Madcap Flare

Before You Begin

1. Prepare the orientation book.
2. Ask students to open MadCap Flare.

Transfer Documents

1. Open Windows Explorer (for Win10, click My PC icon at the Desktop)
2. Navigate to Scratch > Orientation Files
3. Copy and paste the MadCap Flare folder to the Desktop.
4. Open Insight.
5. Click Files.
6. Click Browse in the upper right-hand corner of the dialog box.
7. In the Look In field, choose Desktop and select the MadCap Flare Orientation folder.
8. Click Open.
9. Select Special Folder.
10. Click Student Desktop.
11. Click Send Now.
12. Once the file has sent to every student Desktop, click Finish.
13. Confirm with the class that they all have on file on their Desktop called Insight Files.

Part 1: Getting Started

1. Overview MadCap Flare

- MadCap Flare allows you to create and publish content in multiple formats, including print, online, desktop, and mobile.
- This orientation will teach students how to use MadCap Flare features like:
    - Importing and converting a Word document into HTML 5
    - Managing content and variables
    - Publishing content in HTML5 and PDF formats

2. Start a New Project

1. Go to File > New Project > MS Word Documents.
2. Change the Project Name to Online Portfolio.
3. Click the Browse button next to the Project folder dropdown menu to browse your computer files.
4. Select Desktop.
5. Click OK.
6. Make sure Output Type is set to HTML5.
7. Click Next.

1. Import Files

1. Click the Add Files button at the bottom right of the dialog box to browse your computer files.
2. Navigate to Desktop > MadCap Flare.
3. Hold down the Ctrl key to select both the "personal_statement" document and "resume" document.
4. Click Open.
5. Click Next.

2. Import Styles

Topic Styles tell MadCap Flare where to break sections and how to group information. MadCap Flare will create topics for each style you import.

1. Select Heading 1 in the Used Word Styles pane on the left of the dialog box.
2. Click the Import arrow.
3. Click Next.
4. On the Options… page click Next again.

3. Import a Style Sheet

MadCap Flare allows users to create and import their own custom style sheet, but we'll be using the styles that are applied from the original Word document.

1. Select Preserve MS Word Styles if it is not already selected.
2. Select Convert Inline Formatting to CSS Styles if it is not already selected.
3. Click Finish.
4. Click Accept.

Part 3: Build Primary

1. Build & View an HTML5 Primary

Building a primary generates a visual output of the HTML and CSS code. This allows you to see what your project looks when the server reads and translates the HTML5 code.

1. Open the Project ribbon.
2. Click the Build Primary dropdown arrow.
3. Select Build HTML5.
4. Select the new primary that just loaded in the Builds panel.
5. Click View Output in the Builds panel.
6. Select Google Chrome from the dropdown menu.
7. Click on each link in the navigation bar at the top of the webpage to make sure the links work.
8. Close Chrome.

Part 4: Add Topic and Style

1. Add a Topic

1. Select the arrow beneath the New button at the top left corner of the screen.
2. Select Add Topic.
3. At the top of the dialog box, make sure the File Type is set to Topic.
4. Beneath New from template, select NewTopic.htm so that it's highlighted in blue.
5. Change the File Name to "Bio".
6. Select Add.

2. Apply a Style

1. Click into the Home tab.
2. Click on the Style Window option to open up the Styles panel on the right side of your screen.
3. Place your cursor after Bio.
4. In the Style panel, select h1.Heading1.
5. In the Content Explorer on the left side of the screen, click and drag Bio.htm into the personal_statement folder.
6. Click Yes.

1. Insert & Resize Tables

1. Highlight the placeholder text beneath "Bio" and press the Delete key.
2. Hit Enter.
3. Open the Table ribbon.
4. Click the arrow beneath the Insert Table button.
5. Click and drag your cursor across the boxes to draw a 2x3 table in the dropdown menu.
6. In the left column, type:
   - Phone numbers
   - Email
   - Address
7. In the right column, type:
   - 972-555-5555
   - fake@gmail.com
   - 1234 Main St., Anywhere, TX, 75075
8. Hover your mouse over the line separating the two columns.
9. Click and drag the line so that the left column is smaller than the right.

1. Insert an Image

1. Place your cursor after "Bio."
2. Hit Enter.
3. Click into the Insert tab.
4. Select the Image icon at the top left corner of the screen.
5. In the Insert Image dialog box, select the browse option:
6. Follow the path Desktop > Insight Files.
7. Select the file professional_photo.
8. Select Open.
9. Click into the Size tab on the left of the dialog box.
10. In the Size section, change Width from (default) to Length: and set it to 300px.
11. Change Height from (default) to Length: and set it to 450px.

2. Add Bulleted Lists

1. Double click Resume.htm.
2. Select all of the text beneath the "Education" header.
3. Select the bullet list icon in the top ribbon.
4. With the text still selected, select li.ListParagraph_1 on the right side of the screen in the Styles pane.

Part 6: Create Folders

1. Create a Folder

1. Click on the folder titled Content to select it.
2. In the Content Explorer panel, select the New Folder icon.
3. Name the file "Bio".
4. Hit Enter.
5. Click the tiny arrow to the left of the personal_statement folder to expand the folder.
6. Drag and drop the Bio.htm file to the new Bio folder.
7. Select Update Links.

Part 7: Variables

1. Insert Variables

Variables are preset terms that you can use in your project over and over. Flare provides an initial variable set, but you can add as many variables as you like. Variables are also useful when you know where the content needs to go, but the content varies depending on the form in which you publish it.

1. Click the Content file in the Content Explorer panel.
2. Double-click into Bio.htm.
3. Highlight the cell where we've entered the phone number.
4. Open the Insert ribbon.
5. Click Variable at the top of the sceen.
6. Select Variables from the Variable Sets pane on the left side of the dialog box.
7. Select PhoneNumber in the pane on the right side of dialog box.
8. Click OK.

Part 7: Variables

1. Change Definition of a Variable

The definition of the variable is the static content that you assign the variable to. "Company Name" is the default definition for the variable titled Company Name. For example, instead of the variable reading "Company Name", you can define the variable as "UNT." When you define the variable as "UNT" instead of "Company Name", every time you insert the Company Name variable the word "UNT" will appear on the page.

1. Right-click the variable we've just entered.
2. Select Open Variable Set from the menu.
3. Double-click on the placeholder phone number "858 123 4567" in the Definition column.
4. Change this number to "972-555-5555."
5. Go to File > Save > Save All.
6. Close the Variables tab and select Yes to save changes.
7. Double-click into the Resume.htm.
8. Highlight the text [phone] beneath the heading "Resume."
9. Click into the Insert tab.
10. Select Variable.
11. Make sure PhoneNumber is selected and click OK.

Part 8: Finished Product

1. Link the Bio Topic

1. Click into the Bio.htm tab.
2. Right-click on Personal Statement.htm in the Content Explorer panel.
3. Select View Links in the dropdown menu. This should open up a Link Viewer menu on the right.
4. In the Linked From box, double-click the file called "personal_statement.fltoc."
5. In the Content Explorer panel, drag and drop the Bio.htm file to the editor panel.
6. Make sure the Bio is inline with the other links ("Personal Statement" and "Resume"). If it isn't, use the blue arrows at the top of the editor panel to move it.

2. Build & View an HTML5 Primary

1. Open the Project ribbon.
2. Click the Build Primary dropdown arrow.
3. Select Build HTML5.
4. Select the new primary that just loaded in the Builds panel.
5. Click View Output in the Builds panel.
6. Select Google Chrome from the dropdown menu.
7. Click on each link in the navigation bar at the top of the webpage to make sure the links work. Notice how the Bio topic is now linked into the nav bar.
8. Close Chrome.

1. Prepare Files for Publishing

1. Open the Project ribbon.
2. Click the Primary Target button.
3. Open the HTML5 tab in the Editor panel.
4. Select Publishing in the gray menu on the left side of the screen.
5. Click Edit Destination.
6. Change FTP to File System.
7. Click the Browse button in the Directory box.
8. Find your Project folder on the Desktop.
9. Click OK.
10. Uncheck Upload Log File.
11. Go to File > Save > Save All.

2. Select Publishing Options

1. Open the Project ribbon.
2. Click the Primary Target button.
3. Select Publishing in the gray menu on the left
4. Check the box in the Publish column.

3. Publish the Webpage

1. Open the Project ribbon.
2. Click the Publish Primary button.
3. Close MadCap Flare.
4. Open the project folder saved on the Desktop.
5. Double-click the Default HTML file to open the published project in a browser.