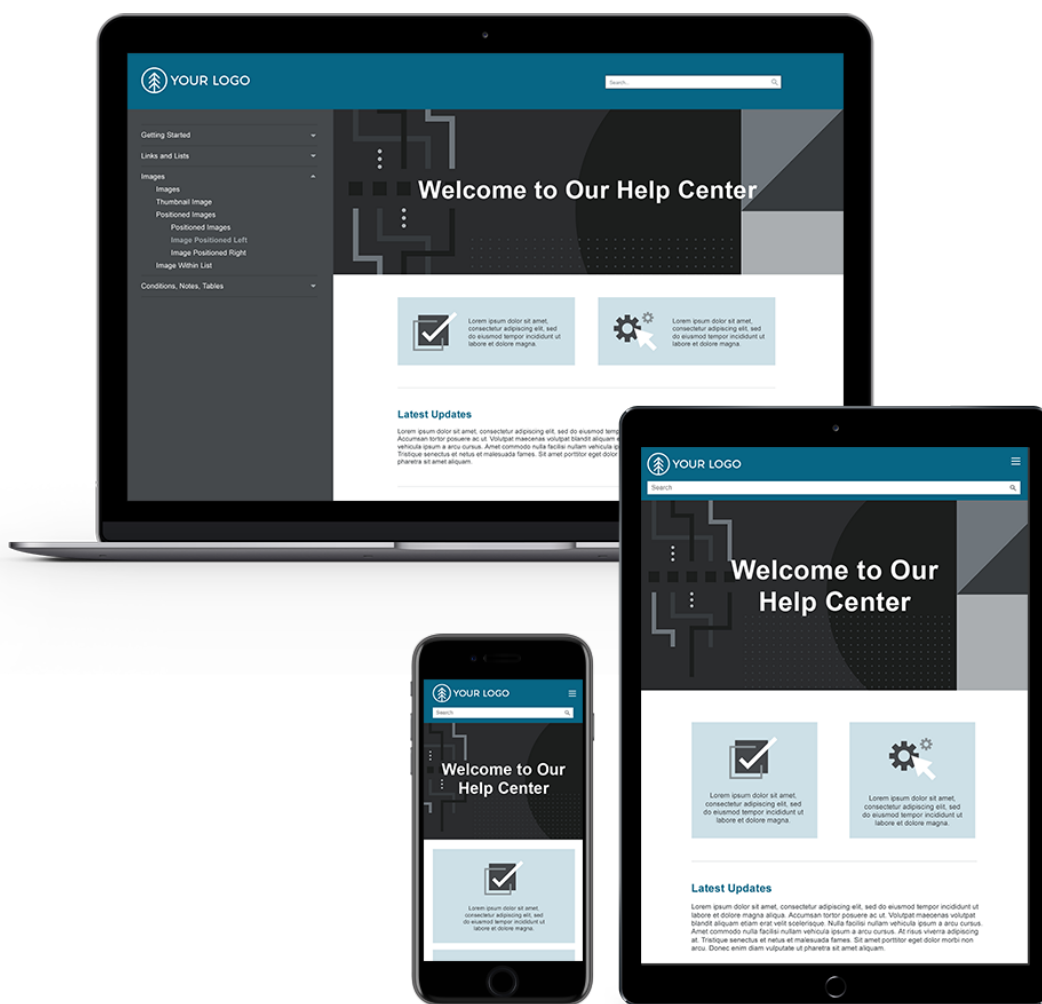


Side Navigation Template



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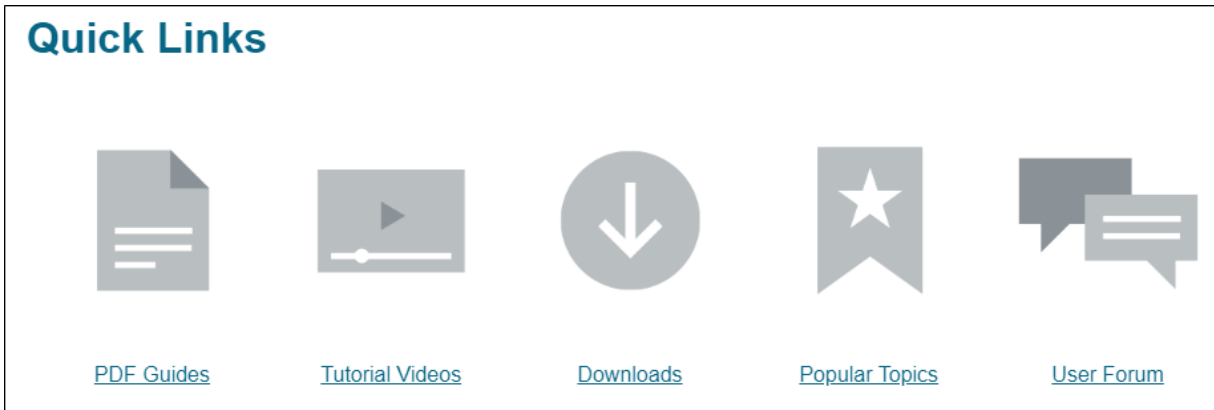
Introduction

Welcome to the *Side Navigation Template Reference Guide*. This guide outlines quick custom changes that can be made to the template to fit your brand. For more details about Flare and implementing features into your project, please refer to the online Help at <https://help.madcapsoftware.com>.

You should have already branded the project for your company via the Start a New Project Wizard. This lets you choose your company colors, font, logo, and hero image. You can always update these by opening the Content Explorer and navigating to **Resources > Branding > Branding.css**.

Changing Quick Links

At the bottom of the Home page topic, there are a series of Quick Links, which you can adjust.



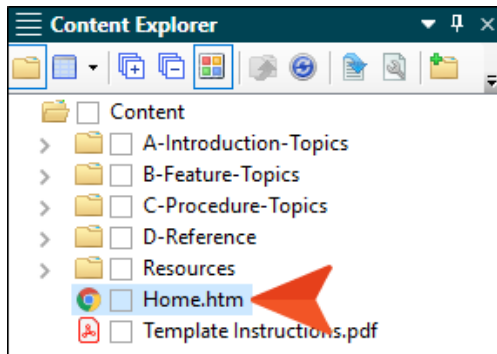
Before making any modifications, you need to open the Home page topic and enable the structure bars in the XML Editor.

After this, you might want to make the following kinds of changes:

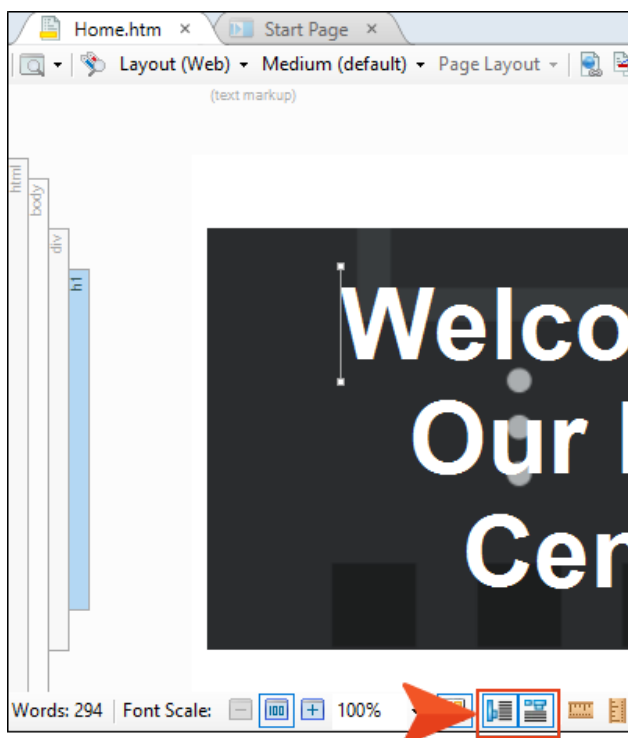
- Change the text hyperlinks
- Change the images
- Remove columns

How to Open the Home Topic and Enable Structure Bars

1. Open the Content Explorer, and double-click **Home.htm**.

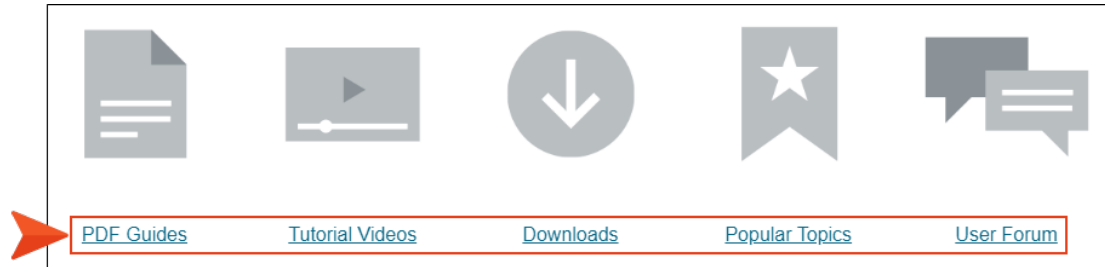


2. At the bottom of the XML Editor, make sure the two structure bar buttons are selected (borders will appear around the buttons when enabled). With these buttons enabled, you will see bars to the left or top of the XML Editor, depending on the location of your cursor in the topic.

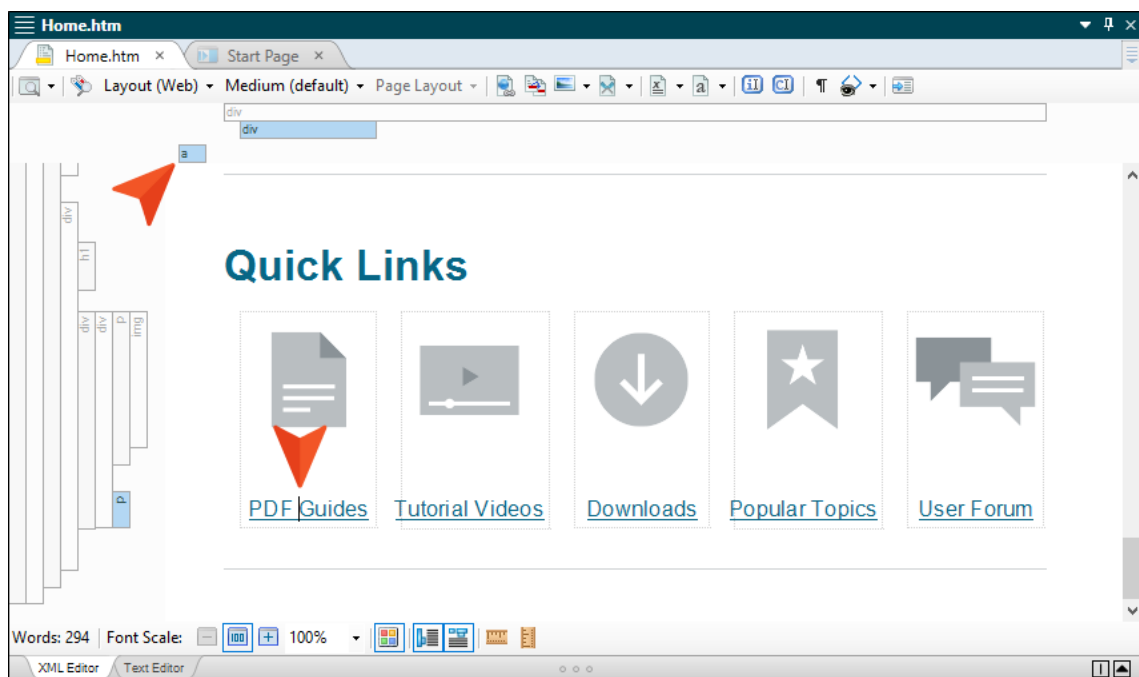


How to Change the Text Hyperlinks

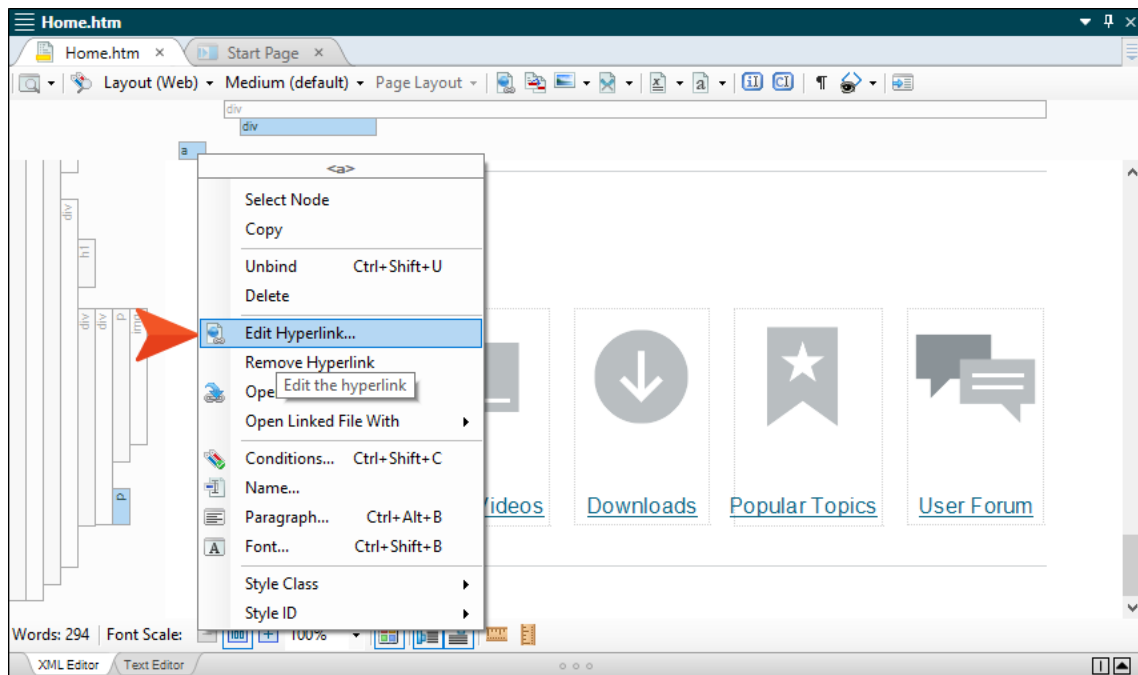
1. Scroll to the bottom of the topic where the Quick Links are displayed. Click on any of the text hyperlinks that you want to change.



2. You can simply type to replace the text for any of the links.
3. To change the hyperlink destination, locate the “a” structure bar at the top of the XML Editor. This structure bar is related to the hyperlink where your cursor is located.



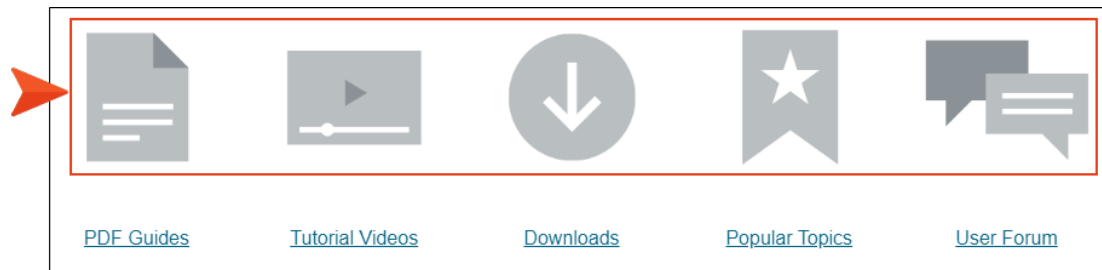
4. Right-click that structure bar, and from the context menu select **Edit Hyperlink**.



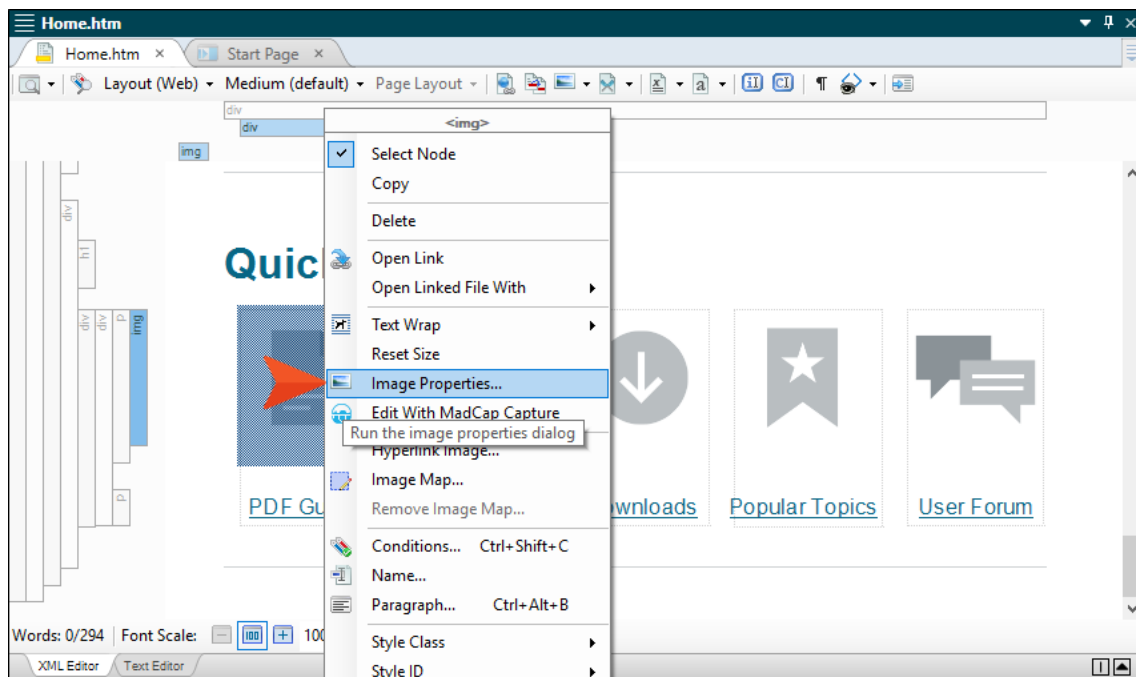
5. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
6. Click **OK**.
7. Save the file.

How to Change the Images


1. Scroll to the bottom of the topic where the Quick Links are displayed.

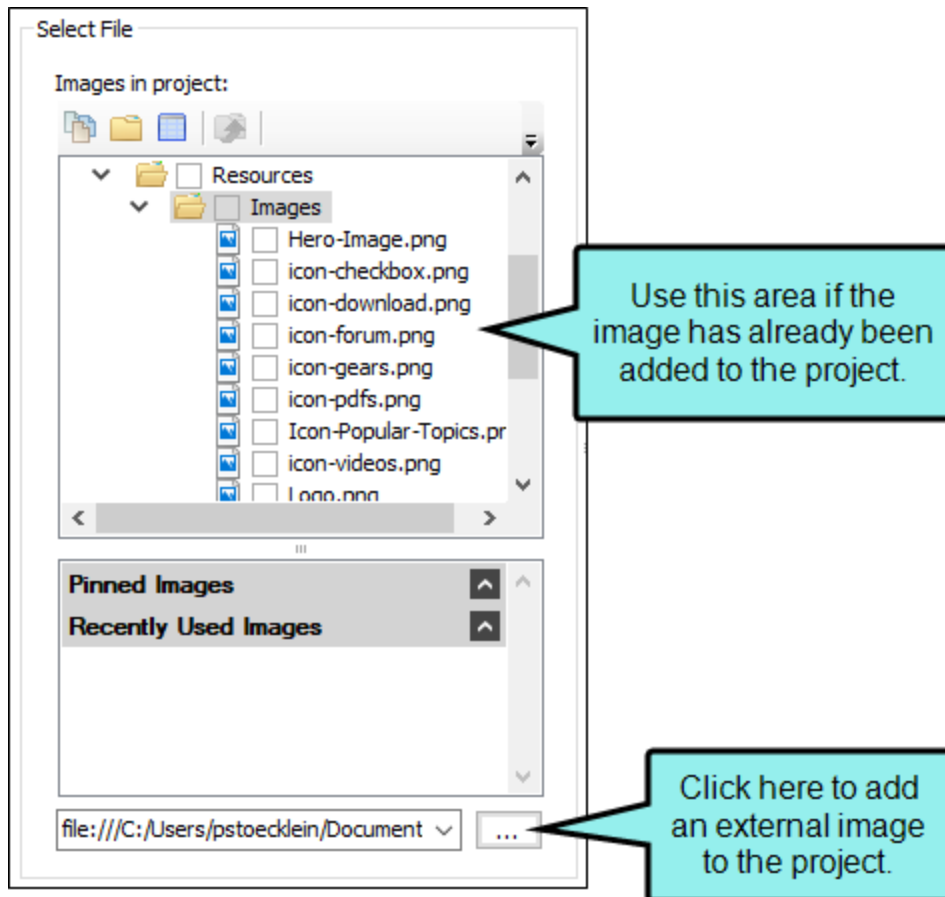


2. If you want to replace an image with another one, right-click the image and select **Image Properties**.



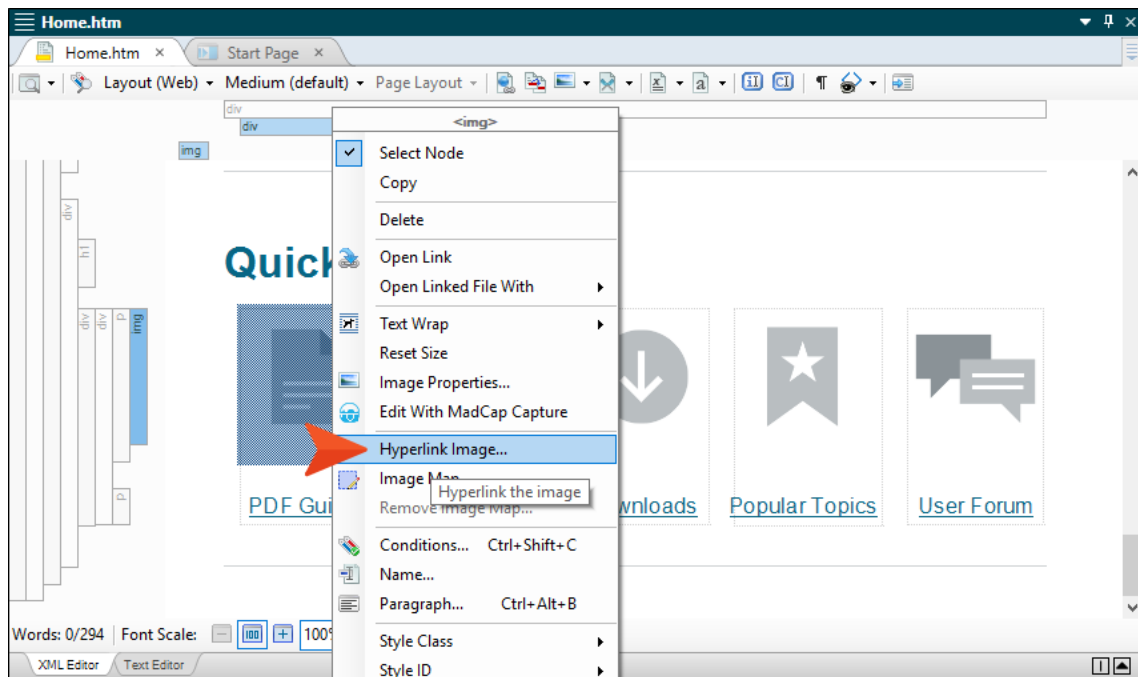
3. In the Image Properties dialog, select the **General** tab.

4. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click  and select it (the image will then be added to the project).



5. Click **OK**.

6. If you want to create a hyperlink on an image so that users can navigate to another location by clicking it, begin by right-clicking the image and selecting **Hyperlink Image**.

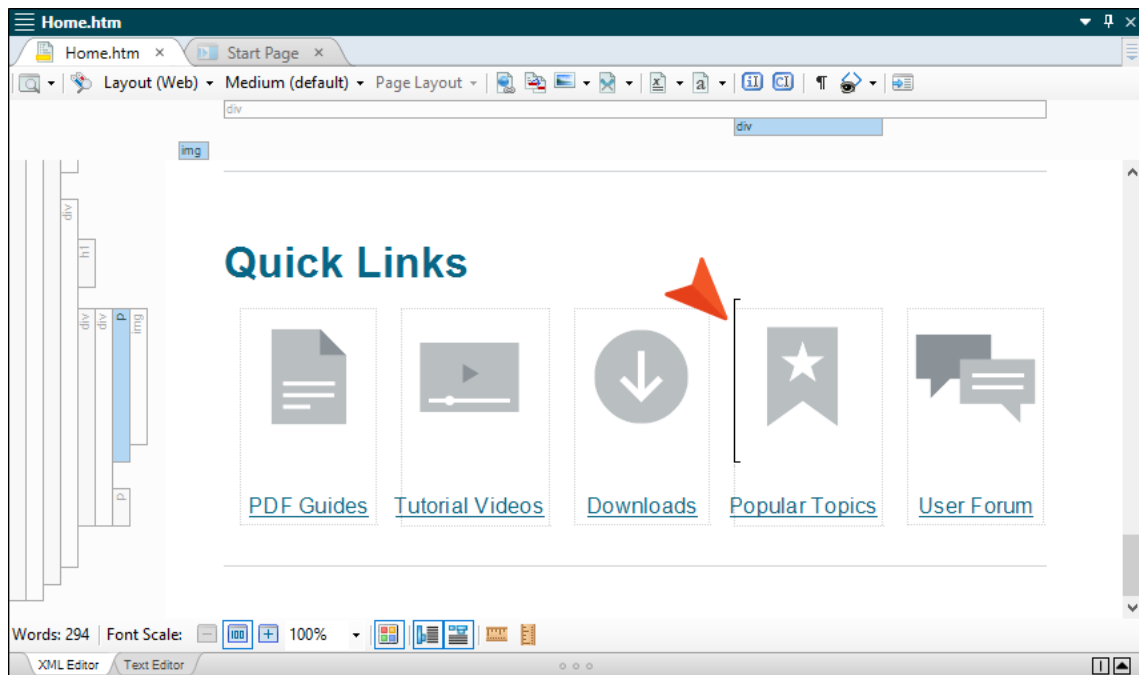


7. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
8. Click **OK**.
9. Save the file.

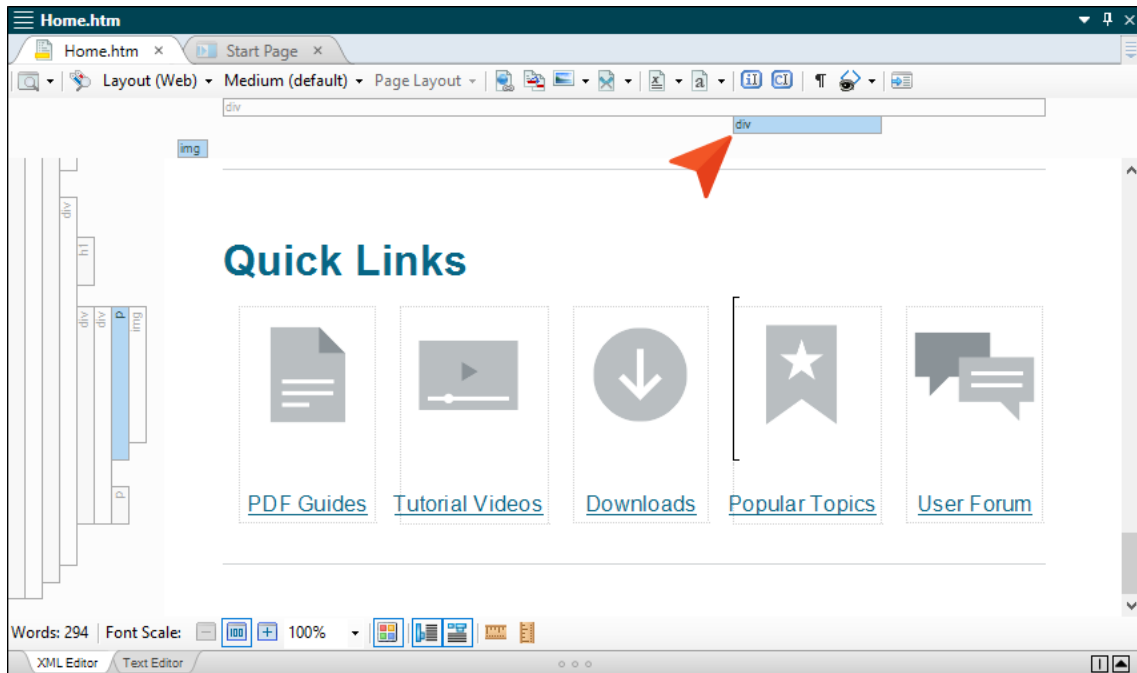
How to Remove Columns

The area holding the Quick Links is a responsive layout that will adjust the positions of the columns when the output screen size changes. Currently there are five columns (holding five images and hyperlinks) in this layout. You can remove any of these columns that you don't need.

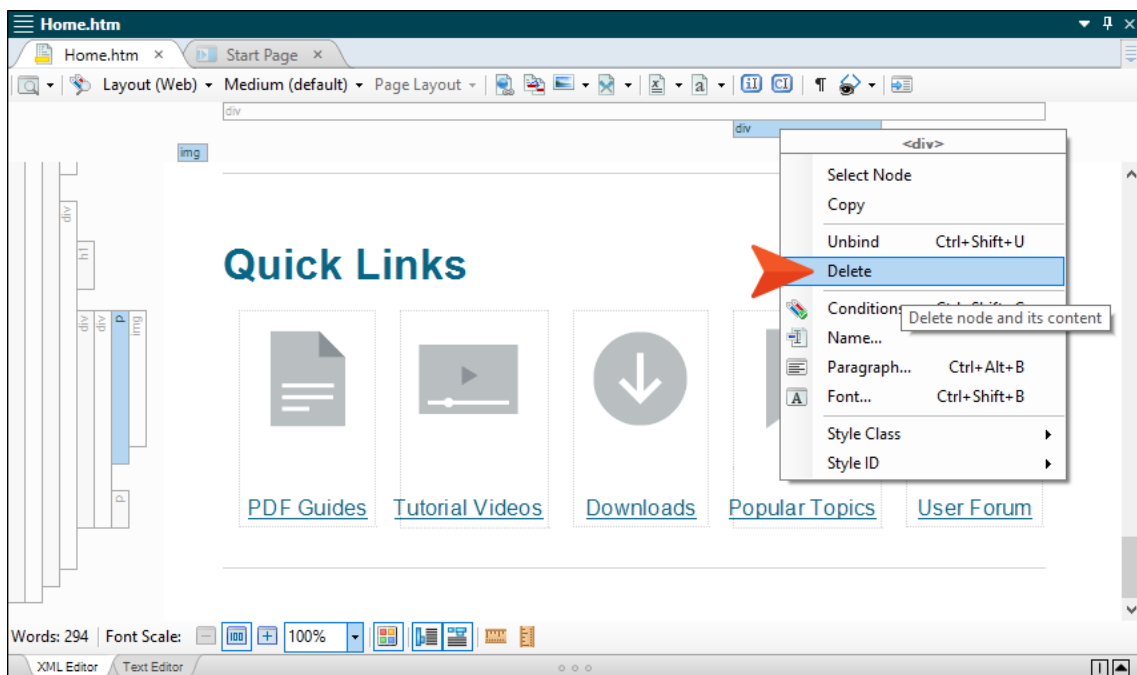
1. Scroll to the bottom of the topic where the Quick Links are displayed.
2. Click in the rectangle representing the column you want to remove.




3. Locate the “div” structure bar at the top of the XML Editor. This structure bar is related to the area where your cursor is located.

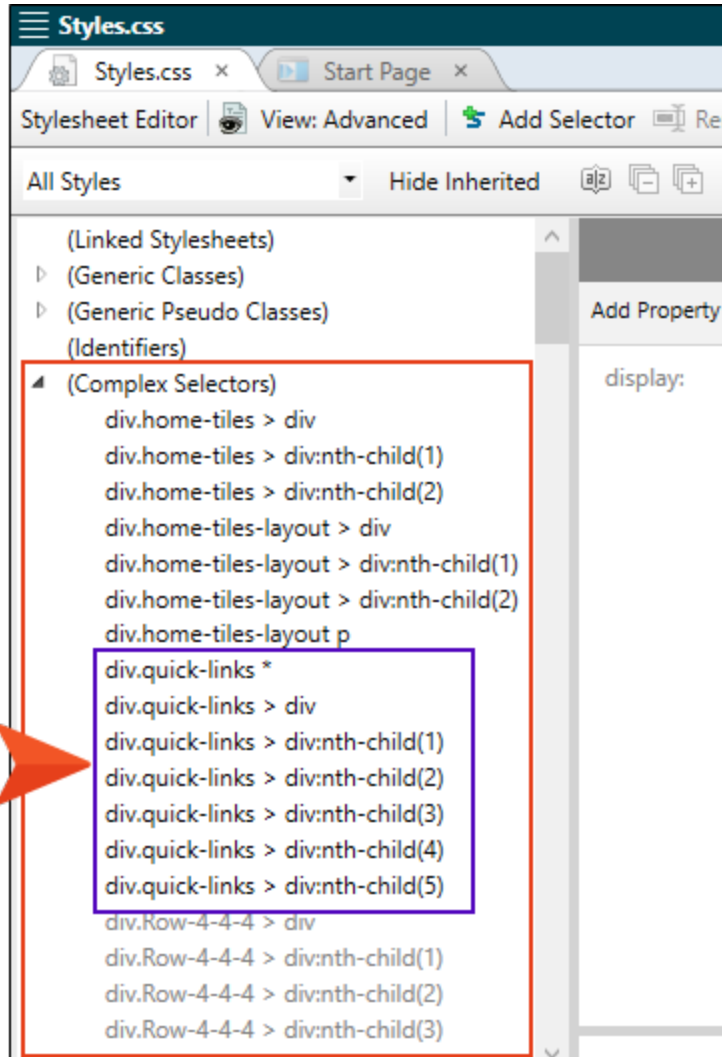


4. Right-click the structure bar and select **Delete**.



5. Save the file.

 **Note:** Depending on how many columns you remove, you might want to adjust the responsive layout styles that control the look of the Quick Link area. That is because the layout was originally designed to hold five columns of equal width, and removing columns might result in an uneven layout.



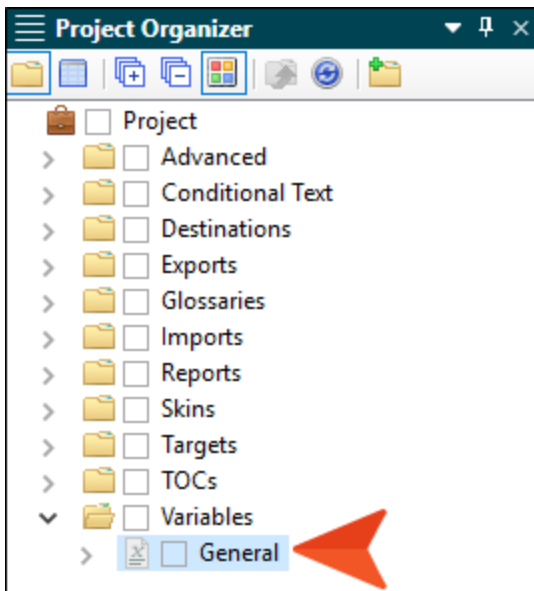
For more information about editing a responsive layout styles—including how to add more columns—please refer to the Flare online Help.

Changing Variables

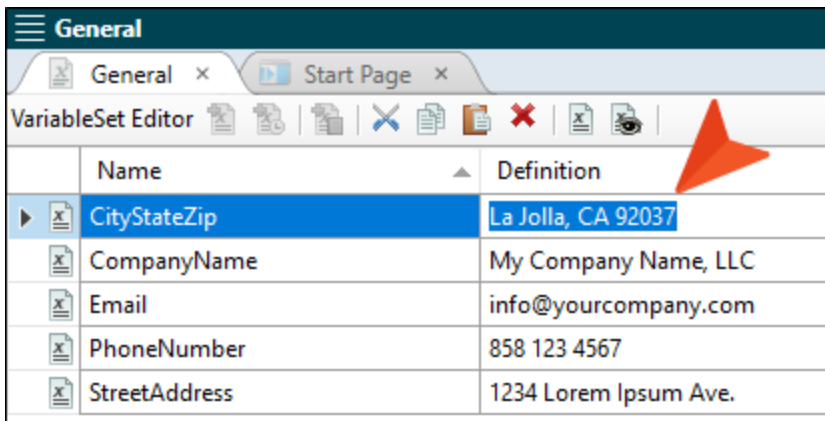
You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

How to Change Variables

1. Open the Project Organizer, expand **Variables**, and double-click **General**.



2. In the Variable Set Editor, click twice slowly in the **Definition** cell you want to change and type the new text.



3. Press **Enter** on your keyboard.
4. Repeat these steps for each variable definition you want to change. (You can also use the buttons in the local toolbar to add new variables if you like.)
5. Save the file. When you open a file where a variable has been inserted (e.g., Company.htm, Home-Page.flmsp), you should see the new definition(s) displayed.