



# MadCap Flare Intermediate Training

## Course Overview

Welcome  
Target Audience  
Course Overview  
Preparing Your Computer for the Course

## Class Project Overview

What is a Project?  
About the Practice Project  
Opening a Project

## Topics

About Topics  
About Folders  
About Templates  
About the XML Editor  
Creating a Topic  
Editing a Topic  
Using the Block and Span Bars  
Renaming a Topic  
Creating a Bulleted or Numbered List  
Practice & Challenge

## HTML, Excel, Word, and FrameMaker Files

About Importing Files  
Importing a Word Document  
Practice & Challenge

## Table of Contents

About TOCs  
Using Multiple TOCs  
Creating a TOC Book  
Creating a TOC Page

Using Drag-and-Drop to Add Books and Pages to a TOC  
Re-arranging Items in the TOC Editor  
Finding Topics that Are Not in the TOC  
Locating a Topic in the Content Explorer  
Opening Topics from the TOC  
Practice & Challenge

## **Index and Full-text Search**

About the Index  
Adding Index Terms Using the Index Entry Window  
Automatically Adding Index Terms  
About the Full-text Search  
Creating a Search Synonym File  
Adding Directional and Group Synonyms  
Practice & Challenge

## **Glossary**

About the Glossary and Glossary Editor  
Adding Terms to the Glossary  
Adding Popup Glossary Definitions to Online Targets  
Reviewing the Glossary and Glossary Links  
Practice & Challenge

## **Links**

About Cross References and Hyperlinks  
Linking to a Topic with a Cross Reference  
Linking to a Bookmark  
Linking with a Popup  
Linking to a PDF with a Hyperlink  
Linking to a Website with a Hyperlink  
Viewing Links  
Finding and Fixing Broken Links  
Practice & Challenge

## **Drop-down, Expanding, and Toggler Links**

Inserting a Drop-down Link  
Inserting an Expanding Text Link  
Inserting a Toggler Link  
Practice & Challenge

# Stylesheets

[About Styles](#)

[About Inline Formatting and Stylesheets](#)

[Creating a Stylesheet](#)

[Modifying a Style](#)

[Applying a Stylesheet to All Topics](#)

[Applying a Topic-level Stylesheet](#)

[Creating a Style](#)

[Applying a Style Class](#)

[Using Medium Types](#)

[Learning More](#)

[Practice & Challenge](#)

# Tables & Table Stylesheets

[About Tables](#)

[Creating a Table](#)

[Working with Tables in the XML Editor](#)

[About Table Stylesheets](#)

[Creating Table Stylesheets](#)

[Modifying a Table Stylesheet](#)

[Applying a Table Stylesheet to a Table](#)

[Assigning a Table Stylesheet to All Tables](#)

[Practice & Challenge](#)

# Page Layouts

[About Page Layouts](#)

[Creating a Page Layout](#)

[Adding Content to a Header or Footer](#)

[Setting the Page Size and Margins](#)

[Viewing Topics in a Page Layout Mode](#)

[Applying a Page Layout to a Target](#)

[Practice & Challenge](#)

# Master Pages

[About Master Pages](#)

[Creating a Master Page](#)

[Adding a Proxy to a Master Page](#)

[Adding Content to a Master Page](#)

[Applying a Master Page to a Target](#)

[Practice & Challenge](#)

## **Skins**

About Skins

Skin Design Options

Creating a Skin

Editing a Skin

Applying a Skin to a Target

Practice & Challenge

## **Variables and Snippets**

About Variables and Snippets

Creating a Variable

Modifying a Variable

Inserting a Variable

Hiding Variable Names and Highlighting Definitions

Creating a Snippet from Existing Content

Creating a Snippet

Inserting a Snippet into a Topic

Editing a Snippet

Practice & Challenge

## **Condition Tags**

About Condition Tags

Creating a Tag

Applying a Tag to a File or Folder

Applying a Tag to Content

Viewing a Topic Using Tags

Previewing a Topic Using Tags

Practice & Challenge

## **Project Links and External Resources**

About Project Links

Importing Files from a Flare Project

About External Resource Linking

Importing an External Resource

Synchronizing External Resources

## **Topic Reviews**

About Track Changes

Tracking Changes

Reviewing Tracked Changes

- Adding an Annotation to a Topic
- Viewing and Hiding Annotations in a Topic
- Locking Elements
- Sending a Topic for Review
- Accepting or Rejecting Review Changes
- Accepting a Reviewed Topic

## **Targets and Output Types**

- About Targets and Output Types
- Selecting an Output Type
- Scenarios for Output Types
- Determining How Many Targets You Need
- Scenarios for Targets
- Creating and Configuring Targets

## **HTML5 and Clean XHTML**

- About HTML5 and Clean XHTML
- Browser Compatibility
- Adding Meta Descriptions for SEO
- Creating an HTML5 Target
- Configuring an HTML5 Target
- Building an HTML5 Target
- Creating a Publishing Destination
- Publishing an HTML5 Target

## **PDF and EPUB**

- About PDF and EPUB Targets
- How Online Features Convert to PDF Documents
- Creating a PDF Target
- Configuring a PDF Target
- Building a PDF Target

## **Microsoft Word**

- About Creating a Word Document
- How Online Features Convert to Word Documents
- Creating a Word Target
- Configuring a Word Target
- Building a Word Target

# Appendices

Source Control

SharePoint Integration

Context-sensitive Help

DITA

MadCap Pulse

File Tags and Project Reports

Importing Doc-to-Help Projects

Importing RoboHelp Projects