

MadCap Flare User Guide

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Chapter 1. Introduction

MadCap Flare is a content creation and management tool, which is also a Help Authoring Tool (HAT). MadCap Flare allows you to import content from multiple formats and publish in different responsive outputs.

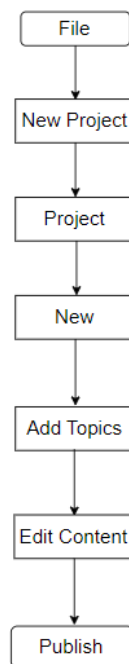
Using Madcap Flare you can create, reuse, edit and publish content in different formats. Flare's powerful search engine supports google search and elastic search.

This user guide describes how to use MadCap Flare.

MadCap Flare has the following features:

- Multi-format content importing
- Multi-format responsive output
- Topic-based authoring
- Single sourcing
- XML and Text editors
- Source control support
- Micro Content
- eLearning.

See below flow chart for the overview of creating and publishing the document.



Benefits

- Content re-use
- Multi-channel publishing
- Easy to use
- Time efficiency.

Chapter 2. Prerequisites

- Microsoft .NET framework
- Windows 10, 32 or 64 bit
- 8 GB memory (Ram)
- 1.7 GB available hard drive space.

Chapter 3. Installing MadCap Flare

MadCap Flare allows you to install a trial version, which you can use for 30 days.

You can install MadCap Flare in your laptop in many ways. In this section you can see how to install MadCap Flare in Windows OS.

To install MadCap Flare,

1. Click [here](#) to download MadCap Flare.
2. Double click on the downloaded file, an installation wizard appears.
3. Follow the on-screen instructions to complete the installation.



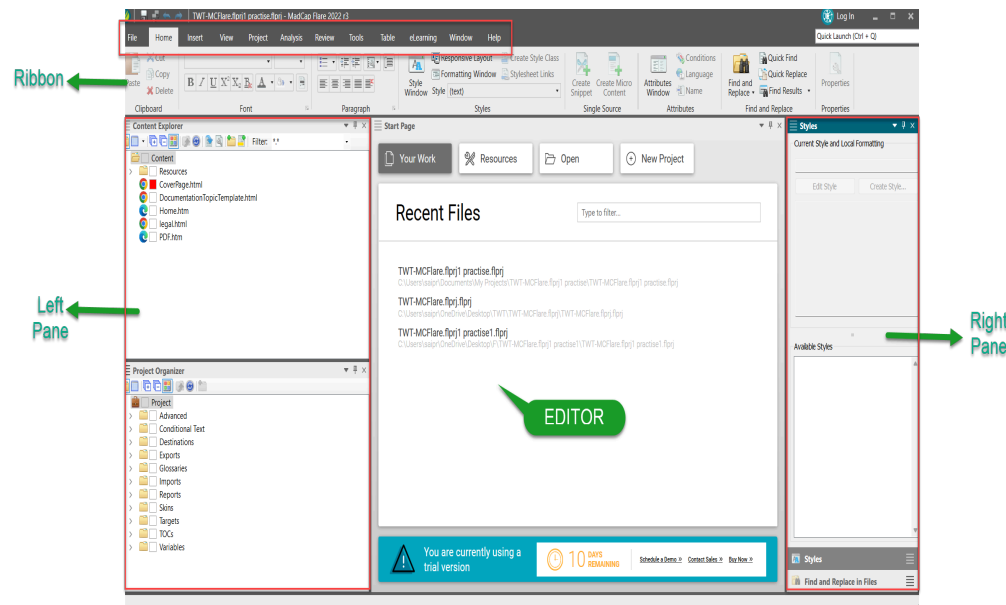
Note:

You can download and install MadCap Flare in MacOS system. Click [here](#) to install in MacOS system.

Chapter 4. Exploring UI

The user interface of MadCap Flare has the following sections:

- Ribbon
- Left pane
- Right pane
- Editor or Work Space.



Ribbon

Ribbon includes a menu bar at the top of the window where you can access the features.

Ribbon has the following menu options:

- File
- Home
- Insert
- View
- Project
- Analysis
- Review
- Tools
- Table
- eLearning

- Window
- Help.

Left Pane

Left pane includes Content Explorer and Project Organizer.

Content Explorer consists of all the content related files of your project.

Project Organizer contains and organizes all the files of your project.

Right Pane

Right pane shows the options of the feature on which you are working.

Editor

Editor is your workspace where you work on topics or files. Editor consists of XML Editor and Text Editor.

XML Editor is the primary editor allows you to enter, modify, and format the content for your topics.

Chapter 5. Working with Features

MadCap Flare has many features to play with your document. You can create, edit, reuse, and publish documents using features.

This chapter describes how to create a new project, add topics, insert multimedia, insert tables, and create a snippet.

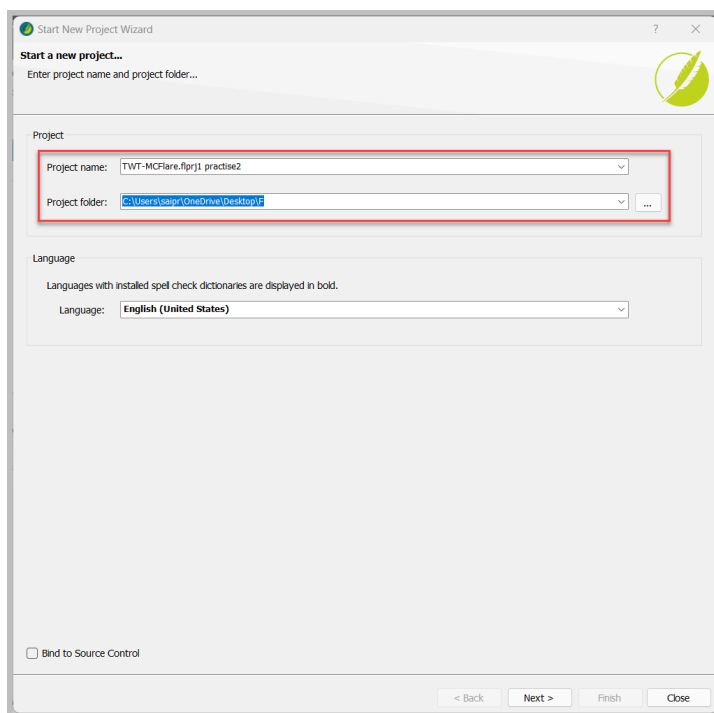
Create a New Project

MadCap Flare has few ways to start a project, you can open an existing project, create a new project, and import a project.

This section describes how to create a new project.

To create,

1. On the ribbon, select **File > New Project**. A new dialog box **Start New Project Wizard** displays.



2. Enter **Project name**.
3. Select the path of your project in the **Project folder** field and select **Next**.
4. In the **Source** pane, select **New from template**.
5. Select your required template based on your project and select **Next**.
6. In the **Available Targets** field, select the type of output required.

7. Select **Finish**.

A new project is created.

Add Topics

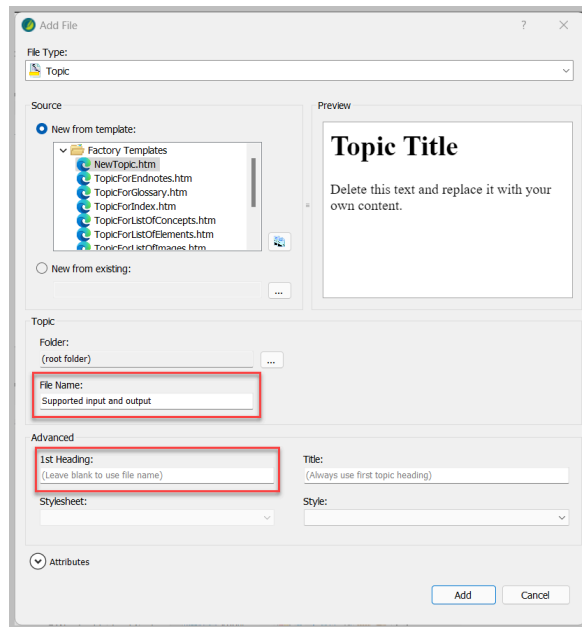
MadCap Flare allows you to add multiple topics that can stand alone or mixed and can be reused as per your requirement.

This section describes how to add a topic.

To add,

1. Perform one of the following options:

- On the ribbon, select **Project > New > Add Topic**.
- In the **Content Explorer**, right-click on a folder and select **New > Topic**.



2. Enter required fields and select **Add**.

For more information, see below table.

Fields	Purpose
New from template	Selects a factory template or a custom one.
New from existing	Selects an existing topic from your current or another project.

Fields	Purpose
Folder	Specifies the location of the new topic in your project.
File Name	Specifies the topic file name.
1st Heading	Specifies the topic heading.
Title	Specifies the title that appears in the ToC.

Insert Multimedia

MadCap Flare allows you to insert different kinds of multimedia elements in your project.

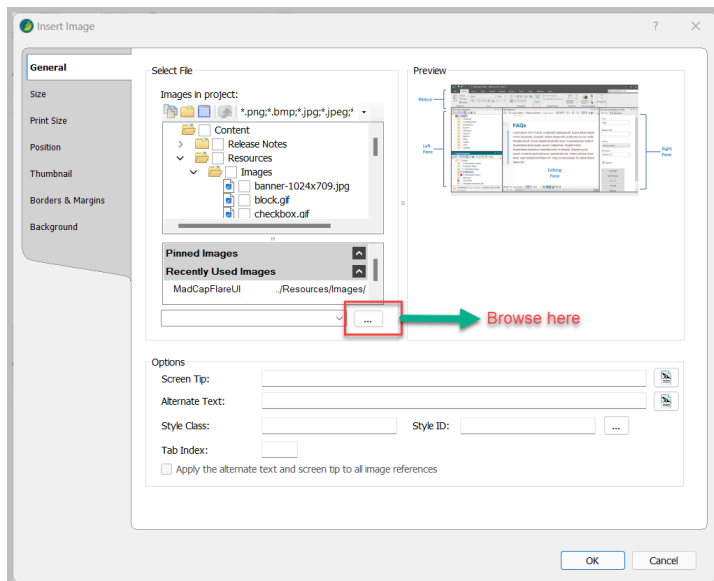
This section describes how to insert an image and a video.

Insert an Image

You can insert an image in a topic.

To insert,

1. Place the cursor where you want to insert an image.
2. On the ribbon, select **Insert > Image**. A dialog box **Insert Image** displays.



3. Select either an existing image from your project or browse an image from your local device.
4. (Optional) Select other properties required for your image.

See below table for more information.

Field name	Purpose
Screen Tip	Displays text when you hover on the image.
Alternate Text	Displays text when image is not available.

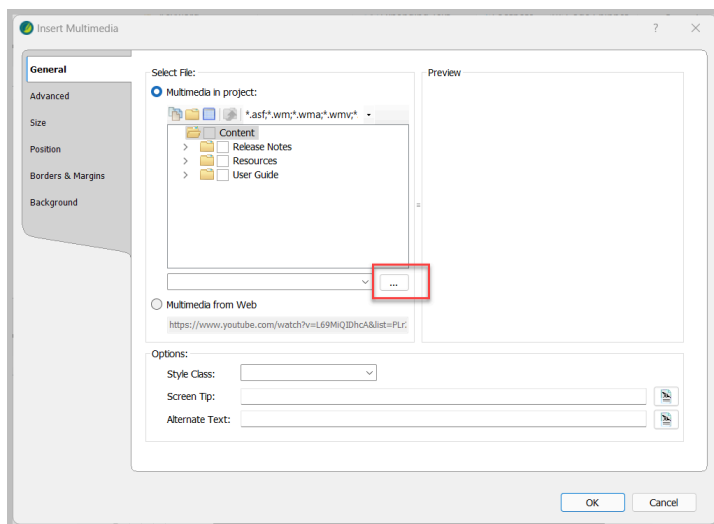
5. Select **Ok**.

Insert a Video

You can insert a video in a topic.

To insert,

1. Place the cursor where you want to insert a video.
2. On the ribbon, select **Insert > Multimedia**. A dialog box **Insert Multimedia** displays.



3. Select either an existing video from your project or browse a video from your local device.



Tip:

You can insert a YouTube video or Vimeo link.

4. (Optional) Select other properties as per your requirement.

5. Select **Ok**.



Note:

You can not play a video in topic preview but can play only in an html output.

Insert Tables

MadCap Flare allows you to insert tables which is combination of rows and columns. You can add table in a topic for describing, comparing different elements.

This section describes how to insert a table.

1. Place the cursor where you want to insert a table.
2. On the ribbon, select **Insert > Table**. A dialog box **Insert Table** displays.

3. Enter required table properties and select **OK**.

For table properties, see below table.

Field	Purpose
Table Size	Specifies number of columns, rows, header rows, and footer rows.
AutoFit to contents	Adjusts table according to the content and space available.

Field	Purpose
Align	Aligns the entire table either to left, right, or center of the topic.
Table Caption	To give a caption to the table. Caption can be placed above or below the table.
Table Style	Specifies the look and feel of a table.

Create a Snippet

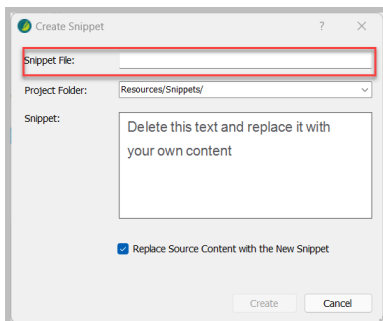
MadCap Flare allows Single Source your projects using snippets and variables. You can reuse the content and produce output from the same set of files.

This section describes how to create a snippet.

To create,

1. Perform one of the following options:

- On the ribbon, select **Project > New > Add Snippet**.
- On the ribbon, select **Home > Create Snippet**.



2. Enter **Snippet File** name and select **Create**.



Tip:

Snippet file is created in **Content Explorer > Resources > Snippets**.

Chapter 6. Importing a project

You can import a project from other authoring tools to MadCap Flare. This helps you when you are migrating from other tools to MadCap Flare.

MadCap Flare supports the following formats:

- MS Word
- MS Excel
- HTML file sets
- Confluence pages
- FrameMaker documents
- DITA document set
- Author-it
- Adobe RoboHelp
- Doc-To-Help
- CHM.