

USING VARIABLES AND SNIPPETS IN MADCAP FLARE

Variables and Snippets are powerful features of Madcap Flare that allow a user to create, insert, and update elements they need to use over and over in generating documentation. Using Variables and Snippets correctly eases the more tedious aspects of authoring and ensures consistency across Projects and Targets.

VARIABLES

Variables support short strings of text that a user may need to update often. This includes version control numbers, dates, or phone numbers.

CREATE A VARIABLE

Find the **Variables** folder in the **Project Organizer** pane and double-select to open.

Select the **Variable Set** to open the **Variable Set Editor**.

If you do not already have a Variable Set in the Variables folder, you will need to create one:

- Select **Project > New > Variable Set**
- Select **Add** and **OK** to open the **Variable Set Editor**

Select the **Add a Variable** icon in the **Variable Set Editor** toolbar.

Double-select inside a blank **Name** field and enter the Variable name.

Double-select inside the **Definition** field next to the **Name** and enter the value you want to appear when you use this Variable.

Select **Save**.

INSERT A VARIABLE TO A TOPIC

In the **Topic Editor** pane, position the cursor where you want to insert the Variable into a Topic.

Select the **Insert a Variable** icon in the toolbar or use **Ctrl+Shift+V** to open the **Variables** dialog.

Select the **Variable Set** you want to use in the left column of the dialog, and the Variable you want to insert from that set on the right column.

Select **OK** to insert the Variable.

Select **Save**.

UPDATE A VARIABLE

In the **Project Organizer**, open the **Variables** folder.

Select the **Variable Set** containing the Variable you want to update in the **Variable Set Editor**.

Select inside the **Definition** field and edit the Variable.

Select **Save**.

Changes made to the Variable will display in every place the Variable appears.

SNIPPETS

Snippets support larger parts of Topics, including text, tables, and images. It is possible to create a Snippet from part of an existing Topic or from scratch.

CREATE A SNIPPET FROM A TOPIC

Open the Topic containing the Snippet in the **XML Editor** and highlight the part of the Topic that will become the Snippet.

In the **Home** ribbon, select **Snippet > Create Snippet**.

In the **Snippet File** field, enter the name of the Snippet.

In the **Project Folder** dropdown, select the Folder where the Snippet will be stored. **NOTE:** Madcap defaults to **Resources/Snippets/** as its target for saved Snippets.

Select **Create**.

CREATE A SNIPPET FROM SCRATCH

From the **Content** section of the **Project** ribbon, select **NEW>Snippet**.

- Alternatively, from the **Source** section, select **New from template** and choose a Template from the Factory Templates or one you have created.

In the **File Name** field, enter the name of the Snippet.

Select **Add** to open the **Copy to Project** dialog.

In the **Copy to Project** dialog, select **OK** to add the Snippet file to the **Content Explorer** and open the **XML Editor** for the Snippet.

In the **XML Editor** tab for the Snippet, enter the Snippet's contents.

Select **Save**.

INSERT A SNIPPET TO A TOPIC

Open the Topic you want to edit in the **XML Editor**.

In the **Content Explorer**, navigate to the location of the Snippet file.

Select-drag the Snippet file into the **XML Editor** where you want the Snippet to display.

Select **Save**.

Alternatively, in the **XML Editor**, place the cursor where you want to insert the Snippet.

Select the **Insert Snippet** button from the local toolbar.

In the **Insert Snippet Link** dialog, select the Snippet file and **OK** to insert.

Select **Save**.

UPDATE A SNIPPET

In the **Content Explorer**, navigate to the location of the Snippet file and open it in the **XML Editor**.

Edit the Snippet.

Select **Save**.