



**USER GUIDE**



---

**MADCAP FLARE 2019**

# Getting Started

Copyright 2019 MadCap Software. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of MadCap Software.

MadCap Software  
9191 Towne Center Drive, Suite 150  
San Diego, California 92122  
858-320-0387  
[www.madcapsoftware.com](http://www.madcapsoftware.com)

**THIS PDF WAS CREATED USING MADCAP FLARE.**

# CONTENTS

---

## CHAPTER 1

- Introduction ..... 6
- Basic Steps ..... 7
- Getting Started Video and Tutorial ..... 8
- Planning Your Project .....10
- Key Concepts and Features .....11
- Architecture .....13
- Getting Additional Help .....14

## CHAPTER 2

- Creating a New Project ..... 15

## CHAPTER 3

- Adding Topics and Features .....17
- Topics .....19
- Glossaries .....19
- Images .....19
- Indexes .....19
- Links .....20
- Master Pages ..... 20
- Micro Content .....21
- Multimedia .....21

|                          |    |
|--------------------------|----|
| Page Layouts .....       | 21 |
| Responsive Content ..... | 22 |
| Snippets .....           | 22 |
| Tables .....             | 22 |
| Tables of Contents ..... | 23 |
| Variables .....          | 23 |
| Other Features .....     | 24 |

**CHAPTER 4**

|   |    |
|---|----|
| Making It Look Good .....                       | 25 |
| Styles and Local Formatting .....               | 26 |
| Common Ways to Make Your Output Look Good ..... | 27 |

**CHAPTER 5**

|  |    |
|--|----|
| Developing Targets .....                                   | 32 |
| Targets .....  | 33 |
| Online Versus Print-based Output .....                     | 33 |
| HTML5—Recommended Online Output Type .....                 | 34 |
| PDF and Word—Recommended Print-based Output<br>Types ..... | 36 |
| Other Output Types .....                                   | 37 |
| HTML Help (Legacy Output) .....                            | 38 |
| Output Type Comparison Tables .....                        | 38 |
| Conditions .....   | 39 |

**CHAPTER 6**

|   |    |
|---|----|
| Building and Publishing Output .....    | 41 |
| Ways to Build and Publish Targets ..... | 42 |
| Interface or Command Line .....         | 43 |
| Where Output Files are Stored .....     | 43 |

Publishing Features .....44

**APPENDIX**

PDFs .....47

## CHAPTER 1

---

# Introduction

Welcome to MadCap Flare—the first native XML content authoring application, which offers single-source authoring in an environment that does not require you to know any coding. From a single Flare project you can produce output in many different formats, including documentation for the web, desktop, print, and mobile.

**This chapter discusses the following:**

|  |    |
|--|----|
| Basic Steps .....                        | 7  |
| Getting Started Video and Tutorial ..... | 8  |
| Planning Your Project .....              | 10 |
| Key Concepts and Features .....          | 11 |
| Architecture .....                       | 13 |
| Getting Additional Help .....            | 14 |

# Basic Steps

When you break down the authoring process in Flare, you will discover that it can be quite simple. Following are the basic steps that you need to follow for creating and developing a project in Flare.

1. **Start Projects** Create a project from scratch, or start a project by importing existing content from a variety of sources. See "Creating a New Project" on page 15.
2. **Add Elements** Add content and elements to your project, such as topics, text, a table of contents, cross-references, navigation, page layouts, and all of the other things necessary to help your end users. See "Adding Topics and Features" on page 17.
3. **Make It Look Good** Through the use of elements such as stylesheets, skins, and master pages, you can develop a look and feel for your output. See "Making It Look Good" on page 25.
4. **Develop Targets** Decide the type(s) of output formats that you want to generate and design targets accordingly to meet your needs. See "Developing Targets" on page 32.
5. **Build and Distribute Output** Generate output from a target, then make the files accessible to your end users. See "Building and Publishing Output" on page 41.

# Getting Started Video and Tutorial

In addition to this PDF guide, we also recommend the Getting Started Video and Getting Started Tutorial for new Flare users. Although there is certainly common information in all three of these resources, each one is also unique.

The Getting Started Video provides a visual demonstration of how to create a new project, introduces basic information about Flare, and points you to additional videos and resources to further develop the project.

The Getting Started Tutorial is a PDF file that you can use alongside Flare to create, develop, and generate output from an actual project.

You can access the video and tutorial from the Get Started topic in the online Help.

# Get Started

As a new Flare user, it's a good idea to familiarize yourself with the following information.

## > BASIC STEPS

### ✓ RECOMMENDED FOR NEW USERS

If you're brand new to Flare, we recommend you use the following to help you get started. These will help you become acquainted with the interface, common features, basic steps, special tips, and more.

Depending on your preference, you can watch a video, read a PDF guide, or work through a tutorial. You might even want to use all three, because although there is certainly common information in all three, each one is also unique.

- **Getting Started Guide** The Getting Started Guide is a PDF that explains how Flare works and introduces you to some of its key features and concepts. It then outlines the five basic steps for developing a project and producing output.
- **Getting Started Video** The Getting Started Video provides a visual demonstration of how to create a new project, introduces basic information about Flare, and points you to additional videos and resources to further develop the project.
- **Getting Started Tutorial** The Getting Started Tutorial is a PDF file that you can use alongside Flare to create, develop, and generate output from an actual project.



**Getting Started  
Guide »**



**Getting Started  
Video »**



**Getting Started  
Tutorial »**

## > KEY FEATURES AND PROJECT ARCHITECTURE

# Planning Your Project

Before you create a project in Flare, you should first take some time to decide exactly what you want to accomplish with your output. Here are some of the questions you might consider:

- What kinds of output do you want to create?
- Do you need online output, print output, or both?
- How many different versions of online and print output do you need?
- Does the output need to be up on a server or placed locally on the end users' computers?
- How will you name your files to keep things consistent and organized?
- What kinds of reusable content will you need?
- How do you want your output to look? Will someone provide you with a design, or will you use one of Flare's project templates, swapping out your company logo and colors?
- Will one author be working on the project or will multiple people be involved?
- Do you need to use a source control system? Which one?
- Do you need to merge multiple project outputs together?
- Would it be useful to keep a few shared files (such as a stylesheet and some images) in a parent project and then synchronize them with child projects (Global Project Linking)?

You might not think of all of the questions you need to ask beforehand. There might be some issues that come to mind after you're already well into your project. And you certainly won't know how to accomplish everything you want to right away. As is the case with any powerful and flexible software application, you will become more familiar and comfortable with it over time and the more you use it. So don't expect to be an expert immediately. But the more planning and preparation you do ahead of time, the smoother your journey in Flare will be.

Also, it's a good idea to create some test projects and play with Flare's different features. Once you feel more comfortable with the basic steps and features in Flare, as well as the workspace, go ahead and get started with your own project.

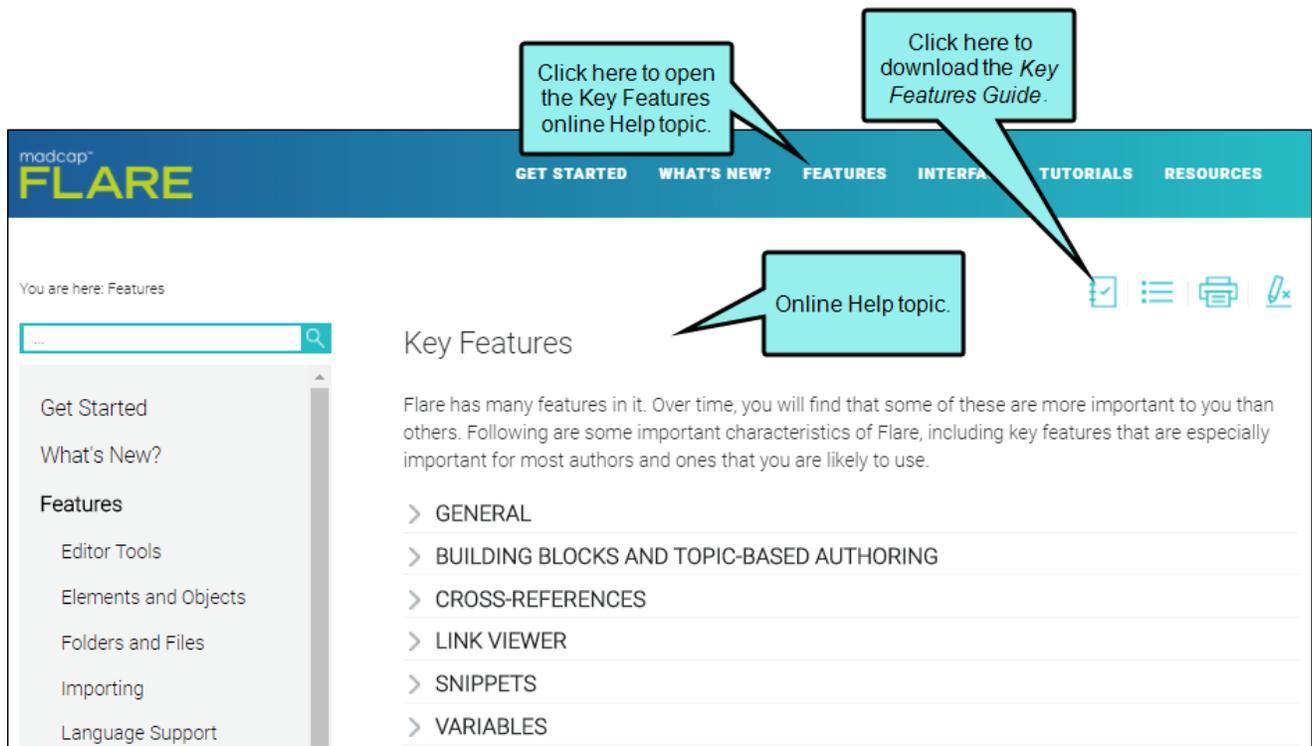
# Key Concepts and Features

There are seemingly an endless number of things you can do in Flare. But you don't have to do all of them, or even most of them. Instead, you should begin by learning about the most important concepts and features. These ideas all tend to revolve around the idea of content reuse (or single-sourcing), which means that you can take the same content, reuse it, and produce multiple outputs from it.

Here are some of the most important concepts and features in Flare:

- **Building Blocks—Content Reuse** In other authoring tools, you're probably used to everything being a part of a single file—the content, the table of contents, the glossary, the styles, and so on. It's not like that in Flare. Instead, most of the pieces are separate, sort of like building blocks. This is one of the things that helps to make Flare so powerful and give you so much flexibility in how to create your output.
- **Topic-based Authoring** Topics are where you type your text and add other content. If you come from the world of print publishing, you'll probably be tempted at first to create really long topics—such as one topic for each chapter or even one topic for an entire PDF manual. And while Flare lets you create very long topics and there may be cases where you need to do that, for the most part, you want your topics to be smaller, digestible chunks of content that you can reuse for different outputs.
- **Conditions** A condition is something that you can apply to different areas of your content so that some information displays in some of your outputs but not in others. This is where Flare gets really powerful. For example, maybe you need to produce both online and print-based output. Much of the content you create is going to be the same for both outputs, but some of it is going to be written only for online output, and some only for print-based output. So you can create condition tags for each and use them to separate the content when you build your output.
- **Styles** You can take advantage of cascading stylesheets (CSS files) and the rules around them to control the look of your output in one place. This helps to keep the content separate from its presentation, which is very important when it comes to single-sourcing. CSS isn't a Flare idea. It's an international standard for formatting web content, and it was developed by a group called the World Wide Web Consortium (or W3C). You can learn all about the W3C at [w3.org](http://w3.org).

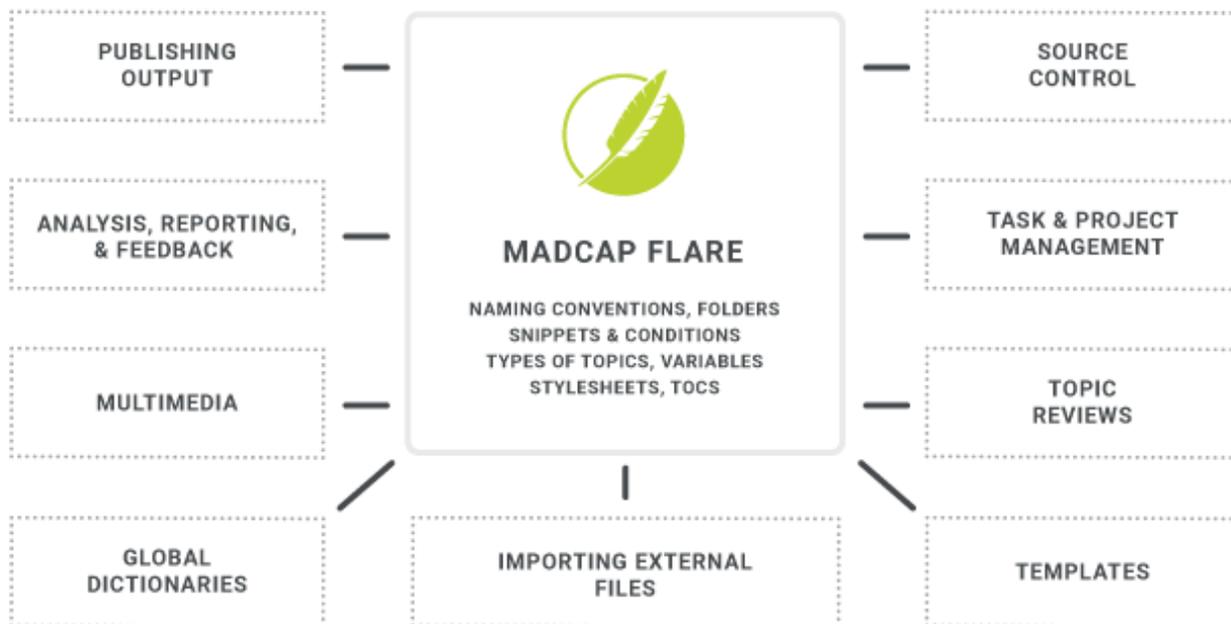
Once again, these are just a few of the more important concepts and features in Flare. For more information about each of these concepts features, as well as others, open the online Help and check out the "Key Features" topic. You can also download the *Key Features Guide*.



# Architecture

You should think about what's important for your goals, consider the features that will best support your efforts, and come up with a structural design.

Flare is extremely flexible, which means your project universe (i.e., all of your projects, tools, features, elements, and content; and how it is all put together) might end up being somewhat unique. Therefore, you will want to take some time to plan your project architecture, both externally and internally.



For detailed information about project architecture, see the online Help or download the *Architecture Guide*.

# Getting Additional Help

You can use any of the following resources for additional help not provided in this manual.

## Knowledge Base

You can browse the online Knowledge Base for articles covering common support issues.

<http://kb.madcapsoftware.com/>

## Peer-to-Peer Online Forums

You can visit the online forums to learn from other users or share your own expertise.

<http://forums.madcapsoftware.com/>

## Contact Flare Support

You can contact the Flare support team and get answers to your specific support issues.

<http://madcapsoftware.com/support/>

## CHAPTER 2

---

# Creating a New Project

The first step in developing a project after you launch Flare is to start a project. You can start a project in one of several ways, such as by importing other projects or files. Following are the steps for creating a new project using the Start New Project Wizard.

For more information, see the *Project Creation Guide*. For links to this manual and others, see the online Help.

## HOW TO CREATE A NEW PROJECT

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

- **Start Page** Click **New Project**.
- **Ribbon** Select **File > New Project**.

The Start New Project Wizard opens.

2. In the **Project name** field, type a name for your project.
3. In the **Language** field select the language that you want to use for the project.
4. (Optional) If you want to integrate the new Flare project with a source control application, select **Bind to Source Control**.
5. Click **Next**.
6. (Optional) If you have selected the "Bind to Source Control" option, click **Bind Project**. Then in the Bind Project dialog, complete the fields, depending on the source control application being used. When you are finished, click **Next**.
7. In the **Source** area, select a file as a starting point for the project. When you first get started, you will probably want to select **New from template**, choose a factory template, click **Next**, and continue with the rest of the steps below.

However, if you have legacy files (e.g., Word, FrameMaker, DITA HTML Help, RoboHelp) that you want to use, you can select **New from import**, click the file type, and complete the fields in the new wizard that opens. For more information on each of these import wizards and the steps to complete them, see the online Help, the *Import Guide*, or the *Project Creation Guide*.

8. Click **Next**.
9. From the **Available Targets** field, select the primary target for your project.
10. Click **Finish**.

# Adding Topics and Features

As soon as you start a project, you can do any number of things with it. Technically, you could build the final output immediately. However, if it is a new project, building the output right away would not do your end users much good, since the output does not yet have any real substance. The project needs topics, content, cross-references, navigation, and all of the other elements necessary to help your end users.

Some of these features can be used in online output as well as print-based output, some are for online output only, and some are for print output only. Topics are essential for any project, but otherwise you can pick and choose which of the following to include and which to leave out. Also, it is not necessary that you add these items and features in any particular order, although topics usually are created first.

For more detailed information about each of these features—including examples—see the online Help or the appropriate PDF guide.

**This chapter discusses the following:**

|                     |    |
|---------------------|----|
| Topics .....        | 19 |
| Glossaries .....    | 19 |
| Images .....        | 19 |
| Indexes .....       | 19 |
| Links .....         | 20 |
| Master Pages .....  | 20 |
| Micro Content ..... | 21 |
| Multimedia .....    | 21 |
| Page Layouts .....  | 21 |

Responsive Content .....22  
Snippets .....22  
Tables .....22  
Tables of Contents ..... 23  
Variables .....23  
Other Features .....24

# Topics

A topic is a file containing information about a particular subject. Topics are the most important part of a Flare project. Everything else is contained within topics (e.g., cross-references, text, images) or points toward topics (e.g., tables of contents, indexes, browse sequences). The very reason end users open a Help system or manual is to find information, a little direction. They find that help within individual topics.

To create a topic, open the Content Explorer on the left side of Flare. Then click  in the local toolbar. After the topic is created and opened, you can edit it in the XML Editor to the right.

# Glossaries

A glossary is a feature that you can add to your output to help users understand the meaning of individual terms. You can include a glossary in both online and print-based output. To create a generated glossary in print output, you can let Flare auto-generate one for you (faster method), or you can create a unique topic and insert a Glossary proxy into it (more powerful and flexible method).

To add a glossary file, open the Project Organizer on the left side of Flare. Right-click the **Glossaries** folder and select **Add Glossary**. After the glossary is created and opened, you can edit it in the Glossary Editor to the right.

# Images

You can insert images into content files (e.g., topics, snippets). Flare supports the following types of raster and vector image files: BMP, EMF, EPS, EXPS, GIF, HDP, JPG, JPEG, PDF, PNG, PS, SVG, SWF, TIF, TIFF, WDP, WMF, XAML, XPS.

To insert an image into a content file, open the **Insert** ribbon and select **Image**.

# Indexes

You can include an index in your output through the use of index keywords. An Index proxy is also necessary for print-based outputs. Unlike some features in Flare, there is no independent index file in your project that becomes the index in your output. Instead, the index is automatically generated when you build output, based on index keywords that you insert into content files in your project.

To insert an index keyword into a content file, open the **View** ribbon and select **Index Window**. Then use the Index window pane on the right to create index keywords, which will be inserted at your cursor location in the open content file.

## Links

You can create many kinds of links, such as cross-references, text hyperlinks, text popups, topic popups, image hyperlinks, togglers, and bookmarks. Cross-references are especially useful in Flare.

A cross-reference is a dynamic navigation link that lets you connect one topic to another (or a bookmark within a topic). This is somewhat similar to a text hyperlink. However, cross-references differ from hyperlinks in a few ways. (1) They are based on format commands that help you keep the look of links consistent. (2) They are especially useful for print output because they let you automatically refer to specific areas and/or page numbers in the output. (3) Both the source and destination files must be part of the same target output within the same project. A cross-reference in a topic will display as a link in online output but point to a specific page in print-based output.

To insert a link into a content file, open the **Insert** ribbon and use the appropriate button to create a link in the topic, snippet, or master page that is open.

## Master Pages

A master page is an element that you can create in your project in order to apply certain content to multiple topics. A master page is primarily used in online outputs, but it can be used in Word output as well. Depending on the output type, you might use a master page in online output to apply features such as breadcrumbs, menus, toolbars, search bars, mini-TOCs, or footer text to multiple topics, or even all topics in a target. For Word output, a master page allows you to determine page specifications (such as size or orientation) and to apply certain content (such as header text or page numbers) to many topics in a manual. For print-based outputs other than Word, page layouts are used instead of master pages.

To add a master page file, open the Content Explorer on the left side of Flare. Expand the **Resources** folder. Right-click the **MasterPages** folder (you can create this subfolder from the local toolbar if it doesn't already exist) and select **New > Master Page**. After the master page is created and opened, you can edit it in the XML Editor to the right.

# Micro Content

Micro content is what it sounds like—short, concise information that stands alone and is easily consumable. In Flare, it begins with the creation of a collection of brief *phrases* and corresponding *responses*, such as questions and answers. After generating HTML5 output, these phrase/response combinations can be used in different ways as users interact with your output. Among other benefits, it can greatly improve the user experience when people search in your HTML5 output.

To add a micro content file, open the Content Explorer on the left side of Flare. Expand the **Resources** folder. Right-click the **MicroContent** folder (you can create this subfolder from the local toolbar if it doesn't already exist) and select **New > Micro Content**. After the micro content file is created and opened, you can add phrases and responses to it in the editor to the right.

# Multimedia

Flare allows you to include various kinds of multimedia elements in your output, including video, audio, and 3D models.

To insert multimedia into a content file, open the **Insert** ribbon and from the **Multimedia** drop-down, choose the kind of element you'd like to add.

# Page Layouts

A page layout is an element used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. Page layouts are similar to master pages, but are more flexible and easier to use. The general rule of thumb is that page layouts are recommended for *print-based output* (when possible), and master pages continue to be the best method for automatically adding headers, footers, and breadcrumbs in multiple topics for *online output*. Another difference between page layouts and master pages is that page layouts can be used for any of the print-based outputs (Adobe PDF, Microsoft Word), whereas master pages can be used only for Microsoft Word when creating print-based output.

To add a page layout file, open the Content Explorer on the left side of Flare. Expand the **Resources** folder. Right-click the **PageLayouts** folder (you can create this subfolder from the local toolbar if it doesn't already exist) and select **New > Page Layout**. After the page layout is created and opened, you can edit it in the XML Editor to the right.

# Responsive Content

For HTML5 output, you can use the Responsive Layout window pane to help you design responsive content. This window pane lets you create a one-row grid to hold content. The benefit of putting your content into such a grid is that it allows it to shift and be responsive to screens of different sizes. The Tutorials topic in Flare's Help system is one example where such a responsive layout is used.

To create a responsive layout, open the **Home** ribbon and select **Responsive Layout**. Then use the Responsive Layout window pane on the right to create a style, insert a row, and create a responsive layout in the open content file.

## Snippets

A snippet is a file that is sort of like a miniature topic. You can insert and format text, tables, images, and whatever else can be included in a normal topic. A snippet can be inserted into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets. We're not usually talking about single words or phrases; that's what variables are for.

To add a snippet file, open the Content Explorer on the left side of Flare. Expand the **Resources** folder. Right-click the **Snippets** folder (you can create this subfolder from the local toolbar if it doesn't already exist) and select **New > Snippet**. After the snippet is created and opened, you can edit it in the XML Editor to the right.

To insert a snippet into a content file, open the **Insert** ribbon and select **Snippet**.

## Tables

A table in Flare is much like it is in any word processing program, such as Microsoft Word, or in a printed textbook. It is a group of intersecting columns and rows that you can add to a topic for various purposes, such as comparing different elements.

To insert a table into a content file, open the **Table** ribbon and select **Insert Table**.

# Tables of Contents

A table of contents (TOC) in Flare works much like a TOC in a printed book. It provides an outline of contents in your Help system so that end users can easily and quickly navigate to the information they need. You create a TOC, adding books, topic links, and links to external files in a structure that you think would be useful for the user. End users then browse through a TOC to find information. For print-based and EPUB output, you need to use the TOC Editor to create a TOC just as you would create one for online output. However, there is a fundamental difference. Performing this task for online output creates an actual TOC in the output, which people use to navigate from topic to topic. This is not the case for print-based output. Performing this task for print-based output lets you indicate which topics will be included in the output and in what order. In that sense, this TOC functions more as an outline for print-based output. Therefore, for print-based output, you can think of it as an "outline TOC." If you want to include a generated TOC in print-based output, you need to use a TOC proxy in a topic instead.

To add a TOC file, open the Project Organizer on the left side of Flare. Right-click the **TOCs** folder and select **Add Table of Contents**. After the TOC is created and opened, you can edit it in the TOC Editor to the right.

# Variables

A variable is a brief, non-formatted piece of content that can be edited in one place but used in many places throughout your project. They're especially good for text that might change frequently, such as version numbers and dates. Variables are stored in variable sets, which can hold multiple variables. Depending on the template you select when creating a project, Flare may provide you with an initial variable set, but you can add as many additional variable sets and variables as you like. There are different kinds of variables: (1) basic ones that you create, (2) custom date/time variables that you create, (3) system variables (e.g., date and time; titles; page count; Chapter, Section, and Volume numbers), (4) Heading variables, and (5) Running Head variables. Some of these are especially useful for page headers and footers in print-based output.

To add a variable set file, open the Project Organizer on the left side of Flare. Right-click the **Variables** folder and select **Add Variable Set**. After the variable set is created and opened, you can edit it in the Variable Set Editor to the right, adding as many variables as you need into it.

To insert a variable into a content file, open the **Insert** ribbon and select **Variable**.

# Other Features

In addition to the elements and features just described, there are many others that can be added to a Flare project. Following is a partial list. For more information about each of these, please see the online Help.

- Accessibility
- Browse sequences
- Context-sensitive Help
- Equations
- Footnotes and endnotes
- Plug-In API
- Proxies
- QR codes
- Slideshows
- Text boxes

## CHAPTER 4

---

# Making It Look Good

There are numerous features for "dressing up" your output. For more detailed information about the features in this chapter, including examples, see the online Help or the appropriate PDF guide.

**This chapter discusses the following:**

|   |    |
|---|----|
| Styles and Local Formatting .....               | 26 |
| Common Ways to Make Your Output Look Good ..... | 27 |

# Styles and Local Formatting

The two basic methods for accomplishing most formatting tasks are the use of styles and local formatting.

## Styles and Stylesheets

You can take advantage of cascading stylesheets (CSS files) and the rules around them to control the look of your output in one place. This helps to keep the content separate from its presentation, which is very important when it comes to single-sourcing. CSS isn't a MadCap Software idea. It's an international standard for formatting web content, and it was developed by a group called the World Wide Web Consortium (or W3C). You can learn all about the W3C at [w3.org](http://w3.org).

For all kinds of information about styles—including steps and examples—see the online Help or the *Styles Guide*.

## Local Formatting

Local formatting is a way to change the look and feel of content directly so that the changes are applied only to that specific content (as opposed to applying the changes throughout your project via the use of styles).

Styles are recommended over local formatting.

# Common Ways to Make Your Output Look Good

Following are some of the primary ways that you can make your output look good.

## Autonumbers

Autonumbering is just what it sounds like—a feature where content is numbered automatically. It is often used to place numbers on chapter titles, table captions, image captions, and so on.

To create autonumbers, you should add an autonumber format to a style in your stylesheet. For details about how to do this, see the online Help, the *Autonumbers Guide*, or the *Styles Guide*.

Following are some of the most popular ways to use autonumbering:

- **Chapter, Section, and Volume Numbers** If you are producing output that is organized into multiple chapters, sections, and/or volumes, you can apply autonumbers to those different elements. Not only does this let you produce numbers automatically for chapter, section, and volume headings, but you can also incorporate this numbering into other content (e.g., page numbers, figure captions, table headings).
- **Paragraphs** You can apply autonumbering to different levels of paragraphs in your project.

### ☆ EXAMPLE

You might specify that the first-level paragraphs contain number formats such as 1.0, 2.0, 3.0, and so on. Maybe your second level paragraphs would be formatted as 1.1, 1.2, 1.3, 2.1, 2.2, and so on. And finally, the third level paragraphs might be formatted as 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, and so on.

- **Figure Captions** Perhaps you have inserted multiple images into your project, with a caption under each image. If you want the captions for each chapter to be numbered (e.g., "Figure 1-1," "Figure 1-2," "Figure 1-3," "Figure 2-1," "Figure 2-2"), you can apply autonumber formats to that content. If you insert a new figure caption with that format between existing captions, Flare will renumber them automatically.
- **Table Headings** Another way to make use of autonumbering is to apply them to headings for tables in your project (e.g., Table 1, Table 2, Table 3).

# Lists

Flare lets you work with numbered and bulleted lists in a variety of ways. This includes creating simple, multi-level, and custom format lists.

The easiest way to create a numbered or bulleted list is to use Flare's quick drop-down menu button in the **Home** ribbon. Click the down arrow next to the list button  and select a format from the menu.

|   |                                       |
|---|---------------------------------------|
|    | Inserts a bullet list.                |
|    | Inserts a circle bullet list.         |
|    | Inserts a square bullet list.         |
|    | Inserts a numbered list.              |
|    | Inserts a lower alpha numbered list.  |
|    | Inserts an upper alpha numbered list. |
|   | Inserts a lower Roman numbered list.  |
|  | Inserts an upper Roman numbered list. |

# Master Pages

These are used to apply certain content to multiple pages automatically in the output. See "Master Pages" on page 20.

# Page Layouts

These are used for page specifications in print-based output. See "Page Layouts" on page 21.

# Paragraph Formatting

You can affect the look and behavior of paragraphs in various ways. These settings can be applied locally or to the style used for the paragraph. Modifying the style is typically preferable to changing the settings locally for a single paragraph.

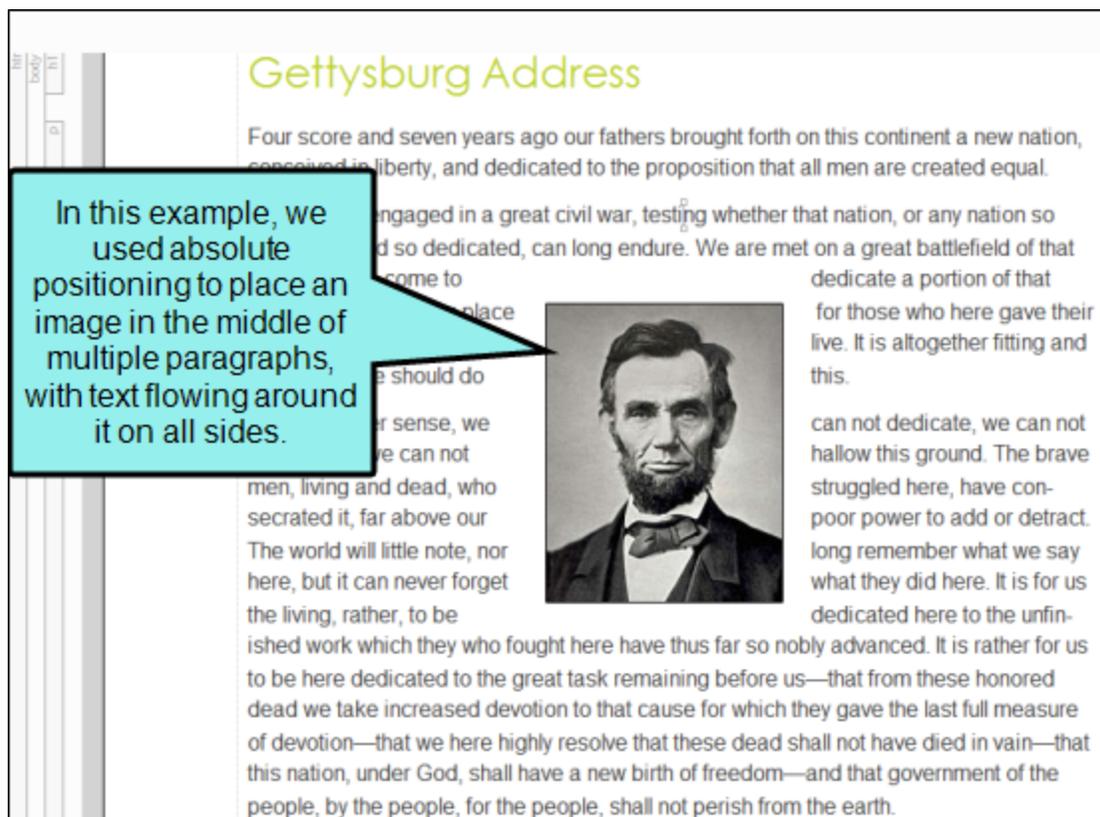
Some of the most common formatting changes to paragraphs include alignment, background, breaks, indentation, line spacing, and spacing above/below. But there are many more ways to format your paragraphs than just these.

For details on how you can format your paragraphs—including steps and examples—see the online Help or the *Flare Styles Guide*.

## Positioning Elements

You can adjust the positioning of content in a couple of ways:

- **Absolute Positioning** You can use absolute positioning, which frees content from the main text so you can click and drag it anywhere in the topic to reposition it.



The screenshot shows a document editor interface with a title "Gettysburg Address" in green. The main text of the address is displayed in a light gray font. A black and white portrait of Abraham Lincoln is positioned in the middle of the text. A light blue callout box with a black border points to the image, containing the text: "In this example, we used absolute positioning to place an image in the middle of multiple paragraphs, with text flowing around it on all sides." The editor's sidebar on the left shows a vertical list of elements, including the image, indicating its absolute position within the document structure.



# Skins

A skin is a file that contains information about the appearance of an online output window. Depending on the type of output, a skin can help to determine the following:

- Pane position
- Slide-out menu style
- Main menu position
- Top menu depth levels
- User interface text
- How big the output window should be and where it should be positioned on the user's screen
- Which online elements (e.g., TOC, index, search) are included in the output and which one should be the default element (the one that is active when users first access the output)
- And other settings...

To add a skin file, open the Project Organizer on the left side of Flare. Right-click the **Skins** folder and select **Add Skin**. After the skin is created and opened, you can edit it in the Skin Editor to the right.

For more information on creating and using skins, see the online Help or the *Skins Guide*.

# Developing Targets

The first task in developing a target for your project is to determine which type of output is most appropriate for your needs. You might even need to produce multiple outputs and require more than one output type. After you decide on the kinds of outputs, you can add targets based on those formats and editing the settings for each.

For more detailed information about developing targets—including examples—see the online Help, the *Targets Guide*, or the *Print-based Output Guide*.

**This chapter discusses the following:**

|   |    |
|---|----|
| Targets .....   | 33 |
| Online Versus Print-based Output .....                  | 33 |
| HTML5—Recommended Online Output Type .....              | 34 |
| PDF and Word—Recommended Print-based Output Types ..... | 36 |
| Other Output Types .....                                | 37 |
| HTML Help (Legacy Output) .....                         | 38 |
| Output Type Comparison Tables .....                     | 38 |
| Conditions .....  | 39 |

# Targets

There are several types of online output and print-based output that you can produce in Flare. HTML5 is the recommended online output type, and for print-based output, PDF and Word are preferred. Each output type has its own set of advantages.

It is easy to confuse output types with targets, but they are two different (although related) concepts. A target is one instance of an output type. It is the engine that takes all of your files and settings, and brings them together to produce the end result. When you build your final output, you are essentially building one or more of the targets in your project.

To add a target file, open the Project Organizer on the left side of Flare. Right-click the **Targets** folder and select **Add Target**. After the target is created and opened, you can edit it in the Target Editor to the right. The editor is different for each output type.

For more information about targets—including steps and examples—see the online Help or the *Targets Guide*.

## Online Versus Print-based Output

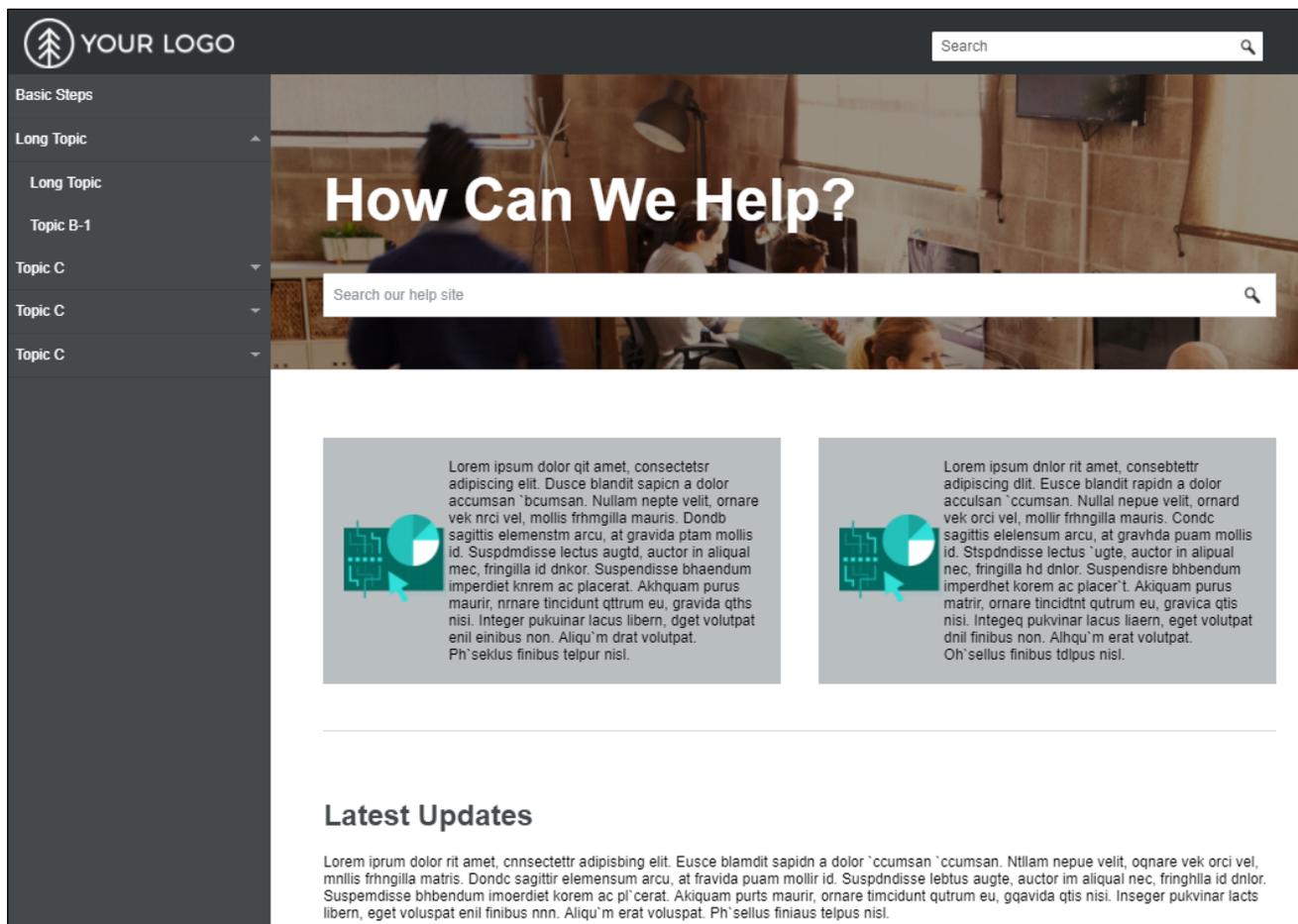
There is a fine line between what is called "online output" and what is called "print-based output." The truth is that topics in virtually any of Flare's online output types can be sent to a printer, and therefore considered print-based. Similarly, any of the print-based output types can be viewed electronically, and therefore considered online. The real distinction between online and print-based outputs has to do with their primary purpose. Online outputs are usually intended to be viewed on a screen, rather than on a printed page. The idea is to show only small pieces of content at a time and allow users to jump around to other topics or elements of the output. On the other hand, print-based output follows a more traditional format that you would find in an actual book or manual—with the pieces of the output following one after the other on pages until the end of the book (e.g., title page, table of contents, preface, chapters, index, appendixes—with page numbers, as well as header or footer content, shown along the way). Then there is EPUB output, which is intended to be viewed on a screen, but follows a structure closer to print-based outputs.

# HTML5—Recommended Online Output Type

There are several online output options available in Flare, but HTML5 is the recommended format.

- **HTML5** This output format supports the HTML5 specification developed by the Web Hypertext Application Technology Working Group (WHATWG—<http://whatwg.org>) and the World Wide Web Consortium (W3C—<http://w3.org>). Therefore, the HTML5 format results in better markup and offers additional features not found in the WebHelp outputs in Flare. HTML5 also lets you create traditional Tripane output or the newer Side or Top Navigation outputs, which give your output the appearance of a modern website with integrated responsive skins and content. In addition, HTML5 lets you use advanced server-based features (e.g., searching of non-XHTML files) that are also available with WebHelp Plus.

For more information, see the *HTML5 Guide*. For links to this PDF manual and others, see the online Help.





# How Can We Help?

Search



[Getting Started »](#)



[Basic Steps »](#)



[What's New »](#)

# PDF and Word—Recommended Print-based Output Types

Flare provides multiple print-based output options, but PDF and Word are recommended.

- **Adobe PDF** Short for "Portable Document Format," PDF is an open standard format for electronic documentation exchange invented by Adobe. PDF files are used to represent a two-dimensional document in an device- and resolution-independent fixed-layout format.
- **Microsoft Word** The output is exported to Microsoft Word in one of the following file formats.
  - **XML** This is the default document format created (if you do not select one of the other formats in this list).
  - **DOC** You can export Word to the standard DOC format.
  - **DOCX** This is Microsoft Word's platform-independent, open XML format.
  - **PDF** In addition to sending output directly to PDF, you can generate a PDF file automatically when building Word output. You can send Word output to PDF format, even if you do not have the Adobe Distiller installed.
  - **XPS** You can generate an XPS file automatically when building Word output. You can do this by installing a free add-in download from Microsoft.

For more information, see the *Print-based Output Guide*. For links to this PDF manual and others, see the online Help.

# Other Output Types

Following are a few other unique output options in Flare:

- **Clean XHTML** Clean XHTML produces basic HTML files that are free of MadCap-specific tags and not dependent upon other MadCap-generated files. The output does not include any skins, search, navigation, or other extra features; it is simply your single-sourced content. This allows you to re-purpose your output in many flexible ways (e.g., you can embed the output files into other applications, such as project management tools, wikis, or eLearning systems). You might also perform other types of post-processing tasks with the output.
- **DITA** Darwin Information Typing Architecture (DITA) file content is supported in Flare. DITA is an XML-based markup language with its own schema for authoring, producing, and delivering technical information. It is a standard of the Organization for the Advancement of Structured Information Standards (OASIS), and it consists of a set of design principles for creating "information-typed" modules at a topic level and for using that content in various delivery modes. In Flare you can generate output that produces DITA files. When you build this type of output, a DITA map file is generated, with multiple DITA files in it. The XHTML tags are converted to DITA elements. In other words, although it is considered an "output" from the standpoint of the Flare process, the end result is actually a collection of "source" files, which you can later use in another tool (or import back into Flare) to produce the final output.
- **Eclipse Help** This is a Java-based Help system that requires the latest Java Runtime Environment (JRE) and Java version. Use Eclipse Help to create an Eclipse plug-in for the Eclipse Help Viewer.

For more information, see the *Eclipse Help Guide*. For links to this PDF manual and others, see the online Help.

- **EPUB** This is a format for creating reflowable digital books (ebooks). It is developed and maintained by the International Digital Publishing Forum (IDPF). EPUB is sort of a hybrid format. The output is designed to be viewed electronically; in that way, it is like an online format. On the other hand, its structure is like a book or manual; in that way, it is like a print-based format. In fact, you can follow many of the same steps for creating EPUB output that you would follow for producing a PDF. For additional information about this group and the EPUB format, see <http://idpf.org/>.

# HTML Help (Legacy Output)

In addition to the output options mentioned, you can create HTML Help, which is an older legacy online output not often used by most authors. See the online Help for information about this output format.

## Output Type Comparison Tables

To compare the various outputs side-by-side, you can open the online Help to the topic "Output Type Comparison Tables."

You are here: [Features](#) > [Output](#) > [Output Types](#)  
 > Output Type Comparison

Output Types

- Output Type Comparison**
- Clean XHTML Output
- DITA
- Eclipse Help
- EPUB
- HTML Help
- HTML5
- PDF
- WebHelp
- WebHelp Plus
- Word

### Output Type Comparison Tables

Following are tables that show the various output types available, with the distinguishing features of each.

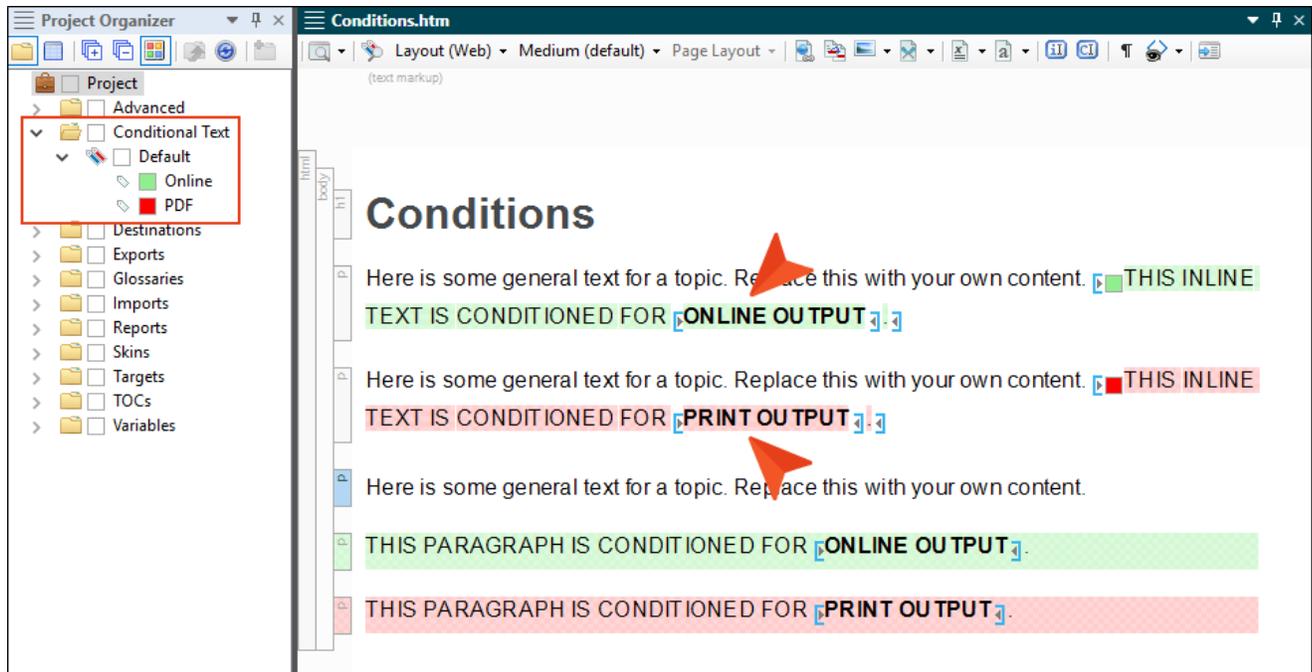
- > NOTE
- > GENERAL
- > ACCESSIBILITY
- > CONTEXT-SENSITIVE HELP
- > GENERATED CONTENT
- ▼ GLOSSARIES

Following are glossary features supported in each output type:

|  | ONLINE | PRINT |      |             | OTHER        |      |              | LEGACY   |               |
|--|--------|-------|------|-------------|--------------|------|--------------|----------|---------------|
|  | HTML 5 | PDF   | WORD | CLEAN XHTML | ECLIPSE HELP | EPUB | MS HTML HELP | WEB HELP | WEB HELP PLUS |
| <a href="#">Glossaries Supported (Via Proxy)<sup>1</sup></a> | ✓      | ✓     | ✓    | ✓           | ✓            | ✓    | ✓            | ✓        | ✓             |
| <a href="#">Glossaries Supported (Via Skin)</a>              | ✓      | ✗     | ✗    | ✗           | ✗            | ✗    | ✓            | ✓        | ✓             |

# Conditions

A condition is something that you can apply to different areas of your content so that some information displays in some of your outputs but not in others.



One way to single-source content is to take advantage of multiple output formats and condition tags. How does it work? Each target in your project is a potential output (using a specific output format, such as HTML5 or PDF). You can create and apply condition tags to content. Then you associate the condition tags to your different targets as necessary, so that some content appears in some targets but not in other targets. This way, you do not need to create a separate project for each output that you want to produce. If most of the content for your outputs is similar, there is no need to rewrite it in another project. Simply specify which sections to include or exclude in which targets through the use of condition tags. This is one reason that topic-based authoring is so appealing. By placing condition tags on individual topic files themselves, you can pick and choose which topics to include in some outputs and which to include in other outputs.

## ☆ EXAMPLE

Let's say you need to create two PDFs from your project—one for beginning users and another for advanced users. Rather than creating two separate projects, you can put all of the content into a single project.

Then you can create one condition tag called "Beginner Manual" and another condition tag called "Advanced Manual."

After that, you can apply the "Beginner Manual" condition tag to the content that belongs only in the manual for beginners, and you can apply the "Advanced Manual" condition tag to the content that belongs only in the manual for advanced users.

Finally, you open one PDF target and tell Flare to include the "Beginner Manual" condition tag and exclude the "Advanced Manual" condition tag. In the other PDF target, you do the opposite; exclude the "Beginner Manual" condition tag and include the "Advanced Manual" condition tag.

To add a condition tag set file, open the Project Organizer on the left side of Flare. Right-click the **Conditional Text** folder and select **Add Condition Tag Set**. After the condition tag set is created and opened, you can edit it in the Condition Tag Set Editor to the right, adding as many conditions as you need.

There are many ways to apply conditions to files and content. One way to apply a condition to a piece of content is to select the content, then open the **Home** ribbon and choose **Conditions**.

For more information about conditions—including steps and examples—see the online Help or the *Condition Tags Guide*.

## CHAPTER 6

---

# Building and Publishing Output

After you have created a project, added and formatted content, and developed a target, you are ready to build and publish the final output. Of course, you can build the output at any point during the development process, but if you make additional changes to content, targets, or the look and feel, you will need to build the output again to make sure the changes are included in the files that you deliver to your end users.

For more detailed information about the features in this chapter, including examples, see the online Help or the *Targets Guide*.

**This chapter discusses the following:**

|   |    |
|---|----|
| Ways to Build and Publish Targets ..... | 42 |
| Interface or Command Line .....         | 43 |
| Where Output Files are Stored .....     | 43 |
| Publishing Features .....               | 44 |

# Ways to Build and Publish Targets

Building the final output involves generating one or more targets in your project, usually with just the click of a button or two. You can build output in the following ways:

- **Primary Target** Do this if you are only concerned about building and publishing the primary target for your project.
- **Single Target** Do this if you want to build and publish a target that may or may not be designated as your primary target.
- **Multiple Targets** Do this if you want to quickly build and publish multiple targets using an option in the Builds window pane. The targets do not need to be within the project that you currently have open. This is an alternative to using batch targets.
- **Batch Target** Do this if you want to build and publish one or multiple targets in a batch file, perhaps scheduled to run at a specific time.
- **MadCap Central** MadCap Central is a cloud-based platform that lets you plan, track, and manage the processes, content, and teams that are at the heart of your organization. MadCap Central's integration with MadCap Flare lets you store copies of your projects in Central, continue to work on them locally in Flare, and keep both sets of copies in sync. You can use Central to quickly build and publish output (and roll back when necessary) without the need to involve an IT department. You can also send topics and snippets for review on Central, as well as use custom checklists to track your progress in Flare projects. For more information about Central and how you can build and publish your Flare output on it, see the *MadCap Central Integration Guide* or the online Help.

# Interface or Command Line

You can build and publish output (primary, single, multiple, or batch targets) using either the Flare interface or your system's command line. There are benefits to using each method.

## User Interface

This method lets you build output using options in Flare's workspace. When you generate a target using this method, the Builds window pane opens at the bottom of the workspace. You can continue working in your project while targets are generated behind the scenes.

There are many ways to initiate the building of a target. For example, you can double-click the target in the Project Organizer. Then in the Target Editor, click **Build** in the local toolbar.

## Command Line

This option is intended for more advanced users. It lets you build targets from your operating system's command line. Using this method, you do not have to open Flare at all. In addition, this method allows you to build a single target or all targets in your Flare project in one batch. The best way to use this feature is to create a batch file with the necessary commands in it. Then you can use a scheduling tool (such as the "Scheduled Tasks" utility in Windows) to run the batch file automatically whenever you want. This is similar to the "batch target" feature. However, the command line feature works outside of the Flare interface, is a bit more manual, and does not support as many processes. For steps see the online Help.

# Where Output Files are Stored

When you build a target, Flare creates output files and places them in a folder named after the target, which is stored in a subfolder of your project called "Output." For example, let's say your project is stored here: C:\MyProject. In that case, after you generate output, the files would be stored here:

```
C:\MyProject\Output\MyName\TargetName
```

Depending on the output type associated with the target, the generated output might consist of many files.

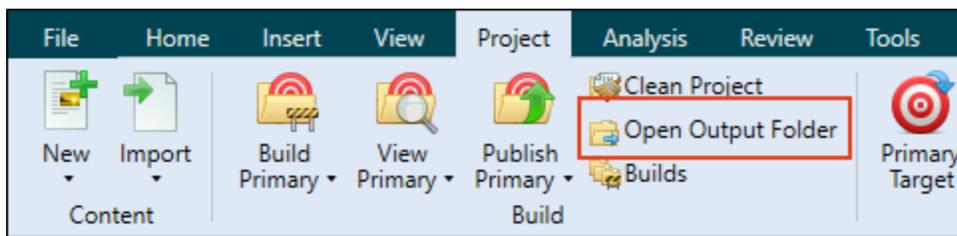
# Publishing Features

To distribute output, you can simply open your Output folder to retrieve the files manually, or you can use Flare's publishing destination feature to automatically send a copy of the output files to another location (e.g., to a network folder or a website).

 **NOTE:** If you choose to use Flare's integration with MadCap Central, your published output can be hosted on MadCap servers.

## Retrieving Files Manually

Select the **Project** ribbon. In the **Build** section select **Open Output Folder**.



You can also select this button in the Builds window pane.

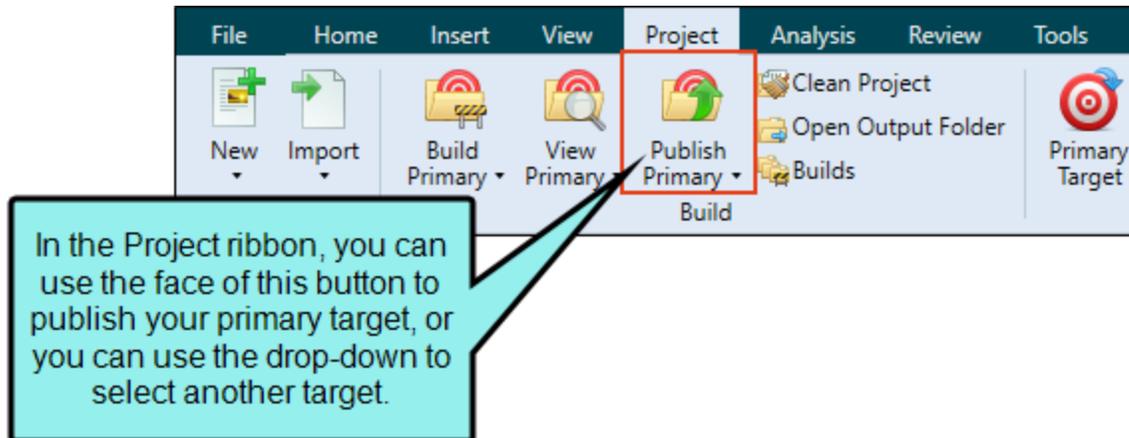
Navigate to the folder showing the name of your target. Then you can copy those files to any location you want, whether it is on a network, in a version control directory, or up on a web server. You might need to work with your network or web administrator to learn the proper way to move files in your company, including login credentials.

# Using the Publishing Destination Feature

To use this automated feature, you must first create a publishing destination for your output. In the Project Organizer, right-click the **Destinations** folder and select **Add Destination**.

Next, open your target and on the **Publishing** tab, associate the publishing destination with the target.

Then when you build your output (or after you build it) you simply use the **Publish** button or check box, depending on the method you use for generating the output (e.g., build primary target, single target, batch target).



Batch Target Editor | Build and Publish Build Only Publish Only

**Targets**

Schedule

| Target             | Output Type | Build <input checked="" type="checkbox"/> | Publish <input checked="" type="checkbox"/> |
|--------------------|-------------|---|---|
| Online Output/H... | HTML5       | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF/UserGuideA...  | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |
| PDF - Crop Reg ... | PDF         | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>         |

In a batch target, you can use check boxes to indicate which targets should automatically be published.

✓ **TIP:** You do not need to build the target to see how a particular topic will look in the final output. You can always preview topics as you develop your project by clicking in the local toolbar of the XML Editor. If you click the face of the button, the preview is shown based on the format specified in the primary target. If you click the down arrow, you can select any of the targets in your project from a menu. The preview is then displayed using the output format specified in that target. As you make changes in a topic, snippet, or master page, the preview window pane updates automatically.

## APPENDIX

---

# PDFs

The following PDFs are available for download from the online Help.

### TUTORIALS

*Getting Started Tutorial*

*Product Foldout Tutorial*

*Side Navigation Tutorial*

*Top Navigation Tutorial*

### USER GUIDES

*Accessibility Guide*

*Analysis and Reports Guide*

*Architecture Guide*

*Autonumbers Guide*

*Condition Tags Guide*

*Context-sensitive 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*

*MadCap Central Integration Guide*

*Master Pages Guide*

*Micro Content Guide*

*Movies Guide*

*Navigation Links Guide*

*Plug-In API Guide*

*Print-based Output Guide*

*Project Creation Guide*

*Pulse Guide*

*QR Codes Guide*

*Reports Guide*

*Reviews & Contributions Guide*

*Search Guide*

*SharePoint Guide*

*Skins Guide*

*Snippets Guide*

*Source Control Guide: Git*

*Source Control Guide: Perforce*

*Source Control Guide: Subversion*

*Source Control Guide: Team Foundation Server*

*Styles Guide*

*Tables Guide*

*Tables of Contents Guide*

*Targets Guide*

*Templates Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Transition From FrameMaker Guide*

*Variables Guide*

*What's New Guide*

## **CHEAT SHEETS**

*Folders and Files Cheat Sheet*

*Print Output Cheat Sheet*

*Shortcuts Cheat Sheet*

*Structure Bars Cheat Sheet*

*Styles Cheat Sheet*