



MadCap Training

Project Management and Team Authoring

Course Overview

Welcome

Audience

Course Overview

Preparing Your Computer for the Course

Planning

Project Management Overview

About Project Management in Flare

Project Development Workflow

Conducting a High-level User and Task Analysis

Creating an Outline

Setting Usability Goals

Estimating Projects

Job Roles

Information Plan

Best Practices

Discussion

Content Specification

Setting Up a Global Project

About Project Linking

Setting Up a Global Project

File Naming Conventions

Creating a Template

Creating a Style Guide

Disabling Styles

About Condition Tags

Creating a Condition Tag

- Applying a Condition Tag to a File or Folder
- Applying a Condition Tag to Content
- About File Tags
- Creating a File Tag
- Content Specification
- Best Practices for Global Projects
- Discussion

Setting up a Project

- About Projects
- Creating a Project
- Importing a Flare Project
- Applying a Master Stylesheet to All Topics
- Best Practices for Creating Projects
- Discussion

External Resources and SharePoint

- About Linking to External Resources
- Importing an External Resource
- About SharePoint Integration
- Connecting to a SharePoint Server
- Checking Out a File from SharePoint
- Checking in a File to SharePoint
- Copying and Mapping SharePoint Files
- Synchronizing SharePoint Files
- Best Practices
- Discussion

Implementation

Development and Team Authoring

- About Working as a Team
- Workflow for Teams
- Applying a File Tag to a File or Folder
- Adding an Annotation to a Topic
- Viewing and Hiding Annotations in a Topic
- About Source Control
- Binding a Project to Source Control
- Checking In a File
- Checking Out a File
- Getting the Latest Version of a File

- Rolling Back to a Previous Version of a File
- Adding a File to Source Control
- Viewing Differences Between Versions
- Viewing the Source Control Status
- Project Tracking
- Getting a Report
- Best Practices for Working as a Team
- Discussion

Reviews

- About Track Changes
- Tracking Changes
- About Reviews and Contributions
- Locking Elements
- Sending a Topic for Review
- Reviewing Tracked Changes
- Accepting a Reviewed topic
- Creating a Contribution Template
- Best Practices for Reviews
- Discussion

Production

Publishing

- About Publishing
- Duplicating a Target
- Creating a Publishing Destination
- Reviewing Project Reports
- Batch Generating Targets
- Exporting a Project
- Best Practices for Publishing
- Discussion

Evaluation

MadCap Pulse

- About MadCap Pulse
- Including the Community Tab in a Skin
- Enabling Pulse for a Target

Viewing a Report
Asking and Answering Questions
Best Practices for Using MadCap Pulse
Discussion

Resources

Books
Websites