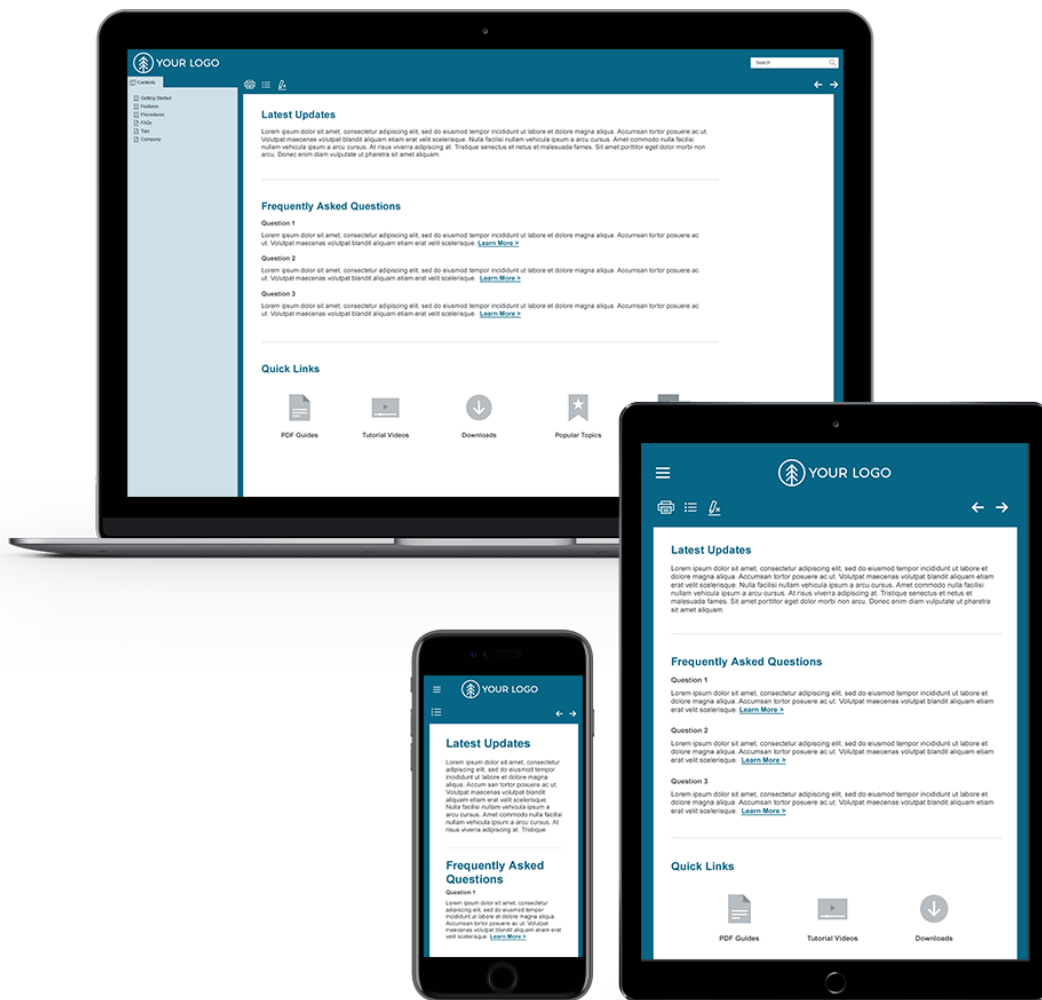


## REFERENCE GUIDE

# Tripane Template



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# Introduction

Welcome to the *Tripaxe Template Reference Guide*. This guide outlines quick custom changes that can be made to the template to fit your brand. For more details about Flare and implementing features into your project, please refer to the online Help at <https://help.madcapsoftware.com>.

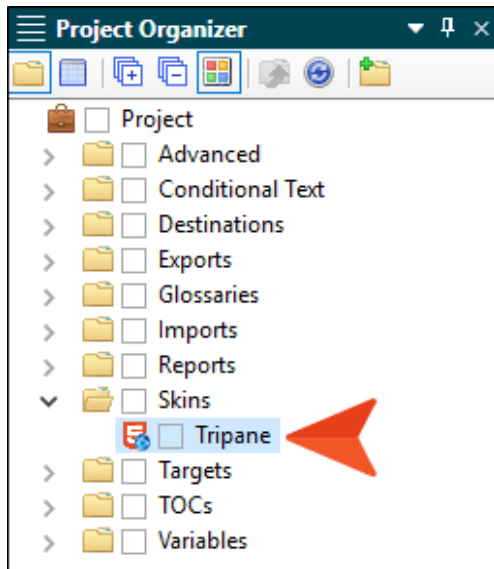
# Changing the Logo

The logo needs to be replaced in the **Tripone** skin file.

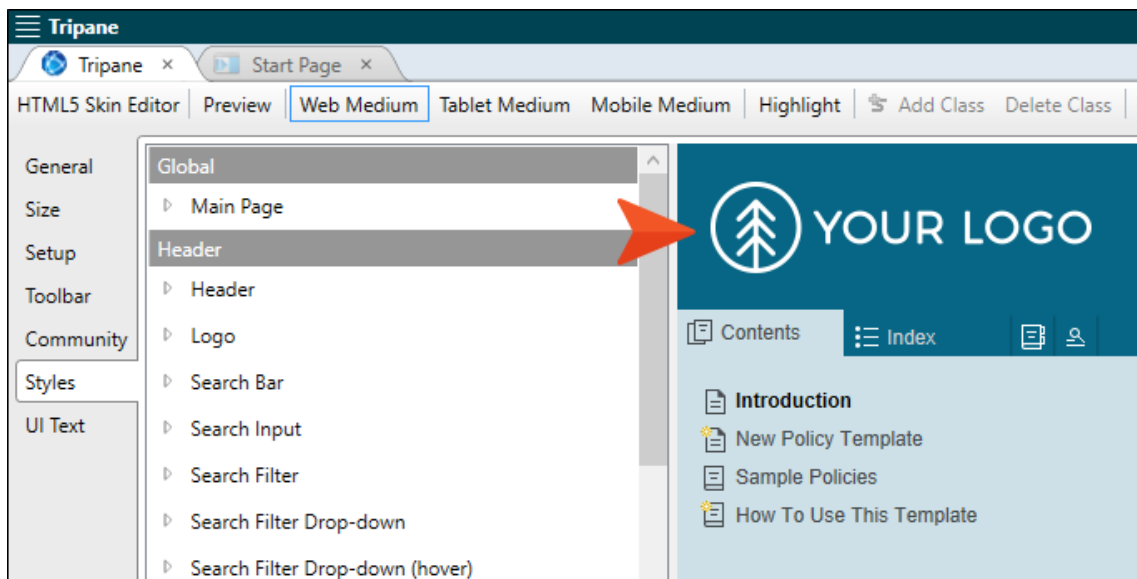
✓ **Tip:** Before selecting a new logo in these files, you should save your image at the desired size. The dimensions of the placeholder logo is **229 x 55 pixels**. Your image does not need to be this exact size, but it should be sized so that it looks good both in the skin header and Home page footer.

# How to Change the Logo in the Tripane Skin File

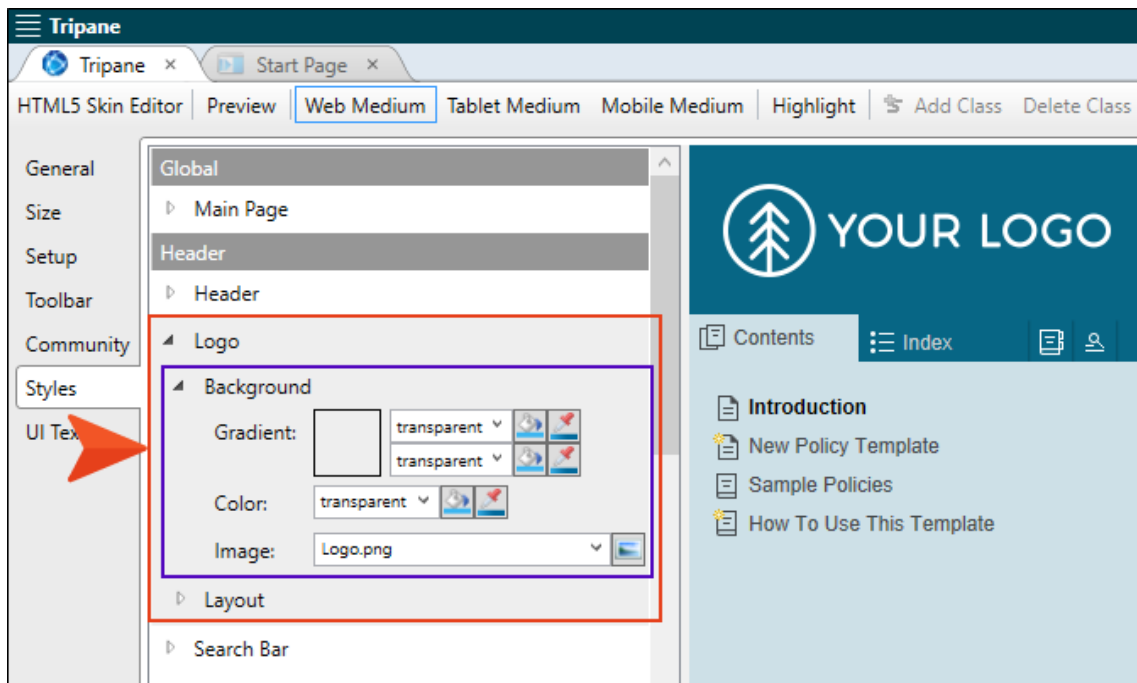
1. Open the Project Organizer, expand **Skins**, and double-click **Tripane**.



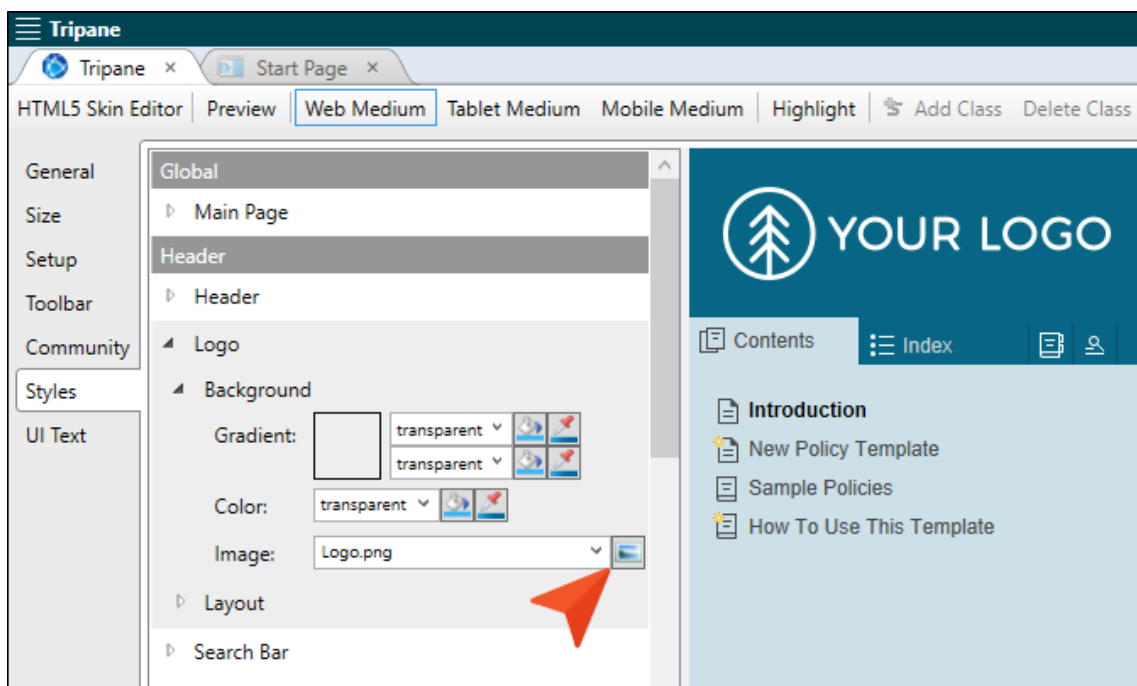
2. Select the **Styles** tab. Notice the placeholder logo in the preview to the right.



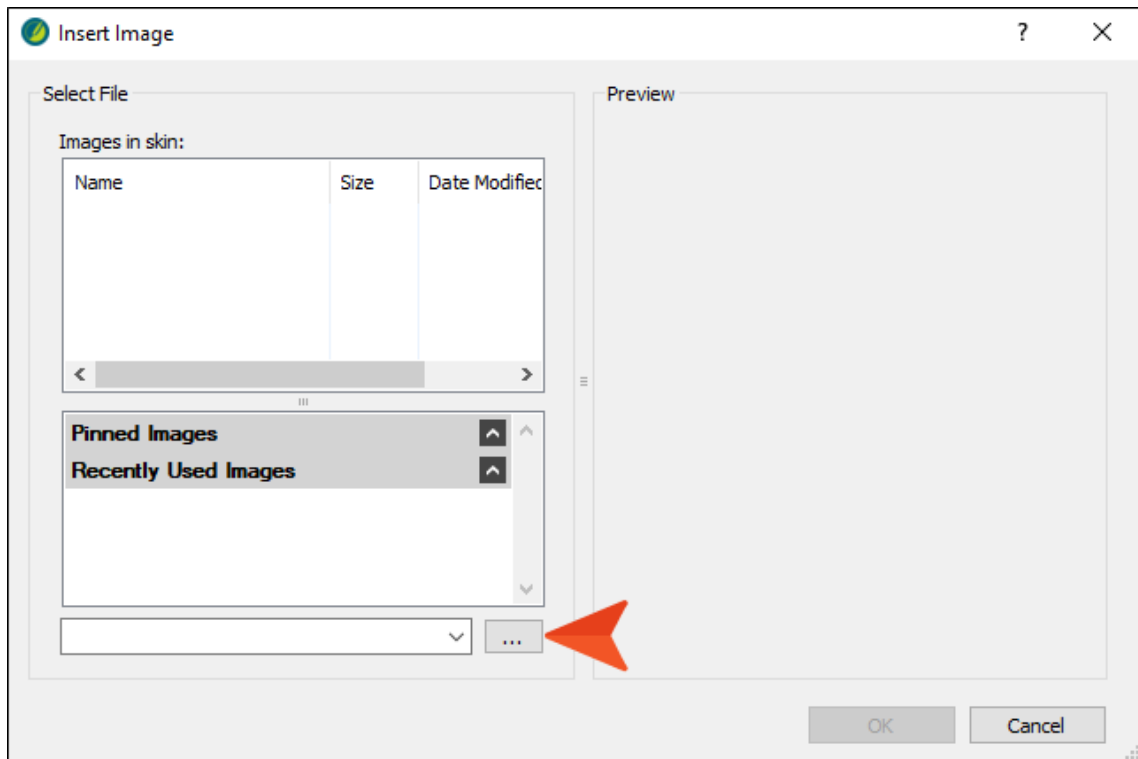
3. On the left side of the editor, in the **Header** section, expand **Logo > Background**.



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

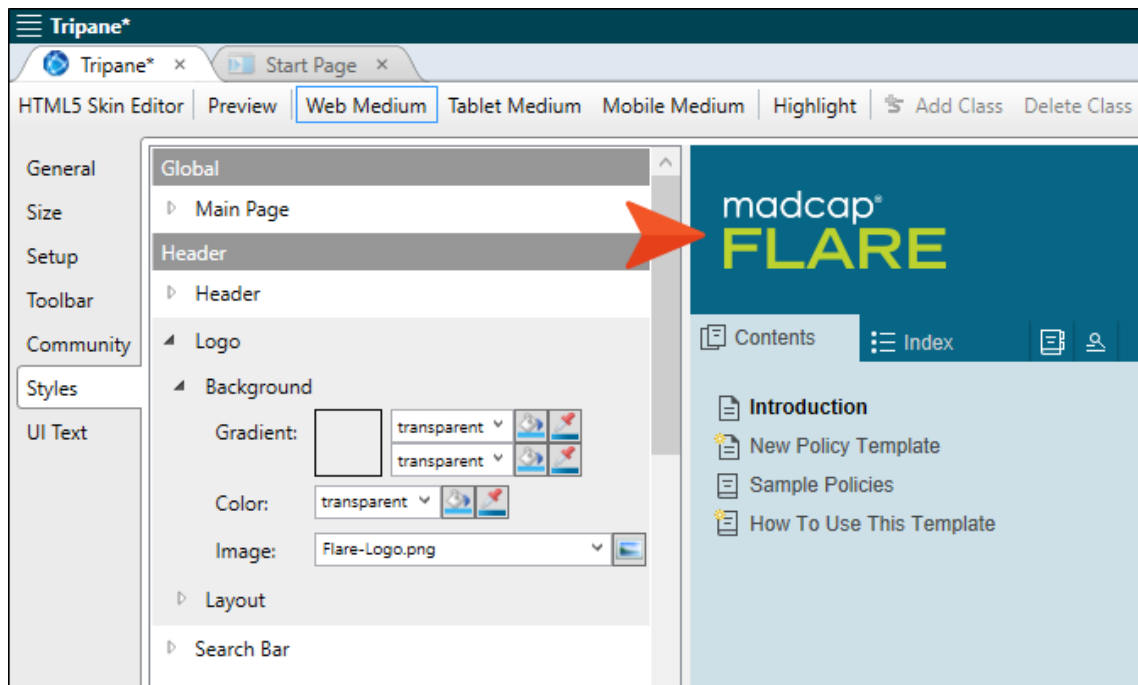


5. Click .



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.

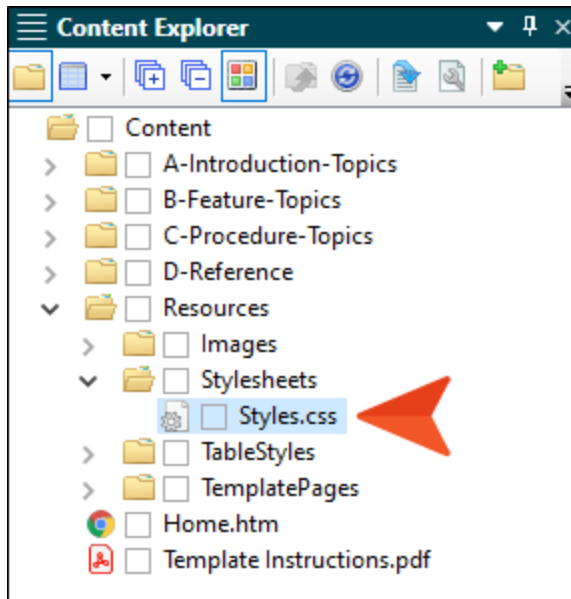


# Changing Colors

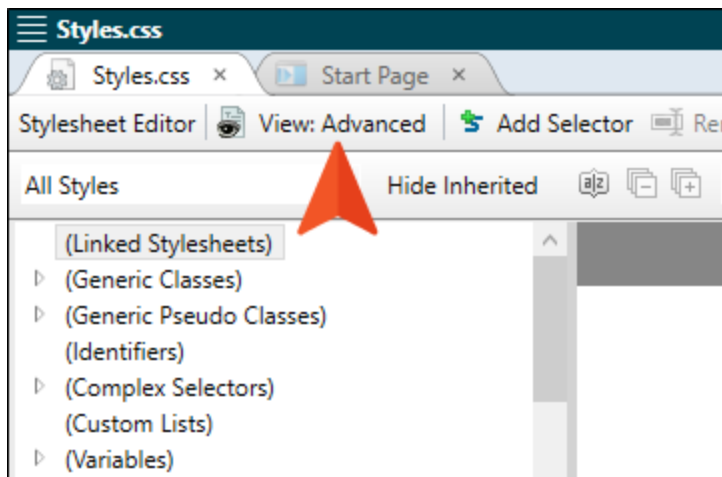
To change the colors in the project, you need to edit multiple files. In all of these files, there are a couple of colors referred to as “Brand1” and “Brand2,” which you probably want to replace with your own company or product colors. In addition, you may find black, white, and shades of gray in these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

# How to Change Colors in the Regular Stylesheet

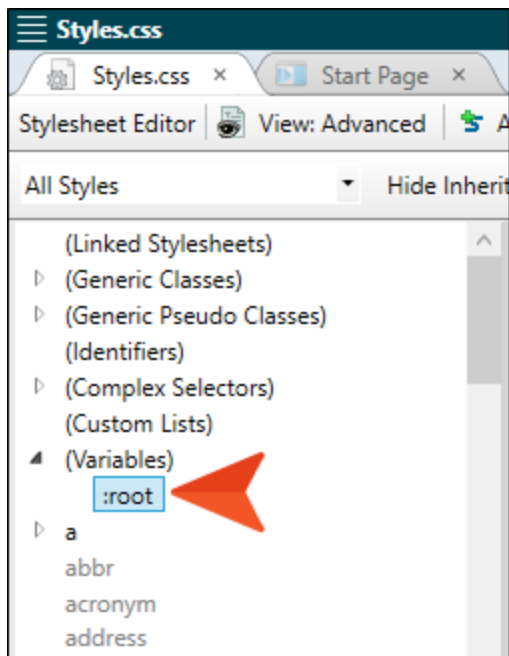
1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



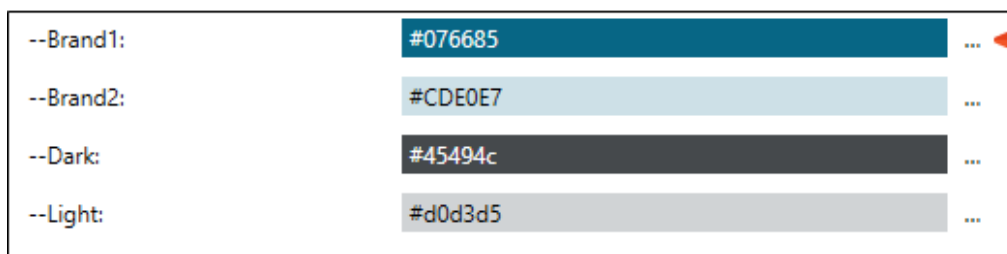
2. In the Stylesheet Editor, make sure you are in **Advanced** view.




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.

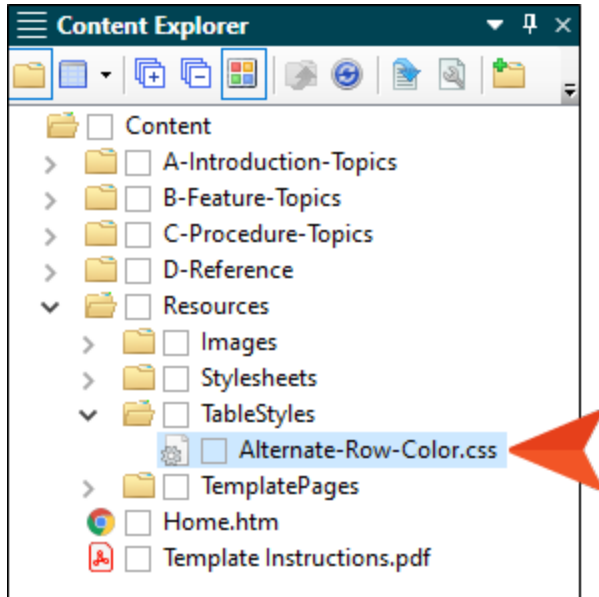


 **Note:** If you have group view enabled instead of alphabetical view, you will need to expand the **Custom** group before making your changes.

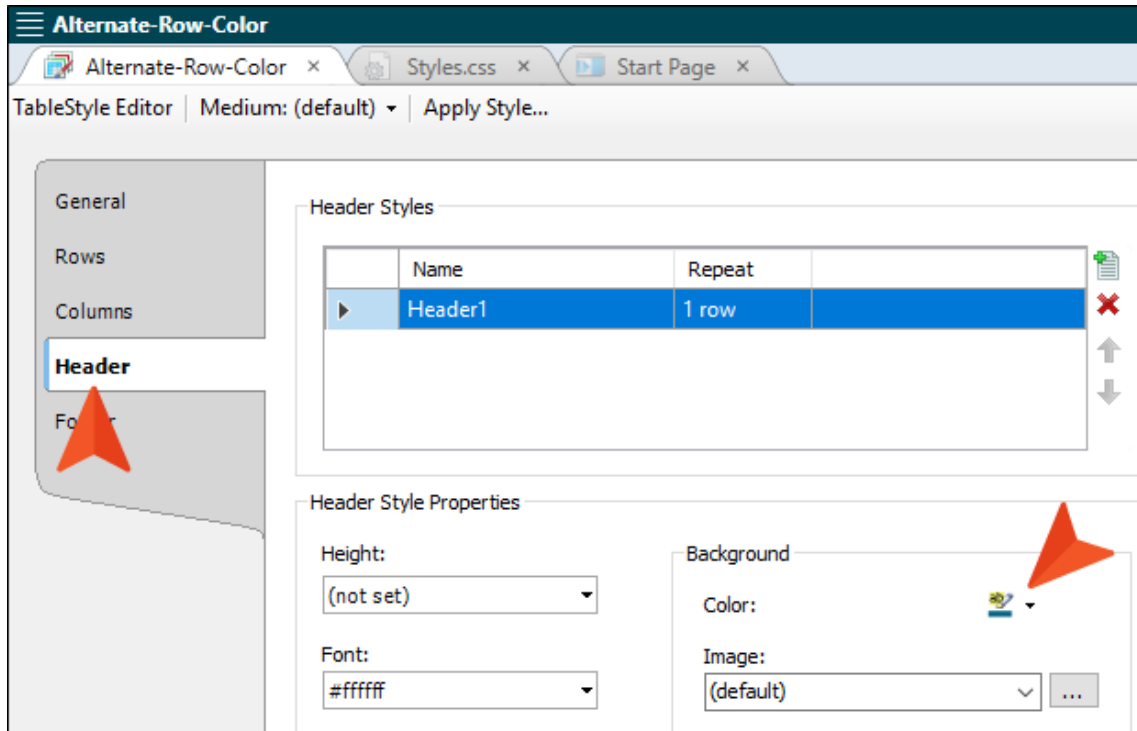
5. Save the file.

# 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.

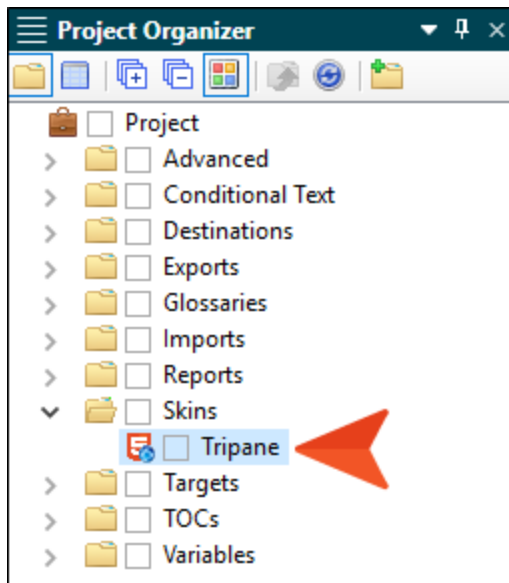


The new color will be reflected in the preview area at the bottom of the editor.

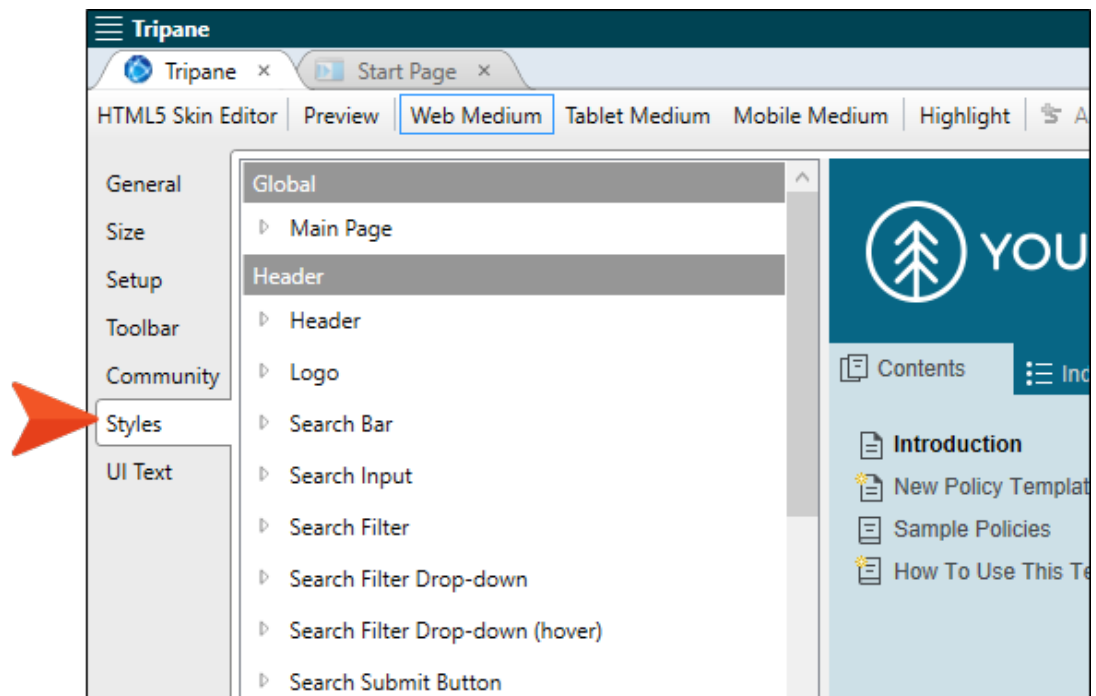
3. Save the file.

# How to Change Colors in the Skin

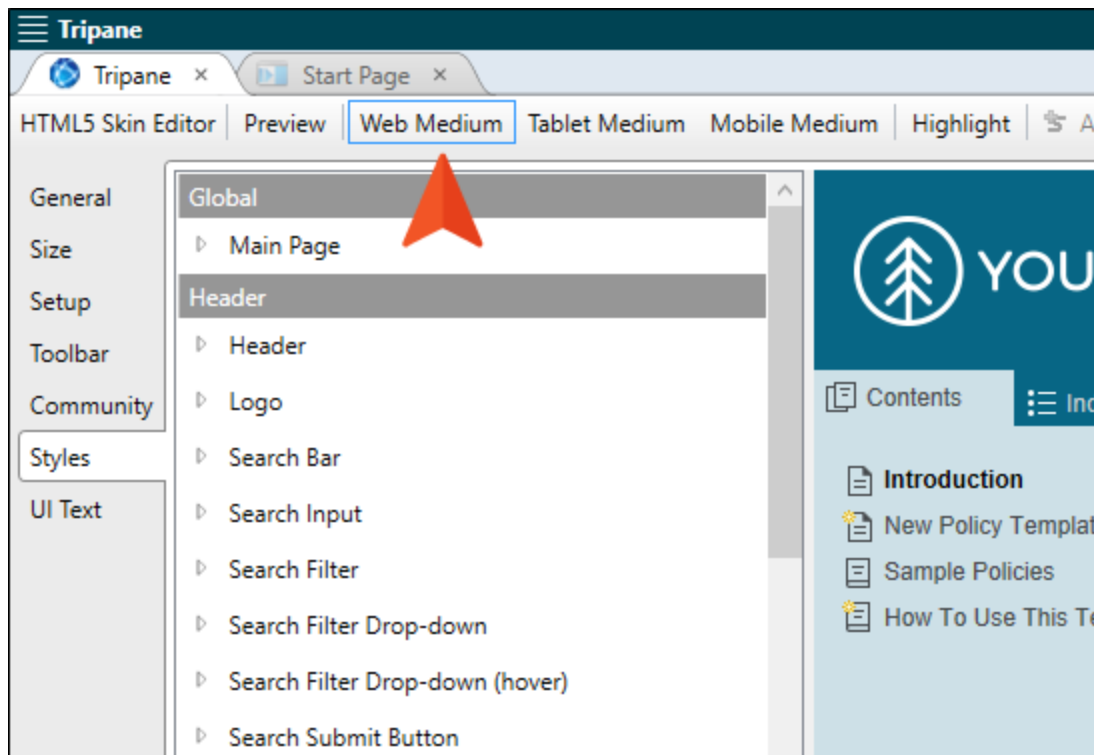
1. Open the Project Organizer, expand **Skins**, and double-click **Tripane**.



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



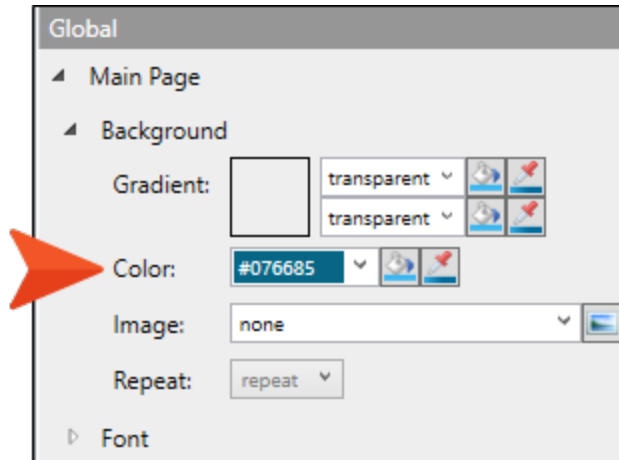
3. At the top of the editor, make sure **Web Medium** is selected.



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 “Brand1” color, edit any of the following:

**Main Page > Background > Color**



**Navigation Link > Font > Color**

**Navigation Link > Bottom > Font > Color**

**Navigation Link > Top > Font > Color**

**Navigation Tab (Inactive) > Font > Color**

**Topic Container > Background > Color**

**Search Result Link > Font > Color**

**Search Result Link (active) > Font > Color**

**Search Result Link (focus) > Font > Color**

**Search Result Link (hover) > Font > Color**

**Search Result Link (visited) > Font > Color**

**Search Result Path > Font > Color**

**Search Micro Content Response Link > Font > Color**

**Search Micro Content Response Link (Active) > Font > Color**

**Search Micro Content Response Link (Focus) > Font > Color**

**Search Micro Content Response Link (Hover) > Font > Color**



**Search Micro Content Response Link (Visited) > Font > Color**

**Search Micro Content Response Path > Font > Color**

**Feedback Comment Header > Font > Color**

**Feedback Comment Username > Font > Color**

If you want to change the “Brand2” color, edit any of the following:

**Navigation Panel > Background**

**Navigation Tab (active) > Background**

5. At the top of the editor, select **Tablet Medium**. You can then change the “Brand1” color under this node:

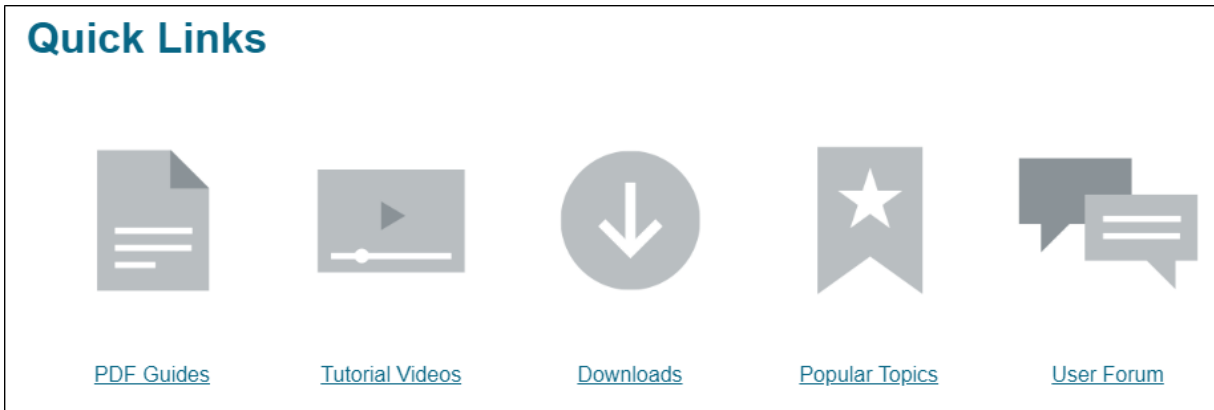
**Navigation Panel Item (selected) > Background > Color**

When finished, it is probably a good idea to switch back to **Web Medium** so that you do not accidentally make changes to the wrong medium the next time you open the skin.

6. 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.



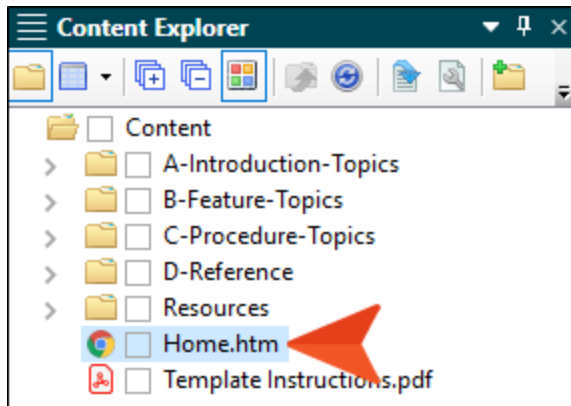
Before making any modifications, you need to open the Home page topic and enable the structure bars in the XML Editor.

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**.

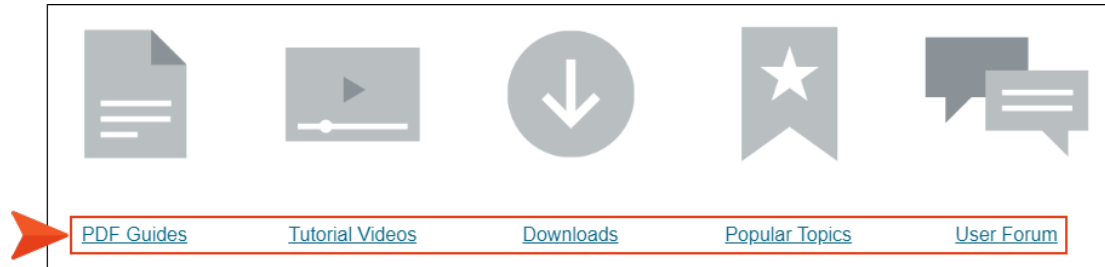


2. At the bottom of the XML Editor, make sure the two structure bar buttons are selected (borders will appear around the buttons when enabled). With these buttons enabled, you will see bars to the left or top of the XML Editor, depending on the location of your cursor in the topic.

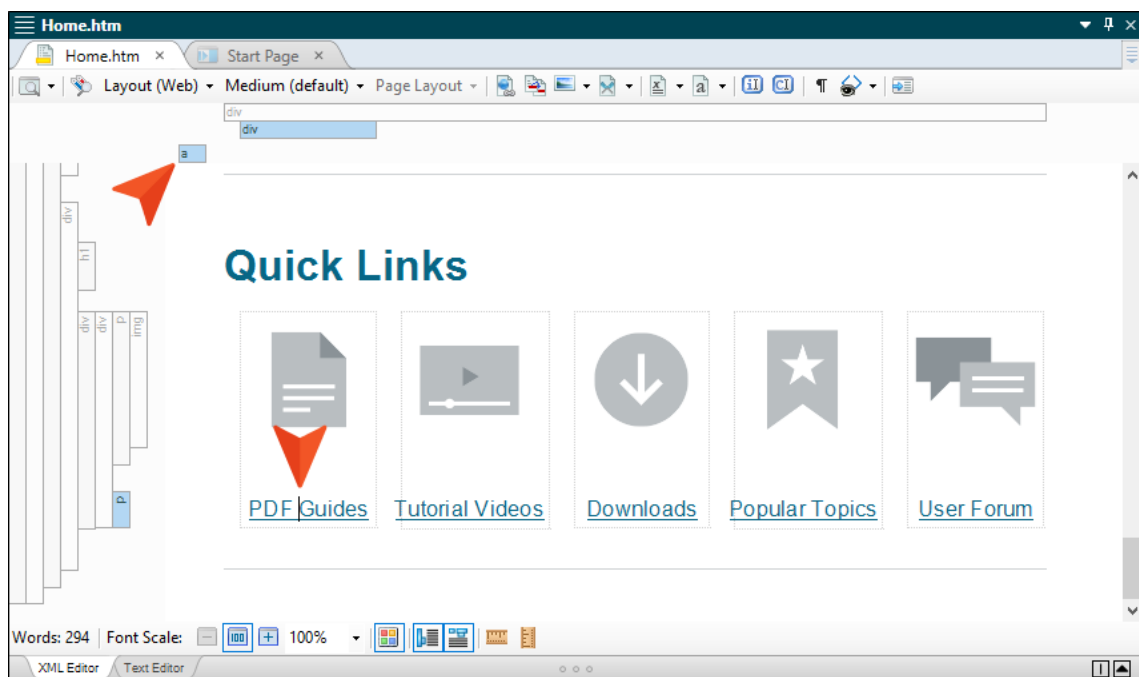


# How to Change the Text Hyperlinks

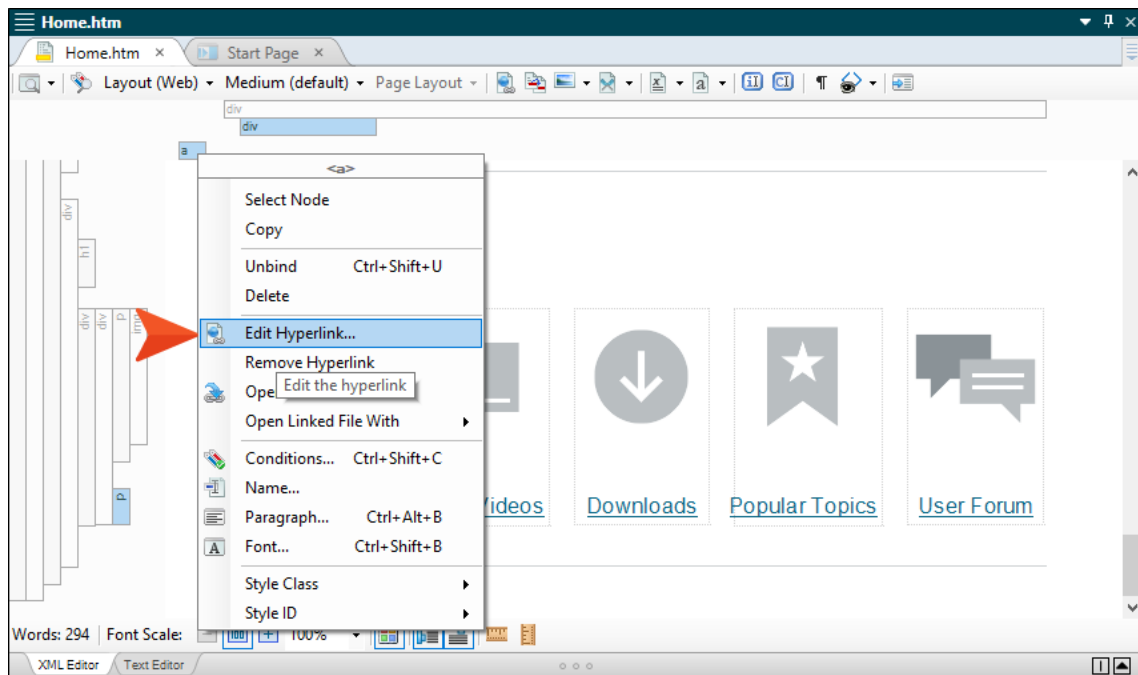
1. Scroll to the bottom of the topic where the Quick Links are displayed. Click on any of the text hyperlinks that you want to change.



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.



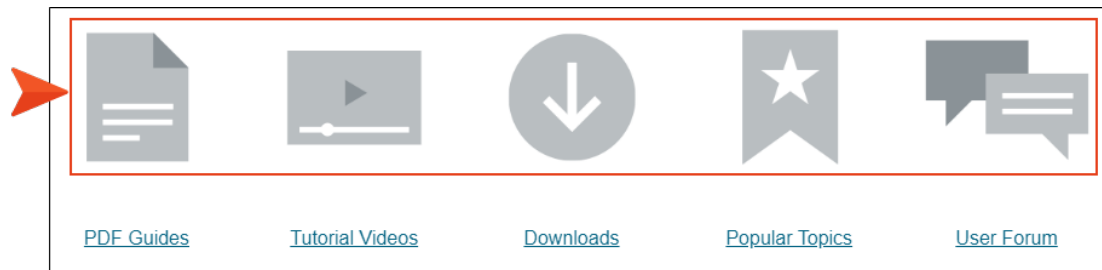
4. Right-click that structure bar, and from the context menu select **Edit Hyperlink**.



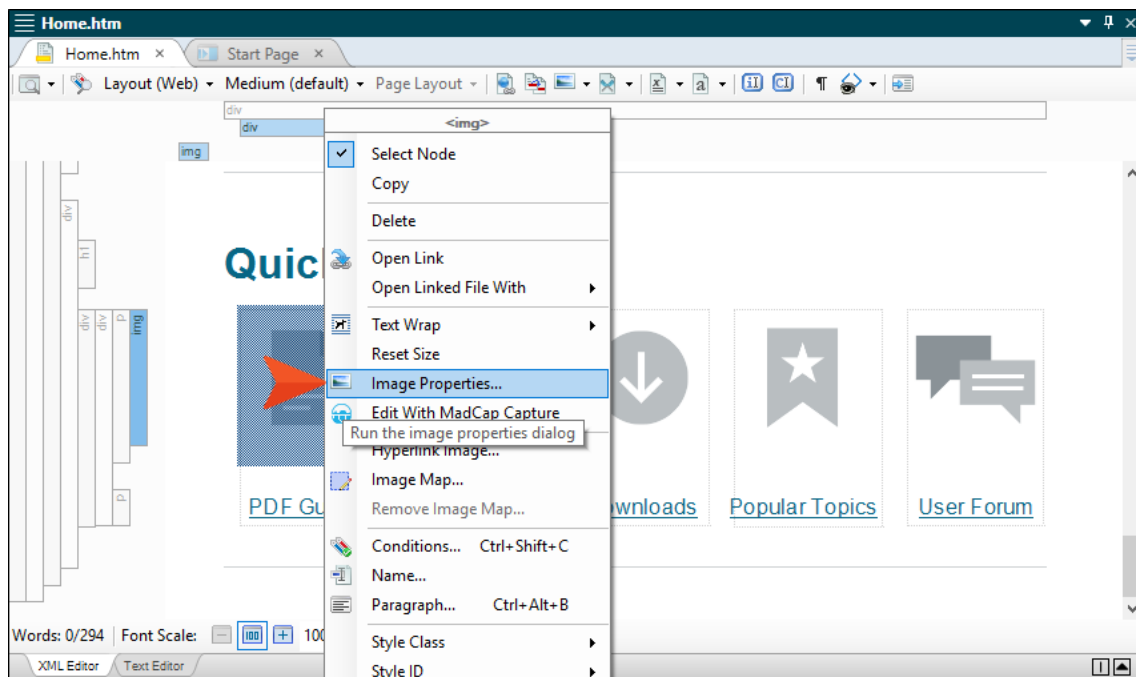
5. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
6. Click **OK**.
7. Save the file.

# How to Change the Images


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

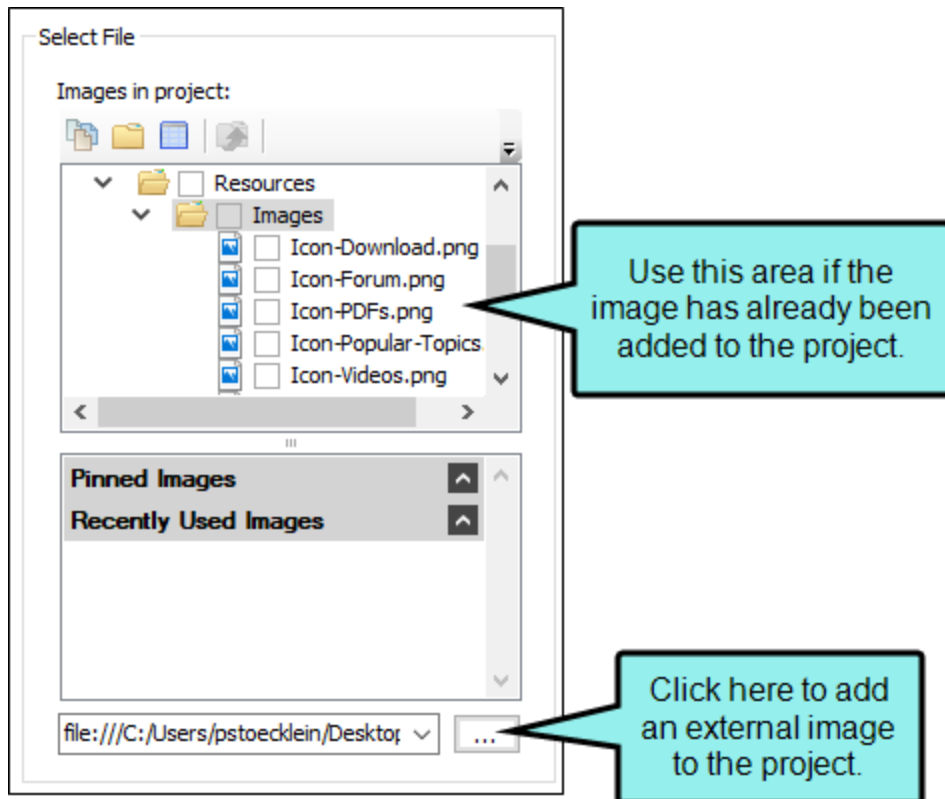


2. If you want to replace an image with another one, right-click the image and select **Image Properties**.



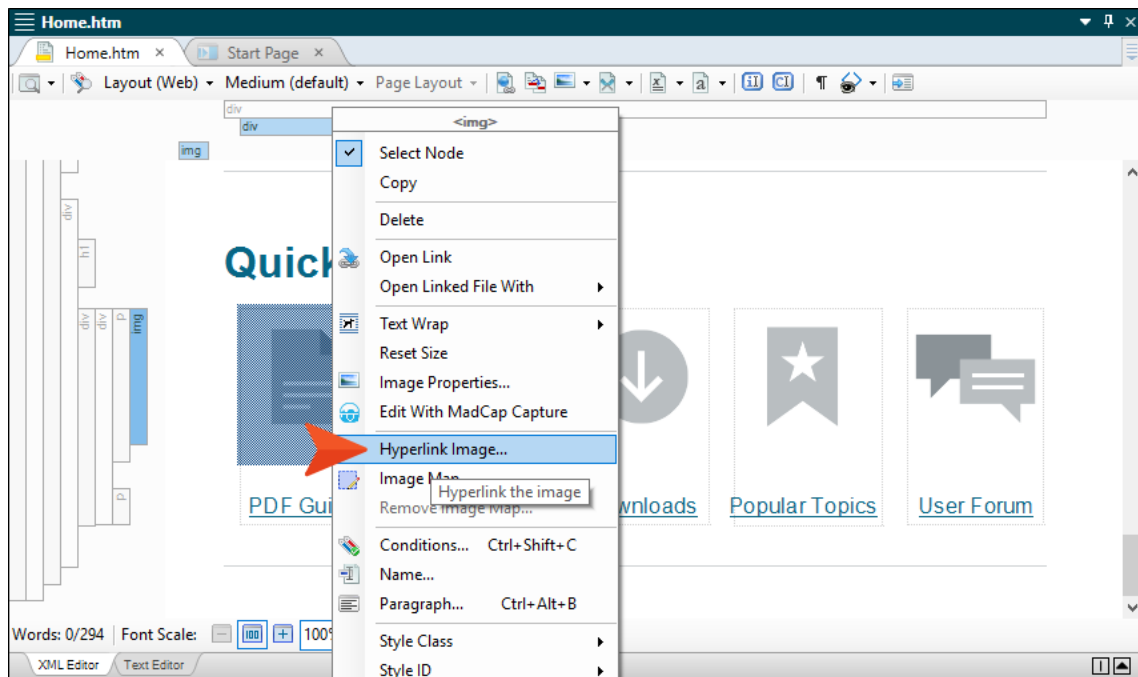
3. In the Image Properties dialog, select the **General** tab.

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**.



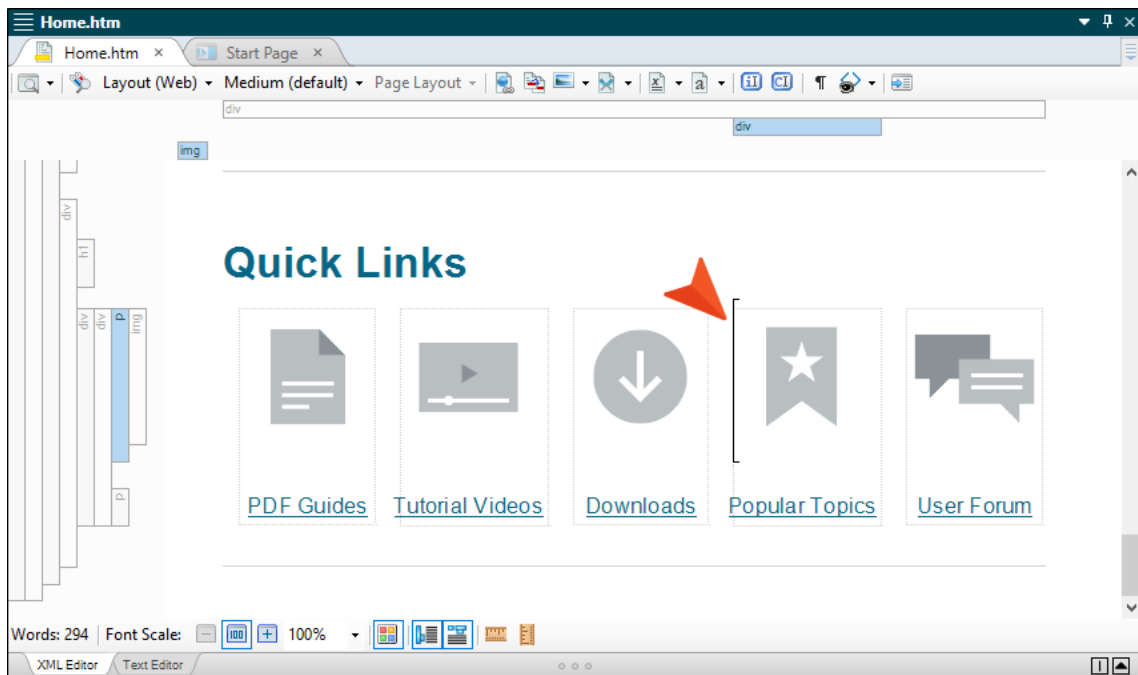
7. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
8. Click **OK**.
9. Save the file.



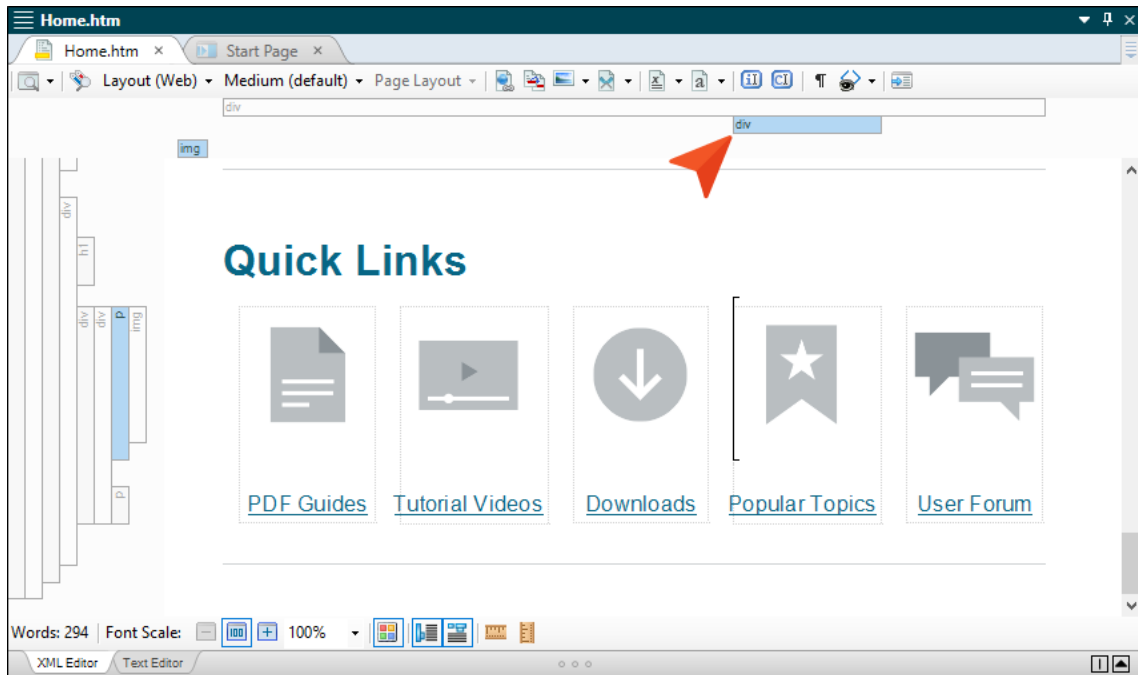
# How to Remove Columns

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.

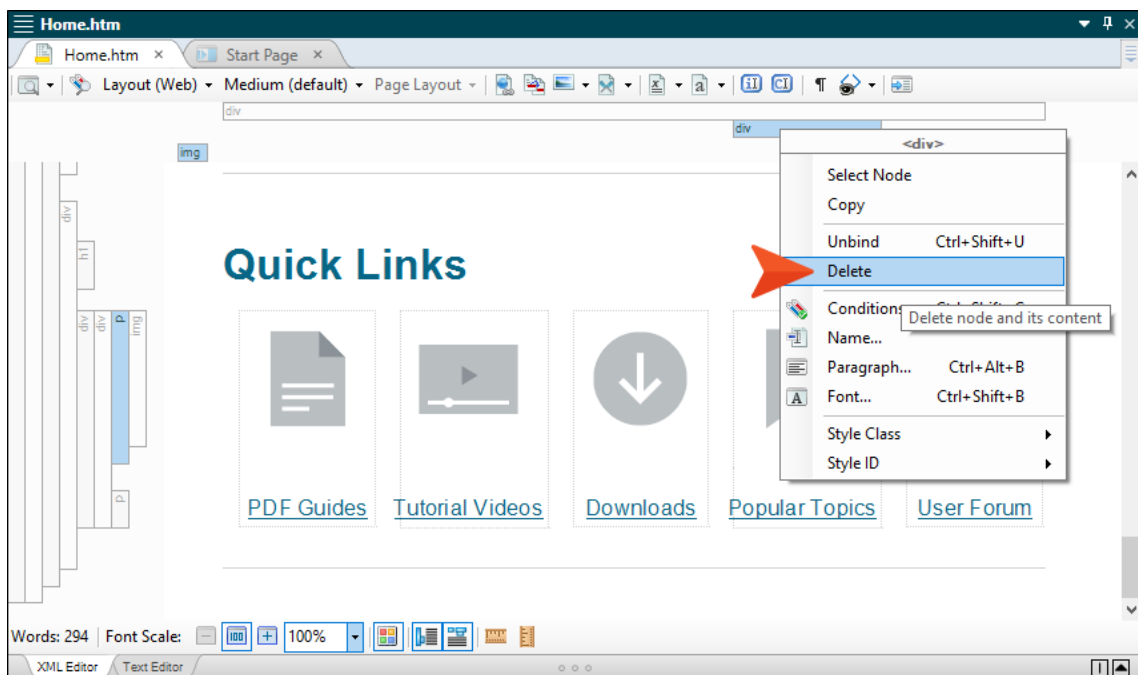
1. Scroll to the bottom of the topic where the Quick Links are displayed.
2. Click in the rectangle representing the column you want to remove.




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.

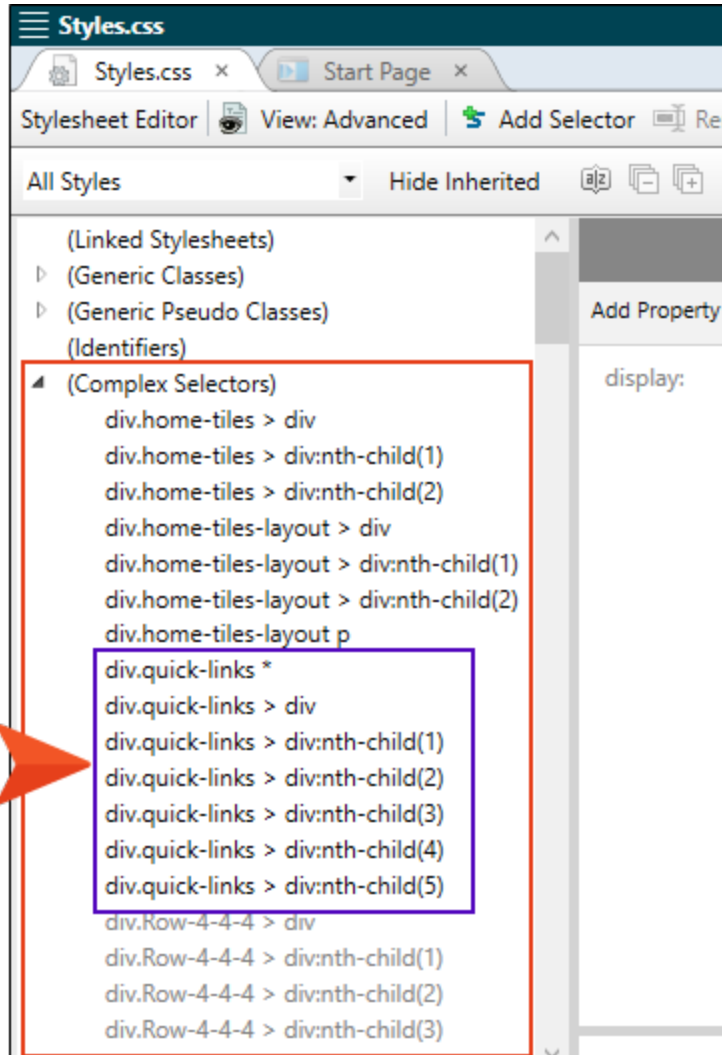


4. Right-click the structure bar and select **Delete**.



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.



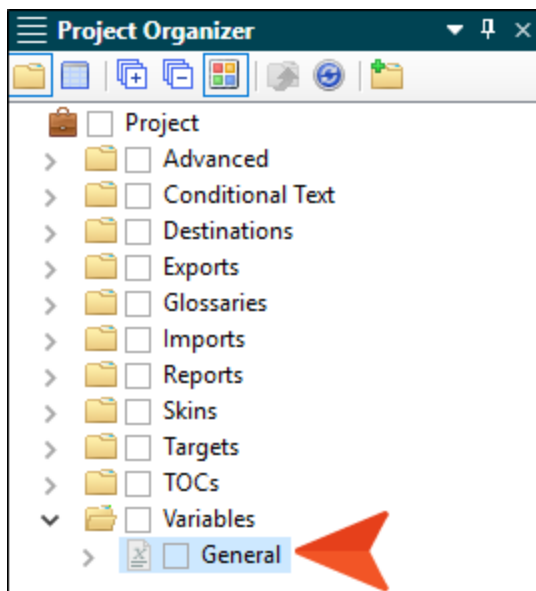
For more information about editing a responsive layout styles—including how to add more columns—please refer to the Flare online Help.

# Changing Variables

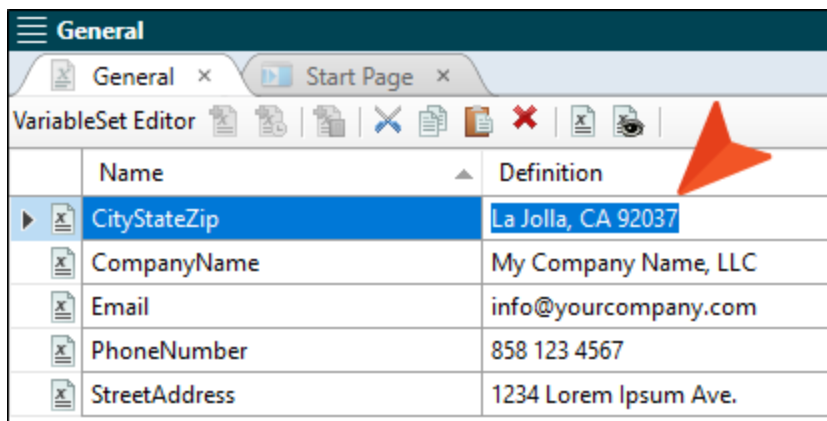
You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

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