



# Basic and Intermediate Madcap Flare training course

## Course objective

*Basic and Intermediate Madcap Flare* training provides a thorough grounding in Madcap Flare. On completing the course you will be able to use all the features of Flare to develop media-rich user assistance in a variety of formats.

The course teaches shortcuts and techniques for using Flare efficiently. Hands-on exercises familiarise you with the concepts and operations involved.

## General information

- ▶ This course is accredited by MadCap. It meets the demanding standards set by MadCap, guaranteeing a high standard of training.
- ▶ It is hosted by a MadCap-Certified Instructor

## Who should attend?

*Basic and Intermediate Madcap Flare* training is aimed at:

- ▶ New and novice users, and users with a small amount of Flare experience.
- ▶ Anyone who has previously developed online help using another tool and is switching to Flare.

## Duration

Three days.

## Courseware and certificate

All delegates attending Flare training with Armada receive MadCap's official courseware, and a certificate from MadCap confirming successful course completion.

## Location, price and further information

Scheduled courses take place at our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorway network) or your venue.

On-demand courses (one-to-one training, or a course for your group) can be hosted on a date and at a location that suits you, which may be our training centre in Bromsgrove or your venue.

For pricing and further information, please see: [www.armada.co.uk/madcap-flare-training-course](http://www.armada.co.uk/madcap-flare-training-course).

## What version of Flare is covered?

Scheduled courses are based on the latest version of Flare.

On-demand courses (one-to-one training, or a course for your group) can be based on any recent version of Flare.

## Course outline

### ▶ Course Overview

- Welcome
- Audience
- Course Overview
- Preparing your computer for the course

### ▶ Module 1: Flare Overview

- What is Flare?
- Getting around in Flare
- About the practice project
- Opening a project

### ▶ Module 2: Creating a Flare project

- About topics, folders and templates
- About the XML editor
- Creating and editing topics
- Working with topics
- Previewing topics
- Proofing topics

### ▶ Module 3: Importing content

- Importing an HTML file
- Importing a Word document
- Importing Framemaker document

### ▶ Module 4: Working with multimedia

- Inserting a picture into a topic
- Inserting a movie into a topic

### ▶ Module 5: Navigation

#### *Table of contents*

- About the TOC
- Multiple TOCs
- The TOC editor
- Creating a TOC book
- Creating a TOC page
- Working with the TOC editor
- Auto-generating TOC pages
- Finding topics not included in the TOC

#### *Indexing and text search*

- About indexes
- About full-text searches
- Making the choice: index or search?
- Manually adding index entries
- Automatically adding index entries
- Working with synonym files
- Adding directional and group synonyms
- Removing topics from a full-text search

► **Module 5: Navigation (continued)**

*Links outside a topic*

- About links
- Linking to a topic
- Linking to an external document
- Linking to a web site
- Linking with bookmarks
- Linking with popups
- Linking with image maps
- Viewing links
- Finding and fixing broken links

*Links inside a topic*

- Drop-down text
- Expanding text
- Toggler links

*Glossaries*

- Using the glossary editor
- Inserting glossary links
- Reviewing the glossary and links

► **Module 6: Controlling appearance**

*Inline styles and style sheets*

- Creating and editing stylesheets
- Applying stylesheets to topics
- Creating new styles
- Auto-numbering styles
- Applying styles

*Tables*

- Creating tables
- Working with tables in the XML editor
- Working with table stylesheets
- Creating table stylesheets for print

*Skins*

- Creating a new skin
- Applying a skin to a target

► **Module 7: Efficient single-sourcing**

*Conditional tags*

- Creating tags
- Applying a tag to content
- Previewing a topic using tags
- Applying a tag to a file or folder
- Applying a tag to a TOC book or page

*Variables and snippets*

- Creating and modifying variables
- Inserting a user-defined variable
- Hiding variable names, and highlighting definitions
- Creating Snippets
- Inserting snippets into a topic

*Master pages and page layouts*

- Working with master pages
- Applying a master page to a target
- Working with page layouts
- Setting the page size and margins
- Viewing topics in a page layout mode
- Applying a page layout to a target

*Project Linking*

- Importing and linking files

► **Module 8: Publishing content**

*Targets and output types*

- Choosing output types
- Determining the number of targets
- Creating and configuring targets
- Generating targets
- Distributing project output

*WebHelp*

- Browser compatibility
- Creating a WebHelp target
- Configuring a WebHelp target
- Building and distributing WebHelp

*HTML Help*

- Creating an HTML Help target
- Configuring an HTML Help target
- Building and distributing HTML Help

*DotNet Help*

- Creating a DotNet Help target
- Configuring a DotNet Help target
- Building and distributing DotNet Help

*Printed documentation – Microsoft Word*

- Converting online features to print
- Creating a Word target
- Configuring a Word target
- Building a Word target

*Printed documentation –FrameMaker*

- Converting online features to print
- Creating a FrameMaker target
- Configuring a FrameMaker target
- Building a FrameMaker target

*Printed documentation – PDF, XPS & HTML*

- Converting online features to print
- Creating a target
- Configuring a target
- Building a target

► **Course summary**

- Starting new project
- Adding content
- Helping users find the answers
- Creating links
- Designing online and print targets
- Single sourcing
- Making content available to users