Employee Handbook Template

Contents

Introduction

Welcome to the *Employee Handbook Template Reference Guide*. This guide outlines quick custom changes that can be made to the templates to fit your brand. If you need assistance in implementing the templates in your project, please contact MadCap Technical Support at https://www.madcapsoftware.com/support/.

Changing Images

The logo and other images can be changed in this project.

> ⊘ **Tip:** There are two placeholder logo images in this project—one using the .png (raster) format for online output and the other using the .eps (vector) format for PDF output. Vector images work well in print-based output for logos, because they do not lose clarity when resized.
>
> Before selecting a new logo in the topic, you should save your image(s) at the desired size. The size of the **.png** placeholder logo is **229 x 55 pixels**. The size of the **.eps** placeholder logo is **244 x 58 pixels**. You do not need to match either of these sizes exactly, but your logo image(s) should be sized to look good both in the online and PDF output.
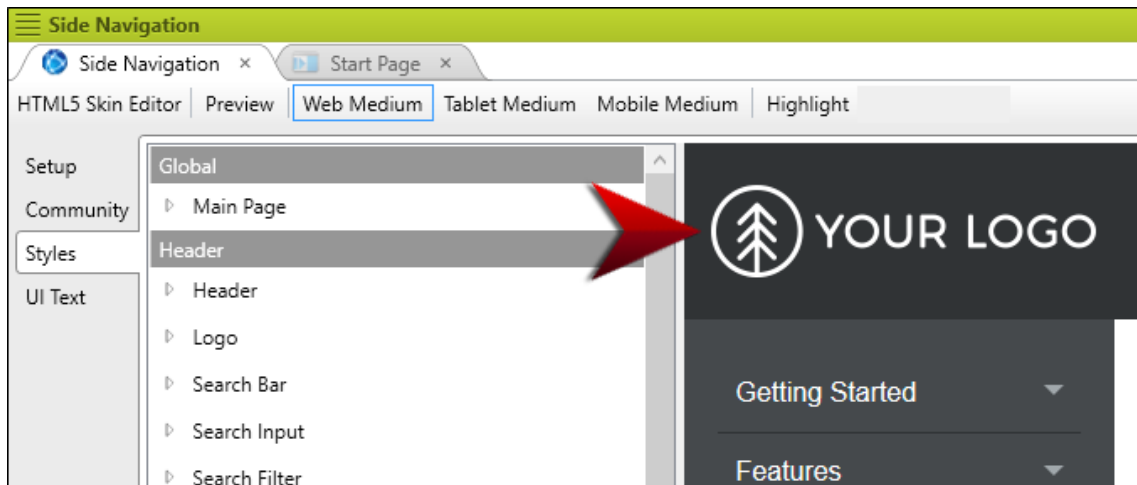
How to Change the Logo in the Side-Navigation Skin File

Use the following steps to change the logo that is seen at the top of the online output.
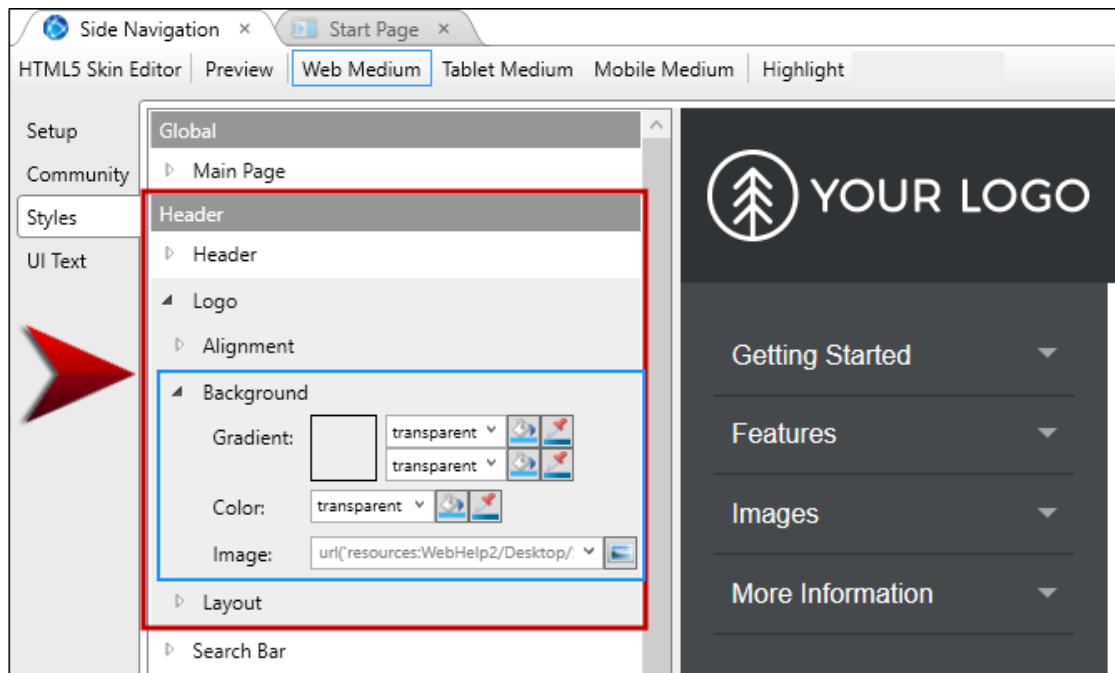
1. Open the Project Organizer, expand **Skins**, and double-click **Side-Navigation**.
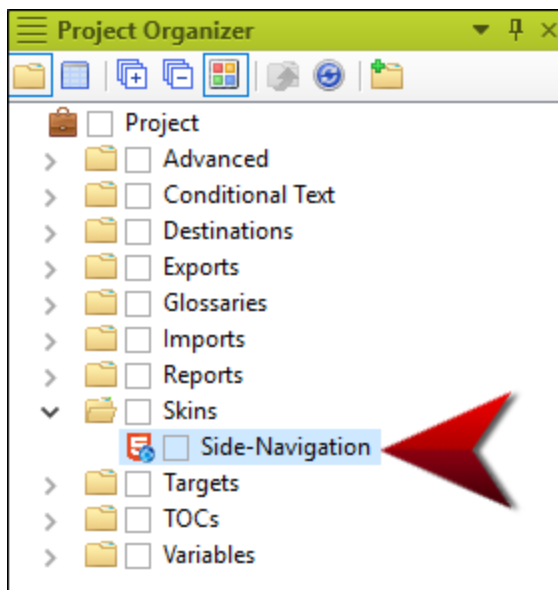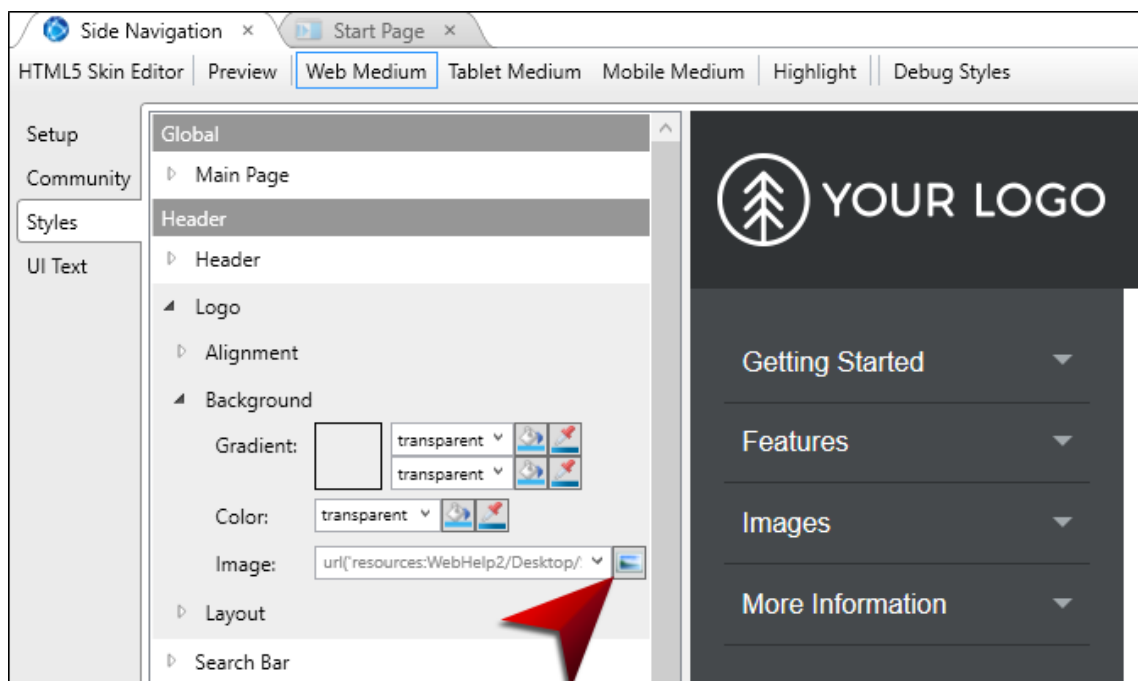

2. Select the **Styles** tab. Notice the placeholder logo in the preview to the right.
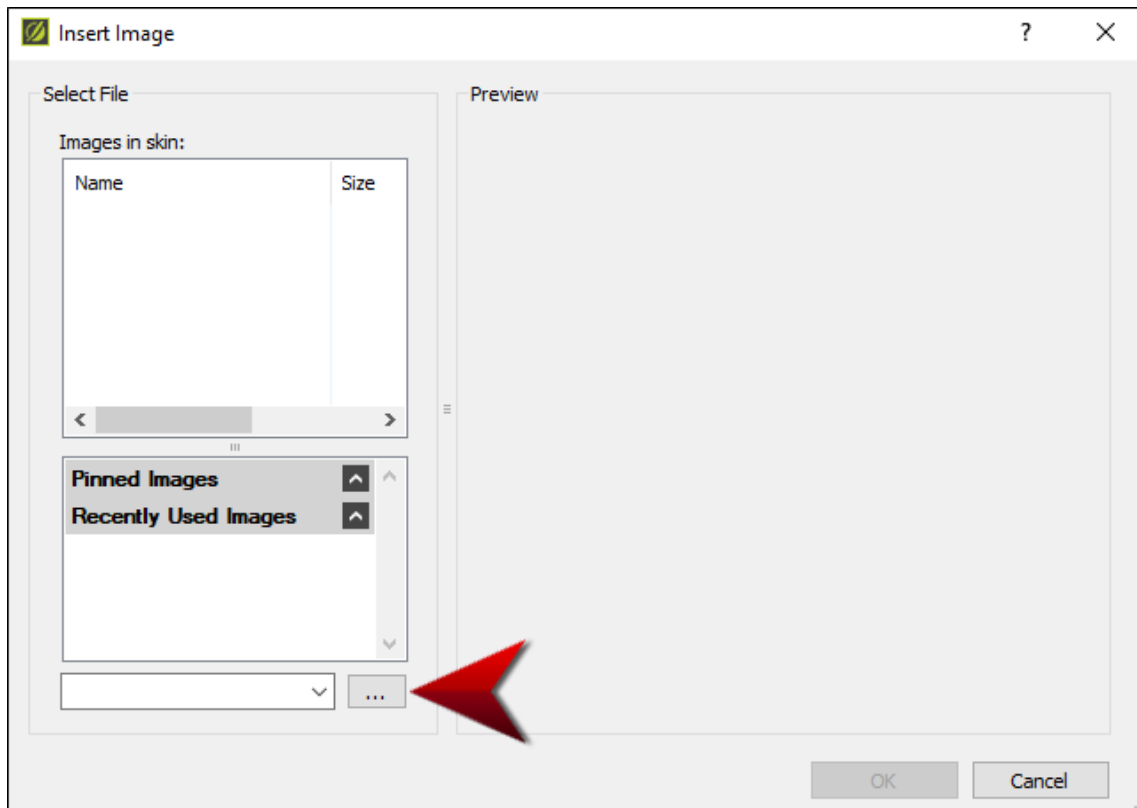
3. On the left side of the editor, in the **Header** section, expand **Logo > Background**.
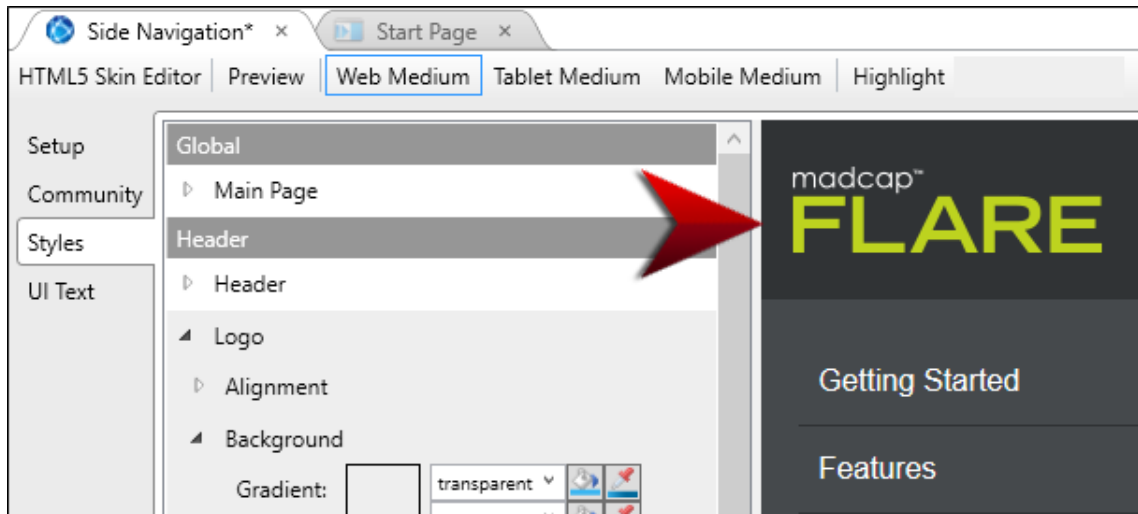

4. Next to the **Image** field, click [image icon].

5. Click [...] .

Insert Image

Select File

Images in skin:

Name	Size

Pinned Images

Recently Used Images

Preview

6. In the dialog, locate and double-click your logo.

7. In the Insert Image dialog, click **OK**. You should now see your logo in the preview instead of the placeholder logo.
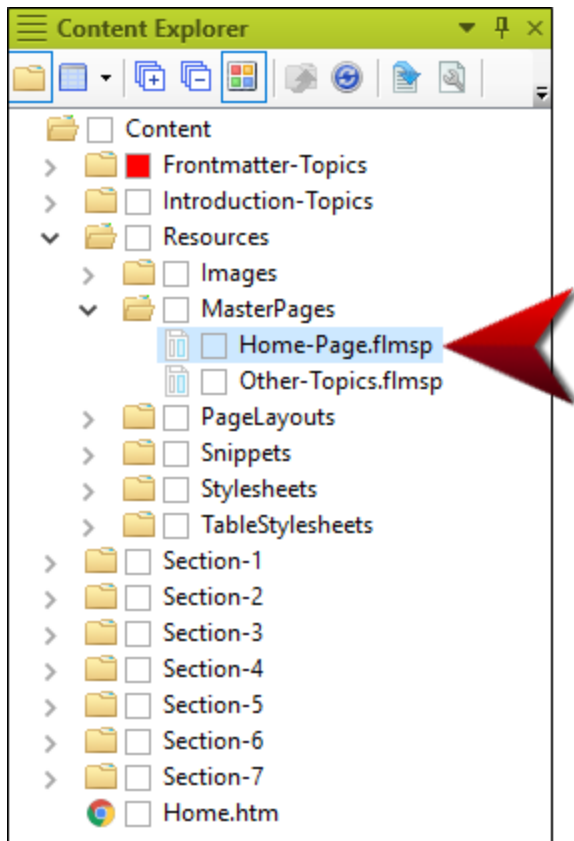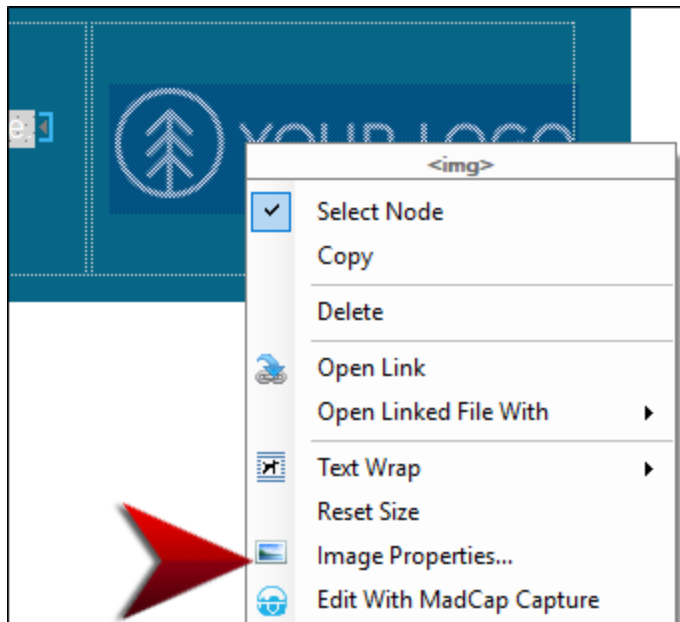

8. Save the file.

How to Change the Logo in the Home Master Page

Use the following steps to change the logo that is seen at the bottom of the Home page in the online output.

1. Open the Content Explorer, expand **Resources > MasterPages**, and double-click **Home-Page.flmsp**.
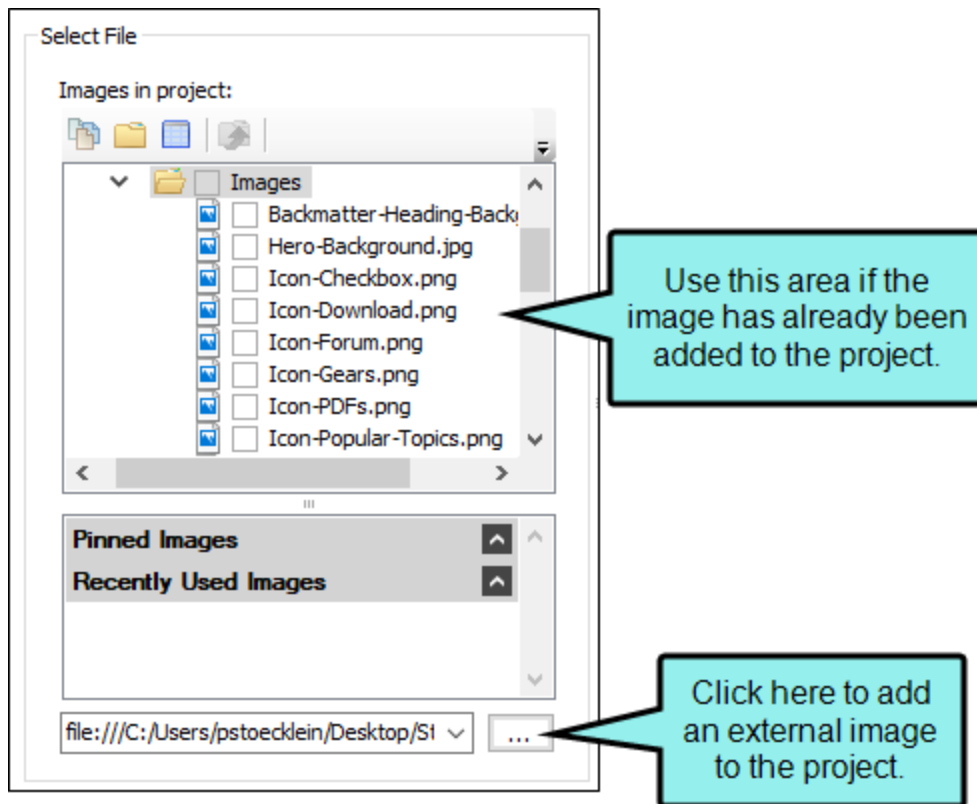
2. Right-click the placeholder logo and select **Image Properties**.

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).

Select File

Images in project:

Images
☐ Backmatter-Heading-Back
☐ Hero-Background.jpg
☐ Icon-Checkbox.png
☐ Icon-Download.png
☐ Icon-Forum.png
☐ Icon-Gears.png
☐ Icon-PDFs.png
☐ Icon-Popular-Topics.png

Use this area if the image has already been added to the project.

Pinned Images
Recently Used Images

file:///C:/Users/pstoecklein/Desktop/St ⌄   ...

Click here to add an external image to the project.

5. Click **OK**.

6. Save the file.

How to Change the Hero Image

The hero image is the large banner image that spans across the screen of the Home page in online output. The hero image used in this template is changed in **Styles.css**.

> ✓ **Tip:** The hero image included in this template project is **5184 x 3456 pixels**. You don't need to have an image that is exactly this size, but for best results it is recommended that you have a very big one with an aspect ratio similar to the one in this template. That way, it is likely to have a good appearance on screens of all sizes. Otherwise, you might need to make other adjustments to make it look good on the Home page. Since this template includes white font color overlay on the hero image, a darker image will look best.
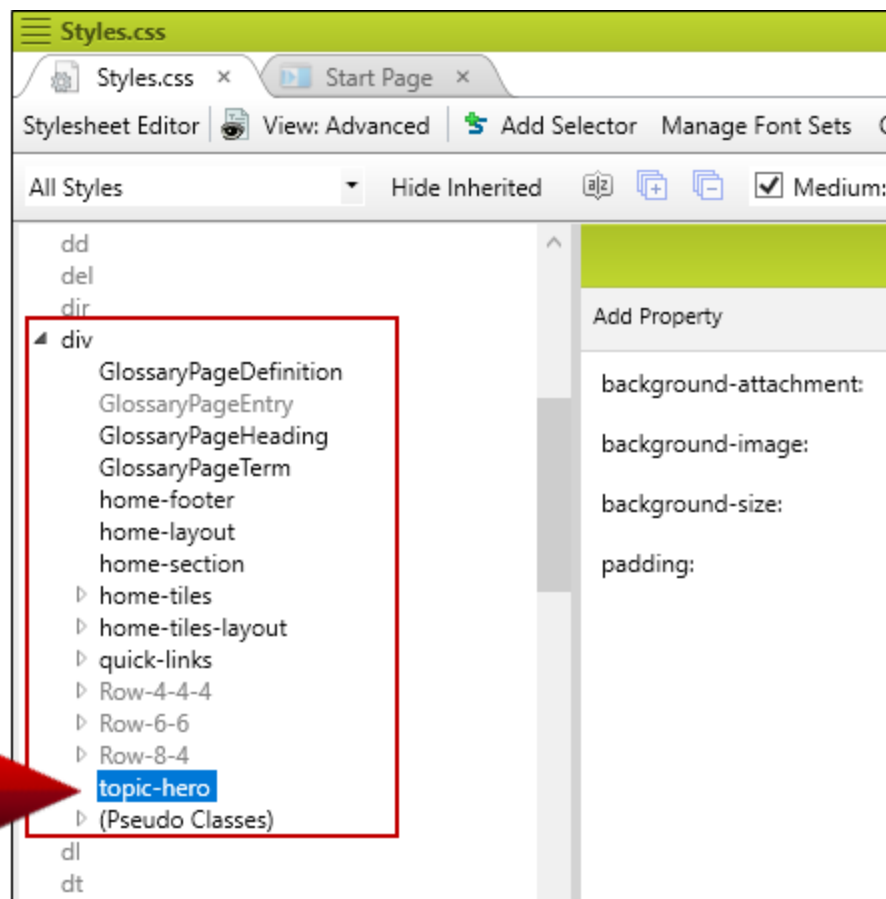
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.
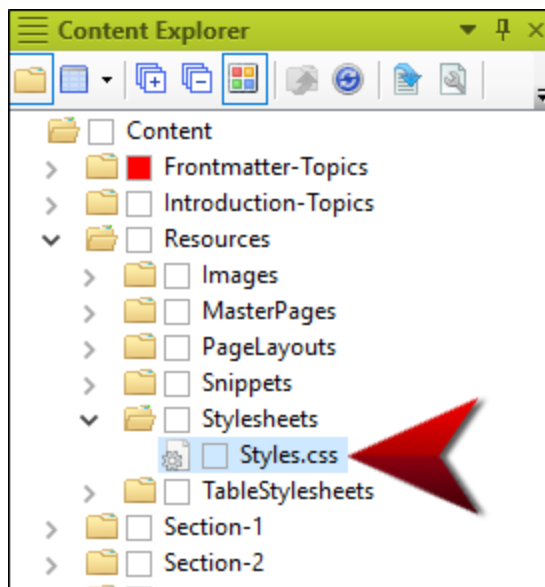
2. In the Stylesheet Editor, make sure you are in **Advanced** view.
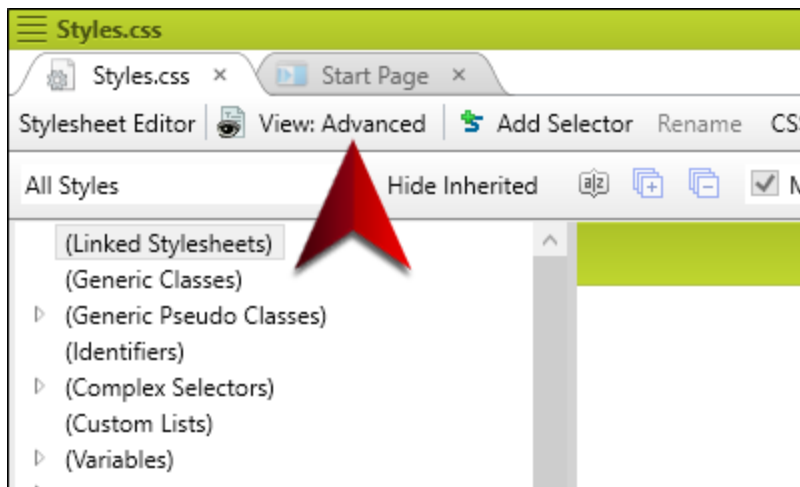
3. On the left side of the Stylesheet Editor, find and expand the **div** group. Then select **topic-hero**.
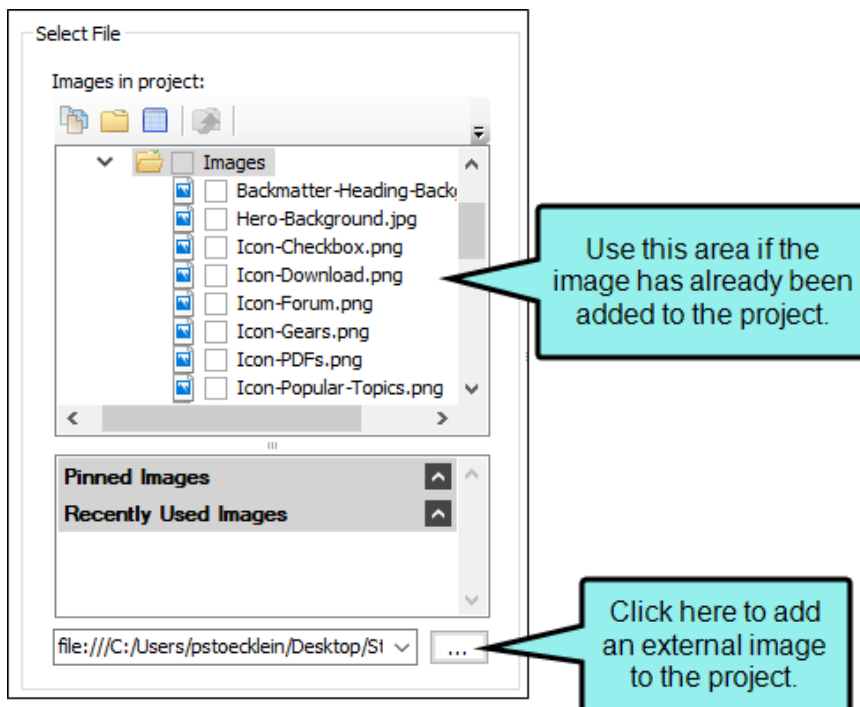
4. On the right side of the editor, next to **background-image**, click ▣.

background-attachment:	fixed	⌄
background-image:	../Images/Hero-Backgr ⌄ ▣
background-size:	cover	...
padding:	5%	...

> 🗒 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Background** group before making your changes.

5. 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).
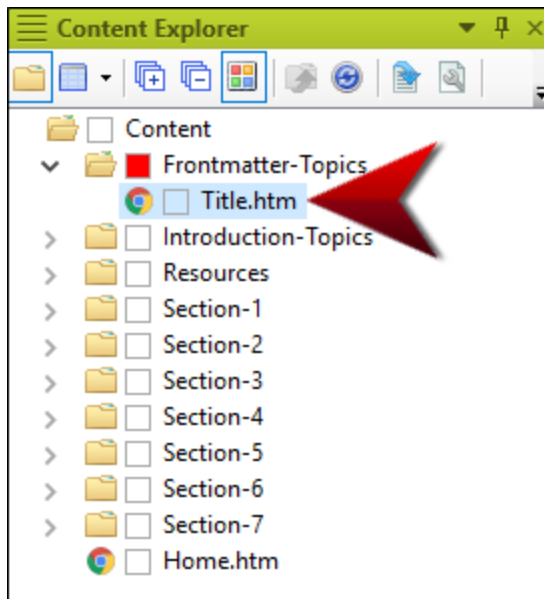
Select File

Images in project:

📋 📁 🔲 | 🖼 |

> ☑ 📁 Images
> 🖼 ☐ Backmatter-Heading-Back
> 🖼 ☐ Hero-Background.jpg
> 🖼 ☐ Icon-Checkbox.png
> 🖼 ☐ Icon-Download.png ◄ Use this area if the image has already been added to the project.
> 🖼 ☐ Icon-Forum.png
> 🖼 ☐ Icon-Gears.png
> 🖼 ☐ Icon-PDFs.png
> 🖼 ☐ Icon-Popular-Topics.png

Pinned Images ⌃
Recently Used Images ⌃

file:///C:/Users/pstoecklein/Desktop/St ⌄ [...] ◄ Click here to add an external image to the project.
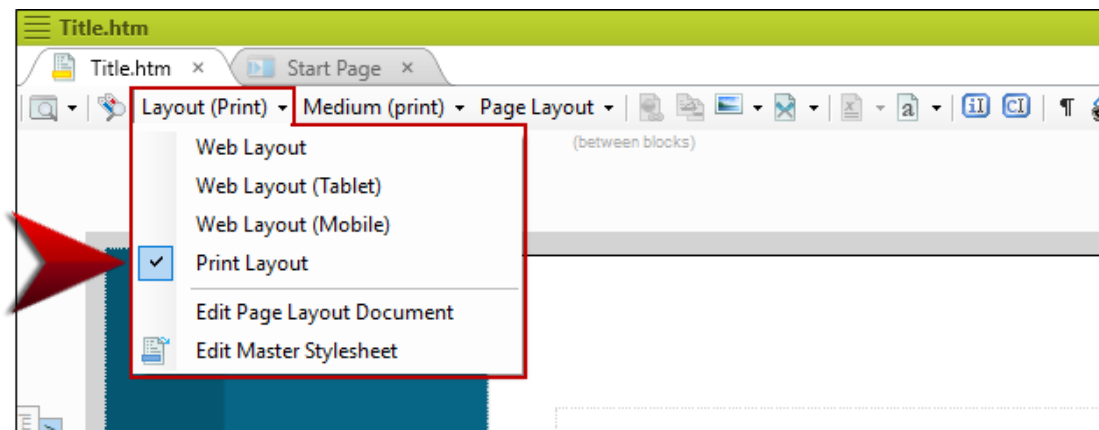
6. Click **OK**.

7. Save the file.

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How to Change the Logo for the Title Page

Use the following steps to change the logo that is seen on the title page of PDF output.
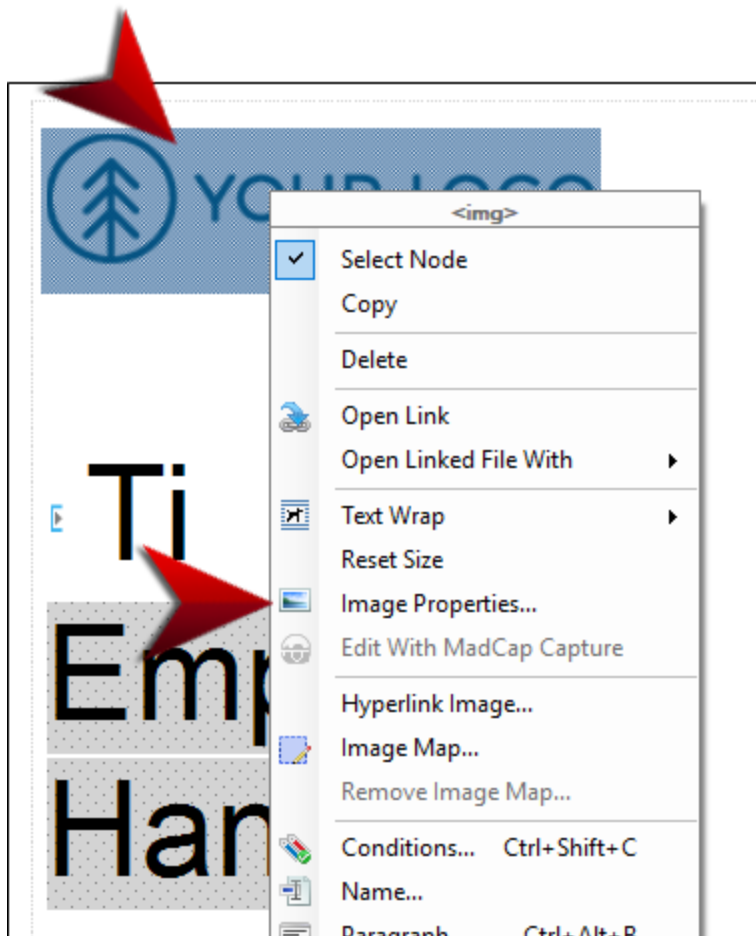
1. Open the Content Explorer, expand **Frontmatter-Topics**, and double-click **Title.htm**.


2. If you want to see the topic in relation to the page layout, click the **Layout** drop-down in the local toolbar and select **Print Layout**.

3. Right-click the placeholder logo and select **Image Properties**.

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).
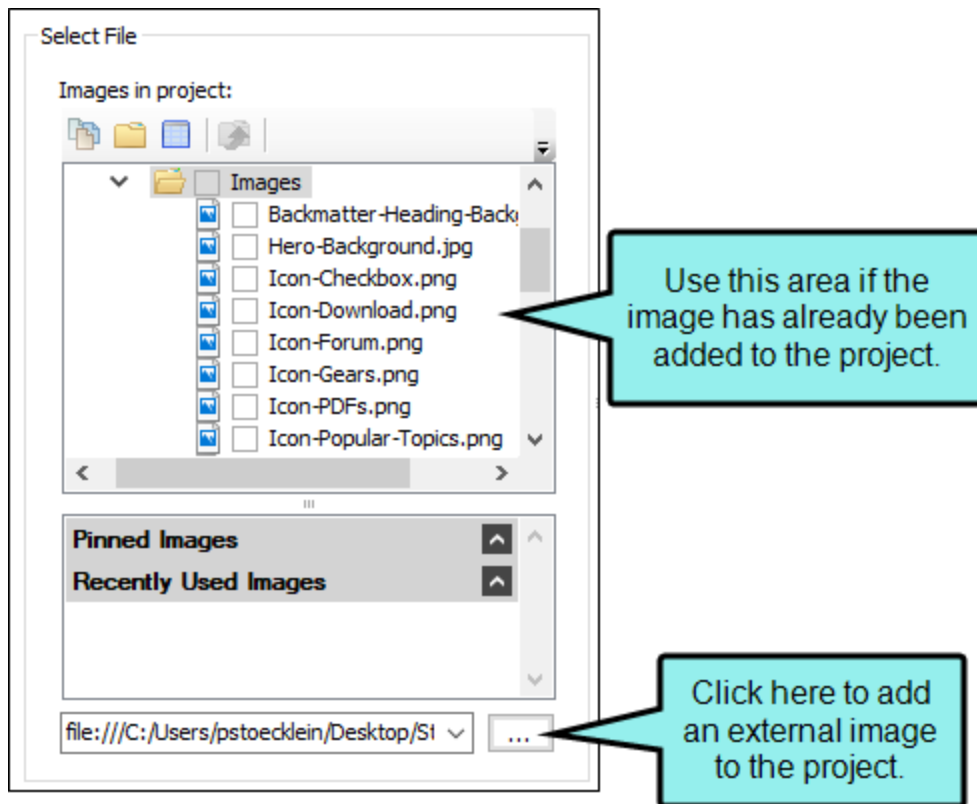

5. Click **OK**.

> 📝 **Note:** If you need to resize your image to fit, you can do so manually in the topic or you can use a style. See the Flare online Help for more about resizing images.

6. Save the file.

How to Change the Title Page Background Image

In addition to the logo, there is another image that is displayed on the title page for PDF output. This is a decorative image. However, unlike the logo, this image was not inserted directly into the Title.htm topic. Instead, this image was inserted into the **Frontmatter.flpgl** page layout, which controls the structural format of the title page. Therefore, it exists in the background of the title page.
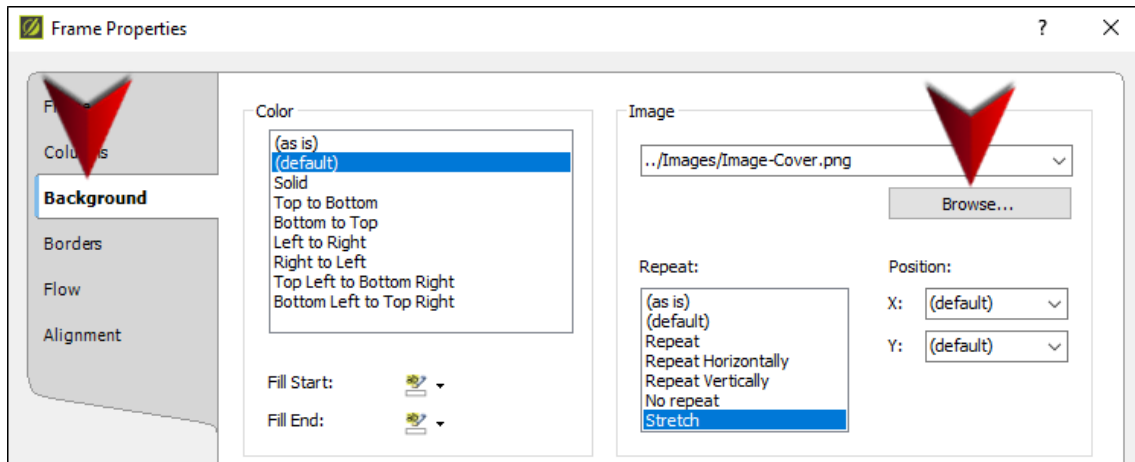
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Frontmatter.flpgl**.
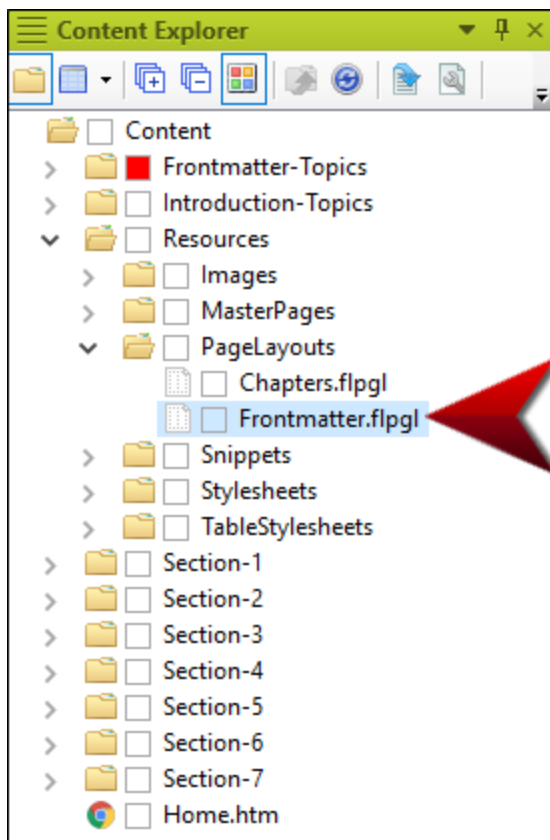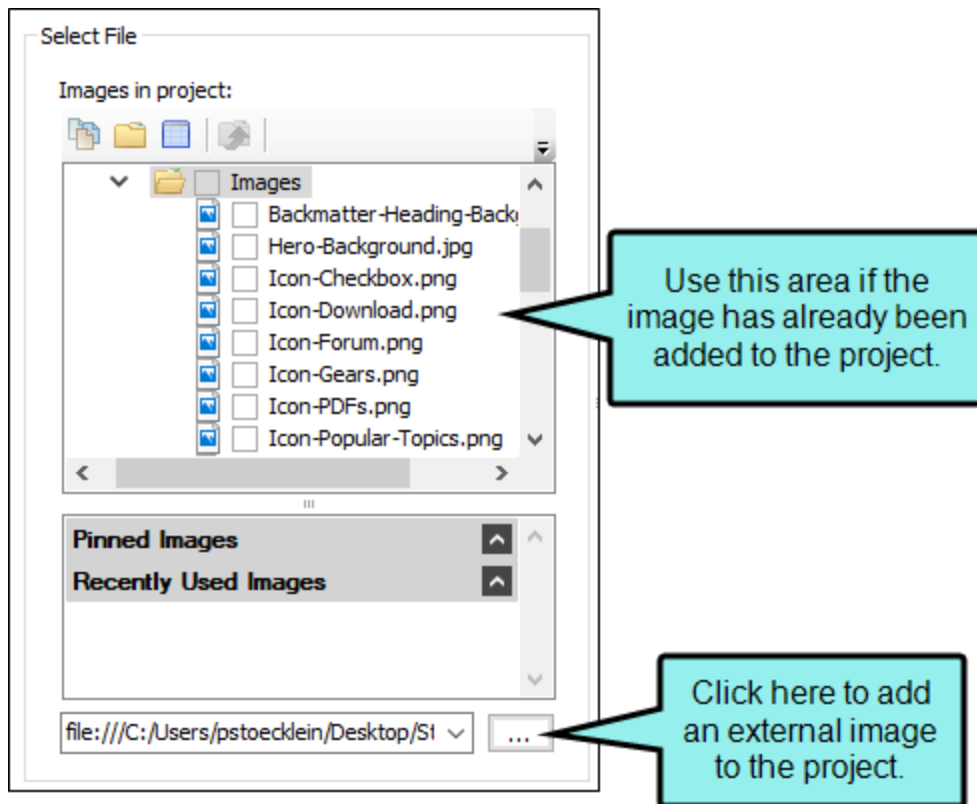
2. Double-click the frame that is displaying the image.
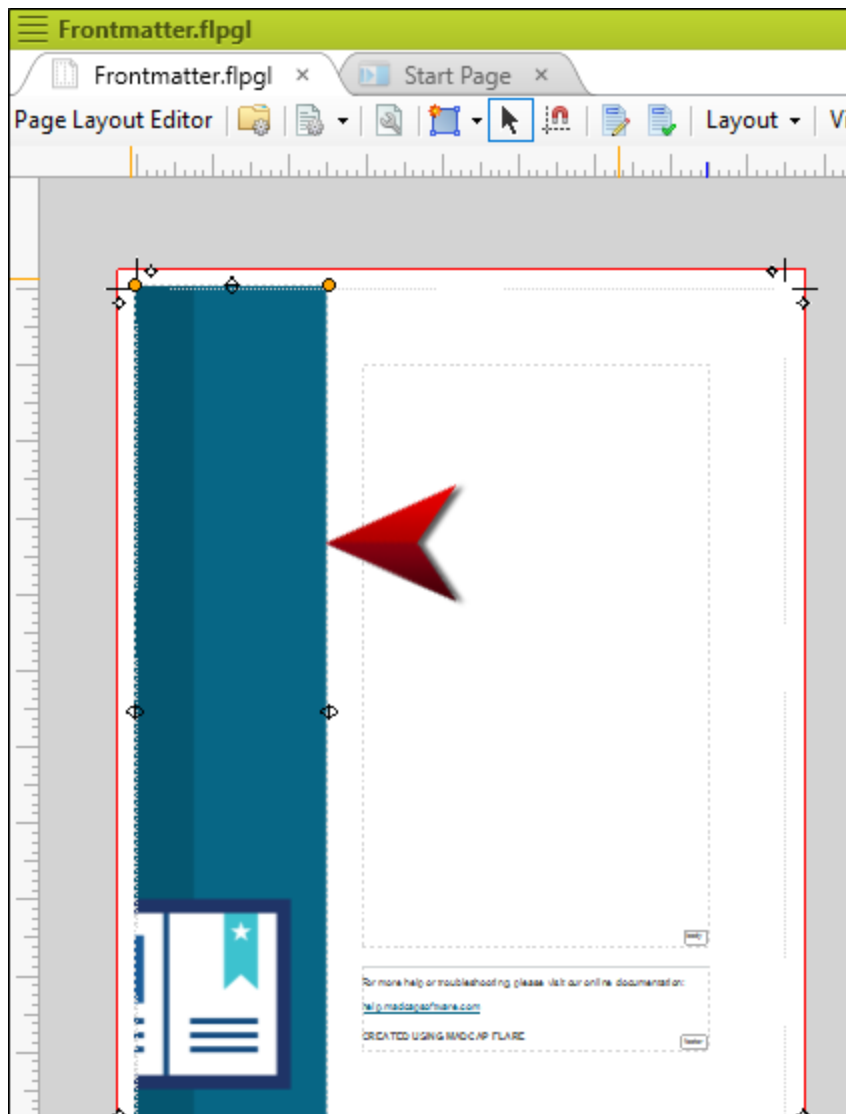
3. In the Frame Properties dialog, select the **Background** tab. Then in the **Image** section, click **Browse**.

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).

Select File

Images in project:

Use this area if the image has already been added to the project.

Click here to add an external image to the project.

5. Click **OK**.

> 📝 **Note:** If you need to resize an image so that it fits better, you will need to do so outside of Flare. Then repeat the steps above to select the updated image in the page layout. You can also experiment with the "Repeat" and "Position" fields in the Frame Properties dialog to adjust the image's appearance.

6. Save the file.

Changing Colors

To change the colors in the project, you need to edit multiple files. In all of these files, there is a color that you might refer to as the "Brand," which is a shade of blue (hex number #076685). You probably want to replace this with your own company or product color. In addition, you may find black, white, and shades of gray in these files, which you can also change.

How to Change Colors in the Regular Stylesheet

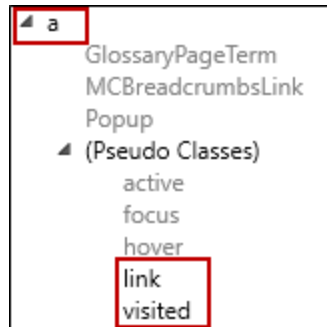1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.
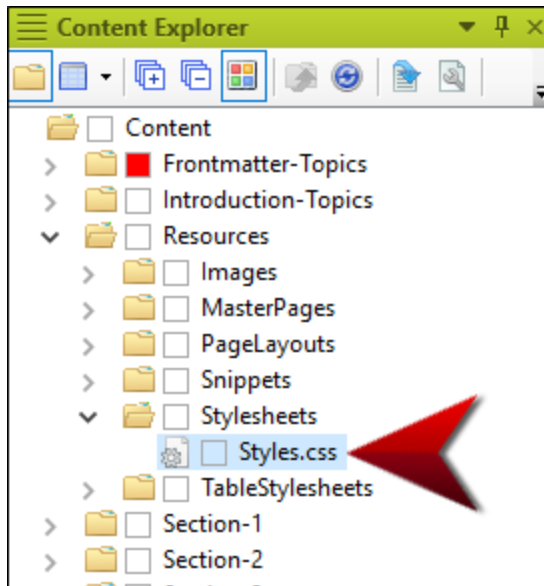
2. In the Stylesheet Editor, make sure you are in **Advanced** view.
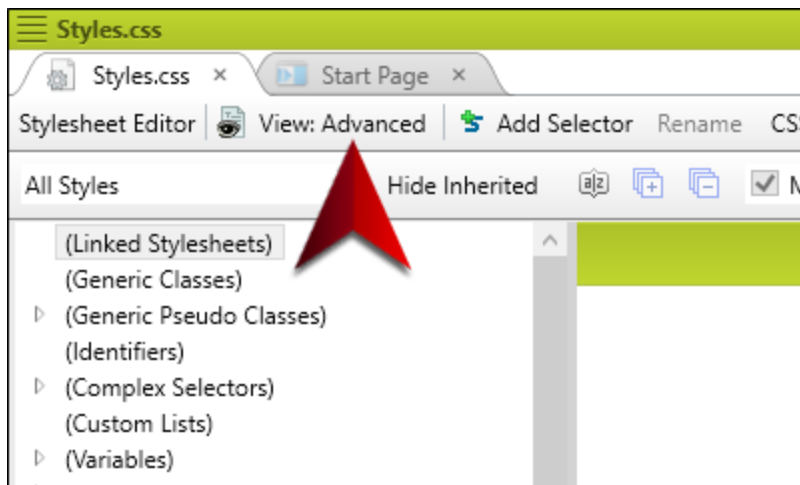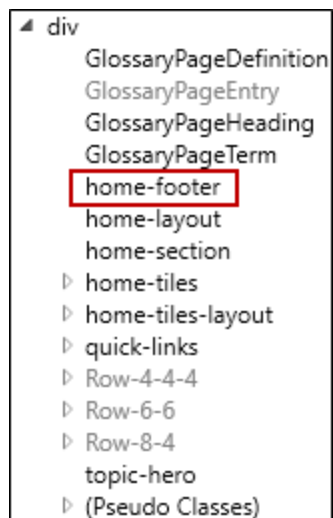
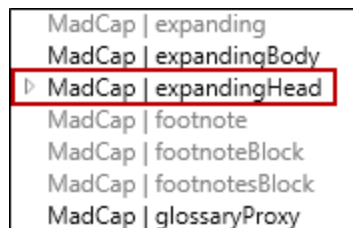3. On the left side, select any of the following styles, where the "Brand" color is set:

- **a**
- **a > (Pseudo Classes) > link**
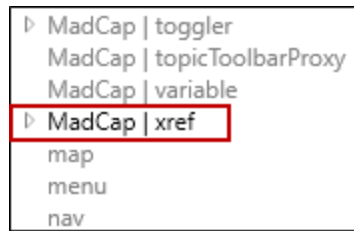- **a > (Pseudo Classes) > visited**
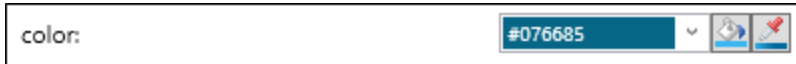

- **div > home-footer**

- **MadCap | expandingHead**

- **MadCap | xref**

4. On the right side of the editor, next to **color** use the buttons to choose a new color.

> 📋 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Custom** group before making your changes.

5. There is one other style where the "Brand" color has been set, but it is for the PDF output only, so we need to change it in the print medium, as opposed to the default medium. Therefore, in the local toolbar, click the **Medium** drop-down field and select **Medium: print**.
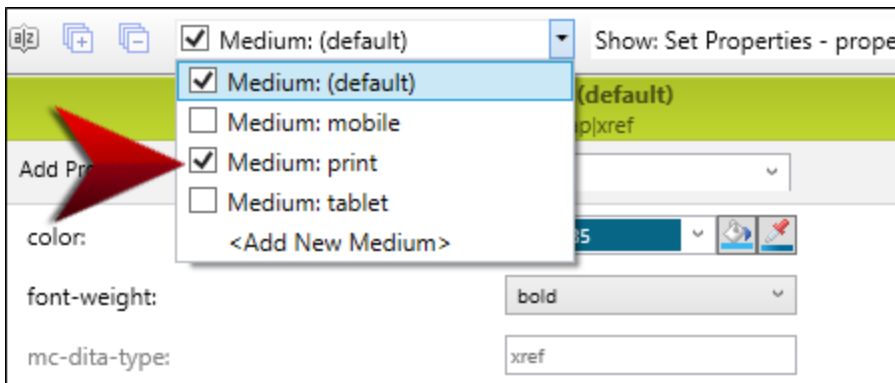
The print medium opens in the editor to the right of the default medium.

6. On the left side, select **h1**.

7. On the right side of the editor, click in the print medium next to **color**, and use the buttons to choose a new color.
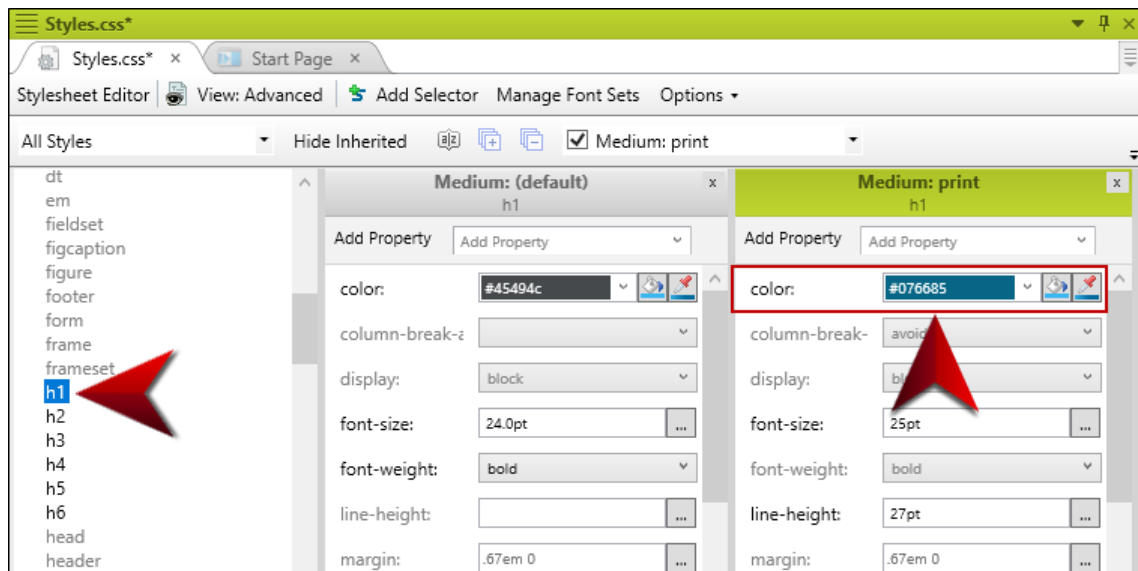
8. Save the file.

How to Change Colors in the Table Stylesheet

1. Open the Content Explorer, expand **Resources > Table Stylesheets**, and double-click either of the files.

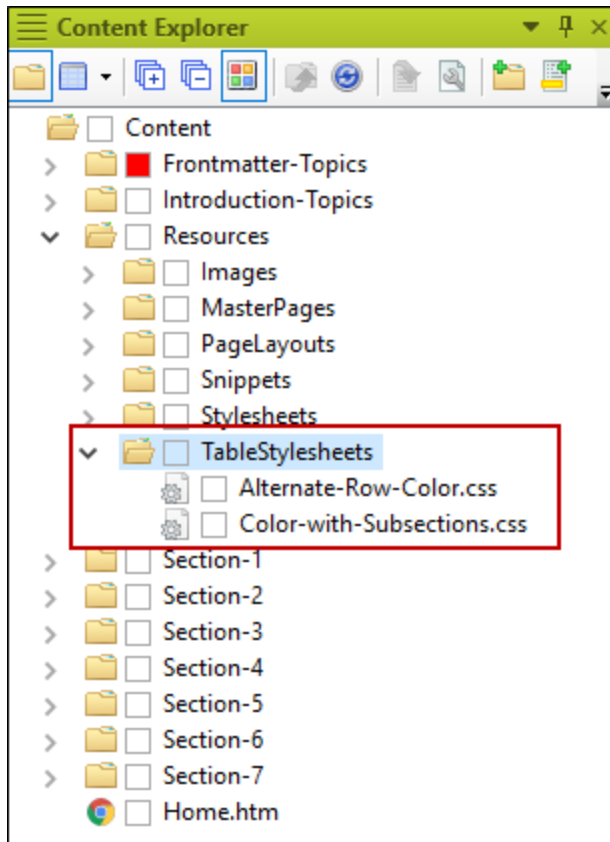2. Use the tabs on the left to edit different parts of the table stylesheet, and edit the color in any of the appropriate fields. Most of the relevant fields are set to black, white, and gray, which you might decide to leave as is. If you want to change the "Brand" color, select the **Header** tab, and in the **Background** section, edit the **Color** field.
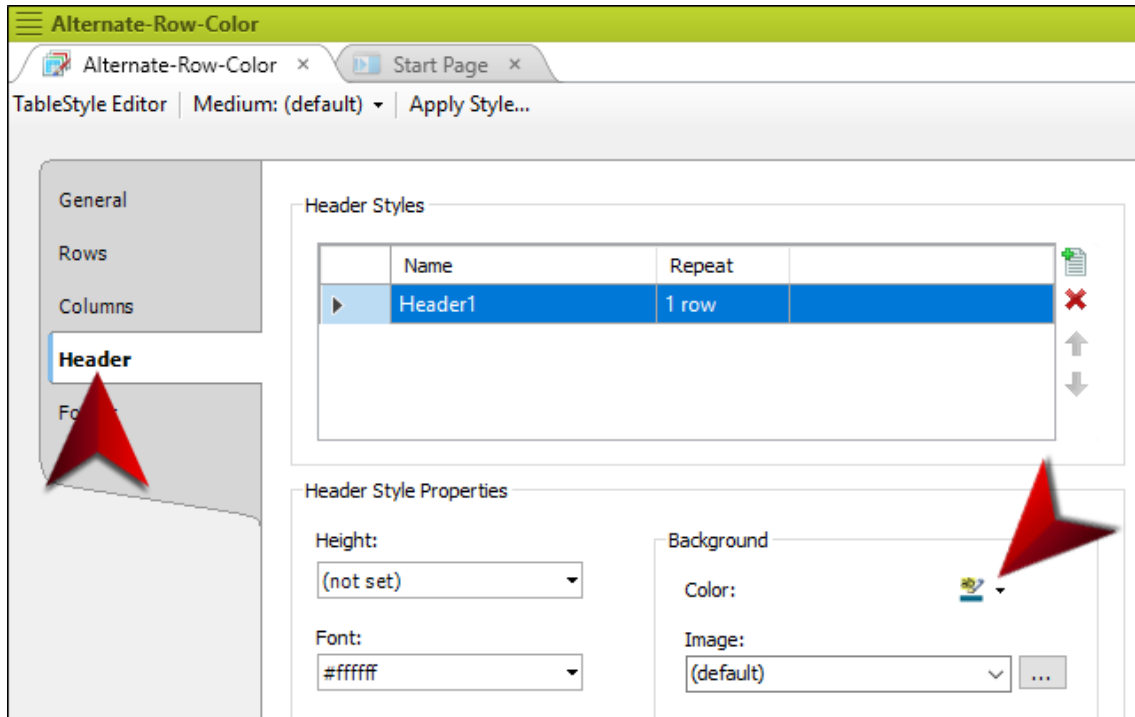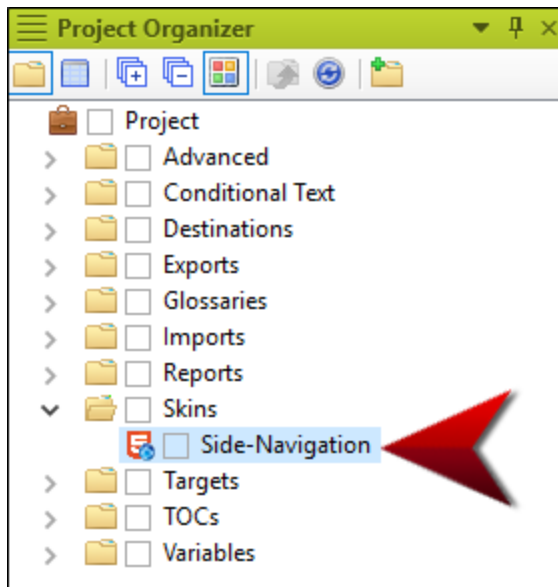

The new color will be reflected in the preview area at the bottom of the editor.

3. Save the file.

How to Change Colors in the Skin

1. Open the Project Organizer, expand **Skins**, and double-click **Side-Navigation**.

2. On the left, select the **Styles** tab.
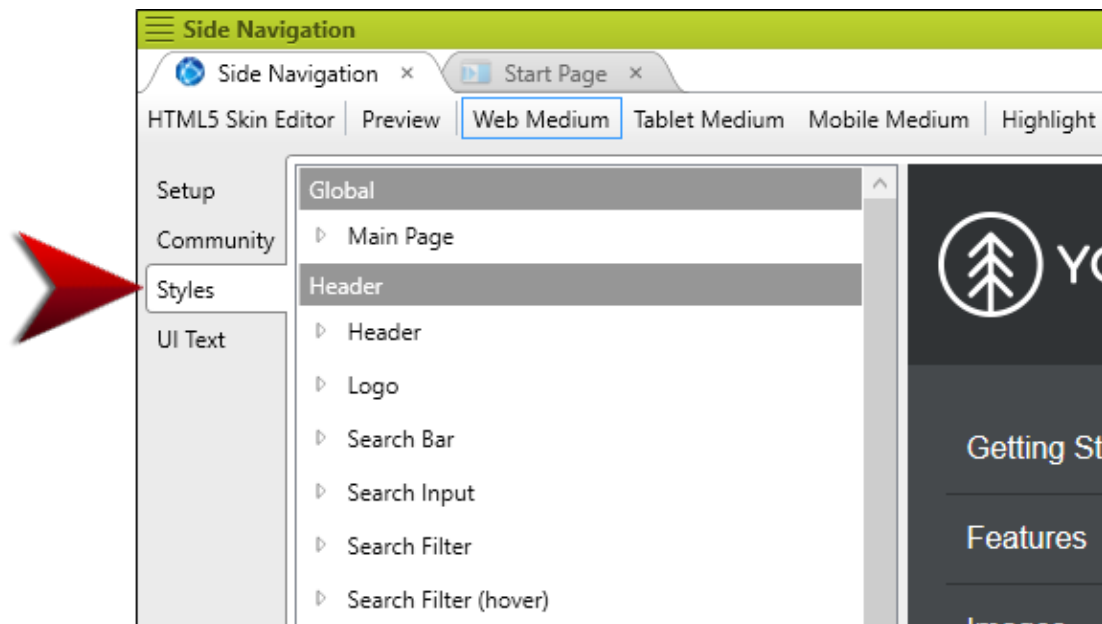
3. At the top of the editor, make sure **Web Medium** is selected.
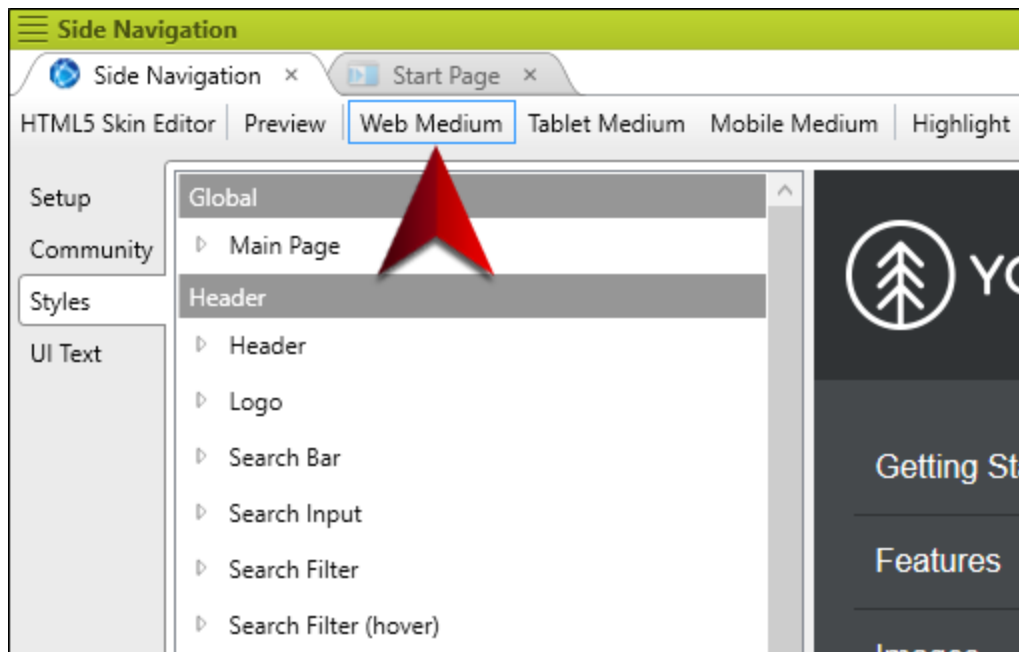
4. Expand any of the nodes and edit the color in the appropriate fields. Most of the relevant fields are set to black, white, and gray, which you might decide to leave as is.

If you want to change the "Brand" color, edit any of the following:

Search Suggestion Link > Font > Color
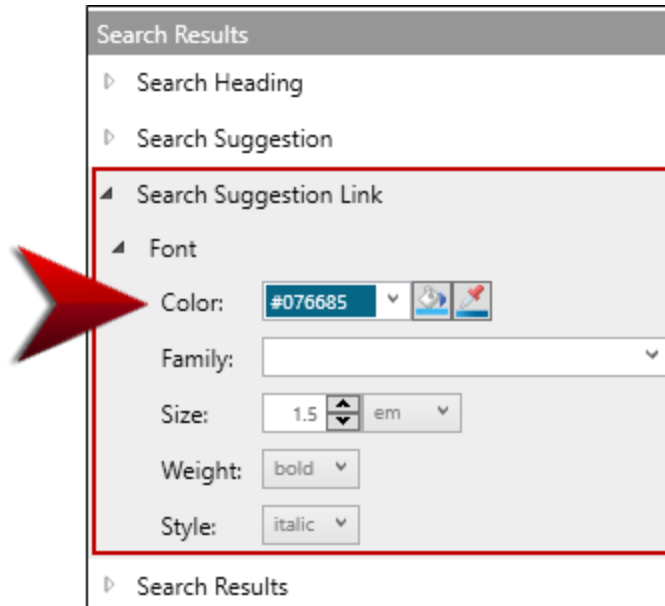
Search Result Link > Font > Color

Search Result Link (active) > Font > Color

Search Result Link (focus) > Font > Color

Search Result Link (visited) > Font > Color

Search Result Path > Font > Color

Search Pagination Item > Font > Color

5. Save the file.

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 any of the variable set files. 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 any of the variable sets.
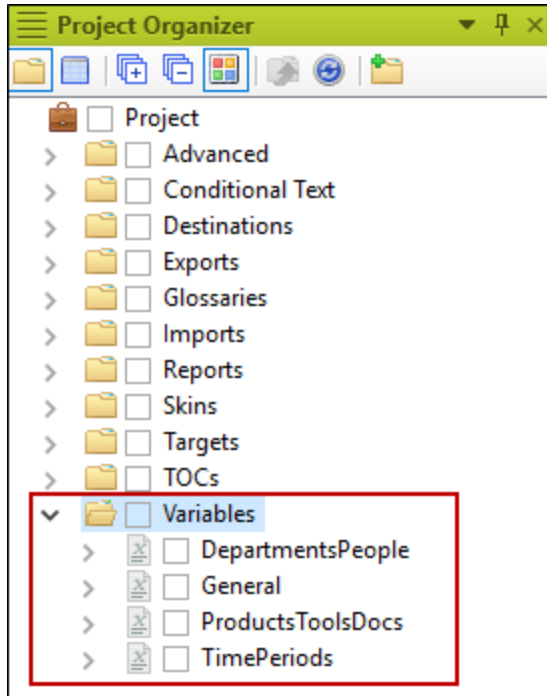
2. In the Variable Set Editor, click twice slowly in the **Definition** cell you want to change and type the new text.
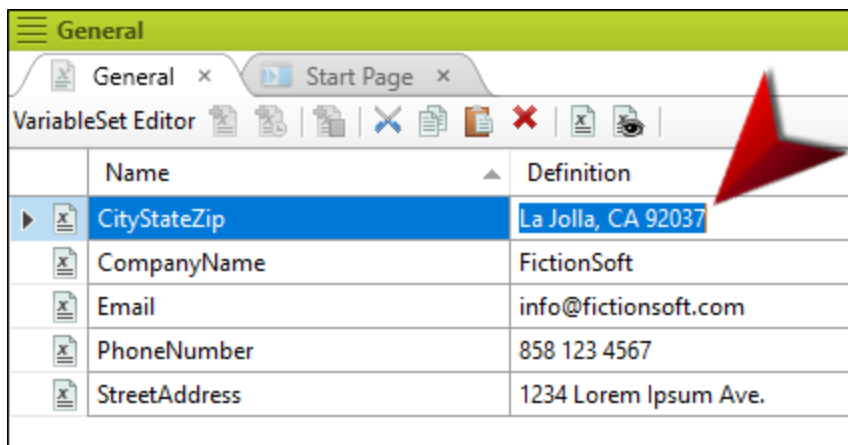
3. Press **Enter** on your keyboard.

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 topic or other content file where a variable has been inserted, you should see the new definition(s) displayed.

Changing the Layout

There are two page layouts in this template—one for the title page and TOC, the other for the rest of the pages in the PDF output, including the chapters and backmatter (e.g., glossary, index). You can make adjustments to the page layouts if you want to alter things such as the page size, margins, body frames, or footers.

> **Note:** This template project doesn't have any index keywords or glossary files yet, so you won't see an index or glossary in the PDF until you add them.

How to Change the Page Layouts

1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click either the **Chapters.flpgl** or **Frontmatter.flpgl** page layouts.
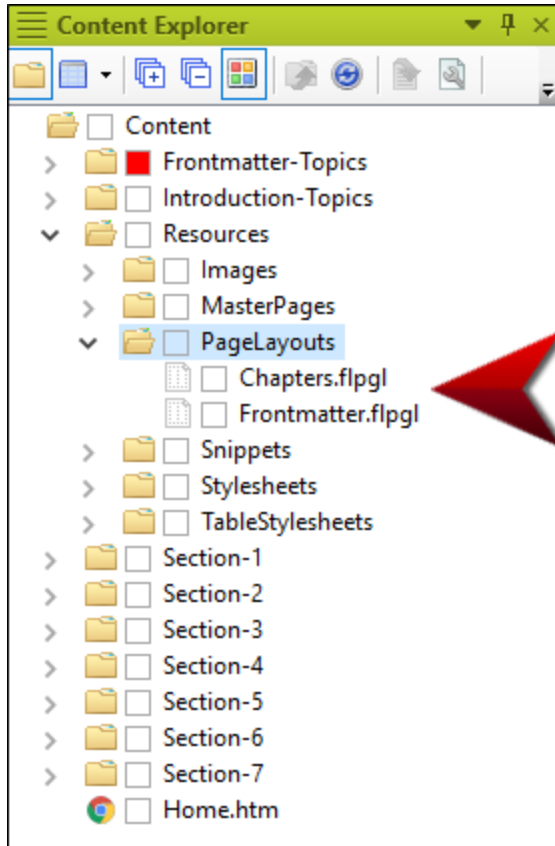
2. The Frontmatter page layout contains two pages, one for the title, the other for the TOC. Click the small rectangle on the right side of the editor to switch between these pages.

> 📝 **Note:** The structure for the auto-generated TOC can be changed on the second page of the Frontmatter page layout file. But the structure for the backmatter can be changed in the Chapters page layout file.

3. To make changes to the entire page:

   a. Right-click in the Page Layout Editor and select **Page Properties**.

   b. In the Properties dialog, select a tab (**General**, **Background**, **Print Marks**) on the left and edit the fields to change details such as the page size, margins, or background color/image.

   c. Click **OK**.

4. To move or resize a frame within a page:

   a. Click the frame.

   b. To move the entire frame, click in the middle, then drag and drop it. To resize a frame, click and drag its edge.

5. To change properties for a frame within a page:

   a. Double-click the frame.

   b. In the Properties dialog, select a tab (**Frame**, **Columns**, **Background**, **Borders**, **Flow**) on the left and edit the fields to change details such as the frame size, padding, columns, or background color/image, and more.

   c. Click **OK**.

6. To change the content within a frame, such as the text or page numbers in a footer:

   a. Click the frame.

   b. Press **F2** on your keyboard.

   c. Use the small editor at the bottom of the interface to enter text or insert different variables.

   > 🗒 **Note:** If you want to change the look of the text or page numbers in the footer, you need to do so in the stylesheet. To change the look of the text shown on the left side of the footer, edit the **p.frame-footer-text** style class. To change the look of the page numbers shown on the right side of the footer, edit the **p.frame-footer-page-number** style class.

7. Save the file.

How to Customize the Frontmatter and Backmatter Pages

If you want to customize your frontmatter or backmatter (e.g., TOC, glossary, index) so that they have different layouts than the regular chapters, there are some additional tasks you will need to do. This might include the following:

1. Disable the auto-generation of the TOC, glossary, and index in the target.

2. Create separate topics for each kind of frontmatter and backmatter, and inserting proxies into them.

3. Create unique page layouts for the frontmatter and backmatter.

4. Add the frontmatter and backmatter topics to the TOC file.

5. Associate each topic in the TOC file with the proper page layout.

Please refer to the Flare online Help for more information and detailed steps.