MadCap Flare User Guide

Contents

Chapter 1. Introduction..... 3

Key Features.....3

Benefits.....4

Process Flow.....4

Chapter 2. Exploring UI..... 6

Top - Ribbon.....6

Left - Content Explorer and Project Organizer..... 7

Middle - Start page and Work Area..... 8

Right - Window Pane.....9

Bottom - Build window pane..... 10

Chapter 3. Using the features..... 12

Create a New Project.....12

Create a New Topic.....15

Insert an image.....18

Insert a table.....22

Apply a style..... 24

Chapter 4. Working with Solutions..... 26

Chapter 5. Troubleshooting..... 27

Chapter 6. Frequently Asked Questions..... 28

Chapter 7. Best Practices.....29

Chapter 8. Appendix.....30

Chapter 1. Introduction

Welcome!

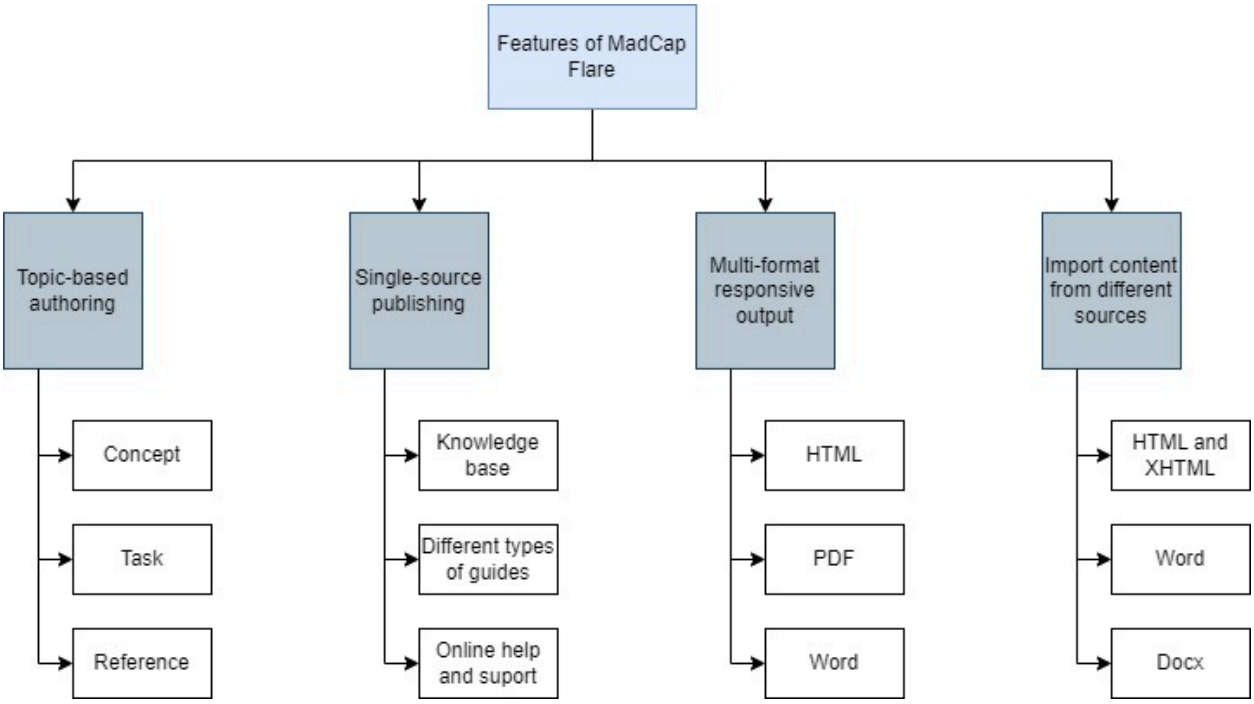
MadCap Flare is a content development, content management and help authoring tool. It lets you create, edit, manage and publish content. It is most conducive for topic-based authoring and you can generate multi-format responsive outputs.

MadCap Flare allows you to create technical documents serving various purposes. You can create online help, user guides, software documents and other content. This tool is the finest of all for Technical Writers.

This User Guide contains all essential information for you to use MadCap Flare effortlessly. This guide includes descriptions, procedures to use and additional information of every feature and related functions. This guide helps you to explore the tool on your own, understand and use all features of MadCap Flare.

Key Features

MadCap Flare tool has a set of features that make it stand apart from other tools. The important key features are presented here.



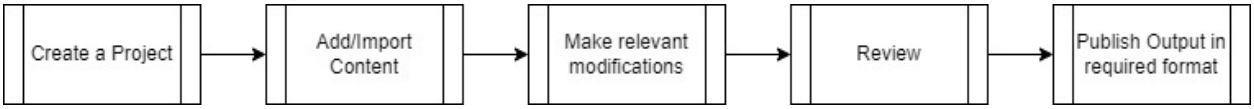
Benefits

MadCap Flare tool provides latest features relevant to technical writing and beyond. Some of them are listed here.

- It is a Topic-based authoring tool. Independent topics are created which ensures reusability and efficiency.
- It is a Single source publishing tool. You can use the same source of content to present in different forms of media.
- It provides Multi-format responsive outputs. You can generate different formats of output files like HTML, PDF and/or Word files.
- It allows Multi-format content import. You can import files in HTML/XHTML, Word, Docx to MadCap Flare tool.
- It is easy to use editors in MadCap Flare tool.
- It has a powerful search engine, supports Google's search engine and elastic search.
- It is also used to create e-learning content as a Learning Management System (LMS).
- It consists of pre-built templates. You can use them and create documents with ease. It also allows to create custom templates.
- It allows Source control integration. For instance, it is easy to integrate with repositories like GitHub.
- It has advanced CSS that uniformly controls formatting across all files.
- It is a user-friendly tool and is easy to learn.

Process Flow

Process flow diagram explains steps to create a project on MadCap Flare.



Create a Project – In this stage, you create a project with its intended purpose.

Add/import Content – In this stage, you add content using topic-based authoring style or import ready content.

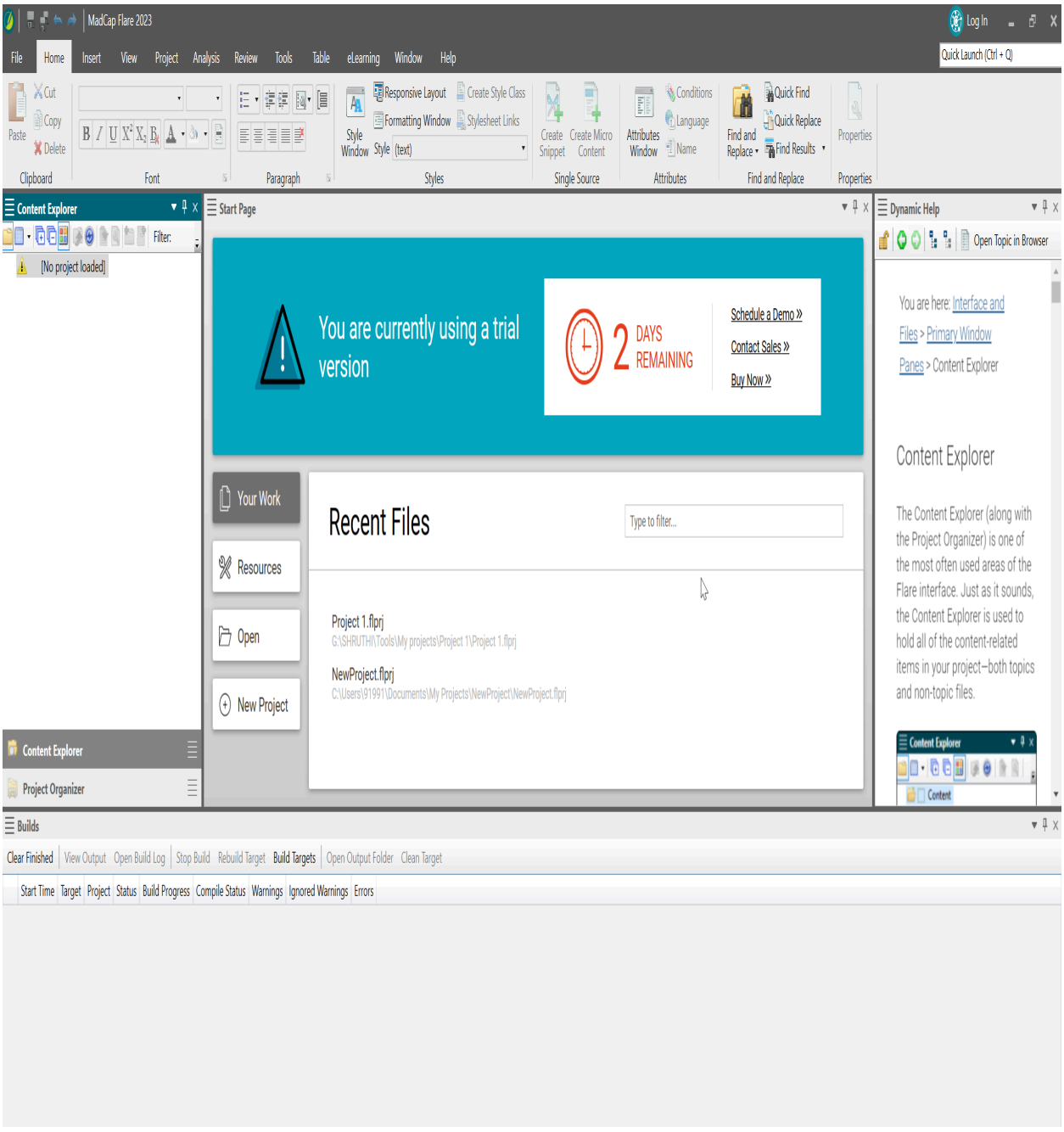
Make relevant modifications – In this stage, you make necessary and relevant changes based on the type of document required.

Review – In this stage, you check for errors and rectify them.

Publish Output in required format – In this stage, you generate output in the required format.

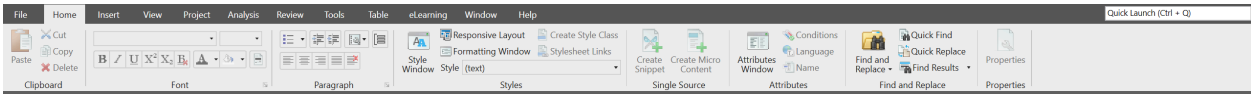
Chapter 2. Exploring UI

MadCap Flare's UI is user friendly. The major sections of UI are as mentioned here.



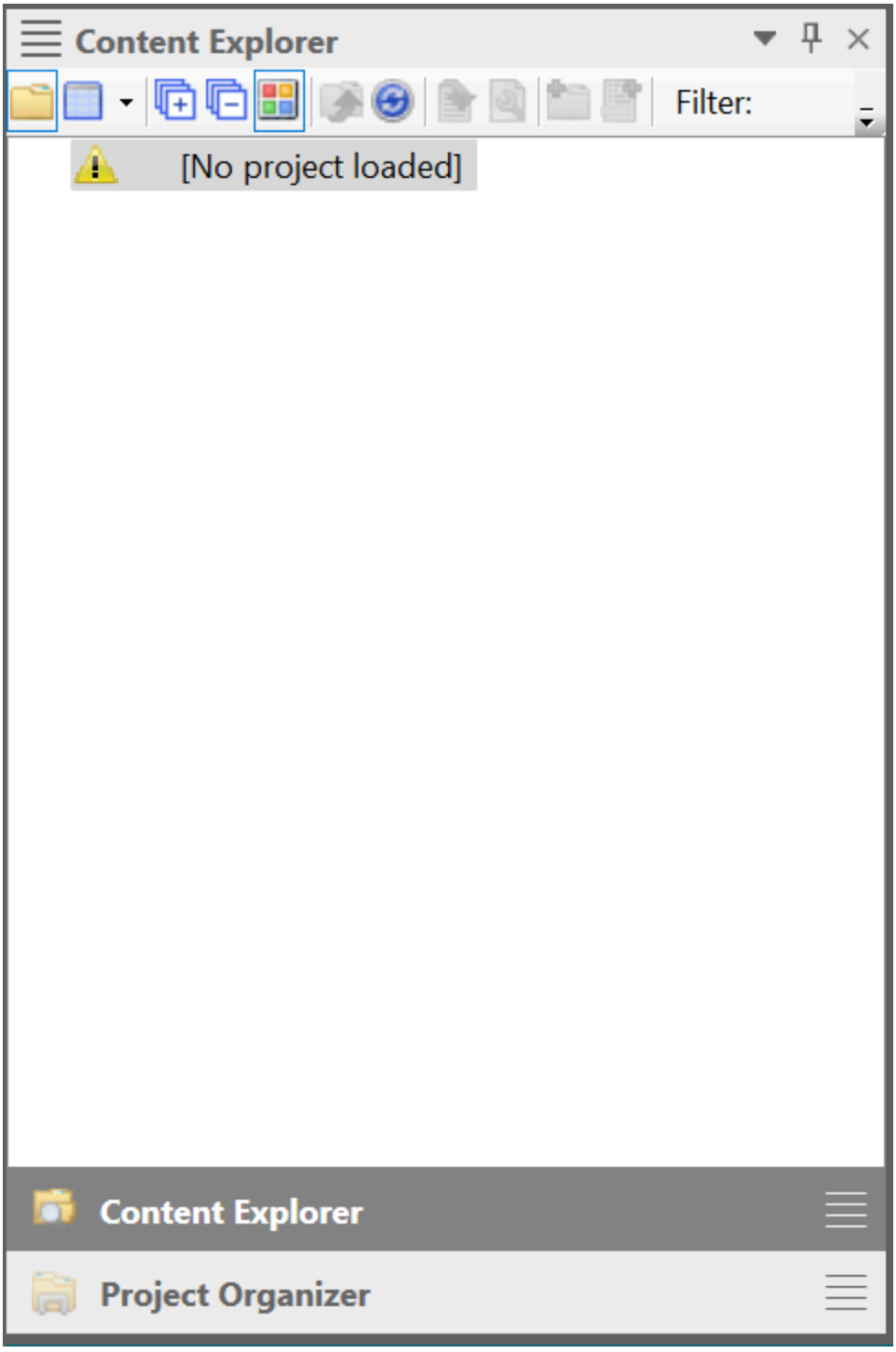
Top - Ribbon

This section is used to access features.



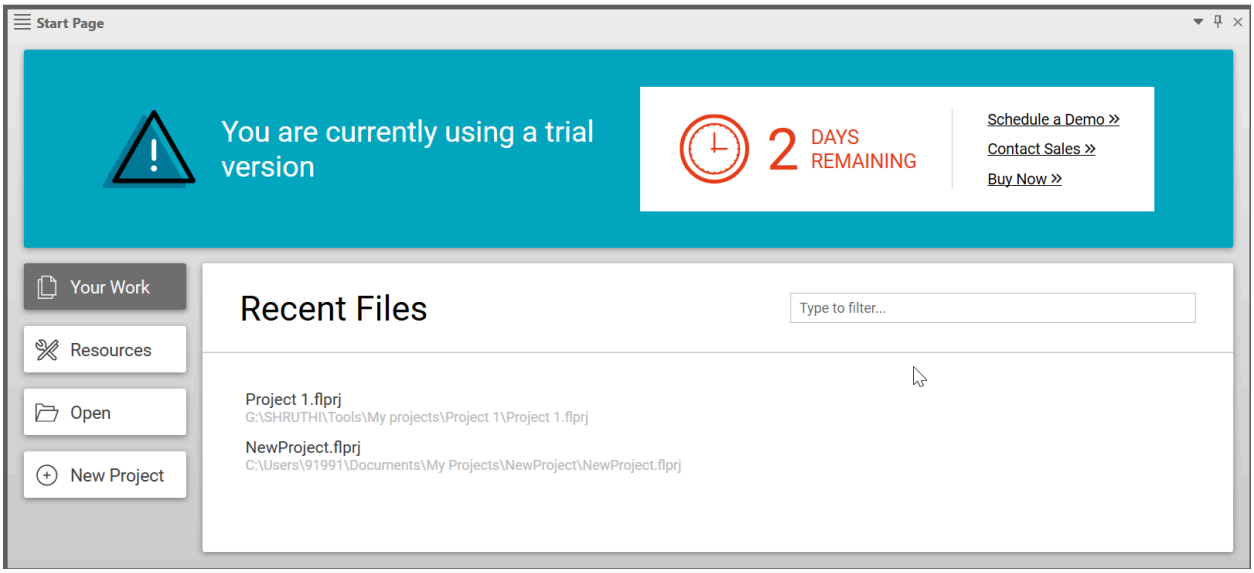
Left - Content Explorer and Project Organizer

This section is used to create, open and view a project and files under it.



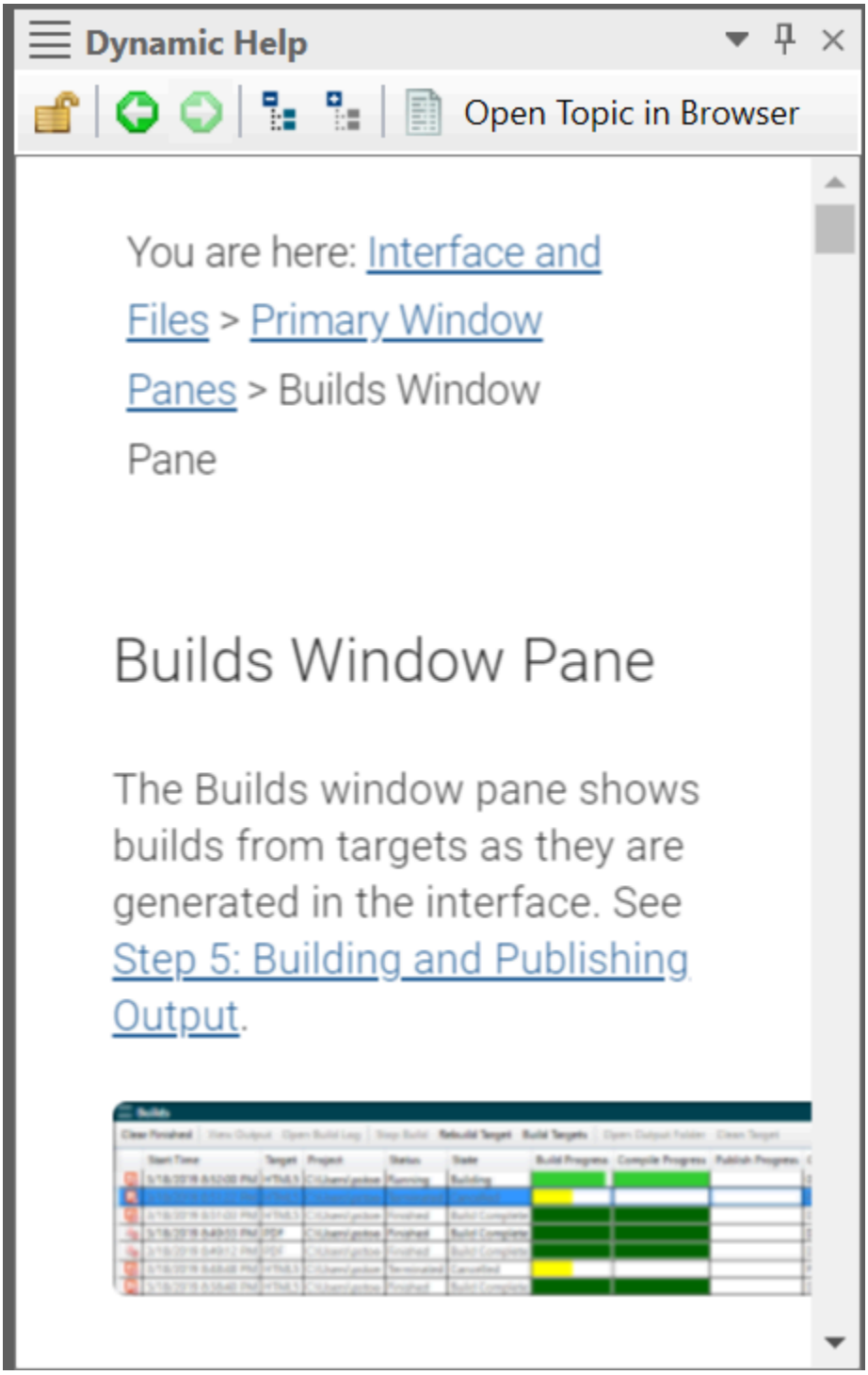
Middle - Start page and Work Area

This section is used to edit files.



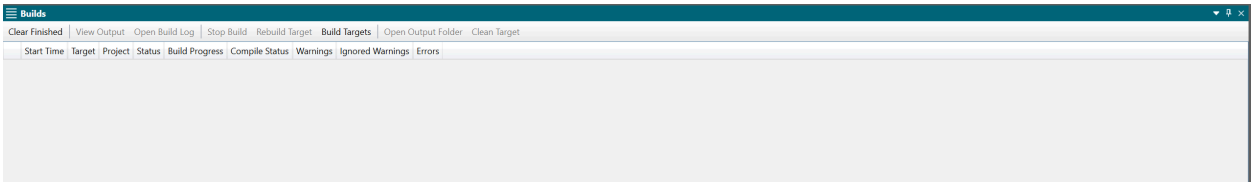
Right - Window Pane

This section is the default location for window panes like Dynamic Help.



Bottom - Build window pane

This section is the default location for build pane.


Builds
Clear Finished
View Output
Open Build Log
Stop Build
Rebuild Target
Build Targets
Open Output Folder
Clean Target
Start Time
Target
Project
Status
Build Progress
Compile Status
Warnings
Ignored Warnings
Errors

Chapter 3. Using the features

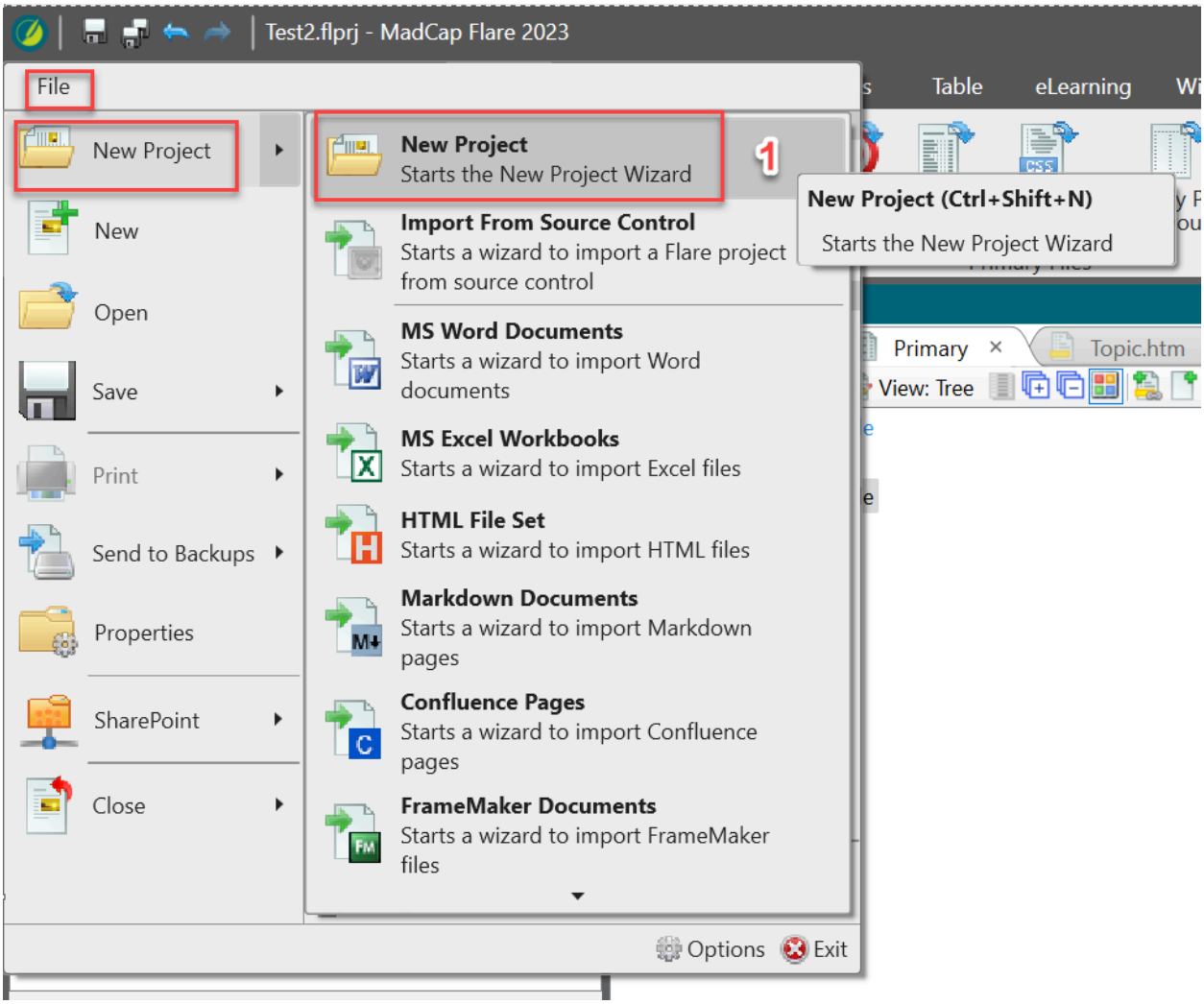
MadCap Flare offers features that help create high-quality documents in simple steps.

Create a New Project

This feature allows you to create a new project. A project comprises all files that together constitute a document.

To create,

1. Go to **File**, click **New Project**, again click **New Project**.

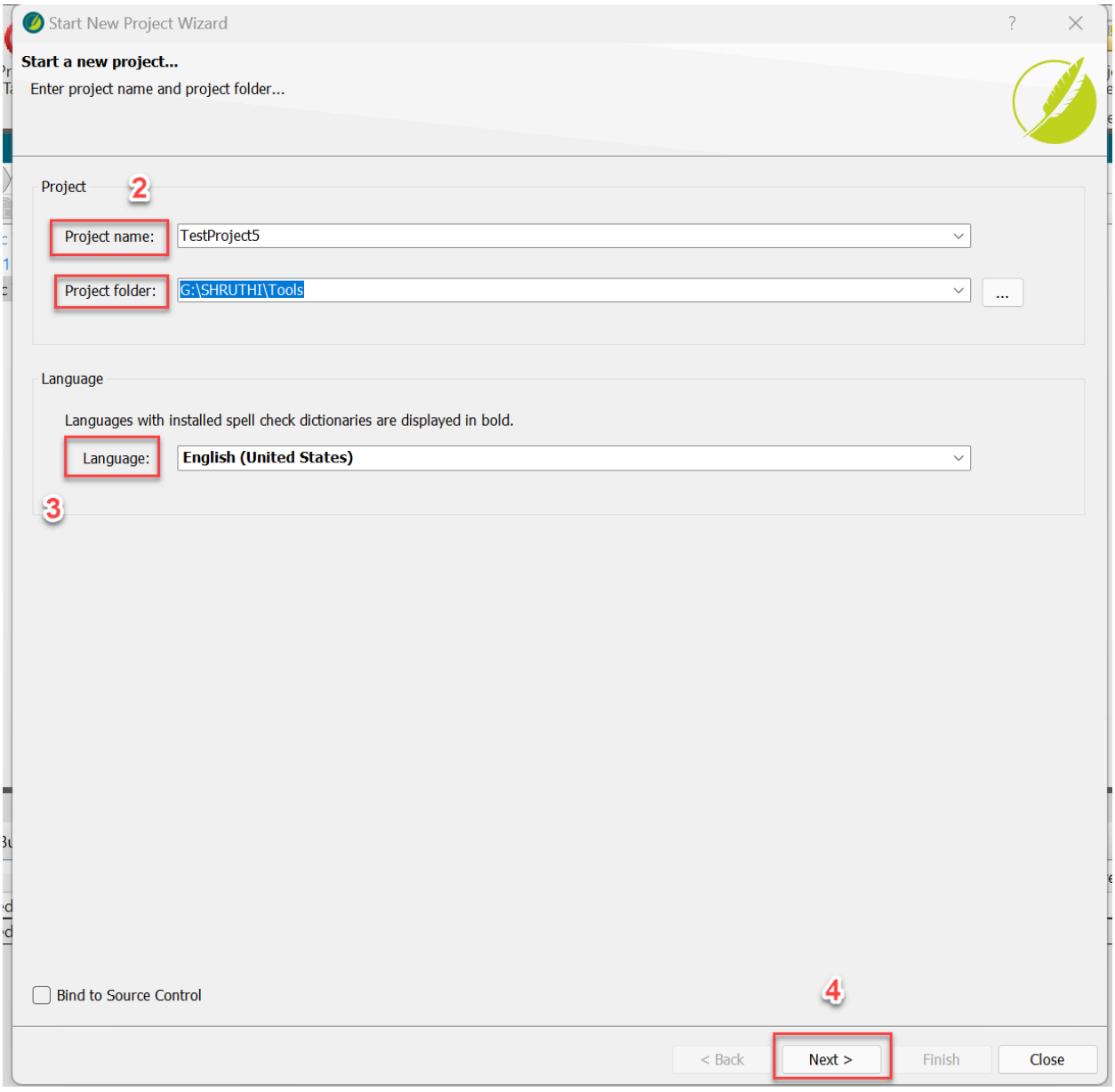


2. On **Start New Project** wizard, under **Project** section, type **Project name** and select location for **Project folder**.

3.In the **Language** section, select language from the dropdown.

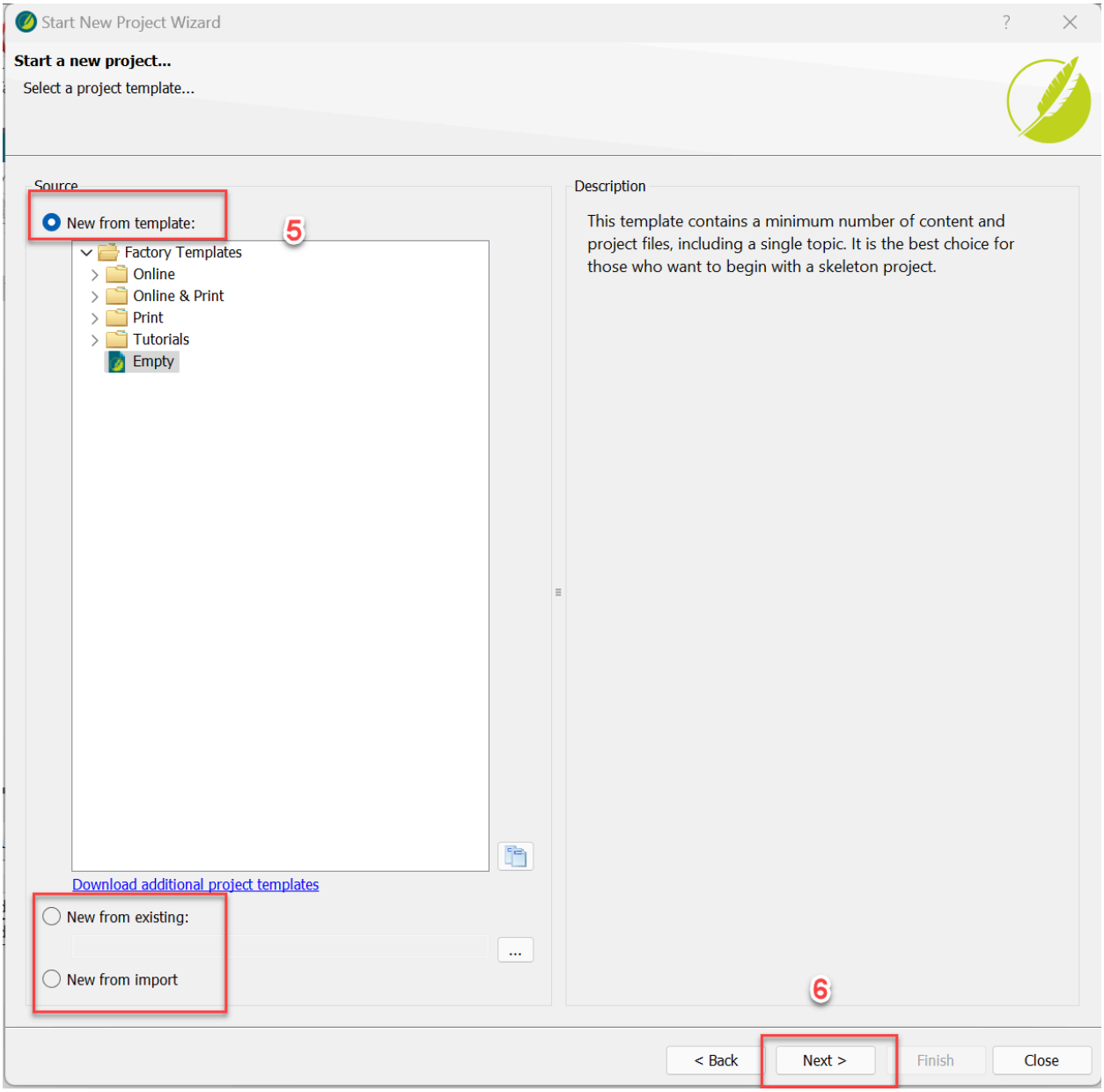
Note: Ensure to check the **Bind to Source Control** checkbox if you need to integrate the project with source control.

4. Click **Next**.



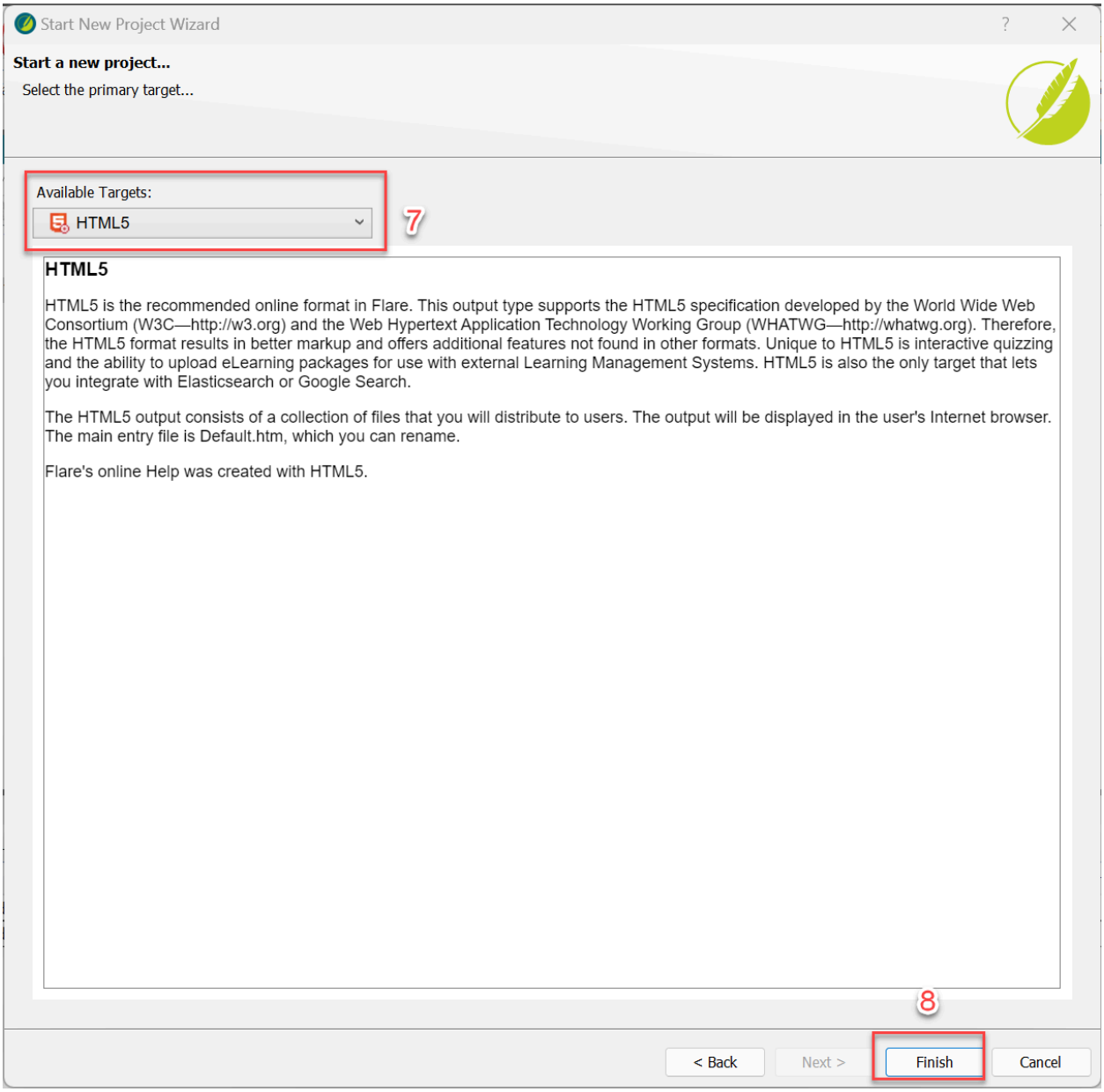
5. On **Start New Project** wizard, under **Source** section, choose a template from **New from template**. You can also choose from **New from existing** or **New from import** as per requirement.

6.Click **Next**.



7. On **Start New Project** wizard, under **Select the primary target** section, choose a target from **Available Targets** dropdown.

8. Click **Finish**.



A new project is created.

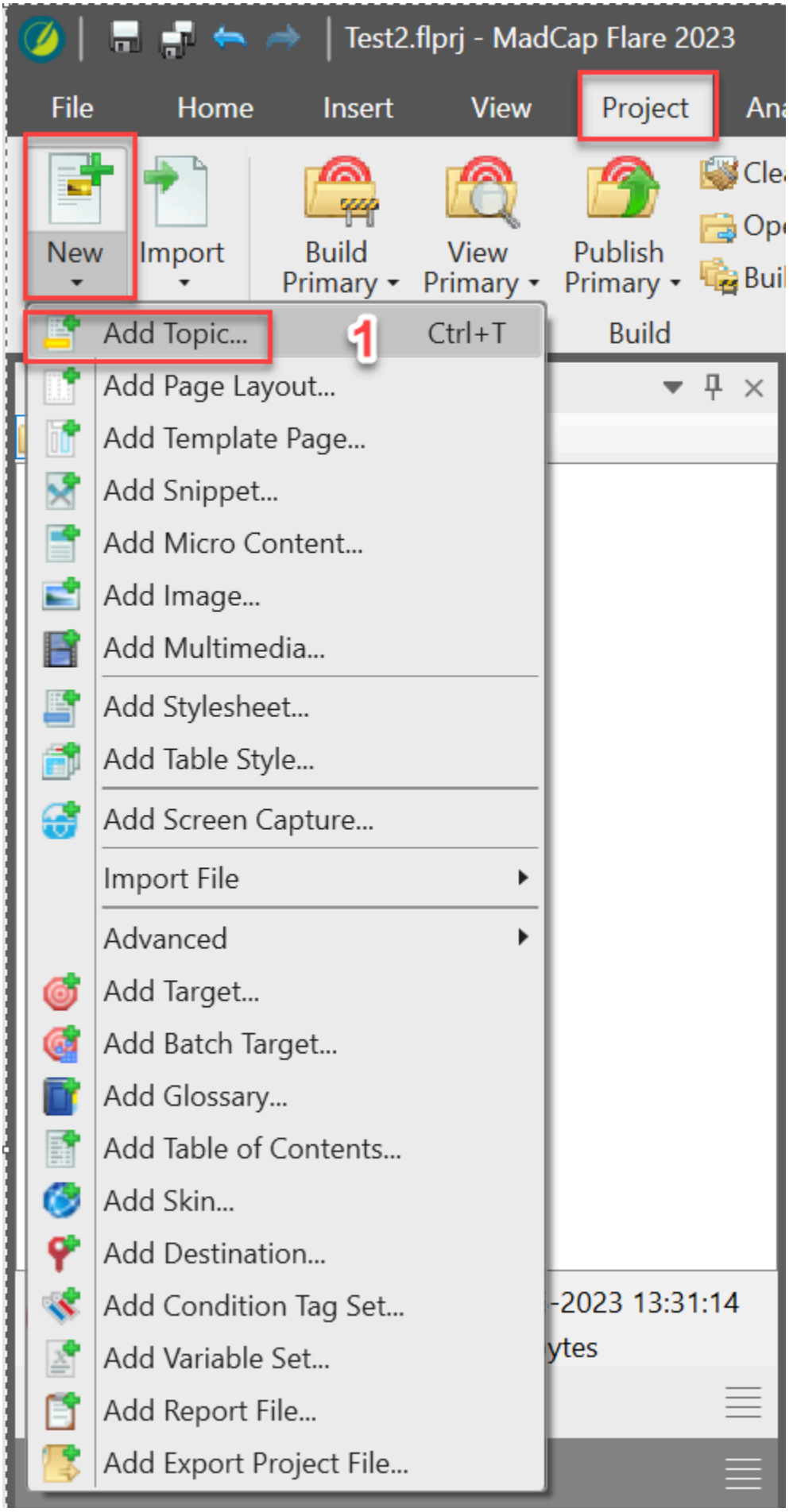
Video tutorial: Create a New Project

Create a New Topic

This feature allows you to create different topics under a project.

To create,

1. Go to **Project**, select **New** and click **Add Topic**.


Test2.flprj - MadCap Flare 2023
File
Home
Insert
View
Project
New
Import
Build Primary
View Primary
Publish Primary
Build
Add Topic... 1 Ctrl+T
Add Page Layout...
Add Template Page...
Add Snippet...
Add Micro Content...
Add Image...
Add Multimedia...
Add Stylesheet...
Add Table Style...
Add Screen Capture...
Import File
Advanced
Add Target...
Add Batch Target...
Add Glossary...
Add Table of Contents...
Add Skin...
Add Destination...
Add Condition Tag Set...
Add Variable Set...
Add Report File...
Add Export Project File...

2. On the **Add File** wizard, under **Source** column, choose a template from **New from template**. You can also choose from **New from existing** as per your requirement**.**

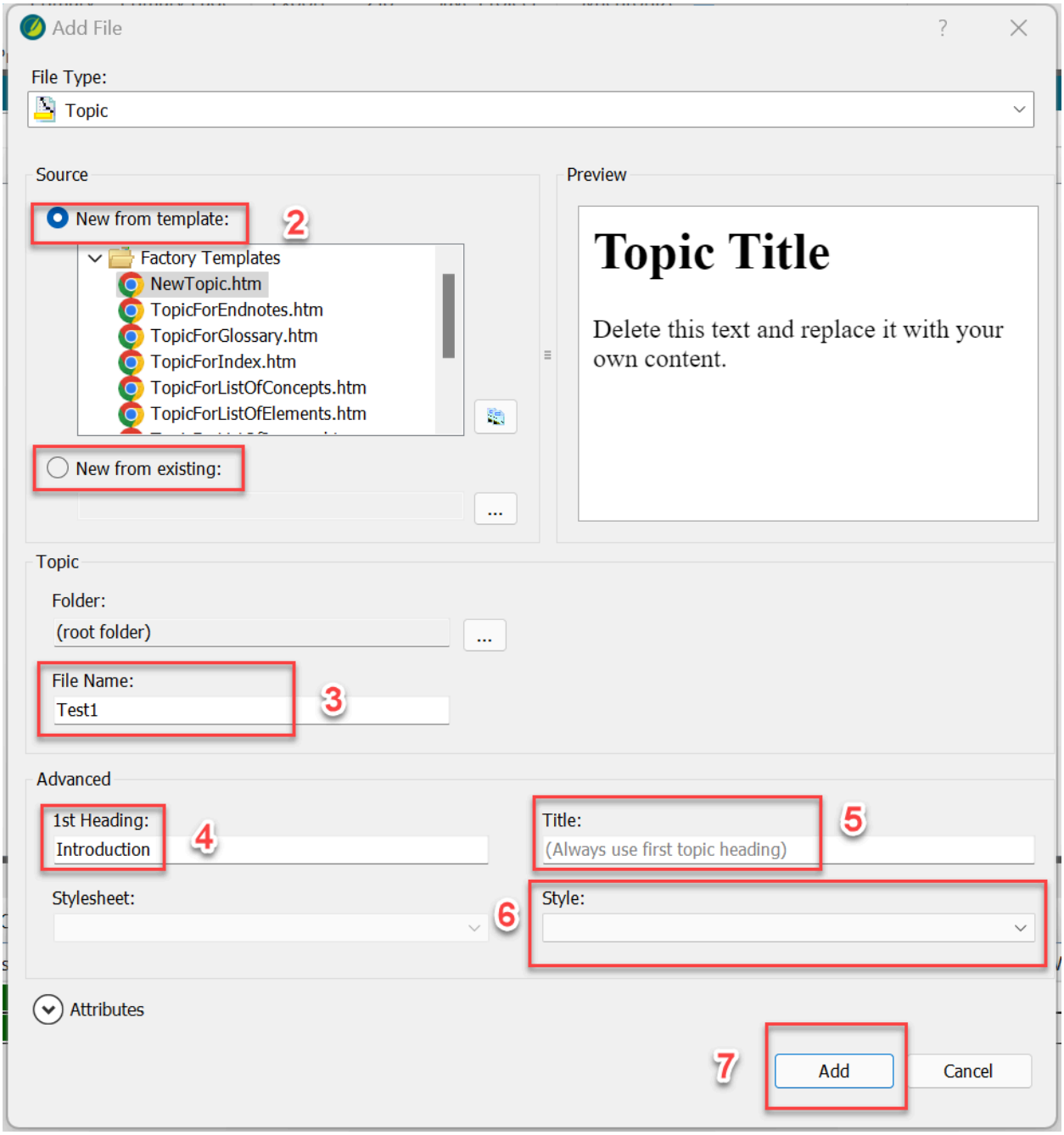
3. In the **Topic** section, enter the file name in the textbox.

4. In the **Advanced** section, in the **1st heading** textbox, enter the first heading of the topic.

5. In the **Title** textbox, enter title of the topic. If this field is left blank, the first heading is considered as the title of the topic.

6. In **Style** dropdown, choose a relevant style.

7. Click **Add**.



A new topic is created.

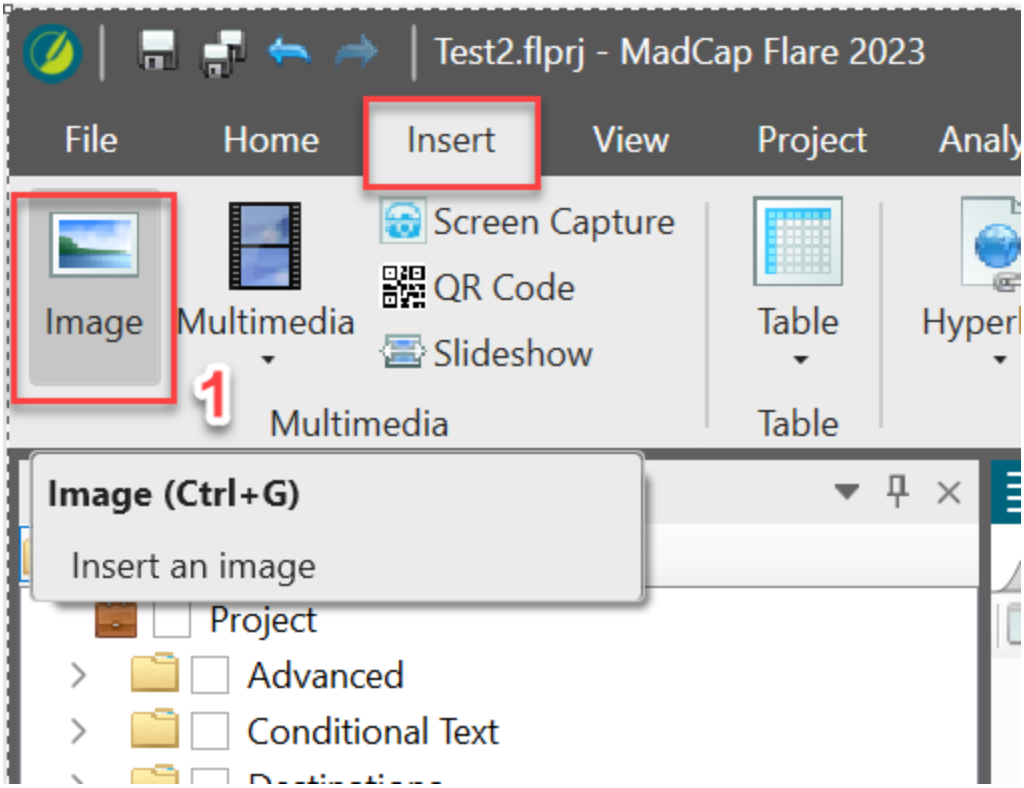
Video tutorial: Create a New Topic

Insert an image

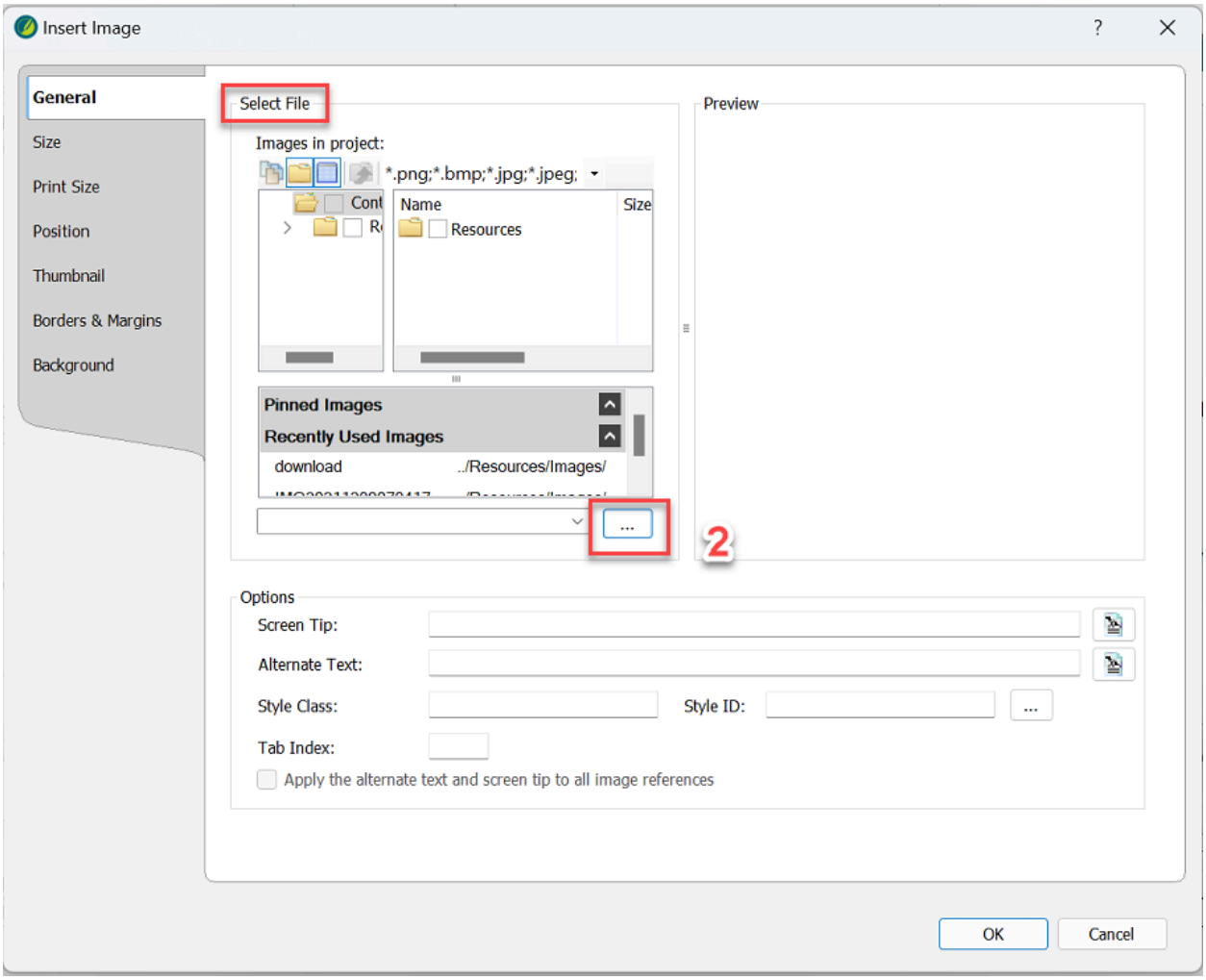
This feature allows you to insert graphic content in your document.

To insert,

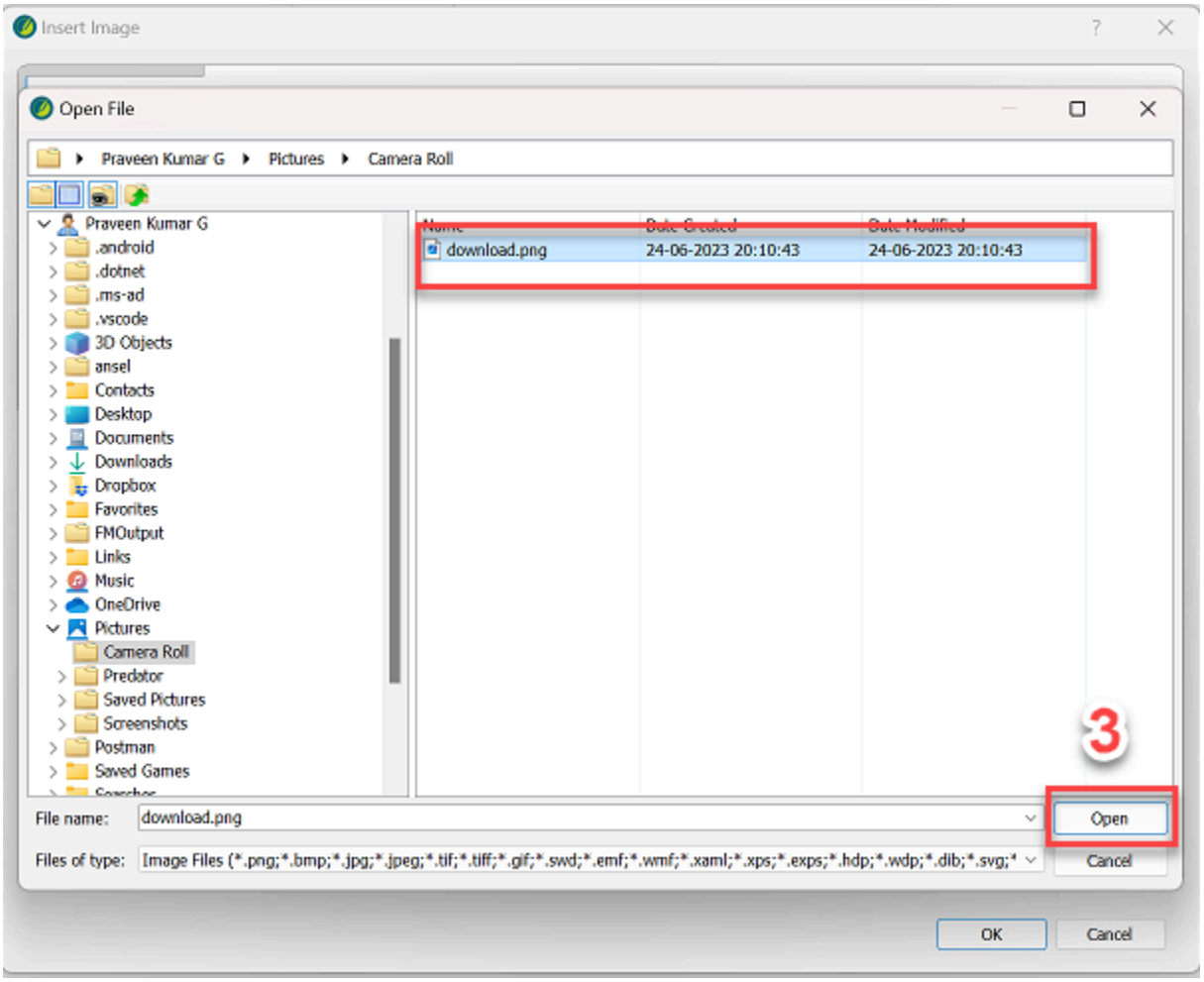
1. Go to **Insert**, click on **Image**.



2. In the **Insert Image** wizard, under the **Select File** section, browse for the location of file.



3. Select the image and click **Open**.



4. Check the preview of the image and click **OK**.

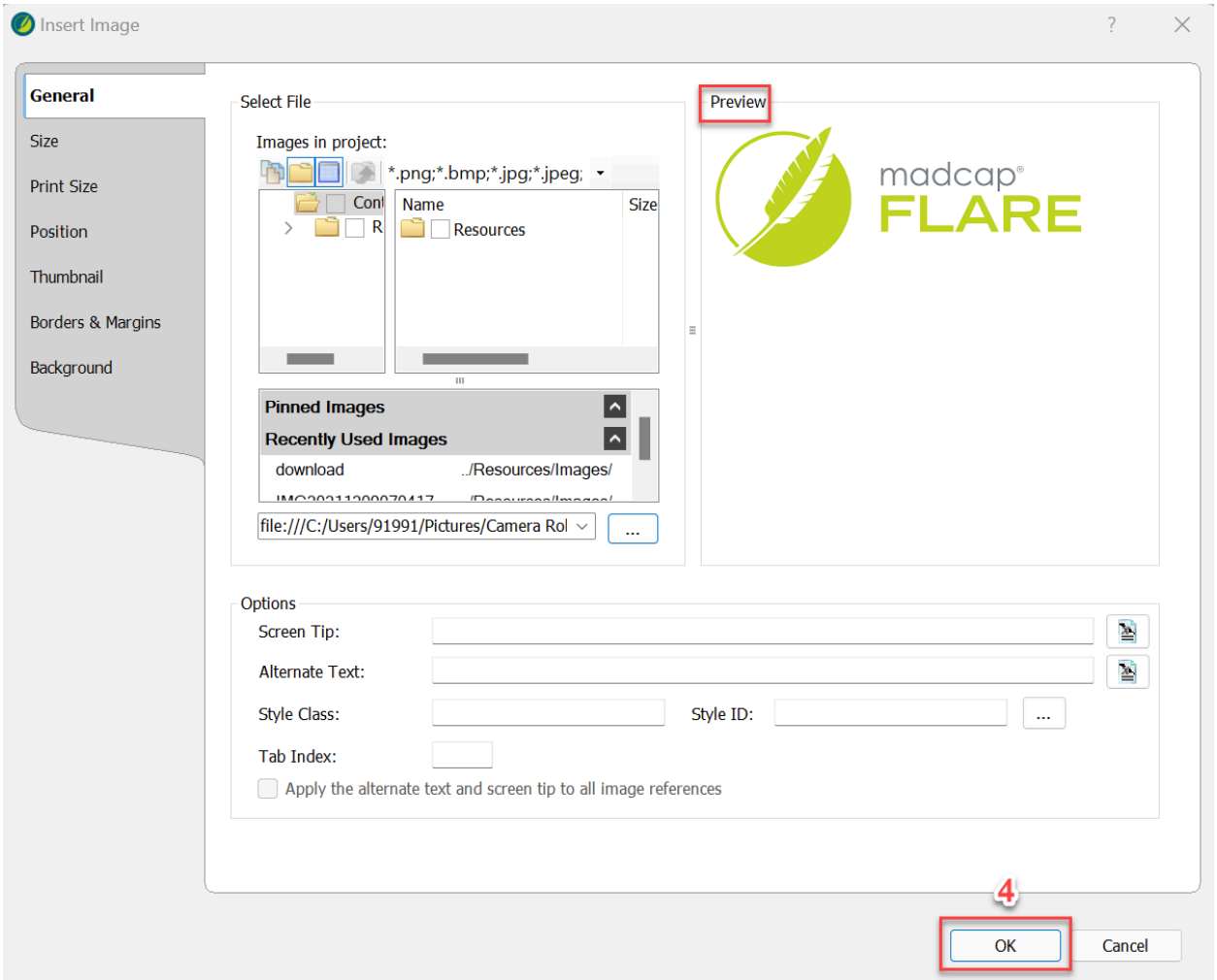


Image is inserted.

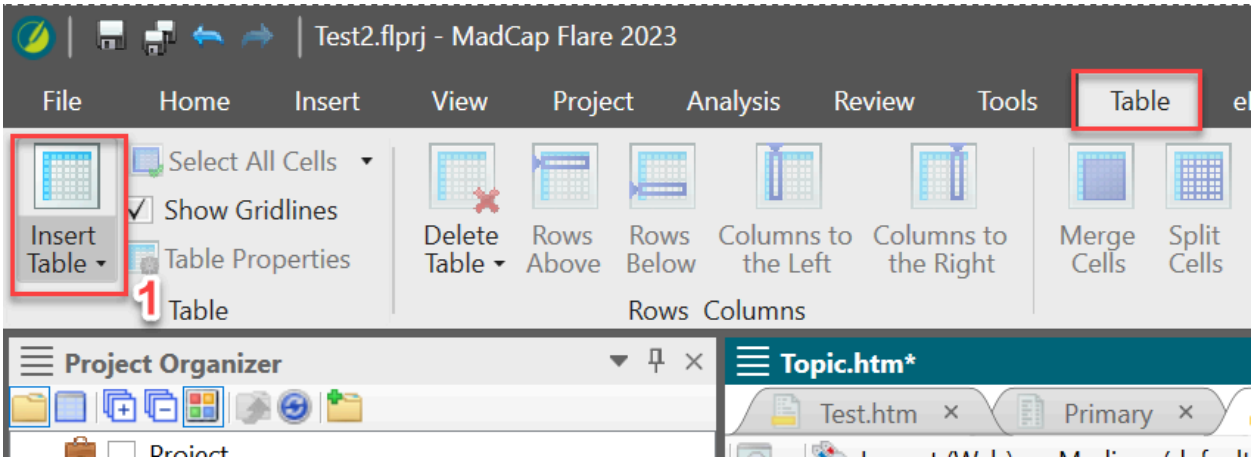
Video tutorial: Insert an image

Insert a table

This feature allows you to insert table with any number of rows and columns.

To insert,

1. Go to **Table**, click on **Insert Table**.



2. In the **Insert Table** wizard, under **Table Size** section, select **Number of columns** and **Number of rows**. Select other attributes as per requirements in the same wizard.

3. Click **OK**.

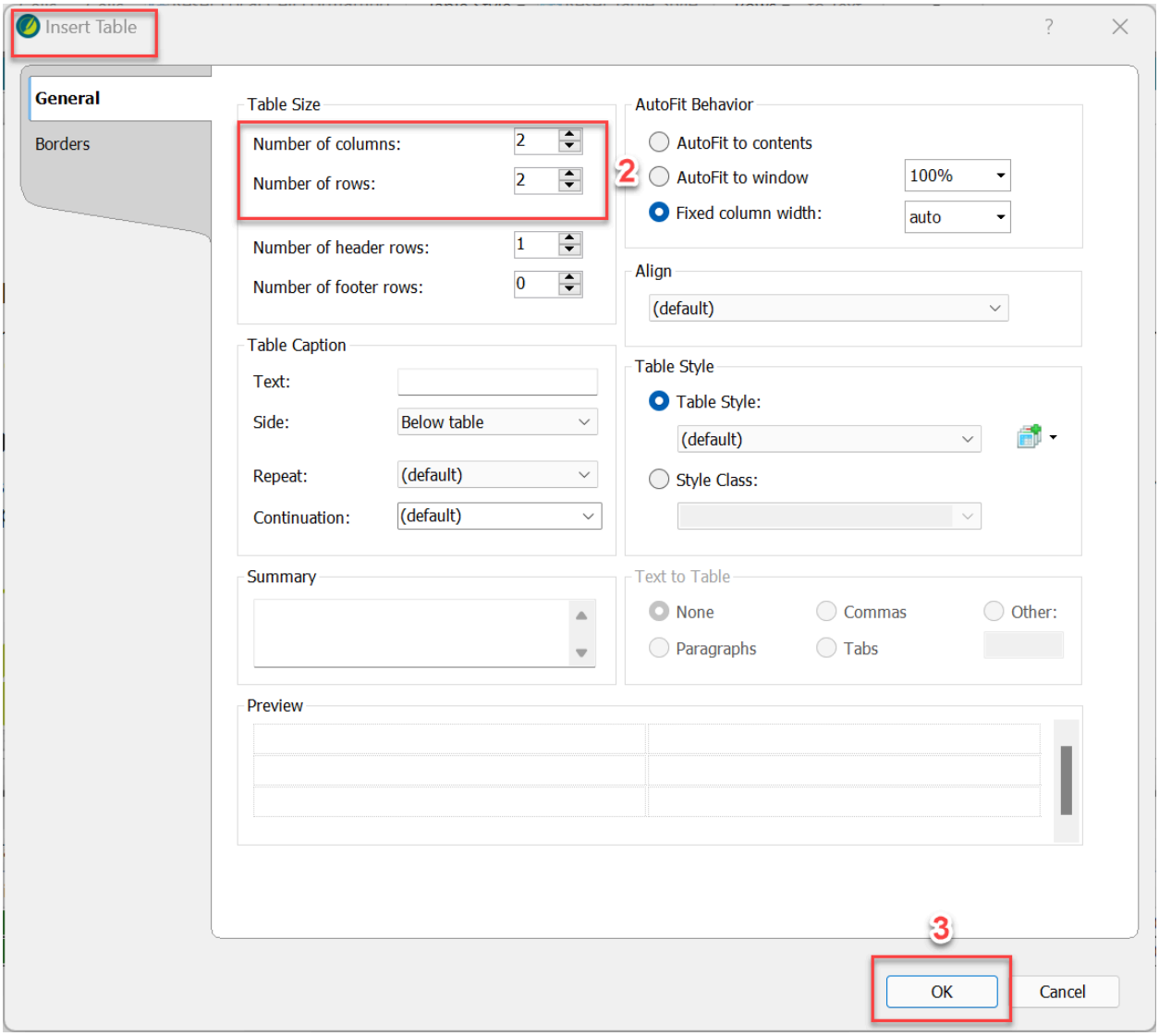


Table is inserted.

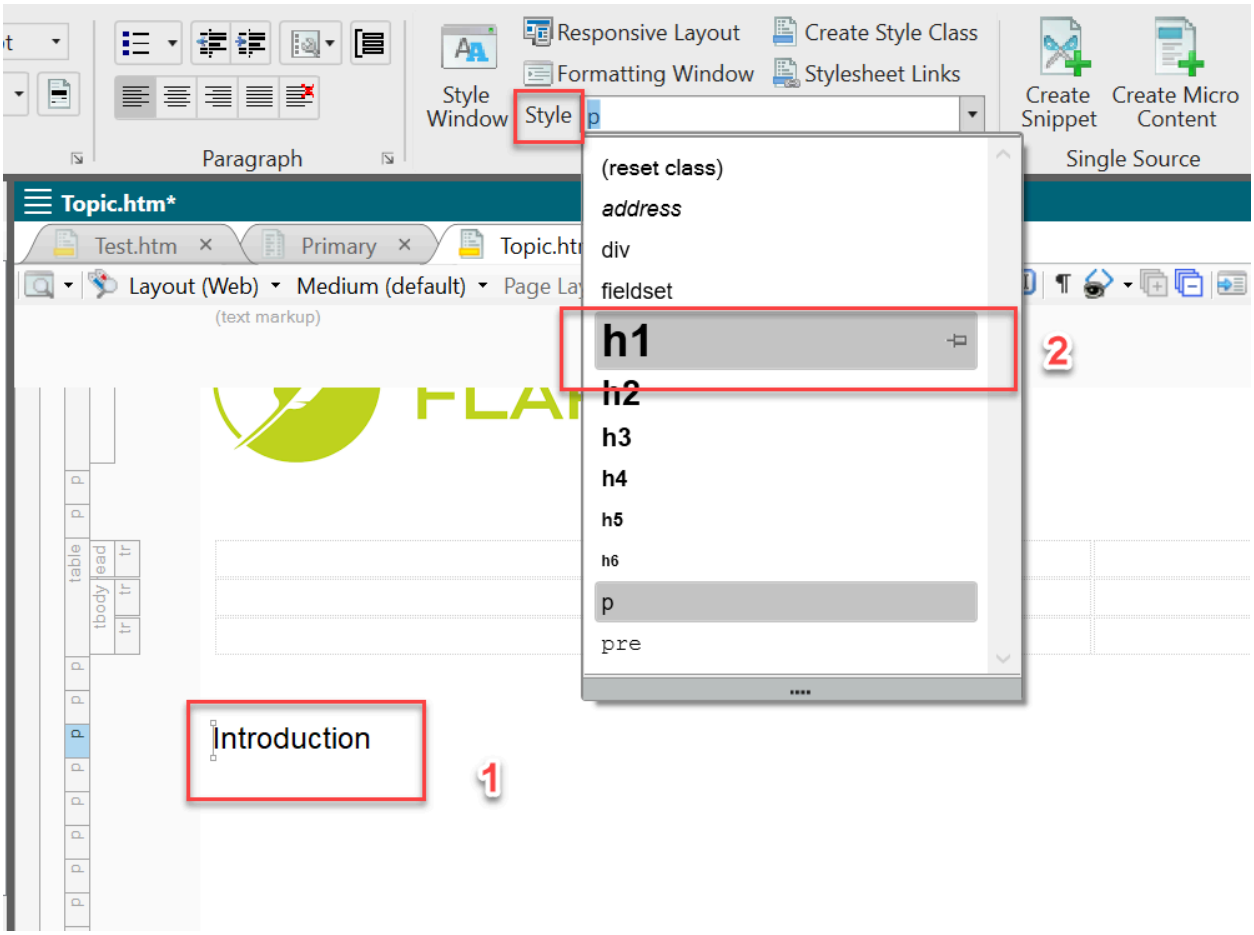
Video tutorial: Insert a table

Apply a style

This feature allows you to apply different styles to your content.

To apply,

1. Place the cursor at the beginning of the content.
2. Go to **Style** under **Home,** select the required style from the dropdown.



Style is applied to the content

Video tutorial: Apply a Style

Chapter 4. Working with Solutions

Chapter 5. Troubleshooting

Chapter 6. Frequently Asked Questions

Chapter 7. Best Practices

Chapter 8. Appendix