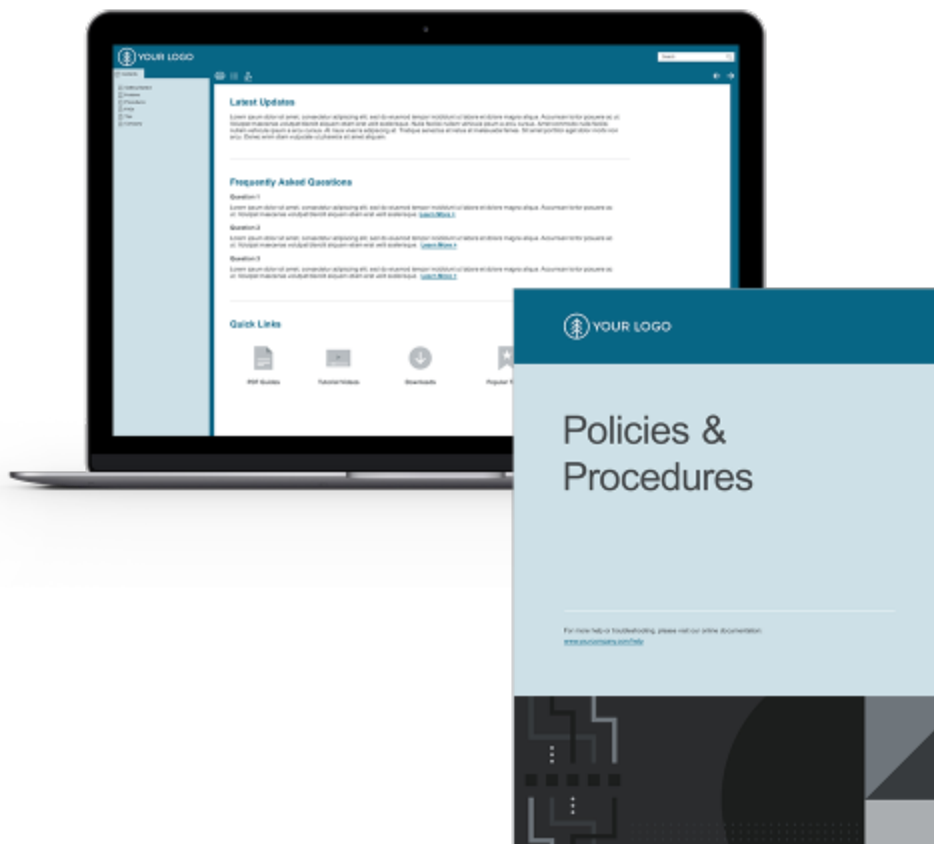


# Tripane and PDF Template



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# Introduction

Welcome to the *Tripane and PDF 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>.

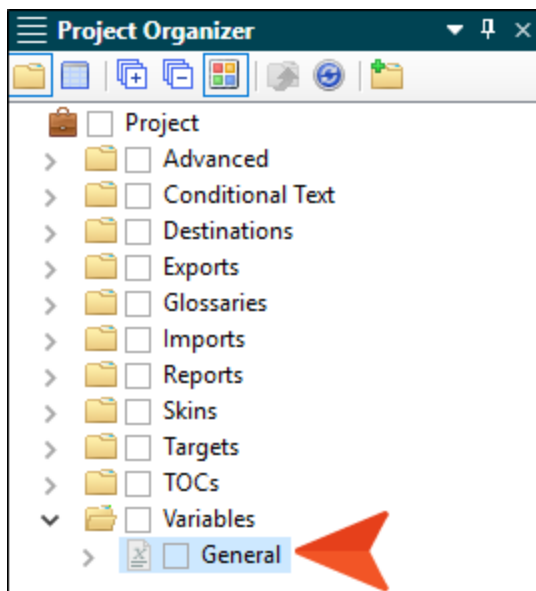
You should have already branded the project for your company via the Start a New Project Wizard. This lets you choose your company colors, font, logo, and hero image. You can always update these by opening the Content Explorer and navigating to **Resources > Branding > Branding.css**.

# Changing Variables

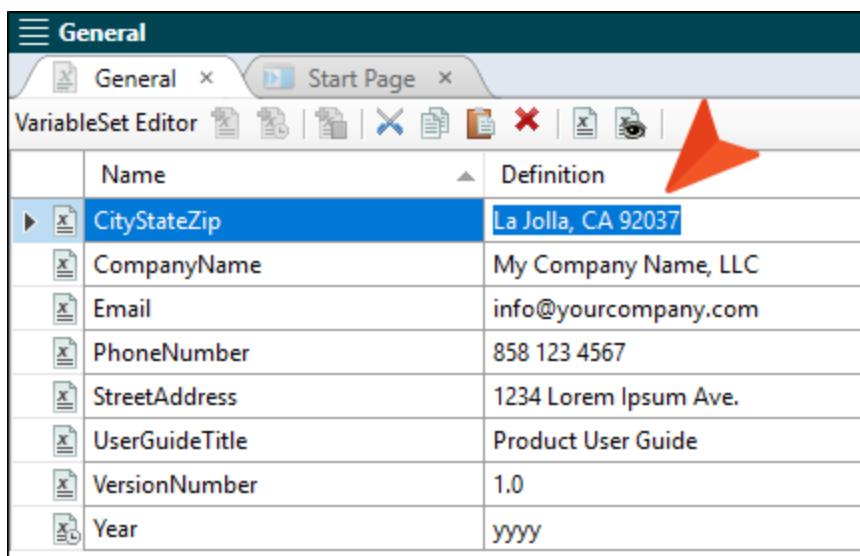
You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

# 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.

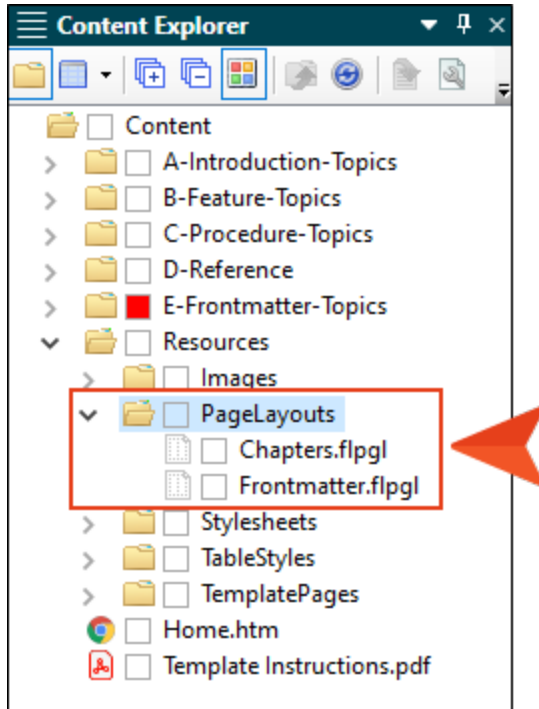
4. Repeat these steps for each variable definition you want to change. (You can also use the buttons in the local toolbar to add new variables if you like.)
5. Save the file. When you open a file where a variable has been inserted (e.g., Company.htm), you should see the new definition(s) displayed.

# 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.

# 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 layout.




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.