WELCOME

Navigation Essentials in Your Print and Web-based Content - TOCs, Indexes, and Glossaries in MadCap Flare

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Agenda

TOCs

- Creating TOCs
- Editing TOC entries
- TOCs for HTML5
- TOCs for Print Based Outputs
- Single Sourcing Considerations
  - Conditions
  - Variables

Glossaries

- Creating Glossaries
- Inserting Glossary Term Links
- Enabling Glossaries in HTML5
- Enabling Glossaries for PDF

Indexes

- Creating Indexes
- 3 Methods for Inserting Indexes
  - Assigning to topics
  - Inserting Keywords into Topics
  - Auto-Indexing
- Creating Index Links
  - See, See Also, Sort As

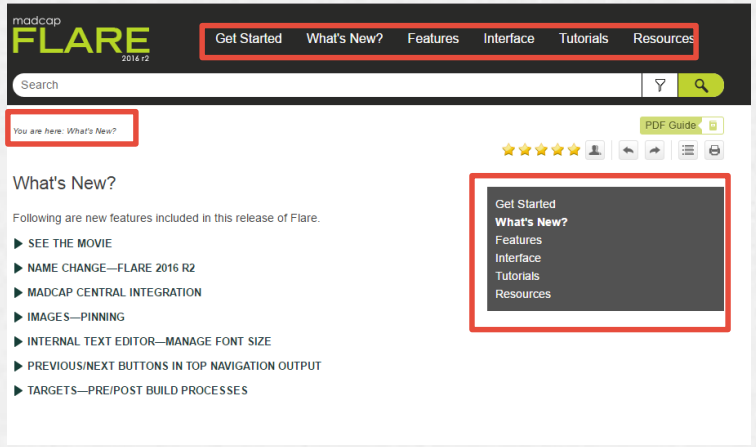
TOC – Table of Contents

"Table of Contents"

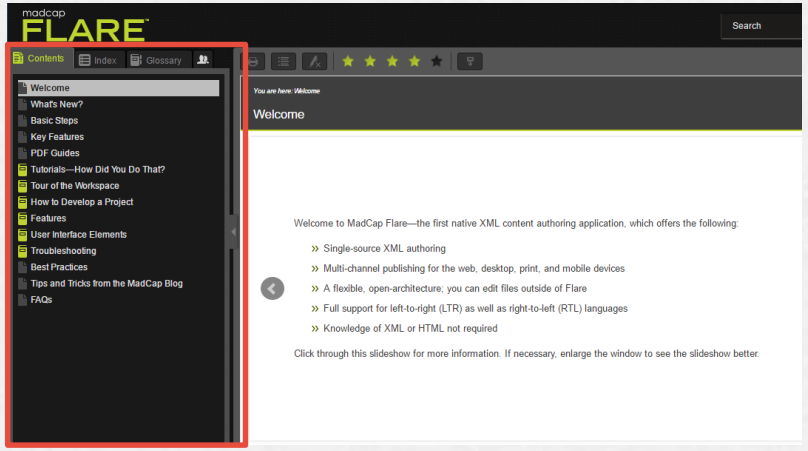
Project Organizer > TOCs

A method that end users can use to find information easily in your output. A TOC in Flare works much like a TOC in a printed book. It provides an outline of contents in your Help system so that end users can easily and quickly navigate to the information they need. You create a table of contents (TOC), adding books, topic links, and links to external files in a structure that you think would be useful for the user.

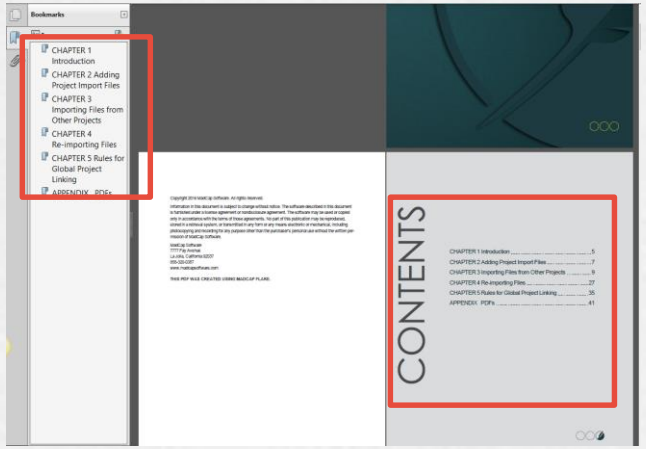
HTML5 Top Nav



HTML5 Tripane



PDF



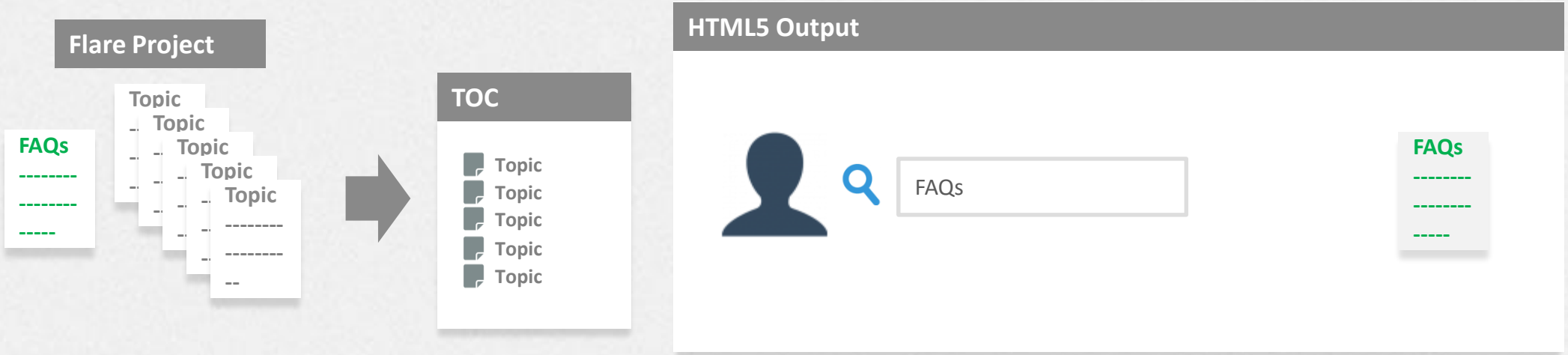
Exclude Content Not Linked Directly or indirectly from the Target

"Excluding Content"

Target > Advanced > Exclude content not linked directly or indirectly from the Target

This means that if the target is using particular files such as a table of contents (TOCs), master page, and so on, other files linked directly or indirectly from them will be part of the output.

Example when this feature is disabled



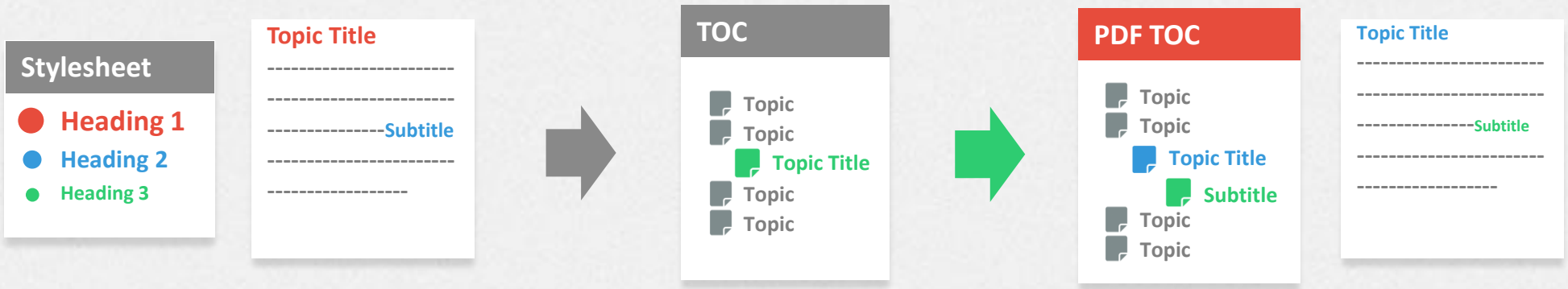
Use TOC Depth for Heading Levels

"TOC Depth Method"

Target > Advanced > "Generated TOC" Section > Use TOC Depth for Heading Levels

If a TOC entry is at the extreme left of the TOC Editor, it will display at the first level of the print TOC; if an entry is indented to the right one level, it will display at the second level; and so on.

Not only will those headings be reflected in the generated TOC in the output, but the corresponding headings will be converted in the main body too (e.g., if a heading becomes an h2 in the TOC, it will become an h2 in the text as well).

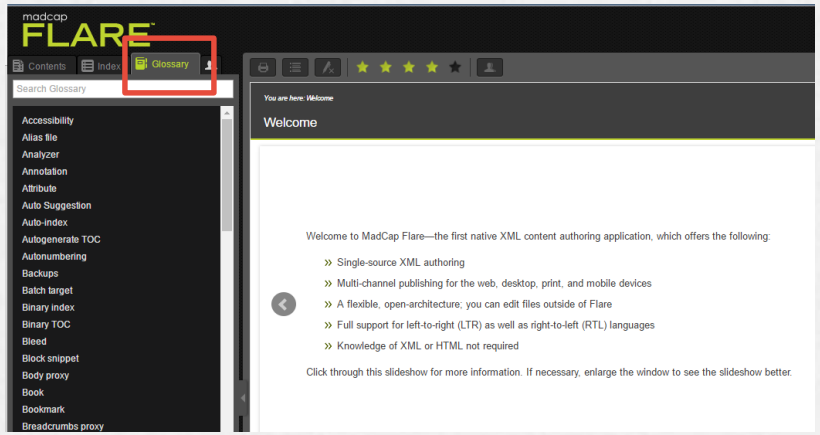


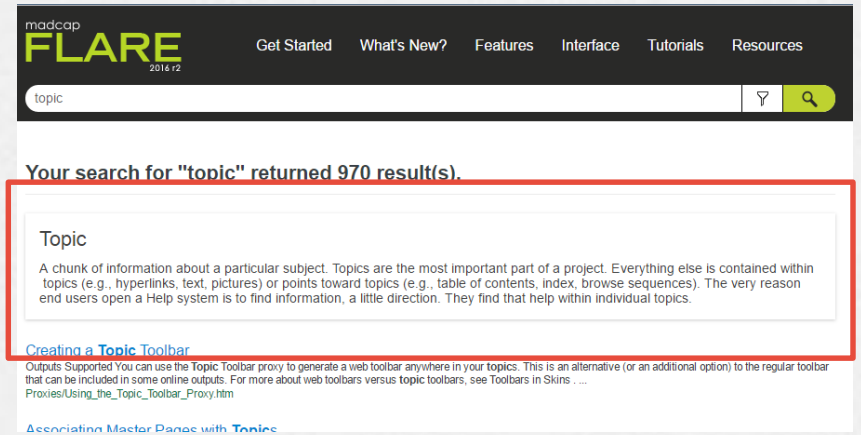
Glossary

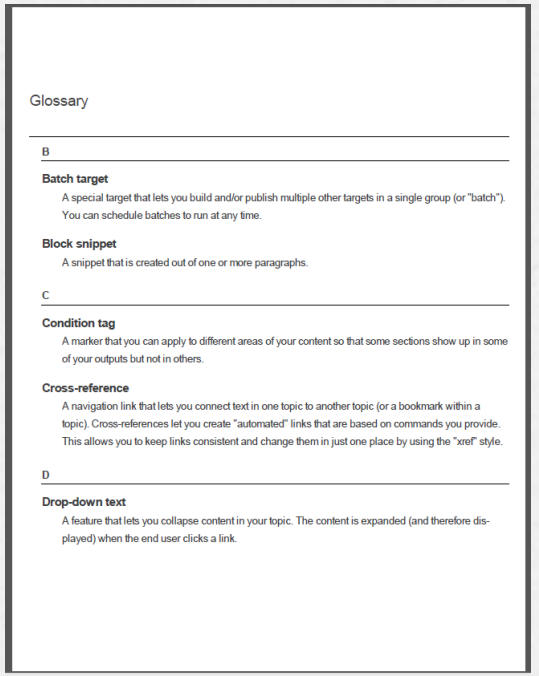
"Glossary"

Project Organizer > Glossaries

A feature that you can add to your output to help users understand the meaning of individual terms.







Glossary

B

Batch target
A special target that lets you build and/or publish multiple other targets in a single group (or "batch"). You can schedule batches to run at any time.

Block snippet
A snippet that is created out of one or more paragraphs.

C

Condition tag
A marker that you can apply to different areas of your content so that some sections show up in some of your outputs but not in others.

Cross-reference
A navigation link that lets you connect text in one topic to another topic (or a bookmark within a topic). Cross-references let you create "automated" links that are based on commands you provide. This allows you to keep links consistent and change them in just one place by using the "xref" style.

D

Drop-down text
A feature that lets you collapse content in your topic. The content is expanded (and therefore displayed) when the end user clicks a link.

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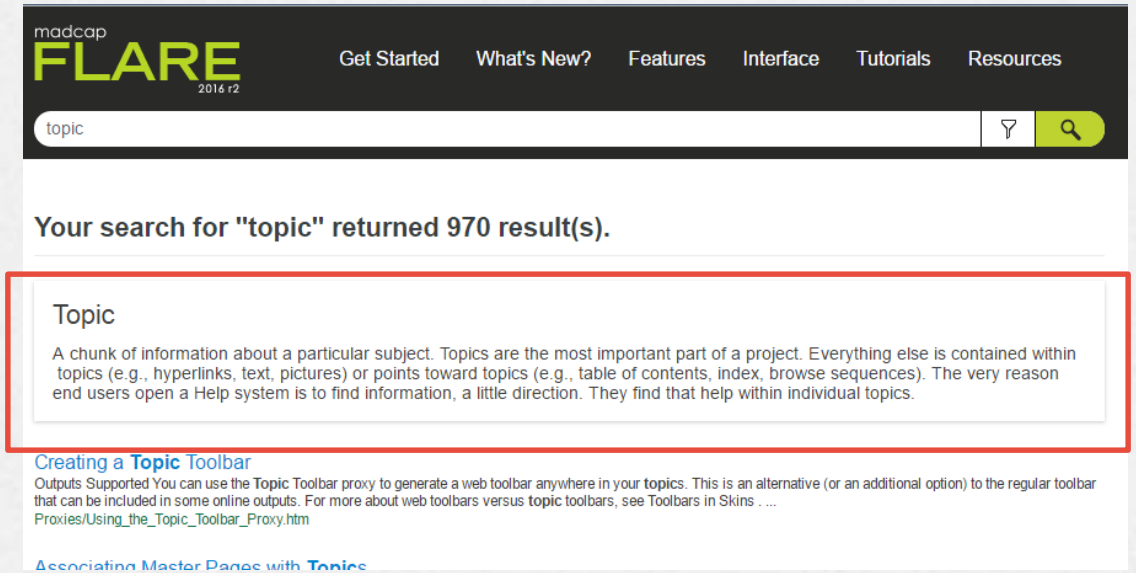
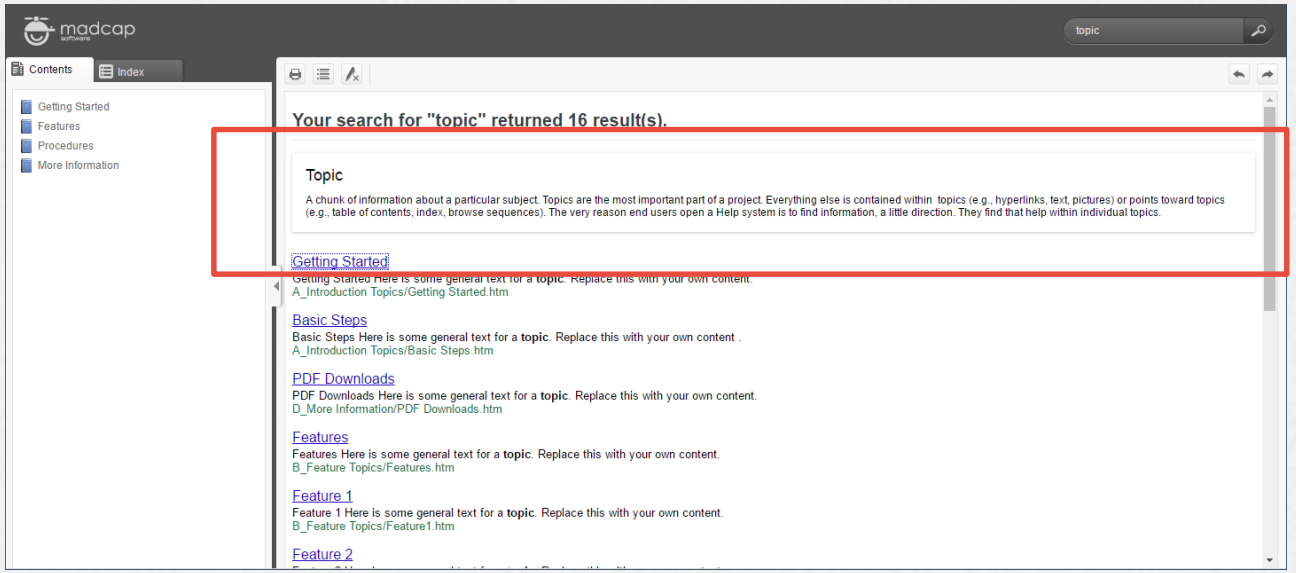
Include Glossary Results

"Glossary Results"

Target Editor > Advanced Tab > Search Optimization Section (At the bottom)

For HTML5 output, search results display glossary terms if they are used as the search text.





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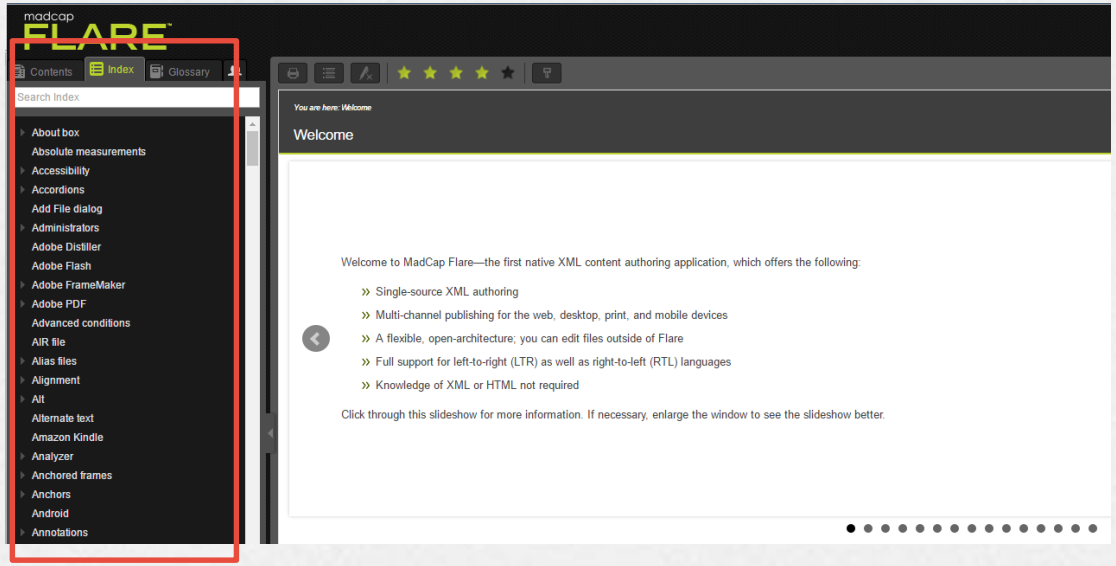
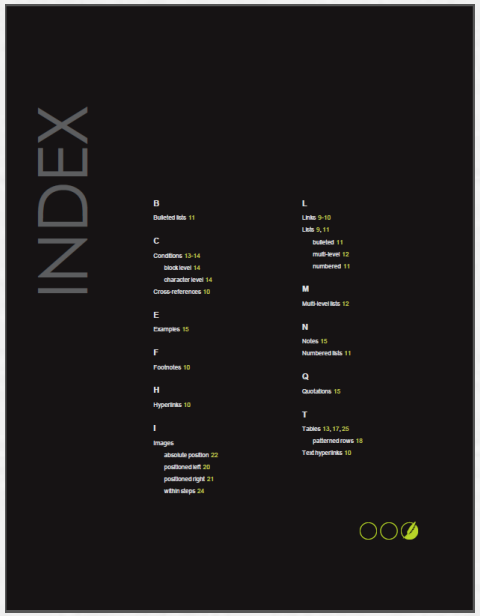
Index

"Index"

View Ribbon > Index Window

A method that end users can use to find information easily in your output. Unlike the search feature, the index is based on keywords that you include in your project manually. That way, when users look for terms in the index, the keywords are linked only to topics that you think are relevant for the user.





Creating Indexes

"About Indexes"

View Ribbon > Index Window

Add Keywords to Index and Assign Topics- Index marker will be applied at beginning of topic

Insert Keywords in individual topics or snippets – Index markers can be placed in the exact location in a topic

- Drag & Drop: Fast but must exist [F9]
- Quick-Term: Fast but not customization on second level [F10]
- Index Pane: Customized words and second phrases but slow
- Index Entry Mode: Fast & Customized but only if working with indexing [local toolbar]

Auto Indexing - Fast but lack of control and flexibility

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