MadCap Software

What's New Guide

Doc-To-Help 5

CONTENTS

CHAPTER 1

Introduction

This release of Doc-To-Help contains several new features and enhancements.

For more information about each feature discussed in this manual, open the online Help and refer to the "What's New in this Version" topic. Links are provided in some feature descriptions, taking you to topics that contain additional information and steps.

Summary of New Features

Following are the new features introduced in this version of Doc-To-Help.

Feature	What's New?	For More…
Doc-To-Help Menu in Word	» Create a project, or open an existing or sample project » Access help resources » Manage preferences for Doc-To-Help, schedule builds and other common tasks » Access Doc-To-Help reports » Share and manage projects for team authoring	See "Doc-To-Help Menu in Word" on page 9.
Doc-To-Help Ribbon in Word	» Add, rename or delete topics » Apply heading and other styles inline with the text » Add and edit variables from this ribbon » Manage glossary terms and links	See "Doc-To-Help Ribbon in Word" on page 25.
Target Ribbon in Word	» Add and manage targets along with their properties » Build, rebuild, and view existing targets » Add and define default themes	See "Project Ribbon in Word" on page 29.
Project Ribbon in Word	» Choose and manage project settings » View topics through the Topics Panel button » Share and synchronize documents in a SharePoint repository » Add, edit, or remove templates » Add or create documents	See "Target Ribbon in Word" on page 33.

Feature	What's New?	For More…
Doc-To-Help Project Panel in Word	» Take advantage of full functionality in Word to add and edit project elements » Add, edit, and remove documents from the project » Manage related topics in this panel	See "Doc-To-Help Project Panel in Word" on page 37.

Doc-To-Help Menu in Word

A Doc-To-Help project can be opened directly in Word. When you click the File menu in Word, the Doc-To-Help menu is now available. This is the initial menu for Doc-To-Help that will display when you create a new project or open an existing project.
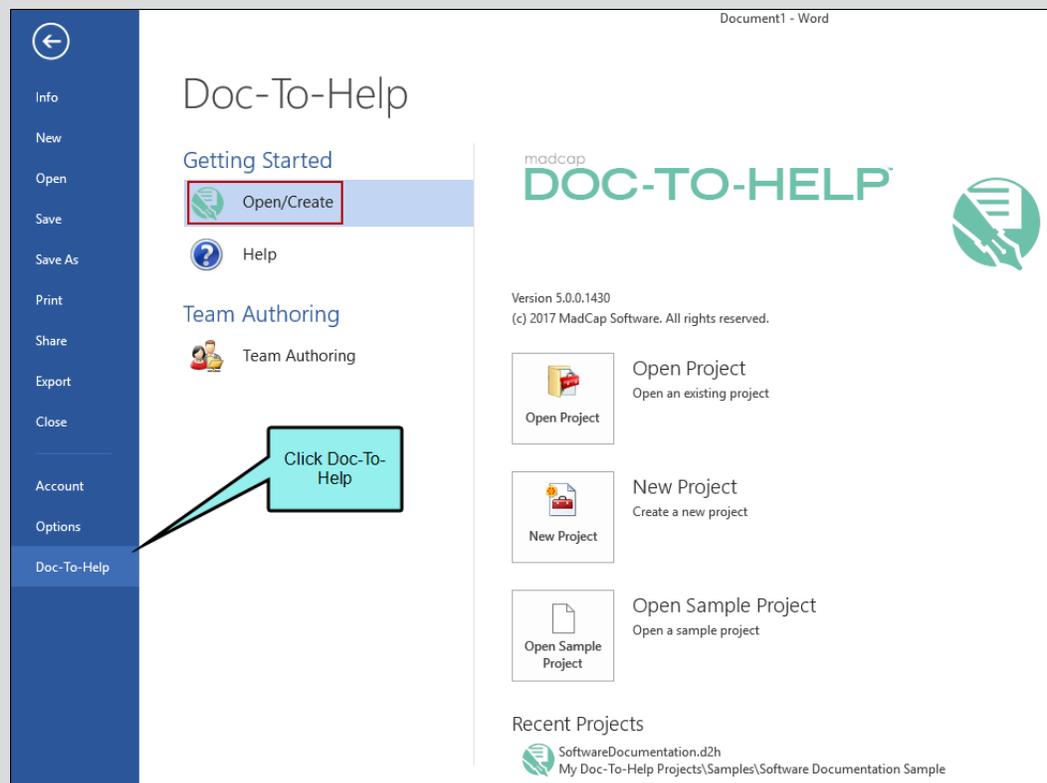
There are three categories of the Doc-To-Help menu:

» **Getting Started** This contains the Open/Create and Help submenus.

» **Project** This section will display once you have a Doc-To-Help project open. This section contains the Common Tasks and Reports submenus .

» **Team Authoring** This submenu provides options for your shared Doc-To-Help project.

This chapter discusses the following:

Getting Started

The Getting Started submenu allows you to do one of the following when you select the Open/Create section:
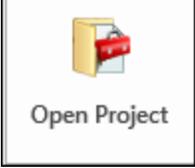
Function	Description
Open Project	Opens an existing Doc-To-Help project in Word.
New Project	Opens the wizard to create a new Doc-To-Help project.
Open Sample Project	Opens a sample Doc-To-Help project in Word. This may be helpful to review the structure of an existing project before creating your own project.

Help

The Help section of the Getting Started submenu gives you access to the following Doc-To-Help features in Word:
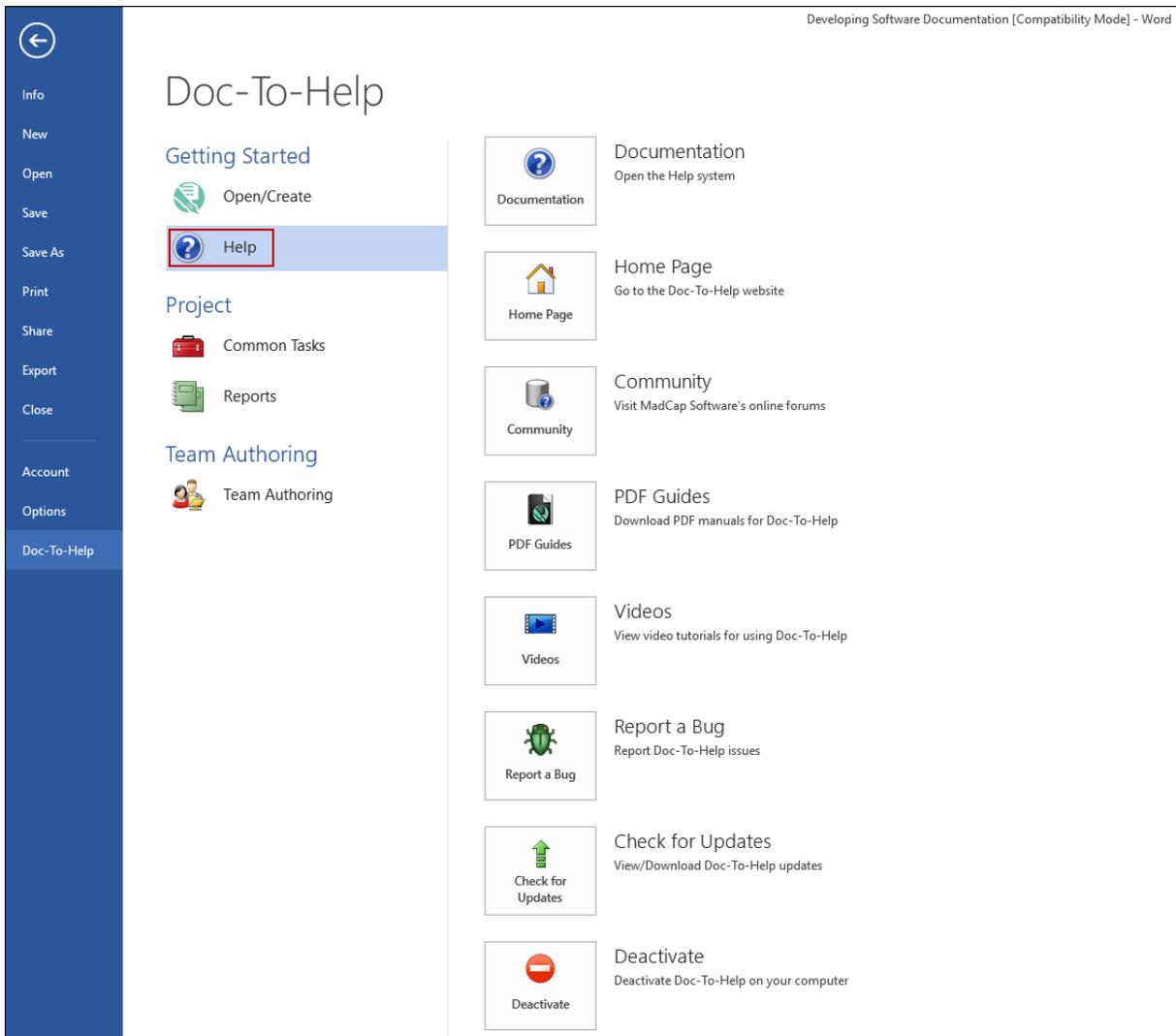
Function	Description
Documentation	Open the embedded help system for Doc-To-Help.
Home Page	Open the Doc-To-Help home page.
Community	Visit MadCap's online forum to interact with other Doc-To-Help users.
PDF Guides	View and download PDF manuals for Doc-To-Help.
Videos	Watch tutorial videos on Doc-To-Help.

Function	Description
Report a Bug	Report any errors or issues you encounter while using Doc-To-Help to MadCap Technical Support.
Check for Updates	Check to see if any updates are available to download for Doc-To-Help.
Deactivate	Deactivate Doc-To-Help from your workstation.

14

Common Tasks

The Common Tasks submenu allows you to configure your options and settings, schedule builds, compact the size of your Doc-To-Help project and convert older versions of Word documents to the current version.

> **Note:** The Common Tasks submenu will only display when you have a Doc-To-Help project already open.
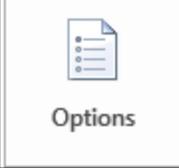
Function	Description
Options	Configure file locations, preferences, and SharePoint options.

Function	Description
Build Scheduler	Schedule builds for your Doc-To-Help project.
Save As	Choose a specific name to save your Doc-To-Help project.
Compact	Shrink the size of your project.
Import Settings	Import settings from an XML file or existing Doc-To-Help project.
Export Settings	Export settings to an XML file or another Doc-To-Help project.

Function	Description
Convert Doc to DocX	Convert older versions of Word documents to the current version.

This allows to you to configure file locations, preferences, and SharePoint options.
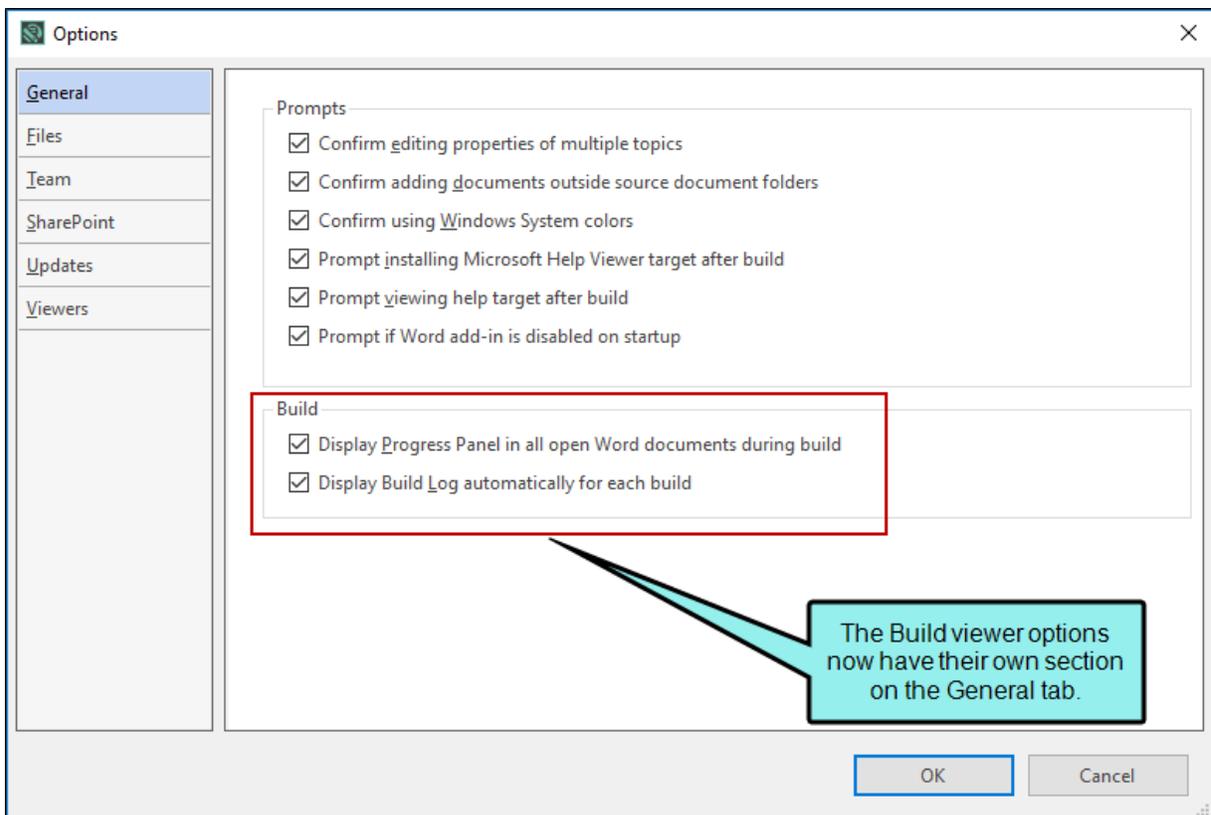
Notice that the General tab has a new section for Build options. The bottom option is new for this release.

When that option is checked, the Build Log will automatically display while the build for your Doc-To-Help project is in progress.

18

Using the Build Scheduler, you can schedule and monitor automatic builds of targets. One-time, daily, and weekly builds can be scheduled.

Reports

The Reports submenu through Word will display all of the reports available for your Doc-To-Help project.
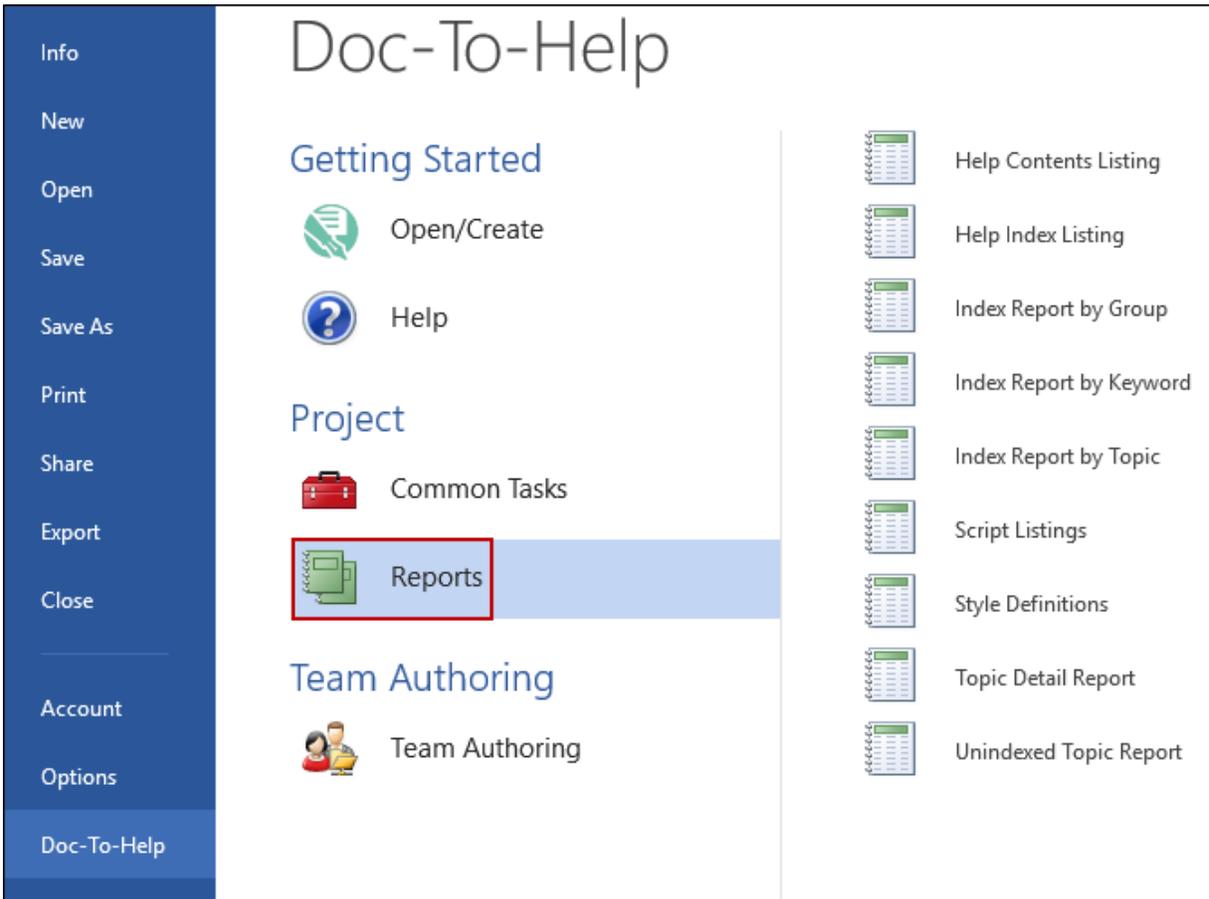
Following are the available reports:

» **Help Contents Listing** Displays the table of contents for the target chosen with all books expanded and all topics visible.

» **Help Index Listing** Displays all the project's index keywords and how many topics are assigned to each one.

» **Index Report by Group** Displays a list of associated topics, if any. Groups are listed in alphabetical order.

» **Index Report by Keyword** Shows a list of associated topics, if any. Keywords are listed by full path name in alphabetical order.

» **Index Report by Topic** Shows a list of associated keywords and groups, if any. Topics are listed in alphabetical order by title.

» **Script Listings** Lists the code for each script defined in the project. Scripts are listed in alphabetical order.

» **Style Definitions** Lists the properties of each style defined in the project. Styles are listed in alphabetical order.

» **Topic Detail Report** Lists the properties for each topic in the project. Topics are listed in alphabetical order by title, and each topic starts on a new page.

» **Unindexed Topic Report** Lists each topic that is not associated with an index element (keyword or group). Topics are listed alphabetically by title, along with their document name and style from which the topic was derived.

Team Authoring

This is how the Team Authoring submenu displays in Word:
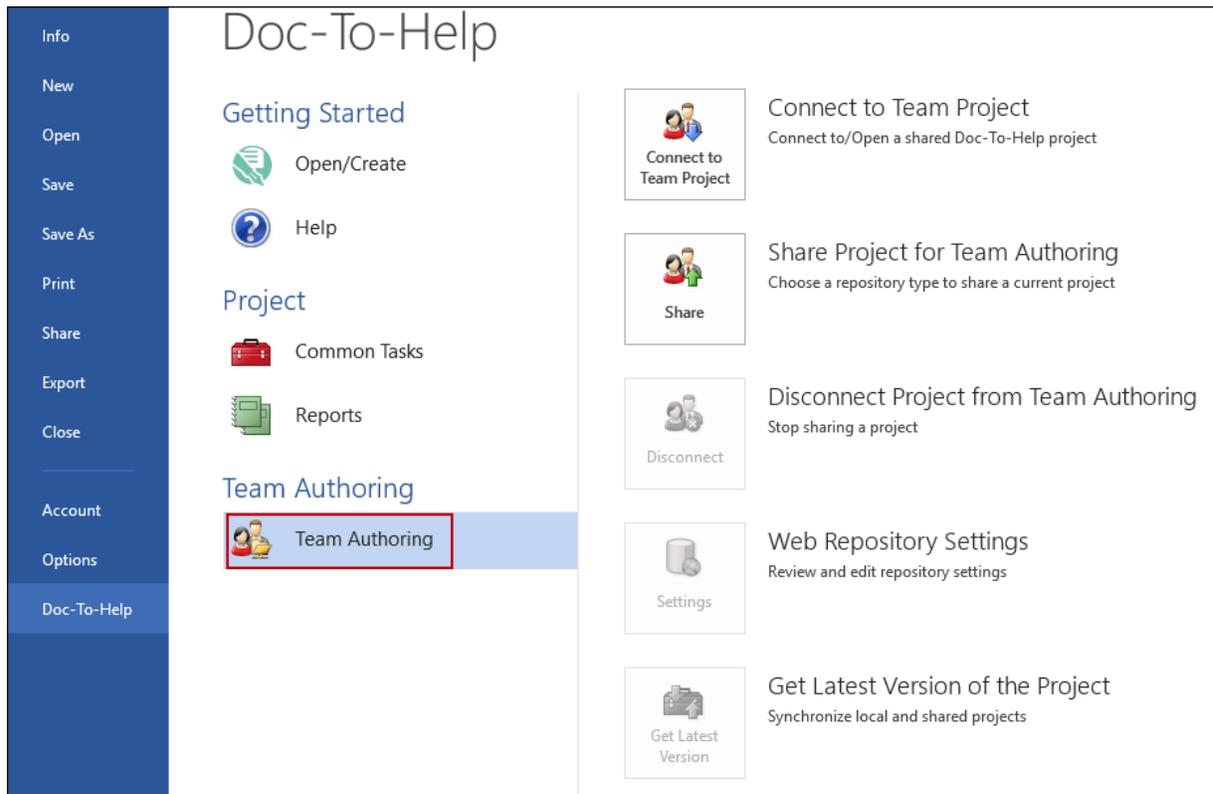
You can manage the following components of your Doc-To-Help project if you intend to bind this with a shared repository:

» **Connect to Team Project** Connect to or open a shared Doc-To-Help project. See the online Help or the *Managing Your Project Guide*.

» **Share Project for Team Authoring** Select a repository type to be used to share the current project. See the online Help or the *Managing Your Project Guide*.

» **Disconnect Project from Team Authoring** Stop sharing your Doc-To-Help project. See the online Help or the *Managing Your Project Guide*.

» **Web Repository Settings** Review and configure your existing repository settings. See the online Help or the *Managing Your Project Guide*.

» **Get Latest Version of the Project** Synchronize your local and shared Doc-To-Help projects. See the online Help or the *Managing Your Project Guide*.

Once your Team Authoring project is open, you can access the Team Authoring panel for more functions to help manage this project. See the online Help or the *Managing Your Project Guide*.

Doc-To-Help Ribbon in Word

This ribbon provides the ability to add and edit topics, insert headings, modify styles, add links, and glossary terms.

In the D2HML Styles section of this ribbon, you can add Links, Inline Text, Keywords, assign a specific topic to a Group, assign Link Tags, and assign Conditional Text.
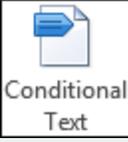
The Variable function in the Doc-To-Help ribbon allows you to insert a new variable in your content. This dialog also allows you to hide the properties of this variable in the document.

You can also earmark certain sections as collapsible in your content, clear any custom formatting on selected text, and apply any D2HML styles from a drop-down list.

Doc-To-Help Ribbon Icons

The following commands are available in the Doc-To-Help ribbon:

Icon	Description
Add Rename Delete	Rename or delete an existing topic in a document, or add a new topic.
1 2 3 4 Body Text	Applies the Heading 1, 2, 3, 4, or Body Text style to the selected text in the source document.
Link	Creates a hotspot link to topics containing the selected keywords, to a group of topics, to a bookmark in a document, or to a link tag. See the online Help or the *Making It Look Good Guide*.
Inline Text	Creates a hotspot that will display additional text on the same line, in a dropdown, or in a popup. See the online Help or the *Making It Look Good Guide*.
Keyword	Designates a hotspot as an index keyword. See the online Help or the *Making It Look Good Guide*.
Group	Designates a hotspot as a member of a group. See the online Help or the *Making It Look Good Guide*.
Link Tag	Designates a hotspot as a link target. See the online Help or the *Making It Look Good Guide*.

Icon	Description
Topic Properties	Sets a subset of the topic properties. See the online Help or the *Making It Look Good Guide*.
Conditional Text	Marks text as conditional by platform, target, attribute, or any combination of all three. See the online Help or the *Making It Look Good Guide*.
Variable	Creates a hotspot to a text or rich content variable. See the online Help or the *Making It Look Good Guide*.
Collapsible Section	Creates a section that is either collapsed or expanded by default. See the online Help or the *Making It Look Good Guide*.
Clear Formatting	Removes custom formatting created in the selected text. See the online Help or the *Making It Look Good Guide*.
Apply Style	Applies a Doc-To-Help style on the selected text. See the online Help or the *Making It Look Good Guide*.
Margin Note	Inserts a note or image in the left margin of a printed target. The margin note can be displayed as a popup in online outputs if desired. See the online Help or the *Documents, Templates, and Content Guide*.
Image Map Editor	Uses the Image Map Editor to create hyperlinks within an image. See the online Help or the *Documents, Templates, and Content Guide*.
Multimedia	Inserts multimedia (video and audio) into online outputs. See the online Help or the *Documents, Templates, and Content Guide*.

Icon	Description
HTML Help Control	Inserts HTML Help ActiveX Controls into your Word documents. See the online Help or the *Documents, Templates, and Content Guide*.
Cross-reference	Inserts cross-references that will appear as page numbers in printed outputs and hyperlinks in online outputs. See the online Help or the *Documents, Templates, and Content Guide*.
Add Terms Sort	Adds terms to your glossary from any Word source document. See the online Help or the *Documents, Templates, and Content Guide*.
About	Displays the current Doc-To-Help version number.

Project Ribbon in Word

Settings for your Doc-To-Help project can be modified in this ribbon. You can also apply attributes and styles to your Doc-To-Help project.

The Topics Panel is displayed through the Project ribbon. When you click on this button, it displays each of the topics.

Templates are now added and managed through the Project ribbon.

The Team Authoring functions are available once your Doc-To-Help project has been committed to a shared repository such as TFS, a file system repository, or web repository.

Project Ribbon Icons

The following functions can be performed on your Doc-To-Help project through the Project ribbon:

Open the Doc-To-Help Project panel. You can use this panel to access some of Doc-To-Help's most frequently used functions without having to leave Word. This panel includes five window panes: Documents, Contents, Index and Groups, Variables, and Related Topics.

Use this button to select a project that contains the active document. Or you can add the active document to another Doc-To-Help project.

Review and configure your existing settings of your Doc-To-Help project.
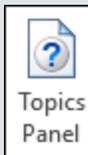
Click this button to display the Topics window. You can also click this button to hide this window.

Attributes

Set an attribute-based condition for the selected document. The document will be included or excluded when creating conditional builds (e.g., internal or external.) Use the Attributes dialog to create custom attributes. See the online Help or the *Documents, Templates, and Content Guide*.

Windows

Customize the default window display types. See the online Help or the *Documents, Templates, and Content Guide*.

Styles

Modify the default paragraph and character styles as currently set by your source template. See the online Help or the *Making It Look Good Guide*.

Auto-Index

Automatically create the index based on one or more topic types or styles. Open the drop-down menu to set preferences. See the online Help or the *Documents, Templates, and Content Guide*.
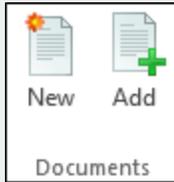
Create or add existing documents to your Doc-To-Help project. See the online Help or the *Documents, Templates, and Content Guide*.

The template currently selected for the open Word source document is displayed at the bottom of this section. You can change the look of the output, edit, or remove the source template. See the online Help; the *Documents, Templates, and Content Guide*; or the *Making It Look Good Guide*.
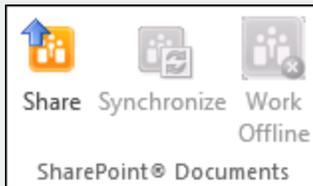
Use this section to share or synchronize a Doc-To-Help project bound to a repository. See the online Help or the *Managing Your Project Guide*.

Target Ribbon in Word

Targets can be added, built, and published within this ribbon.

The Active Target for your Doc-To-Help project can be set to any target that you have already created in your project. The Target Properties button allows you to add, edit or delete any targets.
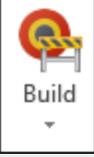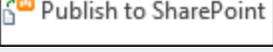
The targets can be built ad-hoc or by scheduling a build. You can also Rebuild your target or schedule your target to be rebuilt. The build of the active target can be viewed, or you can cancel an ongoing build. Once the target has been built, you can view the Build Log, or Publish to Sharepoint.
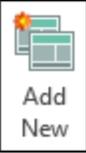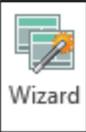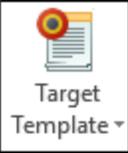
The default themes of your targets can be modified. You can also add a new theme using the Wizard or Designer.

Your Templates are also managed in this ribbon. Use the Target Template button to change your default template of your project. You can also Add, Edit, or Remove templates.

Target Ribbon Functions

The following functions can be performed on the Target ribbon:

Icon	Description
Active Target ▾	Select the current target for your Doc-To-Help project.
Target Properties	Modify the settings of your active target.
Build ▾	Build the currently selected active target. If you click the drop-down arrow, you can also schedule a build for your active target.
Rebuild ▾	Rebuild your target. Similar to the Build button, you can also schedule a Rebuild for your target.
Cancel Build	Cancel an ongoing build.
View PDF	View the PDF of your output if you have a printed manual target.
Publish to SharePoint	Publish your output to a SharePoint repository.

| Icon	Description
Build Log	View the log file of the most recent build. You can also click this button to hide the window pane for the build log.
Target Theme	Select a theme for your active target.
Add New	Add a new theme for your target.
Wizard	Launch the Theme Wizard to walk you through creating a new theme.
Designer	Open the Theme Designer so you can customize your theme.
Target Template	Select the template for your output.

Icon	Description
Add	Add a new template for your target.
Edit	Edit the existing template selected for your target.
Remove	Remove the existing template.

Doc-To-Help Project Panel in Word

This embedded panel now allows you to add and manage elements of your Doc-To-Help project. The Related Topics view has been added to this panel.

On the Project ribbon in Word, click the **Project Panel** button to display this panel. It should display automatically when you open a Doc-to-Help build.
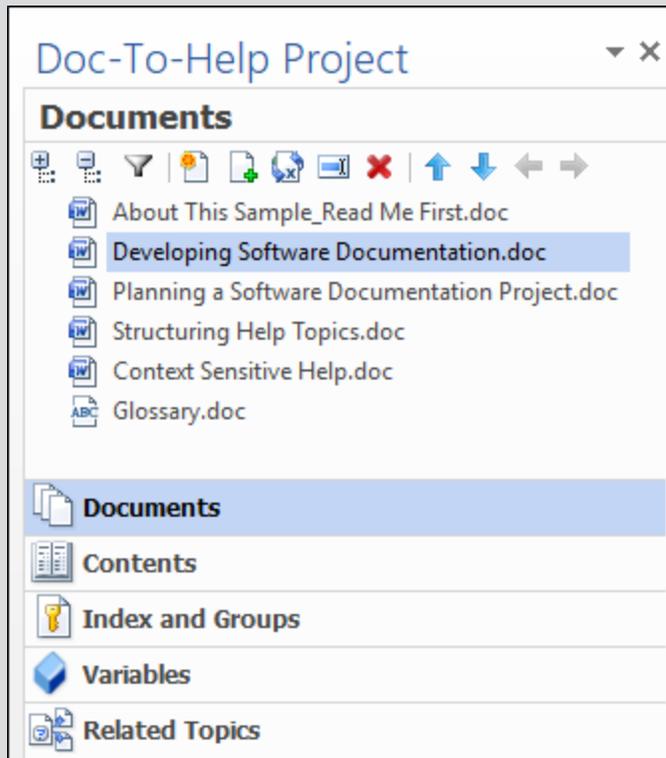
This panel allows you to add or edit Documents, Contents, Index and Groups, Variables, and Related Topics. You can expand or collapse all of the elements within a specific tab, or you can create a filter within the tab. See the online Help or the *Touring the Workspace Guide*.

The Documents view gives you the functionality to create a new document, add existing documents, rename or remove documents. You can also convert selected documents to an HTML5 format. You can also move selected documents up or down in the hierarchy of your project. Selected documents can also be moved out or in to promote specific documents. See the online Help or the *Touring the Workspace Guide*.

In the Contents view, you can create a book, or rebuild a table of contents. You can also create a target-specific table of contents in this view.See the online Help or the *Touring the Workspace Guide*.

Keywords can be created or grouped. You can also add secondary keywords to an existing keyword. See the online Help or the *Touring the Workspace Guide*.

Variables can be created and modified in the Variables view of this panel. You can use specific buttons in this view to create text variables, Version variables or Date/Time variables. You can also create new documents, add existing documents, convert existing documents to HTML5, rename a document or delete a document. See the online Help or the *Touring the Workspace Guide*.

In the Related Topics view, a secondary pane opens that will show the selected topic that expands to display related topics. You can also Disable Subtopic Relations in this view. See the online Help or the *Touring the Workspace Guide*.

Note: A filter button has also been added into each of these views. This filter allows you to easily search through the contents of each view. Simply click the Filter button and type in your search criteria for the view you are currently viewing in the project panel.
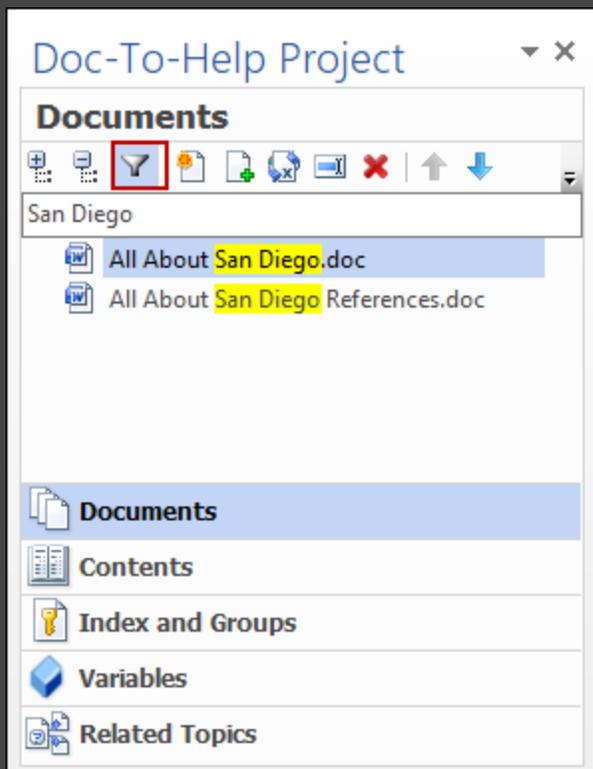
APPENDIX

PDFs

You can download any of the following PDFs:

The following PDFs are available for download from the online Help.

On the Doc-To-Help Start Page, click the **PDF Guides** icon to access them.

Context-sensitive Help Guide	*Shortcuts Guide*
Documents, Templates, and Content Guide	*Targets Guide*
Getting Started Guide	*Touring the Workspace Guide*
Making It Look Good Guide	*Upgrading Old Projects Guide*
Managing Your Project Guide	*What's New Guide*
New User Tutorial Guide	