

doc-department

Product Name - PDF

Template Description

Date: 14 October 2016
Document ID: TEMPL1234
Document version: 3
Software version: X.X
Produced by doc-department on behalf of doc-department

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Intended purpose

This document advises doc-department staff on how to use the standard template.

Conventions

This document uses the following conventions:

► For more information...	A cross-reference to a related or more detailed topic.
[]	Text enclosed in square brackets indicates optional qualifiers, arguments or data.
<>	Text enclosed in angle brackets indicates mandatory arguments or data.

Safety notices



Warning

Indicates a hazardous situation which, if not avoided, could result in death or serious injury.



Caution

Indicates a hazardous situation which, if not avoided, could result in moderate injury, damage the product, or lead to loss of data.

Notice

Indicates an important situation which, if not avoided, may seriously impair operations.



Additional information relating to the current section.

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1 Creating a document

Documents are created in Flare using the following elements:

- **Topics**
 - ▶ *For more information, see "Topics" on page 24*
- **TOC**
 - ▶ *For more information, see "TOCs" on page 15*
- **Stylesheets**
 - ▶ *For more information, see "Stylesheets" on page 24*
- **Page layouts**

Page layouts are only used in PDF documents.

 - ▶ *For more information, see "Page layouts" on page 15*
- **Master pages**

Master pages are only used in Online help.

 - ▶ *For more information, see "Master pages" on page 16*
- **Skins**

Skins are only used in Online help.

 - ▶ *For more information, see "Skins" on page 17*
- **Proxies**

Proxies are only used in Online Help

 - ▶ *For more information, see "Proxies" on page 18*
- **Variables**
 - ▶ *For more information, see "Variables" on page 18*
- **Conditions**
 - ▶ *For more information, see "Conditions" on page 19*
- **Target**
 - ▶ *For more information, see "Targets" on page 21*

1.1 Setting up a new document

Documents created in a Flare project are compiled from multiple elements.


Notice

All file paths to project elements and content must be fewer than 250 characters long.

To avoid errors, keep the combined folder and file names brief while still communicating their purpose.

1.1.1 Define the location of the template

Before you create a new document you must first define the location of the template Targets, TOCs, and Skins.

1. On the **Project Organizer** view right-click the **Targets** folder and select **Add Target...**
2. On the lower right-side of the **Source** panel, click  (**Manage templates...**).
The **Template Manager** dialog opens.
3. In the top menu row click  (**New Template Folder**).
The **Select Folder** dialog opens.
4. Locate and select the **Project > Master-Template** folder from the new project you have created.
5. Click **Close**.

The template Targets, TOCs, and Skins are now available to use.

1.1.2 Create a TOC

The TOC (Table of Contents) defines the topics used in the document and the hierarchy between them.

1. In the **Project Organizer** view, right-click the **TOCs** folder and select **Add Table of Contents...**

The **Add File** dialog opens.

2. In **Source** select **New from template > Master-Template**
3. Select the required TOC template and name the TOC.

► For more information, see "Available TOC templates" on page 7

It is recommended that you name the TOC the same as the Target name. If the TOC is to be used across multiple output types, provide a meaningful name.

4. Click **OK**.

The TOC is created in the TOCs folder.

1.1.2.1 Available TOC templates

Table 1 - List of available TOC templates

TOC type	Description
A3-QuickStartGuide-PDF	Used for A3 Quick Start Guides. The associated page layout makes this a landscape folded guide.
A5-folding-PDF	Used for A5 Quick Start Cards. The associated page layout makes this a landscape folded guide.
A5-PDF	Used for A5 guides.
MasterTOC	Used for A4 print guides and all online Help guides.

Multiple outputs can use the same TOC. Apply conditional text to whole topics or books in the TOC to define whether they are included or excluded from the output.

► For more information, see "Conditions" on page 19

1.1.3 Create a Target

After you have decided what documents are required for the client, you need to create a Target output.

The Target defines the elements that are required to build a particular output type.

1. In the **Project Organizer** view, right-click the **Targets** folder and select **Add Target...**
2. Select a Target template.
These templates are part of the **Master-Templates** folder.
► For more information, see "Available Target templates" on page 7
3. Select the **Output Type** and provide a valid **File Name**.
It is recommended that you name the Target the same as the TOC name.
Ensure that you select the **Output Type** that matches the selected Target.
4. Click **OK**.

A template Target is created in the **Targets** folder. This Target is pre-configured with all the correct elements required to build the output type.

1.1.3.1 Available Target templates

Table 2 - List of available Target templates

Output type	Description
HTML5 Help	An HTML5 Help output is viewed in a web browser, and could be used for a web-based service or software product, including API documentation.

Output type	Description
Online Help	An Online Help (CHM) output creates a .chm file, and should be used for web-based help or help integrated into a software product.
PDF	A PDF output should be used for print documents. Page layouts can change the size and folding of the document.
Responsive Help	A Responsive Help (HTML5) output is used for web-based content that is also going to be viewed using mobile devices.
Word	A Word output should be used for a document that must be produced in Microsoft Word format.

Draft2

2 Master template structure

To generate a document using this template, link these elements in MasterTOC to the required topics specific to the document.

2.1 Placeholder book

The Placeholder book is inserted into the TOC at the top level and used to add a front cover to the document.

The Placeholder book must be linked to the ***Spacer.htm*** topic to ensure that the structure of the frontmatter is correct.

For online Targets, the Placeholder book is not linked to any topics.

To ensure that the document has the correct structure, the Placeholder book must have the correct Chapter Break properties selected.

- Break type: Chapter Break
- Page layout: Cover
- Page type: Normal
- End on left: Disabled
- Page Number: Roman i, ii, iii, and so on

All other frontmatter elements are placed as sub-topics of the Preface section.

2.1.1 Preface section

The start of all documents includes a preface section. This section helps identify the document or online help and provides legal and content reference information.

The preface content is located in ***Content Explorer > Common > Front and Back matter***.

Table 3 - List of Preface content by template

Available templates	Preface content
Print output (PDF, Word)	<ul style="list-style-type: none">• Document information<ul style="list-style-type: none">• Copyright• Intended purpose• Conventions• Safety notices• Contact address

Available templates	Preface content
A3 and A5 folding Print output (PDF)	<ul style="list-style-type: none"> • Contact address • Copyright • Safety notices • Regulatory and approvals
Online output (HTML, CHM, HTML5)	<ul style="list-style-type: none"> • Document information • Copyright • Intended purpose
Responsive help	Linked from the HomePage.flsmf master page: <ul style="list-style-type: none"> • About help (AboutHelp.htm) • Copyright

2.1.1.1 Document information

A common topic which contains reference information about the document.

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: Chapter break
- Page layout: A4-Guide-preface
- Page type: Normal
- Auto-end on 'left' page: Enabled

All other preface elements are placed as sub-topics of this topic.

2.1.1.2 Copyright

A common topic which contains the standard copyright information used in all documents.

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: None

2.1.1.3 Intended purpose

This topic contains information about the intended audience and purpose of the document. This topic contains a reference to the **IntendedPurpose** Variable. Define this Variable in the Target properties.

► For more information, see "Variables" on page 18

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: None

2.1.1.4 Conventions and safety notices used

These are two common topics which contain information about the conventions and safety notices used across all documents for safety purposes.

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: None

2.1.1.5 Contact address

The company Contact address. As standard this topic contains the doc-department address. Edit this topic to include the company's regular contact address.

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: None

2.2 TOC proxy

The TOC proxy is a common topic which specifies where the TOC will be positioned. The TOC is created at build time. Only for print outputs (PDF and Word).

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: Chapter break
- Page layout: A4-Guide-preface
- Page type: Normal
- End on left: Enabled

2.3 Chapter 1

This is the first chapter in the document. The content and structure of the document is defined in the document plan.

Ensure that the correct Page layouts and page breaks are applied in the TOC:

- Break type: Chapter break
- Page layout: A4-Guide-body
- Page type: First
- End on left: Disabled
- Page Numbers: Decimal (1, 2, 3)
- Auto-numbers / Chapter number: Default - Reset to 1

2.3.1 Sub-topics

The template provides a number of placeholder or dummy sub-topics. The majority of the document's content will be contained in sub-topics. Link these placeholders to the content topics through the **Properties** dialog.

Ensure that the following settings are configured in the TOC for print output documents:

- Break type: None
- Page layout: Default

2.4 Other chapters

The other chapters contain additional content and sub-topics.

Ensure that the correct Page layouts and page breaks are applied in the TOC for print output documents:

- Break type: Chapter break
- Page layout: Default
- Page type: First
- End on left: Disabled

2.5 First appendix

The template provides a Placeholder or dummy appendix topic for the document. Link this Placeholder to the relevant content topic through the **Properties** dialog.

Most documents do not need appendices.

Ensure that the correct Page layouts and page breaks are applied in the TOC for print output documents:

- Break type: Chapter Break
- Page layout: Default
- Page type: First
- End on left: Disabled
- Chapter number: ALPHA - Reset to 1

2.6 Second appendix

The template supplies a dummy topic for the second and all remaining appendices to the document. Link this Placeholder to the relevant content topic through the **Properties** dialog.

Most documents do not need appendices.

Ensure that the correct Page layouts and page breaks are applied for print output documents:

- Break type: Chapter Break
- Page layout: Default
- Page type: First
- End on left: Disabled

2.7 Index

Indices are optional, but are recommended by the ISO/IEC 82079-1 standard for documents longer than 40 pages.

To include an Index, select **Generate Index Proxy** in the **Advanced** tab of the Target's settings. The Index is included at the end of the document at build time.

Set tag terms to appear in the index using the **Index Window**:

1. In the main ribbon menu, select **View > Index Window**.
2. Place the cursor within the topic you want to link to an Index entry.
3. Type entries into the **Index Window** one by one.

Index entries are ordered and compiled into a list at the end of the document by the Index proxy.

This topic contains an Index entry for the term 'Index'.

2.8 TOC requirements

Depending on the target used, different TOC structures are required.

2.8.1 Responsive help

- No more than five main books in the TOC.
More than this and the top navigation menu wraps around to a second line.
- No more than 10-12 sub-topics under each main book in the TOC.
When using small-screen devices you may not see all the menu options.

2.8.2 A3 Quick Start Guide

Quick Start Guides cannot use the MasterTOC template because of the Page layouts used for preface content. Use the A3-QuickStartGuide-PDF TOC template for these guides.

Quick Start Guides contain the following information about hardware products:

- Copyright and contact information
- Package contents
- Connections information
- Safety and regulatory information
- Installation procedures
- Other commonly-used procedures to help set up the product.

2.8.3 A5 Quick Start Card

Quick Start Cards cannot use the MasterTOC template because of the Page layouts used for preface content. Use the A5-folding-PDF TOC template for these guides.

Quick Start Cards contain the following information about hardware products:

- Copyright and contact information

- Package contents
- Safety and regulatory information
- Installation procedures

2.8.4 A5 PDF Guide

A5 guides cannot use the MasterTOC template because of the Page layouts used for preface content. Use the **A5-PDF** TOC template for these guides.

A5 PDF guides can have the exact same content as A4 guides as long as the correct Preface Page layout is used.

2.8.5 Multiple output types

For TOCs that are used for online and print output types, use conditions to define the output type for each TOC book.

- *For more information, see "Conditions" on page 19*

3 Template elements

This section details the elements provided with the template for creating documents.

These elements are managed centrally and therefore changes can be applied quickly across multiple documents in the Template project.



When making changes, ensure the changes suit all situations where the element is used.

3.1 TOCs

The TOC (Table of Contents) defines the topics used in the document and the hierarchy between them.

Notice

*To ensure that the correct headings are applied, topic titles must use a heading style (h1-h4), and **Use TOC depth for heading levels** is selected in the Target properties.*

A number of template TOCs are available.

- ▶ For more information, see "Available TOC templates" on page 7

Ensure that the correct Page layouts and page breaks are applied to individual TOC entries.

- ▶ For more information, see "Master template structure" on page 9

There are different requirements for the TOC depending the template being used.

- ▶ For more information, see "TOC requirements" on page 13

3.2 Page layouts

The Page layouts define the look of the print output in the document, for example, the page size or Headers and Footers. They define settings for both 'First' pages, for example the first page of a document or a new chapter, and 'Normal' pages.

Body Page layouts are set in the Target. Preface and Cover Page layouts must be set manually in the TOC.

Page layouts are available in: **Content > Resources > PageLayouts**

Table 4 - Available Page layouts

Page layout	Description
A3-QuickStartGuide.flpgl	Standard Page layout for A3 Quick Start Guides.
A4-Guide-body.flpgl	Standard body Page layout for A4 sized documents. 'Normal' pages have a Header and Footer.
A4-Guide-cover.flpgl	'Normal' pages contain the Booktitle and Product Variables. This Page layout also contains a placeholder for a company logo.
A4-Guide-Index.flpgl	Index Page layout for A4 sized documents. 'First' pages have a footer but no header. 'Normal' pages have a Header and a Footer.
A4-Guide-preface.flpgl	Preface Page layout for A4 sized documents. This Page layout is used for frontmatter content, for example, copyright, intended purpose. 'Normal' pages have a Header and a Footer.
A5-folding-Guide-body.flpgl	Standard body Page layout for A5 folding documents.
A5-folding-Guide-cover.flpgl	Cover Page layout for A5 folding documents.
A5-folding-Guide-preface.flpgl	Preface Page layout for A5 folding documentation.
A5-Guide-body.flpgl	Standard body Page layout for A5 sized documents.
A5-Guide-preface.flpgl	Preface Page layout for A5 sized documents.
A5-Guide-index.flpgl	Index Page layout for A5 sized documents.

Headers contain the Product Name, Book Type and Section Name.

Footers contain the Document ID, Version number and Page Number.

3.3 Master pages

Master pages define the look of a page or topic for online output, for example, HTMLHelp. The master page defines Header and Footer sections that appear on all pages.

Master pages are defined the template Targets.

Master pages are available in: **Content > Resources > MasterPages**

Table 5 - Available master pages:

Master page	Description
API-	This master page is used for the API Online Help only.

Master page	Description
OnlineHelp.flmsp	
HomePage.flmsp	This master page is used for the Responsive Help home page only. Provides the footer information for the initial start-up page.
OnlineHelp.flmsp	This master page is used for the standard Online Help topics and provides the header and footer with logo and breadcrumbs.
OtherTopics.flmsp	<p>This master page is used for all the topics included in a Responsive Help project. It provides the following content:</p> <ul style="list-style-type: none"> • Topic toolbar proxy: This defines the elements included above the topic body. • Menu proxy: A context sensitive menu. This menu appears at the top-right of each topic. • Breadcrumbs proxy: This is the dynamic topic navigation list. • Footer text: This includes the name of the company, doc ID, Doc version and any draft details.

3.4 Skins

The Skin and Skin components define the look of the help window containing the help topics in online help Targets (HTML5, HTMLHelp, and Responsive Help). For example, the buttons displayed, the initial size, or colour.

Skins are defined the template Targets.

Skin components are the same as skins but with fewer configuration options.

Skins are available in: **Project > Skins**

Table 6 - Available Skins and Skin components

Skin name	Descriptions
DefaultHTML5	This Skin defines the look for HTML5 Help projects and topics.
HomeSearchBar (component)	This Skin defines the look of the search bar on the home page of a Responsive Help project.
OnlineHelp	This Skin is used for the standard online help look and feel.
ResponsiveHelp - Top Navigation	This Skin defines the look and behaviour of the navigation along the top of a Responsive Help output. For example, use this Skin to define the company logo and the number of visible sub-level drop-downs displayed from the top menu.
SideMenu (component)	This Skin defines the look of the side menu that appears on the side of each topic in a Responsive Help project.
TopicToolBar (component)	This Skin defines the look of the navigation options at the top of each topic, below the main heading menu.

3.5 Proxies

A proxy is a placeholder for auto-generated content. This content is generated and added whenever a Target is built.

Proxies are typically added to a Master Page layout.

Click **Insert > Proxy** drop-down and select a proxy to be inserted.

The following proxies are used with print templates:

- **TOC proxy**
This proxy automatically generates a table of contents.
▶ *For more information, see "TOC proxy" on page 11*
- **Index proxy**
This proxy automatically generates a list of the index entries that have been added to each topic. This includes page cross-references.

The following proxies are used with the online templates.

- **Topic toolbar proxy (Responsive Help only)**
This proxy defines content of the toolbar that appears above a topic. Here you can add elements for printing and collapsing expanded content.
- **Menu proxy (Responsive Help only)**
This proxy generates a menu of the topics related to the currently select topic. You can adjust the levels that are shown in this menu by editing the proxy.
The settings for Responsive Help are:
 - **Context-sensitive:** enabled
 - **Include parent:** enabled
 - **Include children:** enabled
 - **Skin:** SideMenu
- **Breadcrumbs proxy (all online outputs)**
This proxy generates a topic-path that helps with navigation.
- **Topic body proxy (all online outputs)**
This proxy contains all the content that is included in a topic.
- **Endnotes proxy (all online outputs but not Responsive Help)**
This proxy contains any footnotes that you have added to the content of a topic.

3.6 Variables

Variables are placeholders in the text that are replaced by specified text at build time. The Variables available can be organized into Variable sets.

Variable sets are available in: **Project > Variables**

The following Variable sets are available:

- **Variables**

This Variable set contains the standard variables used.

The following table lists the Variables available.

Table 7 - Variables

BookType	The name of the document type, for example, User Guide.
CompanyName	Official company name.
DocID	ID of the document.
DocVersion	Version number of the document.
Draft	Draft stamp for the document. Only use when the document is in draft. Leave blank for approved documents.
IntendedPurpose	Describes the intended audience and purpose of the document (Used in the preface section).
ProductName	Product name to be used in the guide.
Software Version	Version of the software covered by the document.

The Variables must be defined in the Target, otherwise, leave them blank.

3.7 Snippets

Snippets are reusable chunks of content that can be inserted into topics, for example Safety Notices. The content can be formatted and may contain standard content elements used in topics, for example, images and tables.

Snippets are saved in the Content Explorer:

Content > Common > Snippets

Use the following naming guidelines to help make Snippets easier to identify:

- Save snippets in a subfolder of related content, for example, **Notices**.
- Prefix each snippet with an abbreviation to identify it within the filename, for example, **Notice** for Safety notices.
- Use a short, meaningful phrase for the remainder of the name, separated by underscores.

For example, for a safety notice snippet for a **Warning** notice:

Content > Common > Snippets > Notices: `Notice_warning.flshp`

3.8 Conditions

Conditions are used to include topics or paragraphs in one Target but not another. These enable topics and TOCs to be used for single sourcing multiple documents (Targets). The conditions available are organized into condition sets.

Condition sets are available in: **Project > ConditionalText**

The following condition sets are available:

Table 8 - Condition sets

Condition set	Description
TargetType	This condition set contains the standard Target type conditions used.
Guide	This condition set contains conditions to be used when content should only be present within a certain guide or guides.
Feature	This condition set contains conditions to be used when content relates only to a certain product feature.

The following conditions are available:

Table 9 - Conditions

TargetType	PrintOnly	Text only used in print output.
	ScreenOnly	Text only used in online output.
Guide	A4PDF	Content only used in A4 PDF output type.
	HTML5	Content only used in HTML5 Help output type.
	OnlineHelp	Content only used in HTML Help output type.
	ResponsiveHelp	Content only used in Responsive Help output type.
	UserGuideandHelp	Text only used in User Guide and Help Targets.
	Word	Content only used in Word output type.
Feature	Feature1	Text only used in documentation which includes Feature1.

The conditions must be included in the Target for the conditions to be applied. They should be excluded in all targets to which they do not apply.

Conditions must describe what the marked up content is or is related to. Conditions must not be 'negative', that is, only be created to exclude text from one Target. Do not apply conditions in-line.

One primary dimension of conditions is used per project, for example Guide Type (User guide / QSG / Reference). There should be no more than three dimensions in total, and in each of these dimensions there should be no more than three conditions.

- ▶ For more information, see "Conditions" in the doc-department Wiki
- ▶ <http://localhost:8110/ddwiki/Main/Conditions>

3.9 Targets

The Target brings all elements of the document together: which TOC is used, the Variable definitions, the Page layout or Master Page layouts used, the Stylesheets applied.

Targets are available in: **Project > Targets**

Each Target represents a document deliverable. Depending on the Target output type selected, different properties and tabs are available for configuration.

3.9.1 General tab

The following elements of the document are defined in the **General** tab of the Target:

- **Output Type:** The file type for the Target's output. This is pre-defined for both the PDFGuide template and the OnlineHelp template.
- **Comment:** Insert the document name.
- **Startup Topic:** (For online help only) Select the default startup topic. This is the topic that is opened when the online content is started. For Responsive Help this must be **Home.htm**
- **Master TOC:** Select the TOC used for the document.
For Print output, this defines the topics that will be used for the document.
For Online output, all topics linked from the topics in the TOC are also included in the output. In addition, you can specify that all topics in the Content folder are included.
- **Browse Sequence:** (For online help only) Select **Default**. The browse sequence is used if you wish to configure a specific table of contents where a user can follow specific defined content.
- **Master Page Layout:** Select the correct size layout for body pages in the required output, for example, **A4-Guide-body.flpgl**.
Alternative Page layouts, for example, preface layouts, can be applied to topics and their subordinates through the **Topic Properties** dialog.
- **Master Stylesheet:** Select the Stylesheet to be applied to the content. This should match the Page layout.
For Responsive Help projects, select **Default**. Responsive Help projects use more than one Stylesheet.
- **Output file:** The file name of the output file is defined in the Target. By default, the Target name is used.
- **Output folder:** The folder where the output file is saved is defined in the Target.
By default this is **[Project Folder] > Output > [User Name] > Target name**.
The file path defined here is an absolute file path. If documents are built on more than one PC, ensure that the file path is valid on all PCs.

3.9.2 Skins tab

For HTML5 projects, the following elements are defined in the **Skin** tab of the Target:

- **Skin:** Select *ResponsiveHelp - Top Navigation* or *DefaultHTML5*
- **Menu:** Select a component .flskn file to define the Menu area of the screen.
- **Topic Toolbar:** Select a component .flskn file to define the Toolbar area of the screen.
- **Search Bar:** For Responsive Help targets, select a .flskn file to define how the Search Bar looks.
- **Search Results:** For Responsive Help targets, select a .flskn file to define how the Search Results page looks.

3.9.3 Conditional Text tab

The following elements of the document are defined in the **Conditional Text** tab of the Target:

- Select which conditional text tags to include or exclude in the Target output.
If a paragraph has two conditions applied, it will be included if one of the conditions is selected as Included for the Target even if the other is Excluded.
▶ *For more information, see "Conditions" on page 19*

3.9.4 Variables tab

The Variables to be used in each Target are defined in the **Variables** tab of the Target.

Not all Variables are required for published documents, for example, Draft stamp. Ensure unused Variables are left blank.

- ▶ *For more information, see "Variables" on page 18*

3.9.5 PDF Options tab

The following elements of a PDF document are defined in the **PDF Options** tab of the Target:

Notice *These settings are only available to PDF Targets.*

- **Image compression:** Downsize images above 300
- **Title:** Document title
- **Author:** doc-department
- **Magnification:** Fit Page
- **Navigation:** Bookmarks and Page
- **Page layout:** Default
- **Title bar:** File name
- **Collapsed bookmarks:** Selected

3.9.6 Advanced tab

The **Advanced** tab is used to define special output features.

For print output:

- **Medium:** Print
- **Generate TOC:** Use TOC depth for heading levels

For online help output:

Notice *These settings are only available to online Targets.*

- **Output options:**
 - Do not use content Folder in output: Selected
 - Generate resized copies of scaled images: Selected
 - Generate "web-safe" images: PNG
 - Add DOCTYPE declaration...:Selected
 - Replace reserved characters....: Selected
 - Use lower case filenames: Selected
 - Exclude content not directly linked...: Selected
- **Masterpage:**
 - **OnlineHelp** - HTML5 Help or HTMLHelp
 - **OtherTopics** - Responsive Help
- **Stylesheet Medium:** non-print
- **Alias File:** Select the default Alias file

4 Topics

All content for a document is contained in Topics. Topics can contain text, images and tables.

New topics specific to one guide should be saved in a guide-specific folder.

Use the styles to determine the look of the content. Styles should be applied based on the meaning of the content. The look is determined by the Stylesheet applied at build time.

According to DITA standards, topics can be Overviews, Tasks and References.

- **Overview:** "The Product comes as part of the doc-department Product Name - PDF service package..."
 - **Task:** "To configure the Product, perform the following steps:"
 - **Reference:** "The Product has the following dependencies:"
- *For more information about writing style, refer to the doc-department Style Guide.*

4.1 Stylesheets

The Styles define the look of the content, for example, font and indentation. Styles are defined in Stylesheets.

Stylesheets can be defined in the Target or in specific topics themselves using the properties of the topic.

Stylesheets are available in: **Content > Resources > Stylesheets**

Notice *Styles must be applied based on the content of the paragraph and not the desired look. This enables topics to be used with multiple Stylesheets.*

Responsive Help output uses default factory Stylesheets that include CSS table layout features. These are provided by 3rd party CSS coding companies.

- *For more information, refer to the Madcap Flare help and search for "Zurb Foundation"*

4.1.1 A4-Styles.css and A4-Styles-Word.css

These Stylesheets are used for A4 documents. Also incorporated non-print style definitions for HTML output.

The **A4-Styles-Word.css** Stylesheet should be used for Word outputs.

The following styles are available in these Stylesheets:

Table 10 - A4-Styles.css and A4-Styles-Word.css: Paragraph styles

h1	First level heading applied to first topic in chapter. (Automatically applied to title at build time)
h2	Second level heading. (Automatically applied to title at build time)
h3	Third level heading. (Automatically applied to title at build time)
h4	Fourth level heading. (Automatically applied to title at build time)
p	Paragraph text. Used for standard body text.
p.appendixheading	Heading style used for topic titles that are used as first level topics in the appendix
p.codeblock	Used for paragraphs of example code
p.codeblockindent	Used for paragraphs of example code placed within lists
p.draft	Used for draft stamp applied as watermark to each page.
p.draftcomment	Used for authors to add comments into text, for example, "Input required"
p.fig	Used for images
p.figindent	Used for images within lists (no title)
p.figtitle	Used for title/caption of a figure
p.footnote	Used for footnotes
p.info	Used of paragraph text within lists
p.indentsub	Used for paragraph text within sub-lists
p.ol	Used for ordered lists, not procedures (see p.step). For example, the dialog has three tabs...
p.preface	Used for standard paragraph text in the preface
p.prefaceheading	Heading style used for topic titles used as first level topics in the preface
p.prefaceheading2	Heading style used for topic titles used as second level topics in the preface
p.step	Used for procedure steps
p.step1	Used for first step in procedure steps. Resets the numbering to 1.
p.substep	Used for sub steps in a procedure (p.step)
p.substep1	Used for first sub-step . Resets the numbering to 1.
p.tbody	Used for contents of tables
p.tbodycentre	Used for contents of tables that need to be centered in column

p.footnote	Used for footnotes in tables
p.thead	Used for table headings
p.theadpreface	Used for table headings of "Preface" table style
p.topicheading	Used for headings placed mid-topic, for example, a procedure title (To install...)
p.topic headingappendix	Used for headings placed mid-topic in appendix topics
p.ul	Used for unordered lists (bullets)
p.ulsub	Used for nested unordered lists
p.xreff	Used for cross-references
p.xreffindent	Used cross-references within lists
p.choice	Used in procedures where user has options

Table 11 - A4-Styles.css and A4-Styles-Word.css: Character styles

b	Used for applying bold style to general words or phrases - avoid.
span	Applies a span tag around selected text. Enables conditions to be added to text within a paragraph
span.boolean	Used for formatting boolean expressions
span.codeph	Used for text that represents programming code or code elements, system output, or system input.
span.dt	(Definition Term) Used for terms the being defined, for example, in a list
span.filepath	Used for file paths, for example, C:/MyPrograms/file.html
span.menucascade	Used for sequence of menu options, for example, File > Properties > View
span.state	Used for formatting states
span.systemoutput	Used for formatting system outputs, for example, on a command line
span.uicontrol	Used for interface control elements that a use need to use, for example, buttons, options, checkboxes
span.userinput	Used for formatting user inputs, for example, using the command line
span.wintitle	Used for window and dialog box titles, for example, Properties dialog
abbr	Default MadCap style - abbreviations
acronym	Default MadCap style - acronyms
kbd	Default MadCap style - keyboard key

Madcap.helpControl MenuItem.Highlighted	Default MadCap style - controls help menu items look
sub	Default MadCap style - font style "superscript"
sup	Default MadCap style - font style "subscript"

Table 12 - A4-Styles.css and A4-Styles-Word.css: Template styles

breadcrumbproxy	Used to style the breadcrumbs in the web help.
tocproxy	Used to style the TOC, for example, apply a background or border.
TOC1-9	Used for styling the entries in the TOC.
p.tocheading	Heading style used for auto-generated lists used in the document frontmatter, for example, TOC.
p.subtitle	Used for document details displayed on cover page.
p.figtablist	Used for styling the entries in the Lists of... lists.
p.footerleft center right	Used to style the PDF page footers.
p.headerleft right	Placeholder styles used for styling page Headers.
p.booktitle	Used for document title displayed on cover page.
p.booksummary	Used for the document summary provided in the document cover page.
listofproxy	Used to style the Lists of..., for example, apply a background or border.
caption	Used to style the table captions. These are defined the table properties.

4.1.2 ResponsiveHelp.css

This Stylesheet is used for all the topics in a Responsive Help project.

Notice *Responsive Help projects use more than one Stylesheet. This Stylesheet must be manually applied to any new topics.*

The ResponsiveHelp.css uses the same styles as the A4-Styles.css but with the following style additions.

Table 13 - ResponsiveHelp.css: Paragraph styles

p.footermaster	Used for content at the foot of the topics
-----------------------	--

4.1.3 StyleForHomePage.css

This Stylesheet is used only for the **Home.htm** topic in a Responsive Help project.

The StyleForHomePage.css uses the same styles as the A4-Styles.css but with the following style additions.

Table 14 - StyleForHomePage.css: Template styles

div.topichero	Used to contain the headings and "Hero" image on the home page
div.slideshow	Used to contain the slideshow application on the home page
html.homepage	Used for applying the HomePage.flsmf Master Page to the home page

4.2 Tables

Table styles are determined by table Stylesheets. The table Stylesheet controls the borders, column, and row styling.

Table Stylesheets are available in: **Content > Resources > TableStyles**

Table 15 - Available table Stylesheets

Table Stylesheet	Description
Normal.css	Standard table with borders top and bottom. Alternate coloured rows. Light borders between rows.
FullWidth.css	Standard table. No indent.
SideHead.css	Header is on the left side with grey background. Additional column style, "Grey" available for intra-table headings.

Standard tables should be inserted with the following settings:

- **AutoFit Behaviour:** AutoFit to contents
- **Align:** Default

Notice *To create tables with specific cell colours, you cannot use table styles. The table Stylesheet overwrites the local styles each time the Stylesheet is loaded. Use the **Default** table style and apply the cell styles (`td. [class]`) defined in the Stylesheet.*

Notice *Avoid additional formatting of tables after they are used in a topic and linked to a table Stylesheet. These Stylesheets ensure consistent table styles are used throughout documents. If necessary, create a new table Stylesheet.*

Notice *For specific cell colours, use the cell styles.*

4.2.1 Table captions

Table captions describe the table contents.

Table captions are defined in the table properties.

- **Text:** Type the caption to use
- **Side:** Above table
- **Repeat:** Default
- **Continuation:** Default

4.3 Figures

Figures are image files within a topic.

- Use the `p.fig` or `p.figindent` paragraph styles when inserting images
- Use the `p.figtitle` paragraph styles for figure titles / captions.
- Figure titles are placed above the figure in the topic.

Use any standard image format for images (.jpg, .png, .eps...), and ensure the image is correctly sized for the application.

- Print: 300dpi | max 12cm wide
- Online: 96dpi

Notice *For images used in both online and print documents, use MadCap Capture to specify the size and resolution for each output.*

- ▶ *For more information, refer to the **Scale Images** page on the doc-department Wiki.*
- ▶ *<http://localhost:8110/ddwiki/Main/ScaleImages>*

Notice *Images are stored in **Content > gfx > specialgfx**.*

Notice *If there are a large amount of images for several different output types, create a new sub-folder within **specialgfx** labelled with the document title.*

4.4 Cross-references

Cross-references provide links to other files, or locations in other files. The look of the cross-reference is determined by styles in the Stylesheet. Styles include default text, formatting and content from the Target location.

To insert a cross-reference, select **Insert > Cross-Reference**.

The text in the topic should be formatted with `.xref` or `.xrefindent`

The following cross-reference styles are available:

- **Xref**
Standard cross reference for referencing topics
Print: For more information, see "Topic title" on page x
Online: For more information, click here
- **Table**
Cross reference for referencing tables
Print: Table X
Online: Table "Table title"
- **Figure**
Cross reference for referencing figures
Print: Figure X
Online: Figure "Figure title"
- **Step**
Cross reference for referencing procedure steps
Print: step X
Online: step X
- **Heading**
Abbreviated reference for topics and bookmarks
Print: x.x.x "Topic title"
Online: "Topic title"

4.5 Responsive Help topics

For a Responsive Help Target the following topics must be included:

- **Home.htm**: This is the default startup topic. When a Responsive Help output starts, the default view shows the **Home.htm** content. However the content displayed consists of three elements:

- **Top:** A Skin (*ResponsiveHelp - Top Navigation.flskin*) which defines the company logo and initial navigation menu. If the output is displayed on a mobile device the navigation menu disappears and becomes a navigation fly-out icon.
- **Middle:** This is the *Home.htm* content. This content contains an embedded slideshow application.
This topic can be used to display a 'Hero' image.
 - *For more information, see "'Hero' image" on page 31*
- **Bottom:** This is defined by a Master Page (*HomePage.flmsp*)
- **AboutHelp.htm:** A topic that contains information about the project, for example, Date, Doc ID, Intended purpose, and so on.

4.5.1 'Hero' image

A 'Hero' image is a wide background image that spans the width of a Responsive Help output.

- The image is applied using CSS (*div.topichero*).
- The image dimensions should be no less than 1903 px wide.
- The image can be any height but the heading sizes over the image need to be adjusted to fit inside the DIV area.

4.5.2 Slideshow application

The home page for a Responsive Help project includes a pre-configured application. This application displays a series of linked icons to highlight specific content.

This feature can be removed from the home page.

1. On the *Home.htm* topic, right-click on *Madcap:Slideshow*
2. Select *Edit Slideshow...*

The recommended size of the slideshow images should be circular and 135px diameter.

5 Safety information

Safety information should be accessible throughout a document. This should include information about the intended use of the product, disposal and recycling information, and safety notices.

If the product has a short life-span, information should be available about the product's date of manufacture and expiry.

5.1 Using safety notices

Safety notices are common throughout documents. They are a series of specially formatted chunks of text that provide information that needs to be highlighted. The safety notices have different levels of importance.

Safety notices are stored as snippets in **Content > Common > Snippets > Notices**

- ▶ *For more information, see "Conventions and safety notices used" on page 10*
- ▶ *For more information, see "Snippets" on page 19*

Drag-and-drop the snippet into the topic and then right-click and select **Convert to Text**.

The graphic used for each safety notice type is either referenced within the Project Stylesheet CSS file or is linked directly to support Word outputs. Use the condition **TargetType > Word** to support the icon used. Ensure the Target uses the correct condition settings.

Each notice contains a link to the Safety Notices topic for reference purposes. This link is made available through stylesheets for online output only.

The topic coding for a safety notice is shown below:

```
<p class="noteTopLine">&#160;</p>
<p class="noteNotice">
<a class="noticelink" href="../../Common/Front and Back
matter/SafetyNotices.htm">
&#160;</a></p>
<p class="noteBody">This is the next note.</p>
<p class="noteBody">This is the middle of the notice.</p>
<p class="noteBottomLine">&#160;</p>
```

Notice	<i>This is the next notice.</i> <i>This is the middle of the notice.</i>
---------------	---

Depending on what safety notice type is required, the class of the second line is changed to:

- **Warning:** class definition is "noteWarning"
- **Caution:** class definition is "noteCaution"
- **Notice:** class definition is "noteNotice"
- **Tip:** class definition is "noteTip"

5.2 Content of safety notices

Safety notices support body text and single-level bulleted text.

Safety notices should detail the following types of information:

- Special precautions to be heeded in using the product, for example, safety equipment or adult supervision
- Hazards and dangers specific to a particular step in a process
- ▶ *For information about the structure and content of safety notices, refer to the doc-department Style Guide*

6 File structure

Project elements used by this template are stored in the following structure:

- **Project:** All project files. Structure determined by Flare
 - **Advanced:** Alias and header files for context sensitive help
 - **ConditionalText:** Condition sets
 - **Imports:** Instruction files for importing documents into Flare from another program, for example, Microsoft Word.
 - **Skins:** Files used to define the look and feel of online help documents.
 - **Targets:** All Target files.
 - **TOCs:** All TOCs used in the project
 - **Variables:** Variable sets
- **Content:** All content files. User definable structure for organising content files
 - **Common:** Files used across multiple documents, for example front and back matter, and snippets
 - **gfx:** Graphics and images
 - Common gfx:** graphics used in across multiple documents, for example, logos
 - Noticegfx:** graphics used for all notice types
 - Special gfx:** Folders for organizing document images
 - **Resources:** Template files, for example, Page layouts, Stylesheets
 - **Document Topics:** Folders for organizing document topic files