Product Foldout Template

Contents

Introduction

Welcome to the *Product Foldout 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:** Before selecting a new logo in the topic, you should save your image at the desired size. The dimensions of the main placeholder logo are **309 x 83 pixels**. Your image does not need to be this exact size, but it should be sized so that it looks good in the panel where it is inserted. Also, keep in mind that the placeholder logo is a vector file (in this case, an .eps file), which works well in print-based output for images such as logos, because it does not lose clarity when it is resized. You can use a raster format (e.g., .png, .tif, .gif), but these typically lose some clarity when resized.

How to Change the Main Logo

1. Open the Content Explorer and double-click **Front.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**.
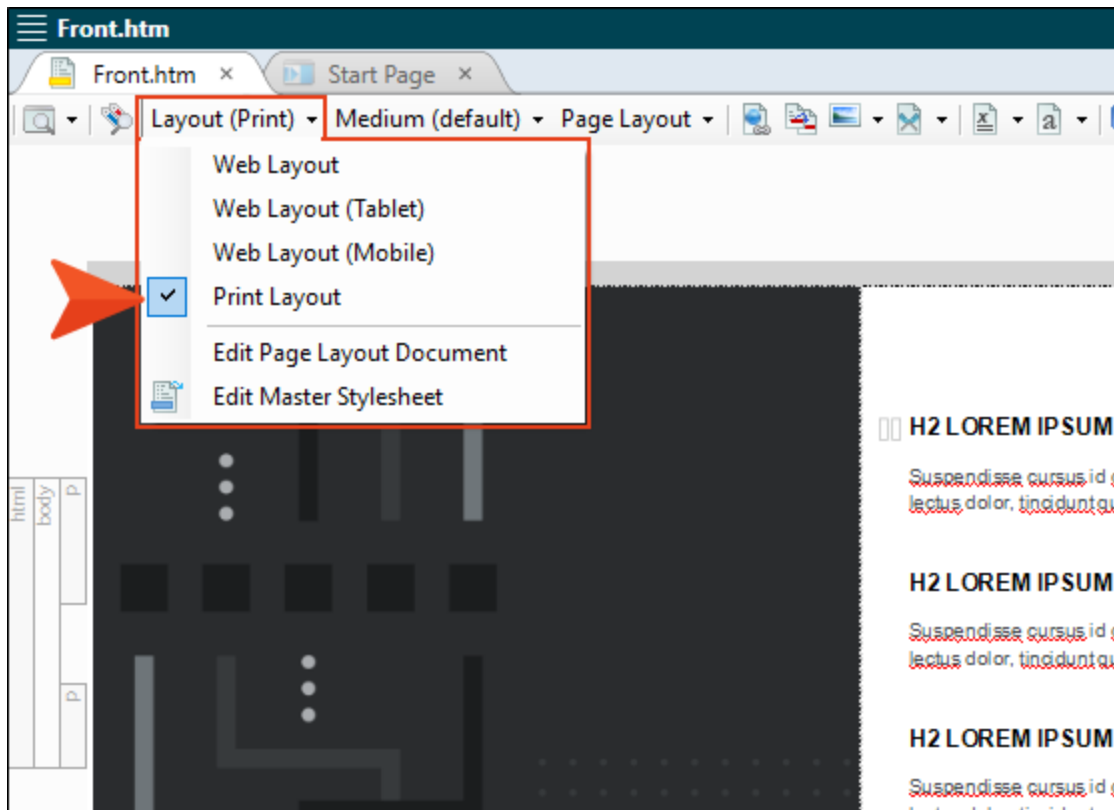
3. Scroll to the right side of the topic, right-click the placeholder logo, and select **Image Properties**.
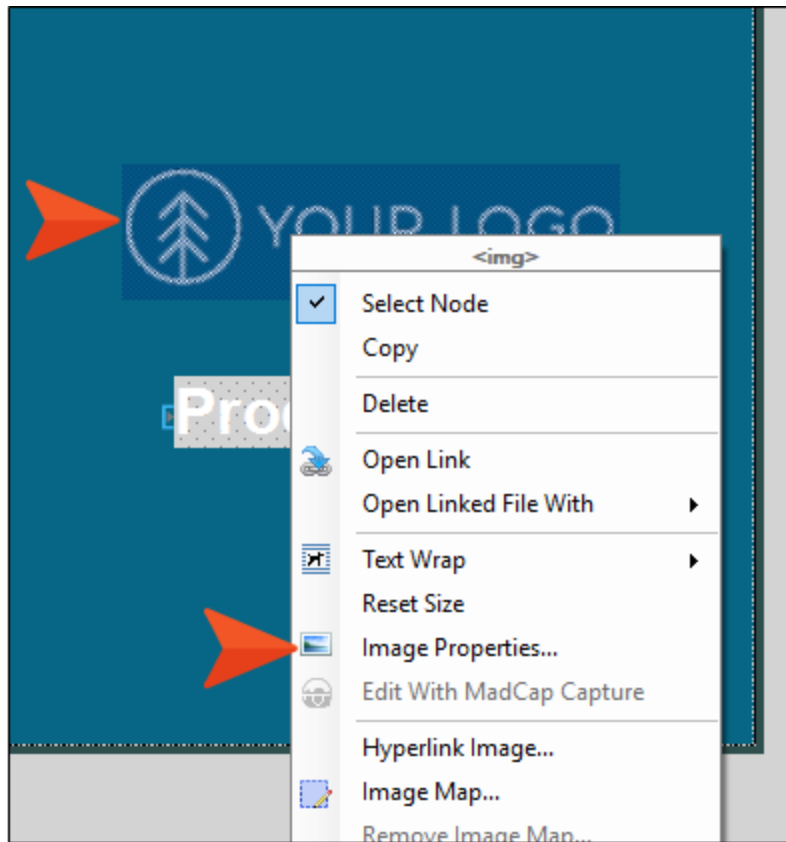
4. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click [...] and select it (the image will then be added to the project).
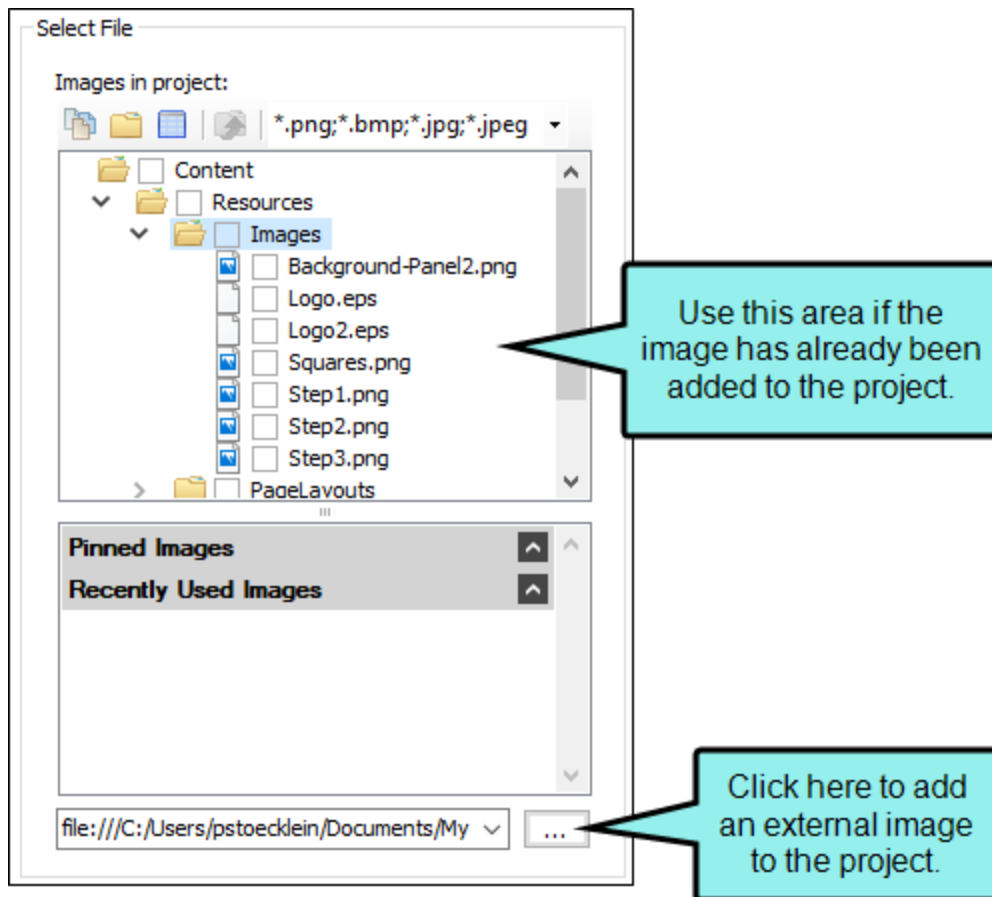
5. Click **OK**.

> 📝 **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 Other Images in Topics

There are other images that can be changed directly in the topics.

1. Open the Content Explorer and double-click **Front.htm** or **Back.htm**.

2. Right-click the image you want to replace and select **Image Properties**.

   > ⊘ **Tip:** If you have difficulty right-clicking on an image in Print Layout mode, try switching to Web Layout mode and then selecting the image. Other images might be inserted in a page layout, rather than directly in the topic. You can use the following set of steps to change those.

3. 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).

4. 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.

5. Save the file.

How to Change Images in Page Layouts

There are a couple of decoration images that can have been inserted into the background in page layouts. One is found in the **Front.flpgl** file, and the other is found in the **Back.flpgl** file.
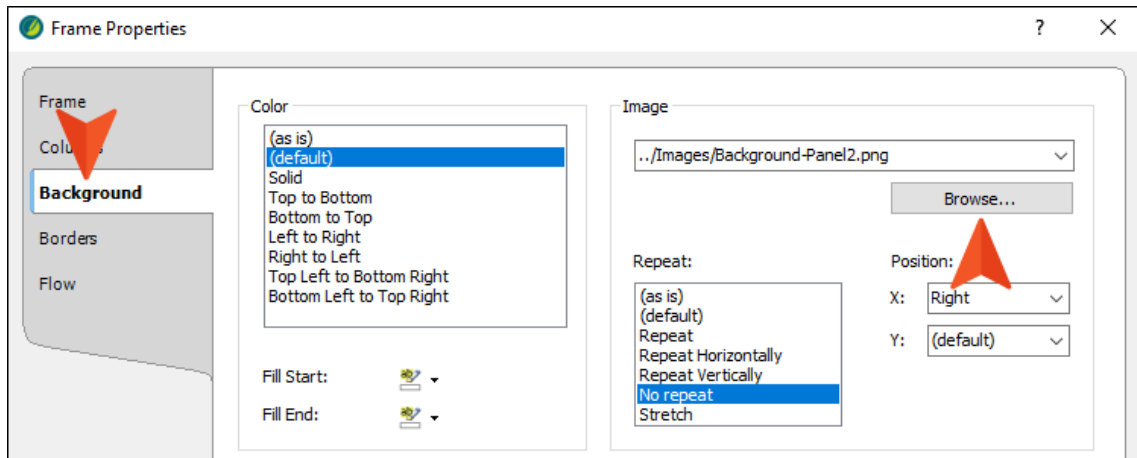
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Front.flpgl**.
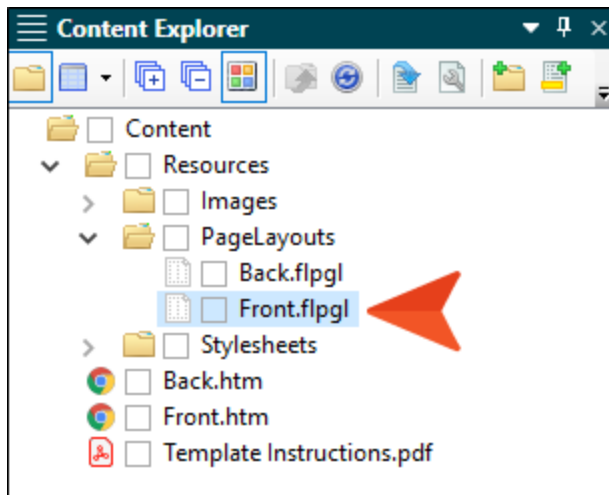

2. Double-click the frame that is displaying the image.
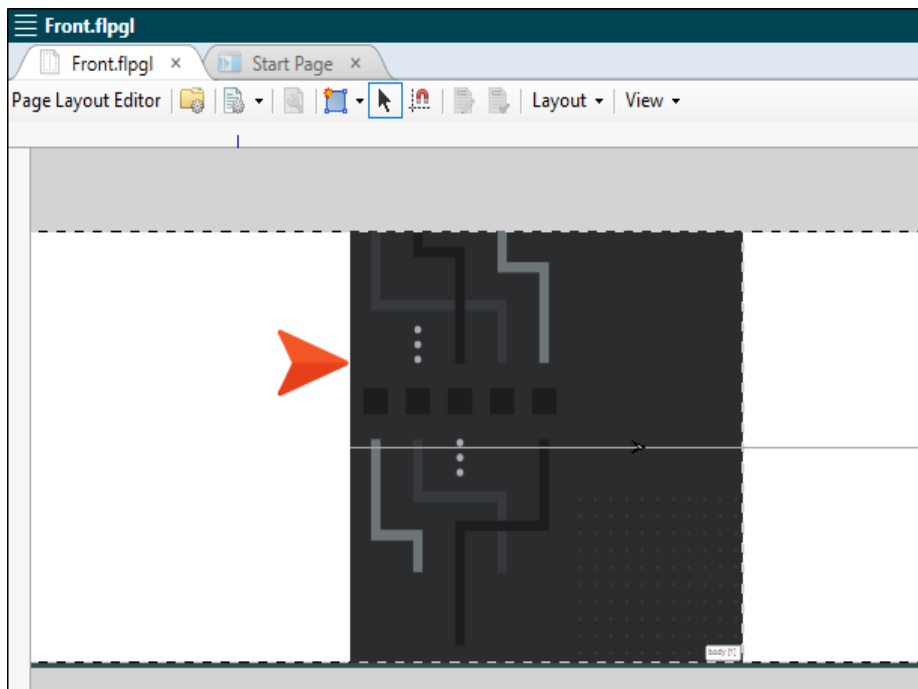
3. In the Frame Properties dialog, select the **Background** tab. Then in the **Image** section, click **Browse**.

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).
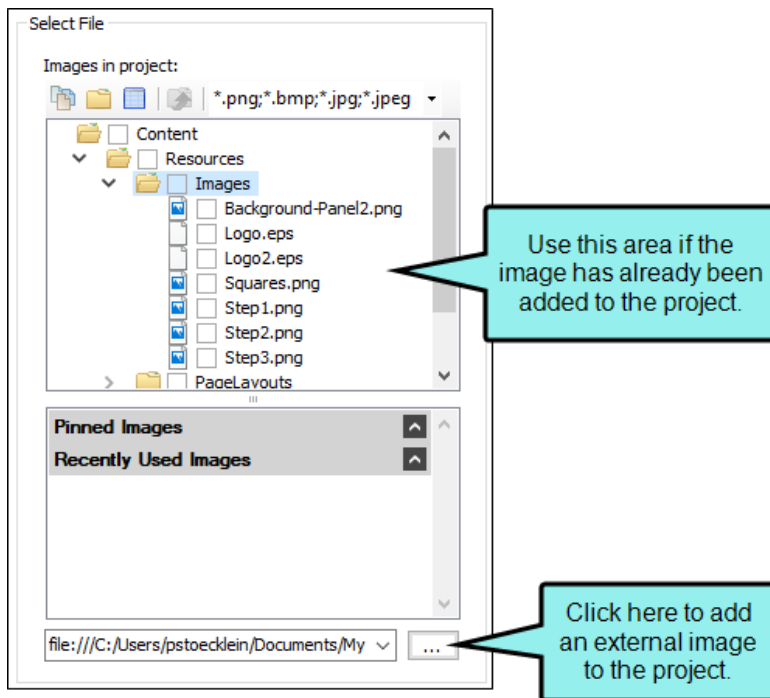
5. In the Insert Image dialog, click **OK**.

6. In the Frame Properties dialog, 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.

7. Repeat these steps to replace the image in the **Back.flpgl** page layout.

8. Save the file.

Changing Colors

There are a few different colors used for text in this template. Two are called "Brand1" and "Brand2," and can easily be replaced by your own company or product's custom color. The others are black, white, or shades of gray. You can change any or all of these colors in the stylesheet. You can also change colors in the page layouts.
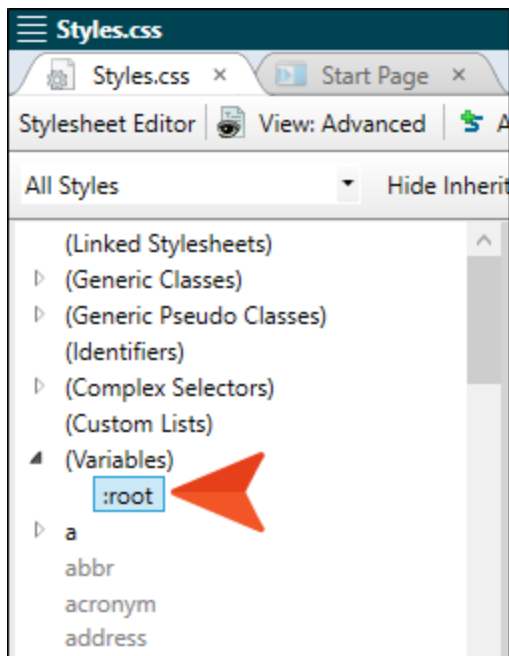
How to Change the Colors in the Stylesheet

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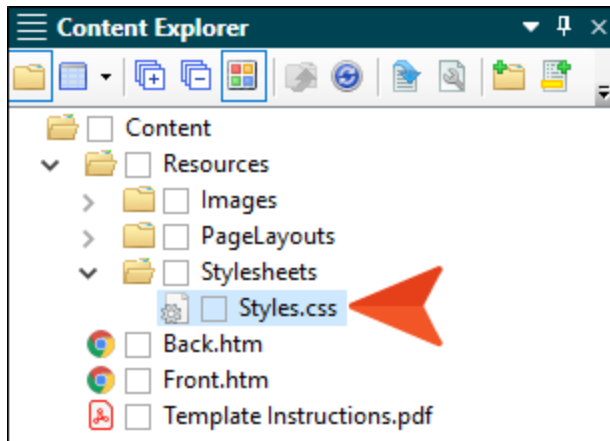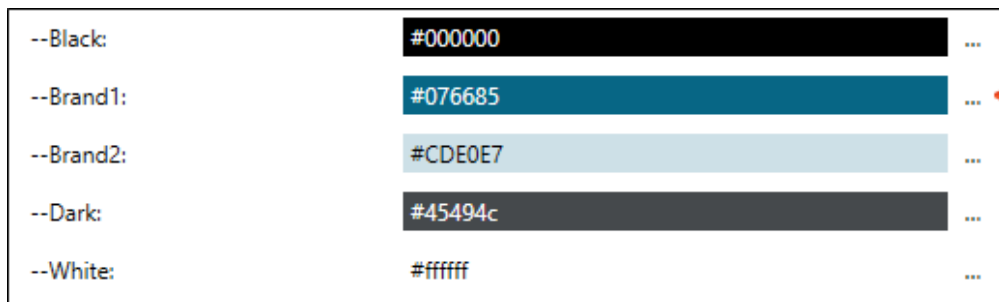

2. In the Stylesheet Editor, make sure you are in **Advanced** view.
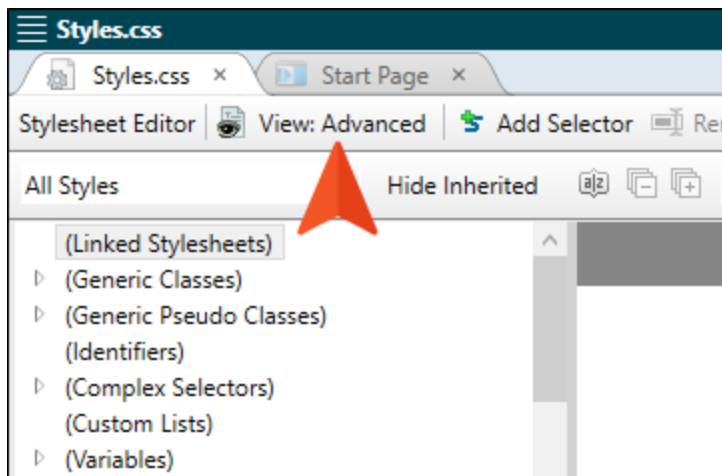
3. On the left side, expand **(Variables)** and select **:root**.

4. On the right side of the editor, next to **--Brand1** or **--Brand2** (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.
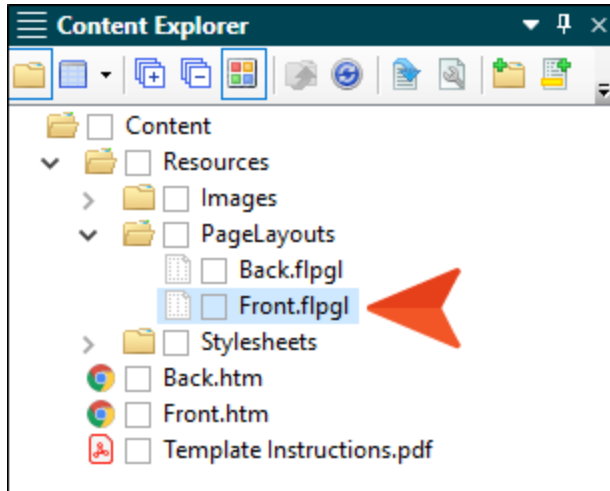

> 📝 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Custom** group before making your changes.
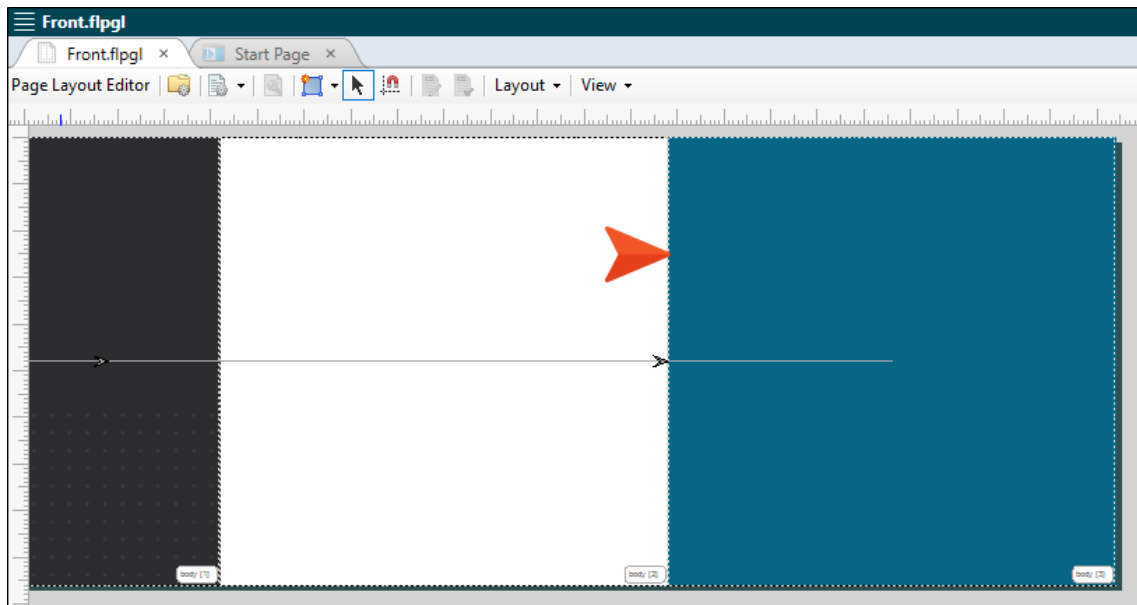
5. Save the file.

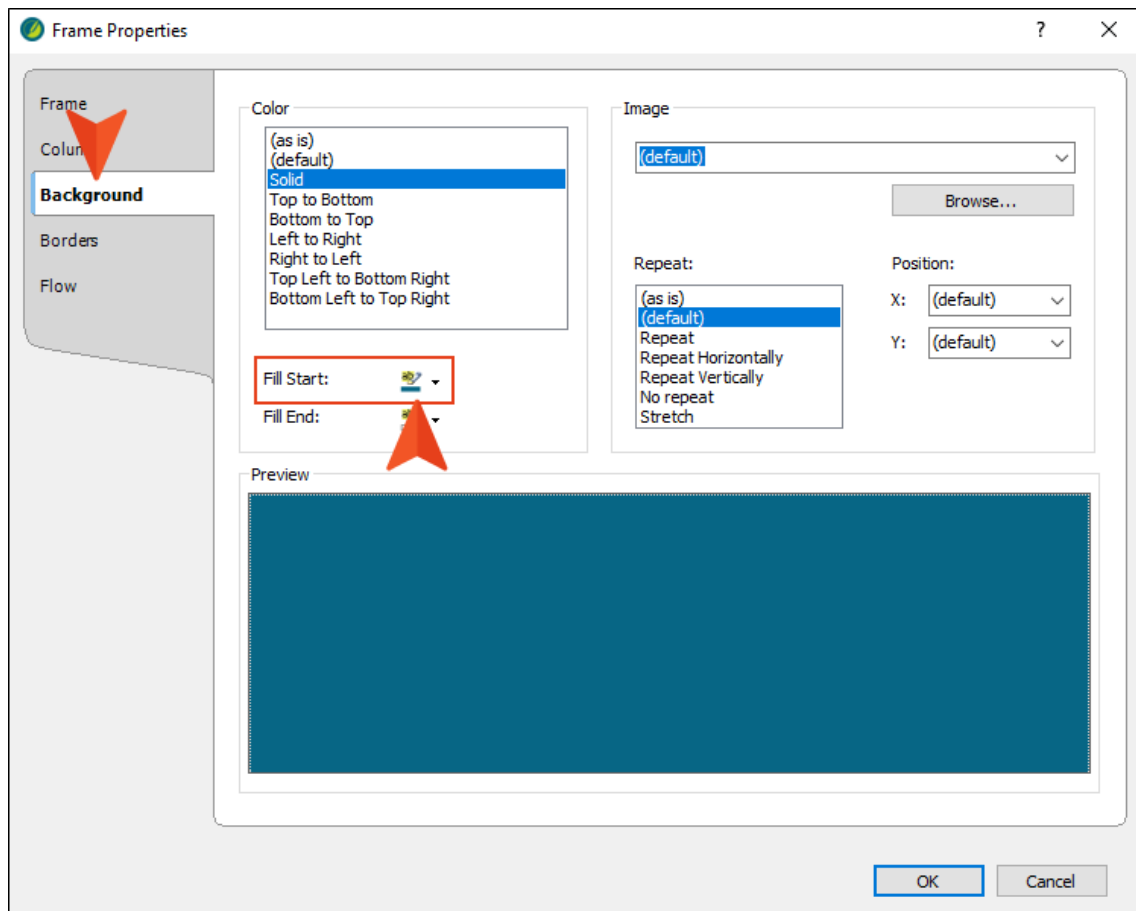# How to Change Colors in the Page Layouts

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

2. In the Page Layout Editor, scroll all the way to the right, and double-click the frame with the solid blue color.

3. In the Frame Properties dialog, select the **Background** tab. Then in the **Fill Start** field, choose a new color.

4. In the Frame Properties dialog, click **OK**.

5. Repeat these steps to change the background color for the first frame in the **Back.flpgl** page layout.
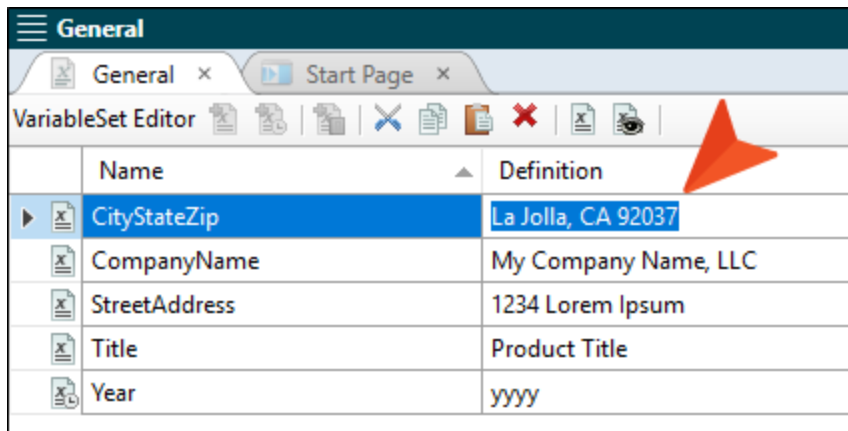
6. Save the file.

Changing Variables

You might use variables for company information, a title, 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**.
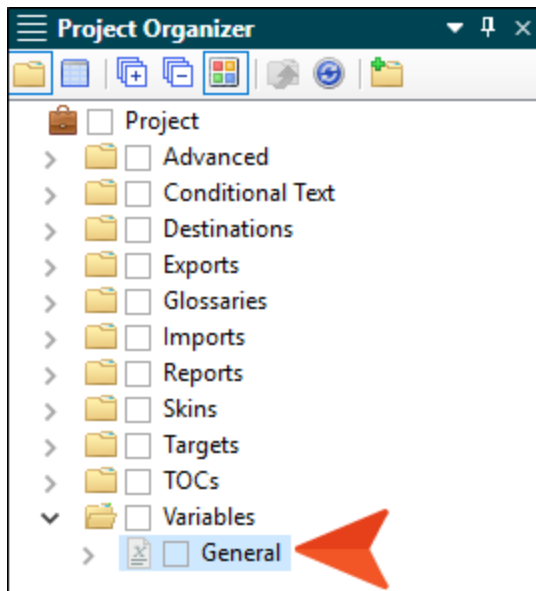
2. In the Variable Set Editor, click twice slowly in the **Definition** cell you want to change and type the new text.

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., Front.htm), you should see the new definition(s) displayed.

Changing the Layout

There are two page layouts in this template—one for the front and the other for the back of the product foldout. Each page layout is 5 x 20 inches and designed to have four panels where it is folded.

The **Front.flpgl** page layout has three body frames, although it looks in the output like there are four because there is a decoration image in the background that gives this appearance.

The **Back.flpgl** page layout has four frames of equal size to represent each panel.

In this second page layout, we could have added just a single frame split into four columns, but we decided it would be easier to have multiple frames because we wanted one of them to have a background image.

You can make changes to the pages themselves, as well as to the frames within the pages.

How to Change the Layout

1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click either the **Front.flpgl** or **Back.flpgl** page layouts.
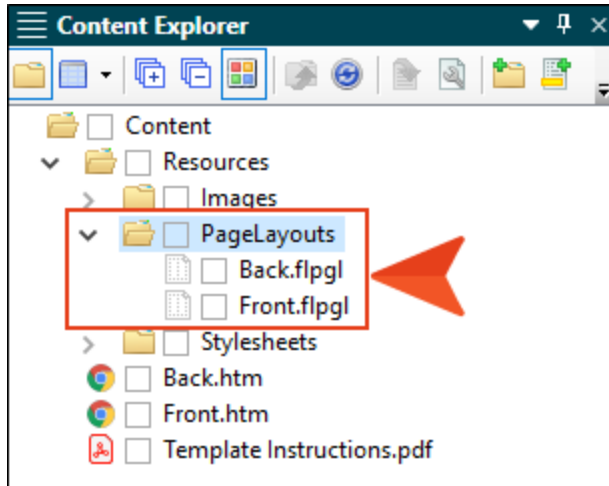
2. To make changes to the entire page:

   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**.

3. 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.

4. 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**.

5. Save the file.