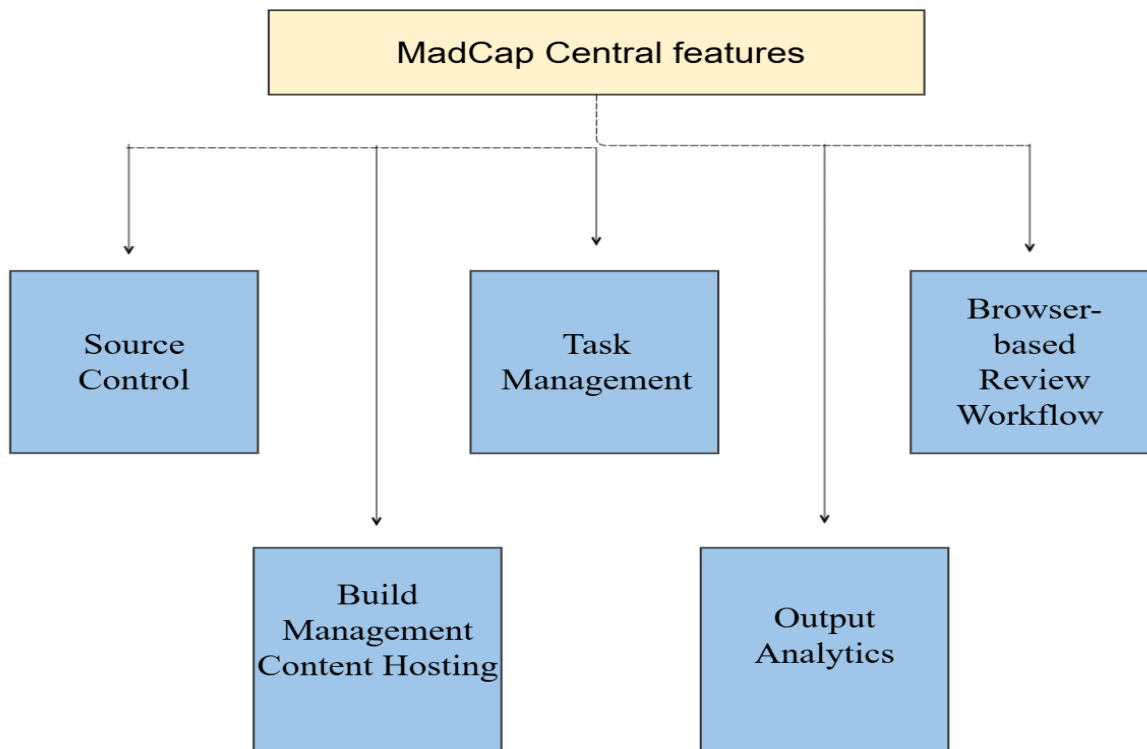# Introduction

Throughout the project, we would be required to obtain feedback and reviews from other people who are working on the project like Subject Matter Experts, who would not be necessarily using Flare. This can be done using Madcap Contributor and MadCap Central. MadCap Contributor is a desktop tool and with MadCap Central, reviews can be done using a lightweight web editor and no software needs to be installed. In this guide, we are going to explain how reviews can be done in MadCap Central.

What is MadCap Central?

Madcap Central is a cloud-based platform that works with Flare. The purpose of Flare is to help track, plan, and manage processes, content, and teams that are responsible for producing documentation. Here are a few of its functions:
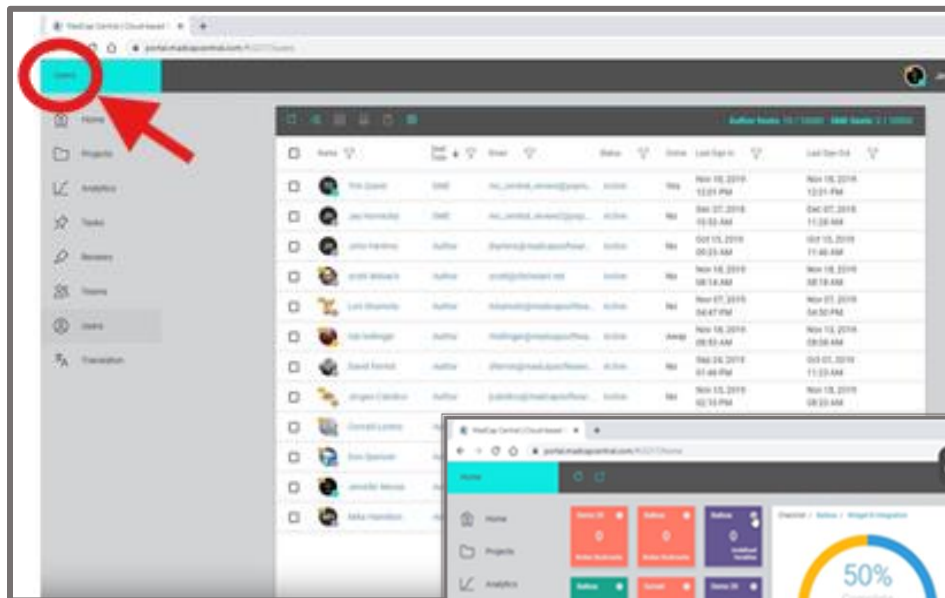
MADCAP CENTRAL – FIRST STEPS

- **Source Control:** Source control is a system that tracks and manages changes to files in a project. Key features like Version tracking, Collaboration, Branching and Merging, Synchronization, etc. allow Flare users to enable source control.

- **Task Management:** Helps writers to keep track of all the tasks that need to be done. Central has integrated a very easy-to-use taskboard that members can use together, including checklists to keep you on track.

- **Browser-based Review Workflow:** Getting subject matter experts involved is often challenging. With Central, SMEs can review source content in a web browser and edit those topics and snippets using a lightweight web editor.

- **Build Management/Content Hosting:** Central can be used as a private staging area for the writers to check work and see how things are going. If the content looks great and needs to be made available to the readers, Central helps to make the content live with a click of a button and has a brandable URL so that it looks like it is coming from a company site even though it is being served up from Central.

- **Translation Management:** Target outputs can be translated into different languages.

- **Output Analytics:** Analytics with Central provide instant valuable insights about the effectiveness of the content. Users are instantly empowered with data that can help improve the content ensuring the users of your documentation are finding what they need.
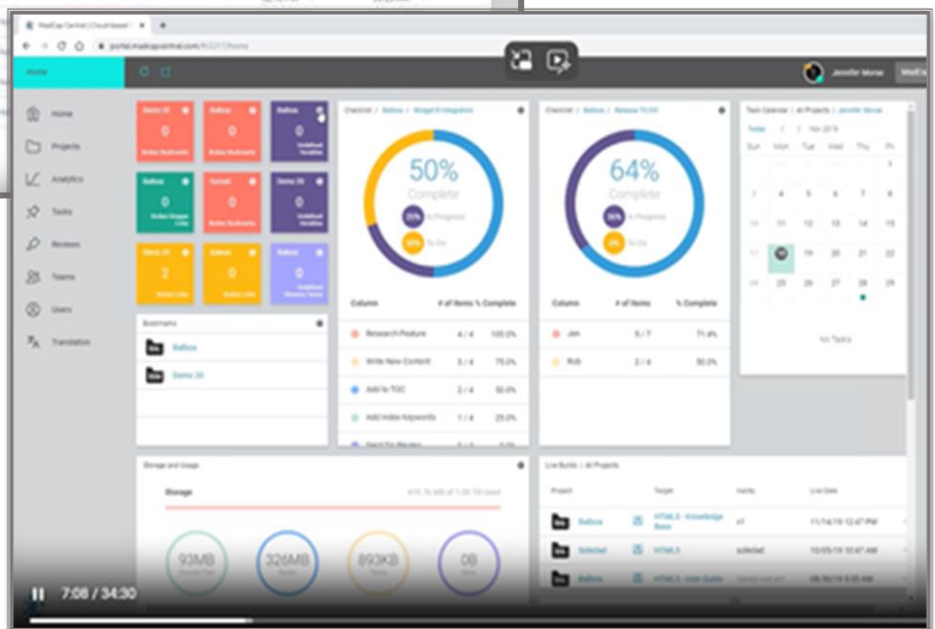
About Topic Reviews using MadCap Contributor or MadCap Central:

After you open the Central Page, you can add a new user by clicking on the "add users" icon on the top left corner of the toolbar. Next, enter their details and send an invitation. You can also choose what kind of seat they are going to take at this stage.

Note: To view the users, click on the "Users" on the left-hand panel of the web browser if you have added any. Here, there are 2 types of user seats, viz Author seats, and
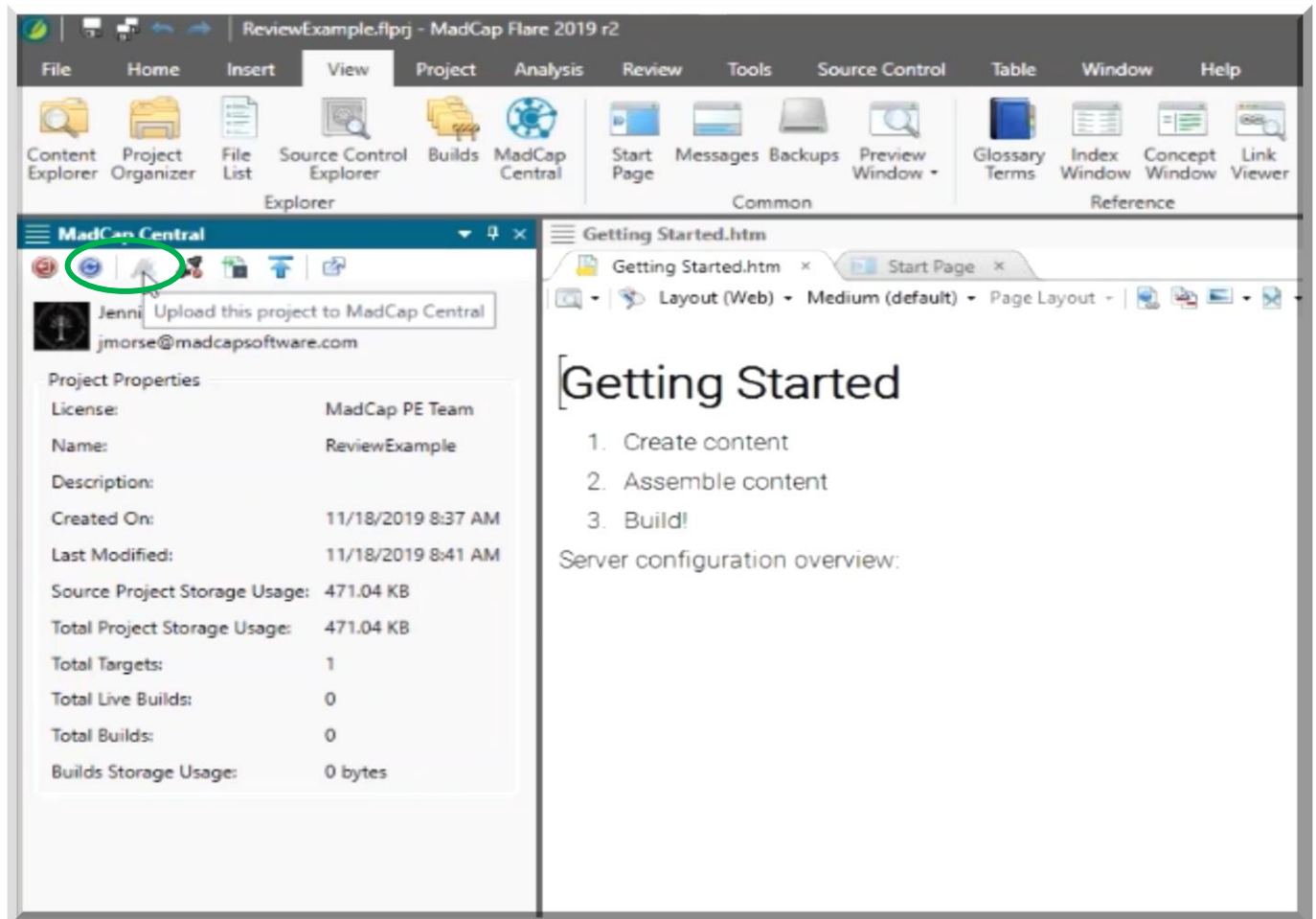
This is what a MadCap Central start page looks like

Note: Flare users are usually seated as the **"Authors"** on the team and the ones who do not use Flare are **"SMEs."** The page-view for SMEs would be slightly different than that of Flare users and they would have access to only the reviews section on the left-hand side.

Sending a Topic for Review:

- Create a project named "**Getting Started**" in Flare.

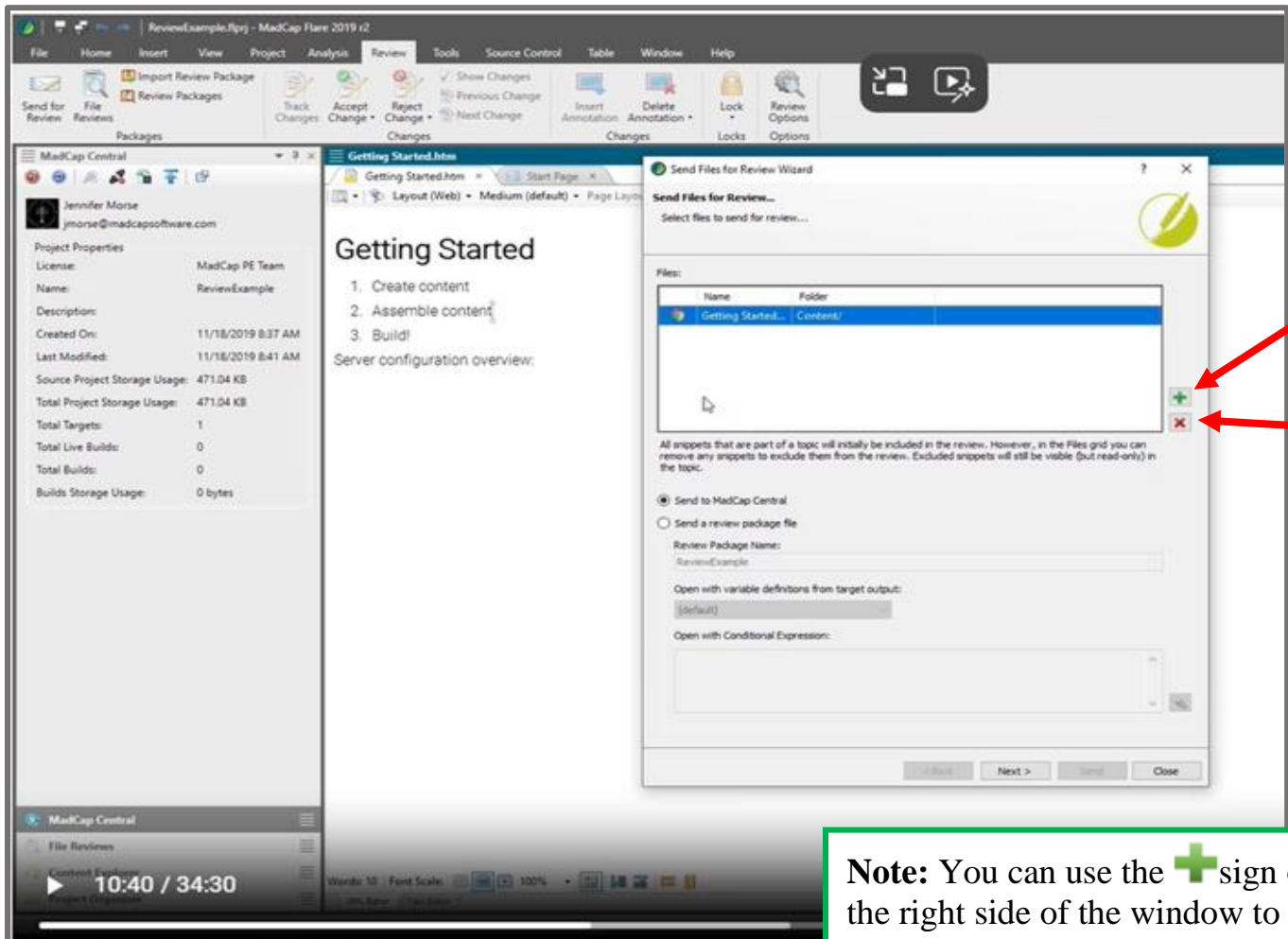Note: If you need to import your project from MadCap Flare, go to

View ribbon >> **MadCap Central**
Click on the tiny icon on the top left of your page that says:

Upload this project to MadCap Central.

MADCAP CENTRAL – FIRST STEPS

- Go to **Review Ribbon** >> double click on **Send for Review**
- **Files** >> **GettingStarted.htm**

Note: You can use the + sign on the right side of the window to add more files.
Also, you can use the **Red Cross** sign next to it to remove any files after selecting.

Note: Snippets added to the project can also be visible on this window. However, you can remove them after selecting but it would still show the snippet content in context for the reviewer.

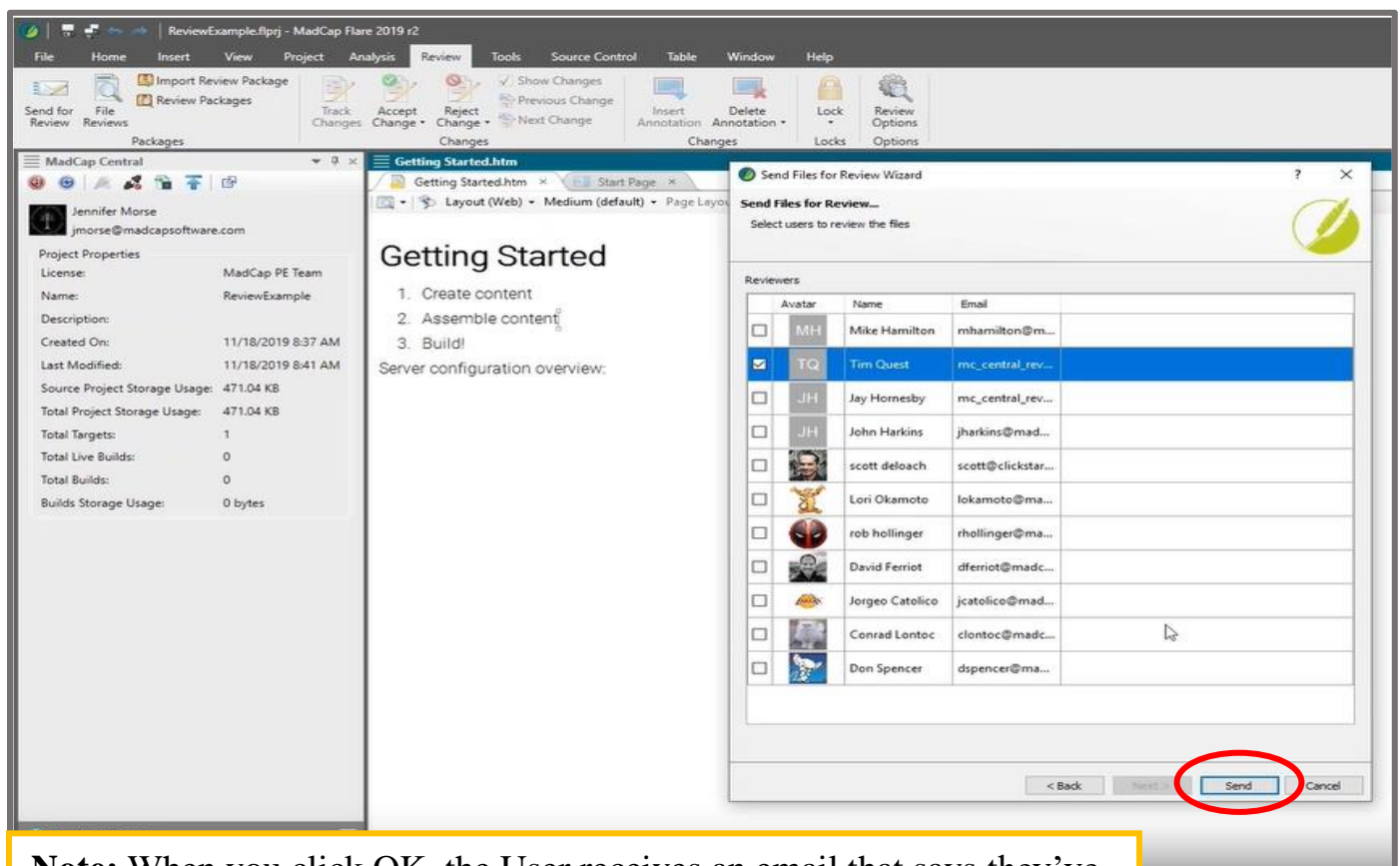This means that they would still be able to view the snippet content, but they won't have an extra file to review

MADCAP CENTRAL – FIRST STEPS

- Send to **MadCap Central** > **Next**

Note: This is the step for telling Flare how this file goes up for review. You can also use the send a review package file option and the package file would be saved into a zip file (which can be emailed OR added to the network drive)
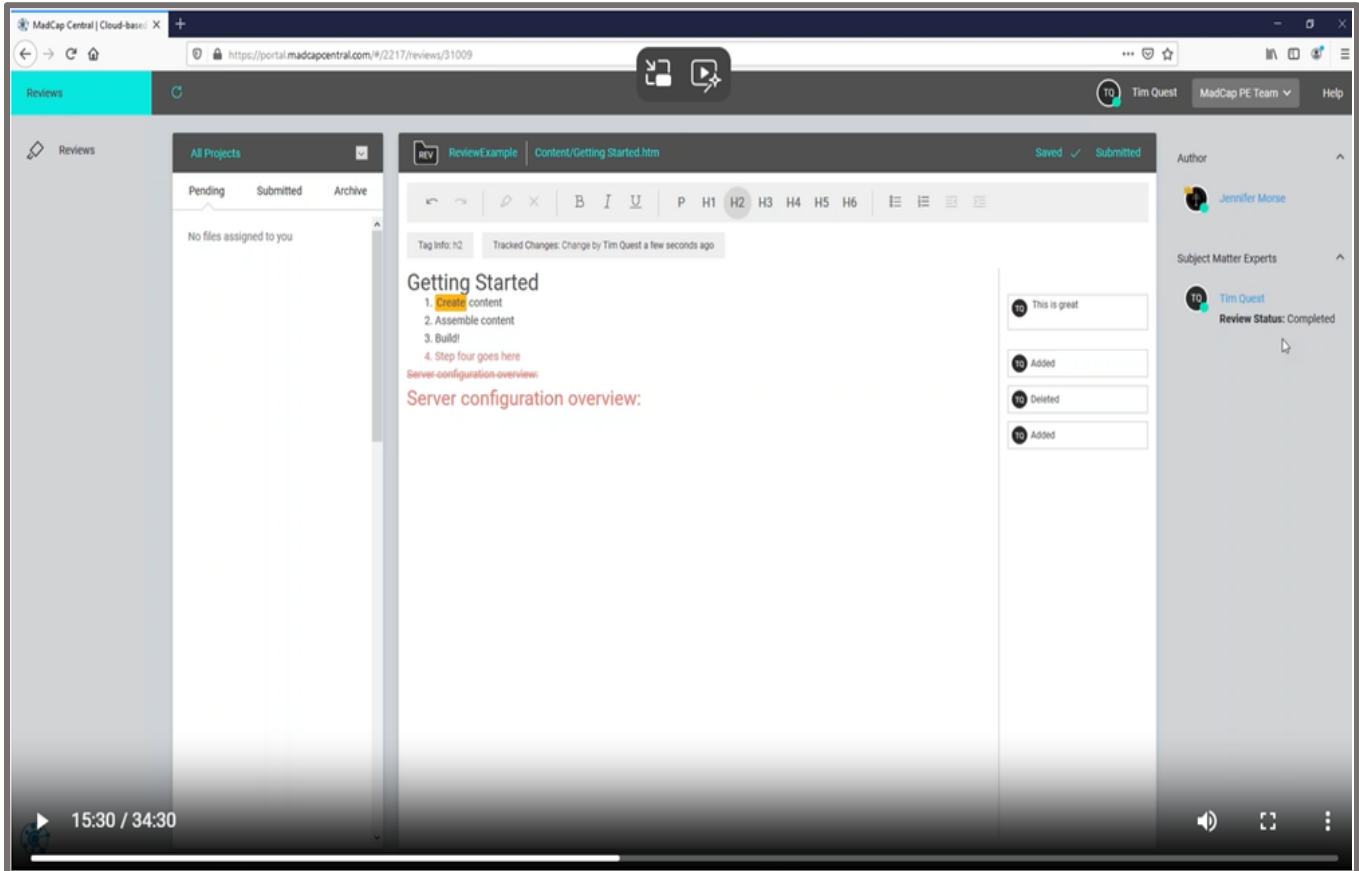
- **Select Users** > **Send**

Note: When you click OK, the User receives an email that says they've got files for review – Click here to open.

All changes made would be documented on the right-hand side of the page like Annotations.

MADCAP CENTRAL – FIRST STEPS

- When the review is done, click **Submit** in the top right corner of the page. And the Review Status goes from **'Open'** to '**Completed.'**
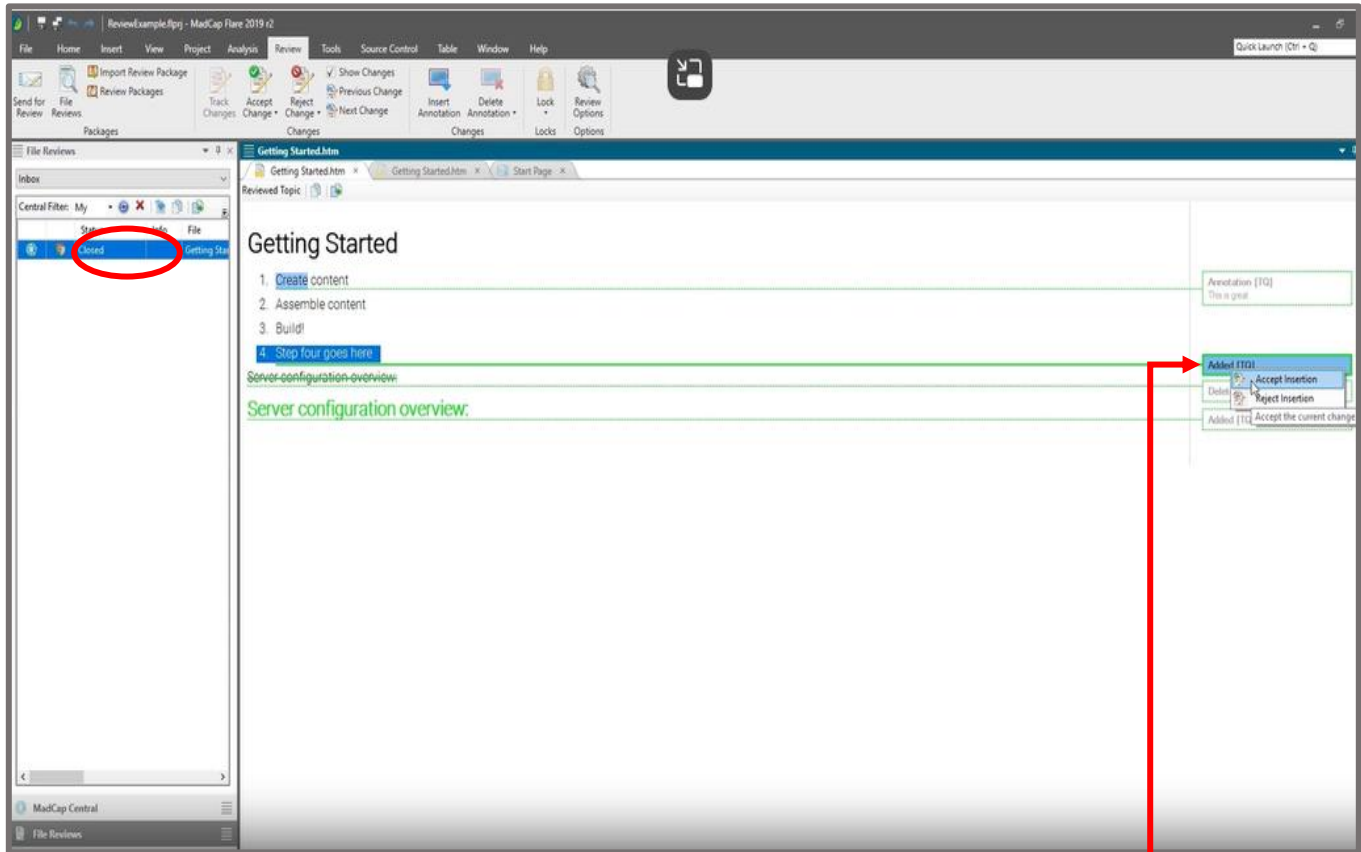

- Go back to **Flare** > **Review** > **File Reviews** > **Reviewed File** > **OK**

Accepting and Rejecting Review Comments

- Double-click on the Reviewed file and a prompt will pop up > Click **OK**

- You can click on the edits and **Accept** or **Reject Insertion**
  OR
  Review (Top Ribbon) > **Accept Change** > **Accept All Changes**
- To hide changes
  Review > **Show Changes** OR **Right Click and Delete**

Note: The file Reviews navigation bar on the left shows the files that are submitted back to us after review.
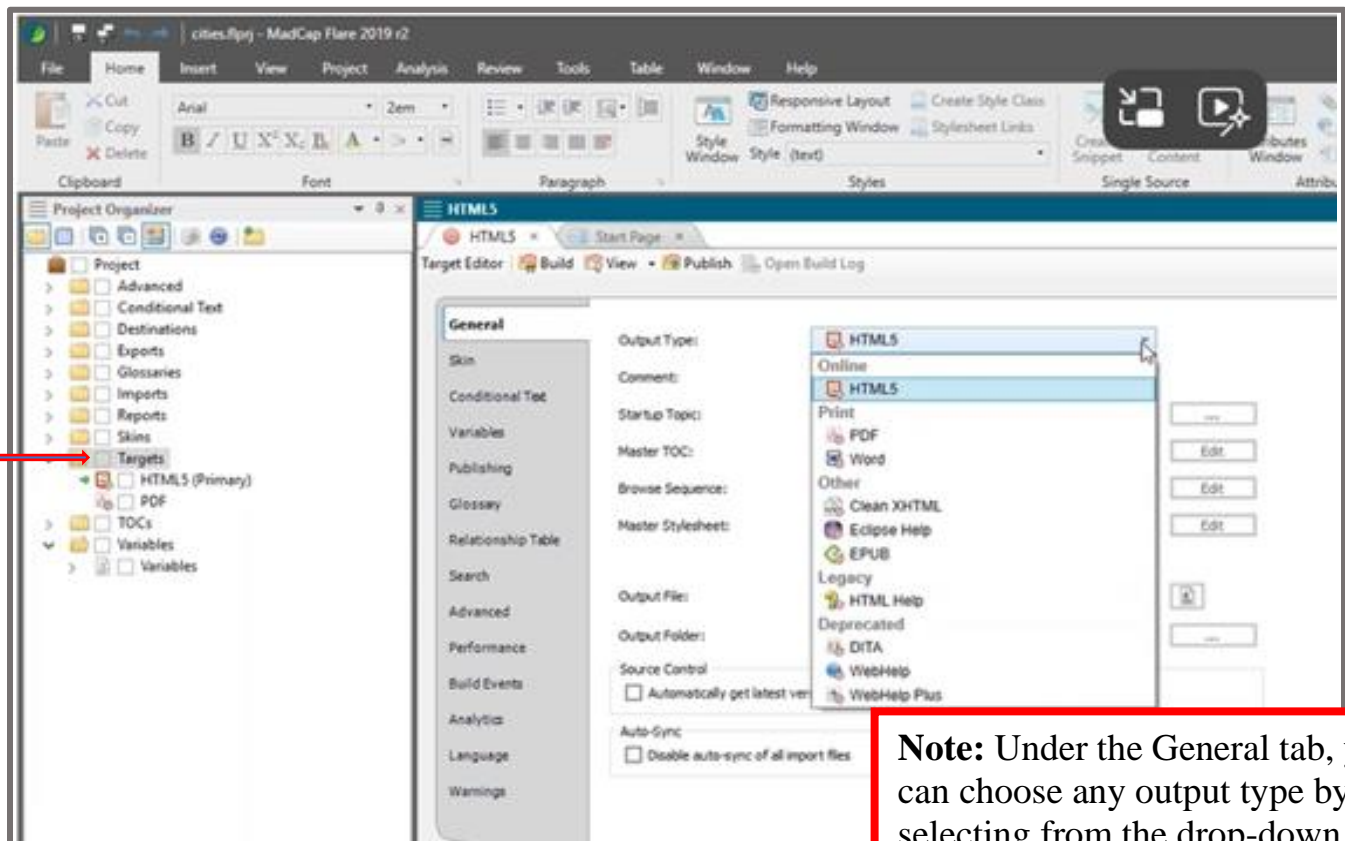
Receiving a Reviewed Topic

- Click on the **Accept file** icon on the toolbar > **Reviewed Topic** > **OK**

Note: You can view it in the Content Explorer.

Setting up Targets

- **Targets** > **HTML5**

Note: To Add a target, go to Project Organizer > Right-click on Targets > Add Targets

Note: Under the General tab, you can choose any output type by selecting from the drop-down menu of 'Output Type.'

MADCAP CENTRAL – FIRST STEPS

- **Startup Topic** > …. > **Home.htm**
- **Master TOC** > **TOC**
- **Skin** > **TopNav**
- **Conditional Text** > **Tags** > **Condition.Draft** > **Exclude**
- **Advanced** > **Master Page** > **Resources/MasterPages/MasterPage** > **Save**

Note: We do not want drafts in any of our final content, hence we are excluding it.

Note: The master page would include all breadcrumbs, if any.

Note: At this point, you can also redefine/re-edit definitions of Variables under the Variable tab & this change would reflect on the target level.
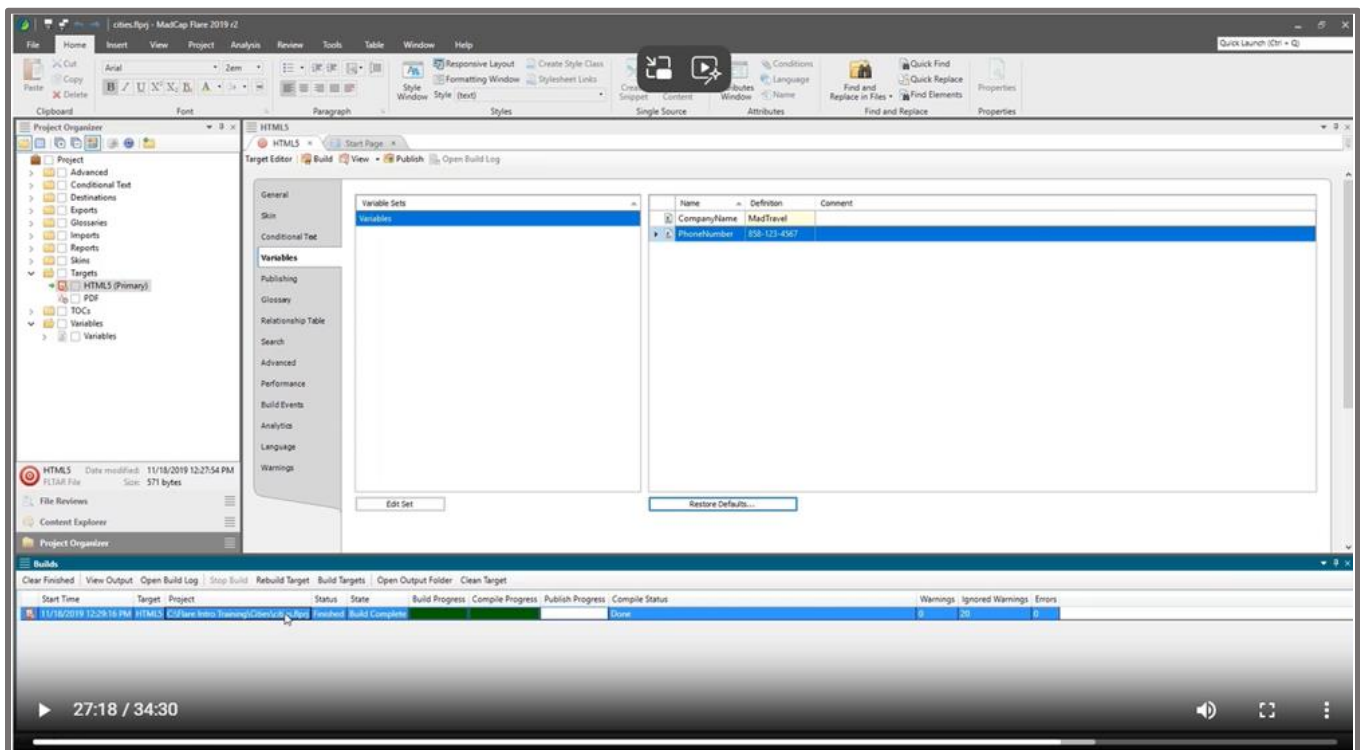
Build Targets

To Build a HTML5 Target:

1. **Project Organizer** > **Targets** > Right-click on **Target** >> **Build 'HTML5'**
   OR
2. **Target Editor toolbar** > **Build** (double click)

After this stage, the **Build window** opens, the progress bar turns from **light green** to **dark green,** and Status shows **'Done.'**

To view the target, double-click on the generated project and it opens.

Now if you want to do the same for **PDFs**:

Project Organizer > **Targets** > Double click on **PDF**
General Tab >

MADCAP CENTRAL – FIRST STEPS

Output type: **PDF**
Master TOC: **TOC**
Master page Layout: **Resources/PageLayouts/PageLayout**
Output File name: **Cities.pdf**
Conditional Text Tab > **Select tag** > **Exclude**
Save changes > **Build**

Note: "Resources/PageLayouts/PageLayout," "TOC," and "Cities.pdf" are just examples given in the tutorial of MadCap Central. You can choose the respective files that you were working on.