

# 10 Tips Every Flare User Should Know

PRESENTED BY

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# INTRODUCTION



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# TIPS WE WILL COVER TODAY

1. Close all documents
2. Disable auto-reload
3. Customize auto-suggestion
4. Hide styles
5. Show All Images as Thumbnails
6. Locate in Explorer / TOC
7. View Links
8. Creating Macros
9. Pinning Styles, Snippets, and Variables
10. Using File List and TOC Grid View



# FLARE DEMO

The remainder of the presentation at MadWorld was Flare Demo. The remaining slides are included for post-conference reference



## TIP 1: CLOSE ALL DOCUMENTS

**Problem:** Lots of tabs are open. Want to close them quickly

**Solution:** Right-click any tab, and select **Close All Documents Except this One**



## TIP 2: DISABLE AUTO-RELOAD

**Problem:** Tons of tabs re-open when I open my Flare project

**Solution:** **File > Options.** On **General** tab, **uncheck Auto-Reload Documents**



## TIP 3: CUSTOMIZE AUTO-SUGGESTION

**Problem:** Auto Suggestion window pops up when I don't want it to

**Solution:** Open **File > Options > Auto Suggestion** to customize settings



## TIP 4: HIDE RARELY-USED STYLES

**Problem:** Your style selector is littered with styles you need in your stylesheet but don't use when authoring

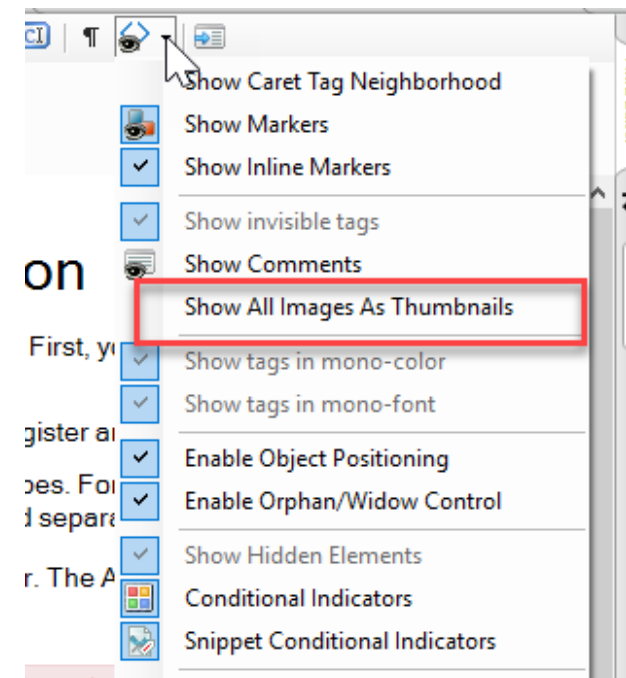
**Solution:** In the stylesheet, set the mc-hidden value to hidden for styles you don't want to show



# TIP 5: SHOW ALL IMAGES AS THUMBNAILS

**Problem:** The images in my topics make it difficult for me to see the flow of the text when editing

**Solution:** Show All Images As Thumbnails in XML Editor local toolbar.



## TIP 6: LOCATE IN EXPLORER / LOCATE IN TOC

**Problem:** It takes me forever to find where my topic file is in my Content Explorer or where it's use in my TOC(s)

### **Solution:**

- Right-click the TOC entry or topic tab and select **Locate in Explorer**
- Right-click the topic file or topic tan and select **Locate in TOC**



## TIP 7: VIEW LINKS

**Problem:** I don't know if / where this file is used in my project

**Solution:** Right-click the file in the Content Explorer, and select **View Links**

See [https://help.madcapsoftware.com/flare2018r2/Content/Flare/Folders-Files/Viewing\\_File\\_Links.htm](https://help.madcapsoftware.com/flare2018r2/Content/Flare/Folders-Files/Viewing_File_Links.htm)



## TIP 8: CREATING MACROS

**Problem:** There are some actions in Flare I do again and again and again

**Solution:** Create a Macro for them and assign a shortcut key

See <https://help.madcapsoftware.com/flare2018r2/Content/Flare/Macros/About-Macros.htm>



## TIP 9: PINNING STYLES, SNIPPETS, AND VARIABLES

**Problem:** Frequently-used styles, snippets, and variables are buried down in lists

**Solution:** Pin them to the top

- Styles: <https://help.madcapsoftware.com/flare2018r2/Content/Flare/Styles/More/Pinning-Styles.htm>
- Snippets: <https://help.madcapsoftware.com/flare2018r2/Content/Flare/Snippets/Pinning-Snippets.htm>
- Variables: <https://help.madcapsoftware.com/flare2018r2/Content/Flare/Variables/Pinning-Variables.htm>

# TIP 10: FILE LIST AND TOC GRID VIEW

**Problem:** It takes forever to view the properties of my topics and TOC entries

**Solution:** Use the File List and TOC Grid View to see spreadsheet-like views of your topics and TOC entries

