag the selected topics and drop them on the concept keyword that is displayed the bottom (explorer) portion of the Concept window pane.

   Paths to the selected topics are displayed in the Concept window pane after the keyword. And a concept marker is added at the beginning of each topic.

Inserting Concepts

There are a few different ways to insert an index keyword into a topic or snippet, and each has its own advantages.

Drag-and-Drop Method

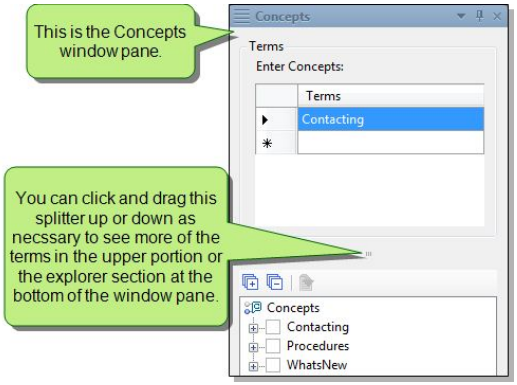
Use this method to quickly insert a concept that already exists in your project.

- **Advantage** It is extremely fast.
- **Disadvantage** The concept that you want to insert must already exist in the project. This means you must first insert the concept into a topic using one of the other methods.

HOW TO INSERT AN CONCEPT USING THE DRAG-AND-DROP METHOD

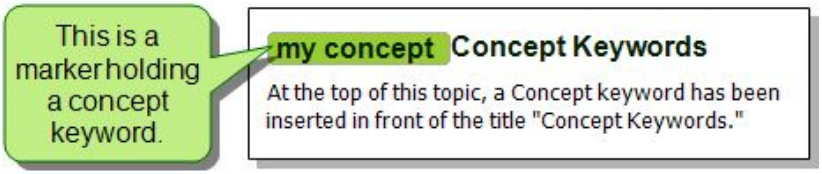
1. Open the content file (e.g., topic, snippet).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



3. In the bottom (explorer) area of the Concept window pane, click the concept and drag it to the location in the topic where you want to insert it. As you drag the concept into the topic, a vertical red bar acts as a guide to help you place the concept in the topic.

   The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one concept per marker.



4. Click to save your work.

Concept Window Pane Method

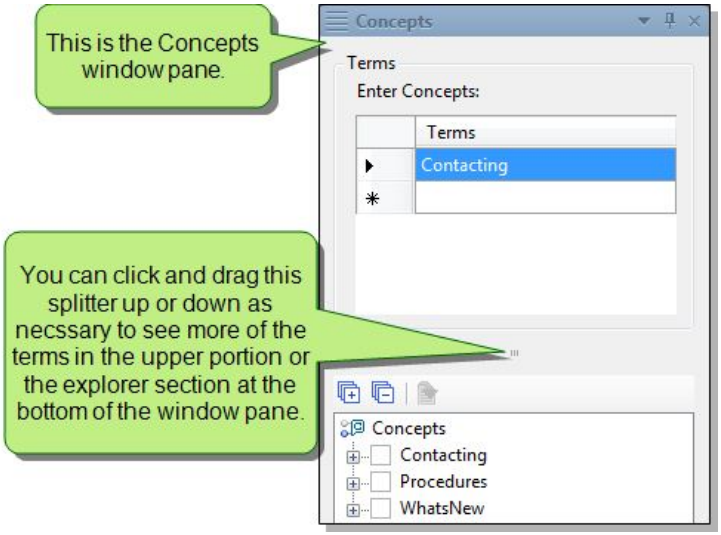
Use this method to insert a concept in the Concept window pane.

- **Advantage** It lets you continue to perform other tasks in the topic without having to "switch modes."
- **Disadvantage** It is not quite as fast as the other methods.

HOW TO INSERT AN CONCEPT USING THE CONCEPT WINDOW PANE METHOD

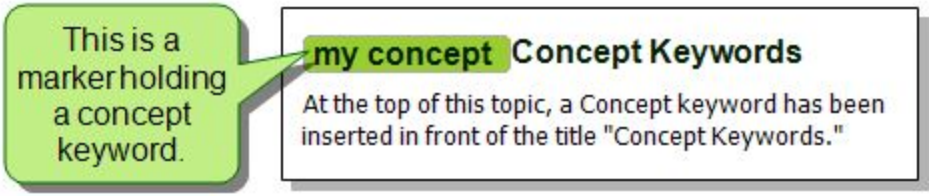
1. Open the content file (e.g., topic, snippet).
2. Click at the location where you want to insert a concept.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens.



4. Click in an empty field in the **Terms** column.
5. Type the concept as you want it to appear.

6. Press **Enter**. The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one keyword per topic.



7. Click to save your work.

Concept Entry Mode Method

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.

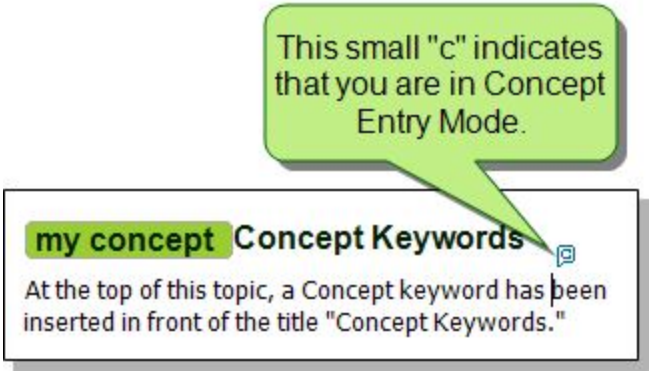
- **Advantage** It is extremely fast.
- **Disadvantage** If you are adding a concept as you work on a topic, you need to remember to switch off the Concept Entry Mode so that you can return to editing your topic.

HOW TO INSERT AN CONCEPT USING THE CONCEPT ENTRY MODE METHOD

1. Open the content file (e.g., topic, snippet).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Menu** Select **Tools>Concepts>Concept Entry Mode**.

     You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.
   - **Local Toolbar** In the local toolbar of the XML Editor click .

   The cursor changes, displaying a small boxed "c" next to it.



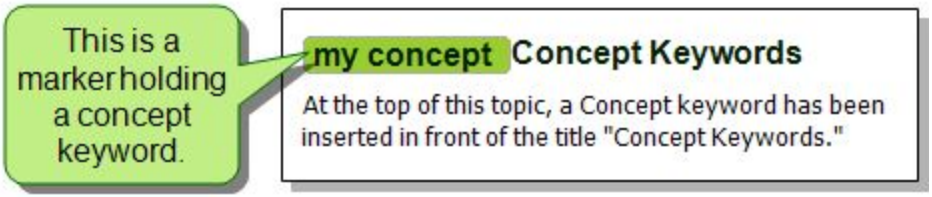
3. Click at the place in your topic where you want to add a concept.

4. Type the phrase that you want to add as the concept.

   As you start typing, the Concept window pane opens (if it was not previously opened), and the phrase is added to the first empty field under the Terms column.

   Note: As you type in the Concept window pane, notice that the cursor does not lose focus in the XML Editor. It merely turns gray so that you know for certain where you are adding the concept. When you return to the XML Editor, the cursor returns to its previous state.

5. Press **Enter**. The concept is displayed within a marker in front of the word where you added it (as long as markers are turned on). A marker can hold multiple concepts, but most times you only need one keyword per topic.



6. If you want to add more concepts in the topic, repeat steps 3-5.
7. Click to save your work.

Note: To turn off the Concept Entry Mode and return to regular editing, you can click again.

Note: If you want to see all of the concepts that you have inserted in your project, they are displayed in the bottom portion of the Concept window pane.

Inserting Concept Links

After you create concepts keywords, you can insert concept links.

A concept link 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.

Note: Another type of automated link that can be added to topics is a relationship link, which has a similar result but works a bit differently than Help controls. One benefit of a relationship link is that you can create all of your link information in one place, in a single relationship table. Another benefit is that you can have multiple types of links at the bottom of topics (e.g., one for "Related Information," one for "Related Tasks," and one for "Reference Materials"). See "Relationship Table Components" on page 217.

Note: When people click a link like this in the output, the text shown for each of the topics depends on whether the topic in question has a title or heading. The title set in the Properties dialog has the highest level of precedence. If there is no topic title specified in the Properties dialog, Flare uses text associated with <h1> through <h6> heading styles. If there is no topic title or headings in a topic, Flare uses the topic file name.

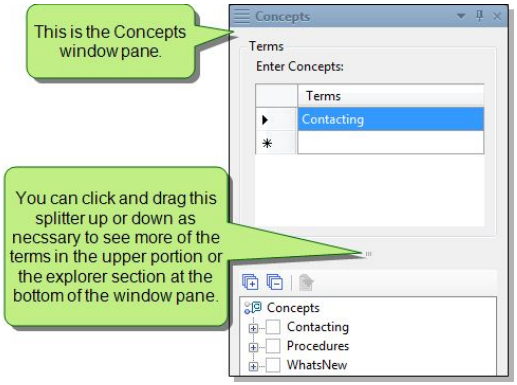
Editing Concepts

After you insert a concept, you might decide later that the concept keyword needs to be altered. You can modify a concept simultaneously for all topics where that keyword is located, or you can modify it in a specific topic.

HOW TO EDIT A CONCEPT IN ALL TOPICS WHERE IT IS LOCATED

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.

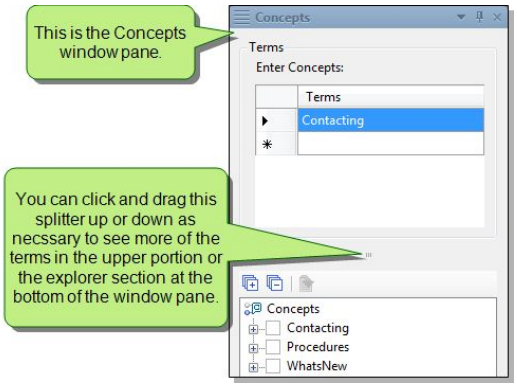


2. In the explorer area at the bottom of the window pane, right-click on the concept that you want to rename. From the context menu select **Rename Keyword**. The concept is renamed in all topics where it had been inserted

HOW TO EDIT A CONCEPT IN A SPECIFIC TOPIC

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click on the marker holding the concept that you want to modify. From the context menu, select **Edit the Concept Association**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



3. In the **Terms** column of the Concept window pane, click in the cell containing the keyword that you want to change.
4. Type the concept and press **Enter**. The concept is modified.
5. Click to save your work.

Note: If you want to change how concepts look when they're inserted in the XML Editor, you can change the MadCap|concept style in the Stylesheet Editor. This does not affect the output.

Editing Concept Links

You can edit a concept link that you have inserted into a topic.

HOW TO CHANGE THE CONCEPTS ASSOCIATED WITH A CONCEPT LINK

The first way to edit a concept link is to change the concepts associated with the link, as well as specify various other optional settings.

E X A M P L E

Let's say you have a concept link that has two concepts ("Projects" and "Systems") associated with it. You might want to remove the "Projects" keyword from the link so that it only contains the "Systems" keyword. The steps below show you how to do this.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the concept link.
3. In the context menu, select **Edit Concept Link**. The Insert Concept Link Control dialog opens.

   The concepts currently associated with the link are listed on the right side of the dialog. The concepts that you have inserted into all other topics are listed on the left side of the dialog.
4. If you want to add a concept to the link, click on that keyword on the left (**All Concepts**) side of the dialog. Then click . If you want to remove a concept from the link, click on that keyword on the right (**Selected Concepts**) side of the dialog. Then click .

   Repeat this for each keyword that you want to add to or remove from the link. When you are finished, the keywords associated with the link should be in the Selected Concepts section, and the keywords not associated with the link should be in the All Concepts section. However, a concept link usually has only one keyword associated with it (or just a few at the most). Remember, every topic containing any of those concepts will show up in the concept link in the output.
5. (Optional) If you want to specify other options for the control, click and in the Concept Link Options dialog select any of the following. Click **OK** to close the dialog when you are finished.
   - **Style Class** You can select the style class to be used for the control.
   - **Label** You can change the text shown on the control.
   - **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

> **Note:** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

- **Target Frame** You can choose the type of frame used when a link is clicked.
  - **(default)** The destination file will open in the same window as the output window.
  - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
  - **New Window_blank** The destination file will open in a new browser window.
  - **Same Frame_self** The destination file will open in the same window frame as the current topic.
  - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
  - **Popup Window** The destination file will open in a popup box on top of the current topic.

6. Click **OK**. The Insert Concept Link Control dialog closes, and the link is now changed.
7. Click to save your work.

HOW TO EDIT THE STYLE OF A CONCEPT LINK

You can edit the style of a concept link. When you do this, the style changes for all concept links in any topics in your project. Also, keep in mind the various rules that pertain to concept links.

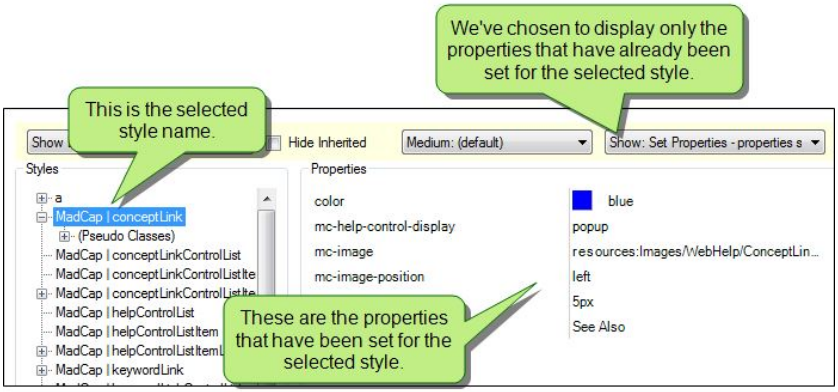
1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Link Styles.
4. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "conceptLink") if you want to modify only concept links in your project.
   - **MadCap|helpControlList** Edit this style to change the look of the entire list (<ul> element) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
   - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
   - **MadCap|conceptLink** Edit this style to change the look of the heading for concept links. The following three concept link styles inherit properties from this style.
   - **MadCap|conceptLinkControlList** Edit this style to change the look of the entire list (<ul> element) when concept links are displayed in a list, rather than in a popup.
   - **MadCap|conceptLinkControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when concept links are displayed in a list, rather than in a popup.
   - **MadCap|conceptLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when concept links are displayed in a list, rather than in a popup.

Note: You can also change a pseudo class of a link style (e.g., **MadCap|conceptLink.focus** or **MadCap|conceptLink.hover**) if you want to modify the look of the concept link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Set Properties. This displays only the properties that have been set for that particular style. You can also select to display properties alphabetically, in groups, and according to the most relevant properties



6. From the **Properties** section, click in the cell on the right to change values for any of the style's properties.
7. Click to save your work.

RULES

Keep in mind the following rules when working with these types of styles.

FONT COLOR ON LINK STYLES ONLY

You can set many different properties on Help controls. However, font color can be set only on styles that deal specifically with links (e.g., <a>, helpControlListItemLink, conceptLinkControlListItemLink).

E X A M P L E

Let's say you want to use red on concept links. You can set that color on MadCap|conceptLinkControlListItemLink, because it controls the links specifically. But if you set the color on MadCap|conceptLinkControlList or MadCap|conceptLinkControlListItem, the color setting will have no effect because those styles deal with lists and list items, not links.

INHERITANCE FROM MAIN LIST AND LINK STYLES

Because these Help control styles are based on the main styles for unnumbered lists (<ul>), list items (<li>), and hyperlinks (<a>), they inherit properties from those standard styles.

E X A M P L E

Let's say you set a purple font on the <a> style. If you do not make any changes to your Help control styles, all of the links will use a purple font. But suppose you want concept links to use a green font instead. In that case, you can set the MadCap|conceptLinkControlListItemLink style to green. If you do that, regular text hyperlinks, keyword links, and related topic links will all display in purple, but concept links will display in green.

Note: If setting a property on the <a> style does not seem to have an effect on the Help control links, check the heading style. For example, if you set purple on the <a> style but MadCap|conceptLink has blue, then MadCap|conceptLinkControlListItemLink will use blue. That's because MadCap|conceptLink overrules <a>.

INHERITANCE FROM GENERAL HELP CONTROL STYLES

Because the general "helpControl" styles (helpControlList, helpControlListItem, helpControlListItemLink) are used to determine the look of all three types of Help control links, the more specific styles (e.g., conceptLinkControl, keyword-linkControl, relatedTopicsConrol) inherit properties from them.

E X A M P L E

Let's say you set a 12-pt font on the MadCap|helpControlListItem style. If you do not make changes to any of the more specific styles (MadCap|conceptLinkControlListItem, MadCap|keywordLinkControlListItem, MadCap|relatedTopicsControlListItem), all of them will use a 12-pt font. But suppose you want concept links to use a 14-pt font instead. In that case, you can set the MadCap|conceptLinkControlListItem style to 14 pt. If you do that, keyword links and related topic links will display in 12 pt, but concept links will display in 14 pt.

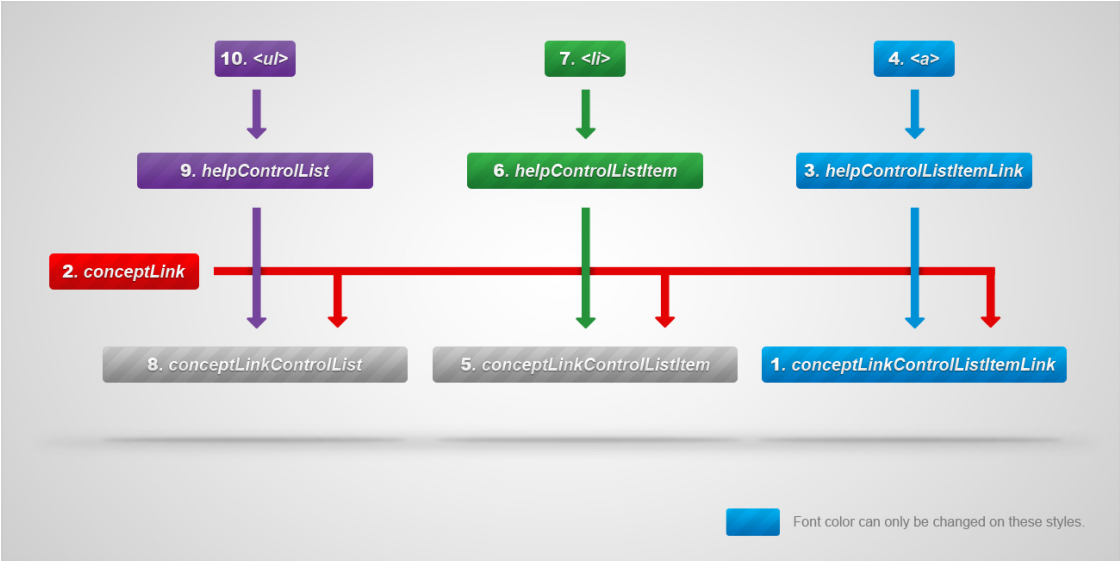
NO INHERITANCE BETWEEN SPECIFIC STYLES

As shown, there is inheritance from main styles (e.g., <a>, <li>) and from the general "helpControl" styles. That's because the main styles are at a higher level than all of the Help control link styles, and the general "helpControl" styles are at a higher level than the more specific styles. But all of the specific Help control styles are at the same level; therefore, none of them inherit properties from any of the others.

E X A M P L E

Let's say you set a 10-pt font on the MadCap|keywordLinkControlList style (which controls **entire lists for keyword links**). Neither the MadCap|keywordLinkControlListItem style nor the MadCap|keywordLinkControlListItemLink style will inherit that font size. Instead, the MadCap|keywordLinkControlListItem style (which controls **list items for keyword links**) will either inherit from <li> or MadCap|helpControlListItem. And MadCap|keywordLinkControlListItemLink (which controls the **actual links for keywords**) will either inherit from <a> or MadCap|helpControlListItemLink. Or you can set different colors on those styles specifically.

The following diagram shows how inheritance and precedence works with Help control styles. In this example, concept link styles are shown. But the same type of structure applies to keyword and related topic links as well. The arrows show inheritance. The numbers show precedence; in other words, if multiple styles have different settings for the same property, the style with a lower number has precedence over those with higher numbers.



Creating a List of Concepts

You can use the concepts proxy to generate a list of all of the concepts in your project, with links to the corresponding content. When you generate the output, the proxy is replaced with a list of the paragraph text found wherever a concept has been inserted.

HOW TO CREATE A LIST OF CONCEPTS

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your list (e.g., "List of Concepts").
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>Concepts Proxy**.
   - **Menu** Select **Insert>Proxy>Insert Concepts Proxy**.

   The Concepts Proxy dialog opens.
4. (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire list.

   You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the generated list will use the style settings from the parent <MadCap|-conceptsProxy> style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|conceptsProxy** style and click **Add Class** to create a class. The class will then be available from this field. For more information see the online Help or the Flare *Styles Guide*.
5. Click **OK**. The proxy is added to the topic.
6. Click to save your work.

Using Styles to Determine the Look of a List of Concepts

After you use the concepts proxy to create a list of concepts, you can change the look of that list by using styles. You can modify the look of individual entries in the list, as well as the entire container.

HOW TO DETERMINE THE LOOK OF A LIST OF CONCEPTS (ENTIRE CONTAINER)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|ConceptsProxy** style or a class that you have created under it (e.g., MadCap|ConceptsProxy.myclass).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

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

   Another example would involve adding headings to a list of concepts. You would expand the **Unclassified** property group and click **the mc-concepts-list-headings** property to enable or disable concept list headings.
8. Click to save your work.

HOW TO DETERMINE THE LOOK OF A LIST OF CONCEPTS (INDIVIDUAL ENTRIES)

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, make sure the **Show Styles** field is set to Show All Styles.
4. In the **Styles** section of the editor, expand the **p** style.
5. In the list of classes under the <p> tag, select either of the following:
   - **Concept** Select this class to control the look of the concept terms displayed in the generated list.
   - **ConceptContext** Select this class to control the look of the text associated with each concept term in the generated list.

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

6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
7. In the **Properties** section to the right, expand a property group (e.g., Font, Block, Box) to see the actual properties within it.

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

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

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

   - **Leader Space Before/After (Print Output)** Expand the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-offset**, set the margin value in the small drop-down window, and click **OK**.
   - **Padding Above** To change the amount of empty space (padding) above the item in the list, expand the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**. You can also use the other cells in this property group to add padding below, to the left, or to the right.
   - **Space in Front (Indentation)** To change the distance from the left page margin to the beginning of the item in the list, expand the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**. You can specify additional indentation for headings that wrap to more than one line. To do this, expand the **Unclassified** property group. Then click in the

right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

9. Click to save your work.

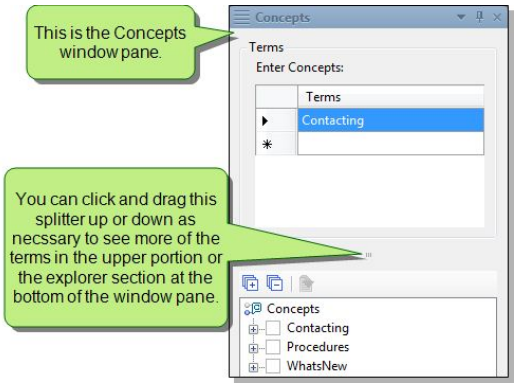
Deleting Concepts

If necessary, you can delete concepts that you have inserted into acontent file (e.g., topic, snippet) . You can do this from the Concept window pane or from a specific file. The advantage of using the Concept window pane is that you can delete concept keywords from all topics in one step.

HOW TO DELETE A CONCEPT FROM THE CONCEPT WINDOW PANE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Reference** section select **Concept Window**.
   - **Menu** Select **View>Concept Window**.
   - **Keyboard Shortcut** Press **SHIFT+F9**.

   The Concept window pane opens. The window pane is split into two sections—the Terms area at the top and the Explorer area at the bottom. If you want to see more or less of either section, you can click the splitter between them and drag it up or down.



2. In the explorer area at the bottom of the window pane, right-click on the concept keyword that you want to delete. From the context menu select **Remove Keyword**.The keyword is removed from all topics where it had been inserted.

Note: If you want to delete a keyword from the Terms area of the Concept window pane, click on the rectangular area to the left of the concept keyword (on the area with the arrow) and press **Delete** on your keyboard.

HOW TO DELETE A CONCEPT FROM A SPECIFIC FILE

1. Open the content file (e.g., topic, snippet).
2. In the editor right-click the concept marker that you want to delete.
3. From the context menu, select **Delete**. The concept marker is removed from the topic.
4. Click to save your work.

Deleting Concept Links

There are two parts to a concept link—(1) the concept link itself and (2) the concepts inserted into topics that associate the topic with a particular concept link. The following steps show you how to delete the concept link.

HOW TO DELETE A CONCEPT LINK FROM A TOPIC

If you no longer need a concept link that you have previously inserted into a topic, you can easily delete it from a topic.

1. Open the content file (e.g., topic, snippet).
2. Right-click the concept link that you want to delete.
3. From the context menu, select **Delete**. The concept link is removed from the topic.
4. Click to save your work.

CHAPTER 16

Related Topics Links

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

A related topics link lets users open topics that you've determined are related to the current topic. This is similar to a concept link. You should use a related topics 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.

This chapter discusses the following:

Inserting Related Topics Links 188
Editing Related Topics Links 197
Deleting Related Topics Links 203

Inserting Related Topics Links

There are a couple of methods to use for inserting related topics links. You can use the "drag-and-drop" method or the "Insert ribbon" method.

HOW TO INSERT A RELATED TOPICS LINK INTO A TOPIC USING DRAG-AND-DROP

1. Open the content file (e.g., topic, snippet).
2. In the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.
3. On the left half of the Content Explorer, locate and select the folder containing the topics to be included in the related topics link.
4. On the right half of the Content Explorer, select the topics to be included in the link. You can hold down the CTRL or Shift key and click the topic file names to select individual topics or a range of topics.
5. Drag the selected files to the appropriate location in the topic in the XML Editor. As you drag the files, a colored vertical bar shows you where the link will be inserted when you release mouse button.
6. Release the mouse button. The Insert Related Topics Control dialog opens. The folders and topic files available in the project are shown on the left. The files that you selected are automatically added to the section on the right.
7. (Optional) You can customize the related topics link in any of the following ways.

   BOOKMARK

   If you want a link to point to a particular bookmark within a topic, do the following.

   a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.
   b. At the bottom of the dialog click .
   c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

   > **Note:** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

   d. Click **OK**.

STYLE CLASS

If you want to select the style class to be used for the control, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.

c. Click **OK**.

LABEL

If you want to change the text shown on the control, do the following.

a. At the bottom of the dialog click .

b. In the dialog, enter text in the **Label** field.

c. Click **OK**.

POPUP MENU OR LIST

If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.

c. Click **OK**.

Note: For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

TARGET FRAME

If you want to choose the type of frame used when the link is clicked, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click the down arrow in the **Target Frame** field and select any of the following.

- **(default)** The destination file will open in the same window as the output window.
- **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
- **New Window_blank** The destination file will open in a new browser window.
- **Same Frame_self** The destination file will open in the same window frame as the current topic.
- **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
- **Popup Window** The destination file will open in a popup box on top of the current topic.

c. Click **OK**.

CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

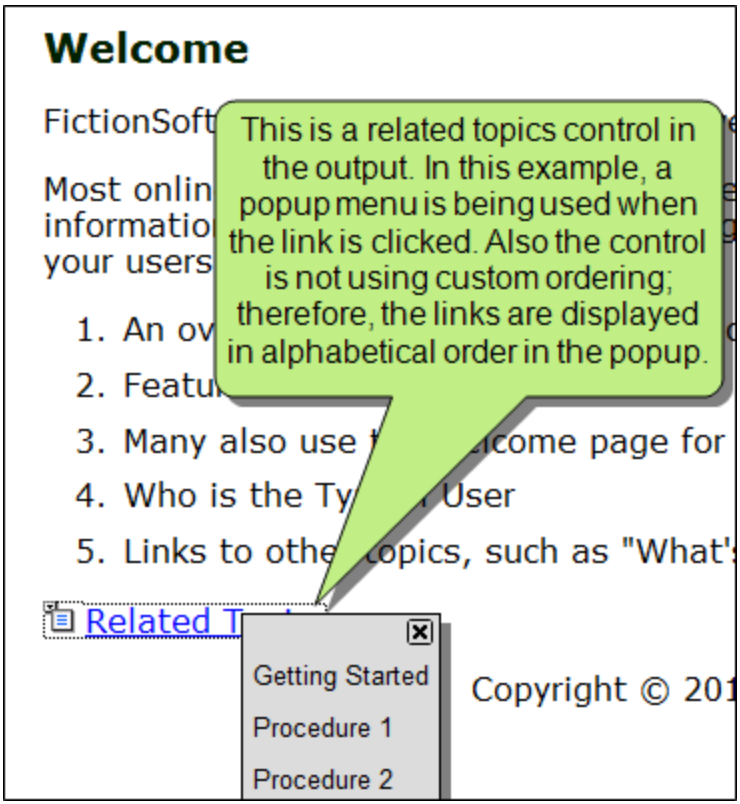
a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.

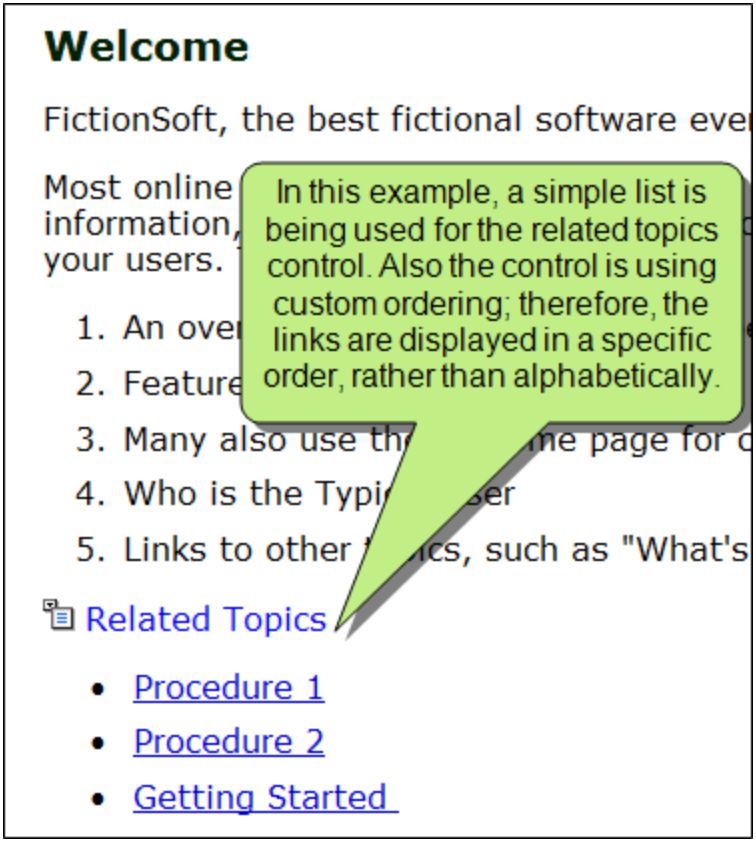
b. At the bottom of the dialog click or .

c. Click in the **Use Custom Ordering** field and select **Yes**.

Note: Custom ordering is not supported in DotNet Help output.

8. Click **OK**. The related topics control is added to the topic.


Welcome
This is a related topics control in the output. In this example, a popup menu is being used when the link is clicked. Also the control is not using custom ordering; therefore, the links are displayed in alphabetical order in the popup.
Getting Started
Procedure 1
Procedure 2



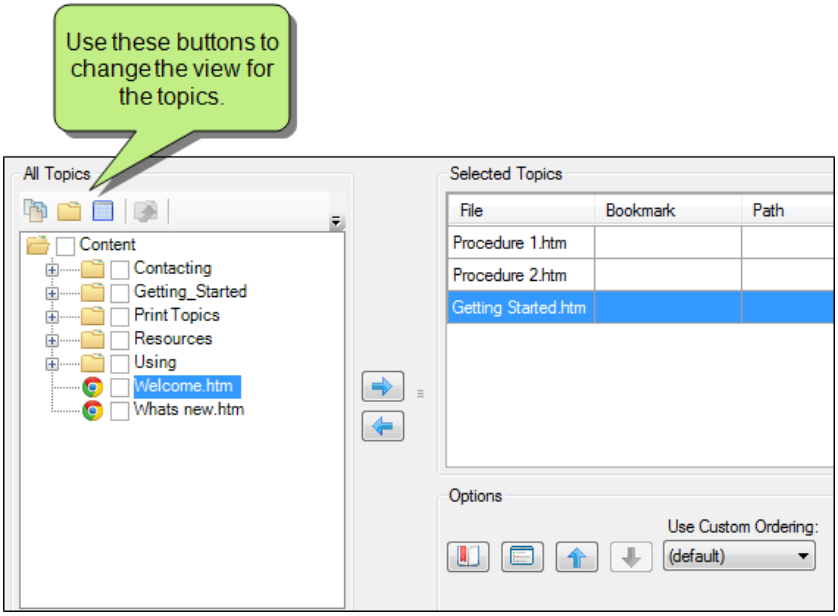
9. Click to save your work.

HOW TO INSERT A RELATED TOPICS LINK INTO A TOPIC USING THE INSERT RIBBON OR MENU

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click in the topic where you want to insert the link (usually at the bottom of the topic).
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Help Control** section, select **Related Topics Control**.
   - **Menu** Select **Insert>Help Control>Related Topics Control**.

   The Insert Related Topics Control dialog opens. The folders and topic files available in the project are shown on the left.
4. On the left side of the dialog, either double-click a topic that you want to add to the related topics control, or select the topic and click . After doing this, the topic is added to the Selected Topics area on the right side of the dialog.

   You can use the "multi-view" to locate topics.



	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

5. (Optional) You can customize the related topics link in any of the following ways.

BOOKMARK

If you want a link to point to a particular bookmark within a topic, do the following.

a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.

b. At the bottom of the dialog click .

c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

> **Note:** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

d. Click **OK**.

STYLE CLASS

If you want to select the style class to be used for the control, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.

c. Click **OK**.

LABEL

If you want to change the text shown on the control, do the following.

a. At the bottom of the dialog click .

b. In the dialog, enter text in the **Label** field.

c. Click **OK**.

POPUP MENU OR LIST

If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.

c. Click **OK**.

Note: For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the TOC). However, it is not supported for automerging in WebHelp Plus output.

TARGET FRAME

If you want to choose the type of frame used when the link is clicked, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click the down arrow in the **Target Frame** field and select any of the following.

- **(default)** The destination file will open in the same window as the output window.
- **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
- **New Window_blank** The destination file will open in a new browser window.
- **Same Frame_self** The destination file will open in the same window frame as the current topic.
- **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
- **Popup Window** The destination file will open in a popup box on top of the current topic.

c. Click **OK**.

CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.

b. At the bottom of the dialog click or .

c. Click in the **Use Custom Ordering** field and select **Yes**.

> **Note:** Custom ordering is not supported in DotNet Help output.

6. Click **OK**. The related topics control is added to the topic.

7. Click to save your work.

> **Note:** When people click a link like this in the output, the text shown for each of the topics depends on whether the topic in question has a title or heading. The title set in the Properties dialog has the highest level of precedence. If there is no topic title specified in the Properties dialog, Flare uses text associated with <h1> through <h6> heading styles. If there is no topic title or headings in a topic, Flare uses the topic file name.

Editing Related Topics Links

You can edit a related topics link that you have inserted into a topic.

HOW TO CHANGE THE TOPICS ASSOCIATED WITH A RELATED TOPICS CONTROL

The first way to edit a related topics control is to change the topics associated with it.

E X A M P L E

Let's say you have a related topics link that has five topics associated with it. You might then create a new topic, which you decide should be included in the link as well. The steps below show you how to edit the related topics link to add that new topic to the link.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the related topics link.
3. In the context menu, select **Edit Related Topics Control**. The Insert Related Topics Control dialog opens. The topics currently associated with the link are listed on the right side of the dialog. All of the content files and folders in your project can be viewed on the left side of the dialog.
4. On the left side of the dialog, either double-click a topic that you want to add to the related topics control, or select the topic and click . After doing this, the topic is added to the Selected Topics area on the right side of the dialog.

   You can use the "multi-view" to locate topics.

	Shows all of the files in the project in a list in the area below. If you click the button again, it switches to a folder tree view. In the list, you can click the File, Type, or Path column headers to sort the list alphabetically by that column data.
	Shows or hides the folders that the files are stored in.
	Shows or hides the files. If you click this button when the Show Folders button is selected, the area splits into two halves. The folder is shown on the left side, and the files and subfolders within it are shown on the right.
	If the Show Files button is the only one selected, you can click this button to move up one folder level.

5. If you want to remove a topic from the link, click on that topic on the right side of the dialog. Then click .
6. Click **OK**. The Insert Related Topics Control dialog closes, and the link is now changed.
7. Click to save your work.

HOW TO CHANGE THE OPTIONS FOR A RELATED TOPICS CONTROL

You can change the options for a related topics control, modifying elements such as the control label or the way the links are presented (e.g., popup menu or list).

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the related topics link.
3. In the context menu, select **Edit Related Topics Control**. The Insert Related Topics Control dialog opens. The topics currently associated with the link are listed on the right side of the dialog. All of the content files and folders in your project can be viewed on the left side of the dialog.
4. You can customize the related topics link in any of the following ways.

   ##### *BOOKMARK (ADD)*

   If you want a link to point to a particular bookmark within a topic, do the following.

   a. In the **Selected Topics** area on the right of the dialog, click on the relevant topic.

   b. At the bottom of the dialog click .

   c. In the Select Bookmark dialog, click on a heading or bookmark within the topic. If you select a heading, a bookmark will be created at that spot in the topic.

   > **Note:** If you want to remove a bookmark from the link, you can select the bookmark in this dialog and click . This removes the bookmark from the link only; it does not remove the bookmark from the destination topic.

   d. Click **OK**.

   ##### *STYLE CLASS*

   If you want to select the style class to be used for the control, do the following.

   a. At the bottom of the dialog click .

   b. In the dialog, click on the style class you want to use. The main style is "MadCap:relatedTopics," but if you create a class under that style in your stylesheet, it will be available for selection as well.

   c. Click **OK**.

   If you want to edit the actual style in the stylesheet, see the set of steps below.

LABEL

If you want to change the text shown on the control, do the following.

a. At the bottom of the dialog click .

b. In the dialog, enter text in the **Label** field.

c. Click **OK**.

POPUP MENU OR LIST

If you want to specify that the links should be displayed in a popup menu (default) or as a simple list, do the following.

a. At the bottom of the dialog click .

b. In the dialog, click the down arrow in the **Display topics in** field and select **Popup Menu** or **List**.

c. Click **OK**.

Note: For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

TARGET FRAME

If you want to choose the type of frame used when the link is clicked, do the following.

a. At the bottom of the dialog click .

b. In the Related Topics Link Options dialog, click the down arrow in the **Target Frame** field and select any of the following.

- **(default)** The destination file will open in the same window as the output window.
- **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
- **New Window_blank** The destination file will open in a new browser window.
- **Same Frame_self** The destination file will open in the same window frame as the current topic.
- **Top Frame_top** The destination file will open in the same output window, removing all other

framesets. You might use this option, for example, if the destination topic has its own frameset.

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

c. Click **OK**.

CUSTOM ORDER

If you want to specify that the links should be displayed in a custom order (rather than alphabetically), do the following.

a. In the **Selected Topics** area on the right of the dialog, click on a topic that you want to move up or down.

b. At the bottom of the dialog click or .

c. Click in the **Use Custom Ordering** field and select **Yes**.

Note: Custom ordering is not supported in DotNet Help output.

5. Click **OK**.

6. Click to save your work.

HOW TO EDIT THE STYLE OF A RELATED TOPICS CONTROL

You can edit the style of a related topics link. When you do this, the style changes for all related topics links in any topics in your project. Also, keep in mind the various rules that pertain to related topic links.

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
4. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "relatedTopics") if you want to modify only concept links in your project.
   - **MadCap|helpControlList** Edit this style to change the look of the entire list (<ul> element) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
   - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
   - **MadCap|relatedTopics** Edit this style to change the look of the heading for related topic links. The following three related topic link styles inherit properties from this style.
   - **MadCap|relatedTopicsControlList** Edit this style to change the look of the entire list (<ul> element) when related topics are displayed in a list, rather than in a popup.
   - **MadCap|relatedTopicsControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when related topics are displayed in a list, rather than in a popup.
   - **MadCap|relatedTopicsControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when related topics are displayed in a list, rather than in a popup.

> **Note:** You can also change a pseudo class of a link style (e.g., **MadCap|relatedTopics.focus** or **MadCap|relatedTopics.hover**) if you want to modify the look of the related topic link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. From the **Properties** section, change values for any of the style's properties.
7. Click to save your work.

Deleting Related Topics Links

If you no longer need a related topics link that you have previously inserted into a topic, you can delete it from a topic.

HOW TO DELETE A RELATED TOPICS LINK FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. Right-click the related topics link that you want to delete.
3. From the context menu, select **Delete**. The related topics link is removed from the topic.
4. Click to save your work.

CHAPTER 17

Keyword Links

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

A keyword link lets users open topics that are related to the current topic based on the index keywords that they share.

This chapter discusses the following:

Inserting Keyword Links 206
Editing Keyword Links 209
Deleting Keyword Links 213

Inserting Keyword Links

Following are steps for inserting a keyword link.

HOW TO INSERT A KEYWORD LINK

1. Insert index keywords into the appropriate files.
2. Open the content file (e.g., topic, snippet).
3. In the XML Editor, click in the topic where you want to insert the link (usually at the bottom of the topic).
4. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Help Control** section, select **Keyword Link Control (K-link)**.

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

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

   The Insert Keyword Link Control dialog opens. The index keywords that you have inserted into topics are listed on the left side of the dialog.
5. Do one of the following:
   - In the **All Keywords** section, double-click an index keyword that you want to add to the keyword link.

     OR
   - In the **All Keywords** section, click on an index keyword that you want to add to the keyword link. Then click .

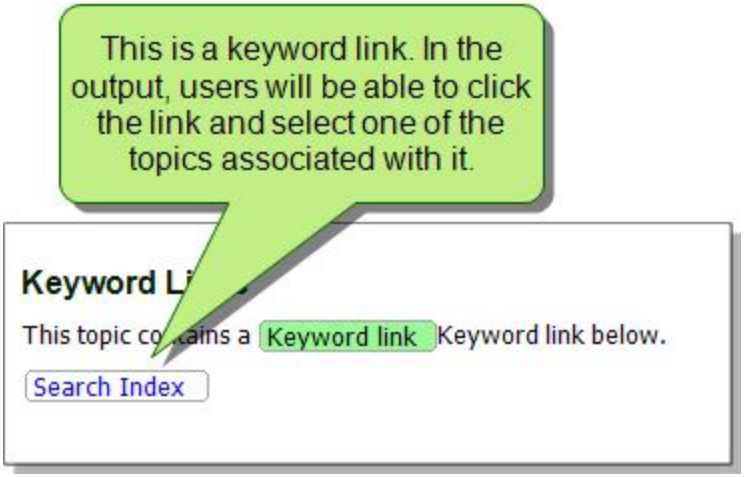
     The index keyword is added to the "All Keywords" section on the right side of the dialog. Do this for each index keyword that you want to add to the link.

6. (Optional) If you want to specify other options for the control, click and in the dialog select any of the following. Click **OK** to close the dialog when you are finished:
   - **Style Class** You can select the style class to be used for the control.
   - **Label** You can change the text shown on the control.
   - **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

     > **Note:** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

   - **Target Frame** You can choose the type of frame used when a link is clicked.
     - **(default)** The destination file will open in the same window as the output window.
     - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
     - **New Window_blank** The destination file will open in a new browser window.
     - **Same Frame_self** The destination file will open in the same window frame as the current topic.
     - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
     - **Popup Window** The destination file will open in a popup box on top of the current topic.

7. Click **OK**. The keyword link is added to the topic.



8. Click to save your work.

Editing Keyword Links

You can edit a keyword link that you have inserted into a topic.

HOW TO CHANGE THE KEYWORDS ASSOCIATED WITH A KEYWORD LINK

The first way to edit a keyword link is to change the keyword(s) associated with the link, as well as specify various other optional settings.

E X A M P L E

Let's say you have a keyword link that has two keywords ("Projects" and "Systems") associated with it. You might want to remove the "Projects" keyword from the link so that it only contains the "Systems" keyword. The steps below show you how to do this.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the keyword link.
3. In the context menu, select **Edit Keyword Link**. The Insert Keyword Link Control dialog opens. The keywords currently associated with the link are listed on the right side of the dialog. The keywords that you have inserted into all other topics are listed on the left side of the dialog.
4. If you want to add a keyword to the link, click on that keyword on the left (**All Keywords**) side of the dialog. Then click . If you want to remove a keyword from the link, click on that keyword on the right (**Selected Keywords**) side of the dialog. Then click .

   Repeat this for each keyword that you want to add to or remove from the link. When you are finished, the keywords associated with the link should be in the Selected Keywords section, and the keywords not associated with the link should be in the All Keywords section.

5. (Optional) If you want to specify other options for the control, click and in the dialog select any of the following. Click **OK** to close the dialog when you are finished:
   - **Style Class** You can select the style class to be used for the control.
   - **Label** You can change the text shown on the control.
   - **Display topics in** You can specify that the links should be displayed in a popup menu (same as default) or as a simple list.

     > **Note:** For projects that are merged, the list option is supported for standard merging (e.g., linking to an FLPRJ file in the table of contents). However, it is not supported for automerging in WebHelp Plus output.

   - **Target Frame** You can choose the type of frame used when a link is clicked:
     - **(default)** The destination file will open in the same window as the output window.
     - **Parent Frame_parent** The destination file will open in the parent frame of the current topic while hiding that topic.
     - **New Window_blank** The destination file will open in a new browser window.
     - **Same Frame_self** The destination file will open in the same window frame as the current topic.
     - **Top Frame_top** The destination file will open in the same output window, removing all other framesets. You might use this option, for example, if the destination topic has its own frameset.
     - **Popup Window** The destination file will open in a popup box on top of the current topic.
6. Click **OK**. The Insert Keyword Link Control dialog closes, and the link is now changed.
7. Click to save your work.

HOW TO EDIT THE STYLE OF A KEYWORD LINK

You can edit the style of a keyword link. When you do this, the style changes for all keyword links in any topics in your project. Also, keep in mind the various rules that pertain to keyword links.

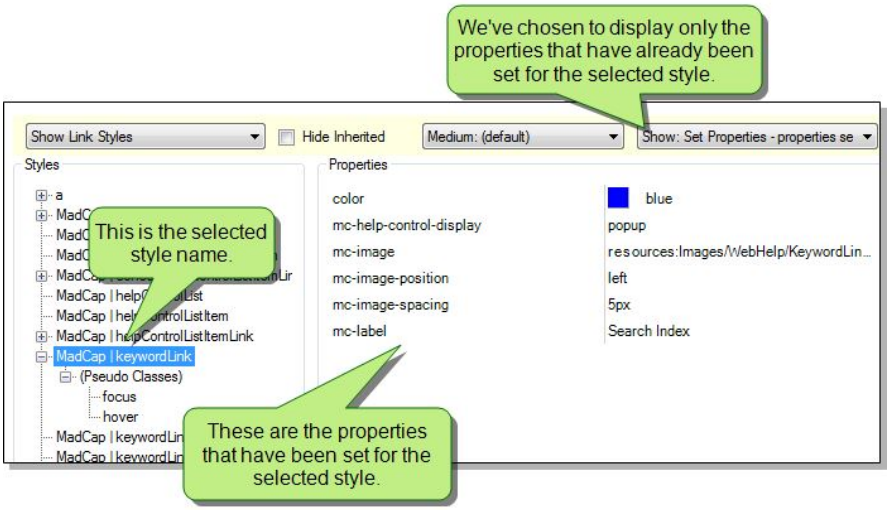
1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
4. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "keywordLink") if you want to modify only concept links in your project.
   - **MadCap|helpControlList** Edit this style to change the look of the entire list (<ul> element) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
   - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
   - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
   - **MadCap|keywordLink** Edit this style to change the look of the heading for keyword links. The following three keyword link styles inherit properties from this style.
   - **MadCap|keywordLinkControlList** Edit this style to change the look of the entire list (<ul> element) when keyword links are displayed in a list, rather than in a popup.
   - **MadCap|keywordLinkControlListItem** Edit this style to change the look of individual items in the list (<li> elements) when keyword links are displayed in a list, rather than in a popup.
   - **MadCap|keywordLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when keyword links are displayed in a list, rather than in a popup.

> **Note:** You can also change a pseudo class of a link style (e.g., **MadCap|keywordLink.focus** or **MadCap|keywordLink.hover**) if you want to modify the look of the keyword link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Set Properties. This displays only the properties that have been set for that particular style.



6. From the **Properties** section, change values for any of the style's properties. For example, to change the link label as described in the example above, you would edit the cell to the right of **mc-label**.

7. Click to save your work.

Deleting Keyword Links

There are two parts to a keyword link—(1) the keyword link itself and (2) the index markers inserted into topics that associate the topic with a particular keyword link. The following steps show you how to delete both.

HOW TO DELETE A KEYWORD LINK FROM A TOPIC

If you no longer need a keyword link that you have previously inserted into a topic, you can delete it from a topic.

1. Open the content file (e.g., topic, snippet).
2. Right-click the keyword link that you want to delete.
3. From the context menu, select **Delete**. The keyword link is removed from the topic.
4. Click to save your work.

HOW TO DELETE AN INDEX MARKER FROM A TOPIC

The following steps show you how to delete an index marker that you have previously inserted into a topic so that the topic is no longer associated with a particular keyword link.

1. Open the content file (e.g., topic, snippet).
2. Right-click the index marker that you want to delete.
3. From the context menu, select **Delete**. The index marker and its keywords are removed from the topic.
4. Click to save your work.

CHAPTER 18

Relationship Links

This feature is supported in all outputs.

A relationship table is an element used to link related topics together. It is similar to concept links or related topics links. Although a relationship table is a common feature in DITA, you do not need to be using DITA or know anything about DITA in order to take advantage of relationship tables.

If you import content from DITA files that already contain relationship tables, those tables are retained in Flare. You can also create new relationship tables in a Flare project and insert relationship proxies into individual topics. In online output, the end result is one or more hyperlinks that let users quickly open related topics. In print-based output, the end result is one or more references to related topics with the appropriate page number(s).

This chapter discusses the following:

Relationship Table Components 217
Rules for Relationship Tables 226
Relationships Proxy 227
Benefits 230
Steps for Using Relationship Tables 231
Adding Relationship Tables 232
Opening Relationship Tables 233
Creating Relationship Tables 234

Inserting Relationship Links 245
Editing Relationship Link Styles 246
Associating Relationship Tables with Targets 256

Relationship Table Components

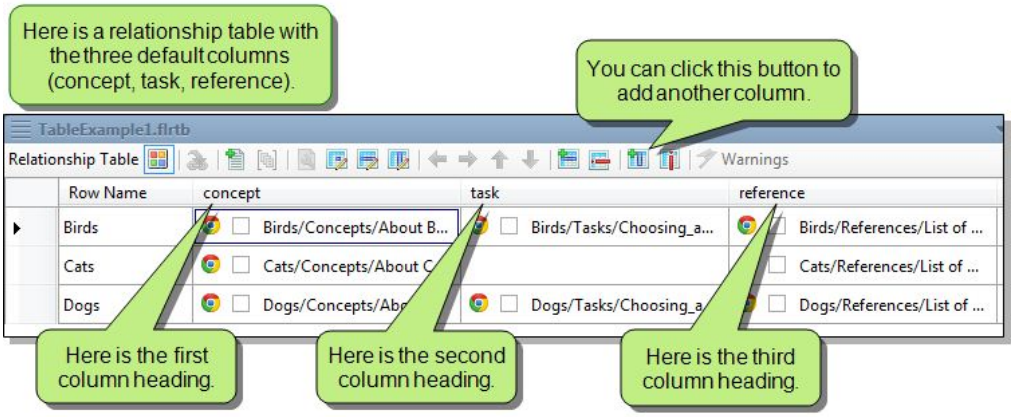
Following are the basic components of a relationship table.

COLUMNS

By default, a relationship table has three columns, each named after three basic topic types—Concept, Task, and Reference.

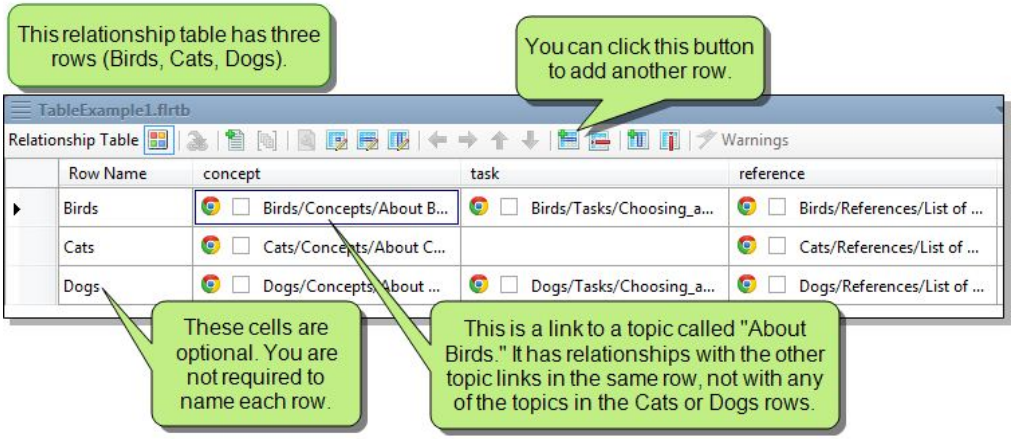
- **Concept** Topics that contain basic information and descriptions about a subject.
- **Task** Topics that provide step-by-step procedures for accomplishing something.
- **Reference** Topics that provide detailed reference material.

If necessary, you can add more columns to a relationship table, naming the other columns anything you want.



ROWS

You can have many rows in a relationship table, with each cell containing one or more topic names, placed in the appropriate column. The relationships between the different topics are defined across each row.



RELATIONSHIP LINKS

When you insert topic references into a row in a relationship table, those topics will link to the other topics in the row in some way.

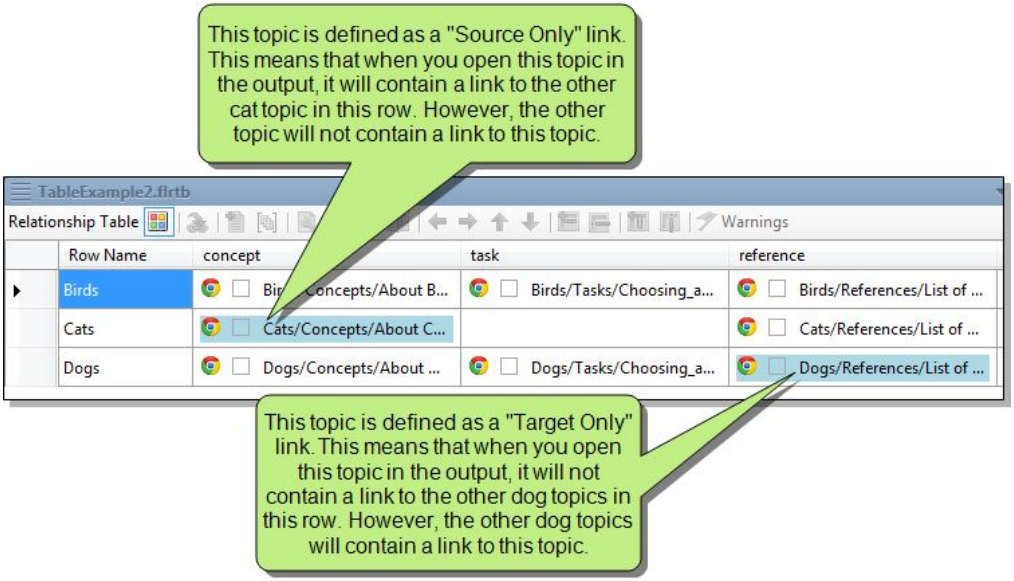
Following are the types of links that you can create.

- **Normal (default)** This is a two-way link. In other words, a link will be displayed in each topic involved, and that link will open the other topic.
- **Source Only** This is a link where the topic in question will have a link to other topics, but other topics will not have a link back to it.
- **Target Only** This is a link where the topic in question will not have a link to other topics, but other topics will have a link back to it.
- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to www.oasis-open.org/committees/dita/.

Unless you leave the default link setting, relationship links are identified by a blue background when you set them. To identify the exact kind of relationship link applied to an item, you can select the item and then click the appropriate Properties button in the local toolbar.

You can specify links on individual topic items, on cells (which can contain multiple items), or on entire columns.

- **Links on Items** Each topic item in a relationship table can use a different kind of link.
- **Links on Cells** If you apply a link type to a cell, all of the topic items in that cell will use that same setting (unless you later override the setting on individual items).
- **Links on Columns** If you apply a link type to a column, all of the topic items in all cells will use that same setting (unless you later override the setting on individual items or cells).



Here is another way to look at it. The arrows show the direction of the links from one topic to another. Notice that for the "blue" topics, the lines point only one way.

Row	concept	task	reference
Birds	About Birds	Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds

GROUPS

You can group topics in the same cell so that they function as a unit or are related to one another. When you group items together, you can choose a collection type to specify how the items within the group behave.

Following are the collection types that you can use:

- **Unordered (default)** This displays the grouped links in the output, but the order in which they are displayed is not important.
- **Family** This lets you display links not only to adjacent topics in the row, but to other topics grouped within the same cell as well.

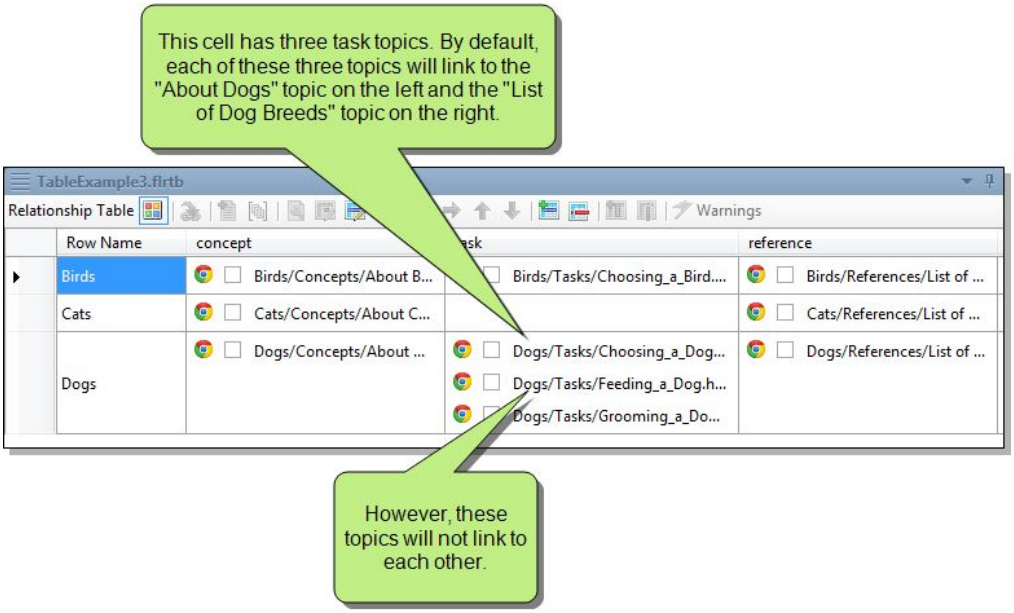
> **E X A M P L E**
>
> Let's say you have a row that is populated like this:
>
> Topic A is in the "concept" cell.
>
> Topics B, C, and D are contained in a group in the "task" cell.
>
> Topic E is in the "reference" cell.
>
> Suppose you *do not* use the Family collection type. In that case, when a user opens Topic A, he will see links to Topics B, C, D, and E. However, when the user opens Topic C, he will see links to Topic A and Topic E, but not to Topics B and D.
>
> Now suppose you *do* use the Family collection type. In that case, when a user opens Topic C, he will see links not only to Topics A and E, but to Topics B and D as well.

- **Sequence** This displays links with significance given to how the links are ordered in the output. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the sequence option, please refer to **www.oasis-open.org/committees/dita/**.
- **Choice** This lets you specify which link should be "selected" or "highlighted" from the group of links. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the choice option, please refer to **www.oasis-open.org/committees/dita/**.
- **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to **www.oasis-open.org/committees/dita/**.

Unless you leave the default link setting, collection types are identified by a green background when you set them. To identify the exact kind of group applied, you can select the item and then click the appropriate Properties button in the local toolbar.

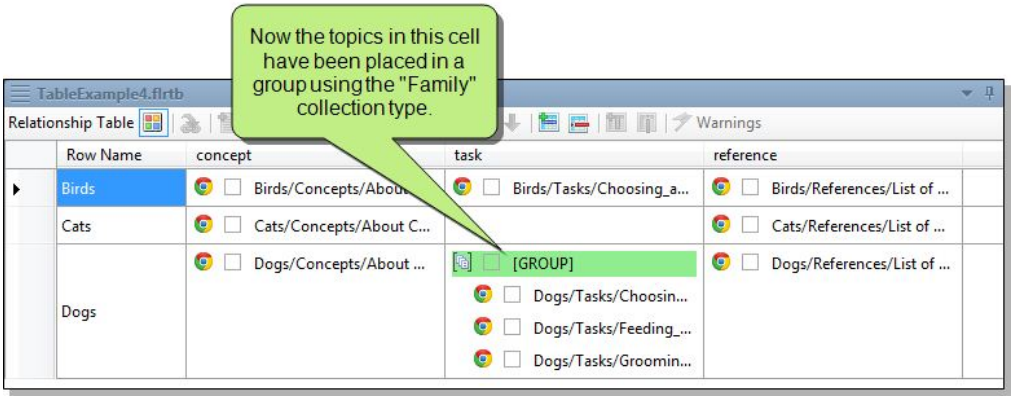
You can specify collection types on individual items in a group or on entire columns:

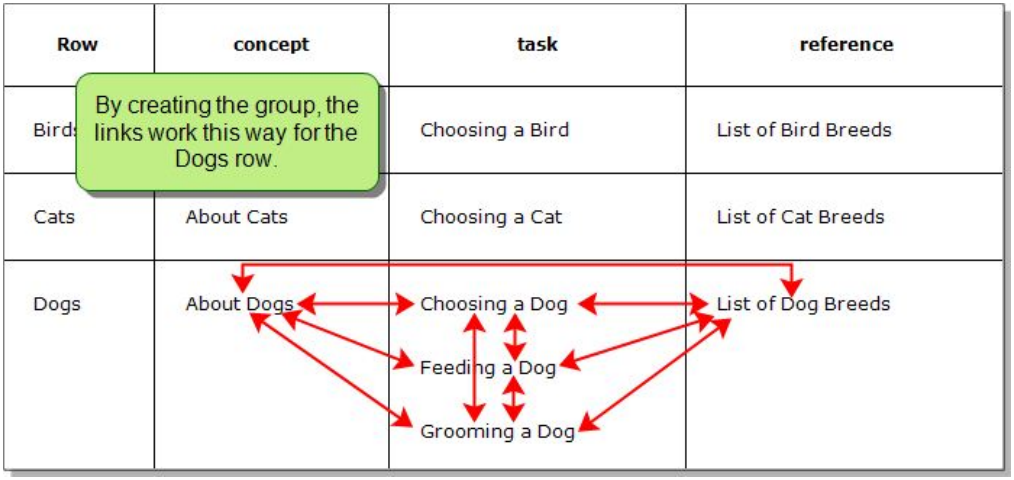
- **Collection Types on Items in Groups** Each group item in a relationship table can use a different kind of collection type.
- **Collection Types on Columns** If you apply a collection type to a column, all of the groups in that column will use that same setting (unless you later override the setting on individual groups).



Row	concept	task	reference
Birds		Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog Feeding a Dog Grooming a Dog	List of Dog Breeds

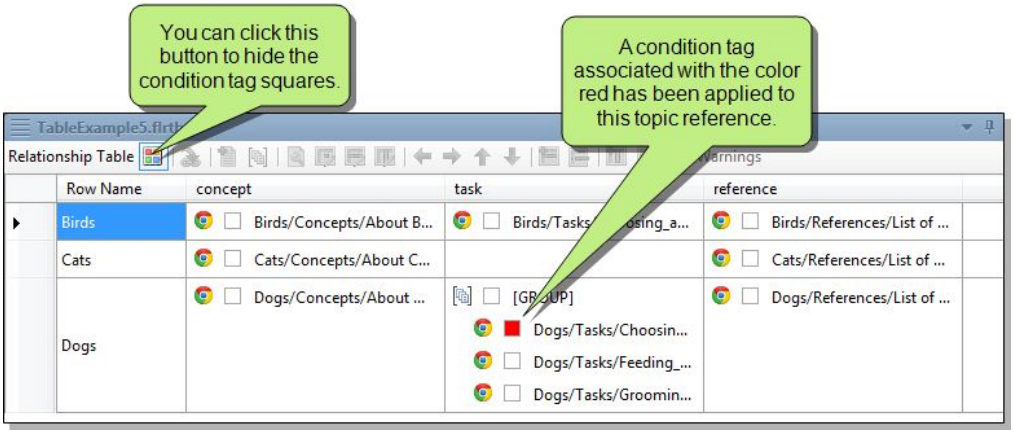
Here is the way it would work for that row.




Row
concept
task
reference
By creating the group, the links work this way for the Dogs row.
Bird
Choosing a Bird
List of Bird Breeds
Cats
About Cats
Choosing a Cat
List of Cat Breeds
Dogs
About Dogs
Choosing a Dog
List of Dog Breeds
Feeding a Dog
Grooming a Dog

CONDITION TAGS

Like most everything else in Flare, you can apply condition tags to the elements within a relationship table. That is why you see squares next to the elements. If you apply a condition tag to something (e.g., topic reference, group), the square will display the color associated with that condition tag. You can show or hide the condition tags if you want.



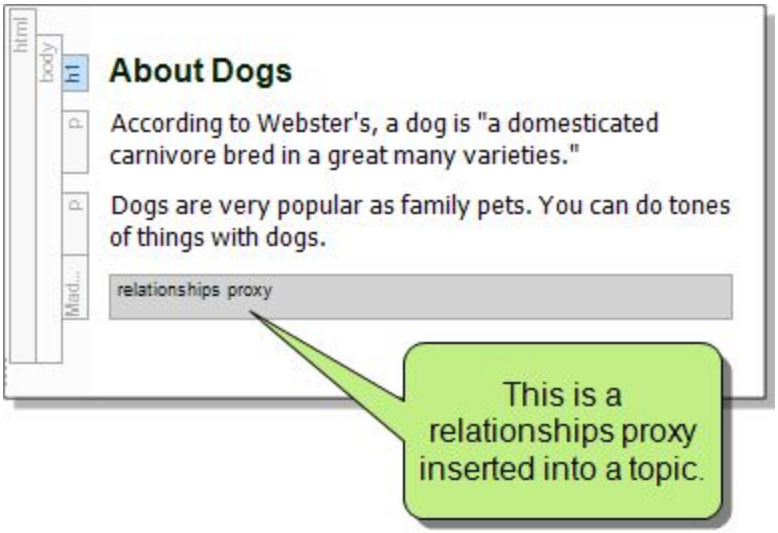
Rules for Relationship Tables

Following are some basic rules when it comes to creating relationship tables:

- Relationships are expressed within individual rows only. Relationships do not exist between rows in a table.
- Not every cell in a row needs to have a topic link.
- Multiple topic links can be added to a single cell.
- You can add the same topic link in many different rows.

Relationships Proxy

After you create at least one relationship table, you can insert a relationships proxy into the topics where you want the links to appear in the output. When you build the output, the proxy is replaced by the generated links.



Here is the online output for a topic that includes relationship links at the bottom (replacing the proxy).

You are here: Dogs > About Dogs

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets things with dogs.

Notice that the relationship links are separated based on their categories in the relationship table (i.e., task, reference).

Related Tasks

Choosing a Dog

Feeding a Dog

Grooming a Dog

Reference Materials

List of Dog Breeds

Here is the print-based output for a topic that includes relationship links at the bottom (replacing the proxy). Notice that, instead of hyperlinks, page numbers are shown.

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets. You can do tons of things with dogs.

Related Tasks

Choosing a Dog..... 4
Feeding a Dog..... 5
Grooming a Dog..... 6

Reference Materials

List of Dog Breeds..... 9

Benefits

Follow are some of the primary benefits of using relationship links, as opposed to related topic links or concept links:

- You can create all of your link information in one place, in a single relationship table.
- You can have multiple types of links at the bottom of topics (e.g., one for "Related Information," one for "Related Tasks," and one for "Reference Materials").
- In online output, the links are automatically represented as hyperlinks. In print-based output, the links are automatically represented as a list of related topics with page number references.

Steps for Using Relationship Tables

Following are the basic steps for using relationship tables.

1. **Add** The first step in using a relationship table is to add a new file to the Advanced folder in the Project Organizer. You can add as many relationship table files as you need. Depending on your project, you may need just one relationship table or many. For example, you might want to use Relationship Tables 1 and 2 when generating Target A, but you might want to use Relationship Table 3 when generating Target B. See "Adding Relationship Tables" on the next page.
2. **Create** After adding a relationship table file, you can create the actual content for it, adding relationships between the topic links in a row. See "Creating Relationship Tables" on page 234.
3. **Insert Links** You can insert a relationships proxy in the topics where you want links to appear in the output, using the information contained in your relationship table(s). See "Inserting Relationship Links" on page 245.
4. **Edit Link Styles** You can edit the look of relationship links by adjusting the appropriate styles in your stylesheet. This might involve changing the look of any of the following: the container holding the links, the heading(s) above the links, the link items themselves. See "Editing Relationship Link Styles" on page 246.
5. **Associate With Target** If you have created relationship tables in your project, you need to tell Flare which tables to use for which targets. See "Associating Relationship Tables with Targets" on page 256.

Adding Relationship Tables

The first step in using a relationship table is to add a new file to the Advanced folder in the Project Organizer. You can add as many relationship table files as you need. Depending on your project, you may need just one relationship table or many. For example, you might want to use Relationship Tables 1 and 2 when generating Target A, but you might want to use Relationship Table 3 when generating Target B.

HOW TO ADD A RELATIONSHIP TABLE FILE

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

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

     Note: In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.
   - **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button ..., use the Open File dialog to find a file, and double-click it.
4. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click ... and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the relationship table file.
6. Click **Add**. The relationship table file is added to the Advanced folder in the Project Organizer. The Relationship Table Editor opens to the right.

Opening Relationship Tables

After a relationship table file is added, you can open it at any time to work on it.

HOW TO OPEN A RELATIONSHIP TABLE

1. Make sure the Project Organizer is open.
2. Double-click the **Advanced** folder.
3. Double-click the relationship table file. The Relationship Table Editor opens to the right.

Creating Relationship Tables

After adding a relationship table file, you can create the actual content for it, adding relationships between the topic links in a row.

HOW TO CREATE A RELATIONSHIP TABLE

1. Open the relationship table that you want to work on. The Relationship Table Editor opens to the right. If you do not yet have a relationship table, see "Adding Relationship Tables" on page 232.
2. Use the editor to perform any of the following tasks. Keep the following in mind as you work:
   - Relationships are expressed within individual rows only. Relationships do not exist between rows in a table.
   - Not every cell in a row needs to have a topic link.
   - Multiple topic links can be added to a single cell.
   - You can add the same topic link in many different rows.

   For examples, see "Relationship Table Components" on page 217.

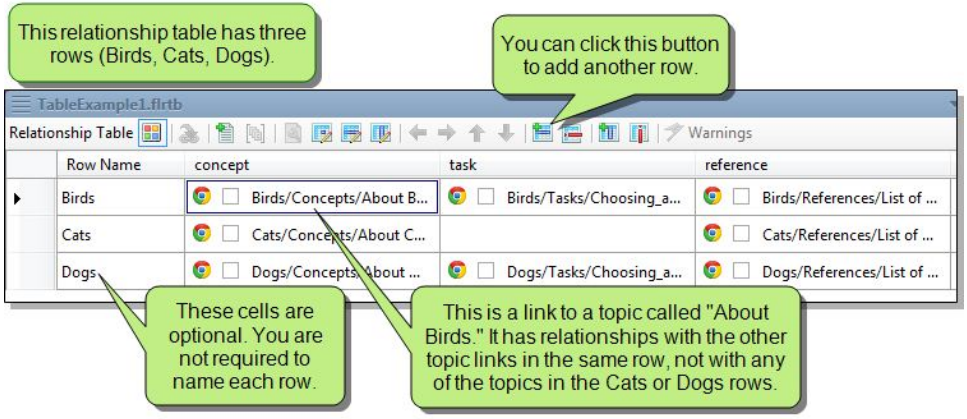
   GIVE A ROW A NAME

   This simply helps you distinguish one row from another.

   a. Highlight a row.
   b. In the local toolbar click .
   c. In the **Row Type** field, enter a name.
   d. Click **OK**.

INSERT A NEW ROW

» In the local toolbar click .



RENAME A COLUMN

a. Highlight any cell in the column you want to rename.

b. In the local toolbar click to run the Column Properties dialog.

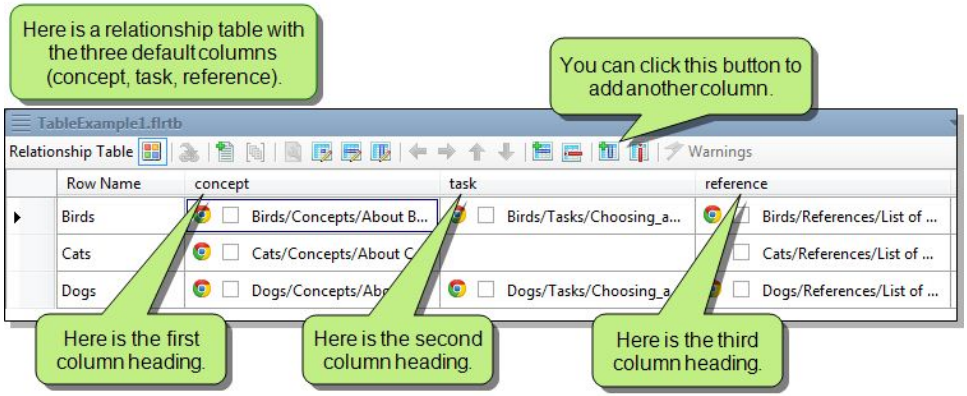
c. In the **Column Type** field, enter a name.

d. Click **OK**.

INSERT A NEW COLUMN

In addition to the Row Name, a relationship table has three additional columns, each named after three basic topic types—Concept, Task, and Reference. You can add more columns if you want.

» In the local toolbar click .



ADD A TOPIC ITEM TO A CELL

a. Click a cell where you want to insert a topic reference.

b. In the local toolbar click .

c. In the Open dialog, locate and double-click the topic. The topic file name is added to that cell. The square next to the file name is used to show any condition tags applied to the link.

SELECT THE LINK TYPE FOR A TOPIC ITEM, CELL, OR COLUMN

When you insert topic items into a row in a relationship table, those topics will link to the other topics in the row in some way. If you do not want to use the default type of link, you can select another kind. You can do this for individual topic items, entire cells, or entire columns.

- **Links on Items** Each topic item in a relationship table can use a different kind of link.
- **Links on Cells** If you apply a link type to a cell, all of the topic items in that cell will use that same setting (unless you later override the setting on individual items).
- **Links on Columns** If you apply a link type to a column, all of the topic items in all cells will use that same setting (unless you later override the setting on individual items or cells).

Following are the steps for selecting link types.

a. Do one of the following:

   - **For Columns** Click in a column. In the local toolbar click .

     OR

   - **For Cells** Click in a cell. In the local toolbar click .

     OR

   - **For Topic Link Items** Click a topic link item in a cell. In the local toolbar click .

b. Click in the **Linking** field and select one of the following.

   - **Source Only** This is a link where the topic in question will have a link to other topics, but other topics will not have a link back to it.
   - **Target Only** This is a link where the topic in question will not have a link to other topics, but other topics will have a link back to it.
   - **Normal (default)** This is a two-way link. In other words, a link will be displayed in each topic involved, and that link will open the other topic.
   - **None** This option indicates that the topic reference does not have a link.
   - **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported. For more detailed information about DITA and the conref attribute, please refer to **www.oasis-open.org/committees/dita/**.

   Unless you leave the default link setting, relationship links are identified by a blue background when you set them. To identify the exact kind of relationship link applied to an item, you can select the item and then click the appropriate Properties button in the local toolbar.

This topic is defined as a "Source Only" link. This means that when you open this topic in the output, it will contain a link to the other cat topic in this row. However, the other topic will not contain a link to this topic.

TableExample2.flrtb

Relationship Table | Warnings

Row Name	concept	task	reference
Birds	Bir... Concepts/About B...	Birds/Tasks/Choosing_a...	Birds/References/List of ...
Cats	Cats/Concepts/About C...		Cats/References/List of ...
Dogs	Dogs/Concepts/About ...	Dogs/Tasks/Choosing_a...	Dogs/References/List of ...

This topic is defined as a "Target Only" link. This means that when you open this topic in the output, it will not contain a link to the other dog topics in this row. However, the other dog topics will contain a link to this topic.

Here is another way to look at it. The arrows show the direction of the links from one topic to another. Notice that for the "blue" topics, the lines point only one way.

Row	concept	task	reference
Birds	About Birds	Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog	List of Dog Breeds

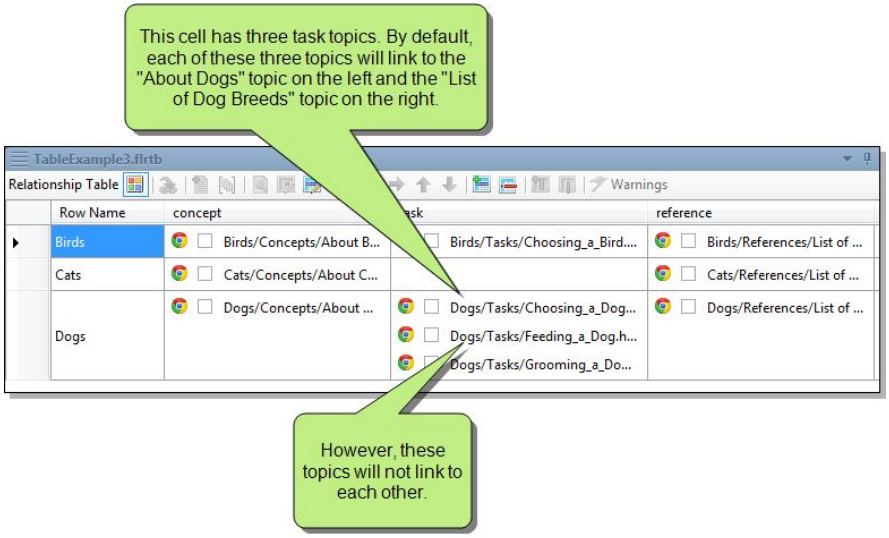
c. Click **OK**.

GROUP SELECTED ITEMS

You can group topics in the same cell so that they function as a unit or are related to one another. When you group items together, you can choose a collection type to specify how the items within the group behave.

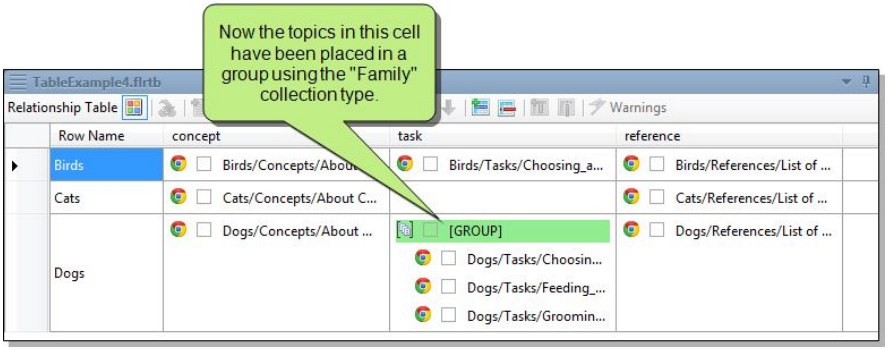
a. In a cell containing multiple items (topic references), hold your **CTRL** key and click the items that you want to group.

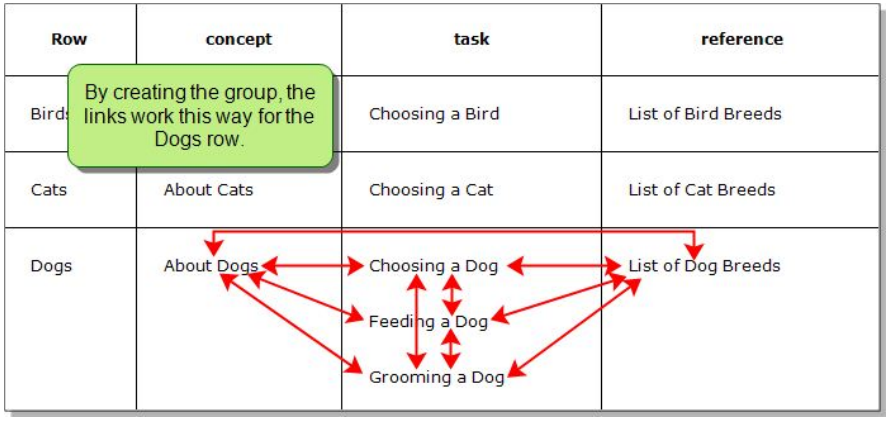
b. In the local toolbar click . The word "Group" is added to the cell.



Row	concept	task	reference
Birds		Choosing a Bird	List of Bird Breeds
Cats	About Cats	Choosing a Cat	List of Cat Breeds
Dogs	About Dogs	Choosing a Dog Feeding a Dog Grooming a Dog	List of Dog Breeds

Here is the way it would work for that row.




Row
concept
task
reference
By creating the group, the links work this way for the Dogs row.
Bird
Choosing a Bird
List of Bird Breeds
Cats
About Cats
Choosing a Cat
List of Cat Breeds
Dogs
About Dogs
Choosing a Dog
List of Dog Breeds
Feeding a Dog
Grooming a Dog

SELECT THE COLLECTION TYPE FOR A COLUMN OR TOPIC LINK ITEM

When you put items into a group, you can specify how that group will function as a collection (e.g., in the images above the group is using the "Family" collection type, which means that those topic items will reference each other in the output). You can do this for entire columns or for individual topic items in a cell that have been grouped. If you set a particular collection type on a column, all groups in that column will use that collection type.

a. Do one of the following:

   - **For Columns** Click in a column. In the local toolbar click .
   - **For Topic Link Items** Click a topic link item in a cell. In the local toolbar click .

b. Click in the **Collection Type** field and select one of the following:

   - **Unordered (default)** This displays the grouped links in the output, but the order in which they are displayed is not important.
   - **Family** This lets you display links not only to adjacent topics in the row, but to other topics grouped within the same cell as well.

     E X A M P L E

     Let's say you have a row that is populated like this:

     Topic A is in the "concept" cell.

     Topics, B, C, and D are contained in a group in the "task" cell.

     Topic E is in the "reference" cell.

     Suppose you DO NOT use the Family collection type. In that case, when a user opens Topic A, he will see links to Topics B, C, D, and E. However, when the user opens Topic C, he will see links to Topic A and Topic E, but not to Topics B and D.

     Now suppose you DO use the Family collection type. In that case, when a user opens Topic C, he will see links not only to Topics A and E, but to Topics B and D as well.

   - **Sequence** This displays links with significance given to how the links are ordered in the output. For Flare outputs other than DITA, this option is not supported.
   - **Choice** This lets you specify which link should be "selected" or "highlighted" from the group of links. For Flare outputs other than DITA, this option is not supported.

» **Use CONREF Target** This uses the conref attribute to pull content. The conref attribute references an ID on content that can be reused. For Flare outputs other than DITA, this option is not supported.

> **Note:** For more detailed information about DITA and these options, please refer to www.oasis-open.org/committees/dita/.

c. Click **OK**.

NEST ITEMS

After you add items to a cell, you can nest them by using the left and right arrows. If an item is above and to the left of other items, it becomes the parent; the child items are below and to the right of the parent. When this occurs, the child items inherit the settings from the parent item (e.g., link type).

a. Click on a topic link in a cell that you want to move.

b. In the local toolbar, click to move it to the left, or click to move it to the right.

MOVE ITEMS UP OR DOWN

If you have multiple topic items in a cell, they are displayed in the output in the order they are shown. You can use the up and down buttons to change the order.

a. Click the topic item that you want to move.

b. In the local toolbar click to move the item up or to move the item down.

DELETE A ROW

a. Click in the row you want to delete.

b. In the local toolbar click .

DELETE A COLUMN

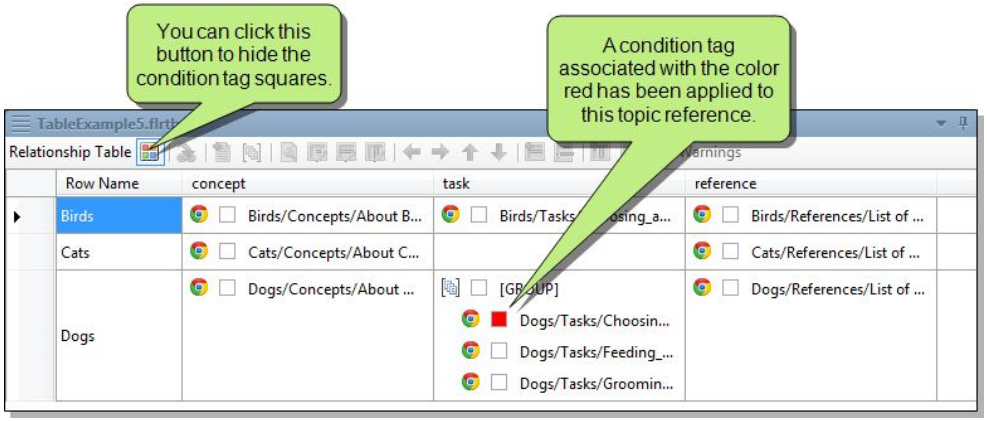
a. Click in the column you want to delete.

b. In the local toolbar click .

SHOW OR HIDE CONDITIONAL INDICATORS

In a relationship table, condition tags are shown in the small squares next to topic file names. This feature can be used to show or hide those squares.

» In the local toolbar click .



3. Click to save your work.

Note: If there are any broken links in a relationship table, they will be identified by this icon: . You can then open the properties for that item and fix the link.

Note: The three relationship link style classes in your stylesheet are designed to work in sync with the column headings in the Relationship Table Editor. Therefore, if you rename a column or create a custom column, make sure that you create a corresponding style class in the stylesheet to control that column. For example, if you create a custom column with a link type called "other," you should create a style class in the stylesheet named "MadCap|relationshipsHeading.other." If you do not create a unique style class for the custom column, it will use the settings from the parent MadCap|relationshipsHeading style. Therefore, the heading label will say "Related Information," instead of what you want it to say.

Inserting Relationship Links

You can insert a relationships proxy in the topics where you want links to appear in the output, using the information contained in your relationship table(s).

HOW TO INSERT A RELATIONSHIP LINK

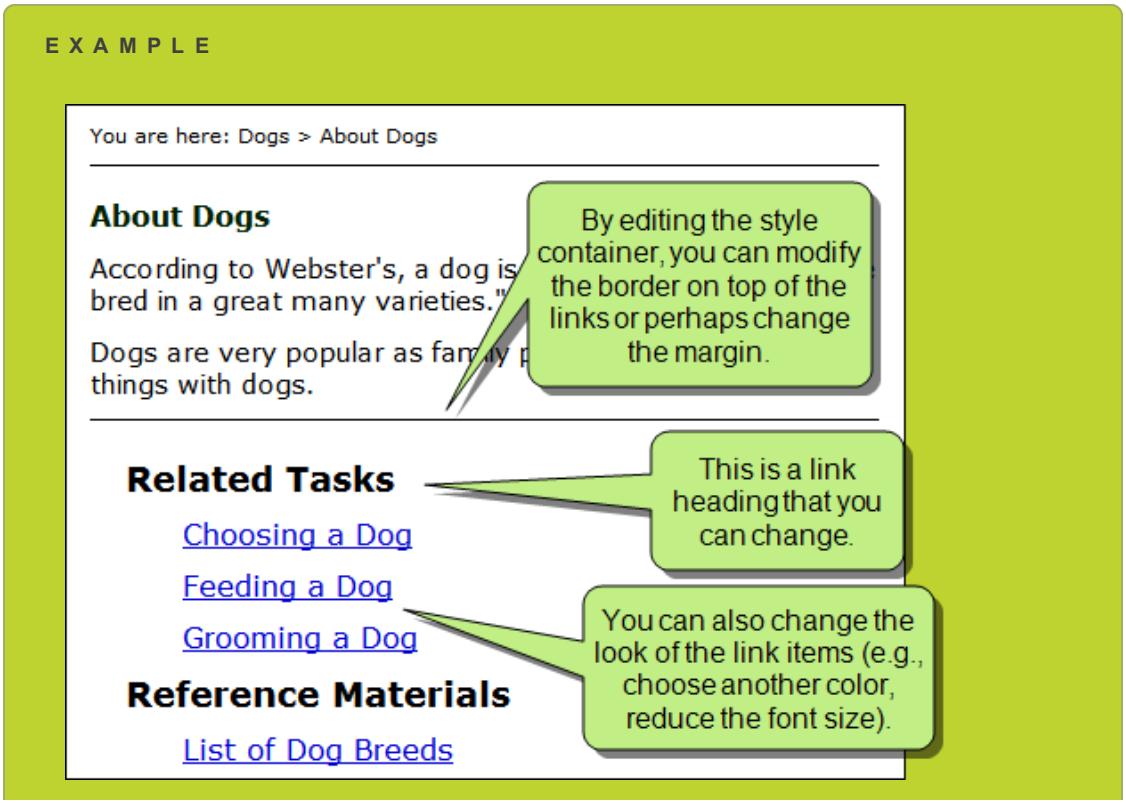
1. Open the content file (e.g., topic, snippet).
2. Place your cursor where you want to insert the link (usually at the bottom of the topic).
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>Relationships Proxy**.
   - **Menu** Select **Insert>Proxy>Insert Relationships Proxy**.

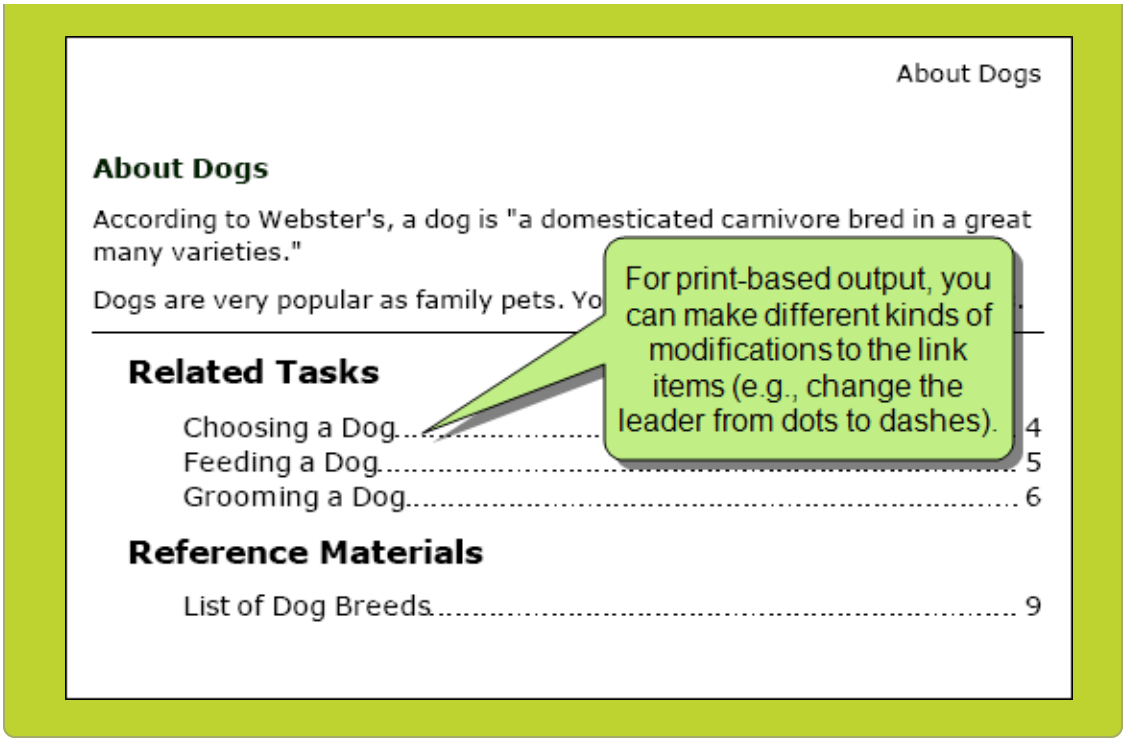
   The Relationships Proxy dialog opens.
4. (Optional) In the field labeled **Stylesheet class for proxy**, you can select a class to affect the look of the relationship link.

   You might create and use a proxy style class, for example, if you want to use a border special border above the relationship links in the output. If you do not select a class from this field, the generated link will use the style settings from the parent <MadCap|relationshipsProxy> style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|relationshipsProxy** style and click **Add Class** to create a class. The class will then be available from this field.
5. Click **OK**. The proxy is added to the topic.
6. Click to save your work.

Editing Relationship Link Styles

You can edit the look of relationship links by adjusting the appropriate styles in your stylesheet. This might involve changing the look of any of the following: the container holding the links, the heading(s) above the links, the link items themselves. The Simplified view of the Stylesheet Editor lets you edit only some of the necessary styles; for the rest of the styles, you need to use the Advanced view.




About Dogs
About Dogs
According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."
Dogs are very popular as family pets. Yo
For print-based output, you can make different kinds of modifications to the link items (e.g., change the leader from dots to dashes).
Related Tasks
Choosing a Dog 4
Feeding a Dog 5
Grooming a Dog 6
Reference Materials
List of Dog Breeds 9

HOW TO EDIT THE CONTAINER

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Reusable Content Styles.
4. In the **Styles** section of the editor, select the **MadCap|relationshipsProxy** style.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. Following are some of the more common tasks that you may want to perform:

   BORDER PROPERTIES

   By default, a 1-pixel black border is already set, which separates the relationship links from the topic content above.

   a. In the **Properties** section, expand the **Border** group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
   b. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around. When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

      i. Use the lower-left area of the popup to enter a number for the border thickness.
      ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
      iii. Use the upper-right area to select a color for the border.

iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.

v. Click **OK**.

MARGIN PROPERTIES

By default, a 10-pixel top margin is already set. The margin is the space around the outside of the container.

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

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

b. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.

   i. Use the lower-left area of the popup to enter a number for the amount of margin.

   ii. Use the lower-right area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

   iii. Click **OK**.

PADDING PROPERTIES

By default, 20 pixels of padding are set on the left side of the container, and 10 pixels of padding are set on the top side. The padding is the space between the content inside the container and its outer edges.

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

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

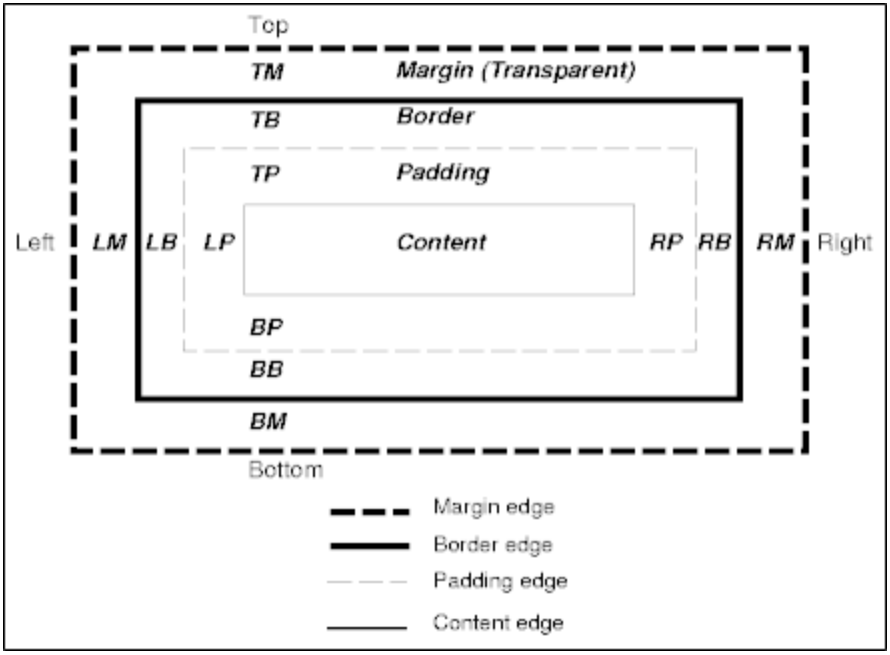
b. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.

c. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top, padding-left). However, if you plan to have the same settings for all four sides, you can simply use the main **padding** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., padding, padding-bottom), a small popup displays.

i. Use the lower-left area of the popup to enter a number for the amount of padding.

ii. Use the lower-right area to select a unit of measurement.

iii. Click **OK**.



7. Click to save your work.

HOW TO EDIT A HEADING

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Paragraph Styles.
4. In the **Styles** section of the editor, expand the **MadCap|relationshipsHeading** style. Then select the appropriate style class under it:
   - **concept** This class lets you change the look of the heading that is displayed above any concept links (i.e., any topics found in the "concept" column of the relationships table).
   - **reference** This class lets you change the look of the heading that is displayed above any reference links (i.e., any topics found in the "reference" column of the relationships table).
   - **task** This class lets you change the look of the heading that is displayed above any task links (i.e., any topics found in the "task" column of the relationships table).

   Note: If you want to apply a setting that is used for all three of the classes, you can select the parent **MadCap|relationshipsHeading** style. Whatever you set for that style will trickle down to the three classes, unless a different value is already specified on that class.

   Note: The three style classes mentioned above are designed to work in sync with the column headings in the Relationship Table Editor. You can change the column heading (i.e., link type) for any of these in the editor via the column properties dialog. You can also create a custom column. But if you do this, make sure that you create a corresponding style class in the stylesheet to control that column. For example, if you create a custom column with a link type called "other," you should create a style class in the stylesheet named "MadCap|relationshipsHeading.other." If you do not create a unique style class for the custom column, it will use the settings from the parent MadCap|relationshipsHeading style. Therefore, the heading label will say "Related Information," instead of what you want it to say.

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. Following are some of the more common tasks that you may want to perform.

   HEADING TEXT (LABEL)

   For the "concept" links, the default text is "Related Information." For the "reference" links, the default text is "Reference Materials." For the "task" links, the default text is "Related Tasks."

   » Click in the cell to the right of **mc-label** and replace the default text.

   FONT COLOR

   The default color is black.

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

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

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

   FONT SIZE

   The default size is 14 points.

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

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

   b. To the right of **font-size**, click the down arrow and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

   c. Click **OK**.

   Note: You can also specify other style settings that can normally be done for fonts or paragraphs.

7. Click to save your work.

HOW TO EDIT LINK ITEMS

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

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

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Character Styles.
4. In the **Styles** section of the editor, select the **MadCap|relationshipsItem** style.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. Following are some of the more common tasks that you may want to perform.

   LEADER ALIGNMENT (FOR PRINT-BASED OUTPUT)

   This determines how the page numbers are aligned at the end of the leader. The default setting is right alignment.

   - Click in the cell to the right of **mc-leader-align** and select an alignment setting (**center**, **left**, **right**).

   LEADER FORMAT (FOR PRINT-BASED OUTPUT)

   This is the material that is shown between a topic name and the page number where it can be found. The default setting is a series of dots.

   - Click in the cell to the right of **mc-leader-format** and type whatever you want to be shown as the leader (e.g., dash, underline). Whatever you type will be repeated until the end of the leader.

   LEADER INDENT (FOR PRINT-BASED OUTPUT)

   This is the amount of space from the end of the list entry to the start of the leader.

   a. Click in the cell to the right of **mc-leader-indent**. A small popup displays.
   b. Use the lower-left area of the popup to enter a number.
   c. Use the lower-right area to select a unit of measurement.
   d. Click **OK**.

LEADER OFFSET (FOR PRINT-BASED OUTPUT)

This is the amount of space from the end of the leader to the page number following it.

a. Click in the cell to the right of **mc-leader-offset**. A small popup displays.
b. Use the lower-left area of the popup to enter a number.
c. Use the lower-right area to select a unit of measurement.
d. Click **OK**.

MARGIN

This the amount of space around each item. The default setting is a left margin of 24 points.

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

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

b. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.

   i. Use the lower-left area of the popup to enter a number for the amount of margin.
   ii. Use the lower-right area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
   iii. Click **OK**.

FONT COLOR

The default color is black. The following instructions show you how to change the font color for print-based output. For online output, the color is based on the settings on the <a> tag, which controls the look of all text hyperlinks in your output. To change this, see "Editing Text Hyperlinks" on page 45.

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

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

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

FONT SIZE

The default size is 14 points.

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

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

b. To the right of **font-size**, click the down arrow and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

c. Click **OK**.

> **Note:** You can also specify other style settings that can normally be done for fonts or paragraphs.

7. Click to save your work.

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

Associating Relationship Tables with Targets

If you have created relationship tables in your project, you need to tell Flare which tables to use for which targets.

HOW TO ASSOCIATE RELATIONSHIP TABLES WITH TARGETS

1. Open the target from the Project Organizer.
2. In the Target Editor, click the **Relationship Table** tab.
3. Click next to each relationship table that you want to use for that target so that it has a check mark.
4. Click to save your work.

CHAPTER 19

Shortcut Controls

This feature is supported in Microsoft HTML Help output.

A shortcut control launches a program or window in an application by passing Windows-based messages and parameters. For example, if a topic discusses a procedure that involves a specific dialog window, you can provide a link that a user can click in the topic to open the dialog in the program. Shortcut controls can make tasks easier for new users, and they can speed up complex procedures for experienced users.

Following are limitations of shortcut controls:

- A shortcut control can be used only with Microsoft HTML Help.
- The CHM file must be located on a local or network drive. The file cannot be accessed through HTTP.
- The CHM file must be displayed in the Help Viewer. A shortcut control does not work in a file that is displayed in an Internet browser window.

This chapter discusses the following:

Inserting Shortcut Controls 258
Editing Shortcut Controls 259

Inserting Shortcut Controls

Following are steps for inserting a shortcut control.

HOW TO INSERT A SHORTCUT CONTROL INTO A TOPIC

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click in the topic where you want to insert the shortcut control.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Help Control** section, select **Shortcut Control**

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

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

   The Insert Shortcut Control dialog opens.
4. Enter the appropriate information in each of the fields. You may need to consult with your developer for help on completing these fields.
   - **File path to the executable file...** Enter the path and name of the program that (EXE file) you are calling.
   - **Parameters to be sent...** Enter any parameters you would like to send the program (e.g., the name of a file to open). Separate the parameters with commas.
   - **A message ID of a standard Windows message** Select a standard Windows message from the drop-down menu.
   - **WPARAM value** Enter the WPARAM value.
   - **LPARAM value** Enter the LPARAM value.
5. Click **OK**. The shortcut control is added to the topic.
6. Click to save your work.

Editing Shortcut Controls

You can edit a shortcut control that you have inserted into a topic in a couple of different ways.

HOW TO CHANGE THE SETTINGS ASSOCIATED WITH A SHORTCUT CONTROL

The first way to edit a shortcut control is to change the settings (e.g., executable file path, parameters, message ID) associated with the control.

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, right-click the shortcut control icon (if "markers" are set to be shown).
3. In the context menu, select **Edit Shortcut Control**. The Insert Shortcut Control dialog opens.
4. Adjust the settings in the fields as necessary. You may need to consult with your developer for help on completing these fields:
   - **File path to the executable file...** Enter the path and name of the program (EXE file) you are calling.
   - **Parameters to be sent...** Enter any parameters you would like to send the program (e.g., the name of a file to open). Separate the parameters with commas.
   - **A message ID of a standard Windows message** Select a standard Windows message from the drop-down menu.
   - **WPARAM value** Enter the WPARAM value.
   - **LPARAM value** Enter the LPARAM value.
5. Click **OK**. The Insert Shortcut Control dialog closes, and the link is now changed.
6. Click to save your work.

EDIT THE STYLE OF A SHORTCUT CONTROL

The second way to edit a shortcut control is to edit the style (e.g., font, color) of the link. When you edit the style for a shortcut control, the style changes for all shortcut controls in any topics in your project. To do this, modify the property settings for the style called <MadCap|shortcut>. For more information see the online Help.

CHAPTER 20

Viewing and Fixing Links

There are multiple ways to view and fix navigation links in Flare.

This chapter discusses the following:

Viewing File Links 262
Viewing Broken Links 267
Viewing Broken Bookmarks 269

Viewing File Links

In Flare there are many ways that you can link one file with another, thus creating a dependency. Link dependencies are created when you perform tasks such as: inserting a text hyperlink, inserting an image, applying a stylesheet to a topic, and more. The Link Viewer window pane lets you see what other files a particular file is linked to and from.

How the Link Viewer Window Pane Can Help You

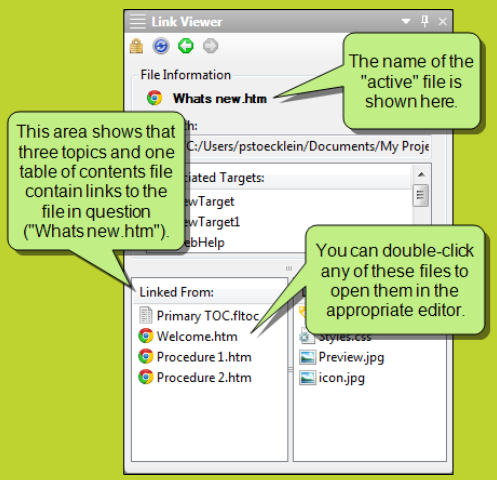
This window pane lets you see the following types of information:

INCOMING LINKS FROM OTHER FILES

You can see which other files contain links to the file that has focus.

E X A M P L E

Let's say you have a topic called "What's New" and in several other topics you have inserted a hyperlink to it. Unfortunately, you cannot remember exactly which topics. Furthermore, you've made changes to the "What's New" topic, so you want to see if any other topics linking to it also require modifications as a result. Therefore, you open the Link Viewer window pane. You then open the "What's New" topic. Because that topic is the file containing focus, the Link Viewer window pane provides a list of all the other topics and files (e.g., tables of contents) with links to it. Not only can you see a list of files with links to the "What's New" topic, but you can double-click each file to open it and work on it.

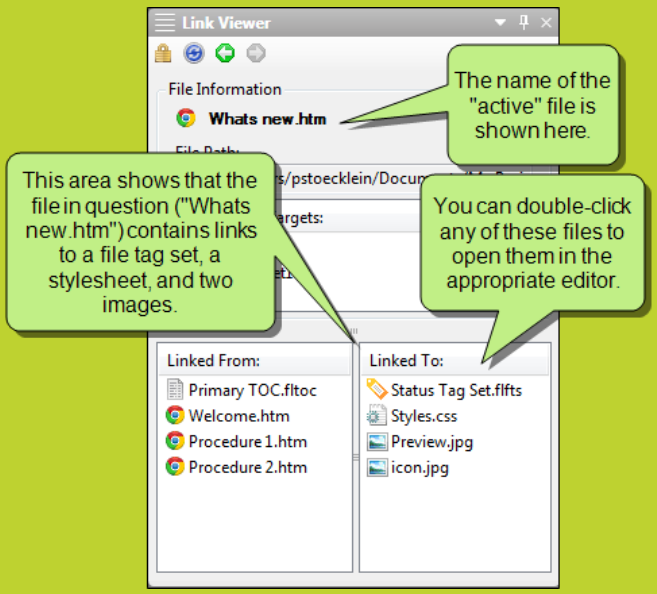


OUTGOING LINKS TO OTHER FILES

You can see which other files are linked from the file that has focus.

E X A M P L E

Let's say you have a topic called "What's New", which contains a snippet, which you want to edit. One way to edit the snippet file is to go look for them in the Content Explorer and double-click it. That method can take a lot of time. Another method is to right-click on the snippet within the topic and select **Open Link**. But another quick method is to use the Link Viewer window pane, which not only lets you open the snippet quickly, but also see the file name of the snippet and other linked files at a glance. Therefore, you open the Link Viewer window pane. You then open the "What's New" topic. Because that topic is the file containing focus (i.e., it's the most recent file you've opened or clicked in), the Link Viewer window pane provides you with a list of all the other files linked from it.

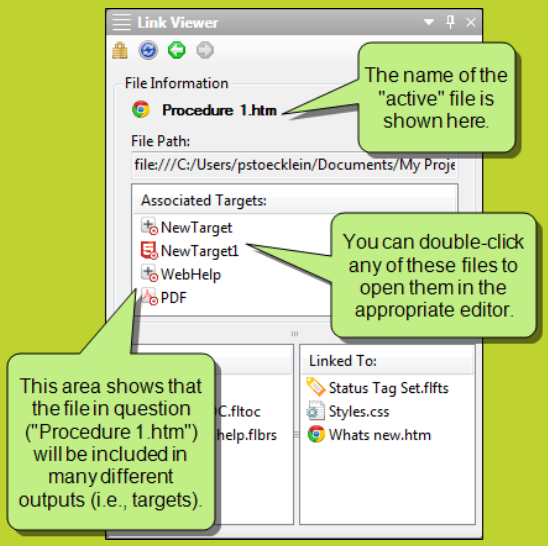


TARGETS LINKED TO A FILE

You can see which targets are associated with the file that has focus. This is useful, for example, because it lets you know which outputs will be affected when you make changes to that file. The link to the target might be direct (e.g., the active file is a topic that is included in the table of contents for a target) or indirect (e.g., the active file is a snippet that has been inserted into a topic that is included in the table of contents for a target).

E X A M P L E

Let's say you have a topic called "Procedure 1" and you need to make many changes to it. After you are finished making your changes, you need to make sure your work looks correct in each output. Unfortunately, you cannot remember which of your outputs (i.e., targets) includes that topic. Therefore, you open the Link Viewer window pane. You then open the "Procedure 1" topic. Because that topic is the file containing focus (i.e., it's the most recent file you've opened or clicked in), the Link Viewer window pane provides you with a list of all the targets that will include the topic when output is generated. You can then keep the Link Viewer open as a reference while you generate and view each of those targets.



Tasks Associated with the Link Viewer Window Pane

Following are the basic tasks involved with using the Link Viewer window pane in Flare:

OPEN LINK VIEWER WINDOW PANE

Whenever you want to view links to and from a file, you simply need to open the Link Viewer window pane and give focus to the file in question. Following are two ways to do this:

- Select **View>Link Viewer**. The Link Viewer window pane opens by default on the right side of the workspace. Next, open a file (e.g., topic, stylesheet, table of contents). As long as that file has focus (e.g., click in it), the related links are shown in the Link Viewer window pane.

  OR

- In one of the window panes containing files (e.g., Content Explorer, Project Organizer, File List window pane), right-click on a file and from the context menu select **View Links**. If it's not already open, the Link Viewer window pane opens by default on the right side of the workspace, showing the related links.

LOCK WINDOW PANE

Normally when you click in a different file, thus giving it focus, the links for that file are shown in the Link Viewer window pane. However, there may be times when you want a previous set of links to continue to show in the Link Viewer, even when you click in other files. In that case, you can lock the Link Viewer window pane by clicking the **Lock** button in the local toolbar. To unlock the window pane, click the button again.

REFRESH

You can click in the local toolbar to refresh the Link Viewer window pane at any time. This ensures you are seeing the most up-to-date links for the active file.

E X A M P L E

Let's say you are using the Link Viewer window pane to see the links for a topic. While doing this, suppose you decide to delete one of the targets in your project, and that target is linked to the topic file. After the file is deleted, it still is shown in the Link Viewer window pane. But if you click the Refresh button, the window pane no longer shows that file link.

GO TO PREVIOUS/NEXT

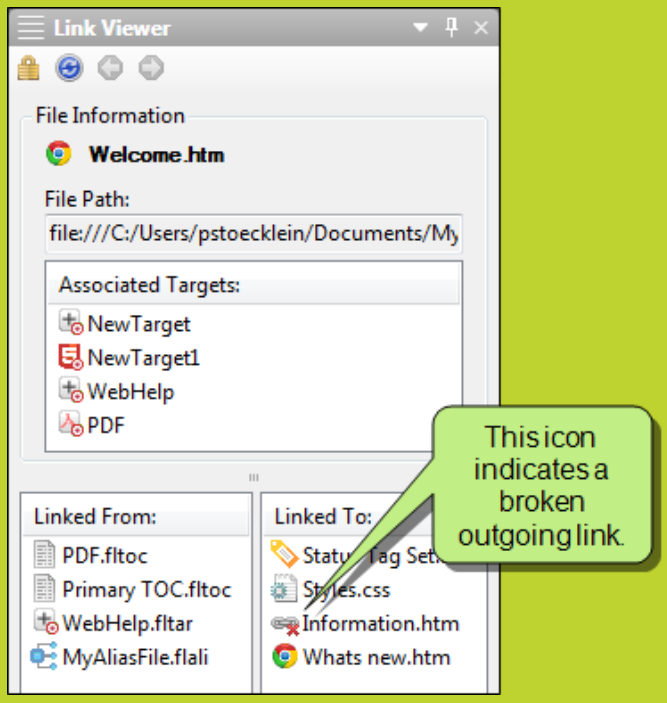
If you have been viewing links for multiple files, the Link Viewer window pane remembers those files and their links. You can click the **Previous** or **Next** buttons in the local toolbar to see file links that you have already viewed.

VIEW BROKEN LINKS

If the active file contains broken links, this will be indicated by a broken link icon in the Link Viewer window pane.

E X A M P L E

Let's say the active file contains a hyperlink to another file, but the link is broken. In that case, you will see something like this in the Link Viewer window pane:



Viewing Broken Links

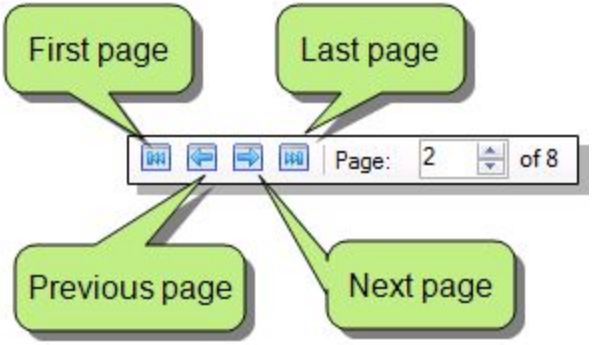
You can view a list of files in your project where a broken link is located. You can see which file it is trying to find, the link text, the link tag, and other information. You can also open the file where the broken link is located. The broken link is highlighted so that you can easily fix it.

HOW TO VIEW AND FIX BROKEN LINKS

1. Open a content file (e.g., topic).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Analysis** section, select **Project Analysis>Broken Links**.
   - **Menu** Select **View>Project Analysis>Broken Links**.

   The Project Analysis window pane opens, with the "Broken Links" option selected from the drop-down menu at the top. The area at the bottom of the window pane displays all files that contain links to the open file that are broken.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
   - **File** Displays the name of the file where the broken link occurs.
   - **Folder** Displays the folder where the file is found.
   - **Link** Displays the link that is broken (e.g., the path and name of the topic in question).
   - **Type** Displays the type of broken link (e.g., missing file).
   - **Link Text** Displays the text in the source topic that is being used as the link.
   - **Link Tag** Displays the style used for the link. For example, if a regular text hyperlink is used, you will see "a" in this column.
   - **Extension** Displays the file extension that the link is not finding (e.g., .htm, .jpg).

4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items.



5. Double-click the row that you want to correct. The file opens in the appropriate editor or dialog. For example, if the link appears in a topic, the XML Editor opens with the broken link highlighted.
6. Redirect the link as necessary (e.g., right-click on the link and select **Edit Hyperlink** or **Select New Snippet**).

Viewing Broken Bookmarks

You can view a list of files with broken bookmarks. You can see the bookmark destination that the link is trying to find, the link text, the link tag, and other information. You can also open the file where the broken link is located so that you can fix it.

HOW TO VIEW AND FIX BROKEN BOOKMARKS

1. Open a content file (e.g., topic).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **View** ribbon. In the **Analysis** section select **Project Analysis>Broken Bookmarks**.
   - **Menu** Select **View>Project Analysis>Broken Bookmarks**.

   The Project Analysis window pane opens, with the "Broken Bookmarks" option selected from the drop-down menu at the top. The area at the bottom of the window pane displays all files that contain bookmark links to the open file that are broken.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
   - **File** Displays the name of the file where the broken link occurs.
   - **Folder** Displays the folder where the file is found.
   - **Link** Displays the link that is broken (e.g., the path and name of the topic in question).
   - **Type** Displays the type of broken link (e.g., missing file).
   - **Link Text** Displays the text in the source topic that is being used as the link.
   - **Link Tag** Displays the style used for the link. For example, if a regular text hyperlink is used, you will see "a" in this column.
   - **Extension** Displays the file extension that the link is not finding (e.g., .htm, .jpg).
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items.
5. Double-click the row that you want to correct. The file opens in the appropriate editor or dialog. For example, if the link appears in a topic, the XML Editor opens with the broken link highlighted.
6. Redirect the link as necessary (e.g., right-click on the link and select **Edit Hyperlink** or **Edit Cross-Reference**).

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
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Reviews & Contributions Guide
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