



LIVE WEBINAR



# How to Increase Your Productivity in MadCap Flare with the Kaizen Plugin



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**PRESENTED BY:**

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## BEFORE WE GET STARTED...



The webinar will be recorded  
and emailed to all registrants



Use the Question Panel in  
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throughout the webinar

# GET MORE DONE WITH MADCAP FLARE

Using the Kaizen Plugin



# WHAT'S THIS WEBINAR ABOUT?

In this webinar, you'll learn how the Kaizen Plugin can:

- Clean up topics and projects with a Tag Replacer
- Save time creating topics from an outline with a Topic Splitter
- Create a TOC from a single topic
- Facilitate developer contributions by converting Markdown files to Flare topics
- Quickly import a glossary from Excel



# THE KAIZEN PLUGIN STORY



## WHAT CAN WE HELP YOU WITH?

*We help you create technical information that is easy to use, easy to understand, easy to find, easy to create, and easy to maintain.*



### Automate your Processes

By automating tasks, or even entire processes - you save time, money, and frustration. Let us show you how! E-mail us today for a free consultation: [mattias@improvementsoft.com](mailto:mattias@improvementsoft.com).



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# FEATURES

# CLEANING UP PROJECTS USING THE TAG REPLACER

To clean up topics and projects, you can use the tag replacer.

With the tag replacer, you can

- Replace one tag with another
- Unbind a specific tag
- Delete a tag along with its content

The tag replacer operates on both the topic and project level.



# CREATE TOPICS FROM AN OUTLINE USING THE TOPIC SPLITTER

To save time creating topics from an outline, you can use the topic splitter.

1. Write and arrange the sections of a topic just like you would do in Word.
2. Click Split by H1-H3 to create the individual topics, and the TOC. Cross-references are preserved.

# CREATE A TOC FROM A SINGLE TOPIC

If you want to make use of Flare's TOC functionality, but you have your entire documentation set in a single topic file, you can use the Kaizen Plugin to create a TOC from a single topic.

1. Click "Bookmark headings & Create TOC".
2. Add your TOC to a target and build the output.

# IMPORT A GLOSSARY FROM EXCEL

Use this to quickly import a glossary from Excel.

1. Create a spreadsheet with two columns: “Term” and “Definition”.
2. Click “Import Glossary from Excel”.
3. Select the Excel file.
4. Give the resulting glossary file a name.

	A	B
1	<b>Term</b>	<b>Definition</b>
2	CDS	Credit Default Swap
3	ABS	Asset Backed Security
4	IRS	Interest Rate Swap

# DATA IMPORT

To create topics or snippets based on Excel data, you can use the Data Import function.

1. Create your spreadsheet.
2. Create a data import template.
3. Click “Create topics from Excel”.
4. Select the spreadsheet.
5. Click Execute.
6. View the result.

# FACILITATE SME CONTRIBUTIONS WITH MARKDOWN IMPORT

To facilitate developer contributions, you can convert Markdown files to Flare topics.

1. Click “Import MD”.
2. Select the relevant markdown file.
3. Edit the imported topic in Flare.



# COPY PATH TO CLIPBOARD

Put the current topic path on the clipboard for easy access in e.g. NotePad++.

# WORD CLOUD GENERATOR

To generate a quick word cloud of the content of your project, click “Create a word cloud from project”:

used text user title payment system account value fields file data  
type please style date height amount currency quantity select portfolio  
font margin bottom sans serif service filter default label config  
avaloq services position module details wealth overview banklet configuration  
true padding border solid

# TODO NOTES

To keep track of the small tasks in each topic, you can use TODO-notes.

1. Select a paragraph or section.
2. Create an annotation.
3. Write “TODO: Ask Karen about this section.”
4. Click “ToDO Notes” to see all notes in the current project.

**TIP! You can use any prefix with capital letters & “:”. For example: “KAREN: Please review this”.**

# APPLY LINKS TO TOC

Click “Apply links to TOC” to apply `[%=System.LinkedTitle%]` to each entry in a TOC.

# QUICK PDF

Click “Quick PDF” to quickly generate a PDF to send for review.

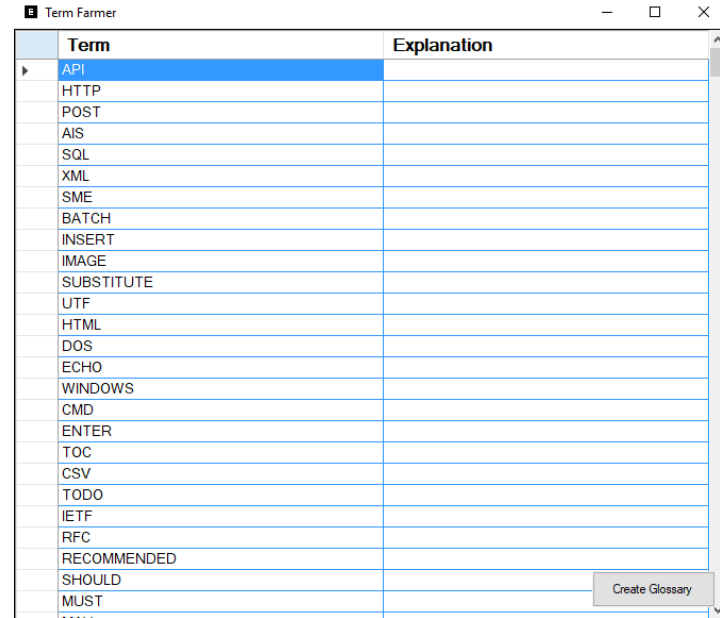
Use the **KaizenTarget.fltar** file to change the settings for the PDF target.



# FARM GLOSSARY TERMS

Click “Farm Glossary Terms” to extract a glossary based on:

- ALL-CAPS words.
- Camel Case Sentences.

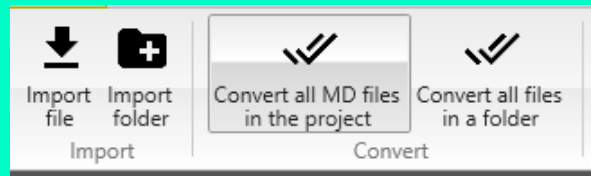


The screenshot shows a window titled "Term Farmer" with a table containing two columns: "Term" and "Explanation". The table lists various technical terms in all caps, with the first row "API" highlighted in blue. A "Create Glossary" button is located at the bottom right of the table.

Term	Explanation
API	
HTTP	
POST	
AIS	
SQL	
XML	
SME	
BATCH	
INSERT	
IMAGE	
SUBSTITUTE	
UTF	
HTML	
DOS	
ECHO	
WINDOWS	
CMD	
ENTER	
TOC	
CSV	
TODO	
IETF	
RFC	
RECOMMENDED	
SHOULD	
MUST	

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**Markdown Plugin** (\$14.99)



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Need help? E-mail me at [mattias@improvementsoft.com](mailto:mattias@improvementsoft.com)

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