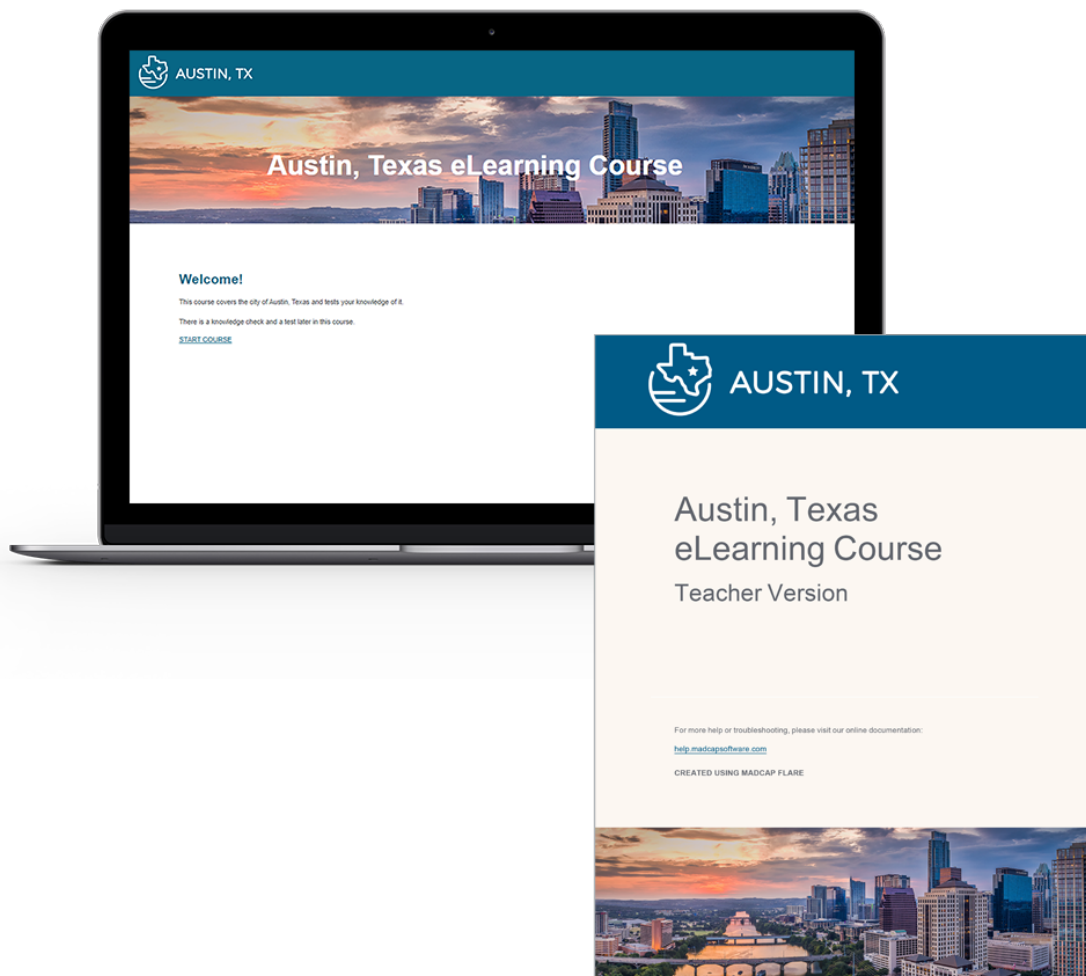


eLearning and PDF Template



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Introduction

Welcome to the *eLearning and PDF Template Reference Guide*.

Flare provides authoring capabilities for creating, managing, and delivering interactive eLearning courses. Technical communicators, instructional designers, and training professionals across an organization can build a successful learning and development program while leveraging features in Flare to collaborate innovative online eLearning materials.

This guide includes quick custom changes that can be made to the templates to fit your brand.

To learn about tasks and information related to eLearning in Flare in much more detail, please see the [online Help](#), including the eLearning tutorial. Also, take a look at the eLearning videos at madcapsoftware.com/videos/flare/.

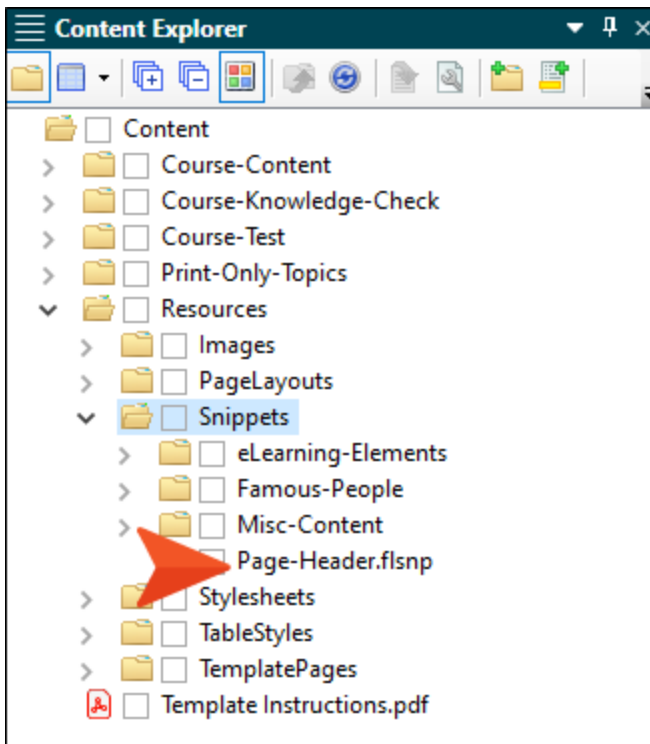
Changing Images

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

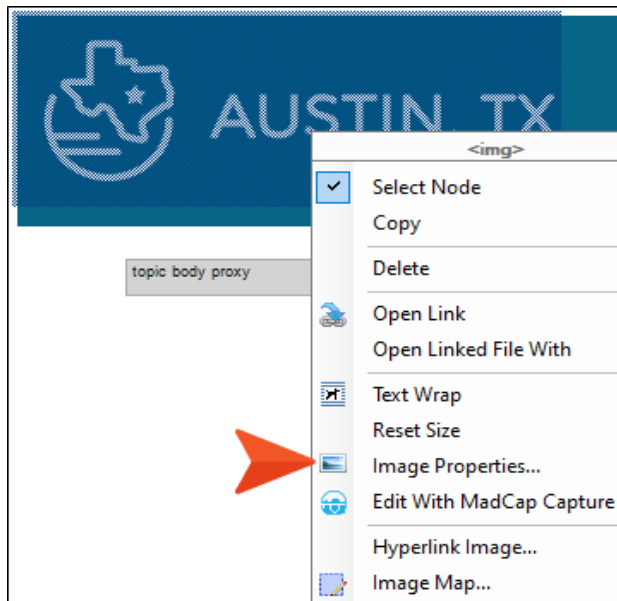
How to Change the Logo in the Snippet

The logo needs to be replaced in a snippet that is inserted in a couple of template pages (**Course-Title.flmsp** and **Course-Topics.flmsp**). The logo is shown at the top of most of the pages in the online output.


1. Open the Content Explorer, expand **Resources > Snippets**, and double-click **Page-Header.flsnap**.

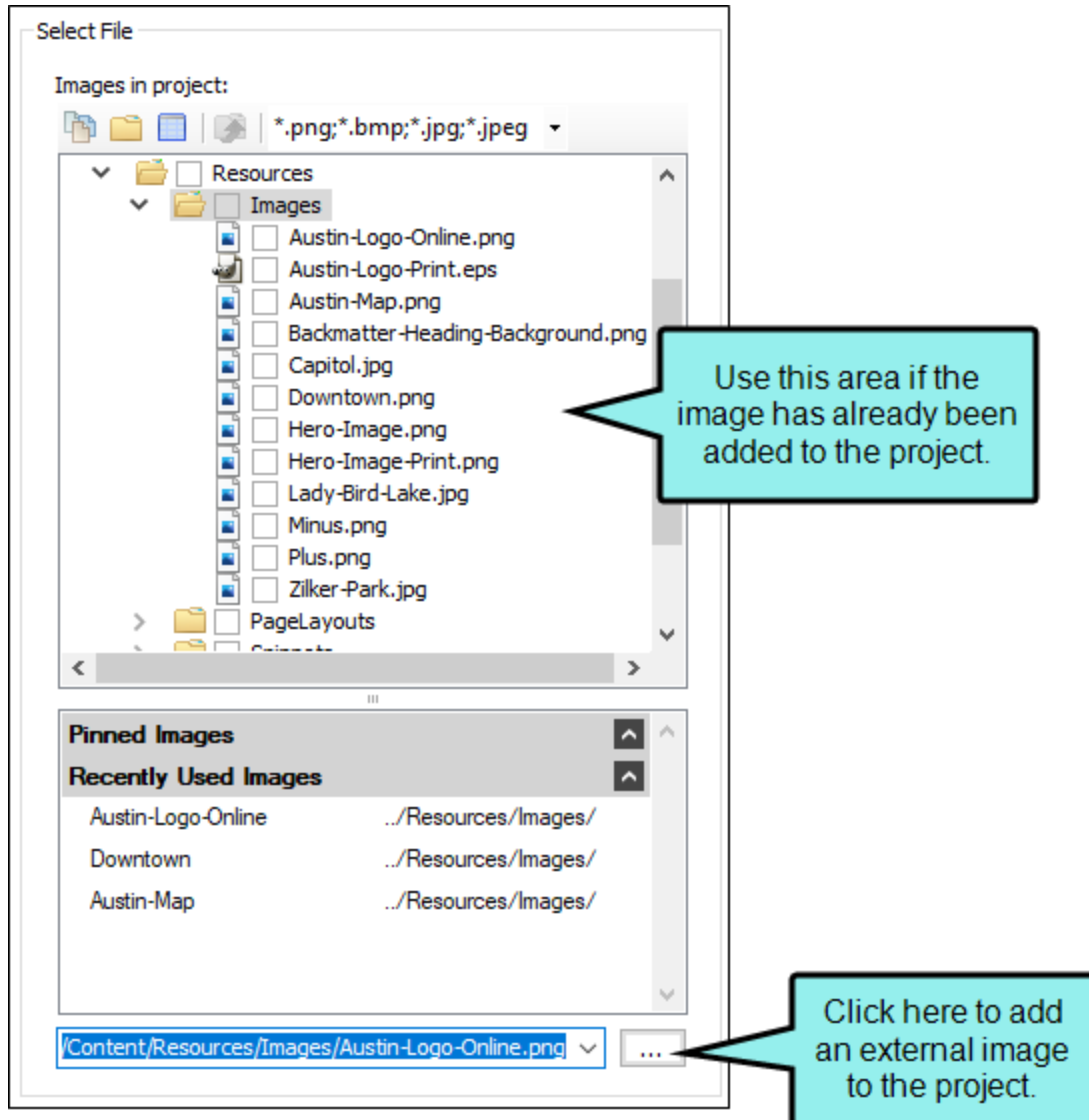


2. Right-click the placeholder logo and select **Image Properties**.



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).

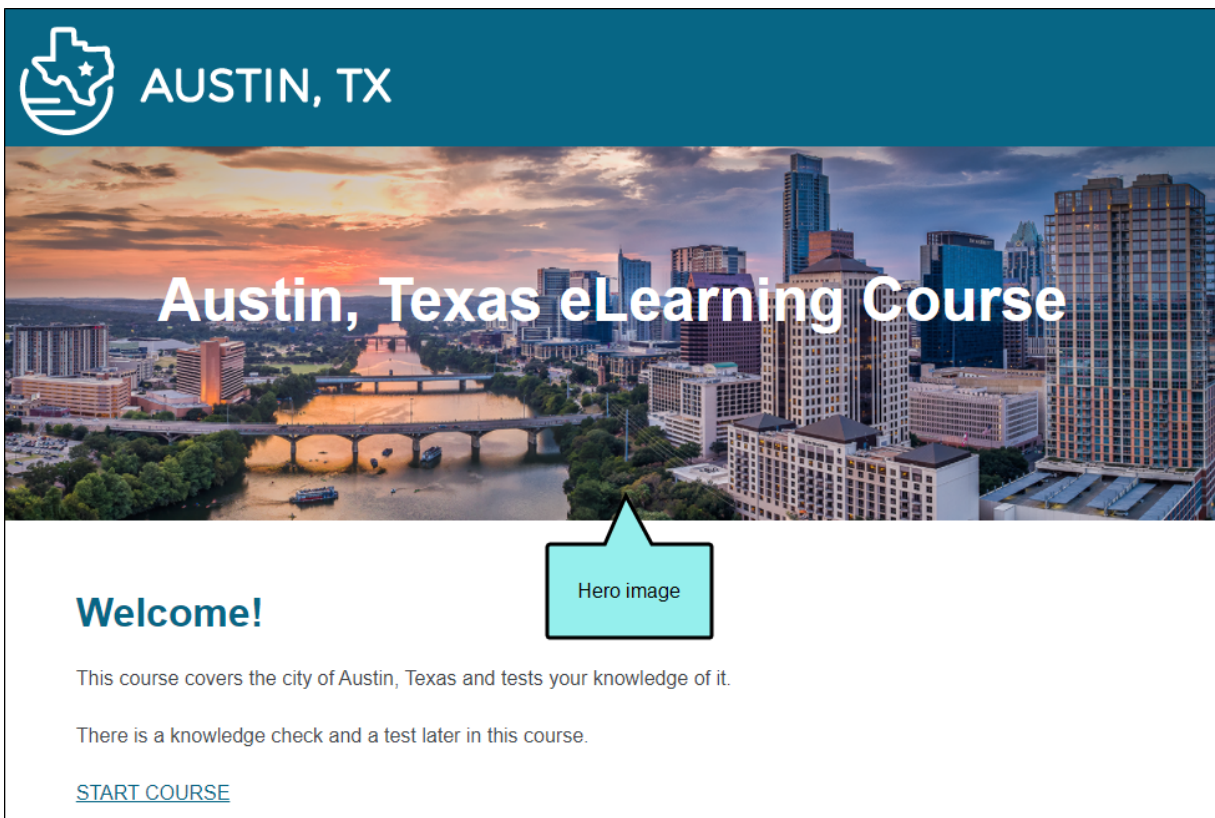


5. Click **OK**.
6. Save the file.

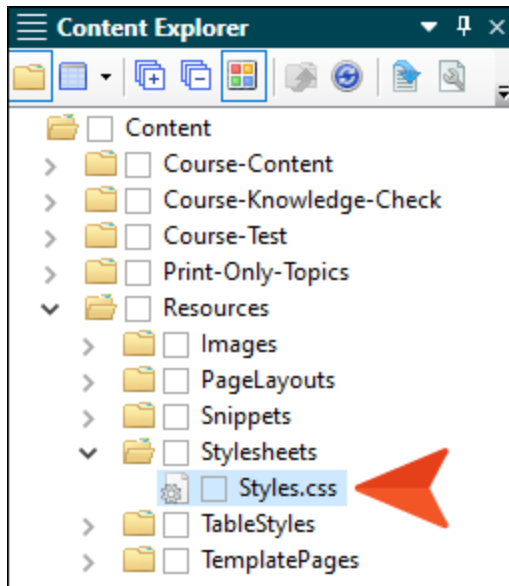
How to Change the Hero Image

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

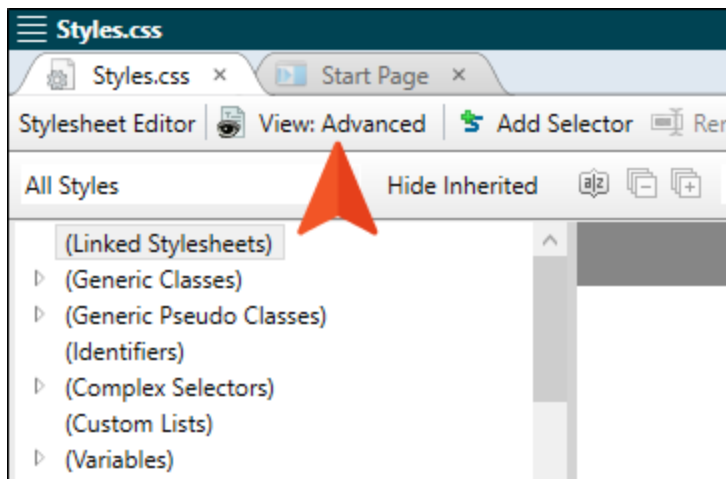
✓ **Tip:** The hero image included in this template project is **1500 x 500 pixels**. You don't need to have an image that is exactly this size, but for best results it is recommended that you have a very big one with an aspect ratio similar to the one in this template. That way, it is likely to have a good appearance on screens of all sizes. Otherwise, you might need to make other adjustments to make it look good on the Course Title page. Since this template includes white font color overlay on the hero image, a darker image will look best.



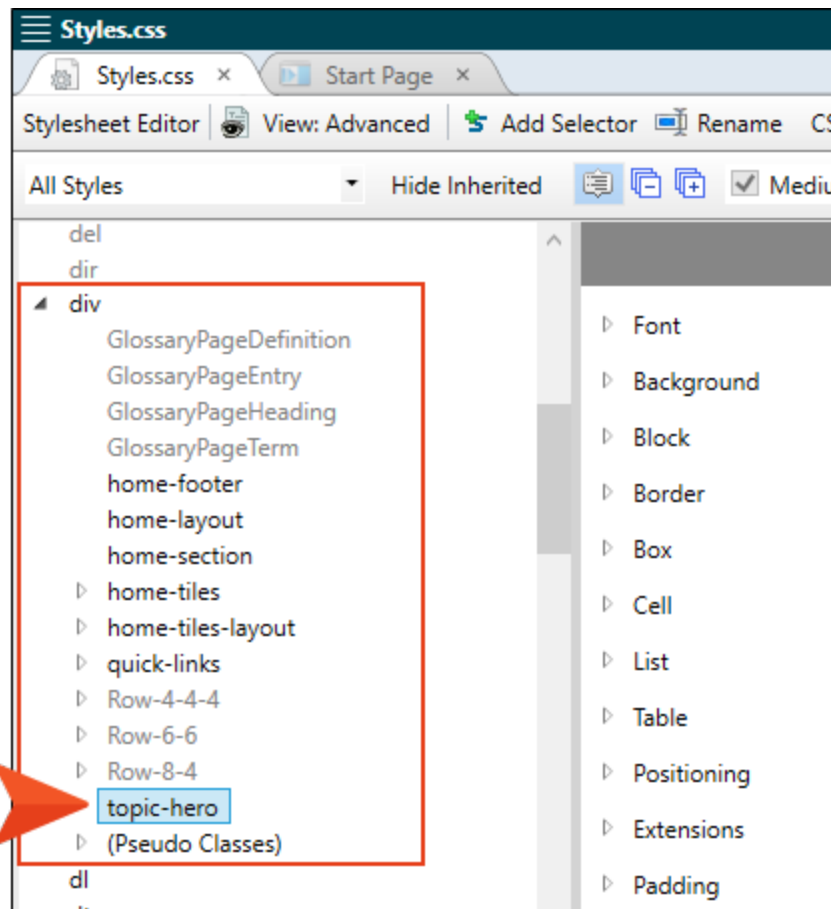
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



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**.

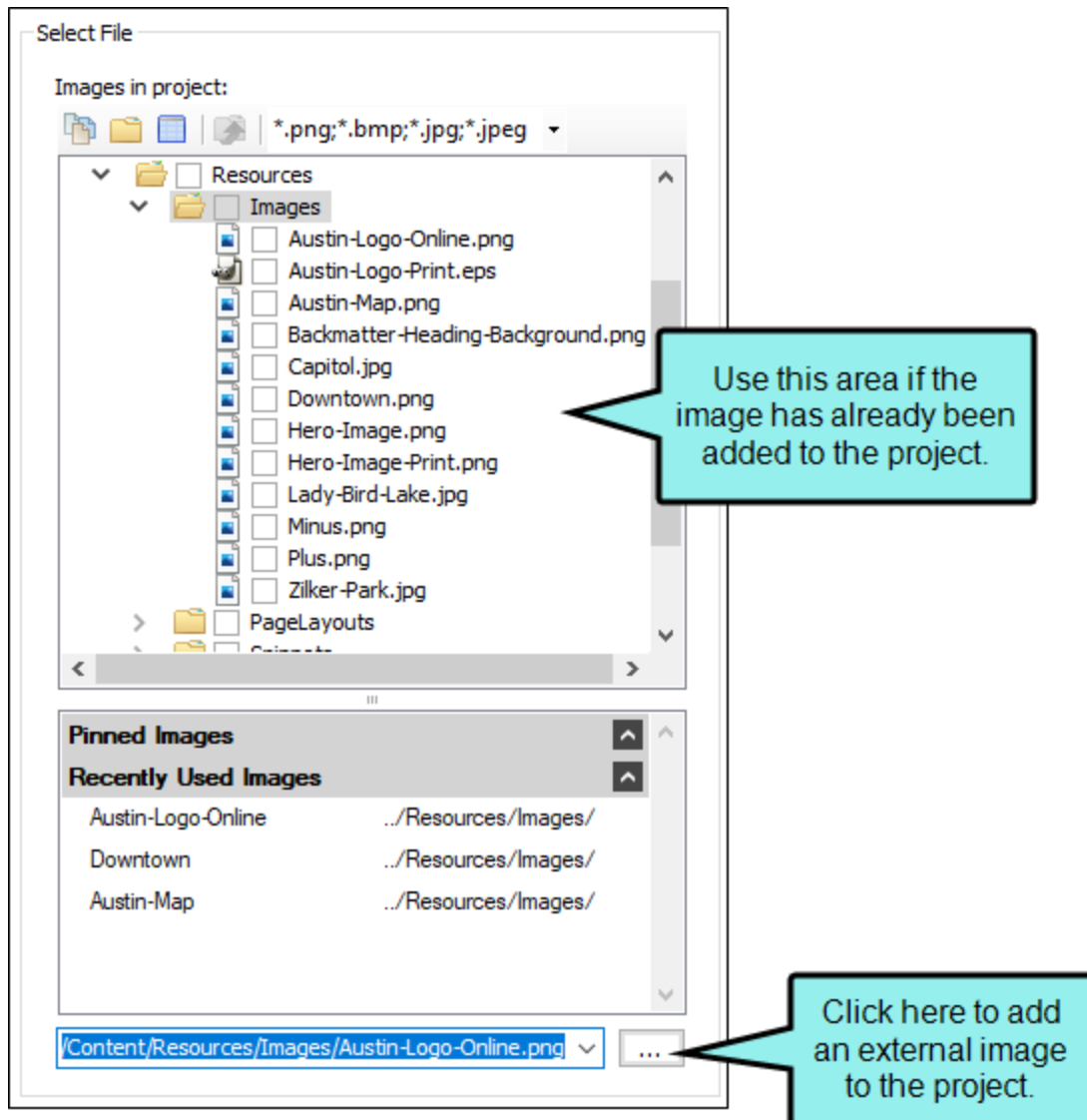


4. On the right side of the editor, next to **background-image**, click

background-attachment:	scroll	...
background-image:	url('../Images/Hero-Image.png')	...
background-size:	cover	...
padding:	5%	...

 **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).

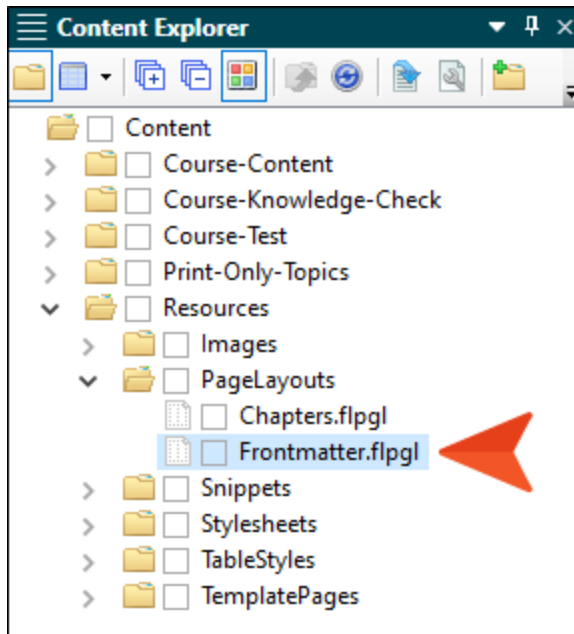


6. Click **OK**.
7. Save the file.

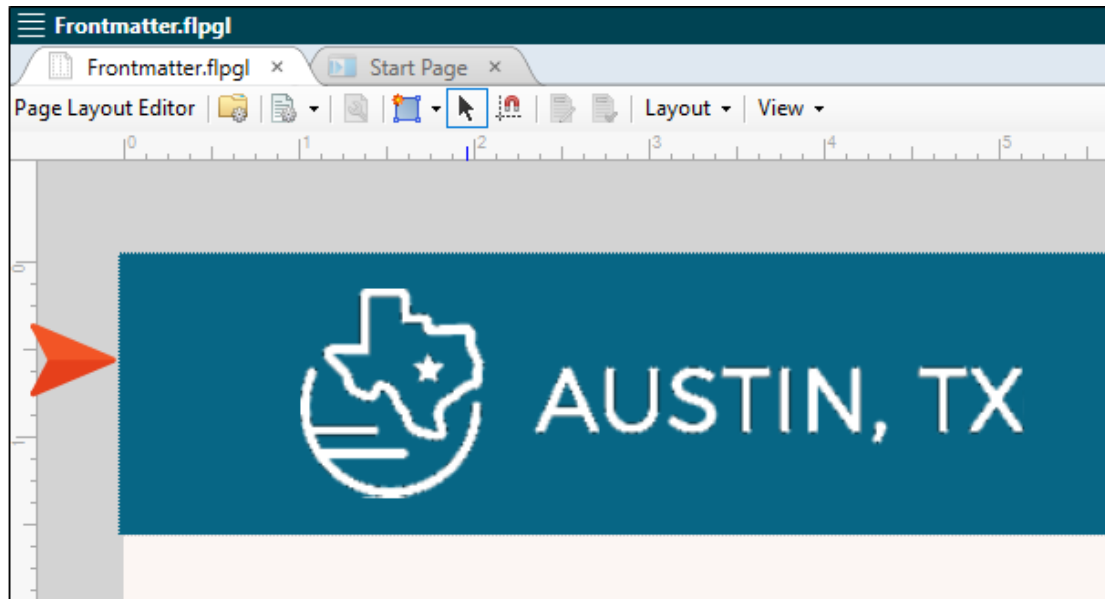
How to Change the Logo for the Title Page

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

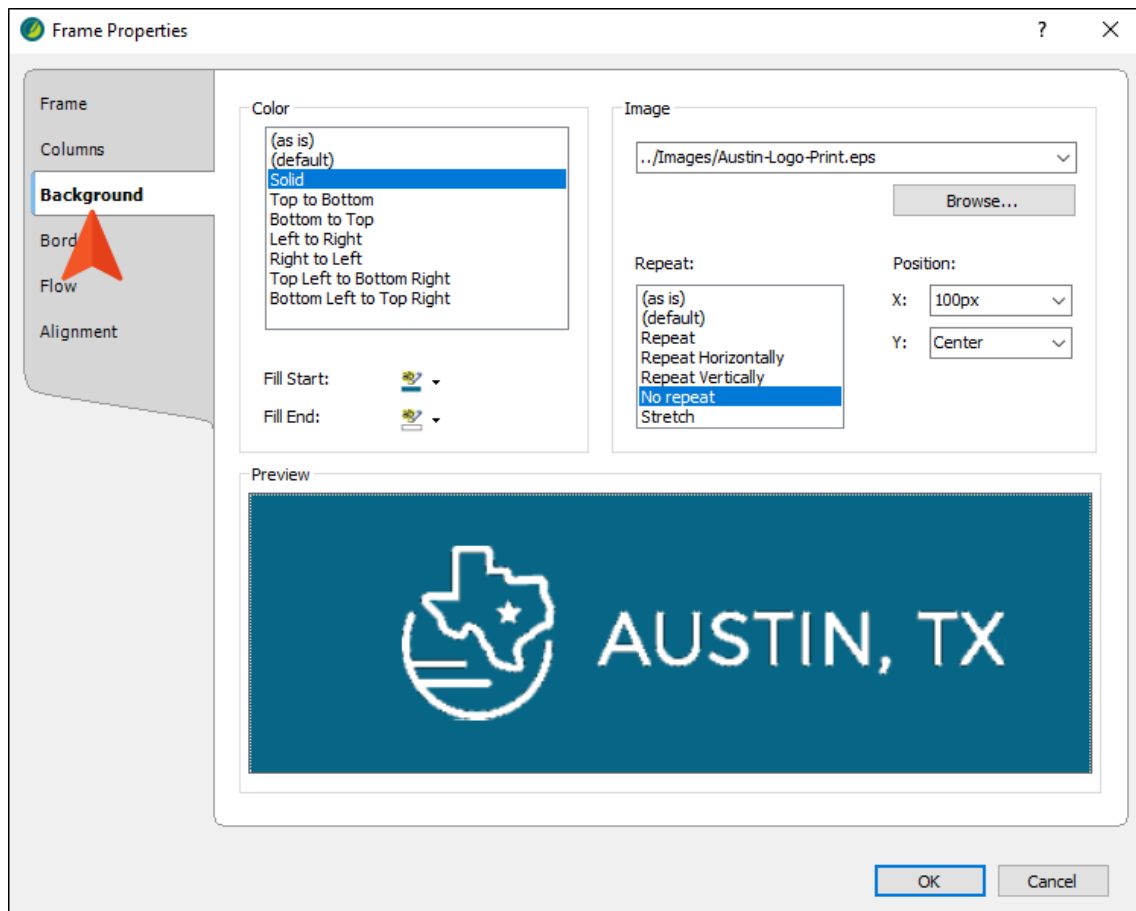
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Frontmatter.flpgl**.



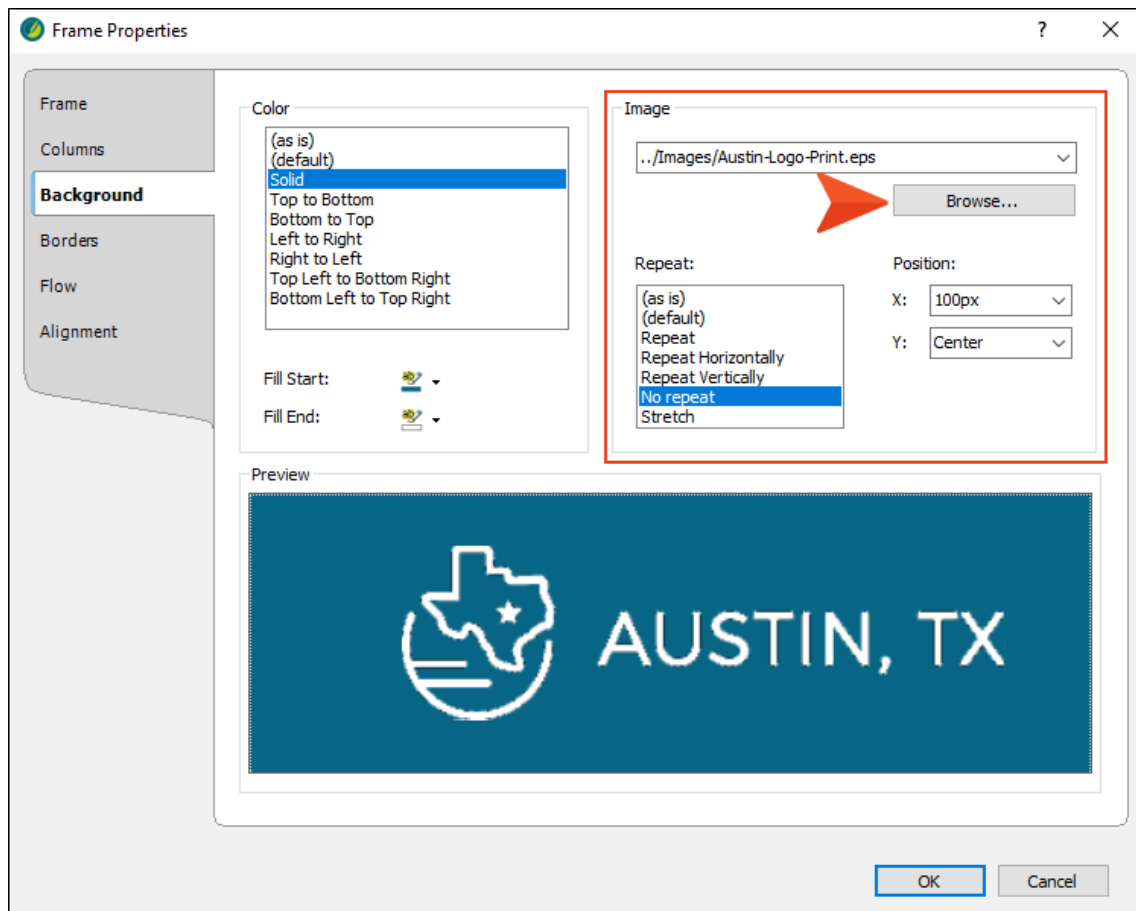
2. Double-click the decoration frame with the dark background that is displaying the image.




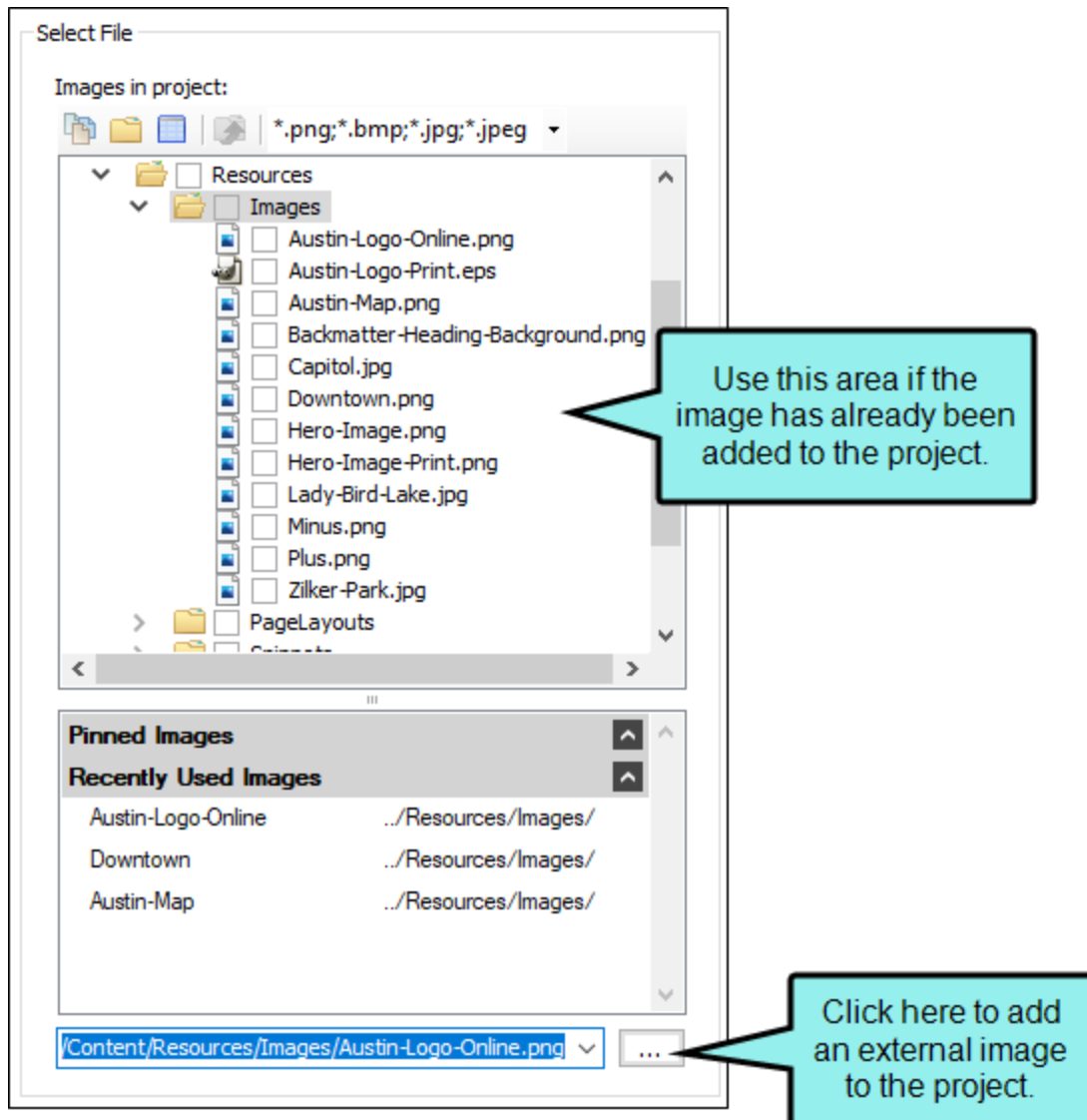
3. In the Frame Properties dialog, select the **Background** tab.



4. In the **Image** section, click **Browse** to choose a new image. You can also use the other fields in this section to change the repeat and position properties.



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).

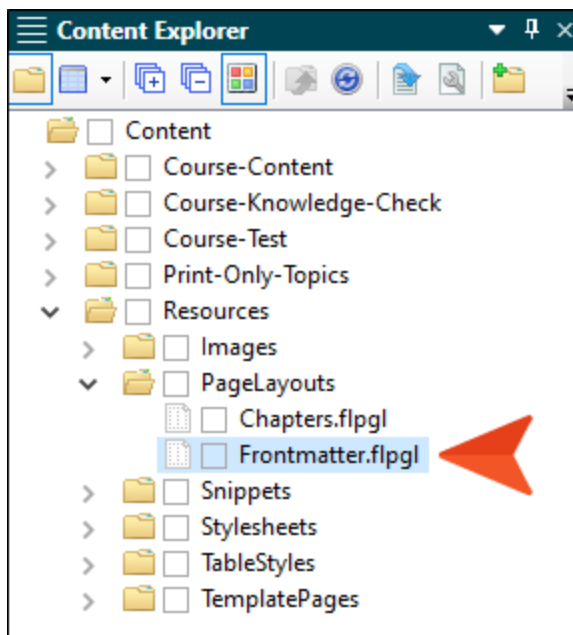


6. In the Insert Image dialog, click **OK**.
7. In the Frame Properties dialog, click **OK**.
8. Save the file.

How to Change the Title Page Decoration Image

In addition to the logo, there is another image that is displayed at the bottom of the title page for PDF output. Like the logo, this image was inserted into the **Frontmatter.flpgl** page layout, which controls the structural format of the title page.

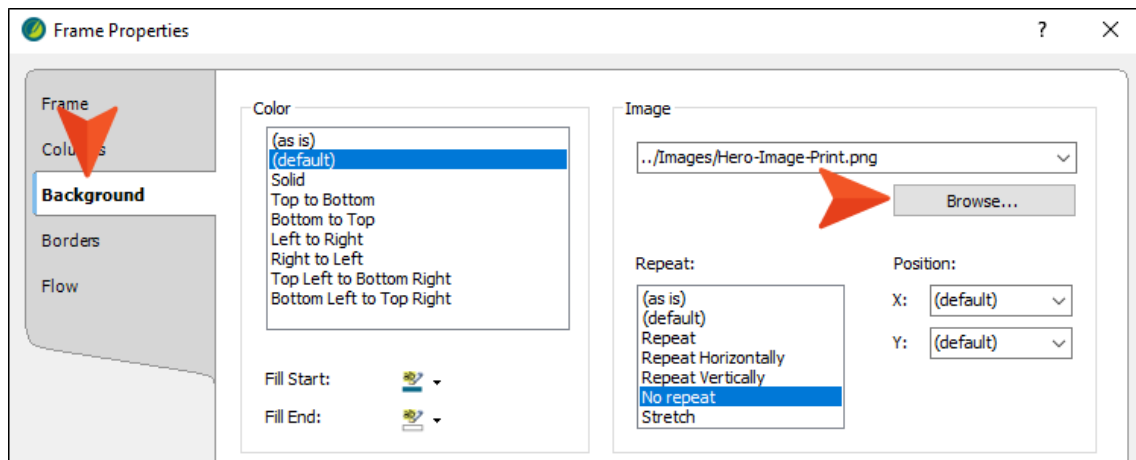
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Frontmatter.flpgl**.




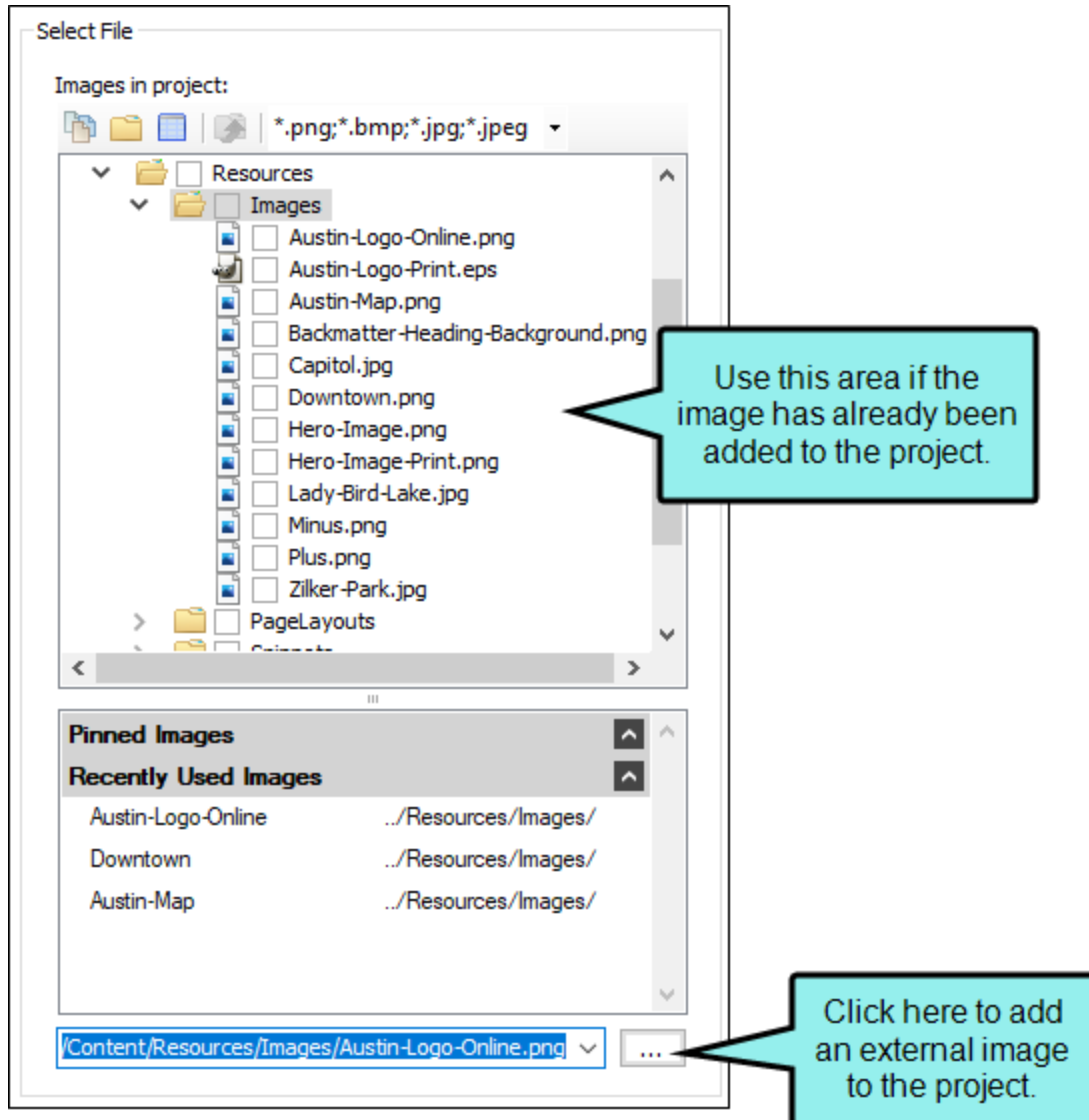
2. Double-click the frame that is displaying the image.



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. 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.

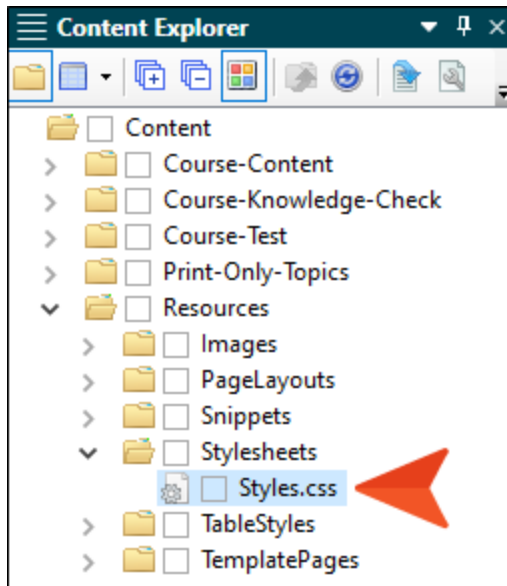
7. Save the file.

Changing Colors

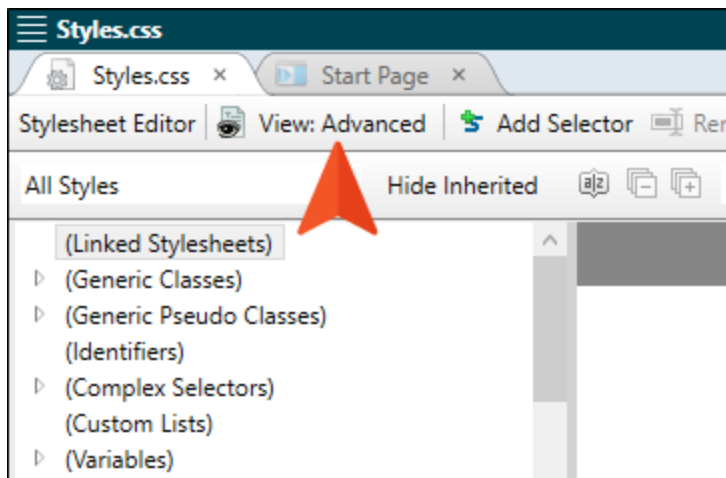
To change the colors in the project, you need to edit multiple files. In all of these files, there are a couple of colors referred to as “Brand1” and “Brand2,” which you probably want to replace with your own company or product colors. In addition, you may find black, white, and shades of gray in these files, which you can also change.

How to Change Colors in the Regular Stylesheet

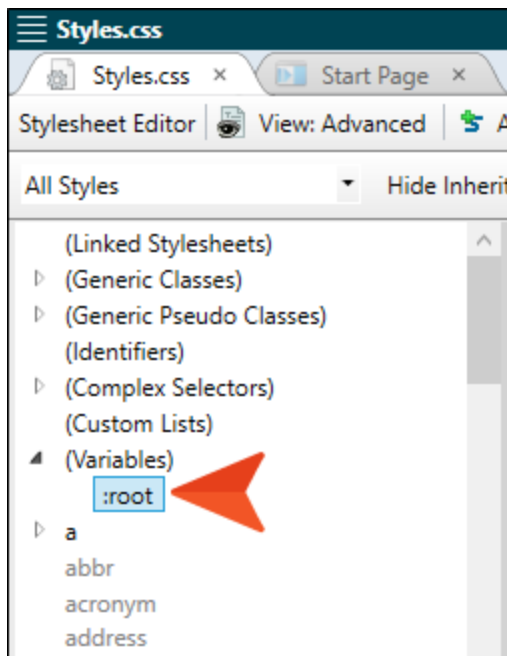
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



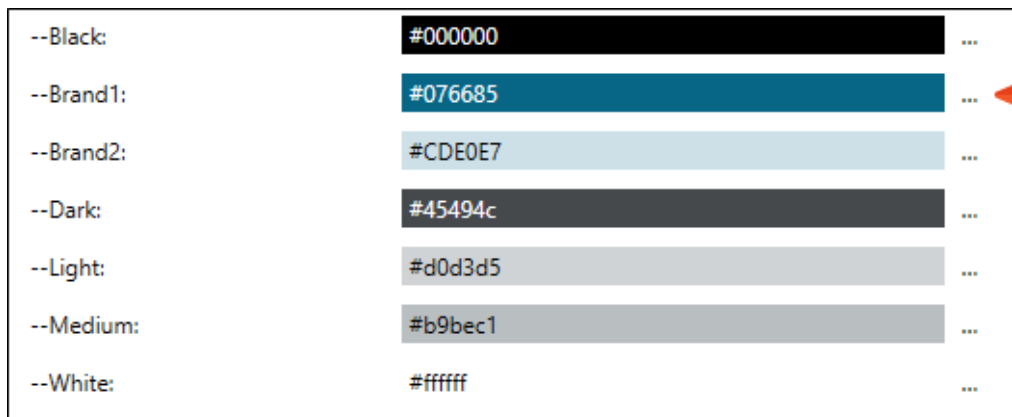
2. In the Stylesheet Editor, make sure you are in **Advanced** view.




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



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

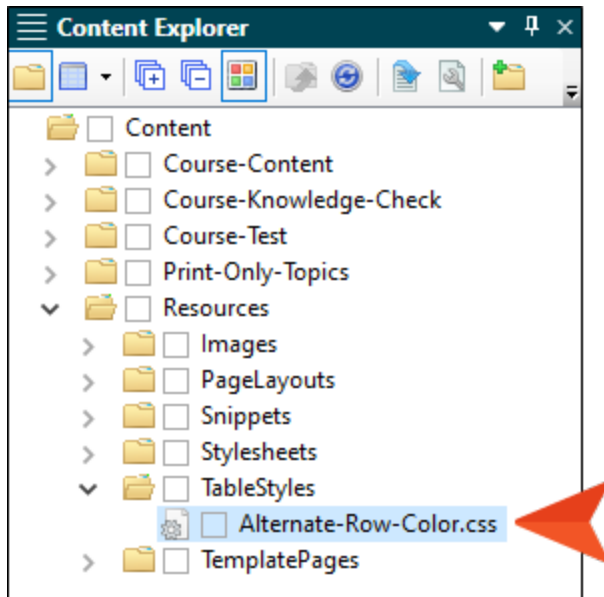


 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Custom** group before making your changes.

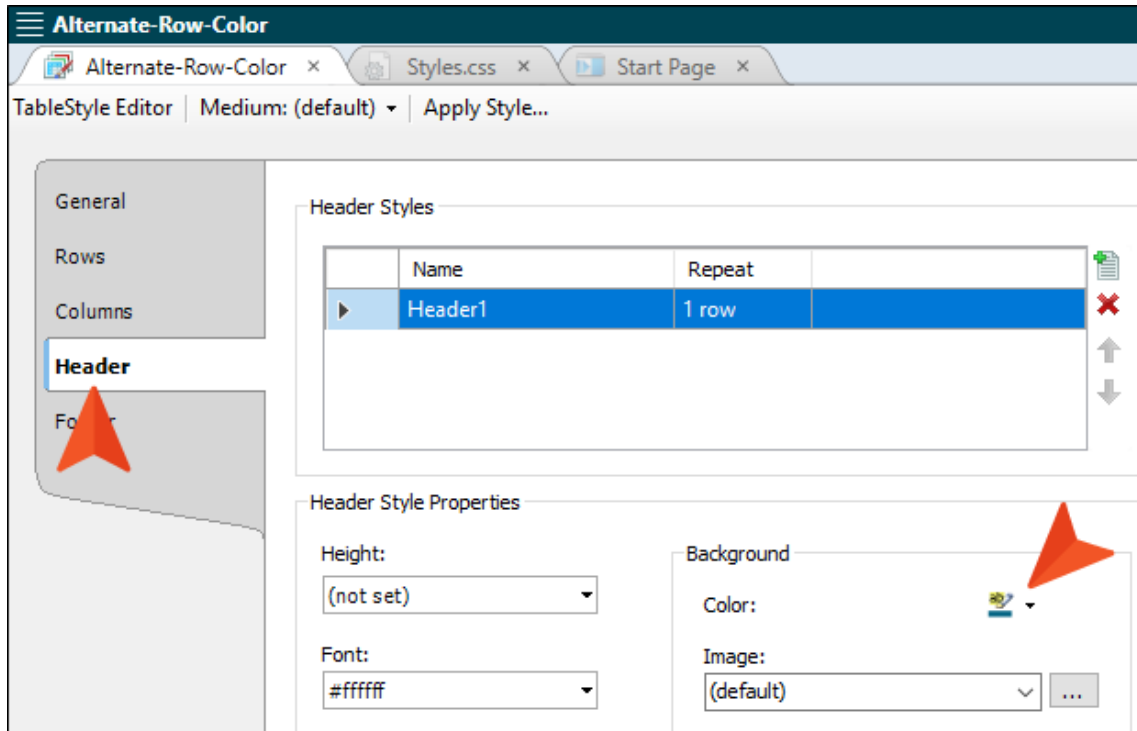
5. Save the file.

How to Change Colors in the Table Stylesheet

1. Open the Content Explorer, expand **Resources > TableStyles**, 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 “Brand1” color, select the **Header** tab, and in the **Background** section, edit the **Color** field.

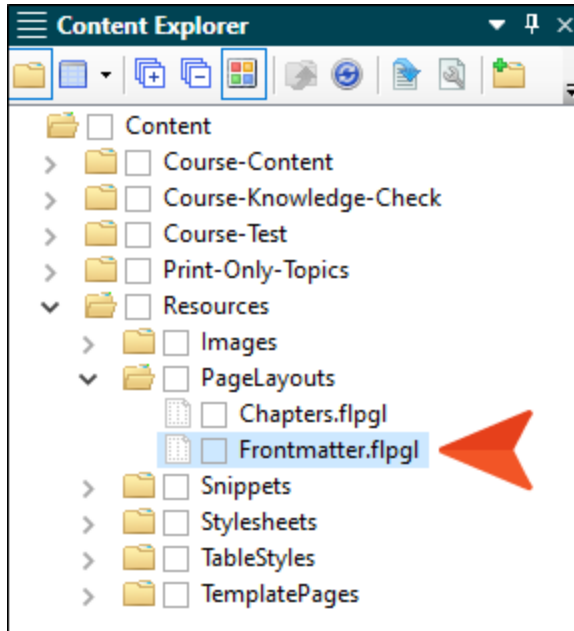


The new color will be reflected in the preview area at the bottom of the editor.

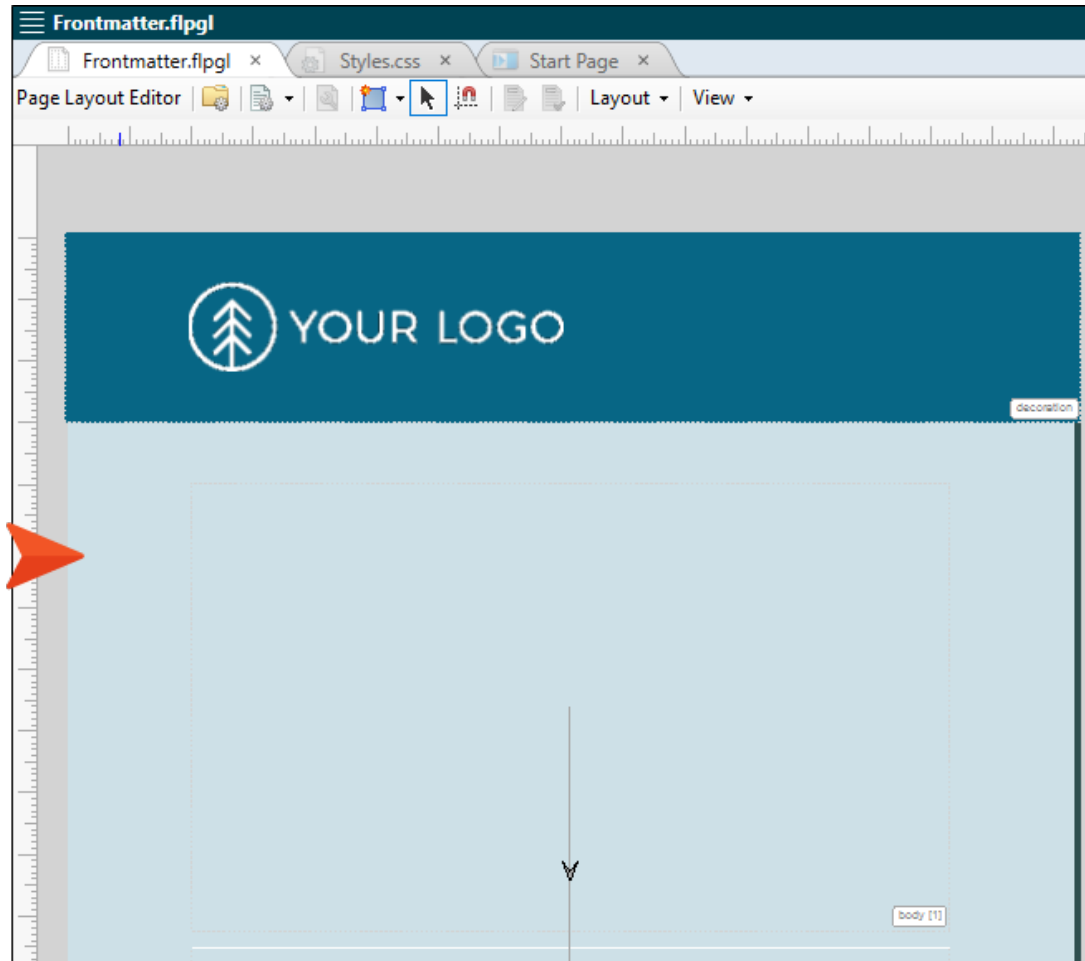
3. Save the file.

How to Change the Background Color for the Title Page

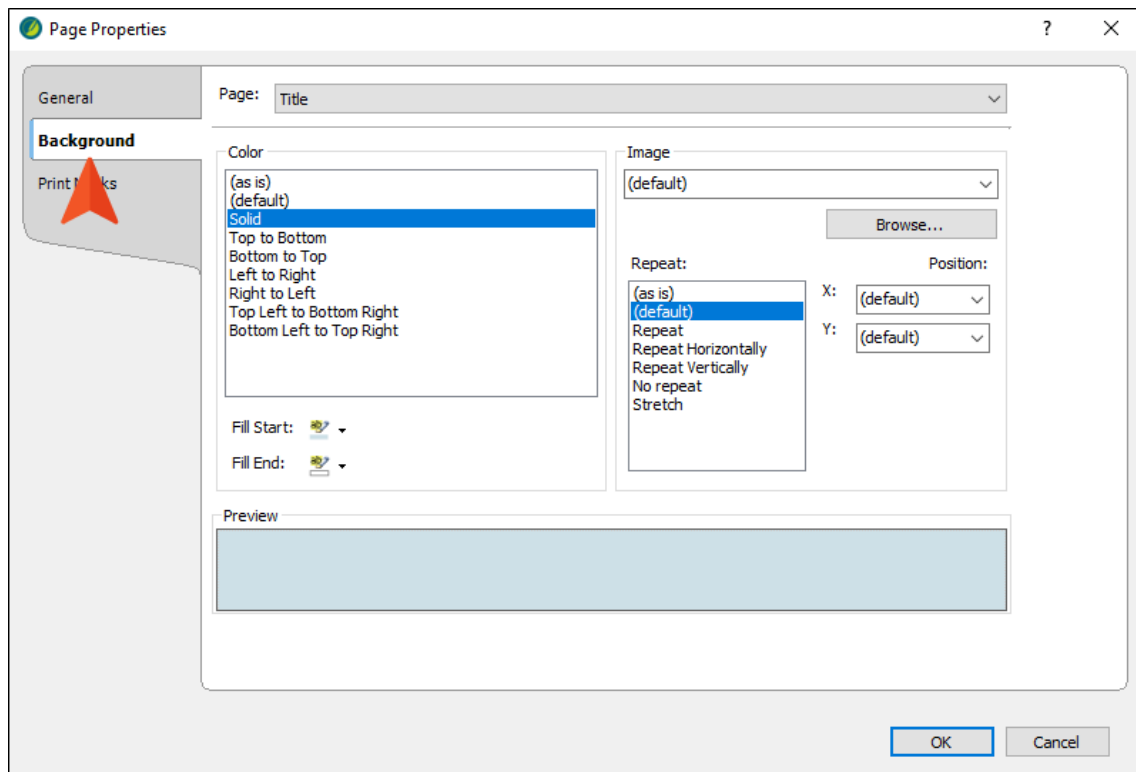
1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click **Frontmatter.flpgl**.



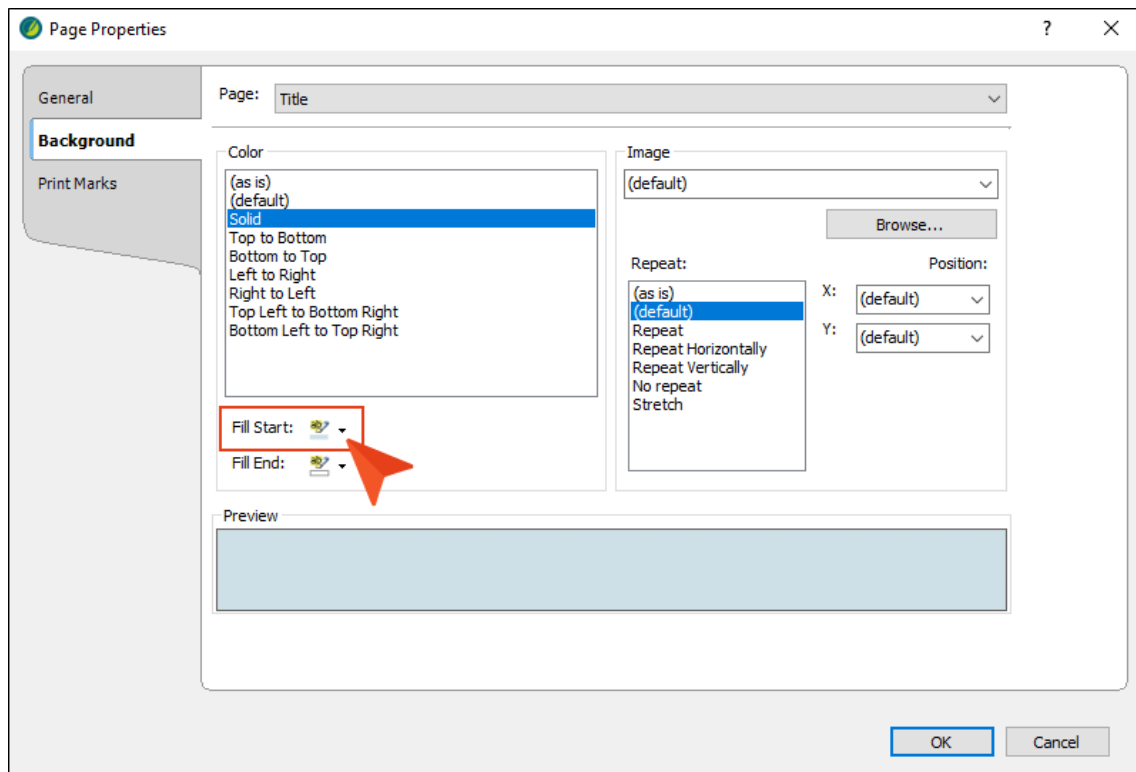
2. Double-click the light blue color in the page layout. Make sure you double-click near the edge of the page layout, instead of the middle where the main body frame is located. That way, the Page Properties dialog opens (instead of the Frame Properties dialog).



3. In the Page Properties dialog, select the **Background** tab.



4. In the **Fill Start** field, click the down arrow and choose a new color.



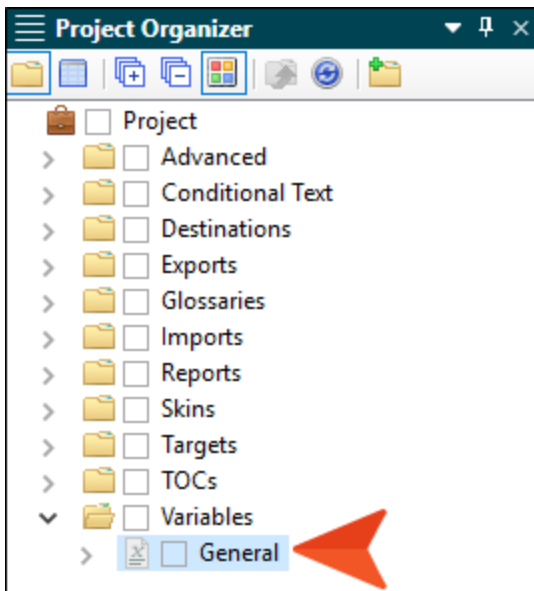
5. In the Page Properties dialog, click **OK**.
6. Save the file.

Changing Variables

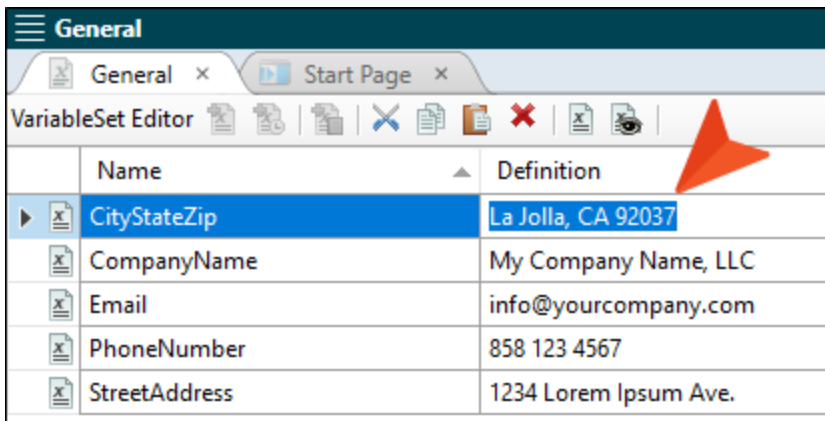
You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

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.



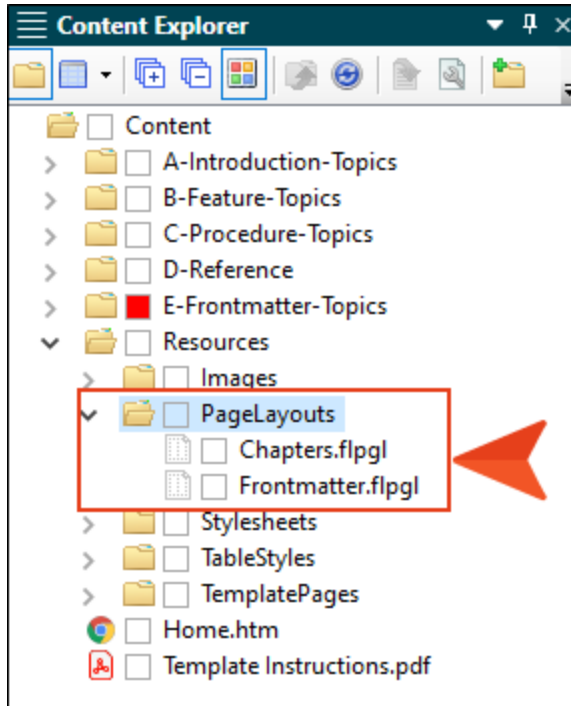
3. Press **Enter** on your keyboard.
4. Repeat these steps for each variable definition you want to change. (You can also use the buttons in the local toolbar to add new variables if you like.)
5. Save the file. When you open a file where a variable has been inserted, you should see the new definition(s) 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.