REFERENCE GUIDE

Instructional Design Template

Delete this text and replace it with your own content.

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Introduction

Welcome to the *Instructional Design Template 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/.

This template contains two separate outputs. The Instructor Manual is intended to contain content that is tagged as Instructor and all of the content for the Student Manual. The Student Manual only contains content that is specific to students and will exclude the content tagged for Instructors.
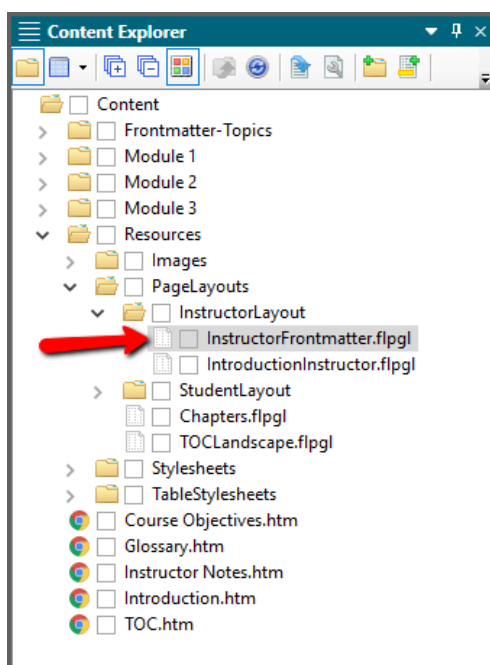
Changing the Cover Image

How to change the cover image on the title page for the Instructor Manual

Use the following steps to change the cover image on the the **Instructor** title page.

1. Open the **InstructorFrontmatter** page layout.

   In the **Content Explorer**, expand the**Resources**folder > expand **PageLayouts** folder > expand **InstructorLayout** folder > double-click **InstructorFrontmatter.flpgl**.

2. Double-click the decoration frame containing the cover image > select **Properties**. This will open the Frame properties window.

3. In the Frame Properties, select the **Background** tab.

4. Select **Browse** and browse for an image.

5. After selecting the image, select **OK**.

6. Save the page layout.

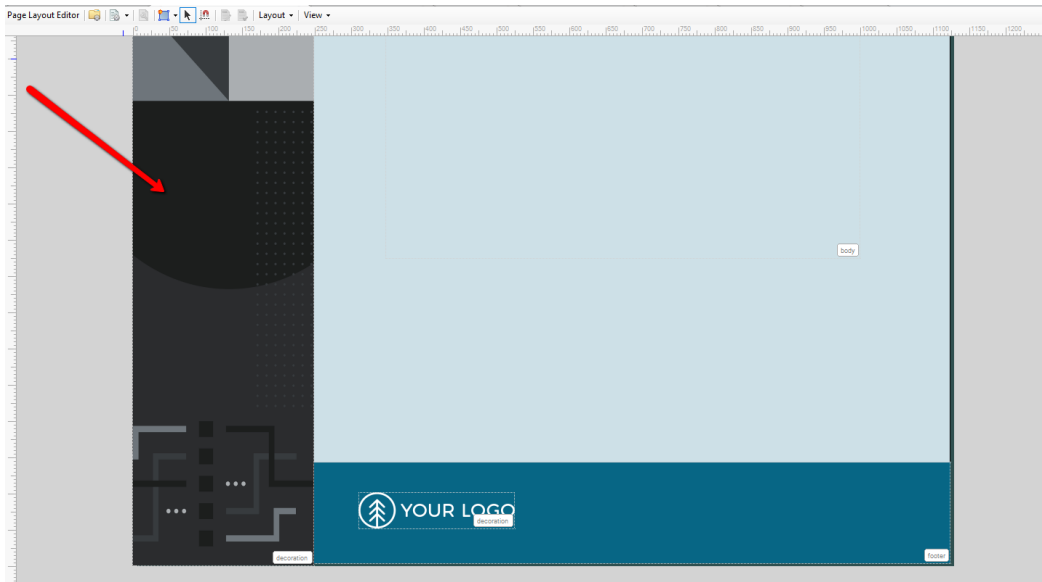# How to change the cover image on the title page for the Student Manual

Use the following steps to change the cover image on the the **Student** title page.
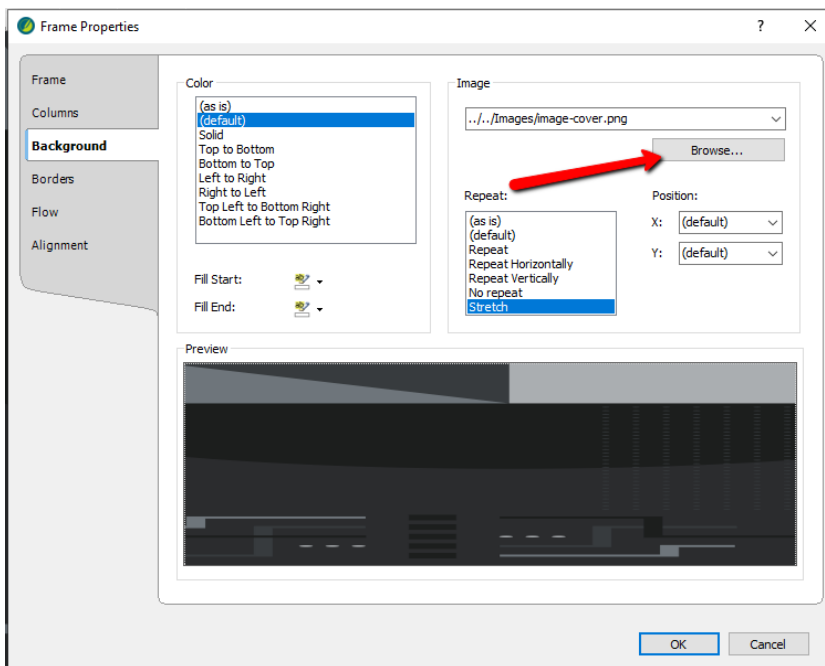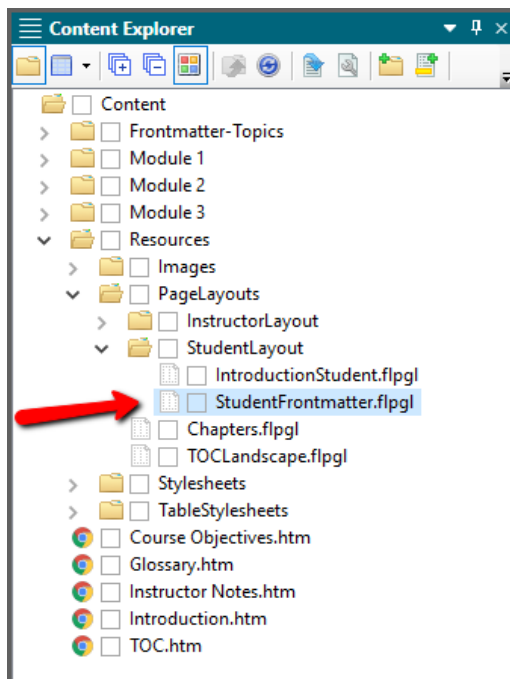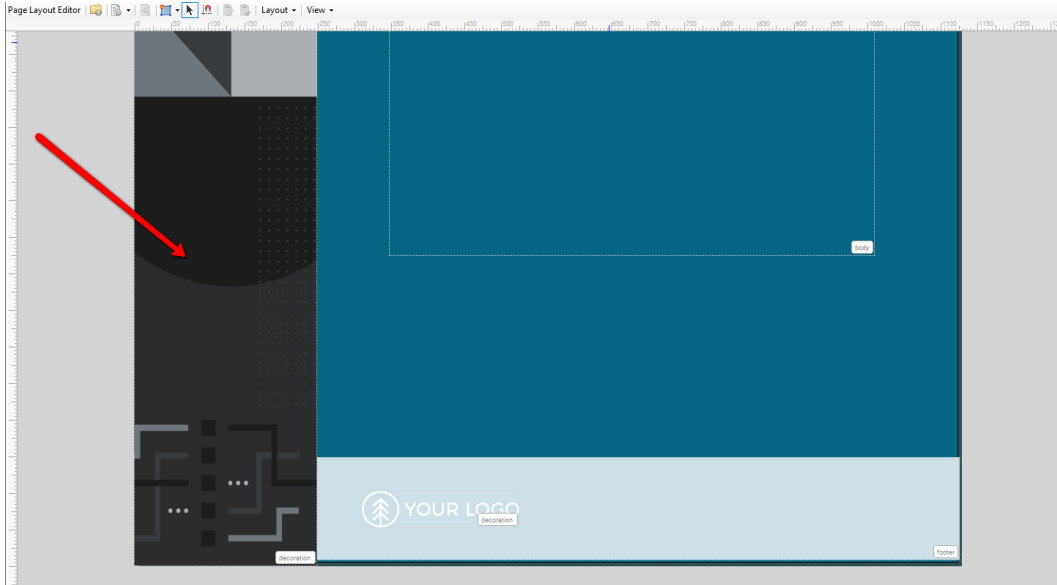
1. Open the **StudentFrontmatter** page layout.

   In the **Content Explorer**, expand **Resources** > expand **PageLayouts** folder > expand **StudentLayout** folder > double-click **StudentFrontmatter.flpgl**.

2. Double-click the the decoration frame containing the cover image >. This will open the Frame properties window.

3. In the Frame Properties window, select the **Background** tab.

4. Select **Browse** and browse for an image.

5. After selecting the image, select **OK**.

6. Save the page layout

Changing the Logo

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

> **Important:** Images have to be changed for both the Instructor manual and the Student manual since they are using separate page layouts.

How to change the logo on the title page

Use the following steps to change the logo that is seen at the bottom of the **Instructor** title page.
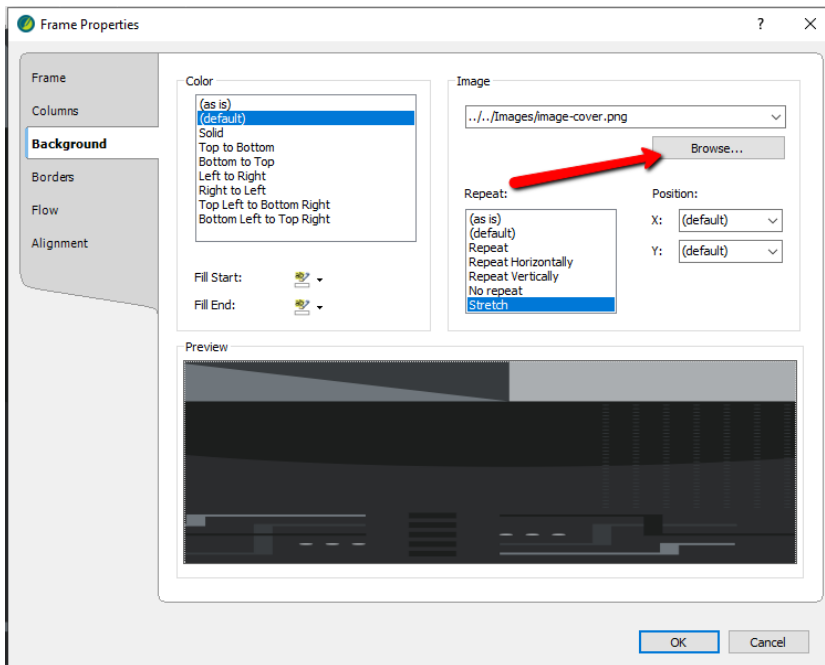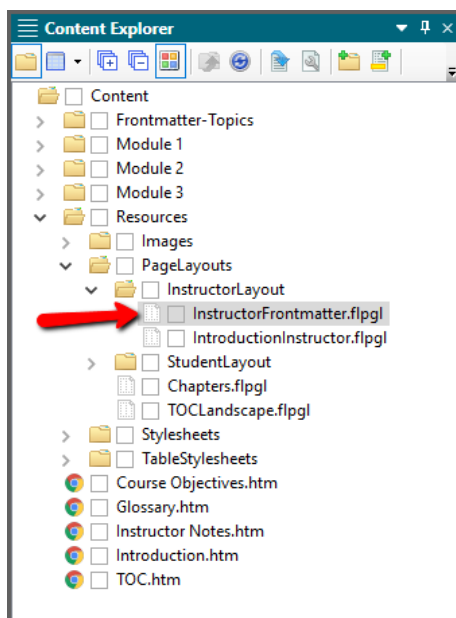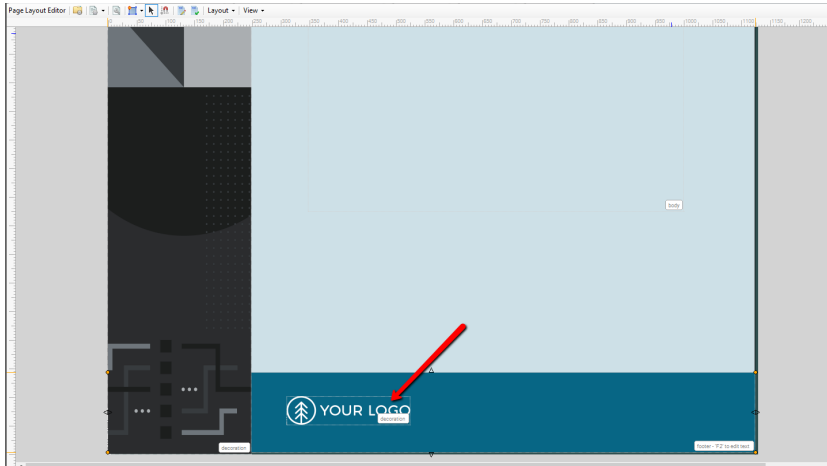
1. Open the **InstructorFrontmatter** page layout.

   In the **Content Explorer**, expand the **Resources** folder > expand **PageLayouts** folder > expand **InstructorLayout** folder > double-click **InstructorFrontmatter.flpgl**.
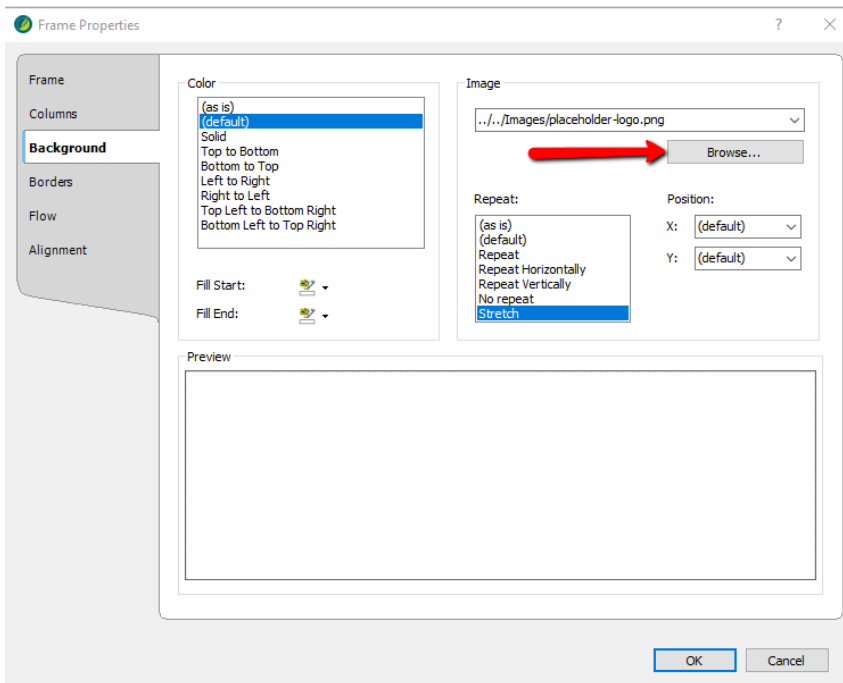

2. In the footer frame at the bottom of the page layout, double-click on the in

the decoration frame. This will open the Frame properties window.

3. In the Frame Properties, select the **Background** tab.

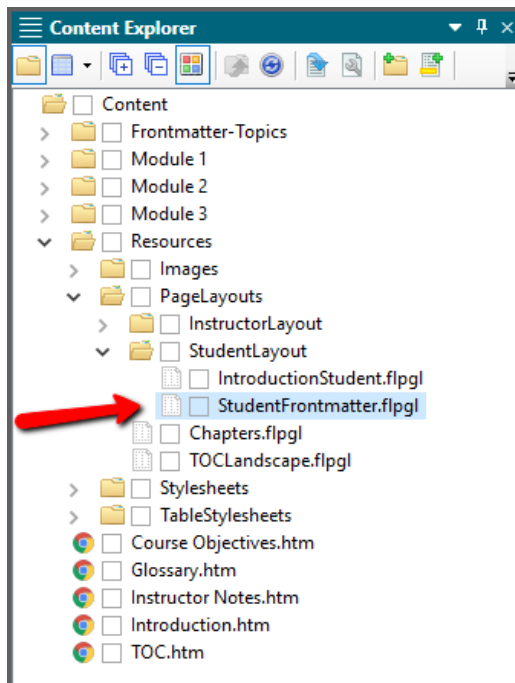4. Select the **Browse** button and browse for an image.

5. After selecting the image, select **OK**.

6. Save the page layout.

Use the following steps to change the logo that is seen at the bottom of the **Student** title page.

1. Open the **StudentFrontmatter** page layout.

   In the **Content Explorer**, expand the **Resources** folder> expand **PageLayouts** folder > expand **StudentLayout** folder > double-click **StudentFrontmatter.flpgl**.

2. In the footer frame at the bottom of the page layout, double-click on the decoration frame > select **Properties**. This will open the Frame properties window.

3. In the Frame Properties window, select the **Background** tab.

4. Select **Browse** and browse for an image.
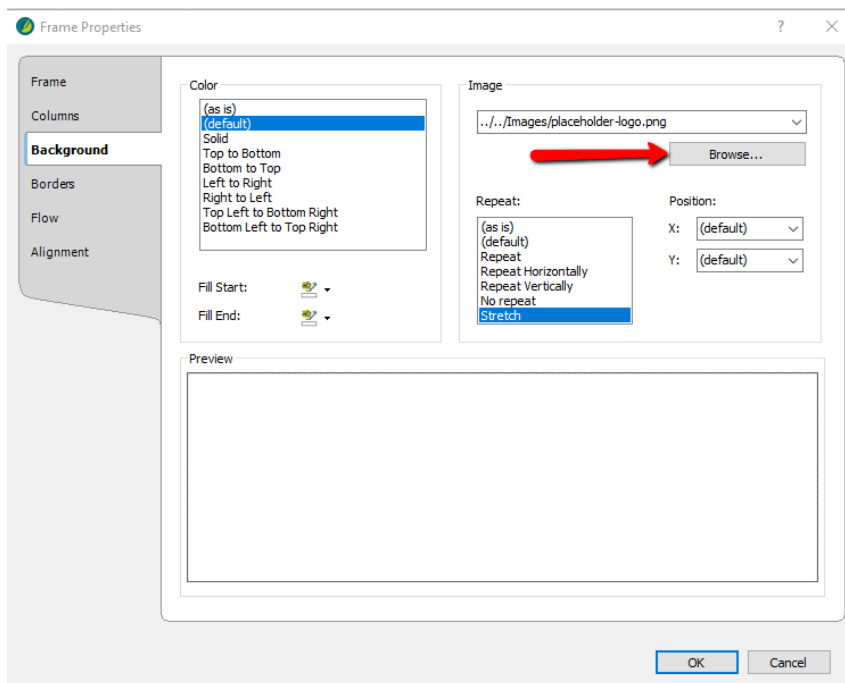
5. After selecting the image, select **OK**.

6. Save the page layout

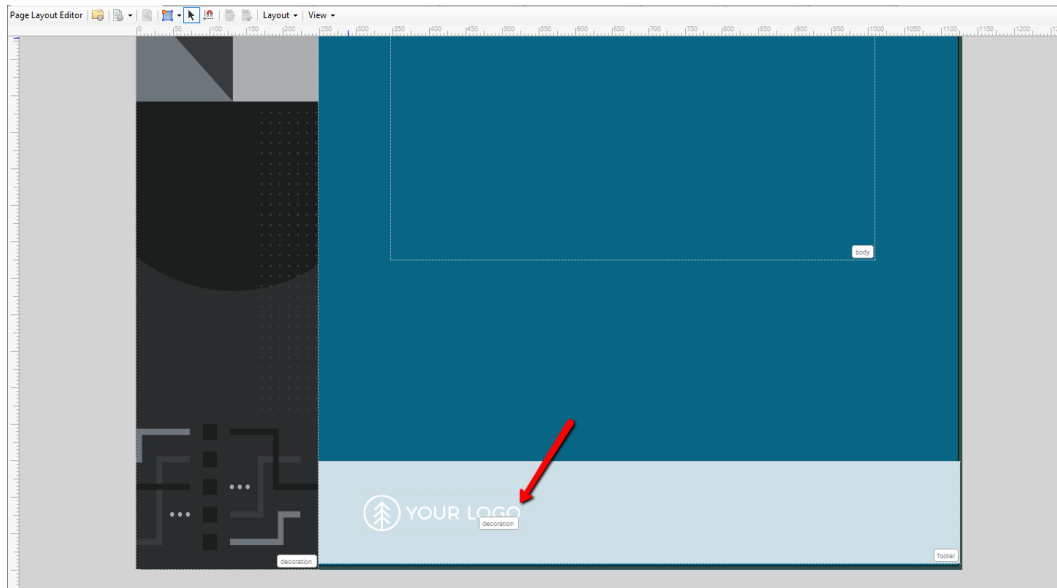# Changing the Images for the Text Boxes

> **Note:** Resize your images to proper dimensions before selecting it in Flare. The dimensions of the placeholder images are **43 x 48 pixels**.

Changing the image for the Summary box, Hands On Assignment box, and Suggested Discussion Topic box
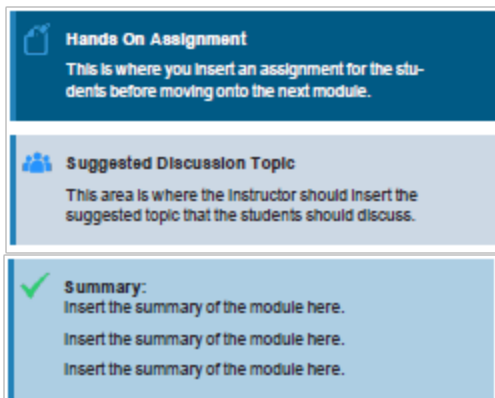

Use the following steps to change the image in the text boxes that are created with a div tag.

1. Open the **Content Explorer**, expand **Resources** folder > **Stylesheets**folder > double-click **Styles.css**.

2. In the Stylesheet Editor, make sure you are in **Advanced** view.

3. From the list of styles on the left side of the editor, expand **div** > depending on the notebox that you would like to update, select the **div.StudentNote** style, or the**div.InstructorTip**style, or **div.Summary** style.

4. On the right side of the editor, expand **background**.

5. Change the image by selecting the ⟨ ··· ⟩ button for the **background-image** property.

6. Use the options in the Insert image dialogue to browse for the image

7. Save your work.

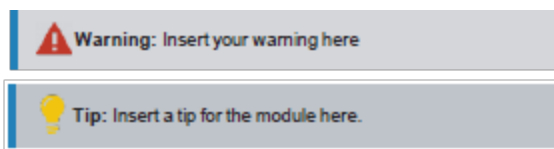## Changing the image for the Tip box, and Warning box

Use the following steps to change the image in the text boxes that are created with a p tag.

1. Open the **Content Explorer**, expand the**Resources** folder > expand **Stylesheets** folder > double-click **Styles.css**.

2. In the Stylesheet Editor, make sure you are in **Advanced** view.

3. From the list of styles on the left side of the editor, expand the **p** tag> select the **p.tip** style, or the **p.warning** style.

4. On the right side of the editor, expand **background**.

5. Change the image by selecting the ⟨ ··· ⟩ button for the **background-image** property.

6. Use the options in the Insert image dialogue to browse for the image.

7. Save your work.

Changing the Template Colors

> **Important:** Some colors have to be updated in multiple files to affect both the Instructor Manual and Student Manual.

Changing the background color of the front matter pages

Use the following steps to change the background color of the Instructor front matter page.

1. Open the **InstructorFrontmatter** page layout.

   In the **Content Explorer**, expand the **Resources** folder > expand **PageLayouts** folder > expand **InstructorLayout** folder > double-click **InstructorFrontmatter.flpgl**.

2. Double-click on the page (without double-clicking on a frame).

3. Select the **Background** tab.

4. In the Color field, click the down arrow and select a color from the popup. For advanced color options, select More Colors and use the fields in the Color Picker dialog.

5. In the Properties dialog, **click OK**.

6. Save your work.

Use the following steps to change the background color of the Student front matter page.

1. Open the **StudentFrontmatter** page layout.

   In the **Content Explorer**, expand the **Resources** folder > expand **PageLayouts** folder > expand **StudentLayout** folder > double-click **StudentFrontmatter.flpgl**.
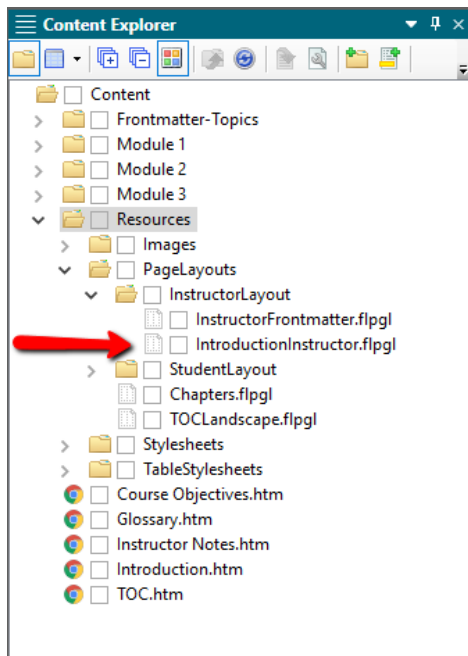
2. Double-click on the page (without double-clicking on a frame).

3. Select the **Background** tab.

4. In the Color field, click the down arrow and select a color from the popup. For advanced color options, select More Colors and use the fields in the Color Picker dialog.

5. In the Properties dialog, click **OK**.

6. Save your work.

Changing the background color of the Instructor Notes frame in the Instructor Manual
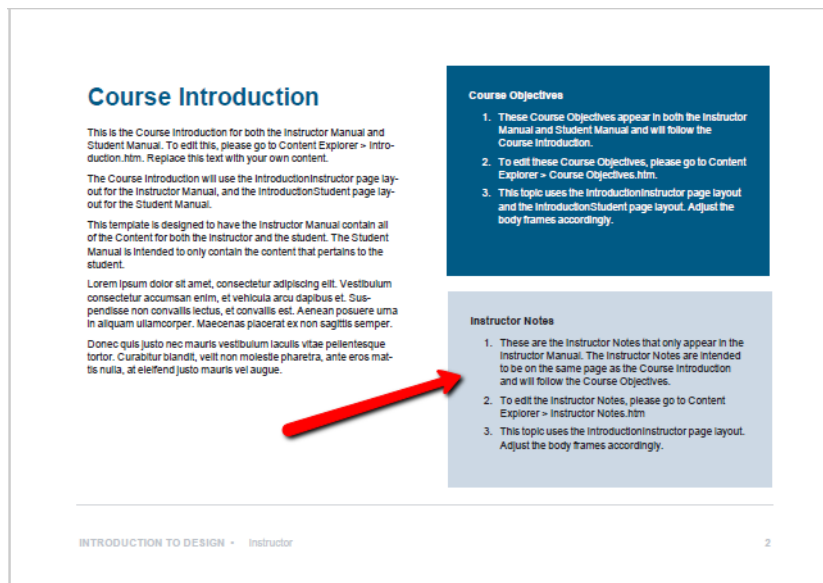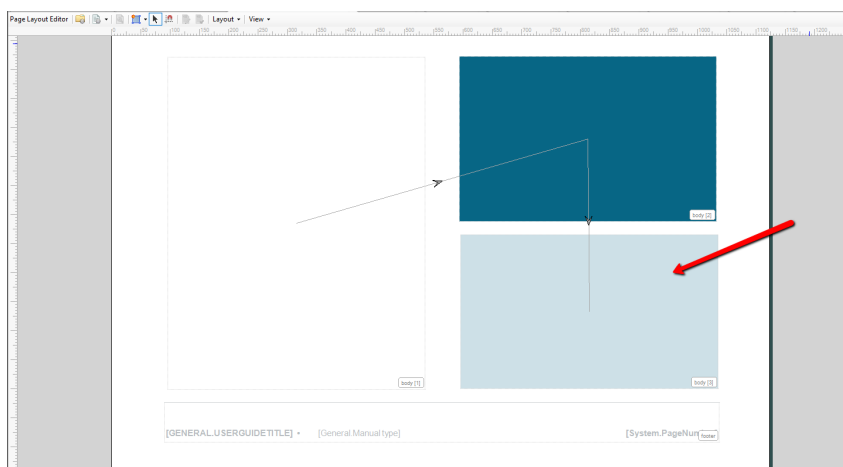
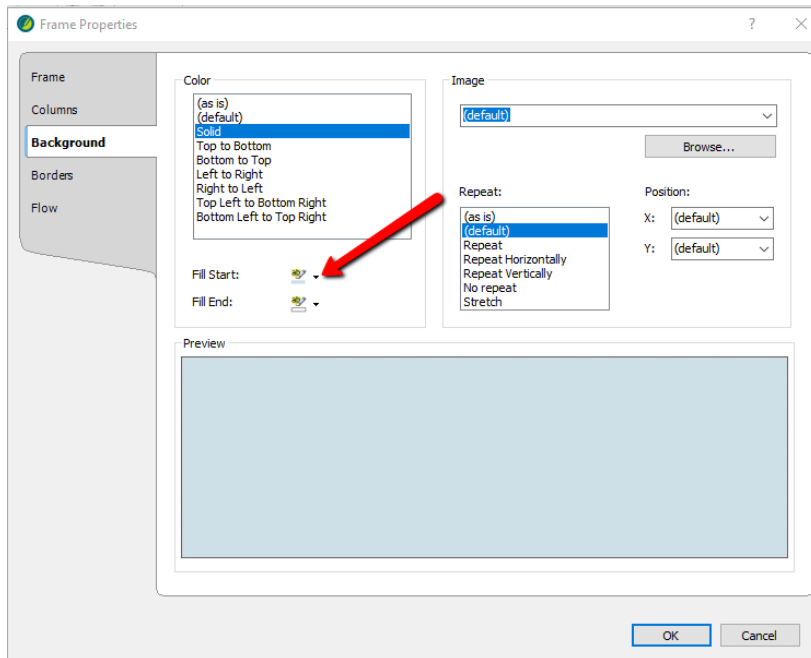1. Open the **IntroductionInstructor** page layout

    In the **Content Explorer**, expand the **Resources** folder > expand
    PageLayouts folder > expand **InstructorLayout** folder > double-click
    IntroductionInstructor.flpgl.

2. Double-click the third body frame. The Frame Properties dialogue will
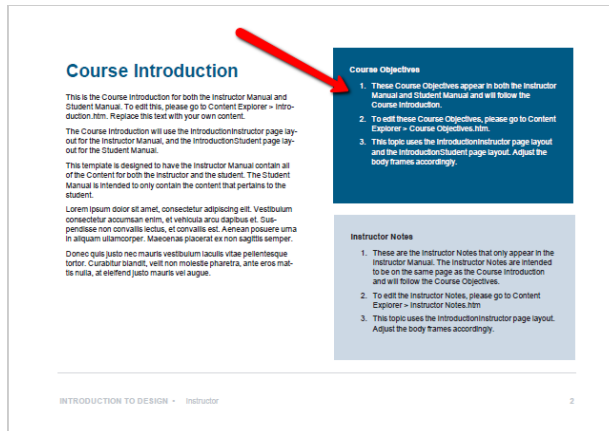   appear.

3. Select the **Background** tab.

4. In the Color field, click the down arrow and select a color from the popup. For advanced color options, select More Colors and use the fields in the Color Picker dialog.

5. In the Properties dialog, click **OK**.

6. Save your work.

Changing the background color of the Course Objectives frame in the Instructor Manual

1. Open the **IntroductionInstructor** page layout

   In the **Content Explorer**, expand the **Resources** folder > expand **PageLayouts** folder > expand **InstructorLayout** folder > double-click **IntroductionInstructor.flpgl**.

2. Double-click the second body frame. The Frame Properties dialogue will

appear.

3. Select the **Background** tab.

4. In the Color field, click the down arrow and select a color from the popup. For advanced color options, select More Colors and use the fields in the Color Picker dialog.
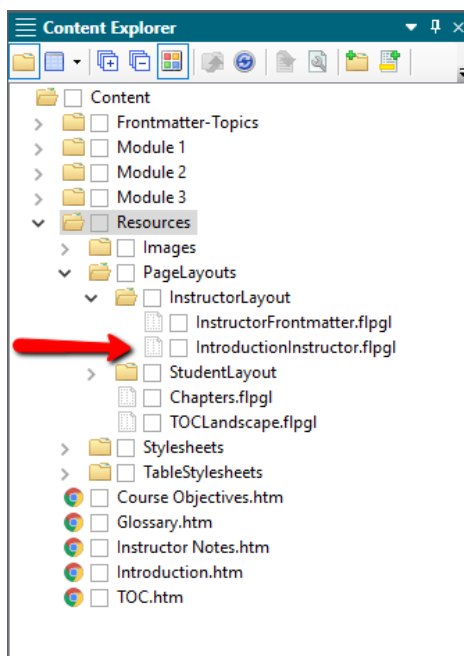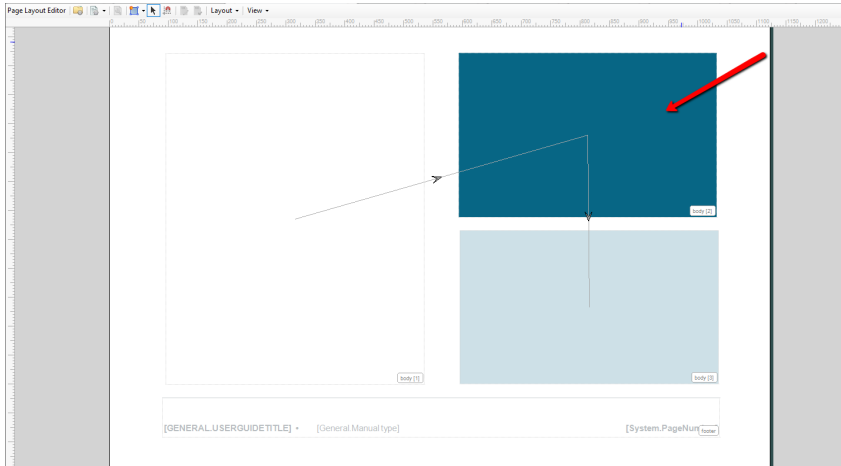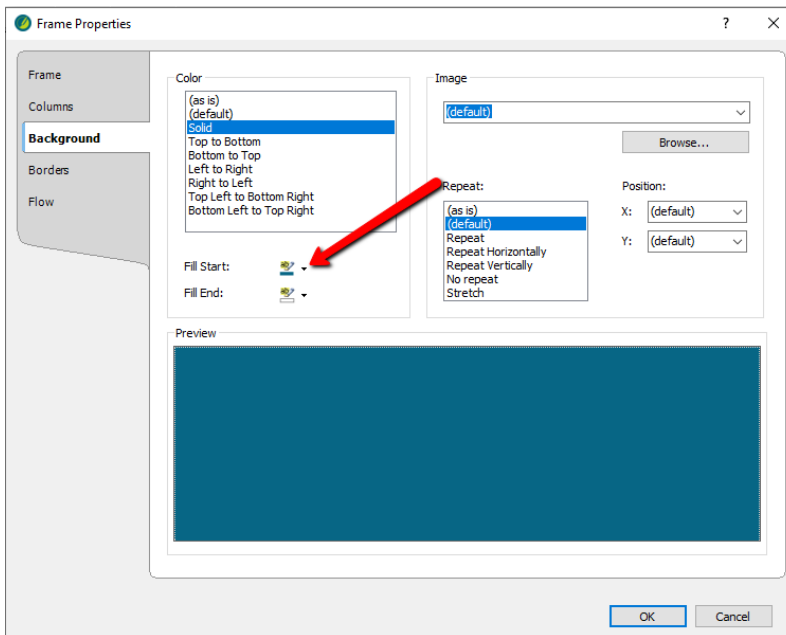

5. In the Properties dialog, click **OK**.

6. Save your work.

Changing the background color of the Course Objectives frame in the Student Manual

1. Open the **IntroductionStudent** page layout

   In the **Content Explorer**, expand the **Resources** folder > expand **PageLayouts** folder > expand **StudentLayout** folder > double-click **StudentInstructor.flpgl**.

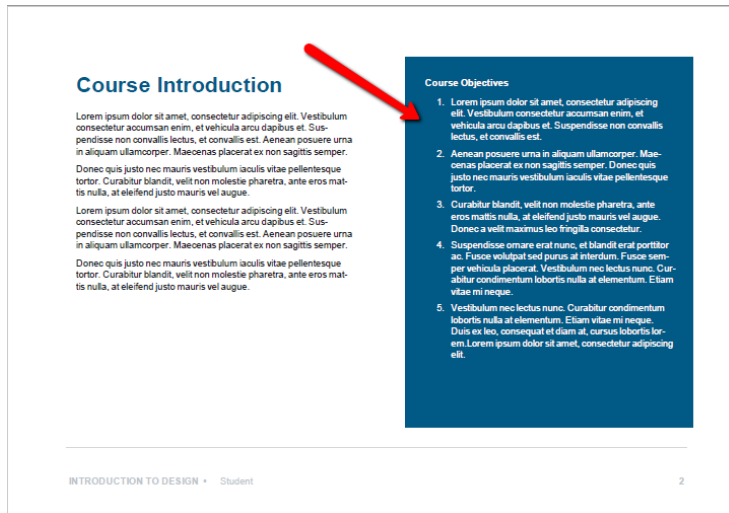2. Double-click the second body frame. The Frame Properties dialogue will appear.

3. Select the **Background** tab.

4. In the Color field, click the down arrow and select a color from the popup. For advanced color options, select More Colors and use the fields in the
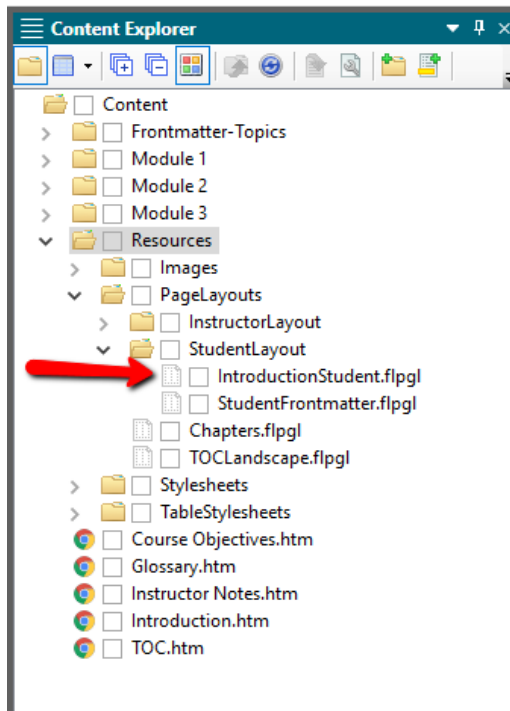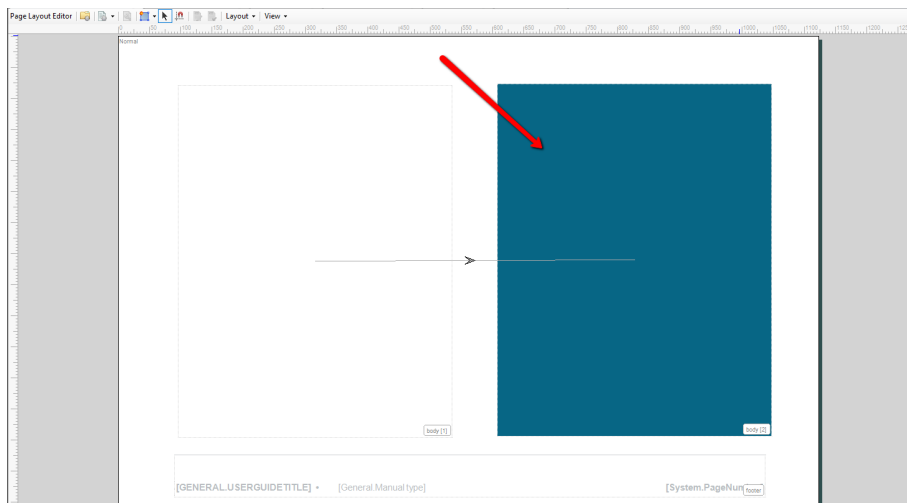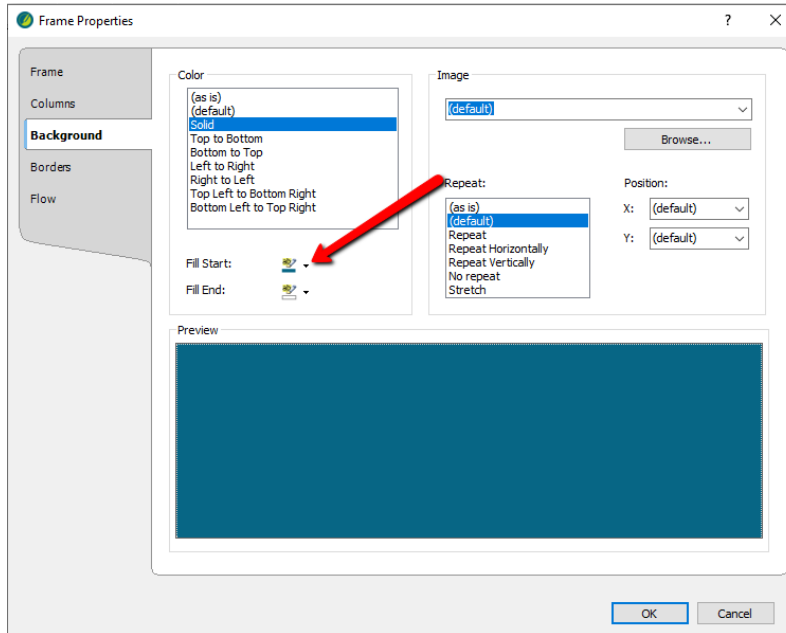
Color Picker dialog.

5. In the Properties dialog, click **OK**.

6. Save your work.

Using CSS variables to change colors in the regular stylesheet

In these files there are CSS variables called "Brand" and "Brand2," which are shades of blue (hex number #076685 and #CDE0E7, respectively). You probably want to replace these with your own company or product color. In addition, you may find variables for black, and shades of gray in these files, which you can also change.

1. Open the **Content Explorer**, expand **Resources** folder > expand **Stylesheets** folder > double-click **Styles.css**.

2. In the Stylesheet Editor, make sure you are in Advanced view.

3. From the list of styles on the left side of the editor, expand **Variables** >

click **:root**.
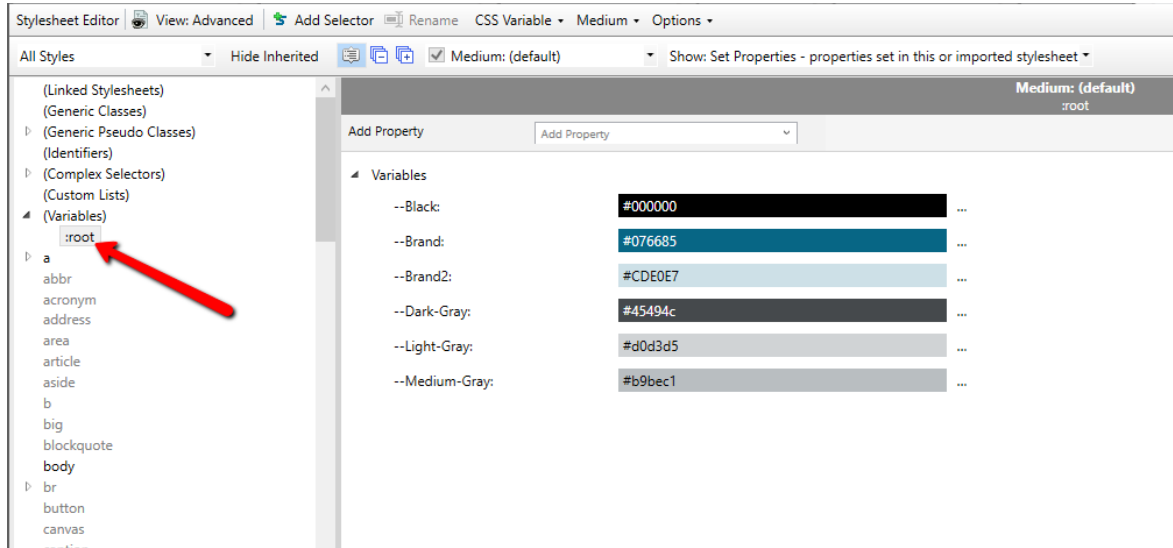
4. On the right side of the editor, select the ⋯ button next to the CSS variable that you would like to change. This will open the Edit CSS Variable dialogue.

5. In the Edit CSS Variable dialogue, use the buttons under the Value field to choose a new color.
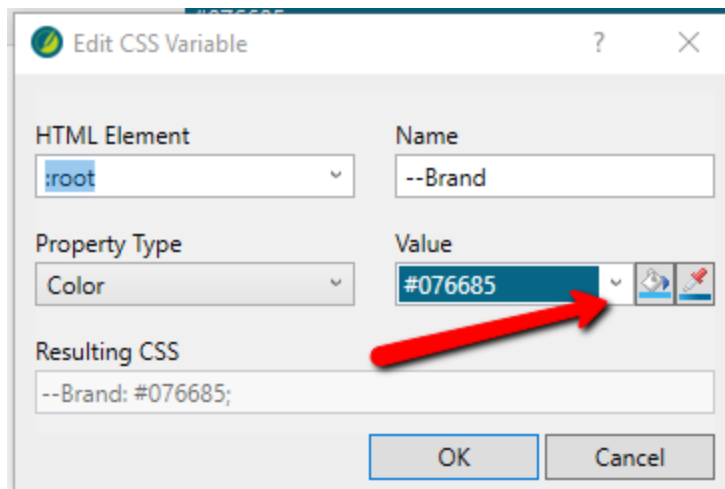
6. Save your work.

Note:
CSS variable **Brand** is used as a color value in the following styles:

- h1.TOC
- h1
- div.StudentNote
- div.CouseObjectives

CSS variable **Brand2** is used as a color value in the following styles:

- div.InstructorTip
- div.InstructorNote

Changing the heading color in the table stylesheet

1. Open the Alternate-Row-Color stylesheet.

   In the **Content Explorer**, expand the **Resources** folder > expand **TableStylesheets** folder > double-click **Alternate-Row-Color.css**.

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 header color, select the Header tab, and in the Background section, edit the Color field
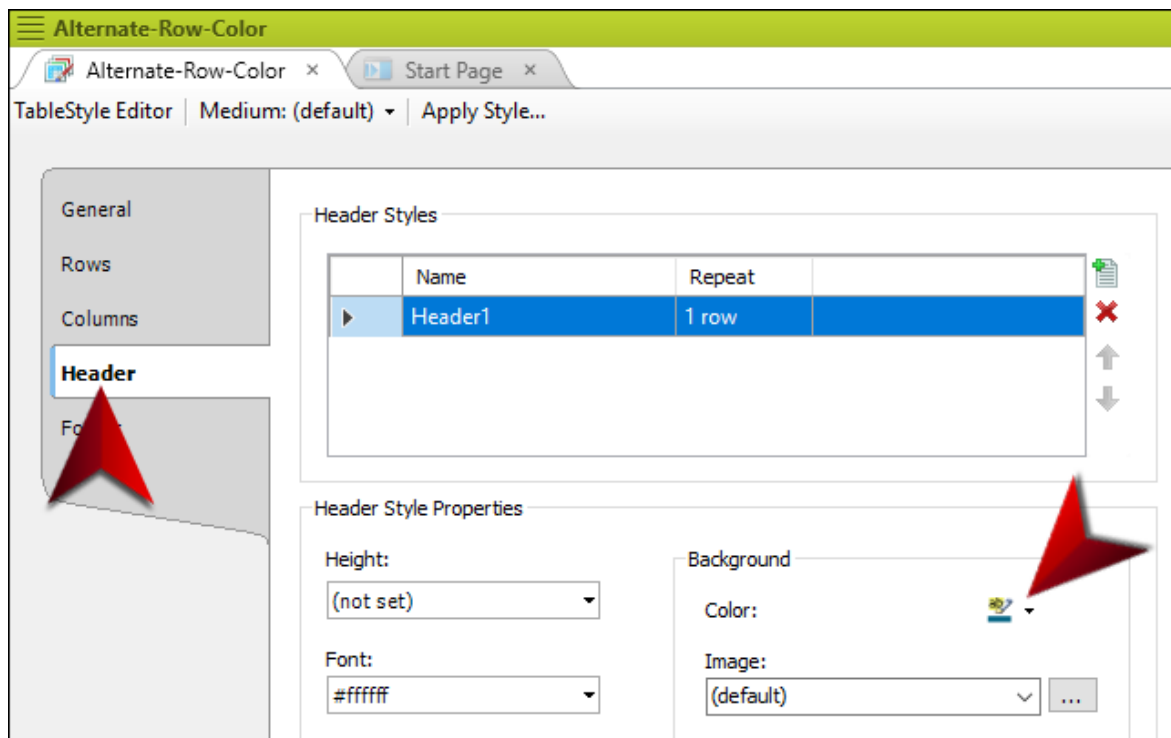
The new color will be reflected in the preview area at the bottom of the editor.

3. Save your work.

Changing the Layout

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

Changing Variables

All company information is set in the **General** variable set.

1. Open the **General** variable set.

   Go to: **Project Organizer** > **Variables** Folder > **General**

2. In the Variable Set edit definitions to replace with your own manual and contact information.

3. Save the variable set.