

User Guide

Welcome to MadCap Flare!

Consult this documentation to learn about the features and functionalities for the MadCap Flare solution.

About This Guide

This guide is for users of the MadCap Flare solution.

Conventions

The following helpful conventions and icons appear throughout this guide.

Typeface	Description	Example
Italics	Field name	Locate the *Name* field.
Bold	On-screen elements, navigational objects	Click Upload to import the file.
‘ ‘	Input	Enter ‘1234’ into the *PIN* field.
“ “	Interface text or file names	“Error, do not return.”
>	Navigation	Navigate to Organization > Setup > Legal Entities.
Hyperlink	Contains embedded link	Please visit the following URL: www.madcap.com

Support and Servies

If you experience issues or have questions regarding this product, please contact MadCap Support through this URL: https://www.madcapsoftware.com/support/online-help.aspx.

Table of Contents

About This Guide 2

Conventions 2

Support and Servies 2

Managing Targets, Destinations, and Publishing 4

Viewing a Target 4

Building a Primary Target 5

Publishing Content 6

Managing Synonym Files 7

Adding a Synonym File 7

Editing a Synonym File 9

Adding Page Numbers 10

Managing Targets, Destinations, and Publishing

Within the MadCap Flare solution, you're able to view targets, build to established destinations, and publish content, as needed.

Building an output in MadCap Flare is the equivalent of generating content in other tools, such as RoboHelp or FrameMaker; it creates a web, print, or other specified output as defined in your target in a specified location. Depending on the product, the two most common outputs will be HTML5 (web) and PDF (print).

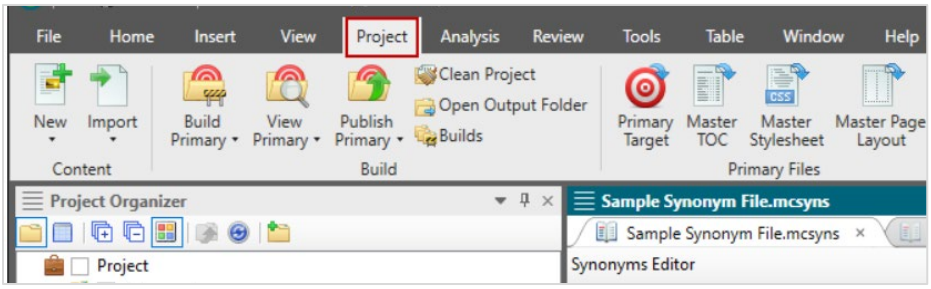
> **Note:** For an overview of this process, see **Build & Publishing Output in MadCap Flare** video.

Viewing a Target

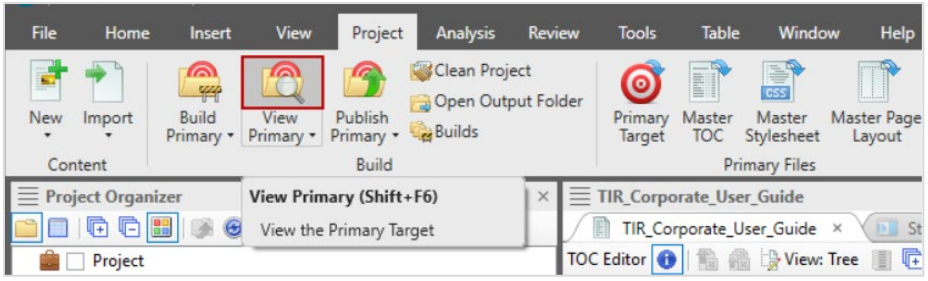
As you work on a project, you'll often need to generate an output to see what the results of your changes are, especially if you're adjusting CSS or skin elements. By viewing a given output, you're generating and opening that output in its particular format (PDF or HTML5, usually).

To view an output for a specific target:

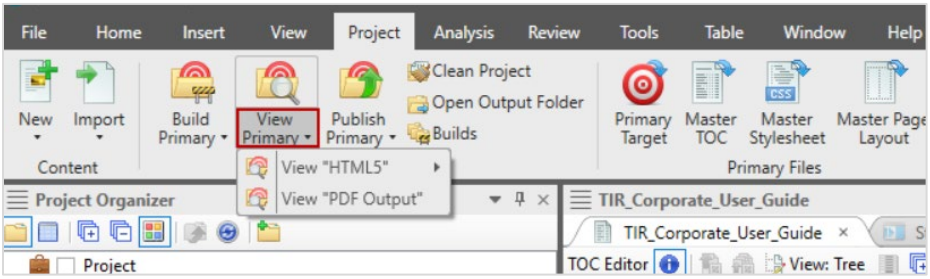
1. From the toolbar, navigate to the **Project** tab.



2. To view the primary target, click the upper half of the **View Primary** button.



3. To view a particular target, click the lower half of the **View Primary** button and select the desired target from the list.

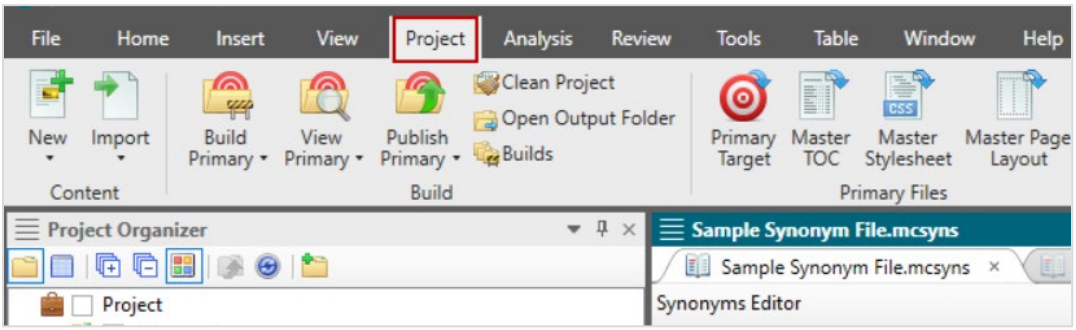


Building a Primary Target

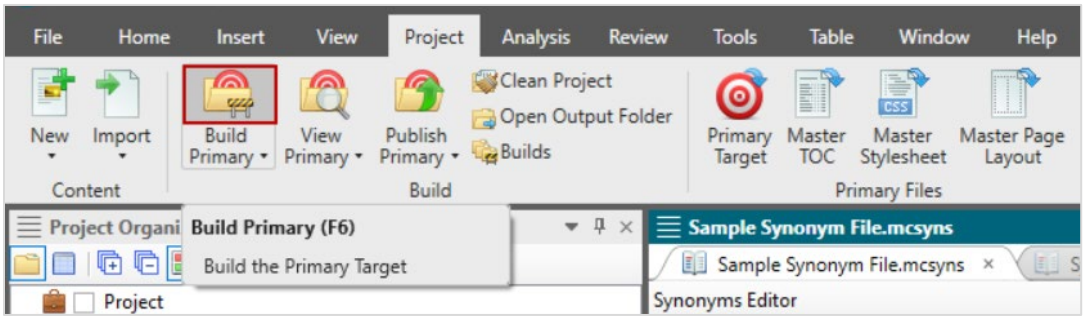
A target in MadCap Flare is an instance of an output: it's the end result you'd like to achieve. Most projects will contain more than one target, with one target considered the primary target. A primary target indicates a target you'll use the majority of the time. For most projects, this may be a web output for some products and a print output for others. Setting a target as the primary provides the main benefit of short-cutting some steps of the build process and clicking fewer buttons.

Before you begin selecting your primary target, you should have set up an initial target. For more information on setting up a target, see **Developing Targets**.

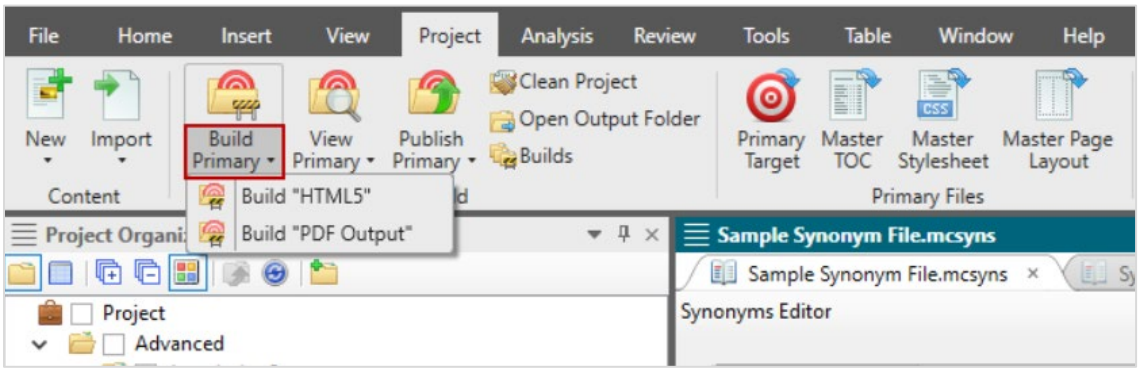
1. From the toolbar, navigate to the **Project** tab.



2. To build the primary target, click the upper half of the **Build Primary** button.



3. To select which target to build, click the lower half of the **Build Primary** button and select the desired target from the list.



4. Provided the target and Table of Contents (TOC) are configured properly, the target should build as expected. Track the build progress in the **Builds** module at the bottom of the screen.

> **Note:** Builds can fail for unexpected reasons. Once common issue is MadCap Flare's inability to find part of the output path. In this case, a good first step is to try publishing again. If this doesn't work, see MadCap Flare's **About Building and Publishing Output** help article.

Publishing Content

While publishing sounds like the feature required to generate the final output for a project, it's simply copying the build and pushing it to a specified location. The publishing feature should be used when you want to automate where an output ends up when the project is finalized and approved. In many cases, however, it may be easier to distribute or manipulate the output manually by going directly to the *Output* folder (usually *Product Name* > *Output* > *First_Last* > *PDF Output/Web Output*, etc.).

To set up a publishing destination, see MadCap Flare's **About Building and Publishing Output** help article.

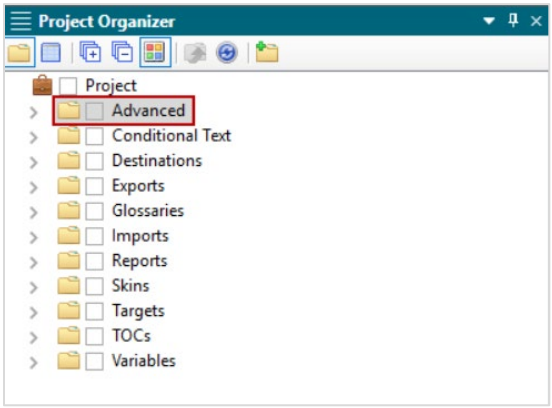
Managing Synonym Files

Within the MadCap Flare solution, you're able to add and manage synonym files, as needed. Synonyms are helpful if you anticipate users searching for terms other than those used in the help content. For example, if your article refers to a ZIP code as a "postal code," it's reasonable to assume some users may look for that content by searching for "ZIP code." Rather than returning zero results for a "ZIP code" search, you can set "ZIP code" as a synonym for "postal code" and return the appropriate results.

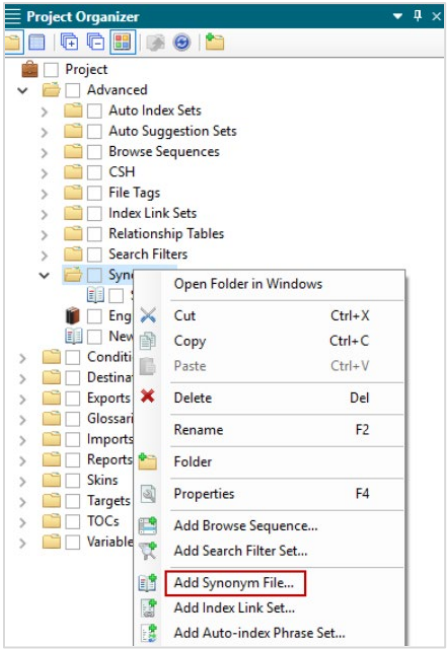
Adding a Synonym File

To add a synonym file.

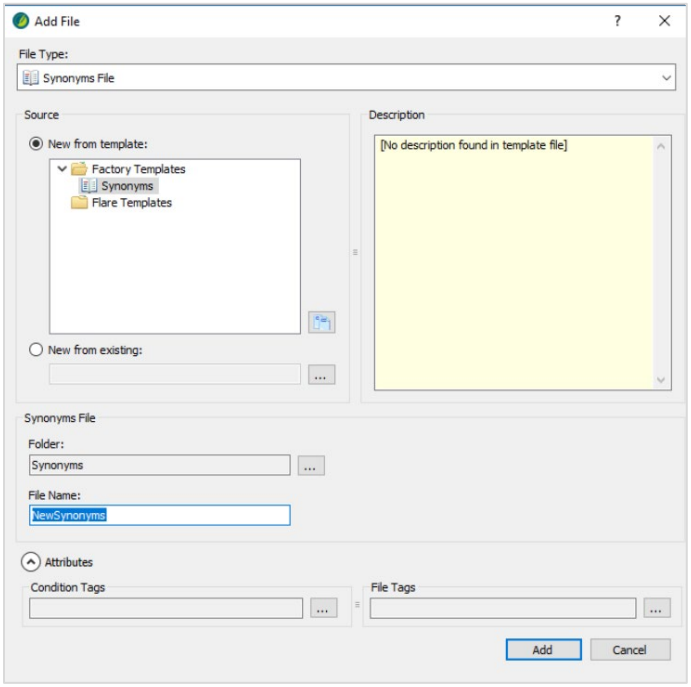
1. Navigate to **Project Organizer** > **Advanced**.



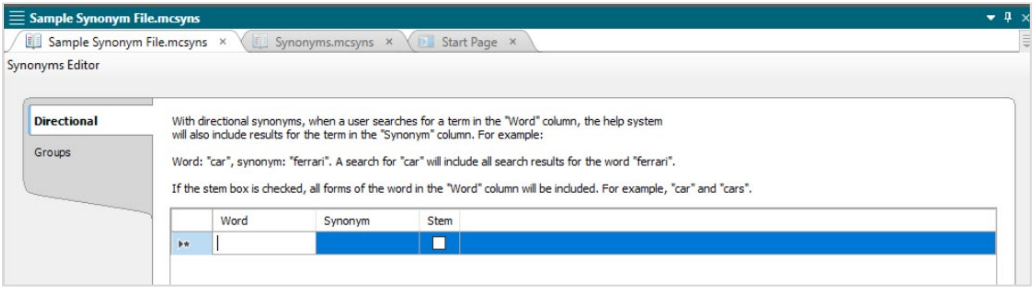
2. Right-click the **Synonyms** folder and click **Add Synonym File**.



3. Add a *File Name* and click **Add**.



4. Add any number of *Words* and relevant *Synonyms*, noting that the word is the term you anticipate users searching for.



> **Note:** It's recommended to check the *Stem* box, so all forms of the word will be returned in the search.

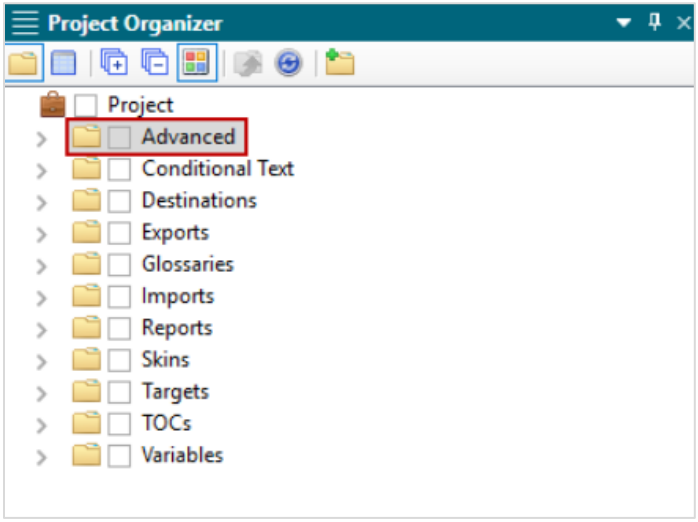
5. Once complete, click the **Save All** icon.

Editing a Synonym File

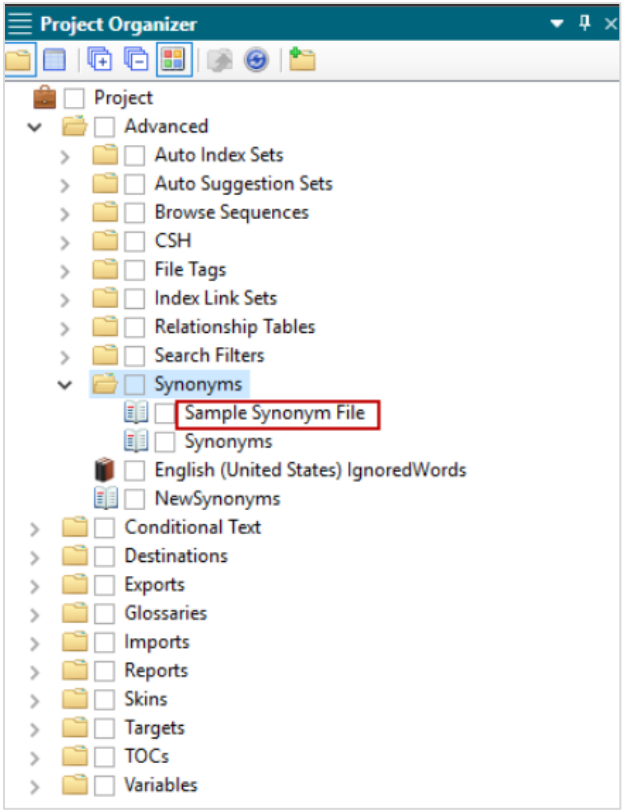
Once a synonym file exists in your project, editing it is as easy as locating and adding/removing terms from the list.

To edit a synonym file:

1. Navigate to **Project Organizer** > **Advanced**.



2. Expand the **Synonyms** folder and open the desired file.



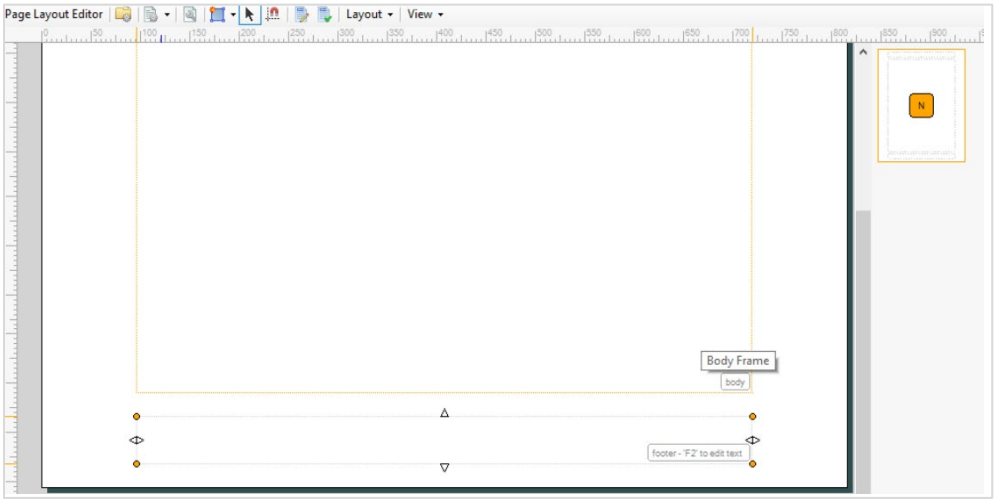
3. Edit the synonym file as desired and click the **Save All** icon.

Adding Page Numbers

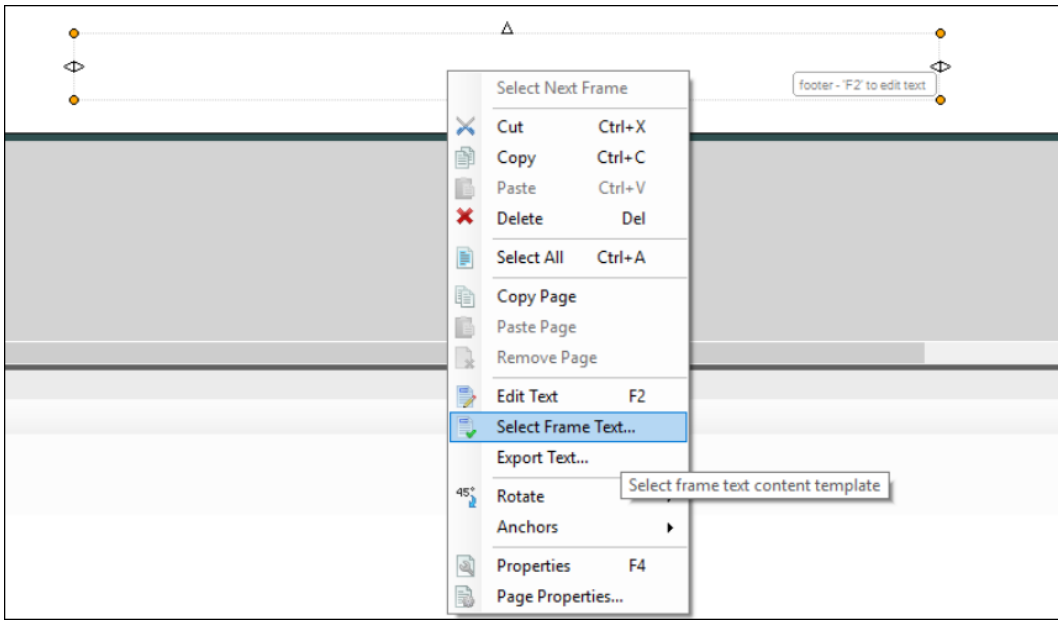
Within the MadCap Flare solution, there are multiple methods you can use to add page numbers to topics/projects. The simplest way is to add a page number proxy into a text frame, noting that page numbers can only be added to headers, footers, and decoration frames.

To add a page number to the page footer:

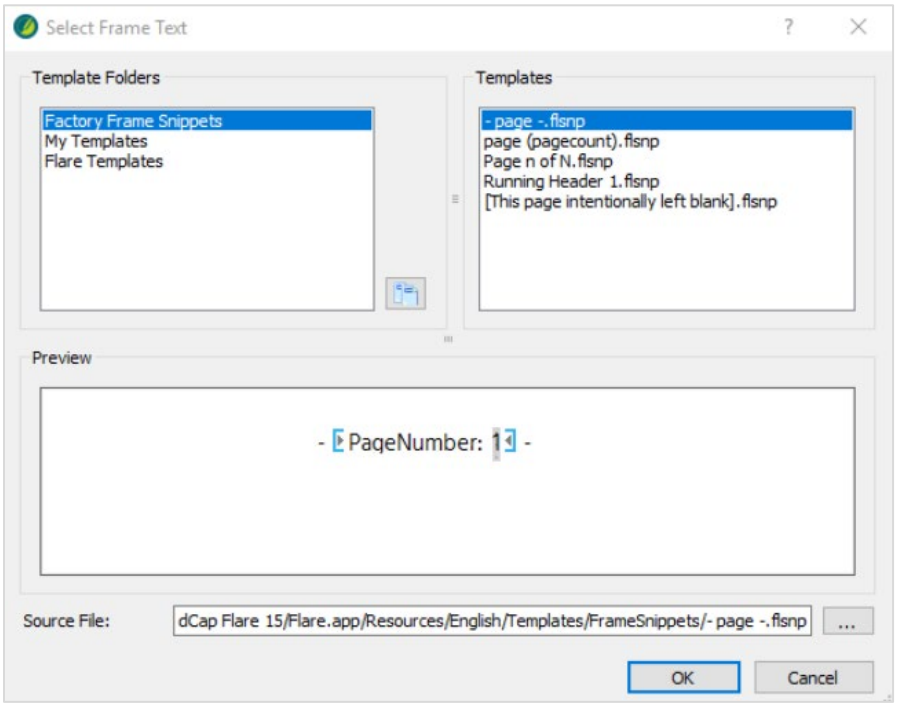
1. Double-click the margin of the topic page to open the page layout.



2. Right-click into the page footer frame and click **Select Frame Text…**



3. From the **Select Frame Text** window:



a. Select “Factory Frame Snippets” within the *Template Folders* field.
b. Select the **“**- page -.flsnp” snippet within the *Templates* field.
c. Click **OK**.