About This Template

Before using this project template, we recommend you become familiar with the following information:

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Template Characteristics

This template includes the following:

- » Multiple topics, each containing a different slideshow
- » Great alternative to a PowerPoint presentation
- » Captions
- » Content for slideshows contained in snippets for easy access
- » HTML5 target for web output
- » Variables for recurring words and phrases
- » Skin to control the look of the online output interface

You can add more features, as well as change or delete the existing ones to best meet your needs.

Tips

Following are some tips that may help when you are working in this template.

Build It First

One good way to become familiar with this template is to build output from it right away. You can do this by selecting the **Project** ribbon and using the **Build Primary** drop-down to select a target to generate. By looking at the output, you can get a better idea of how the project was designed and intended to be seen.

If you generate output and receive accessibility warnings, you can decide whether you need your output to be accessible to those with learning disabilities. If so, you can make changes to the

content to make it accessible (e.g., add captions to tables). If not, you can open the Options dialog (**File>Options**) and tell Flare to ignore those warnings; you will not see those warnings in the future.

Avoid Caption Creep

If you add captions to your slideshow, keep in mind that the longer the caption, the more it will intrude into the space where the slide content is shown. As a workaround, you can add extra space to the bottom of your content. Also, you might want to make sure the most important information in the slide is seen in the upper portion of the slide.

Avoid Very Tall Content

It is a good idea to avoid really tall content in slideshows. Otherwise, content in other slides may look awkward if you do not have "Adaptive height" set. If you want to include images that are rather large, you can set those images to show as thumbnails so that they are not seen at their original size until the user clicks it.

Bullets Versus Thumbnails for Navigation

As far as navigation at the bottom of a slideshow is concerned, you have the option to use bullets or thumbnail images. Bullets are probably best when the order of the slideshow is important. Thumbnails are best when the order is not that important; they allow the user to easily click and find the exact slide they want to see.

Make Tables 100% Width for Responsive Effect

When you set a slideshow to be "responsive" in the Edit Slideshow dialog, this means that content such as images and tables within that slideshow will adjust automatically when the slideshow is resized. If you plan to include tables in your slideshows and you also set the slideshow to be responsive, the tables need to be set with a width of 100% using the "AutoFit to Window" field in the Table Properties dialog. You can also right-click on a table structure bar and set the width from the Table Size submenu. This ensures that the table, as well as any content within it, is responsive when the slideshow is resized.

## Put Slide Content in Tables or Div Tags

There are different options in the Flare user interface to control the size of slides. However, you may want to consider also using tables or div tags as an additional option. This helps to keep all of your slides uniformly sized and consistent looking with the captions and navigation controls at the same position. In this template we used tables for some of the slideshows.

To put slide content in a table:

1. When you create content for a slide, first insert a table with no border.

2. Right-click the **table** structure bar and select **Table Size**. Set the width to **100%** (allowing the table and the content within it to be responsive, if you have that option set in the slideshow). If you want to control the width for slides like we did, you can

   open the Edit Slideshow dialog and set the width to something. We set ours to 640 pixels.

   Set the height to fit the tallest content in your entire slideshow. In this template, we set all of our invisible table heights to 400 pixels.
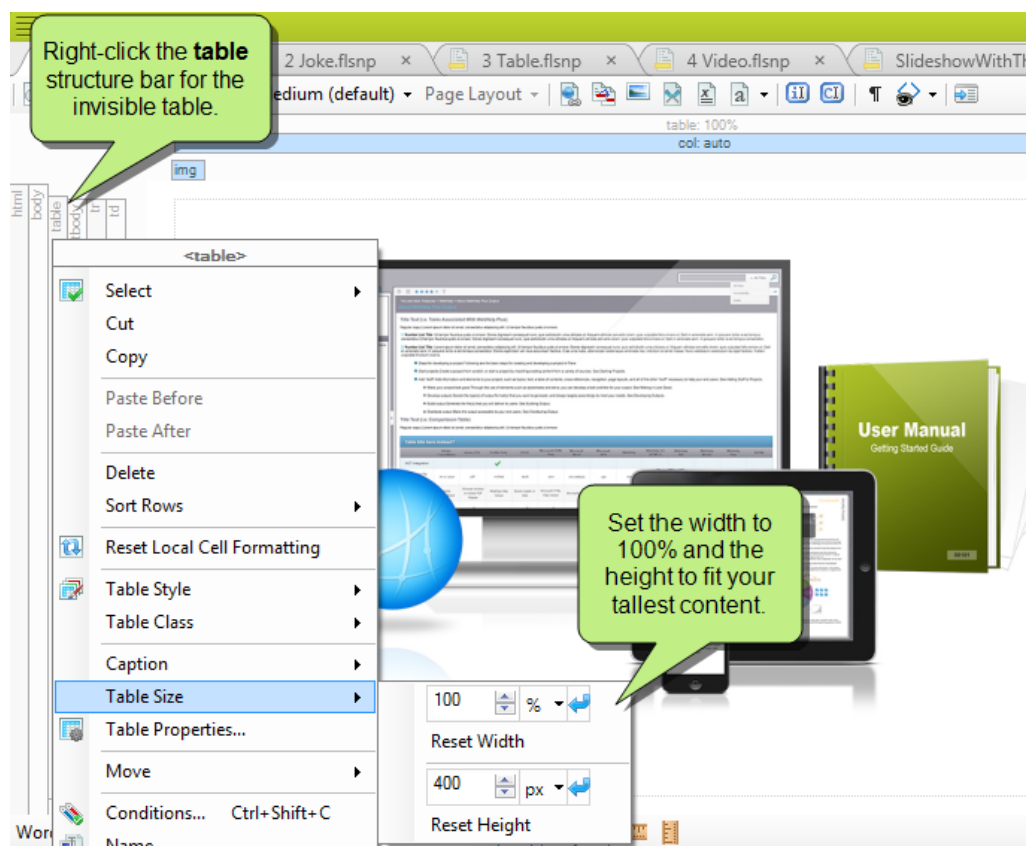
An alternative is to open the Edit Slideshow dialog and disable the **Adaptive height** option. That's an easier option, but it also forces all of your content to be top aligned in the slide, so you might see lots of space below a particular slide if it's much shorter than the tallest content in the slideshow (there is an example of a slideshow without adaptive height in this template). But we chose to use tables because that lets us keep all of our slides at the same height, and it also lets us center align content in the invisible table, and thus the slide.

3. Type or insert your content within that table.
4. Open the Properties dialog for the table and set the table to be **Center** aligned.
5. Select the cell in the table (click the **Table** ribbon and **Select All Cells>Cell**).
6. Open the Cell Properties dialog (**CTRL+ALT+B**).
7. Set the cell's vertical alignment to **Middle**.
8. You can also horizontally center any content within the table if you like.
9. When finished, you can copy the first completed table and then just paste it into other slides that you create, replacing the content as necessary.

Use Slide Contents in Snippets

When you first insert a new slideshow, the content can be edited directly in the slideshow area in the XML Editor. It's perfectly acceptable to do that. However, you might find it more useful to create snippets for all of your slide content, inserting those snippets into slides as you need them. Snippets can make it easier to find and edit slide content, especially if you create a very long slideshow with dozens of slides. If you create snippets and keep them organized in the Resources/Snippets folder for your different slideshows, you'll be able to open and edit that content much quicker. Snippets also make it possible to use one piece of content in multiple slideshows. In this template, we've created snippets for the content in all of the slides. We have the same four slides in multiple slideshows, so we created four snippets.
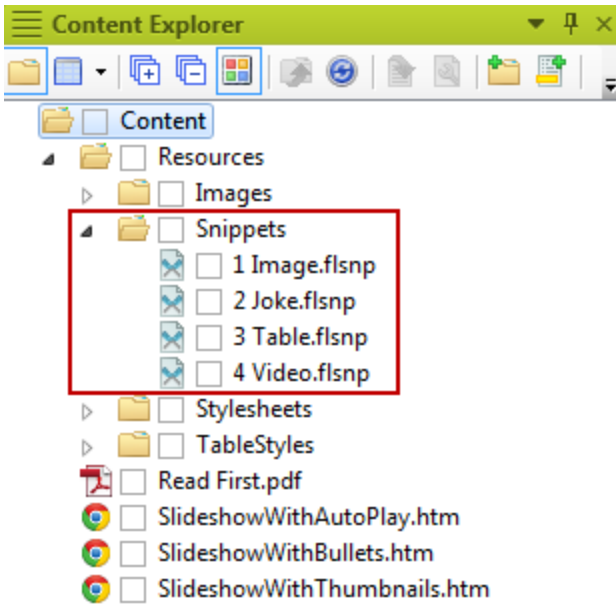
You can open a snippet either from the Content Explorer or by right-clicking it within the slide and selecting **Open Link** from the context menu.

Mobile Output

If you intend your slideshow to be seen on mobile output, keep in mind the width of your content. For example, the slideshows in this template contain a table with a certain amount of content in each cell. This is not going to look great in mobile output because it's wider than a typical mobile device screen. But content than is narrow enough to fit on the mobile device screen should look fine in a slideshow.

Layout Modes and Style Mediums

When you open a topic in the XML Editor, you may notice that there are different modes for viewing the layout. In addition, you can switch to different style mediums to show the content with the correct styles applied. Layout modes and medium selections can be seen in the local toolbar.

For best results with this template, you should view topics using the **Web Layout** mode with the **default** medium. You can select these in the local toolbar of the XML Editor:
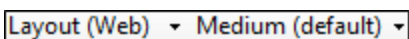
Conditions in XML Editor

If you decide to use condition tags in your project, you can associate them in a topic when you are editing it. This allows you to see only the content that is intended for a particular output that you want to produce. To do this, in the local toolbar of the XML Editor click and in the **Target Expressions** drop-down field, choose one of your targets. The content in the XML Editor changes to include only the conditions for that target. Doing this doesn't affect the output at all. It's simply a way to see how a particular topic will look in a specific output without building or previewing it. You can always repeat these steps to return the topic to its previous state in the XML Editor or to see how it looks with a different target selected.

Create Your Own Template

After you make changes to this project and like what you see, you can create a template from your finished project. That way, when you create new projects in the future, you can select that template so that a lot of the work is already done. This is a good way to create multiple projects that are different but yet contain the same look and feel, as well as some of the same content. You can also create templates of individual files within this project.

To create a project template:

1. Select **Project>Save Project As Template**.
2. Use the wizard to make your selections and produce the template. If you need more information, click **?** in the upper-right corner of the wizard or the Template Manager dialog.

To create a template of a file:

1. Open the file for which you want to create a template.
2. Select **File>Save>Save As Template**.
3. Use the Save as Template dialog to make your selections and produce the template. If you need more information, click **?** in the upper-right corner of the Save as Template dialog or the Template Manager dialog.

Then when you want to create a brand new project or a new file (e.g., topic, target, glossary) within a project, go through the normal steps for creating new project or creating that new file. When you get to the part of the interface that lets you select a template, choose your own template file.

For More Information

For more details about the features included in this template, or steps related to the tips, see the Flare online Help.

Delete This PDF

When you are finished with the information in this PDF, you can delete the file so that it does not appear in your project. To do this, right-click on this PDF file in the Content Explorer and select **Delete**.