

REFERENCE GUIDE

Top Navigation and PDF Template



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Introduction

Welcome to the *Top Navigation and PDF 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.

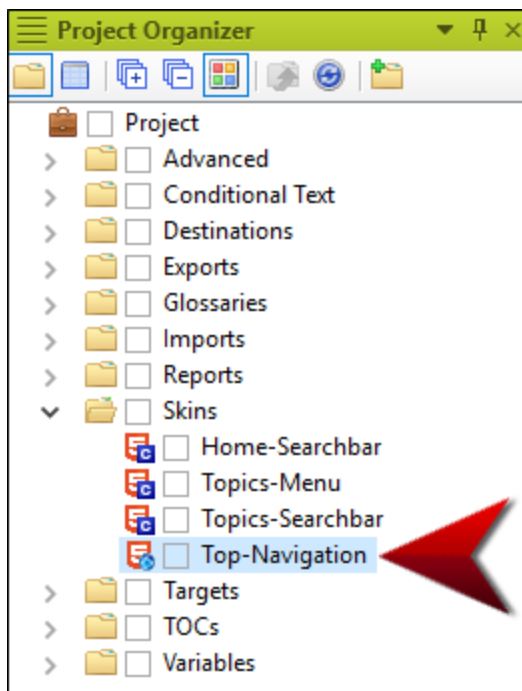
✓ **Tip:** There are two placeholder logo images in this project—one using the .png (raster) format for online output and the other using the .eps (vector) format for PDF output. Vector images work well in print-based output for logos, because they do not lose clarity when resized.

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.

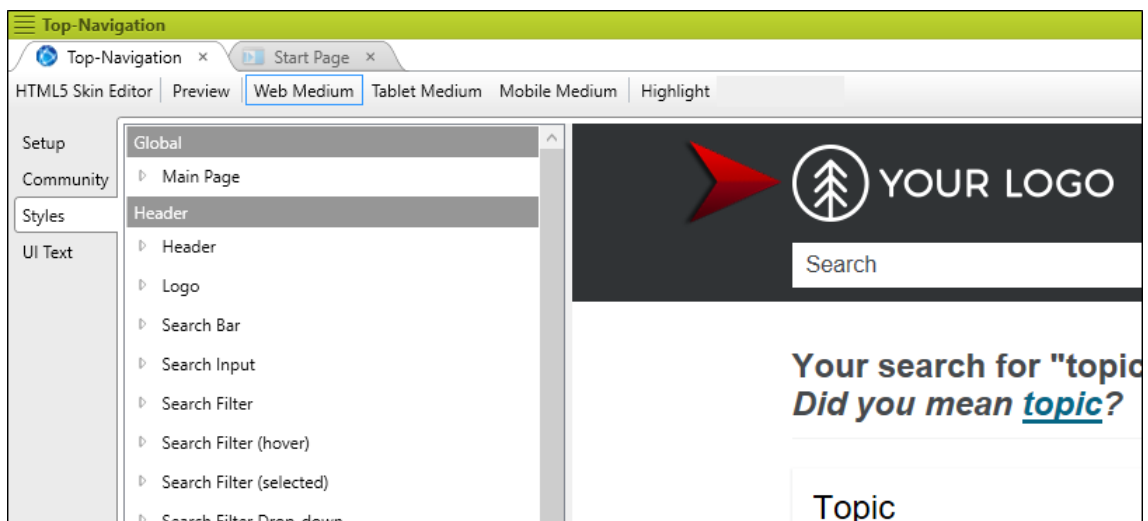
How to Change the Logo in the Top-Navigation Skin File

Use the following steps to change the logo that is seen at the top of the online output.

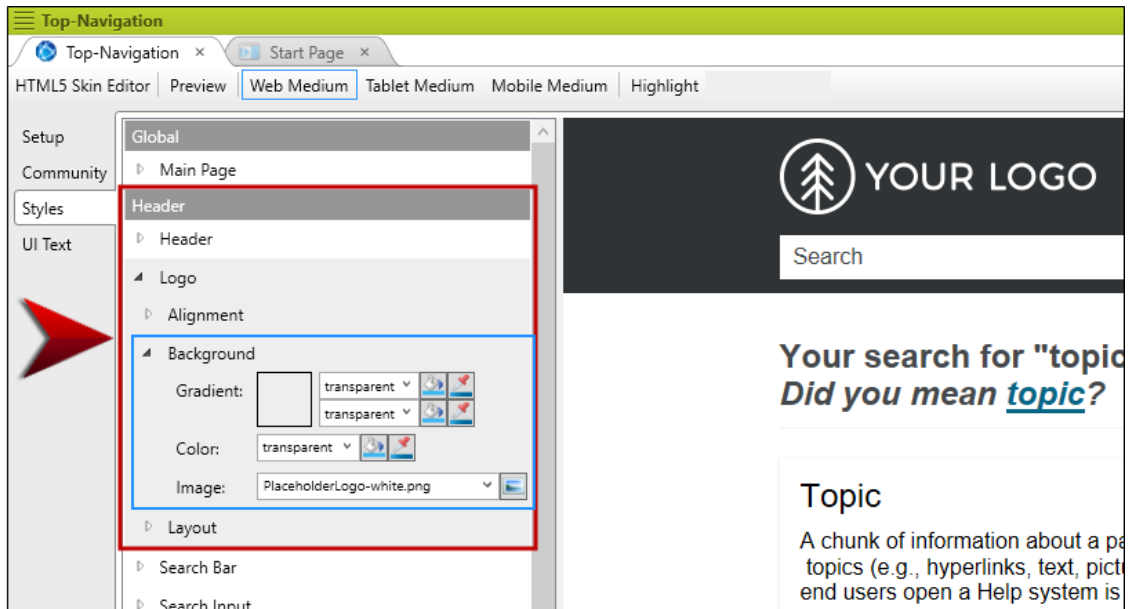
1. Open the Project Organizer, expand **Skins**, and double-click **Top-Navigation**.



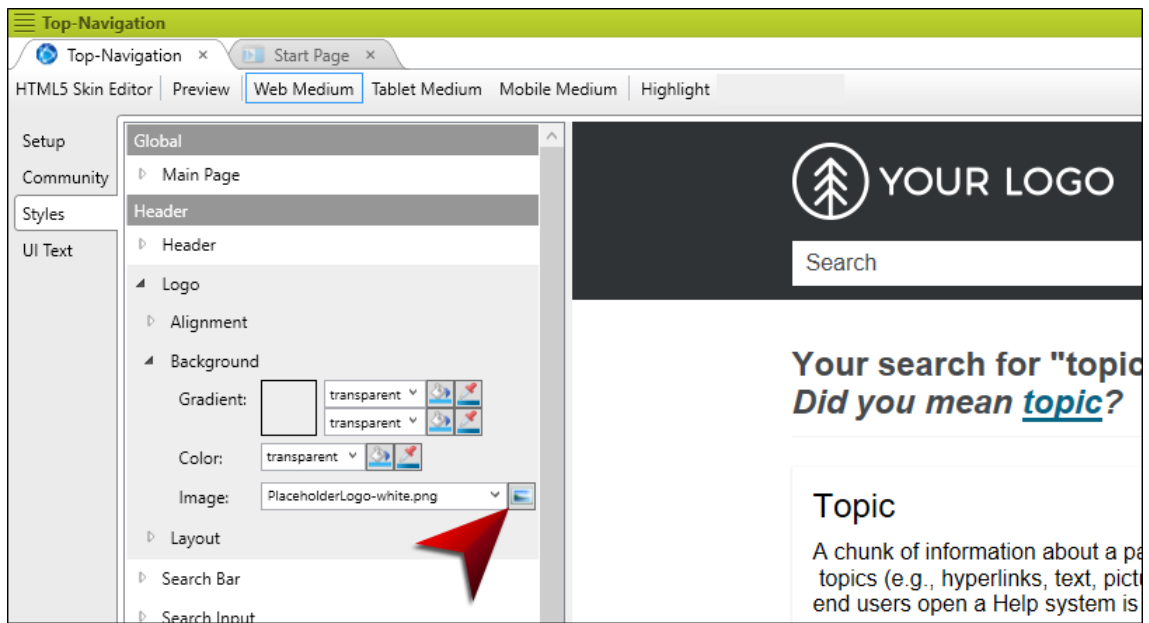
2. Select the **Styles** tab. Notice the placeholder logo in the preview to the right.



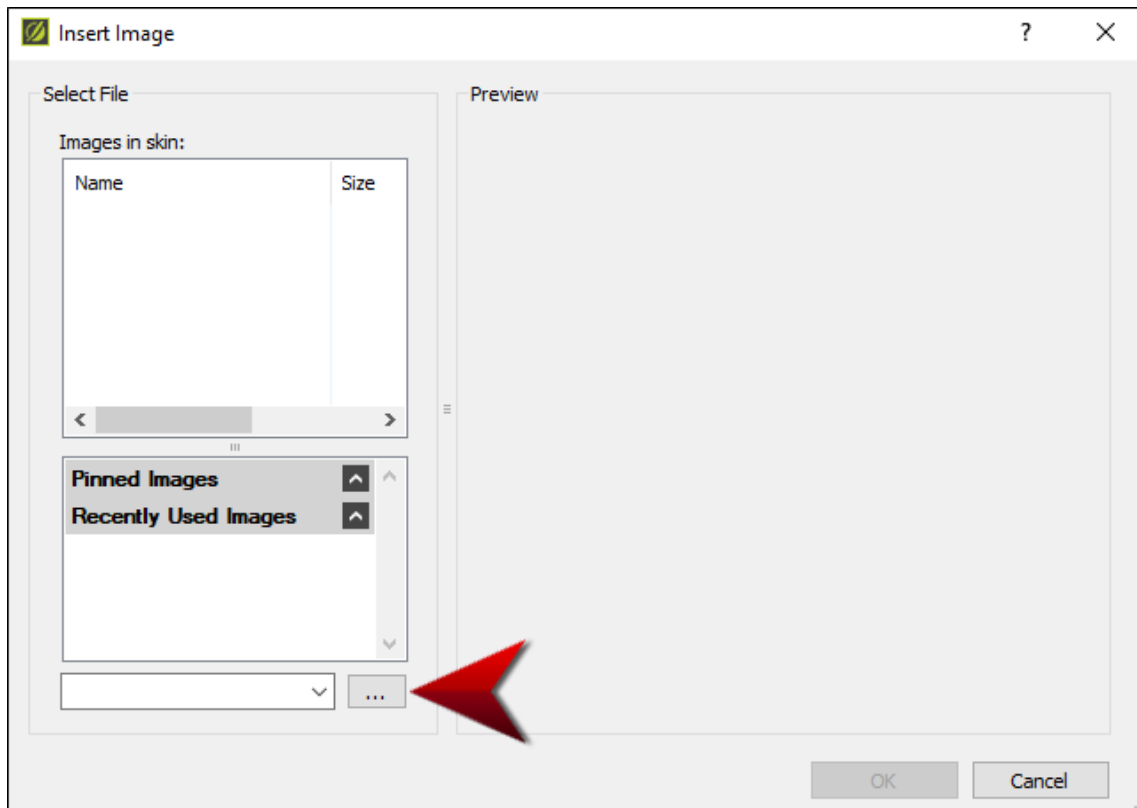
3. On the left side of the editor, in the **Header** section, expand **Logo > Background**.



4. Next to the **Image** field, click .

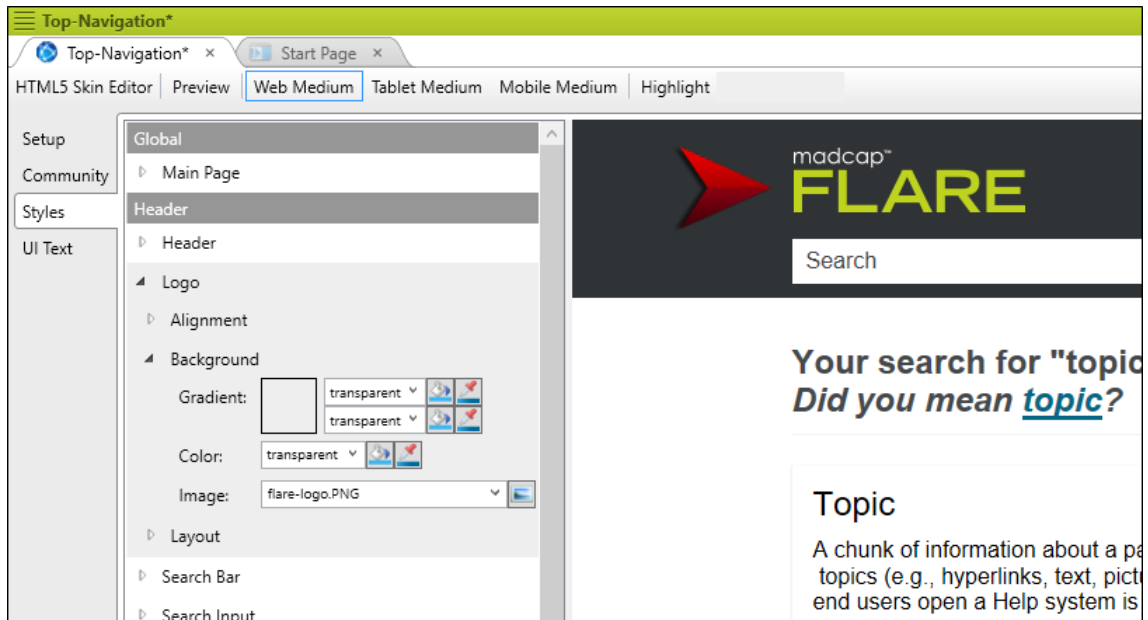


5. Click .



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.

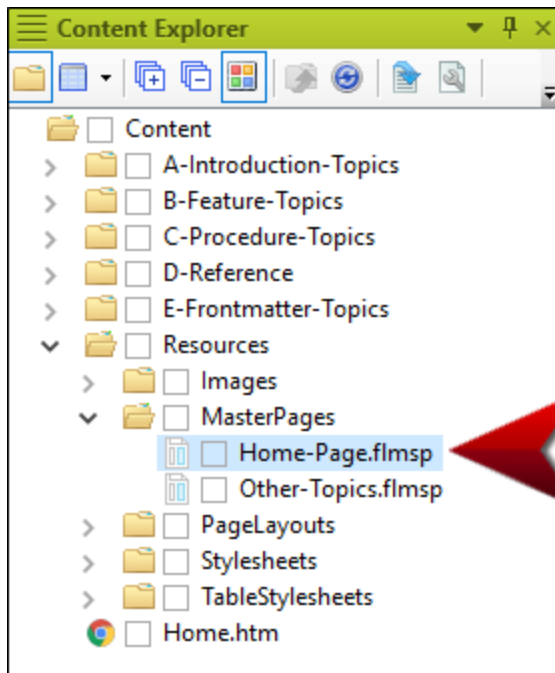


8. Save the file.

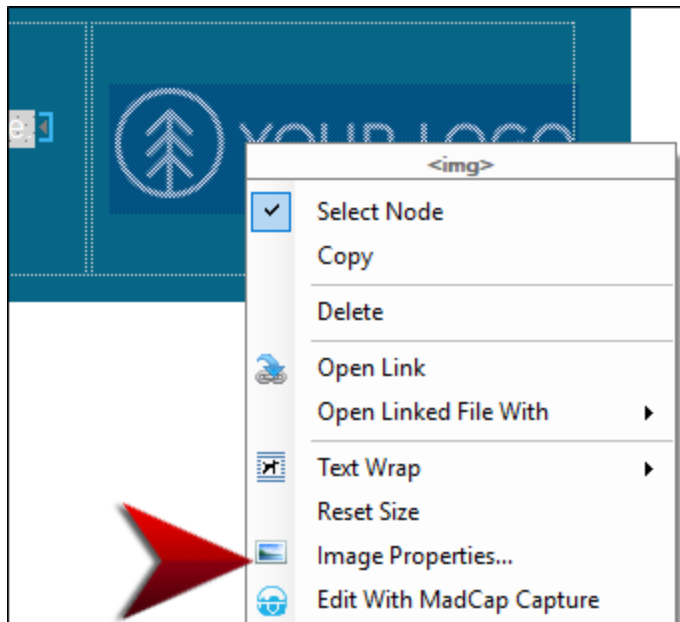
How to Change the Logo in the Home Master Page

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**.

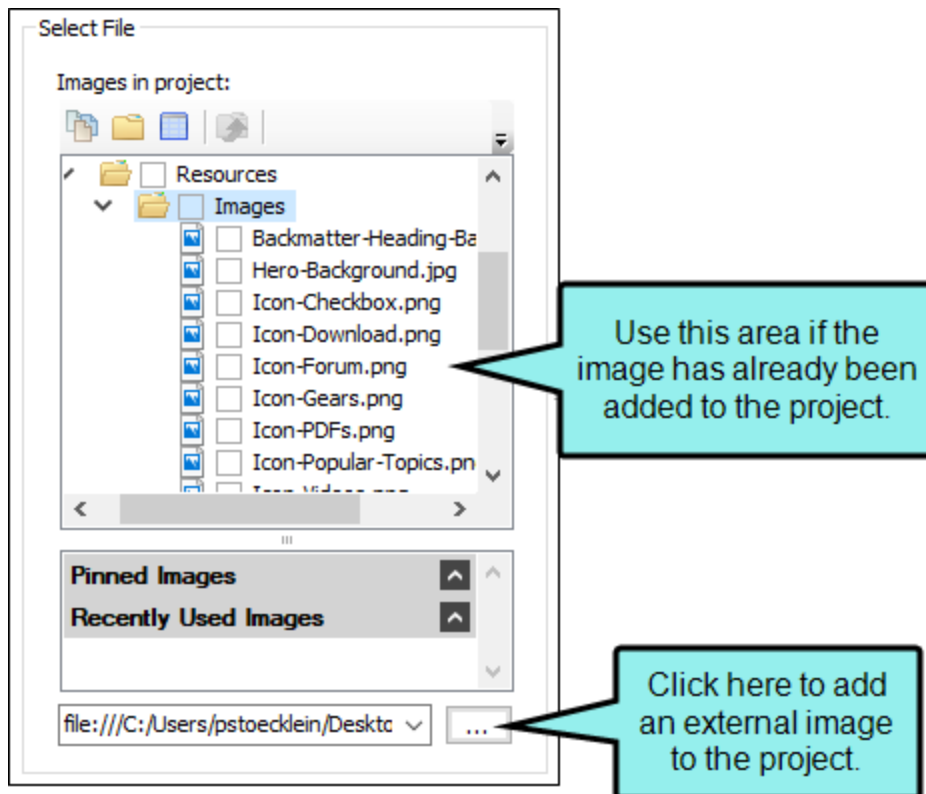


2. Right-click the placeholder logo and select **Image Properties**.



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).



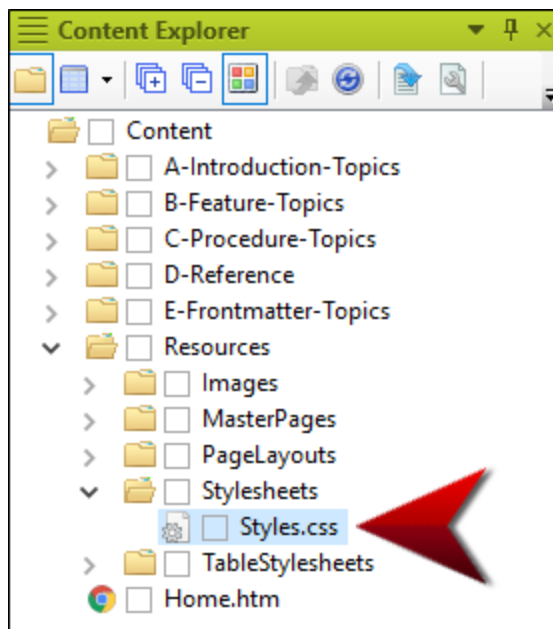
5. Click **OK**.
6. Save the file.

How to Change the Hero Image

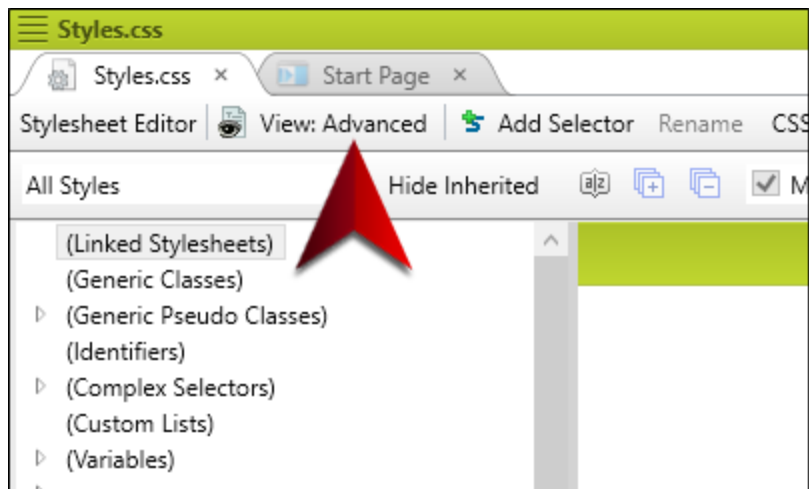
The hero image is the large banner image that spans across the screen of the Home page in online output. The hero image used in this template is changed in **Styles.css**.

✓ **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.

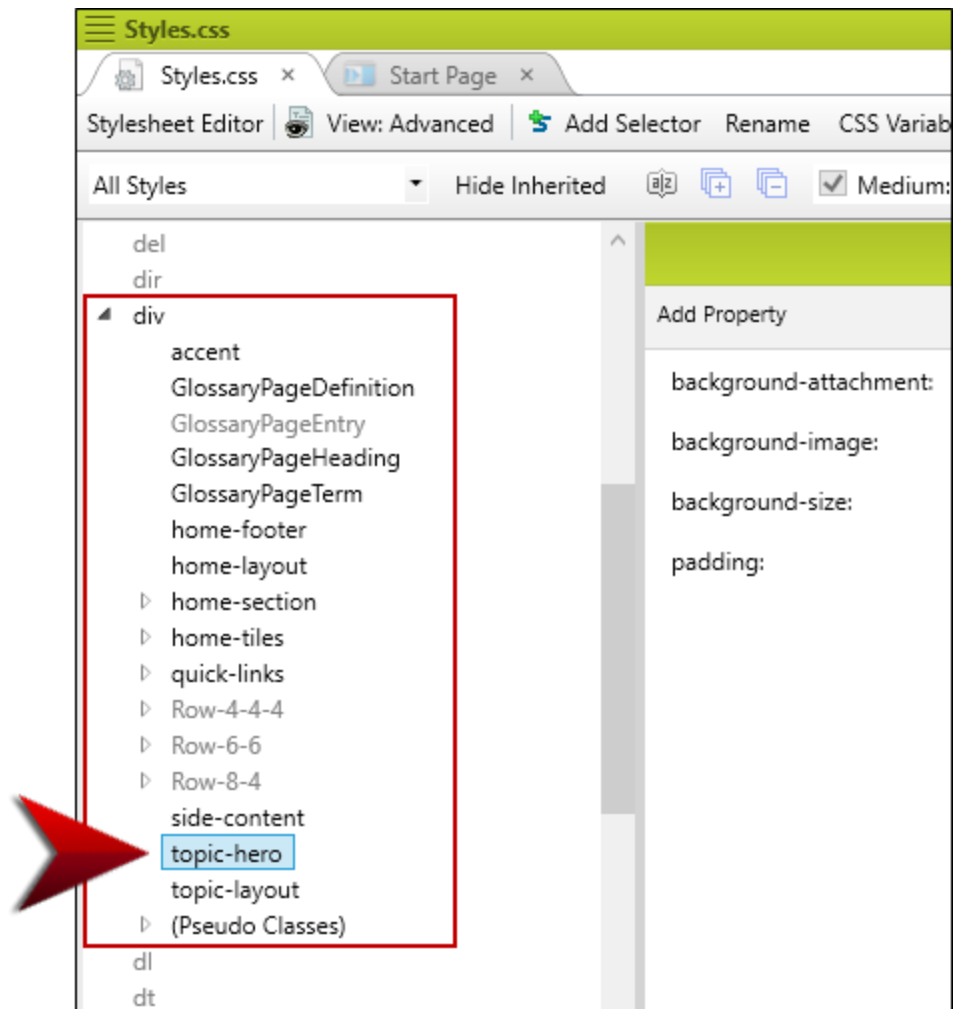
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



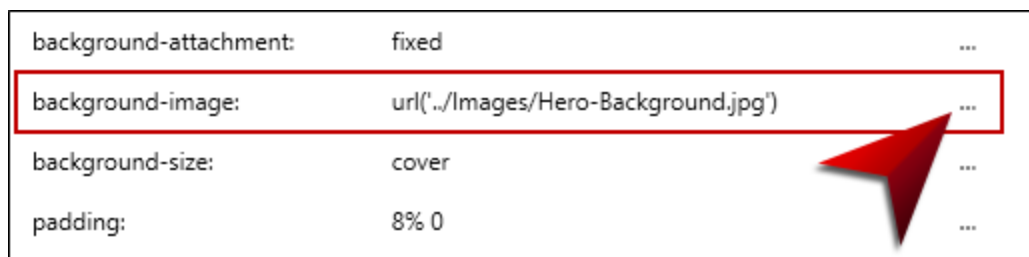
2. In the Stylesheet Editor, make sure you are in **Advanced** view.





3. On the left side of the Stylesheet Editor, find and expand the **div** group. Then select **topic-hero**.

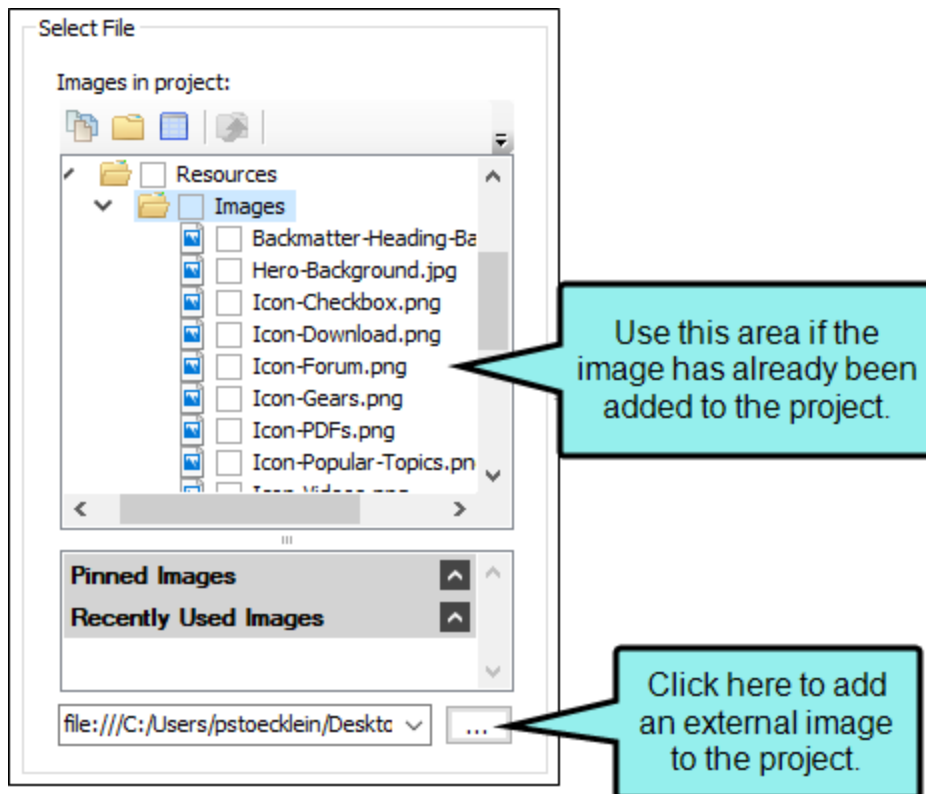


4. On the right side of the editor, next to **background-image**, click ...



 **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).

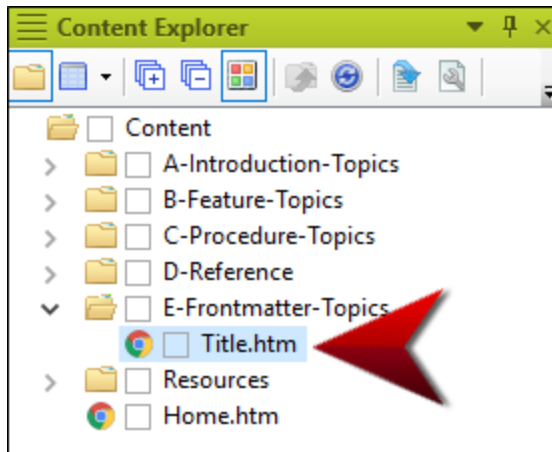


6. Click **OK**.
7. Save the file.

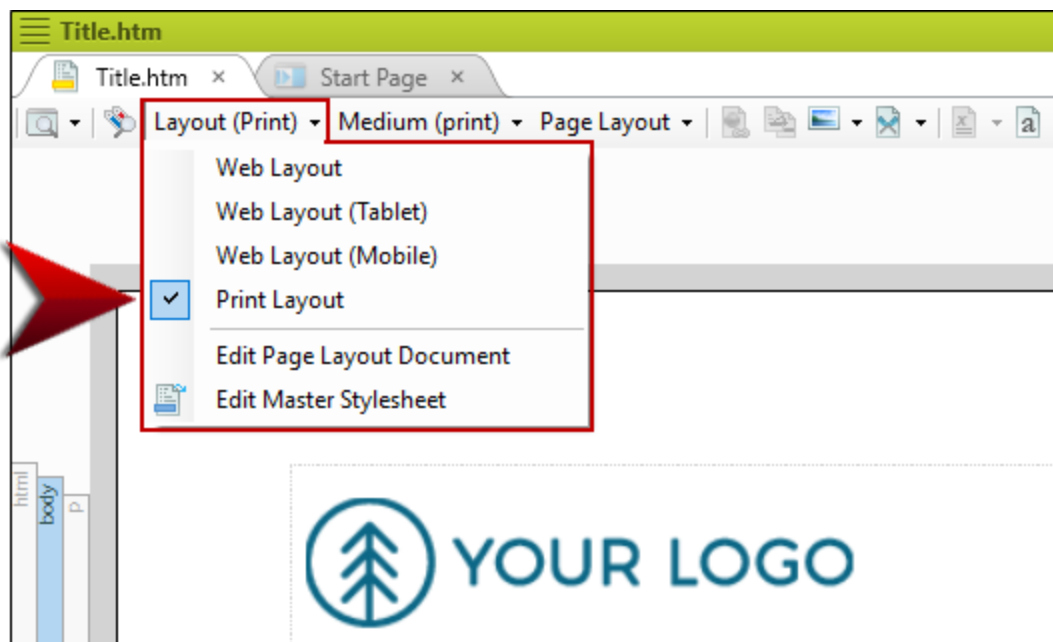
How to Change the Logo for the Title Page

Use the following steps to change the logo that is seen on the title page of PDF output.

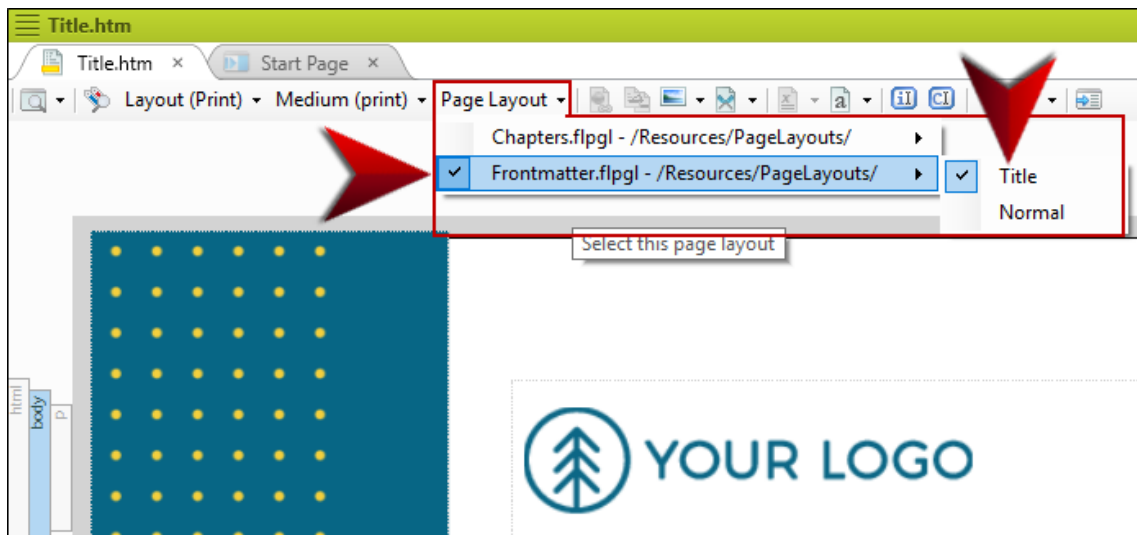
1. Open the Content Explorer, expand **E-Frontmatter-Topics**, and double-click **Title.htm**.



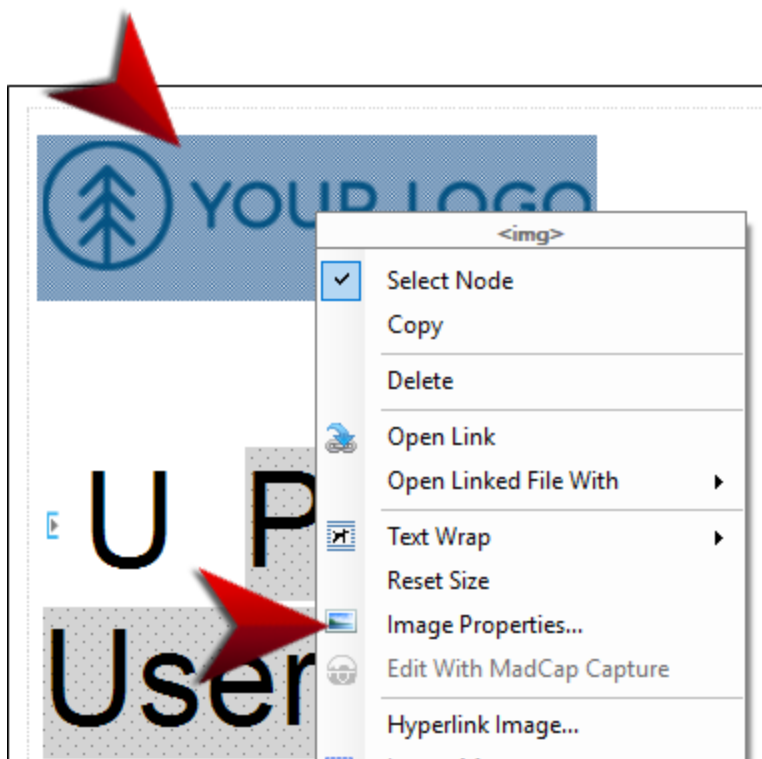
2. If you want to see the topic in relation to the page layout, click the **Layout** drop-down in the local toolbar and select **Print Layout**.




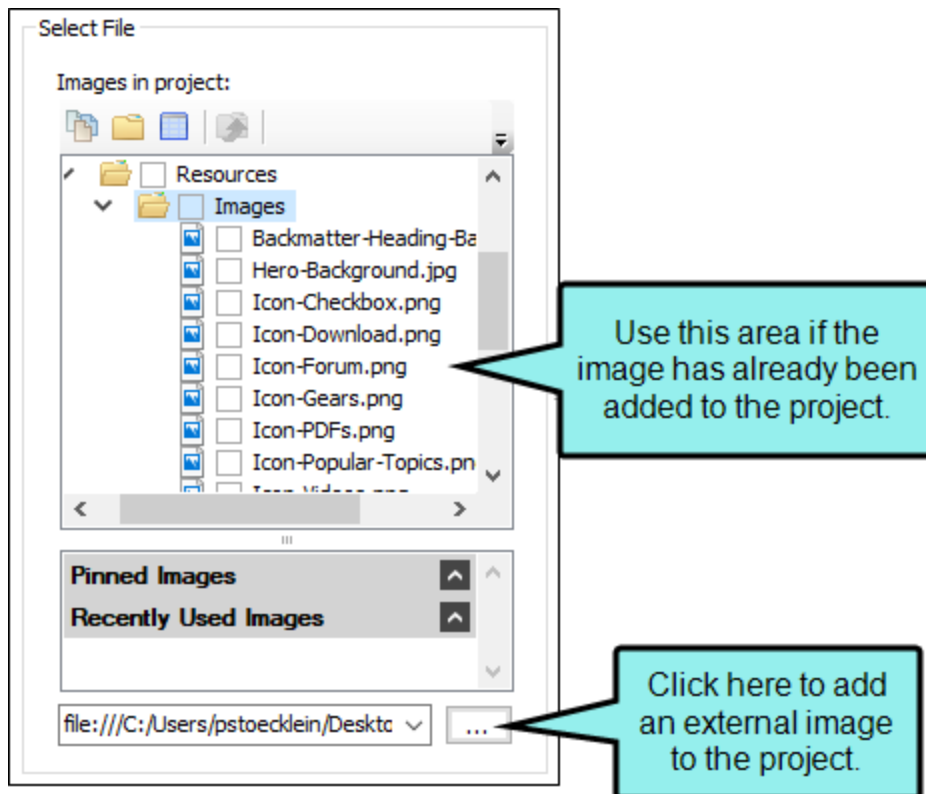
You might also need to click the **Page Layout** drop-down and select **Frontmatter.flpgl** > **Title**. After that, the topic looks as it will in the output.




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**.

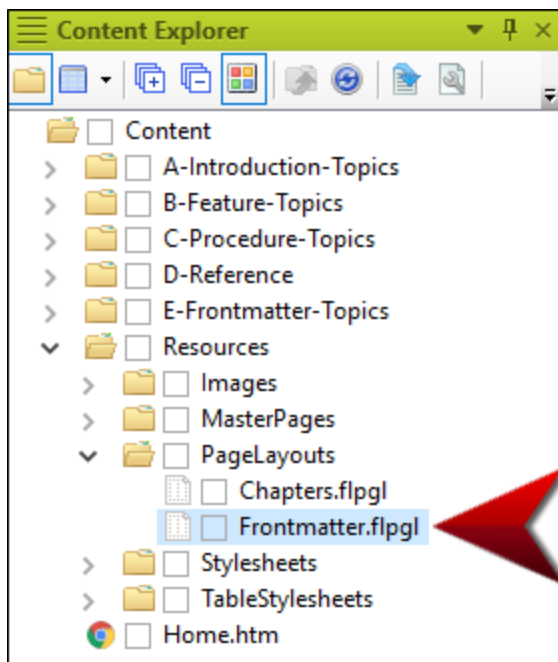
 **Note:** If you need to resize your image to fit, you can do so manually in the topic or you can use a style. See the Flare online Help for more about resizing images.

6. Save the file.

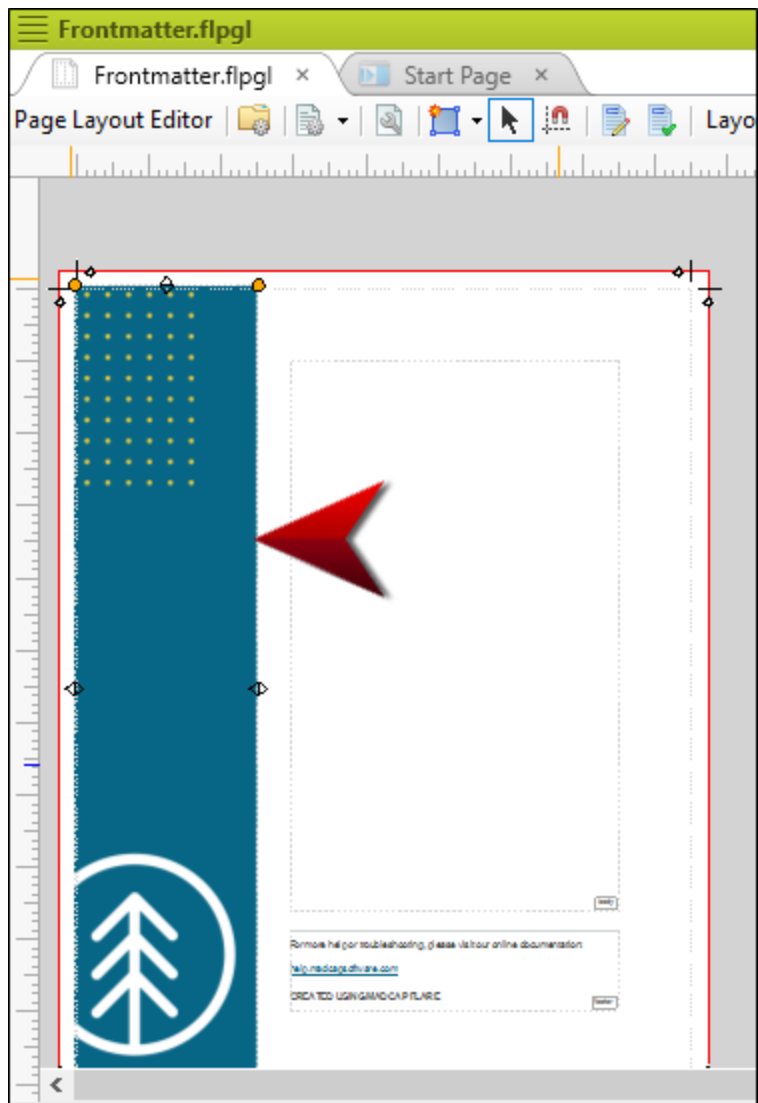
How to Change the Title Page Background Image

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.

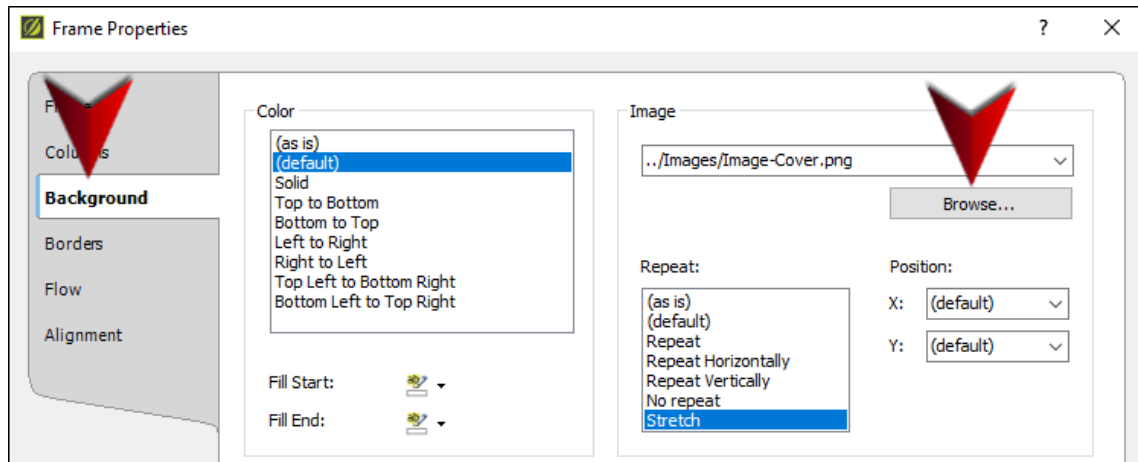
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Frontmatter.flpgl**.




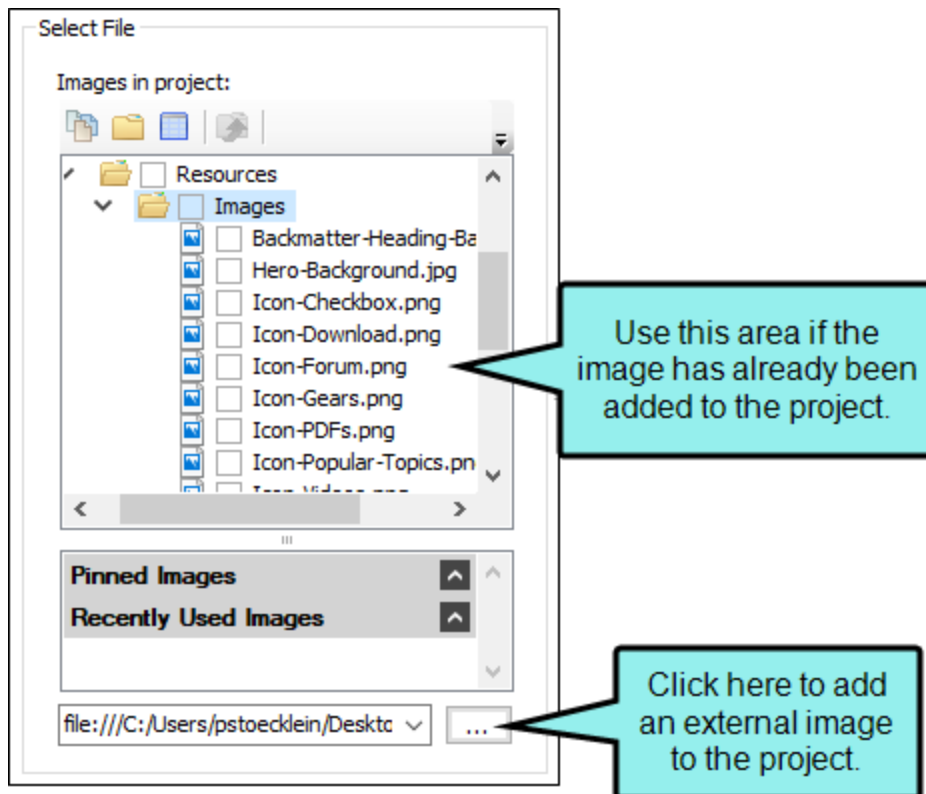
2. Double-click the frame that is displaying the image.




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).



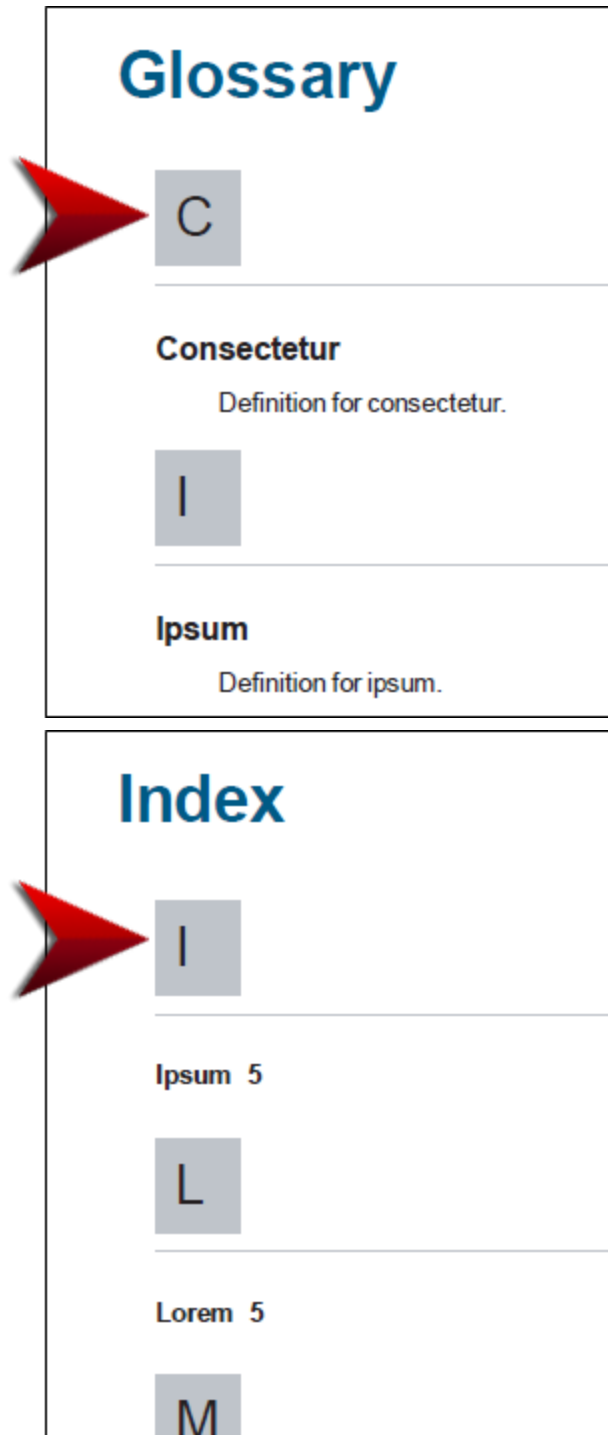
5. Click **OK**.

 **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.

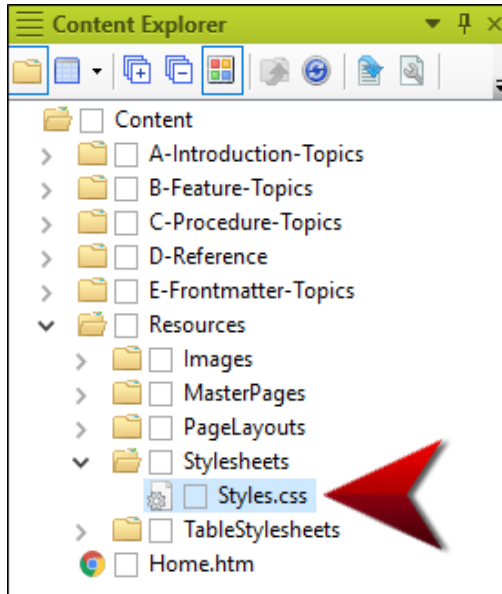
How to Change the Glossary and Index Heading Background Image

Another image you can change in this template is a small gray square, which displays behind glossary and index headings in the PDF output.

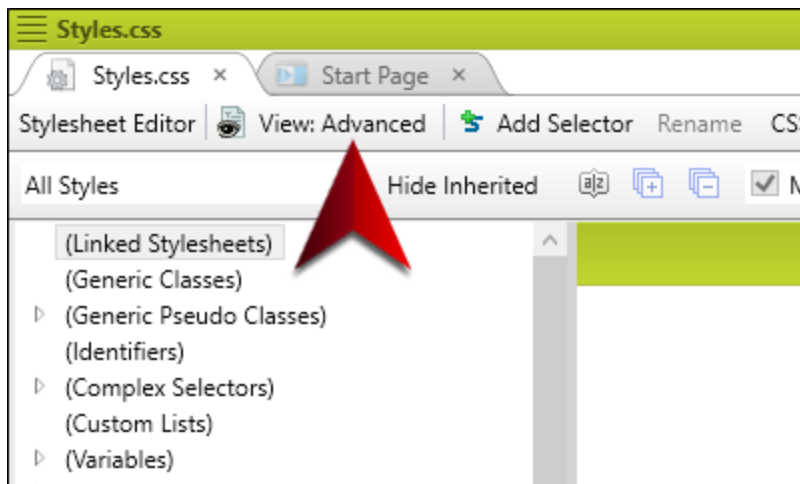


Unlike the background image used on the title page (which is inserted into a page layout), this image is controlled in the stylesheet.

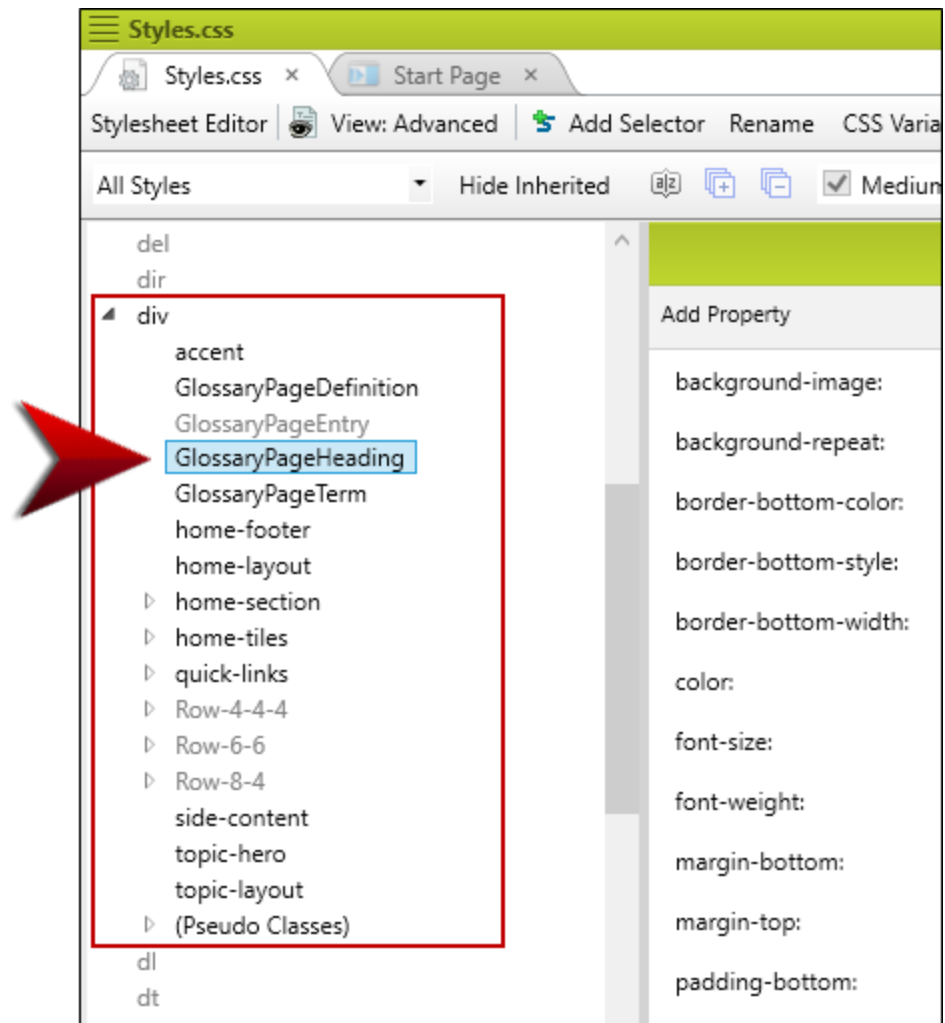
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



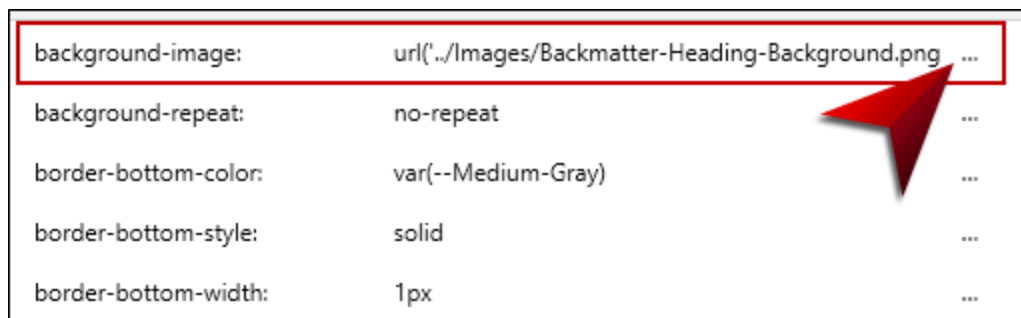
2. In the Stylesheet Editor, make sure you are in **Advanced** view.





3. On the left side of the Stylesheet Editor, find and expand the **div** group. Then select **GlossaryPageHeading**.

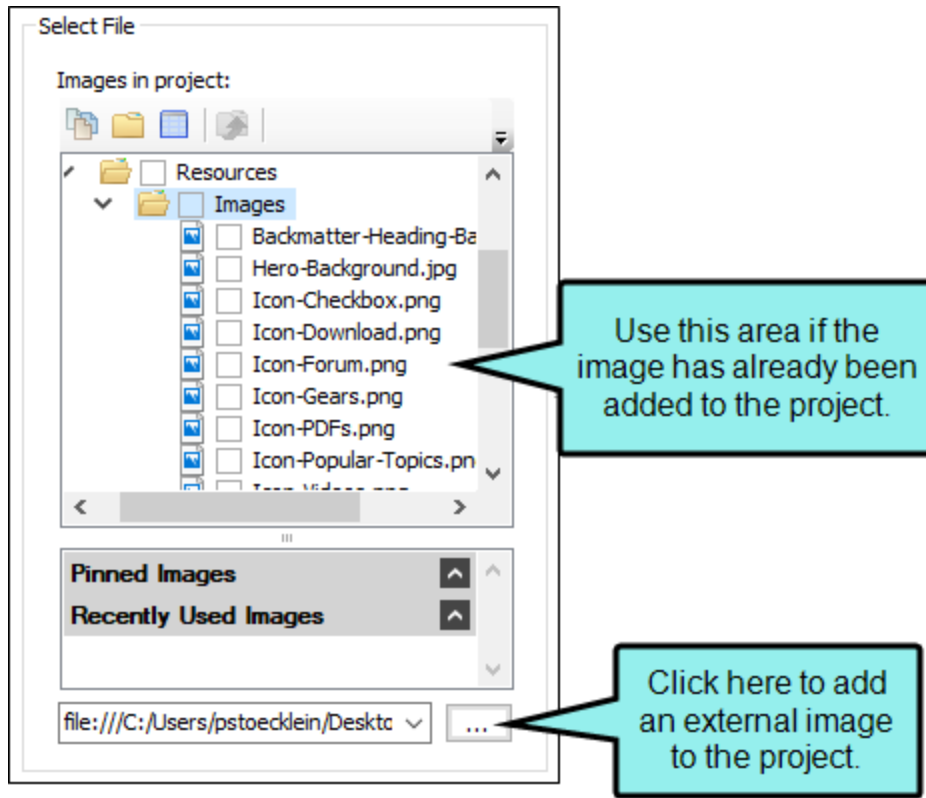


4. On the right side of the editor, next to **background-image**, click ...



 **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).



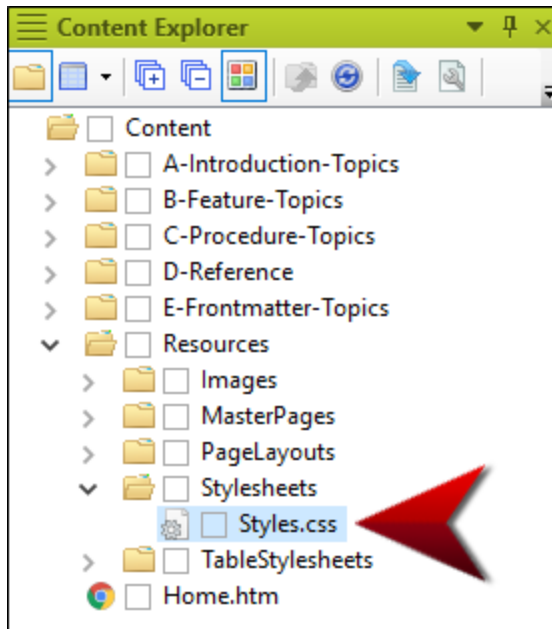
6. Click **OK**.
7. On the left side of the Stylesheet Editor, find and expand the **p** group. Then select **IndexHeading** and repeat the steps above to change the background image for the index.
8. Save the file.

Changing Colors

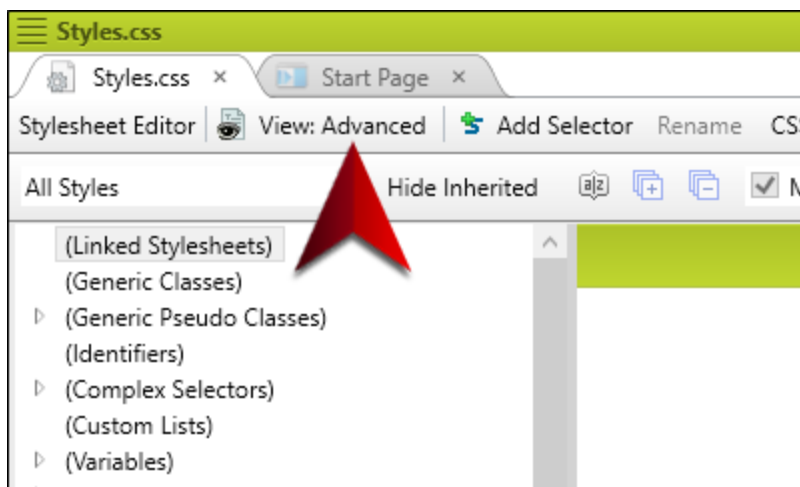
To change the colors in the project, you need to edit multiple files. In all of these files, there is a color referred to as the “Brand,” which you probably want to replace with your own company or product color. In addition, you may find black, white, and shades of gray in these files, which you can also change.

How to Change Colors in the Regular Stylesheet

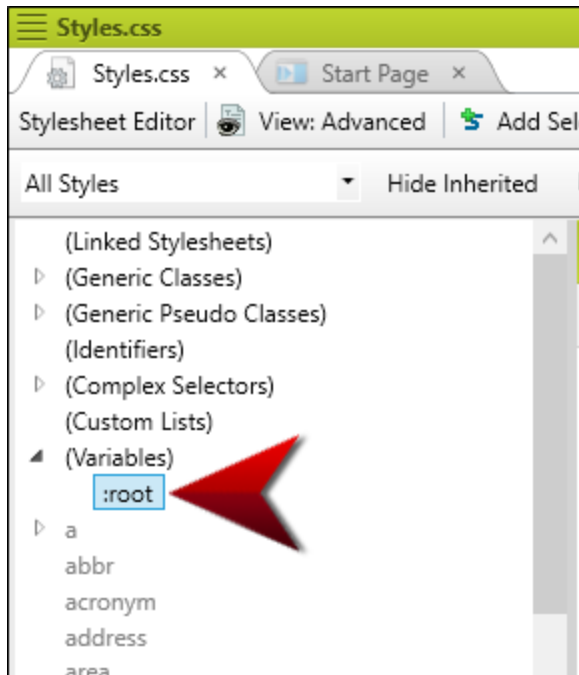
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



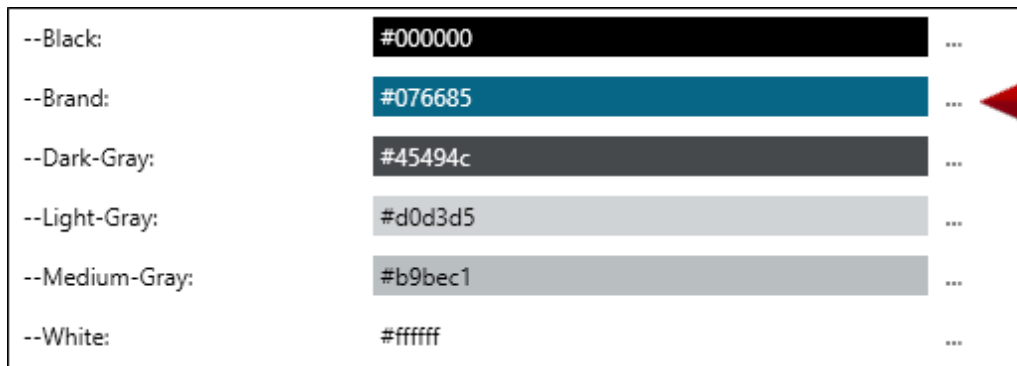
2. In the Stylesheet Editor, make sure you are in **Advanced** view.




3. On the left side, expand **(Variables)** and select **:root**.



4. On the right side of the editor, next to **--Brand** (or any of the other CSS variables) click **...**, and use the dialog to choose a new color. These CSS variables are used for various styles throughout the stylesheet.

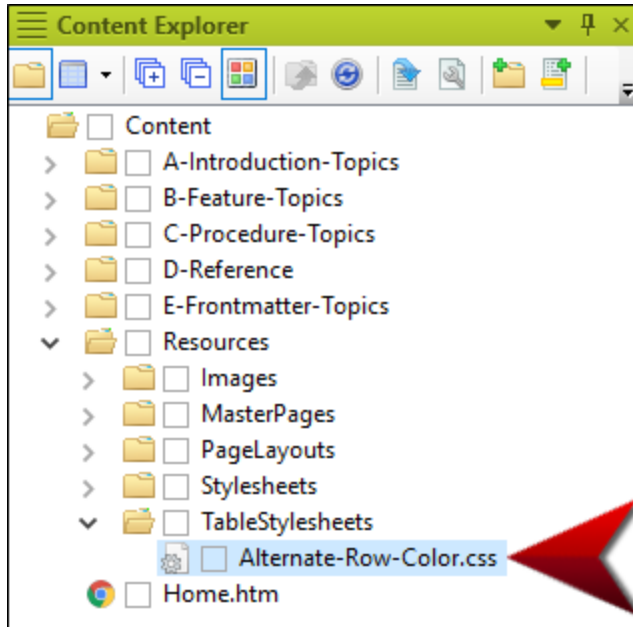


 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Custom** group before making your changes.

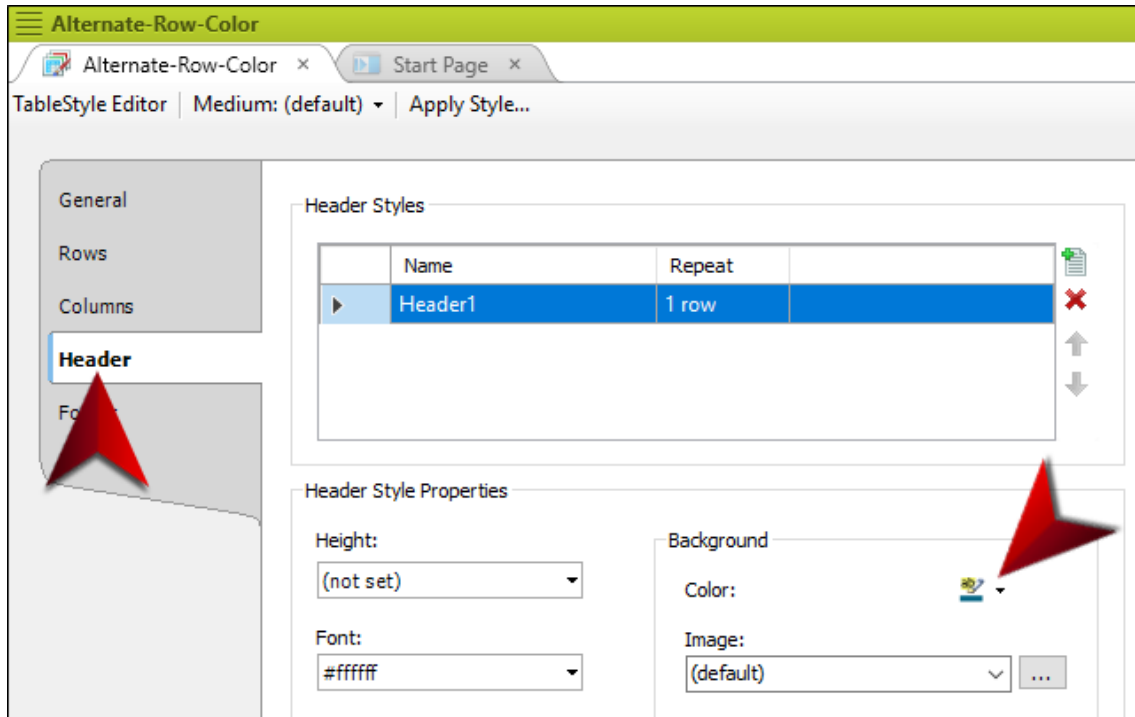
5. Save the file.

How to Change Colors in the Table Stylesheet

1. Open the Content Explorer, expand **Resources > Table Stylesheets**, and 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 “Brand” color, select the **Header** tab, and in the **Background** section, edit the **Color** field.

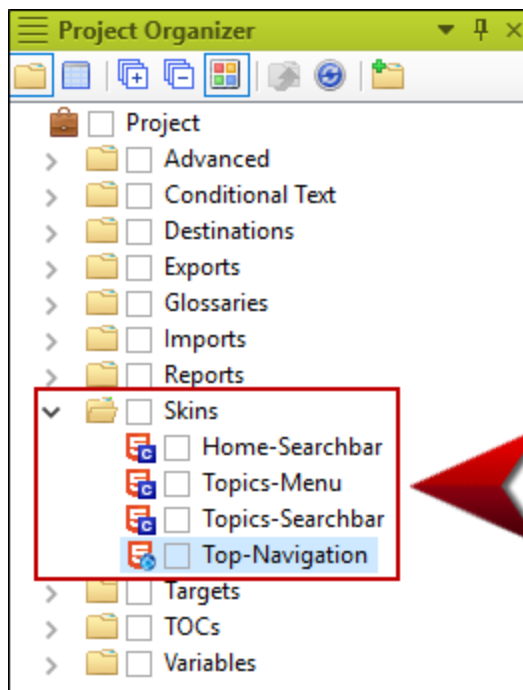


The new color will be reflected in the preview area at the bottom of the editor.

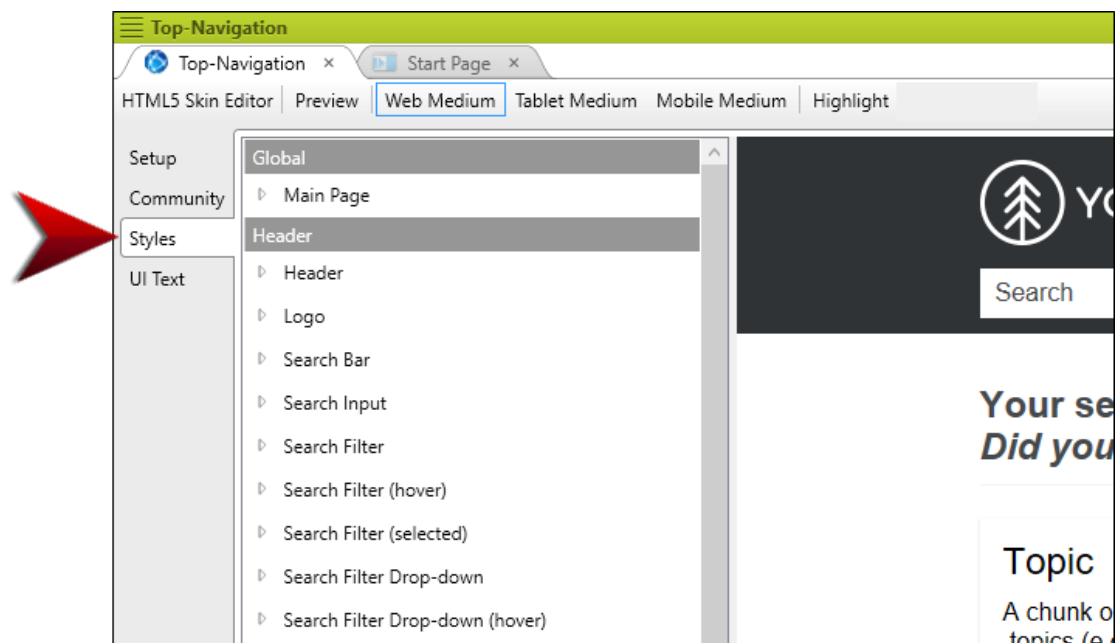
3. Save the file.

How to Change Colors in the Skins

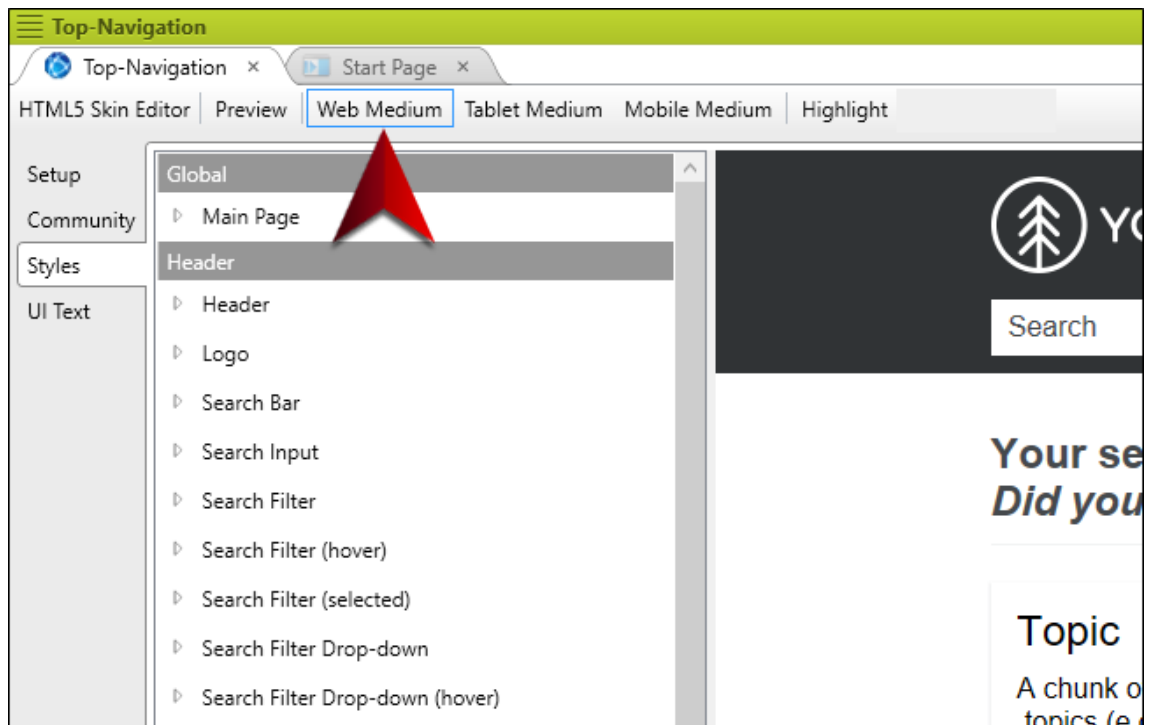
1. Open the Project Organizer, expand **Skins**, and double-click any of the skin files.



2. On the left, select the **Styles** tab.



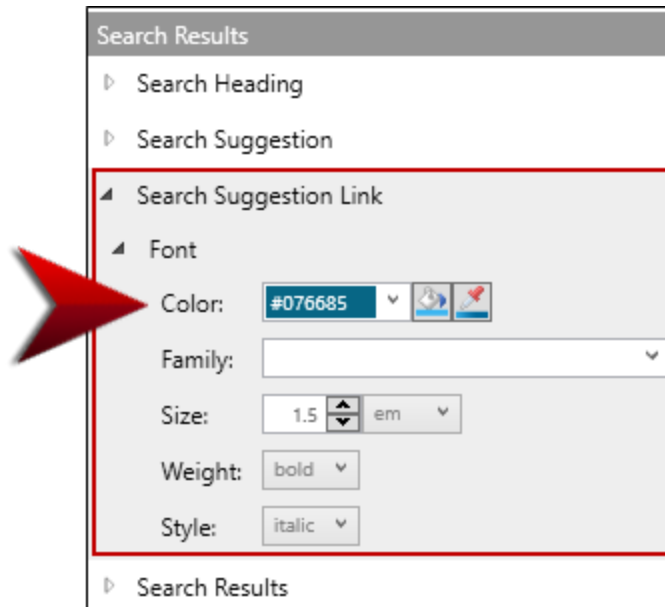
3. At the top of the editor, make sure **Web Medium** is selected.



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, open the **Top-Navigation** skin (this color is not set in any of the other skins) and 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

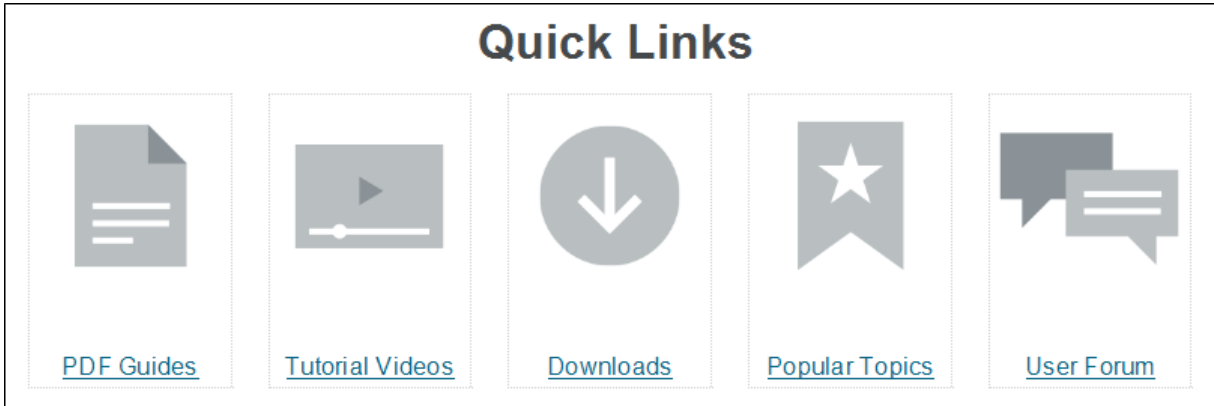
Search Result Path > Font > Color

Search Pagination Item > Font > Color

5. Save the file.

Changing Quick Links

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



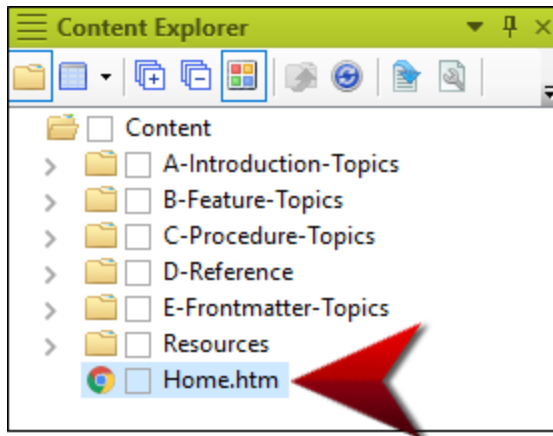
Before making any modifications, you need to open the Home page topic and enable the structure bars in the XML Editor.

After this, you might want to make the following kinds of changes:

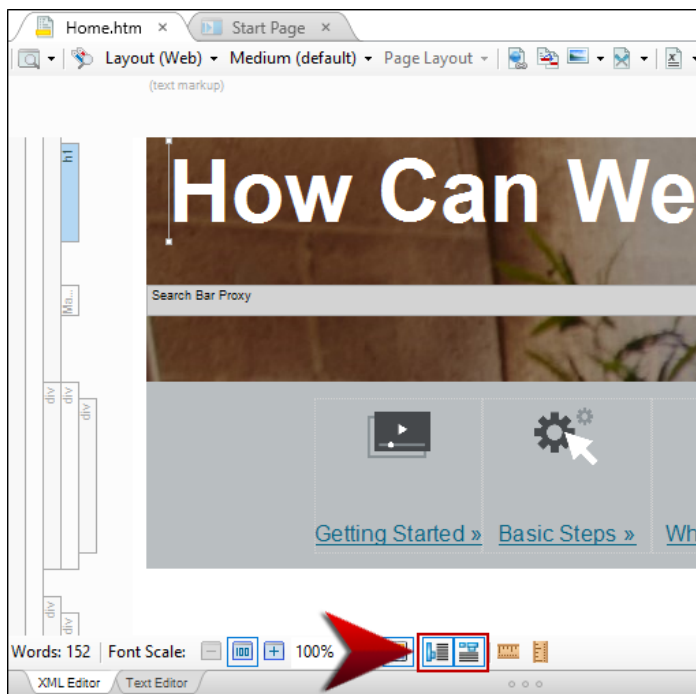
- Change the text hyperlinks
- Change the images
- Remove columns

How to Open the Home Topic and Enable Structure Bars

1. Open the Content Explorer, and double-click **Home.htm**.

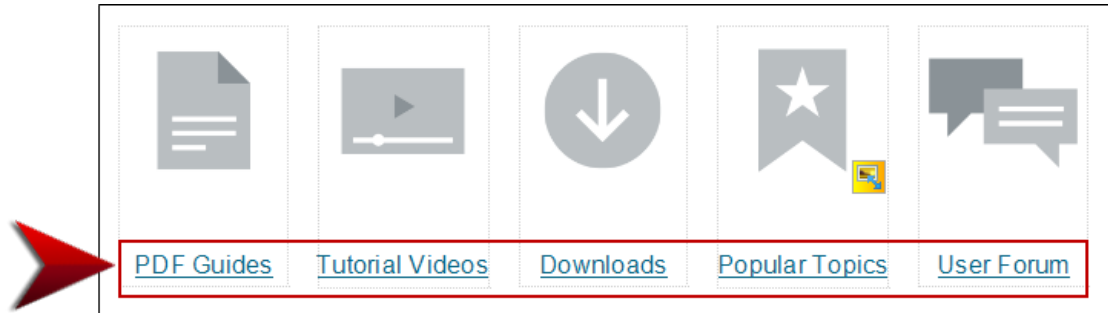


2. At the bottom of the XML Editor, make sure the two structure bar buttons are selected (borders will appear around the buttons when enabled). With these buttons enabled, you will see bars to the left or top of the XML Editor, depending on the location of your cursor in the topic.

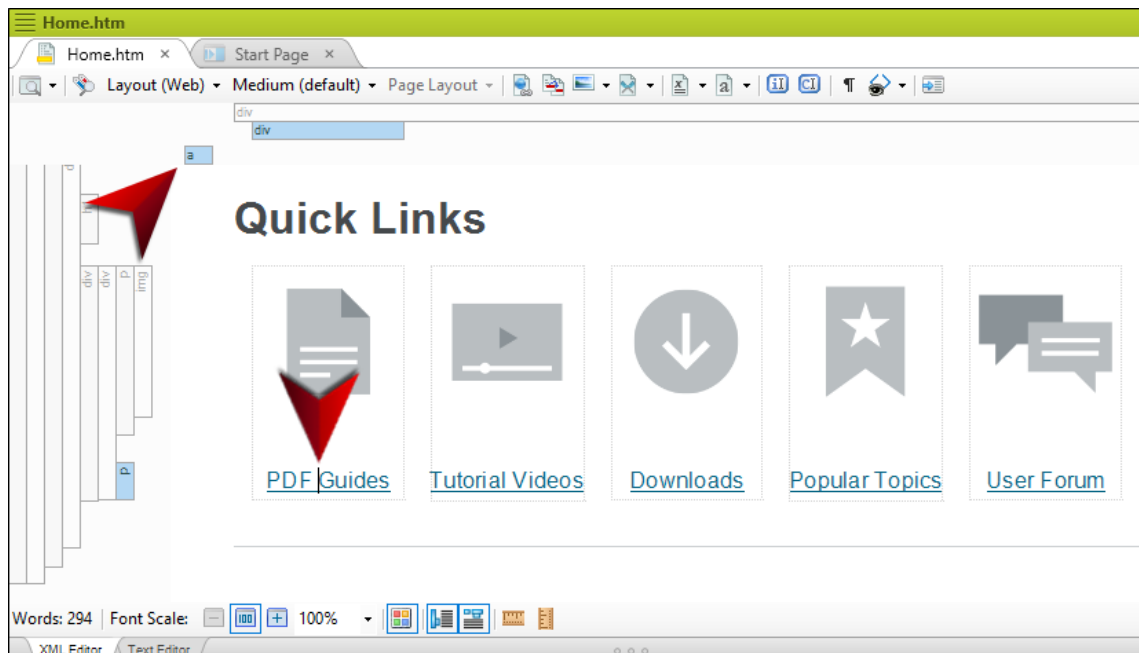


How to Change the Text Hyperlinks

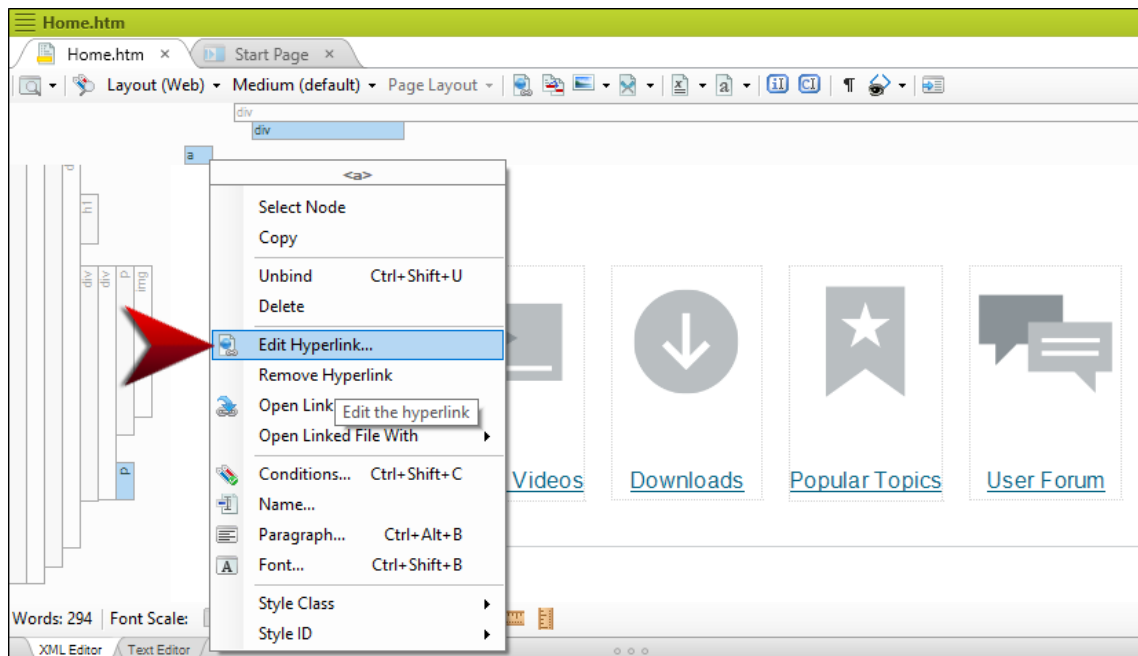
1. Scroll to the bottom of the topic where the Quick Links are displayed. Click on any of the text hyperlinks that you want to change.



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.



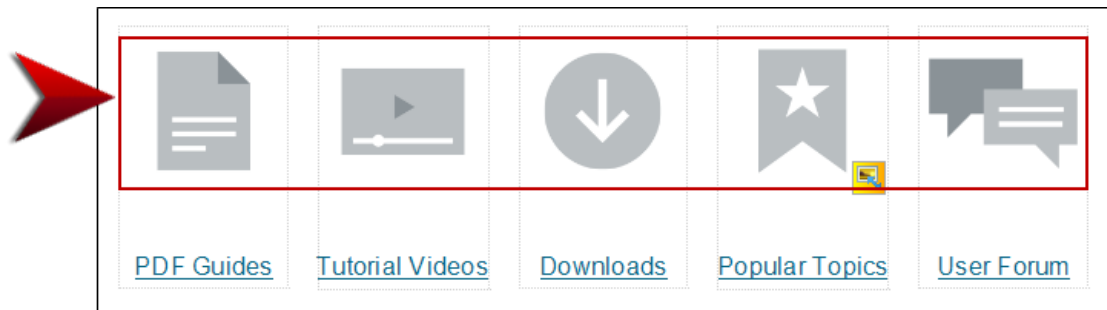
4. Right-click that structure bar, and from the context menu select **Edit Hyperlink**.



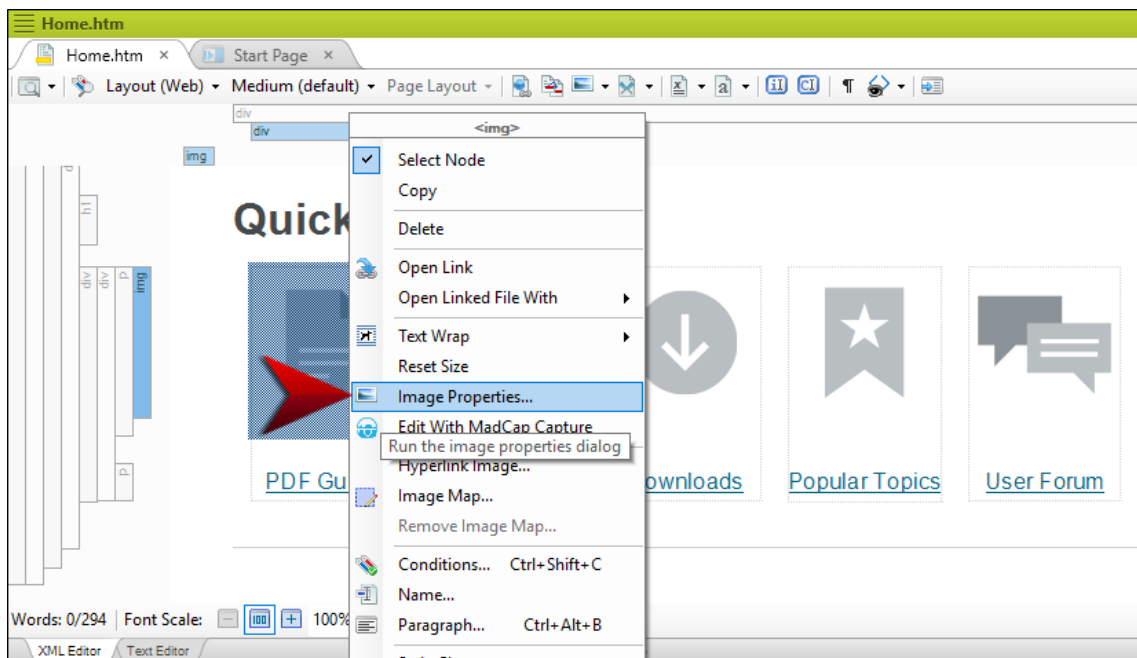
5. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
6. Click **OK**.
7. Save the file.

How to Change the Images


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

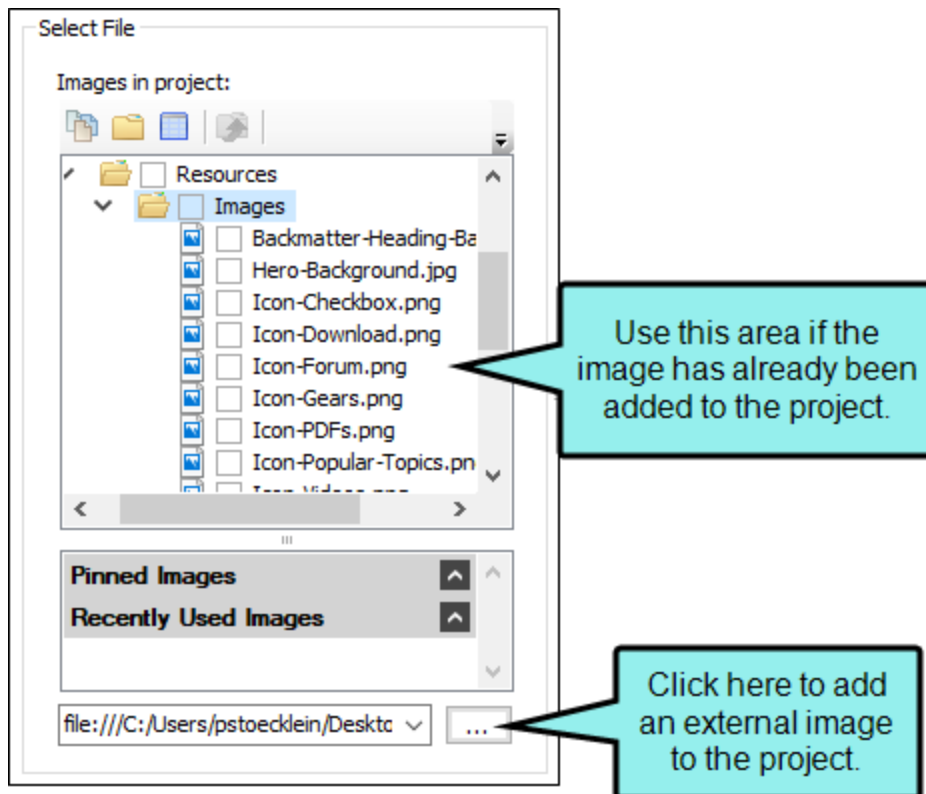


2. If you want to replace an image with another one, right-click the image and select **Image Properties**.



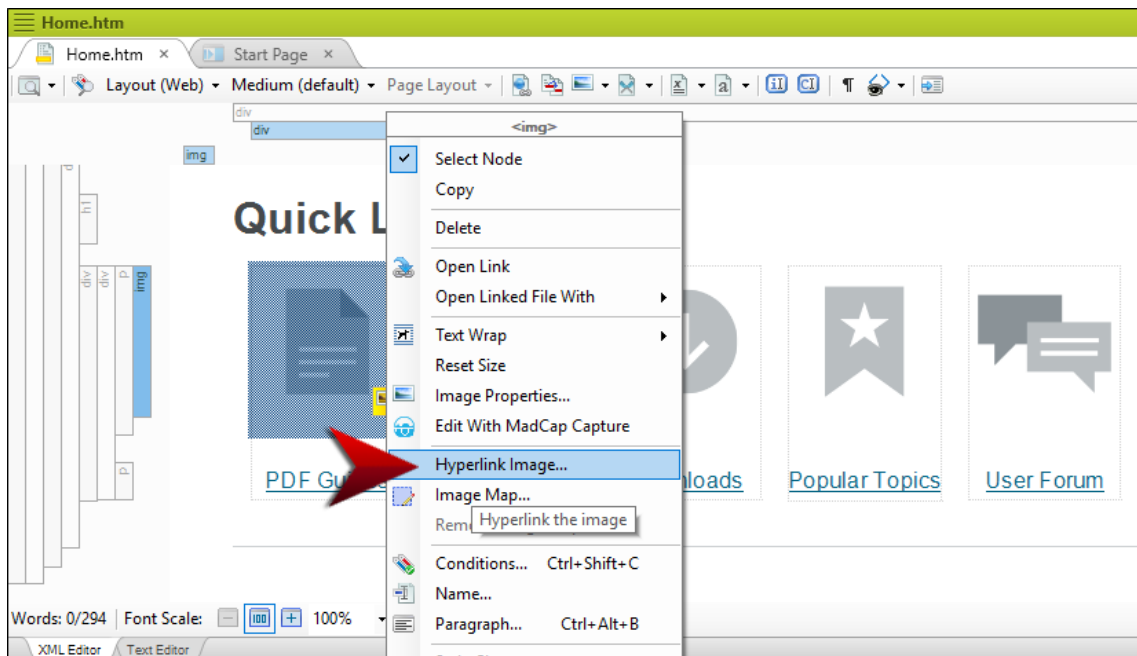
3. In the Image Properties dialog, select the **General** tab.

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**.

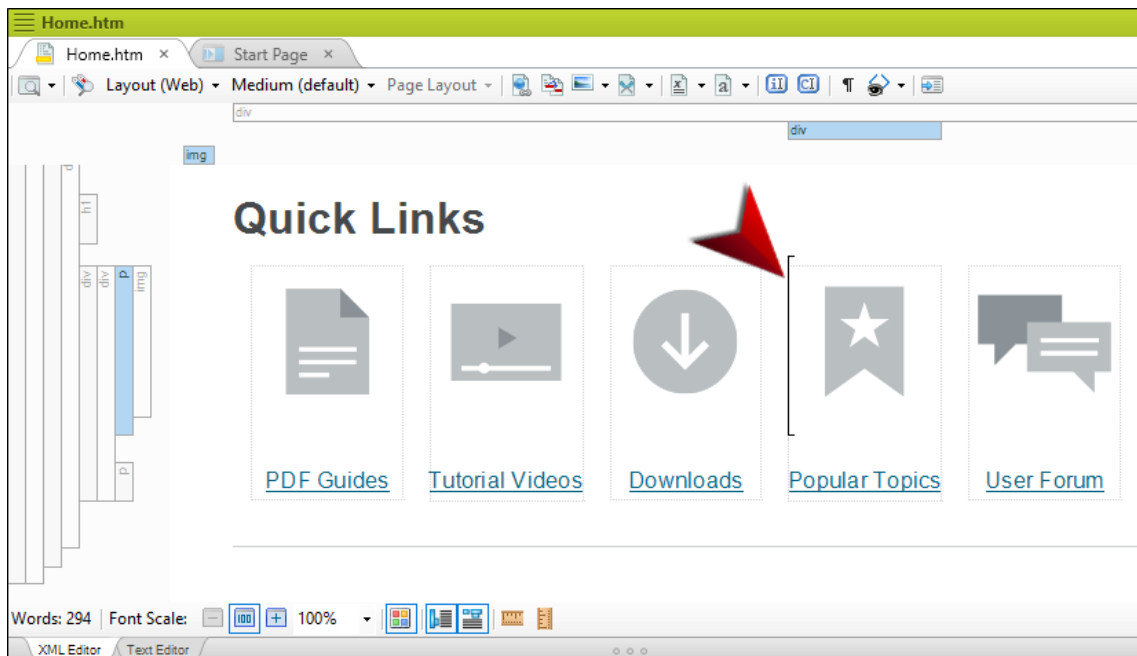


7. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
8. Click **OK**.
9. Save the file.

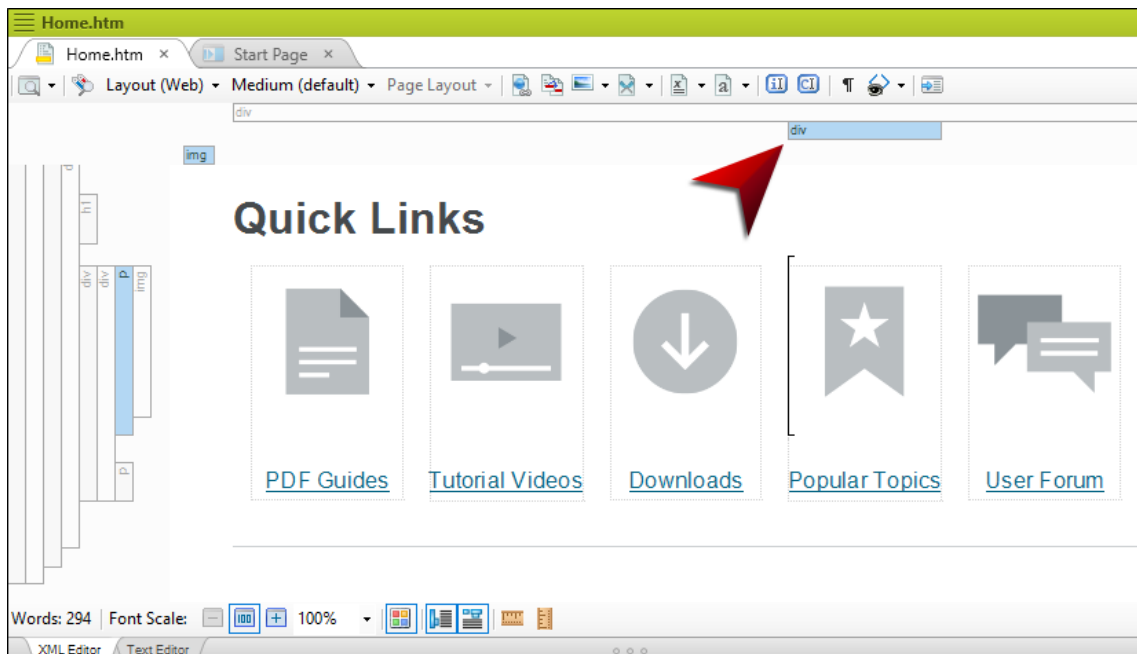
How to Remove Columns

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.

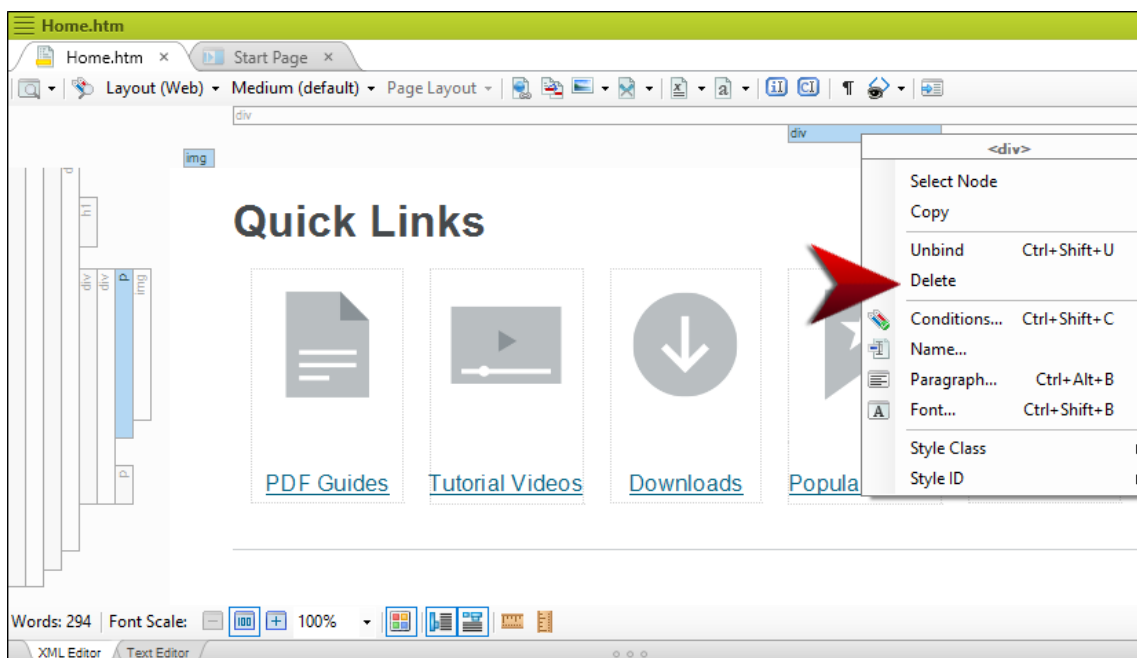
1. Scroll to the bottom of the topic where the Quick Links are displayed.
2. Click in the rectangle representing the column you want to remove.




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.

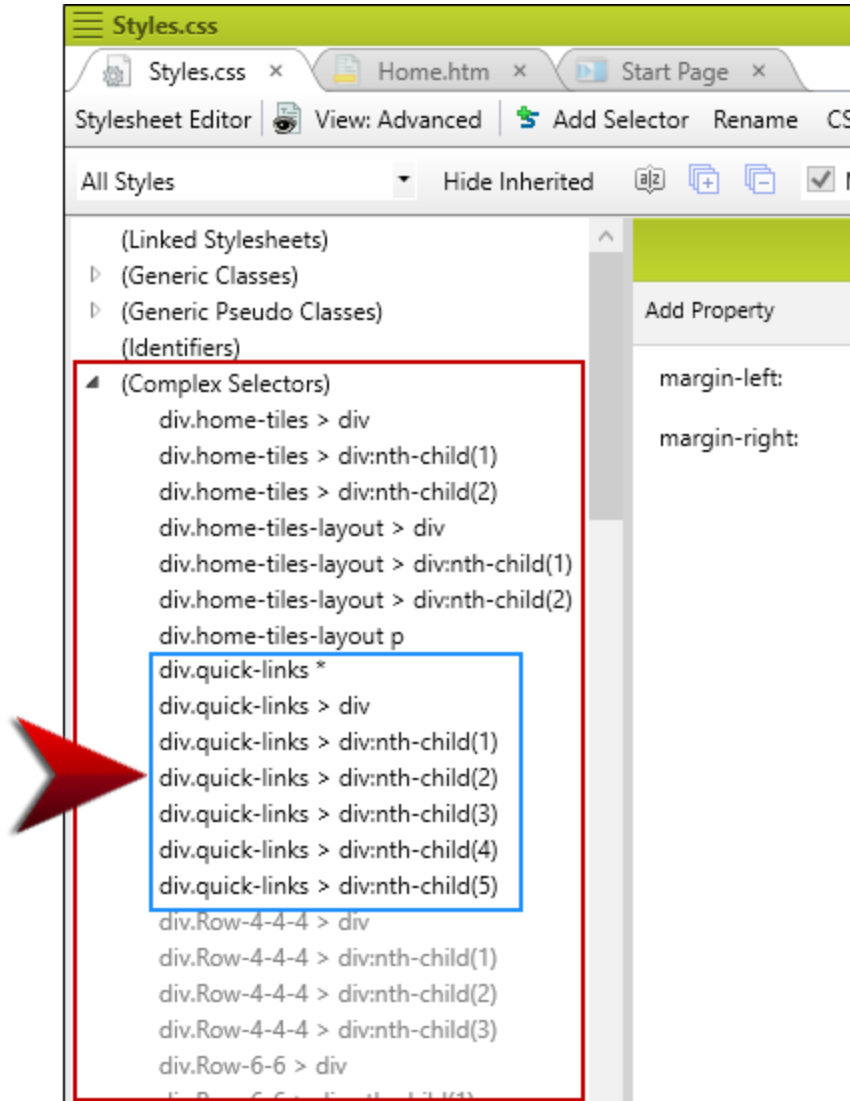


4. Right-click the structure bar and select **Delete**.




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 toward the top of the Home topic.



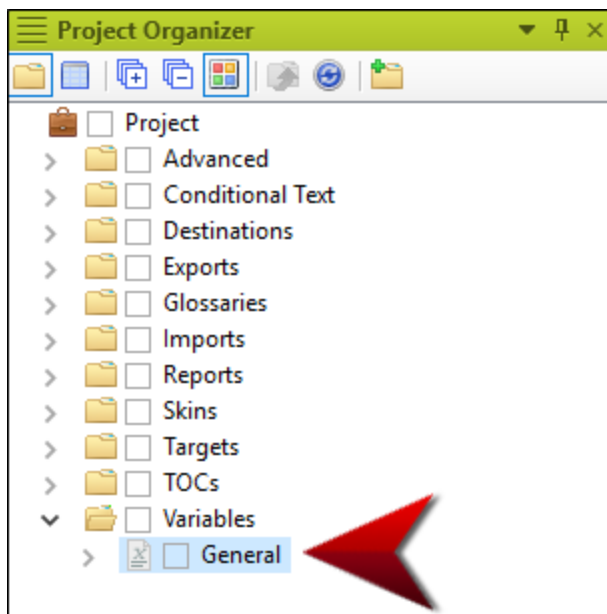
You can edit these in much the same way as you adjust the Quick Links.

Changing Variables

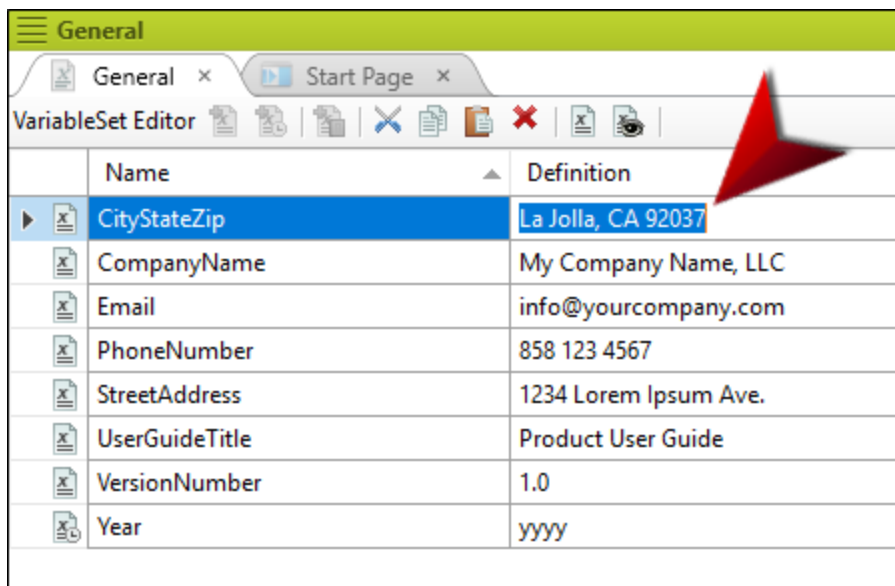
You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

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.

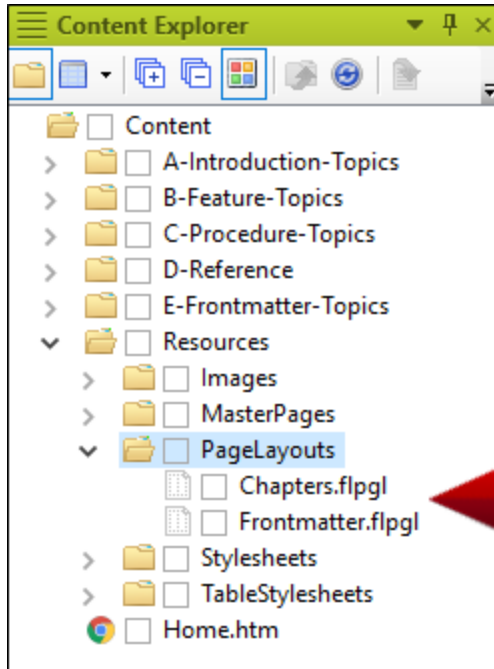
4. Repeat these steps for each variable definition you want to change. (You can also use the buttons in the local toolbar to add new variables if you like.)
5. Save the file. When you open a file where a variable has been inserted (e.g., Company.htm, Home-Page.flmsp), you should see the new definition(s)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