



MadCap Flare Training

Course Overview

Welcome
Audience
Course Overview
Preparing Your Computer for the Course

Flare Overview

What Is Flare?
Getting Around in Flare
Practice

Projects

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 List
Creating a Numbered List
Closing All Windows
Previewing Topics
Deleting a Topic
Finding and Replacing Text
Spell Checking
Practice

HTML, Word, and FrameMaker Files

About Importing Files

Importing an HTML File

Importing a Word Document

Importing a FrameMaker Document

Practice

Images and Movies

About Images and Movies

Inserting an Image into a Topic

Inserting a Video or Sound into a Topic

Inserting a QR Code into a Topic

Practice

Table of Contents

About the TOC

Multiple TOCs

TOC Editor

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

Deleting a TOC Book or Page

Finding Topics that Are Not in the TOC

Practice

Index and Full-text Search

About the Index

About the Full-text Search

Inserting Index Entries

Adding an Index Term Using "Quick Term"

Adding Index Terms Using the Index Entry Window

Automatically Adding Index Terms

Adding "See Also" Index Entries

Deleting an Index Entry

Finding Topics that Are Not in the Index

Creating a Synonym File

Adding a Directional Synonym

Adding a Group Synonym

Removing a Topic from the Full-text Search

Practice

Glossary

- About the Glossary
- Glossary Editor
- Adding Glossary Terms to the Glossary
- Inserting Glossary Links
- Reviewing the Glossary and Glossary Links
- Practice

Links

- About Links
- Linking to a Topic
- Linking to an External Document
- Linking to a Website
- Inserting Bookmarks
- Linking to a Bookmark
- Linking with Popups
- Linking with Image Maps
- Viewing Links
- Finding and Fixing Broken Links
- Practice

Drop-down, Expanding, and Toggler Links

- About Drop-down Text
- Inserting a Drop-down Link
- Example of Expanding Text
- Inserting an Expanding Text Link
- Inserting a Toggler Link
- Practice

Stylesheets

- About Styles
- Inline Styles and Stylesheets
- Creating a Stylesheet
- Modifying a Style
- Applying a Stylesheet to a Topic
- Applying a Stylesheet to Multiple Topics
- Creating a New Style
- Applying a Style
- Using Medium Types
- Learning More
- Practice

Tables

- About Tables
- Creating a Table
- Working with Tables in the XML Editor
- About Table Stylesheets
- Creating Table Stylesheets
- Modifying a Table Stylesheet
- Assigning a Table Stylesheet to a Table
- Assigning a Table Stylesheet to All Tables
- Practice

Master Pages and Page Layouts

- About Master Pages
- Adding a Master Page
- Adding a Footer to a Master Page
- Applying a Master Page to a Target
- About Page Layouts
- Adding a Page Layout
- Adding a Footer for a Page Layout
- Setting the Page Size and Margins
- Viewing Topics in a Page Layout Mode
- Applying a Page Layout to a Target
- Practice

Skins

- About Skins
- Creating a Skin
- Editing a Skin
- Applying a Skin to a Target
- Practice

Condition Tags

- About Condition Tags
- Creating a Tag
- Applying a Tag to a File or Folder
- Applying a Tag to a TOC Book or Page
- Applying a Tag to Content
- Previewing a Topic Using Tags
- Practice

Variables and Snippets

- About Variables and Snippets
- Creating a Variable
- Modifying a Variable
- Inserting a User-Defined Variable
- Hiding Variable Names and Highlighting Definitions
- Creating a Snippet from Existing Content
- Creating a New Snippet
- Inserting a Snippet into a Topic
- Editing a Snippet
- Practice

Linking Projects and External Resources

- About Project Linking
- Importing a Flare Project
- About External Resource Linking
- Importing an External Resource

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
- Create and Configure Targets
- Generate Targets
- Distribute the Targets

WebHelp, WebHelp Plus, WebHelp AIR, WebHelp Mobile, and HTML5

- About HTML5, WebHelp, WebHelp Plus, WebHelp AIR, and WebHelp Mobile
- Browser Compatibility
- Creating a WebHelp or HTML5 Target
- Configuring a WebHelp or HTML5 Target
- Building WebHelp or HTML5
- Creating a Publishing Destination for WebHelp or HTML5
- Distributing WebHelp or HTML5

HTML Help

About HTML Help

Creating an HTML Help Target

Configuring an HTML Help Target

Building HTML Help

Creating a Publishing Destination for HTML Help

Distributing HTML Help

DotNet Help

About DotNet Help

Creating a DotNet Help Target

Configuring a DotNet Help Target

Building DotNet Help

Creating a Publishing Destination for DotNet Help

Distributing DotNet Help

EPUB, PDF, XPS, and XHTML

About EPUB, PDF, XPS, and XHTML Documents

Converting Online Features To Print

Creating an EPUB, PDF, XPS, or XHTML Target

Configuring an EPUB, PDF, XPS, or XHTML Target

Building an EPUB, PDF, XPS, or XHTML Target

Microsoft Word

About Creating a Word Document

Converting Online Features To Print

Creating a Word Target

Configuring a Word Target

Building a Word Target

Adobe FrameMaker

About Creating a FrameMaker Document

Converting Online Features To Print

Creating a FrameMaker Target

Configuring a FrameMaker Target

Building a FrameMaker Target

Course Summary

Starting a New Project

Adding Content

Helping Users Find the Answers

Creating Links

Designing Online and Print Targets

Single Sourcing

Making Content Available to Users

Appendix A Source Control

Appendix B SharePoint Integration

Appendix C Context-sensitive Help

Appendix D DITA

Appendix E Topic Reviews and Contributions

Appendix F MadCap Feedback

Appendix G File Tags and Project Reports

Appendix H Help Controls

Appendix I Importing RoboHelp Projects

Appendix J Browse Sequences

Index