

Analyze This!

*Let Flare help you do your best work**

PRESENTED BY

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Nita Beck Communications

MW

**the director's cut...*

ABOUT ME

- Tech comm business owner
- Flare consultant
- Information architect / tech comm strategist
- **Passionate about**
 - Helping my clients do their best work
 - Supporting the Flare user community (aka the *Flare hive brain*) worldwide

NOT QUITE A CASE STUDY

- Won't show any one Flare project and how analysis helped to improve it
- Rather, will offer some *how-to* and *why* advice
- Analysis of my own projects and several clients' years-old projects
- Ask questions as we go!

WHY ANALYZE A FLARE PROJECT?

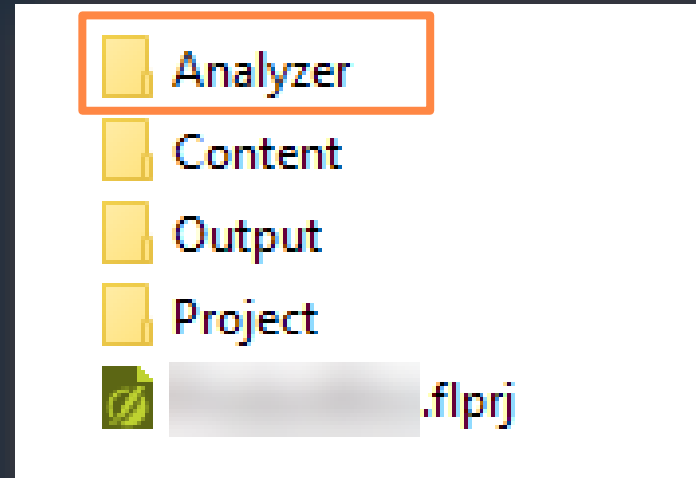
- Professional obligation to be a good steward of your organization's content – “corporate assets”
- Goals include:
 - Improve Flare's performance
 - Promote a project's longevity and extensibility
 - Promote authoring efficiencies
 - Improve the quality of generated output
 - Optimize content for translation

NOT ENOUGH TO GATHER ANALYSIS DATA

- **Act** on Flare's findings to improve your work
- Commit to continuous improvement
 - of your project
 - of your content
- Neglecting project housekeeping can incur costs
- Regularly tending to your project can save costs

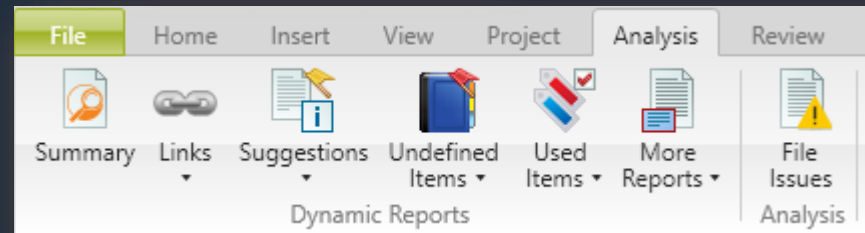
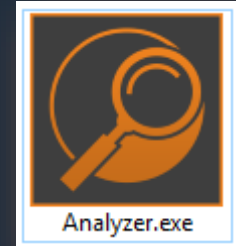
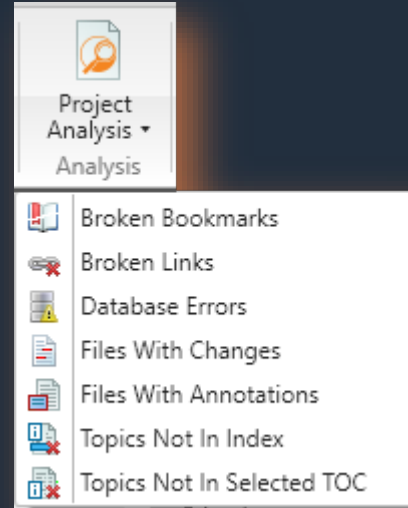
WHERE DOES FLARE STORE ANALYSIS DATA?

- Analyzer folder within the project folder
- Periodically may need to delete this folder, let Flare do a fresh scan

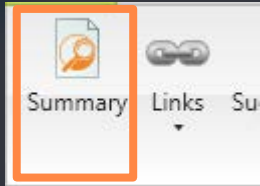


FLARE'S ANALYSIS TOOLS THEN AND NOW

- Prior to Flare 2018 r2
 - Most reports static
 - Just a handful dynamic
 - Needed entirely separate Analyzer program for thorough analyses
- As of Flare 2018 r2
 - All analyses now built-in, all dynamic
 - ... “What does *dynamic* mean?” you may ask...



ANALYSIS > SUMMARY



- Overall health of the project

Project Analysis

Summary

Project:
[Project Name]

Last Scan Date:
2/23/2019 2:53:37 PM

Status:
Up-to-date

Summary:

Category	Issue (double-click to view)	Count	Status
Link	Broken Links	554	
Link	Broken Bookmarks	219	
Link	External Links	209	
Link	Absolute Links	47	
Other	Files With Changes	841	
Other	Files With Annotations	42399	
Link	Topics not in Index	3167	
Link	Topics not in any TOC	5172	
Link	Topics not linked by Map ID	17781	
Duplicate	Duplicate TOC Items	839	
Duplicate	Duplicate Style Formats	120	
Unused	Unused Content Files	2824	
Unused	Unused Variables	1	
Unused	Unused Condition Tags	154	
Unused	Unused CSH IDs	188	

FIRST SIGNS OF TROUBLE...

Link	Broken Links	554
Link	Broken Bookmarks	219

Other	Files With Changes	841
Other	Files With Annotations	42399

Link	Topics not in any TOC	5172
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Unused	Unused Content Files	2824
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UH OH, MORE WORRISOME SCAN DATA...

Undefined	Undefined Variables	19
Undefined	Undefined Condition Tags	1589

Other	Non-XML Topics	5
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Duplicate	Duplicate TOC Items	839
Duplicate	Duplicate Style Formats	120

ANALYSIS > LINKS

- Analysis > Links

Summary Links Suggestion

- Broken Links
- Broken Bookmarks
- External Links
- Absolute Links
- Named Destinations
- Index Keyword Links
- Concept Links

Broken Links

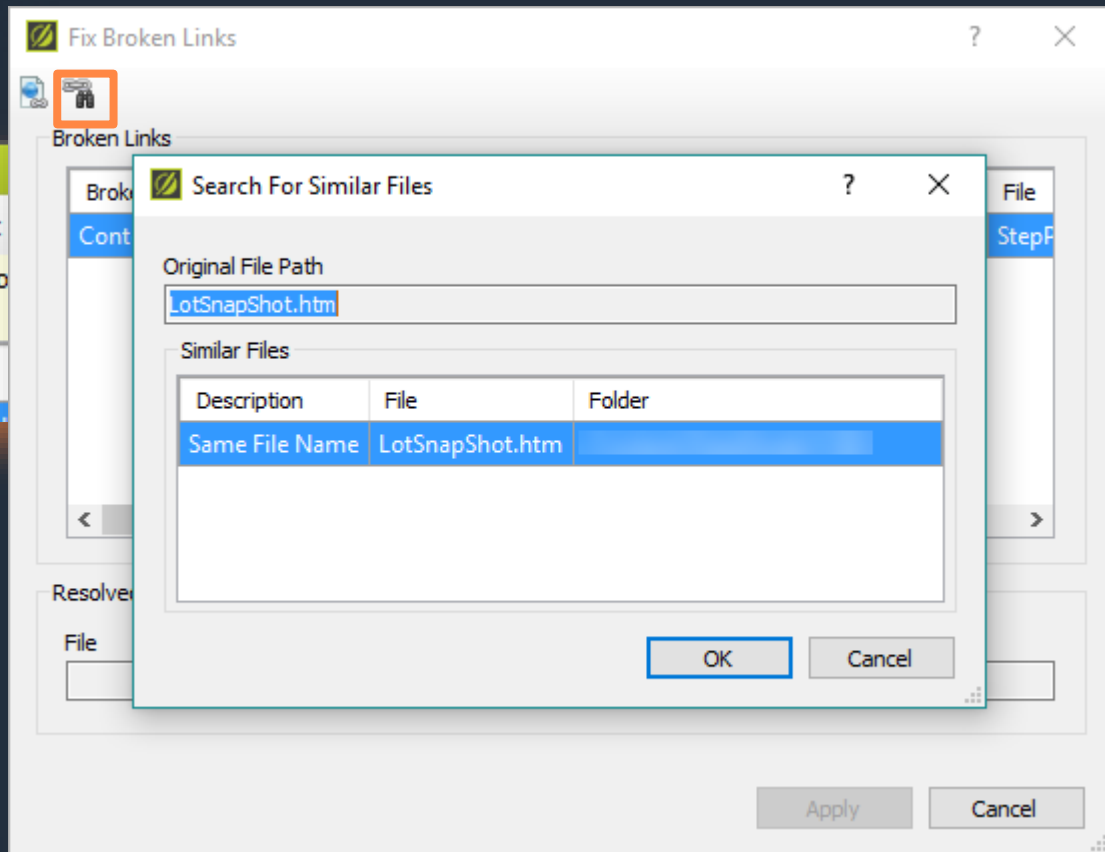
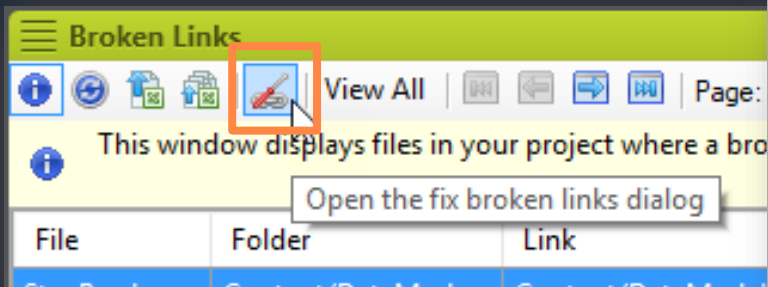
View All Page: 1 of 6

This window displays files in your project where a broken link is located.

File	Folder	Link	Type	Link Text	Link Tag	Extension
StepProduc...			Missing File	LotSnapShot	a	htm
...	Content Dashboard	Content Dashboard Content	Missing File	...	a	htm
...	Content Dashboard	...	Missing File	...	a	htm
...	Content Dashboard	...	Missing File	...	a	htm
...	Content Dashboard	...	Missing File	...	a	htm
...	Content Dashboard	...	Missing File	...	a	htm

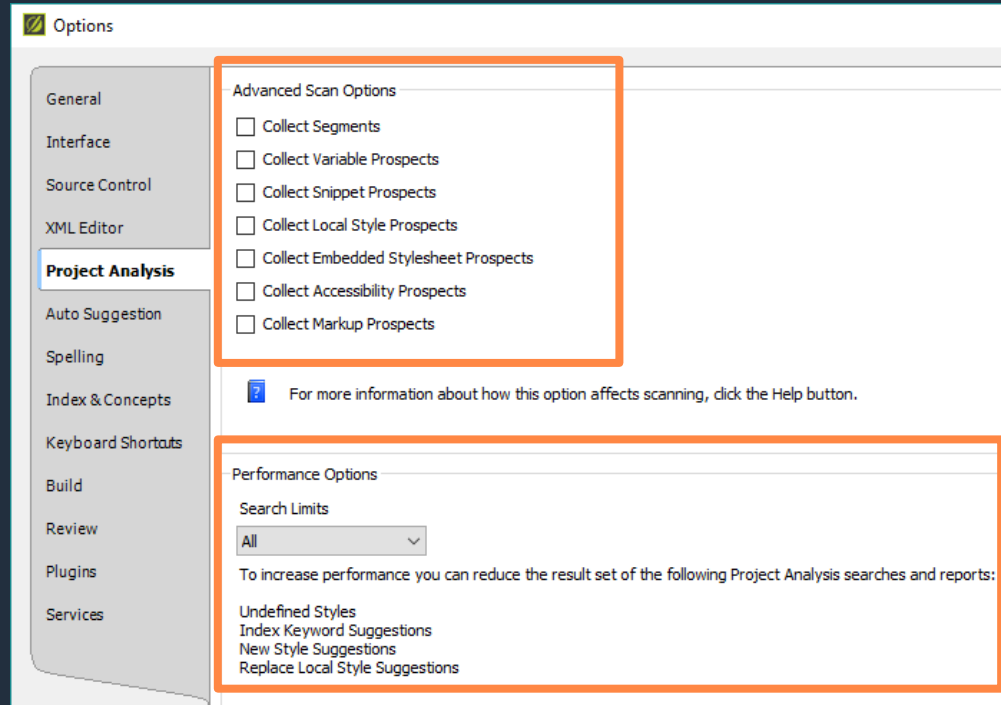
```
<a href=...
```

FLARE TRIES TO HELP YOU FIX THE BROKEN LINK

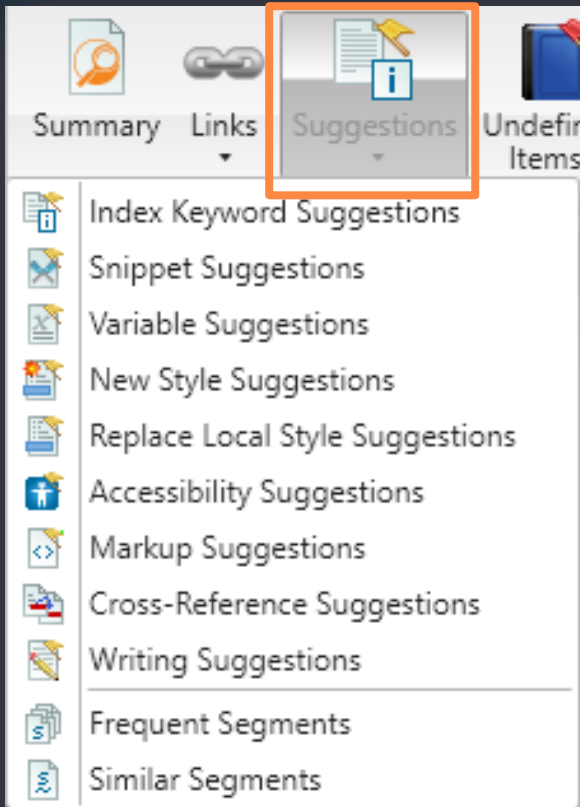


ADVANCED SCAN OPTIONS

- File > Options > Project Analysis
- Set scan option to gather specialized data
- Set search limits for better performance



ANALYSIS > SUGGESTIONS



- Help to improve
 - The quality of your content
 - The efficiency of the Flare project
- Turn on / off specific scan options prior to scanning

ACCESSIBILITY SUGGESTIONS

- Scan option = Collect Accessibility Prospects
- Analysis > Suggestions > Accessibility Suggestions

Accessibility Suggestions

Apply Alt Text Convert to local image map Search Properties... View

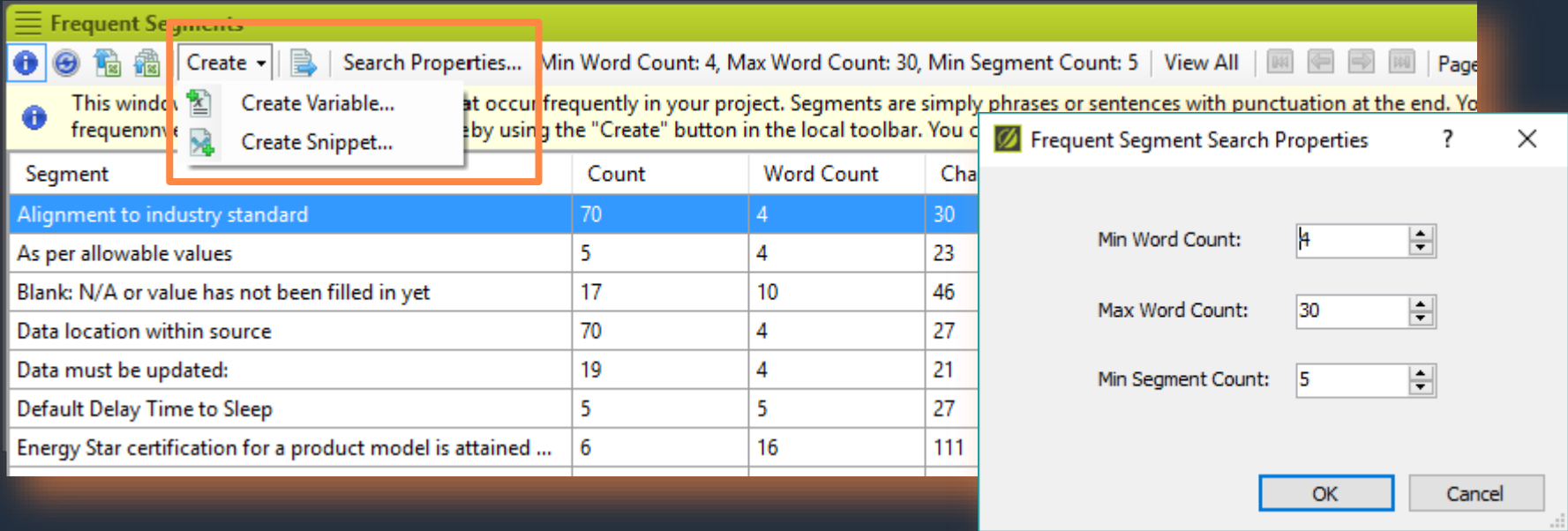
This window displays places in your project where you can make accessibility improvements your documentation can be accessed by people with disabilities (i.e., individuals who have v

Tag	Issue	Context	File
img	Set alt text		Images without alt text
<input checked="" type="checkbox"/>	Equations without alt text		
<input checked="" type="checkbox"/>	QR Codes without alt text		
<input checked="" type="checkbox"/>	Tables missing both a caption and summary		
<input checked="" type="checkbox"/>	Form elements without labels		
<input checked="" type="checkbox"/>	Frame elements missing title and name		
<input checked="" type="checkbox"/>	Tables missing header elements		
<input checked="" type="checkbox"/>	Table captions that are not the first table element		
<input checked="" type="checkbox"/>	Server-side image maps		

OK Cancel

FREQUENT & SIMILAR SEGMENT SUGGESTIONS

- Scan option = Collect Segments
- Analysis > Suggestions > Frequent Segments, Similar Segments



The screenshot displays the 'Frequent Segments' tool interface. The main window shows a table of segments with columns for Segment, Count, Word Count, and Character Count. A context menu is open over the table, highlighting the 'Create' button. A dialog box titled 'Frequent Segment Search Properties' is also visible, showing settings for Min Word Count (4), Max Word Count (30), and Min Segment Count (5).

Segment	Count	Word Count	Char
Alignment to industry standard	70	4	30
As per allowable values	5	4	23
Blank: N/A or value has not been filled in yet	17	10	46
Data location within source	70	4	27
Data must be updated:	19	4	21
Default Delay Time to Sleep	5	5	27
Energy Star certification for a product model is attained ...	6	16	111

Frequent Segment Search Properties

Min Word Count: 4

Max Word Count: 30

Min Segment Count: 5

OK Cancel

BONUS SLIDE! – SNIPPET SUGGESTIONS

- Scan option = Collect Snippet Prospects
- Analysis > Suggestions > Snippet Suggestions

“This window displays content that matches existing snippets in your project. You can quickly convert these occurrences to snippets. Select the rows you want to convert, and click the “Apply” button.”

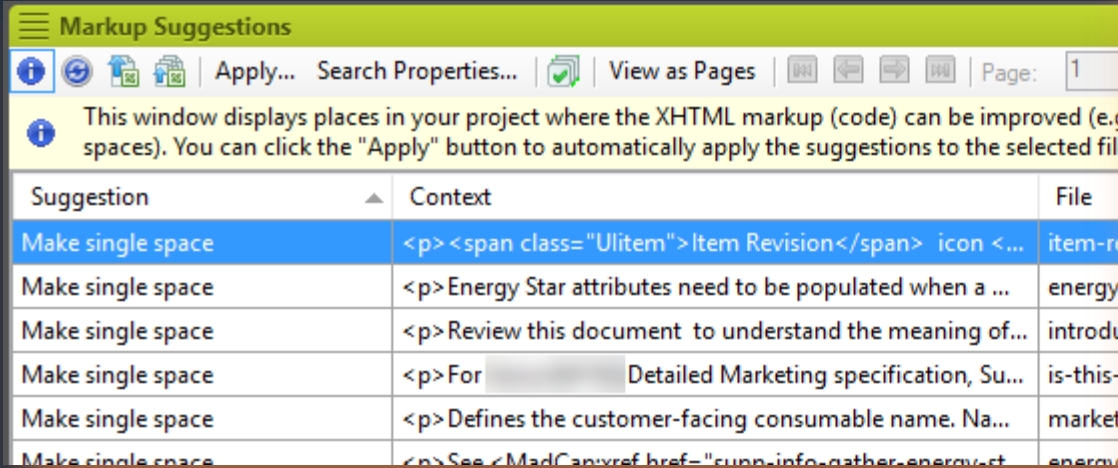
BONUS SLIDE! – VARIABLE SUGGESTIONS

- Scan option = Collect Variable Prospects
- Analysis > Suggestions > Variable Suggestions

“This window displays content that matches existing variables in your project. You can quickly convert these occurrences to variables. Select the rows you want to convert, and click the “Apply” button.”

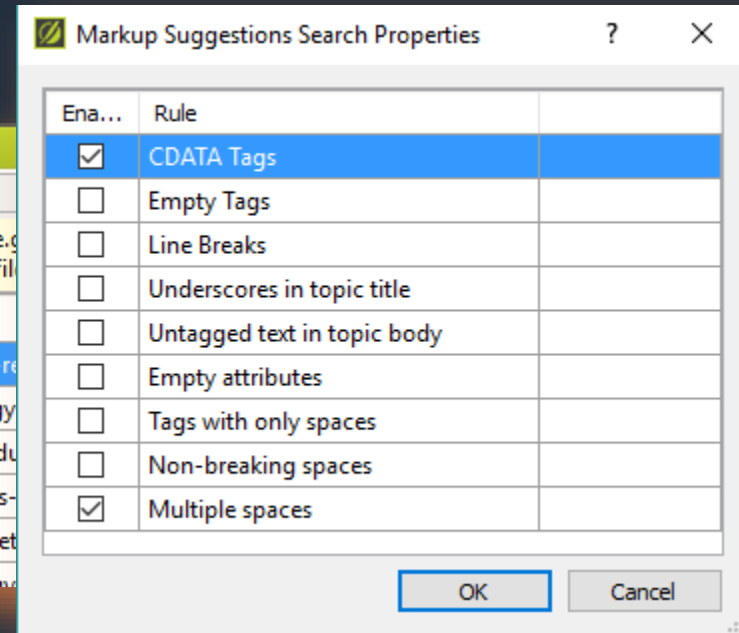
MARKUP SUGGESTIONS

- Scan option = Collect Markup Prospects
- Analysis > Suggestions > Markup Suggestions



The screenshot shows the 'Markup Suggestions' window with a toolbar and a table of suggestions. The toolbar includes buttons for 'Apply...', 'Search Properties...', 'View as Pages', and 'Page: 1'. A yellow information banner at the top states: 'This window displays places in your project where the XHTML markup (code) can be improved (e.g. spaces). You can click the "Apply" button to automatically apply the suggestions to the selected file.' The table below lists several suggestions, all of which are 'Make single space'.

Suggestion	Context	File
Make single space	<p>Item Revision icon <...>	item-r
Make single space	<p>Energy Star attributes need to be populated when a ...>	energy
Make single space	<p>Review this document to understand the meaning of...>	introdu
Make single space	<p>For [redacted] Detailed Marketing specification, Su...>	is-this-
Make single space	<p>Defines the customer-facing consumable name. Na...>	market
Make single space	<p>See <MadCan>ref href="cupp-info-gather-energy-ct">	energ



LOCAL (INLINE) STYLE SUGGESTIONS

- Scan option = Collect Local Style Prospects
- Analysis > Suggestions > Replace Local Style Suggestions, New Style Suggestions

New Style Suggestions

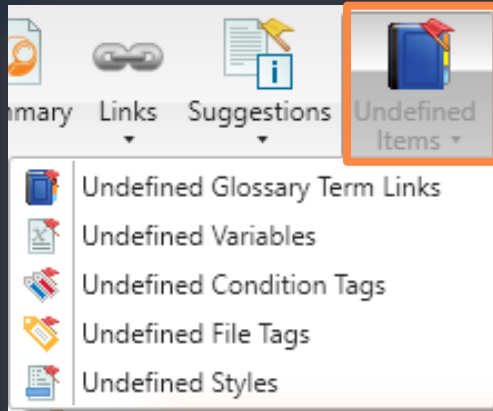
New Style Suggestions x Replace Local Style Suggestions x

Create Style... View as Pages Page: 1 of 1

This window displays places in your project where you have used local formatting. You can convert these instances of formatting to new styles. Select the row that you want to convert, and click the "Create Style" button.

Selector	Properties	File	Folder
img	max-width: 8.5in;max-height: auto;	decoration-frame-green.flshp	Content/
img	max-width: 8.5in;max-height: auto;	decoration-frame-orange.flshp	Content/
img	max-width: 8.5in;max-height: auto;	decoration-frame-purple.flshp	Content/
img	visibility: visible;mso-wrap-style: square;border-to...	UPC-and-ITF-bar-code-character...	Content/
li	line-height: normal;text-align: left;font-size: 11pt;	notice-to-reviewers-on-title-page...	Content/

ANALYSIS > UNDEFINED ITEMS

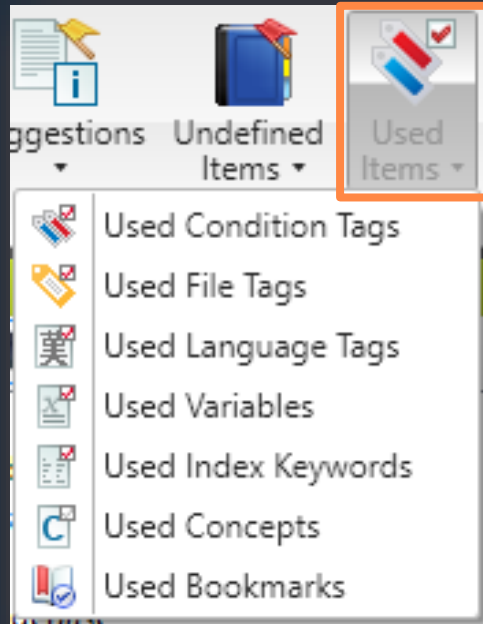


- Undefined glossary term link, variables, condition tags, file tags, undefined styles

A screenshot of the 'Undefined Styles' window in MadCap Flare. The window title is 'Undefined Styles'. It contains a toolbar with icons for information, refresh, save, print, and other actions. Below the toolbar is a message: 'This window displays a list of all files where you have style classes applied to content, but those styles have not been defined. This might occur, for example, if you have created a new style class and applied it to a paragraph in a topic. Later, you remove that style class from the style sheet.' Below the message is a table with columns: Selector, File, Title, Folder, and an empty column.

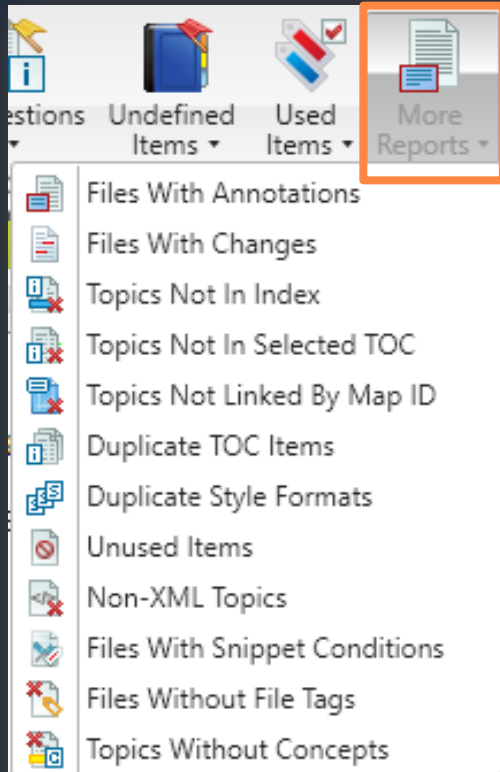
Selector	File	Title	Folder	
MadCap\xref.ParTextOnly	setting-up-a-third-party-vendor-subC-final-...		Content/C	
MadCap\xref.ParTextOnly	adding-a-model-family-series-subA-add-mo...		Content/C	
MadCap\xref.ParTextOnly	approving-a-new-fpli-request-subB-complet...		Content/C	
MadCap\xref.ParTextOnly	approving-a-new-fpli-request-subC-map-FP...		Content/C	
MadCap\xref.ParTextOnly	emission-f2p-rest-purchase-subA-verify-th...		Content/C	

ANALYSIS > USED ITEMS



- Used condition tags, file tags, language tags, variables, index keywords, concepts, bookmarks
- My favorites
 - ????????

ANALYSIS > MORE REPORTS



- Especially useful for finding **problems**
- My favorites
 - Files with annotations, changes
 - Duplicate TOC items
 - Duplicate style formats
 - Topics without concepts

FILES WITH ANNOTATIONS, FILES WITH CHANGES

- Analysis > More Reports > Files with Annotations, Files with Changes

The image shows two overlapping screenshots of software reports. The top report is titled 'Files With Annotations' and the bottom report is titled 'Files With Changes'. Both reports have a header bar with a menu icon, a refresh icon, a download icon, a 'View All' button, and a page navigation control. The page navigation control in both reports is highlighted with a red box and shows 'Page: 1 of 424' for the top report and 'Page: 1 of 131' for the bottom report. Below the header bar is a yellow information bar with an 'i' icon and text. The main content is a table with columns for File, Title, Folder, Text, Change, Initials, Creator, and Editor/Timestamp. The top report table has columns: File, Title, Folder, Text, Initials, Creator, Editor. The bottom report table has columns: File, Title, Folder, Change, Initials, Creator, Timestamp.

Files With Annotations

Page: 1 of 424

This window displays all annotations in your project. You can double-click a row to open the topic.

File	Title	Folder	Text	Initials	Creator	Editor
Product.htm			retrofit in 6.06 ...	LV	LVDH	LVDH
			bug 106397 to ...	GD	GDB	GDB

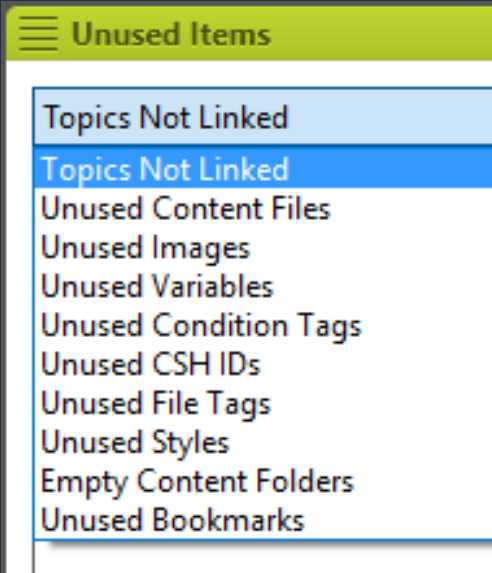
Files With Changes

Page: 1 of 131

This window displays all topics in your project that contain tracked changes. You can double-click a row to open the topic.

File	Title	Folder	Change	Initials	Creator	Timestamp
		Content/	AddChange	MD	mdp	1/31/2017 6:2
		Content/	RemoveChange	MD	mdp	1/31/2017 6:2
		Content/	AddChange	MD	mdp	1/31/2017 6:2
		Content/	AddChange	MD	mdp	1/31/2017 6:2
		Content/	ReplaceChange	MD	mdp	1/31/2017 8:2

ANALYSIS > MORE REPORTS > UNUSED ITEMS



- Especially useful for finding **problems**
 - Topics not linked (aka not used by any target)
 - Unused content files, images, variables, condition tags, CSH IDs, file tags, styles
 - Empty folders
 - Unused bookmarks

EXPORTING TO EXCEL

- For the entire list, first click **View All**
- To export the entire list, click **Export the data to a CSV file**
- To export selected rows, click **Export the selected data to a CSV file**

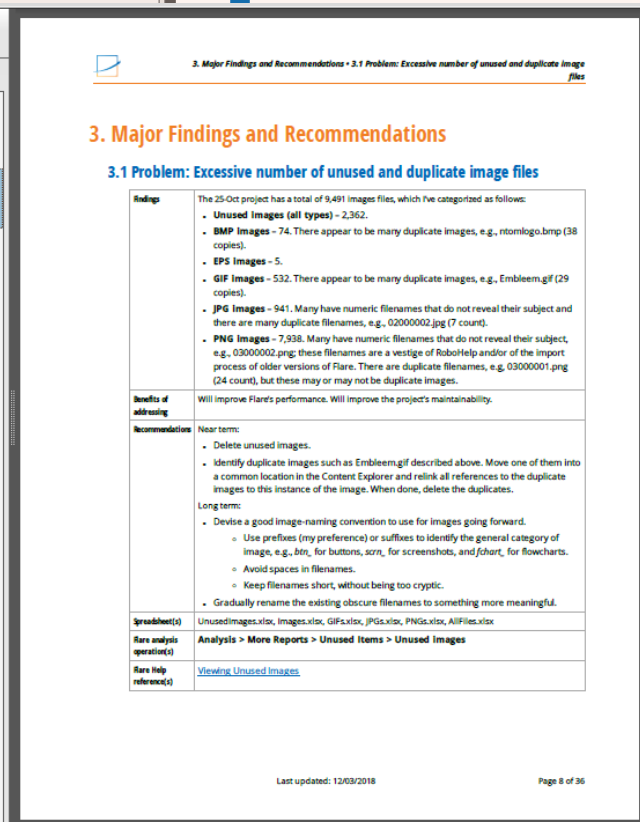
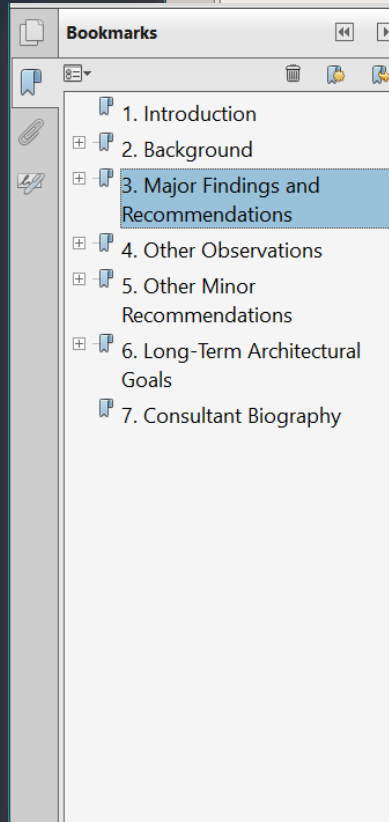
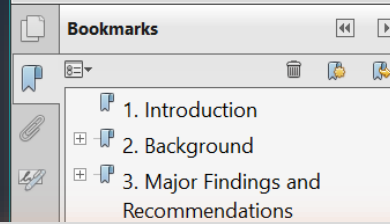


The screenshot shows a window titled "Unused Items" with a sub-header "Unused Images". The window contains a toolbar with several icons, including a "View All" button which is highlighted with an orange box. Below the toolbar is a message: "This window displays a list of all images that have been added to your project but have not yet been used in any topics or other files. You can double-click a row to open the image." Below the message is a table with three columns: "Condition...", "File", and "Folder". The table lists three items: "datamodelOverview.png", "p2.png", and "image16.gif". The first row is highlighted in blue.

Condition...	File	Folder
<input type="checkbox"/>	datamodelOverview.png	
<input type="checkbox"/>	p2.png	
<input type="checkbox"/>	image16.gif	

A CLIENT'S WISDOM

- Knew something was very wrong, but where to begin?
- Flare's analysis
 - More than 50 spreadsheets
- My expert recommendations
 - Detailed written report





Final questions?

Thank you!

Catch up with me in the Flare Slack community,
the MadCap user forums, and
the Flare group on LinkedIn.

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MW