

Migrate Legacy Word™ Documentation into MadCap Flare



MADWORLD

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UA Europe?

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UA Europe?
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What we'll cover in this session

- How the Word Import process works
- The new files that result in Flare from importing from Word
- Best practice for importing from Word
- Preparing a Word document for conversion
- Configuring the Word Import file
- Post-conversion clean-up tasks in Flare

How Word documents are imported

Word document

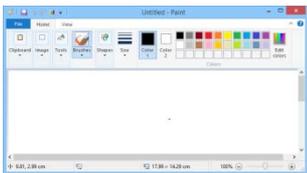
Heading 1 text

Text text text text text text text text
text text text text text text text.

1. Step text.
2. Step text.
3. Step text.

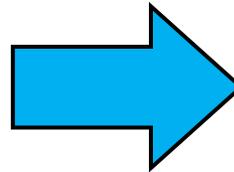
Heading 2 text

Text text text text text text text text
text text text text.



Heading 3 text

*Note: Text text text text text text
text text.*



Flare topics

Heading 1 text

Text text text text text text text text
text text text text text text text text
text.

1. Step text.
2. Step text.
3. Step text.

Heading 2 text

Text text text text text text text text
text text text text text.



Heading 3 text



Note: Text text text text
text text text text.

Linking a Word document to Flare

MS Word Import File

Source file(s)

Link Generated Files To Source Files

Topic break styles

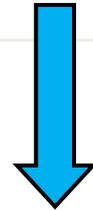
Import options

Style mappings

Word
2003/7/10/13



Import and Link



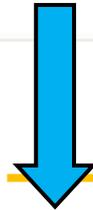
.flimp



Ongoing Maintenance

Linking a Word document to Flare

Word
2003/7/10/13



Import

MS Word Import File

Source file(s)

Link Generated Files To Source Files

Topic break styles

Import options

Style mappings

.flimp



Ongoing Maintenance

What kinds of Word document import well?

- Consistently styled
- Divided by headings into short, self-contained sections
- Simple layout
 - Not reliant on tabs/spaces
 - Not table-based
 - No text boxes or absolute positioning

Best-practice tips and guidelines

- Use existing Flare project files in preference to files generated by import
- Map Word styles to Flare styles
- If linking:
 - Focus on pre-import clean-up of Word document
- If migrating:
 - Focus on post-import clean-up of Flare project

Files created in Flare as a result of import

File type	Notes
Topics (.htm)	<ul style="list-style-type: none">• These correspond to sections of the Word document
Images	<ul style="list-style-type: none">• Extracted from the Word document• Saved in same format as original file
Stylesheet (.css)	<ul style="list-style-type: none">• Effectively a copy of the existing Flare stylesheet• Can be removed
Master Page (.flmsp)	<ul style="list-style-type: none">• Based on headers and footers in Word• Can be removed
TOC (.fltoc)	<ul style="list-style-type: none">• Based on TOC field in Word document• If no TOC field: flat list of topic headings

Prepare a Word doc for migration to Flare

- Remove empty paragraphs
- Remove manual page breaks
- Remove numbering from headings, table captions, and figure captions
- Update all fields (including table of contents)

Pictures in Word

- Change **positioning** of pictures to be In Line with Text
- Remove **cropping**
- Annotations and callouts overlaid in Word will not be imported

About the MS Word Import file

- XML file (.flimp)
- Lives in Project/Imports
- Specifies:
 - What is imported
 - How it is imported
- Configuring the MS Word Import file is critical to successful migration of Word documents to Flare

Configuring the MS Word Import file

Source Files tab

WordImport* Word Import Editor | Import...

Source Files

- New TopicStyles
- Options
- Stylesheet
- Paragraph Styles

MS Word Files	Status
Real-life Sample Manual (Pr...	

Link Generated Files To Source Files

Document(s) for import

Remember to uncheck for migration

New Topic Styles tab

The screenshot shows the WordImport Word Import Editor interface. The title bar reads 'WordImport' and the window title is 'Word Import Editor | Reimport...'. On the left, a sidebar contains a menu with 'New Topic Styles' selected. The main area is divided into three panels: 'Used Word Styles', 'New Topic' Styles', and a central area with arrows. The 'Used Word Styles' panel lists: Body Text, Heading 1 (highlighted), Heading 2, Heading 3, TaskHeading, Tip Text, TOC 1, TOC 2, TOC 3, and TOC Heading. The 'New Topic' Styles panel lists: Heading 1 (highlighted), Heading 2, and TOC Heading. A yellow callout bubble points to the 'New Topic' Styles panel with the text: 'All these heading styles indicate the start of a new topic'.

Options tab

WordImport*

Word Import Editor | Import...

Source Files

New TopicStyles

Options

Stylesheet

Paragraph Styles

Character Styles

Imported Files

- Add "Topic Continued" links when appropriate
Cross-Reference Format: (continued in {title}) Edit...
- Add "Topic Continued From..." links when appropriate
Cross-Reference Format: (continued from {title}) Edit...
- Split Long Topics
Threshold: 10000 characters
- Avoid Creating 'Empty' Topics
Threshold: 50 characters
- Auto-reimport before 'Generate Output'

Approximate Filename Length:
24 characters

- Convert all tables to "Auto-Fit to Contents"
- Set first row of each table as a header row
- Create a Page Layout for each section header/footer
- Automatically set topic title ⓘ

Enables you to control table width using your topic stylesheet

New in Flare 11!

Stylesheet tab

Word Import Editor | Import...

Source Files
New TopicStyles
Options
Stylesheet
Paragraph Styles
Character Styles
Imported Files

Do you want to associate a stylesheet with the new project?
If you associate a stylesheet, you can map Word-styles to CSS styles.

project - with MS Word Import File\Content\Resources\Stylesheets\ABCInternationalStyles.css Stylesheet...

Source Styles

- Preserve MS Word Styles
- Don't Preserve MS Word Styles
- Convert inline formatting to CSS styles

Pick the project's default stylesheet

Inline formatting and formatting associated with styles are discarded – but styles can be mapped

Paragraph Styles tab

Map Word styles
to corresponding
Flare styles

WordImport

Word Import Editor | Reimport...

Source Files

New TopicStyles

Options

Stylesheet

Paragraph Styles

Character Styles

Imported Files

MS Word Style	Flare Style
Body Text	
Heading 1	h1
Heading 2	
Heading 3	
TaskHeading	p.ListIntro
Tip Text	p.Tip
TOC 1	
TOC 2	
TOC 3	
TOC Heading	h1.TOC

Map

Unmap

Flare Styles

- blockquote
- blockquote.(MS Word Style)
- div
- div.(MS Word Style)
- div.Box
- div.BoxNoHead
- h1.TOC
- h1.(MS Word Style)
- h1.NoChapter
- h1

h5

Preview

Big Red Dog

Preview

Big Red

Paragraph Styles tab

Map Word styles to corresponding Flare styles

MS Word Style	Flare Style	
Body Text		
Heading 1	h1	
Heading 2	h1	<input type="button" value="Map"/>
Heading 3	h2	<input type="button" value="Unmap"/>
TaskHeading	p.ListIntro	
Tip Text	p.Tip	
TOC 1		
TOC 2		
TOC 3		
TOC Heading	h1.TOC	

Flare Styles list:

- blockquote
- blockquote.(MS Word Style)
- div
- div.(MS Word Style)
- div.Box
- div.BoxNoHead
- h1**
- h1.(MS Word Style)
- h1.NoChapter
- h1.TOC

Preview 1: **Big Red Dog**

Preview 2: **Big Red**

Character Styles tab

Map Word styles to corresponding Flare styles

The screenshot shows the WordImport application interface. On the left is a sidebar with a menu containing: Source Files, New TopicStyles, Options, Stylesheet, Paragraph Styles, **Character Styles** (highlighted), and Imported Files. The main area is divided into three sections:

- MS Word Style / Flare Style Table:**

MS Word Style	Flare Style
Book Title	
Hyperlink	a
UI Control	span.UIControl
- Map / Unmap Buttons:** Two buttons are positioned between the table and the Flare Styles list.
- Flare Styles List:** A scrollable list of Flare styles including: code, code.(MS Word Style), i, i.(MS Word Style), small, small.(MS Word Style), span, span.(MS Word Style), span.Emphasis, span.Important, **span.UIControl** (highlighted), and strong.

Below the table and list are two preview windows. The left preview shows the text *Big Red Dog* in a standard italicized font. The right preview shows the text **Big Red Dog** in a bold, green, sans-serif font, demonstrating the result of mapping the 'UI Control' style.

Post-import clean-up in Flare

- Remove language attribute from topics
- Remove style attributes from topics (all formatting should be in stylesheet)
- Delete imported style sheet
- Nested lists:
 - Remove inline styles
 - Restructure using Indent Item

Nested List – Original Word document

To create a new account:

1. From the Home tab, select **New Account**.

The **New Account** window opens.

2. Enter these details:
 - Username
 - Password
3. Click **Confirm**.

Nested List – After import into Flare

```
<p>To create a new account:</p>
<ol style="list-style-type: decimal;margin-left: 36pt;" start="1">
  <li>From the Home tab, select New Account.</li>
</ol>
<p>The New Account window opens.</p>
<ol style="list-style-type: decimal;margin-left: 36pt;" start="2">
  <li>Enter these details:</li>
</ol>
<ul style="list-style-type: disc;margin-left: 72pt;">
  <li style="list-style-type: disc;"> Username</li>
  <li style="list-style-type: disc;"> Password</li>
</ul>
<ol style="list-style-type: decimal;margin-left: 36pt;" start="3">
  <li>Click Confirm.</li>
</ol>
```

Nested List – After clean-up in Flare

```
<p>To create a new account:</p>
<ol>
  <li>
    <p>From the Home tab, select New Account.</p>
    <p>The New Account window opens.</p>
  </li>
  <li>Enter these details:
    <ul><li>Username</li><li>Password</li></ul></li>
  <li>Click Confirm.</li>
</ol>
```

Summary

- Success depends on the structure and formatting of the source document
- Remove outline numbering before import
- Map to existing Flare styles and use existing Flare project infrastructure
- For migration, it usually make sense to do re-formatting and clean-up in Flare
- Nested lists require significant clean-up in Flare

Questions?

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