

ClickStart
GUIDES 


MadCap FlareTM certified test review + developer's guide

**Learn how to use Flare like a pro and
prepare to be certified MAD for Flare!**

by Scott DeLoach

Contents

Introduction	11
What is 'Certified MAD for Flare?'	12
Icons used in this book	13
Updates	13
What's new in Flare v4	15
Six reasons to use Flare	16
XML-based architecture and clean code	16
Content linking.....	16
Page layouts	16
Snippets	17
Source control support	17
Table styles.....	17
<hr/>	
Projects	19
New projects.....	21
'What languages does Flare support?'	21
Creating a new project.....	22
Converting from RoboHelp	24
Flare features that are not in RoboHelp	24
RoboHelp features that are not in Flare	25
Top ten RoboHelp conversion 'gotchas'	27
Importing a RoboHelp project.....	29
'What happens to my... ?'	31


‘Where is my dictionary?’ 	32
‘Where are my WebHelp skins?’	33

Converting from FrameMaker 34

Top ten FrameMaker conversion ‘gotchas’	34
Importing a FrameMaker document	36
Creating a new project based on a FrameMaker document	37
Importing a FrameMaker document	39
‘What happens to my...?’	42
<i>Sample questions for this section</i>	43

Topics 45

Creating topics 46

‘What is XHTML?’	46
‘Do I have to know XML to use Flare?’	46
Creating a topic	46
Viewing your topic titles	48
Opening a topic	49
Opening a topic in the Internal Text Editor	49
Opening a topic in another editor 	49
Opening two topics side by side	50
Using structure bars in a topic	51
Finding an open topic	51
Closing all open topics	52
Inserting special characters	52
Deleting a topic	53


Importing Word documents	55
Creating a new project based on a Word document	55
Importing a Word document.....	58
Importing HTML, XHTML, and XML files	61
Importing content from Flare projects NEW!	61
Lists	65
Creating a list	66
Sorting a list.....	66
Tables	67
Creating a table	67
Creating table styles.....	70
Removing inline formatting from a table NEW!	76
Images and movies	77
Inserting an image or movie	77
‘How do I see which files use an image or movie?’	78
<i>Sample questions for this section</i>	79

Links **81**

Hyperlinks	83
Creating links.....	83
Creating image map links	88
‘How do I view a list of links for a topic?’	88
Finding and fixing broken links NEW!	89

Popup links	91
Creating a topic popup link.....	91
Creating a text popup link	93
 Cross references	 95
Creating a cross reference.....	95
 Drop-down, expanding, and toggler links	 97
‘What’s the difference?’	97
Creating a drop-down link	97
Creating an expanding link	98
Creating a toggler link.....	99
 Related topic, keyword, and concept links	 101
‘What is the difference?’	101
Creating a related topics link	102
Creating a keyword link	103
Creating a concept link.....	104
 <i>Sample questions for this section</i>	 <i>106</i>

Navigation..... 109

TOCs	111
Moving the TOC to the accordion 	111
Creating a TOC.....	112
Creating TOC books and pages	113
Auto-generating TOC books and pages	115
Linking TOCs.....	117
Deleting a TOC book or page	118

Associating a TOC with a target	118
Specifying chapter breaks	118
Finding topics that are not in the TOC NEW!	119
Indexes	121
‘Why should I create an index?’	121
Adding index entries using the ‘quick term’ method	121
Adding index entries using the Index Entry window method	122
Adding index entries using the Index Entry mode method	124
Automatically adding index entries NEW!	124
Showing or hiding index entries in a topic	126
Viewing the index	127
Finding topics that are not in the index NEW!	126
Search	129
Adding search synonyms.....	129
Excluding a topic in the full-text search	131
Glossaries	133
Creating a glossary	133
Adding glossary terms	134
Adding a glossary to a target.....	135
‘Where’s the HTML Help glossary tab?’	136
Browse sequences	137
Creating a browse sequence.....	137
Creating a browse sequence based on your TOC TIP	141
Using a browse sequence	141
‘Where are my HTML Help browse sequences?’	142
<i>Sample questions for this section</i>	143

Formatting and design..... 145

Stylesheets147

External and inline styles	147
Creating a stylesheet	148
Creating a new style class	149
Creating an auto-numbering style.....	150
Converting inline formatting to a style class.....	151
Modifying a style.....	152
Creating a font set	153
Using the print style medium	154
Associating a topic with a stylesheet	156
Associating multiple topics with a stylesheet	157
Associating all topics with a stylesheet NEW!	158

Master pages159

‘Is a master page the same as a RoboHelp template?’	159
Creating a master page.....	159
Adding content to a master page.....	161
Associating a master page with a target	162

Page layouts **NEW!**163

Creating a page layout	163
Adding pages to a page layout	164
Duplicating a page	165
Assigning pages types to topics	165
Applying a page layout to a target	166

Skins167

‘Is there a skin gallery?’	167
Creating a skin	167

Editing a skin	168
Associating a skin with a target.....	172
Translating a skin.....	172
<i>Sample questions for this section.....</i>	<i>173</i>

Single sourcing..... 175

Variables and snippets 177

Variables	177
Creating a variable set	177
Overriding a variable's definition in a target.....	179
Snippets	180
Creating a snippet using existing content.....	180
Creating a snippet using new content	182
Inserting a snippet	183

Condition tags 185

‘What are those boxes in the Content Explorer?’.....	185
Creating a condition tag	186
Applying a tag to content in a topic	187
Applying a tag to a topic, file, or folder	187
Applying a tag to a TOC book or page	189
Applying a tag to an index entry.....	189

Targets 191

Online targets	191
Print targets.....	192
‘Is Flare’s WebHelp the same as RoboHelp’s WebHelp?’	193
Creating a target	194

Setting up a help target	196
Setting up a print target	198
Building a target	200
Building a target from the command line	201
Viewing a target	201
Publishing a target	202
Context-sensitive help	205
Adding a header file	205
Creating an alias file	207
Testing context-sensitive help	209
<i>Sample questions for this section</i>	210

Appendices 213

Additional resources215

Requesting new features	215
Reporting Flare bugs	215
Flare discussion forums.....	215

Keyboard shortcuts (by task)217

Keyboard shortcuts (by key)222

Guide to Flare files227

Quick task index231

Projects	232
Topics.....	233
Topic content	235

Links	236
Drop-down, expanding, and toggler links	237
Related topic, keyword, and concept links	238
Navigational tools	239
Formatting and layout	240
Variables and snippets	241
Condition tags	242
Targets	242
Context-sensitive help	243
Answers	245
Projects	245
Topics	246
Links	247
Navigation	248
Formatting and design	249
Single sourcing	250
Index	251