



madcap
BLAZE™ Training Guide

© 2005-2007, MadSkills, Inc. and its licensors. All rights reserved.
MadSkills and the MadSkills logo are trademarks or registered
trademarks of MadSkills, Inc. in the United States and/or other
countries. Other marks are the properties of their respective owners.

DO NOT COPY

+1 858.320.0387
www.madcapsoftware.com

Copyright Statement

© 2008 by MadSkills Corporation. All rights reserved. No part of the contents of this workshop manual may be reproduced or transmitted in any form or by any means without the written permission of MadSkills Corporation.

All product names included in this workshop guide are trademarked by their respective companies.

Version

This is version 1.0 of the course guide.

Author

This course guide was created for MadSkills Corporation by Scott DeLoach of Click**Start** (www.clickstart.net).

Table of Contents

Overview	1
1 Course Overview	3
Welcome	4
Audience	4
Course Overview	4
2 Blaze Overview	9
What Is Blaze?	10
How Is Blaze Different from FrameMaker and Word?	10
Blaze Workflow	11
Getting Around in Blaze	12
Practice.....	29
Adding Content	31
3 Projects	32
What Is a Project?	33
About the FrameMaker and Word Import Process	35
About the Practice Project	35
Importing a FrameMaker or Word Document.....	36
FrameMaker and Word Feature Conversions	41
4 Topics.....	43
About Topics	44
About Folders	46
About Templates	47
About the XML Editor	48
Creating a Topic	57
Editing a Topic	59
Using the Block and Span Bars	59
Renaming a Topic	60
Creating a Bulleted List	61
Creating a Numbered List.....	61
Viewing Two Topics at the Same Time	62
Closing All Windows	63
Previewing Topics.....	64
Finding and Replacing Text.....	64

Spell Checking Topics	66
Spell Checking Your Project	67
Practice.....	69

5 HTML, Word, and FrameMaker Files71

About Importing Files	72
Importing an HTML File.....	73
Importing a Word Document.....	74
Importing a FrameMaker Document	79
Practice.....	84

6 Pictures85

About Pictures	86
Inserting a Picture into a Topic.....	87
Practice.....	89
Positioning an Picture	89
Practice.....	90

Helping Users Find the Answers.....91

7 Outlines.....93

About Outlines	94
Multiple Outlines.....	94
Outline Editor	95
Creating a Outline Book	97
Creating an Outline Page.....	99
Re-arranging Items in the Outline Editor	101
Deleting an Outline Book or Page	102
Finding Topics that Are Not in the Outline	102
Practice.....	103

8 Index.....105

About the Index.....	106
Inserting Index Entries.....	106
Practice.....	106
Adding an Index Term Using "Quick Term"	108
Adding Index Terms Using the Index Entry Window.....	109
Automatically Adding Index Terms.....	111
Deleting an Index Entry	112
Finding Topics that Are Not in the Index	112
Creating an Index Topic.....	113
Practice.....	115

9 Glossary	117
About the Glossary	118
Glossary Editor.....	118
Adding Glossary Terms to the Glossary	119
Inserting a Glossary Link for a Term	121
Creating a Glossary Topic.....	122
Practice.....	124
10 Cross References	125
About Cross References	126
Creating a Cross Reference.....	126
Inserting Bookmarks.....	128
Linking to a Bookmark.....	129
About Footnotes and Endnotes	132
Creating a Footnote or Endnote.....	132
Practice.....	133

Designing Documents 135

11 Stylesheets.....	137
About Styles	138
Inline Styles and Stylesheets	138
Creating a Stylesheet	140
Modifying a Style.....	Error! Bookmark not defined. 141
Applying a Stylesheet to All Topics.....	143
Applying a Stylesheet to a Topic	144
Creating a New Style	146
Applying a Style	148
Creating an Auto-numbering Style.....	149
Learning More	Error! Bookmark not defined. 150
Practice.....	151
12 Tables.....	153
About Tables.....	154
Creating a Table	155
Working with Tables in the XML Editor	157
About Table Stylesheets	159
Creating Table Stylesheets	160
Modifying a Table Stylesheet.....	161
Assigning a Table Stylesheet to a Table	165
Practice.....	166

13 Page Layouts	167
About Page Layouts.....	168
Adding a Page Layout	169
Adding Pages.....	171
Adding a Header or Footer to a Page Layout.....	172
Adding a Decoration or Image Frame	172
Setting the Page Size and Margins	174
Applying a Page Layout to an Outline Entry	175
Applying a Page Layout to a Target	175
Viewing Topics in Page Layout Mode	176
Practice.....	176

Single-Sourcing 177

14 Condition Tags	179
About Condition Tags.....	180
Creating a Tag	181
Applying a Tag to Content.....	182
Previewing a Topic Using Tags.....	184
Applying a Tag to a File or Folder	185
Applying a Tag to an Outline Book or Page.....	187
Practice.....	189
15 Variables and Snippets	191
About Variables and Snippets	192
Creating a Variable	193
Modifying a Variable.....	194
Inserting a User-Defined Variable.....	195
Hiding Variable Names and Highlighting Definitions	196
Creating a Snippet from Existing Content	197
Creating a New Snippet	199
Inserting a Snippet into a Topic	200
Editing a Snippet.....	202
Practice.....	203

Making Content Available to Users205

16 Targets and Output Types	206
About Targets and Output Types	207

Choosing Which Output Types You Need	208
Scenarios for Output Types	209
Determining How Many Targets You Need	210
Scenarios for Targets	210
Create and Configure Targets	212
Generate Targets	213
Distribute the Documentation	214
17 PDF, XPS, and XHTML Documents	217
About PDF, XPS, and XHTML Documents	218
Creating a PDF, XPS, or XHTML Target	219
Configuring a PDF, XPS, or XHTML Target	221
Generating a PDF, XPS, or XHTML Target	223
Creating a Publishing Destination	224
Publishing	227
18 Course Summary	229
Starting a New Project	230
Adding Content	232
Helping Users Find the Answers	233
Designing Documents	234
Single Sourcing	235
Making Content Available to Users	236
Appendix	237
Appendix A Topic Reviews and Contributions	239
About Topic Reviews and Contributions	240
Adding an Annotation to a Topic	241
Viewing and Hiding Annotations in a Topic	242
Accepting an Annotation	242
Locking Elements	243
Sending a Topic for Review	244
Accepting a Reviewed Topic	245
Appendix B Source Control	247
About Source Control	248
Binding a Project to Source Control	249
Getting the Latest Version of a File	251
Adding a File to Source Control	252
Checking In a File	253
Checking Out Files	254
Viewing the Source Control Status	254

Viewing Differences Between Versions	256
Rolling Back to a Previous Version of a File	258
Appendix C Microsoft Word Documents	259
About Creating a Word Document	260
Creating a Word Target	260
Configuring a Word Target	263
Generating a Word Target	264
Appendix D FrameMaker Documents	267
About Creating a FrameMaker Document	268
Creating a FrameMaker Target	269
Configuring a FrameMaker Target	271
Generating a FrameMaker Target	272
Index	275