# Top Navigation and PDF Template

Contents

Introduction

Welcome to the *Top Navigation 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 Quick Links

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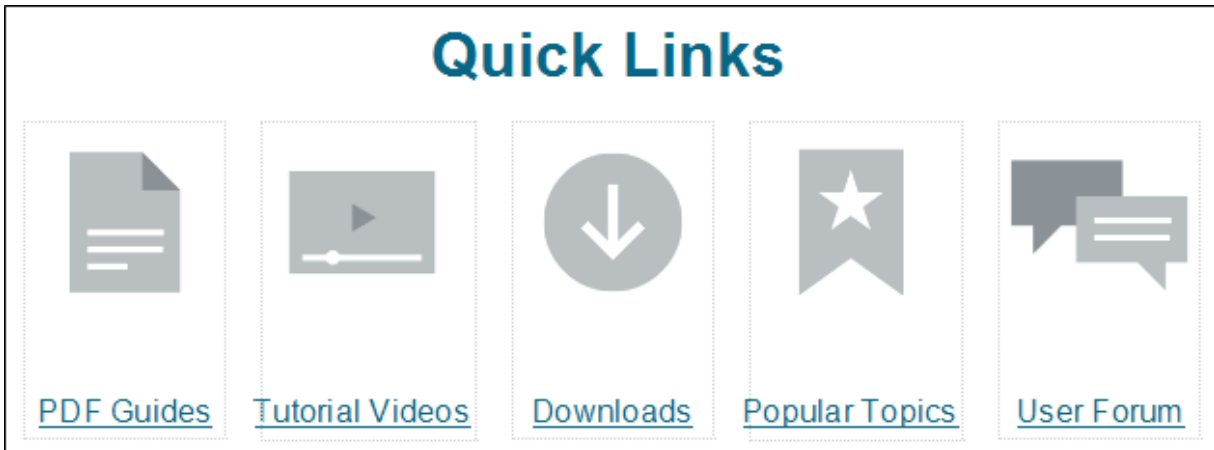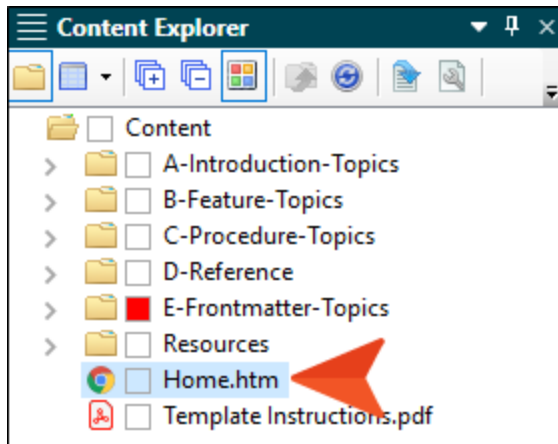

Before making any modifications, you need to open the Home page topic and enable the structure bars in the XML Editor.

After this, you might want to make the following kinds of changes:
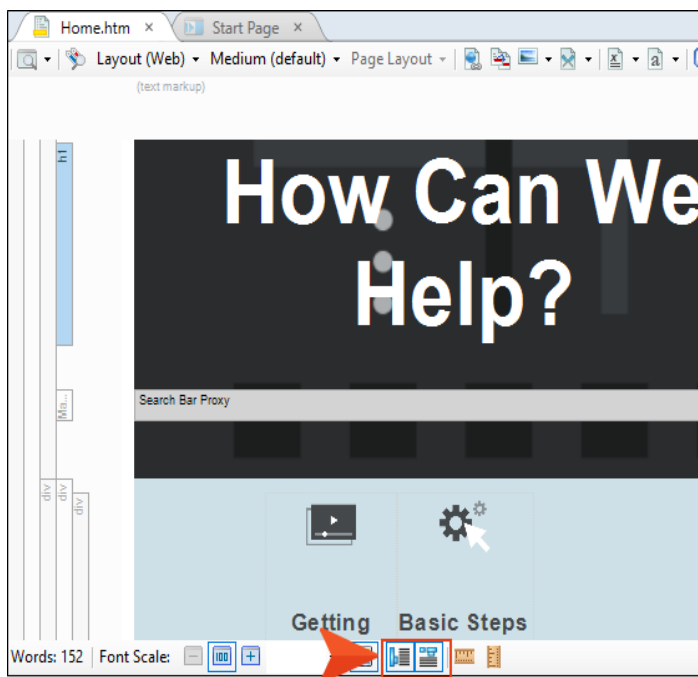
- Change the text hyperlinks
- Change the images
- Remove columns

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.
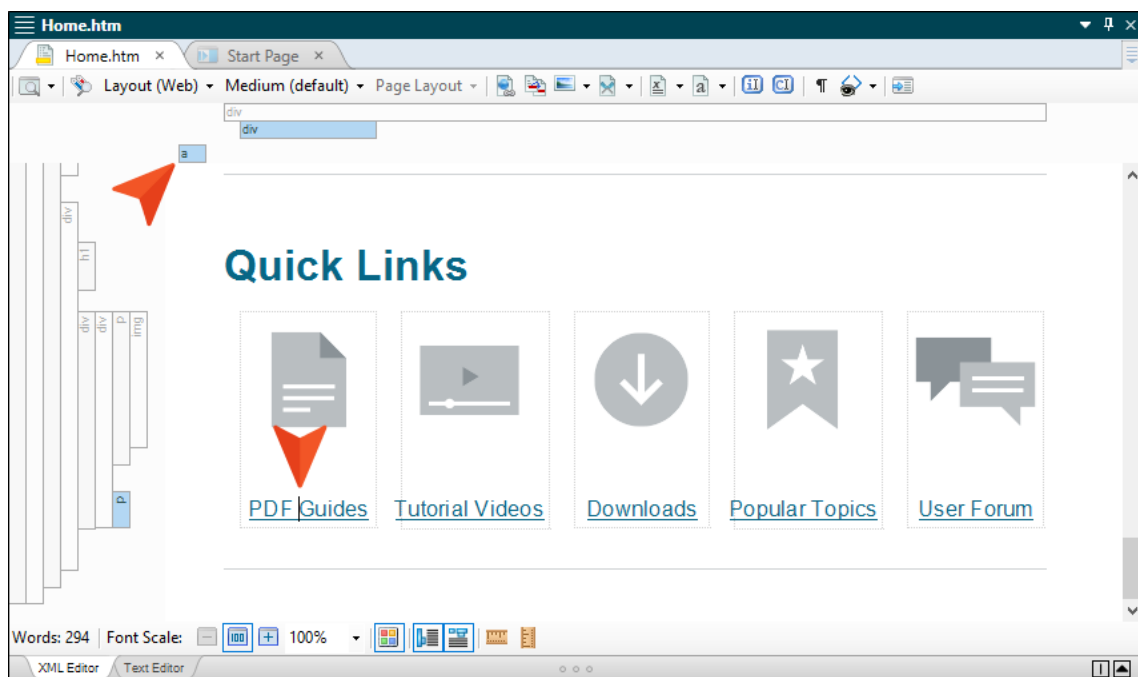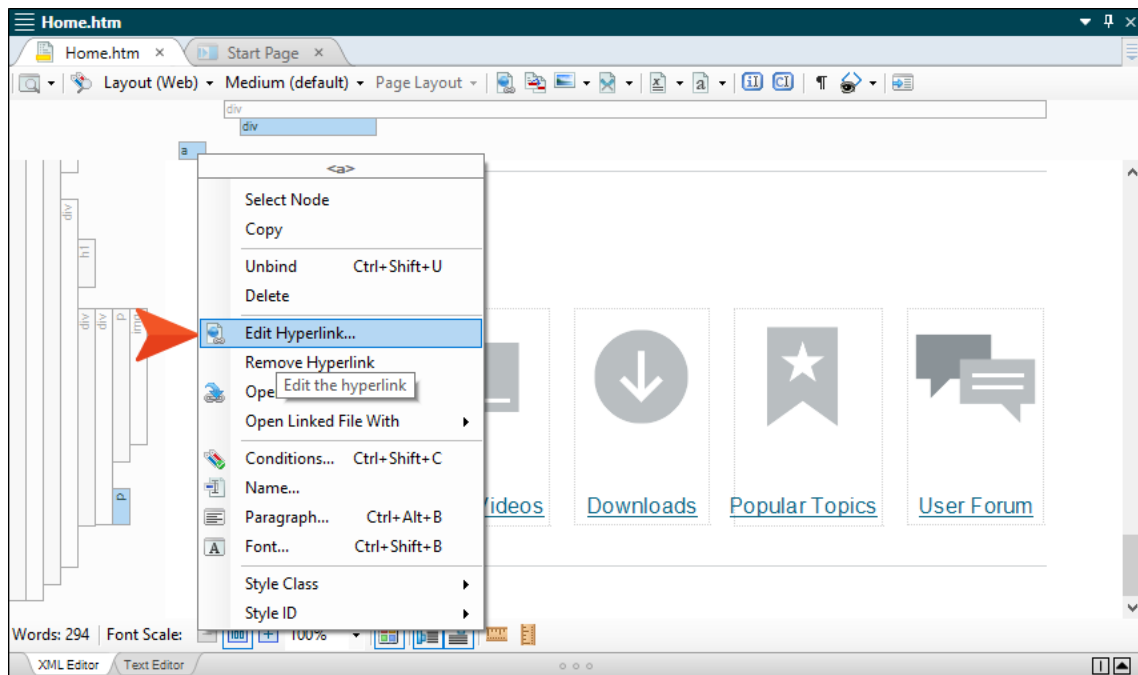
How to Change the Text Hyperlinks

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.
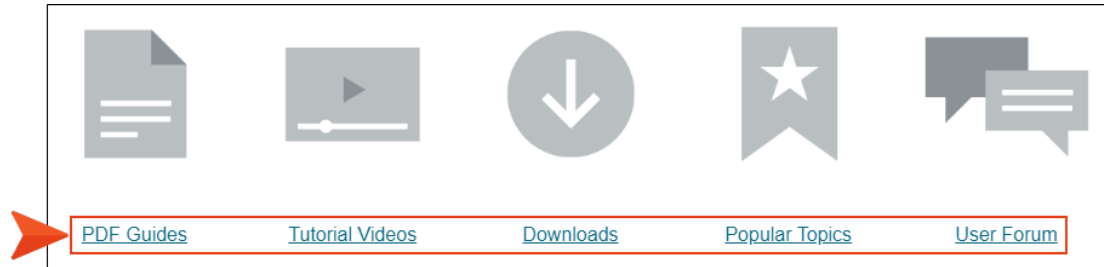
2. You can simply type to replace the text for any of the links.

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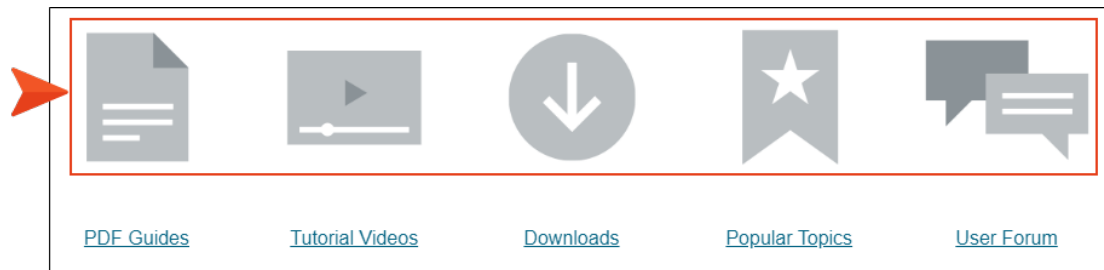
4. Right-click that structure bar, and from the context menu select **Edit Hyperlink**.
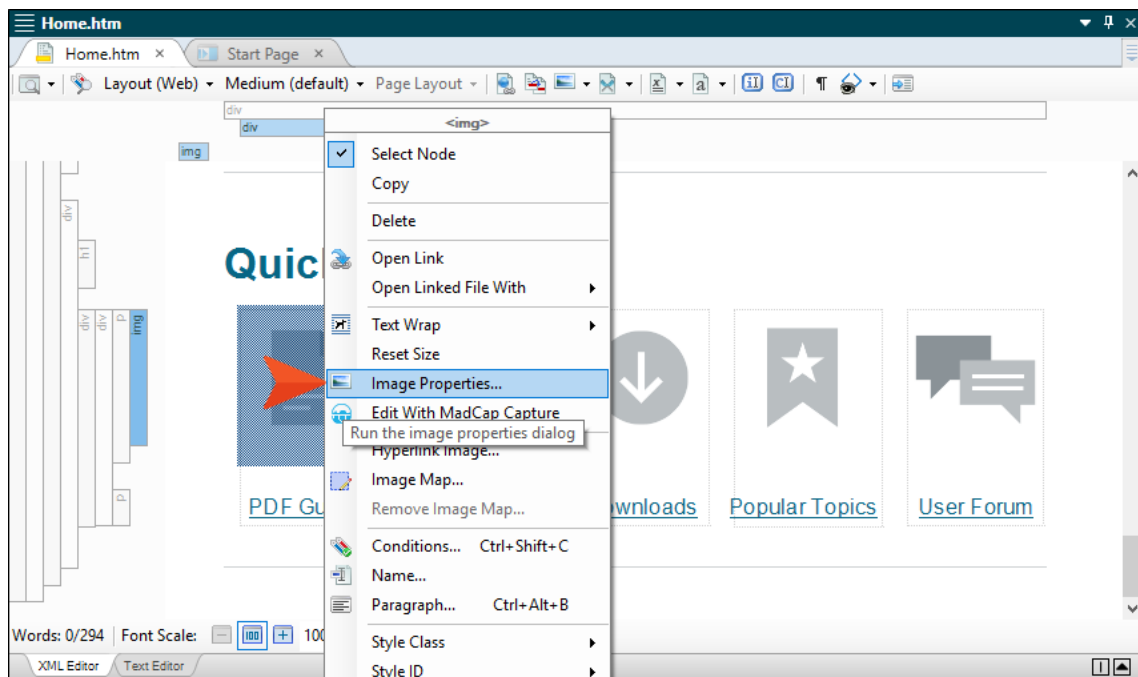

5. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.

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).
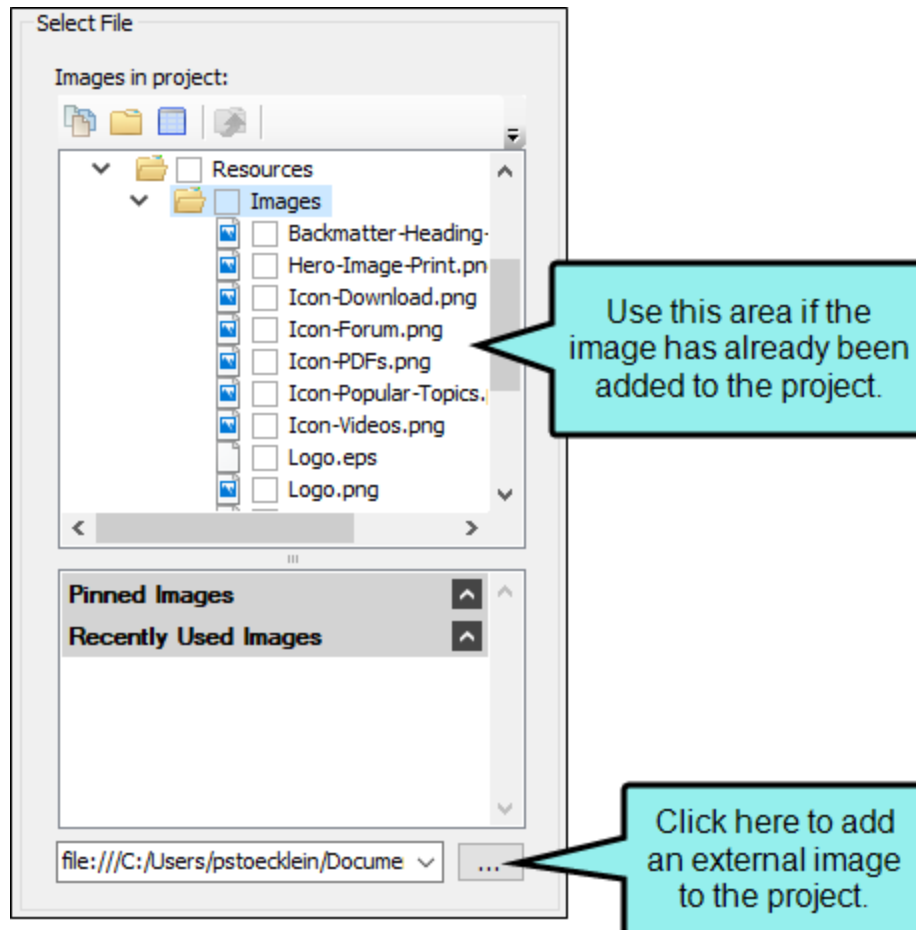
5. Click **OK**.

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.

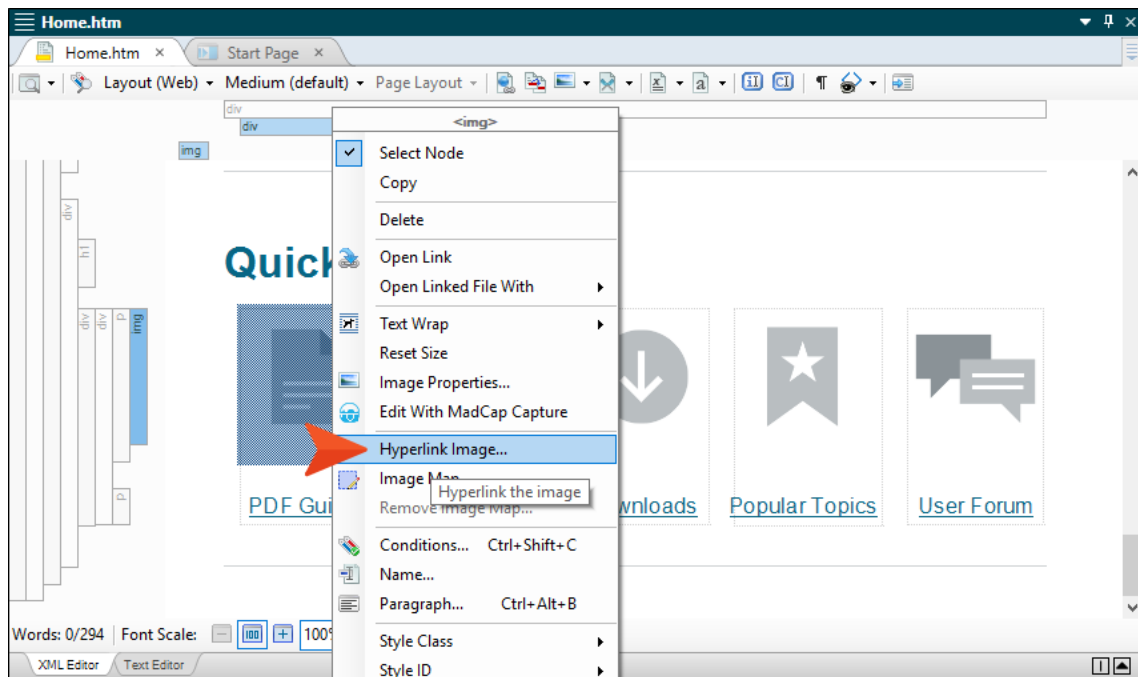# How to Remove Columns

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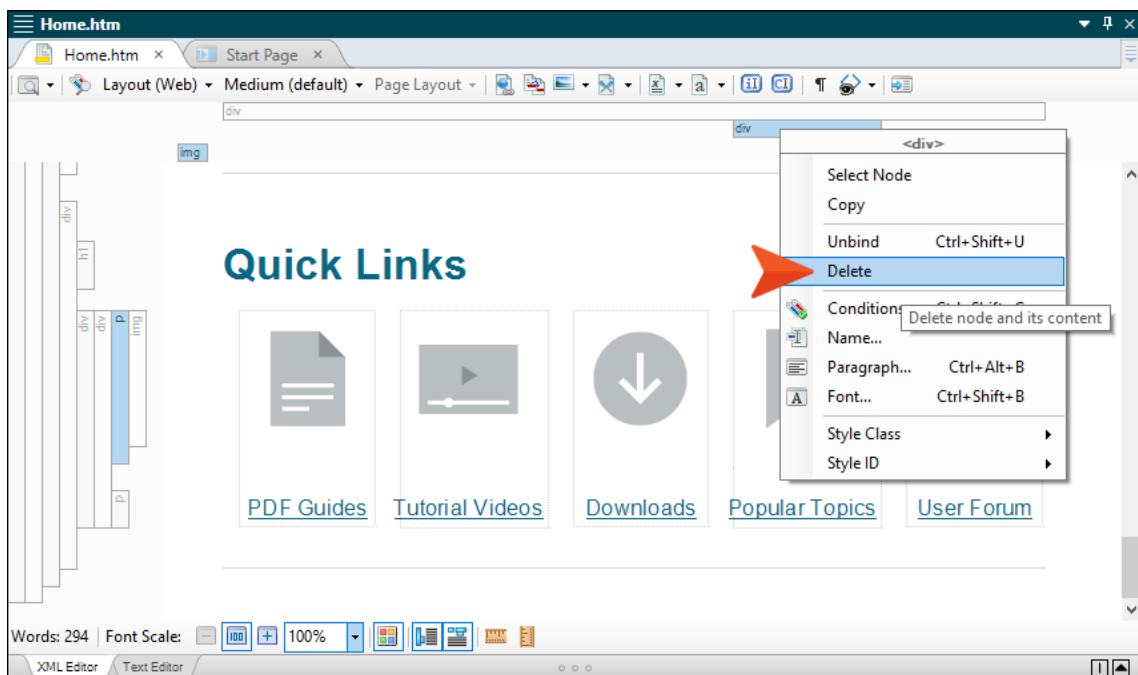
1. Scroll to the bottom of the topic where the Quick Links are displayed.

2. Click in the rectangle representing the column you want to remove.
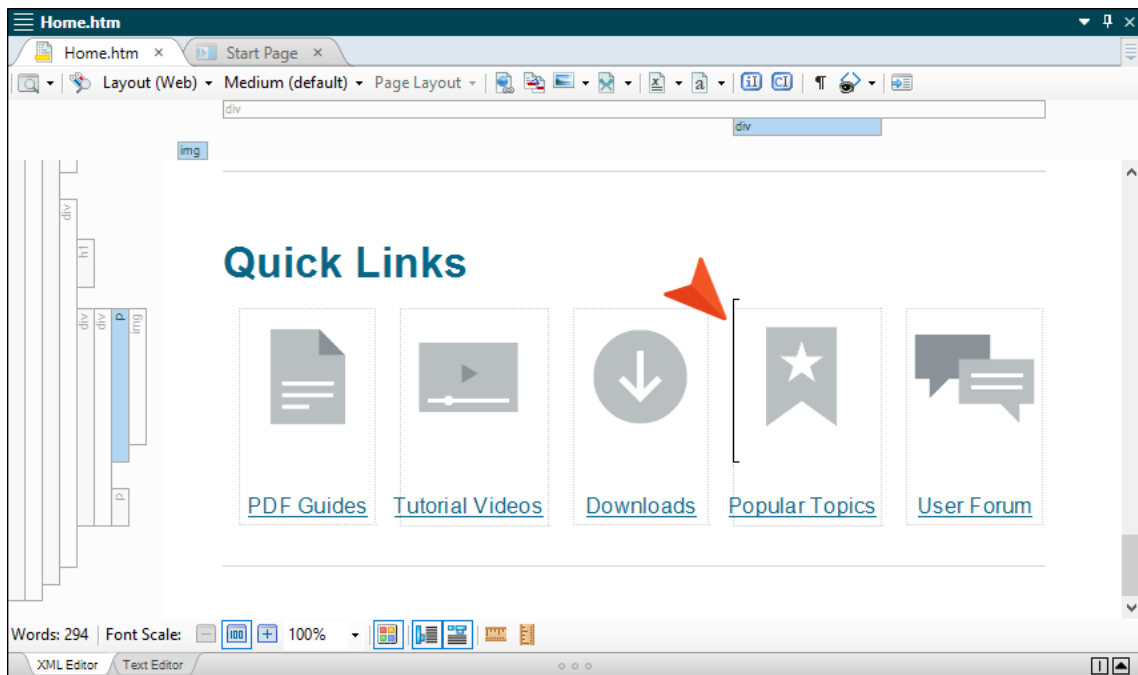
3. Locate the "**div**" structure bar at the top of the XML Editor. This structure bar is related to the area where your cursor is located.
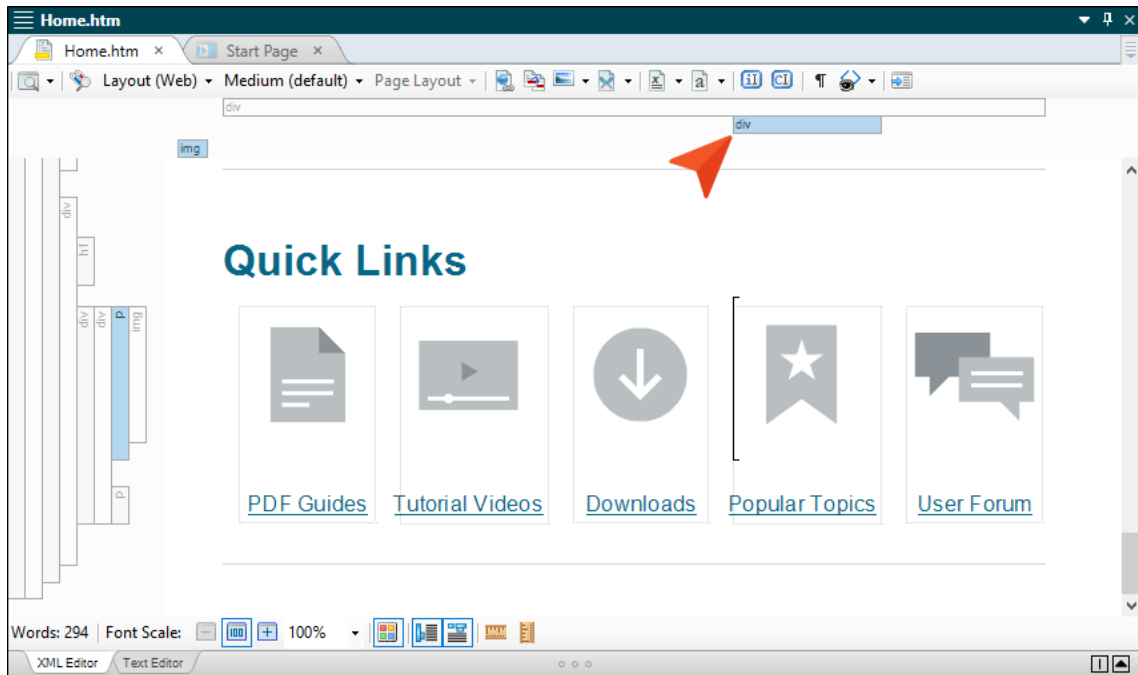
4. Right-click the structure bar and select **Delete**.

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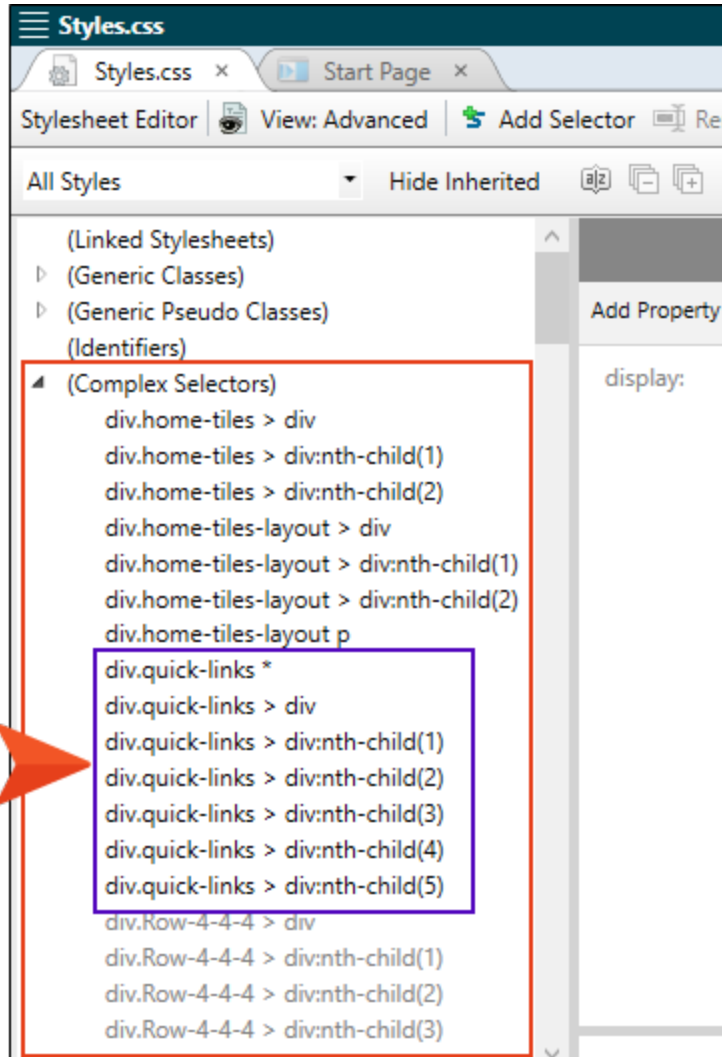
For more information about editing a responsive layout styles—including how to add more columns—please refer to the Flare online Help.

Note: In addition to the Quick Links, there are similar tiles with images and text toward the top of the Home topic.
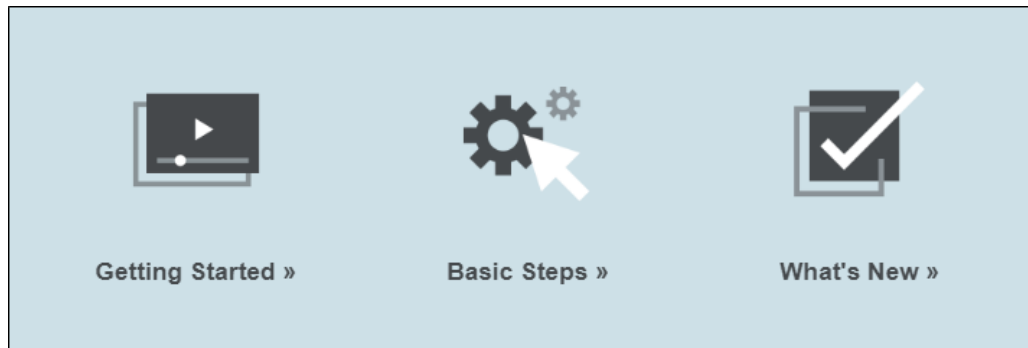
You can edit these in much the same way as you adjust the Quick Links.

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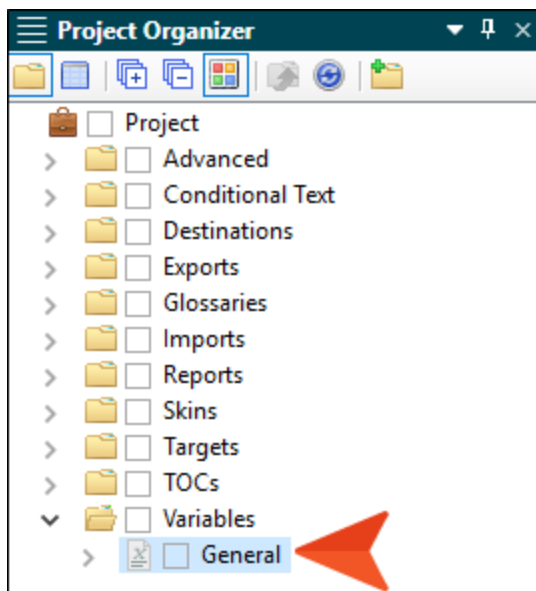
2. In the Variable Set Editor, click twice slowly in the **Definition** cell you want to change and type the new text.
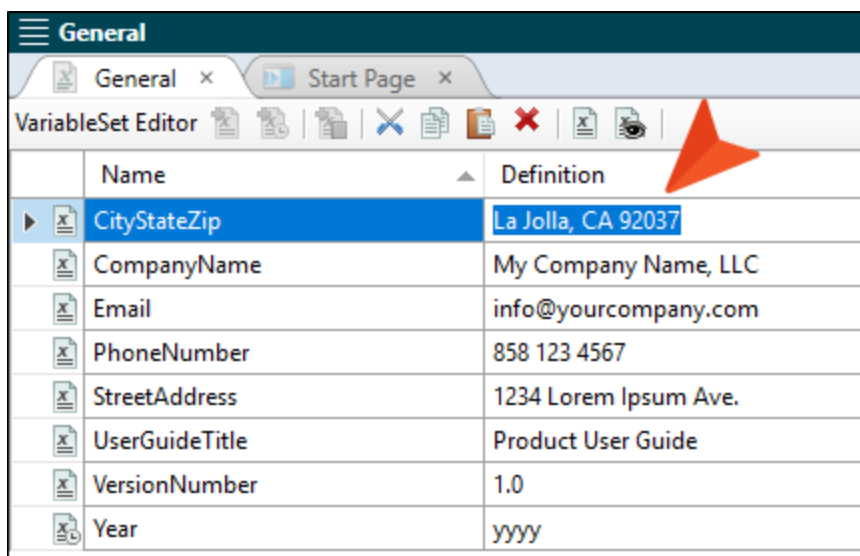
3. Press **Enter** on your keyboard.

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.

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.
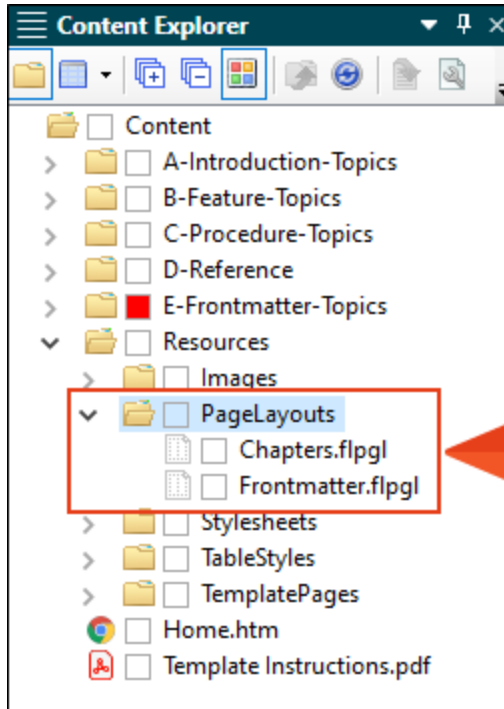
2. The Frontmatter page layout contains two pages, one for the title, the other for the TOC. Click the small rectangle on the right side of the editor to switch between these pages.

> 📝 **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.