



Download Instructions




1. Download and activate Doc-To-Help 5.
2. Download the project.
3. Extract the files from the zip file.

NOTE: This download includes the following:

- Sample project EmployeeHandbook.d2h
 - Template folder including a source template and two target templates (print and online)
 - CSS for responsive theme *jquery-mobile-theme-MadCapTealTheme.zip*
4. Double-click the Doc-To-Help Project (.d2h) to open the project.

To attach the new templates:

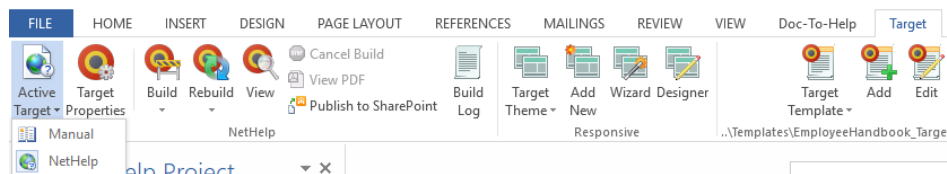
1. Copy the provided templates.

 EmployeeHandbook_SourceTemplate.dotx
 EmployeeHandbook_TargetTemplate_HTML.dotx
 EmployeeHandbook_TargetTemplate_Print.dotx

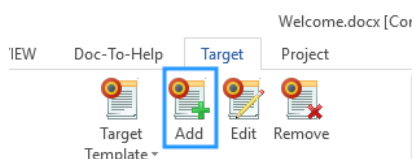
2. Paste the templates to this specific folder:
C:\Users\[user]\AppData\Roaming\Microsoft\Templates

NOTE: Replace [user] with your user directory name.

3. In your project, select either **Manual** or **NetHelp** from the active target drop-down in the **Target** ribbon.



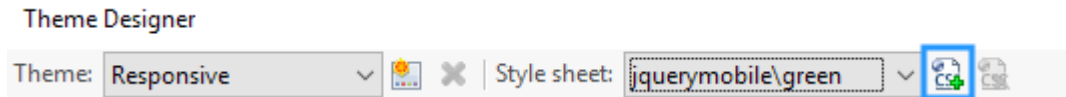
4. Then click the **Add** button to add either to the print template (*EmployeeHandbook_TargetTemplate_Print.dotx*) or the online template (*EmployeeHandbook_TargetTemplate_HTML.dotx*).





To attach the new stylesheet for NetHelp Responsive Theme:

1. In your project, select **NetHelp** from the active target drop-down in the **Target** ribbon.
2. Click **Designer** to open the Theme Designer.
3. With your Responsive theme selected, click the **Add Stylesheet** button.



4. Browse for the *jquery-mobile-theme-MadCapTealTheme.zip* included in your download. Click **Next** and **Finish** adding the stylesheet.

Using and Customizing Your Employee Handbook

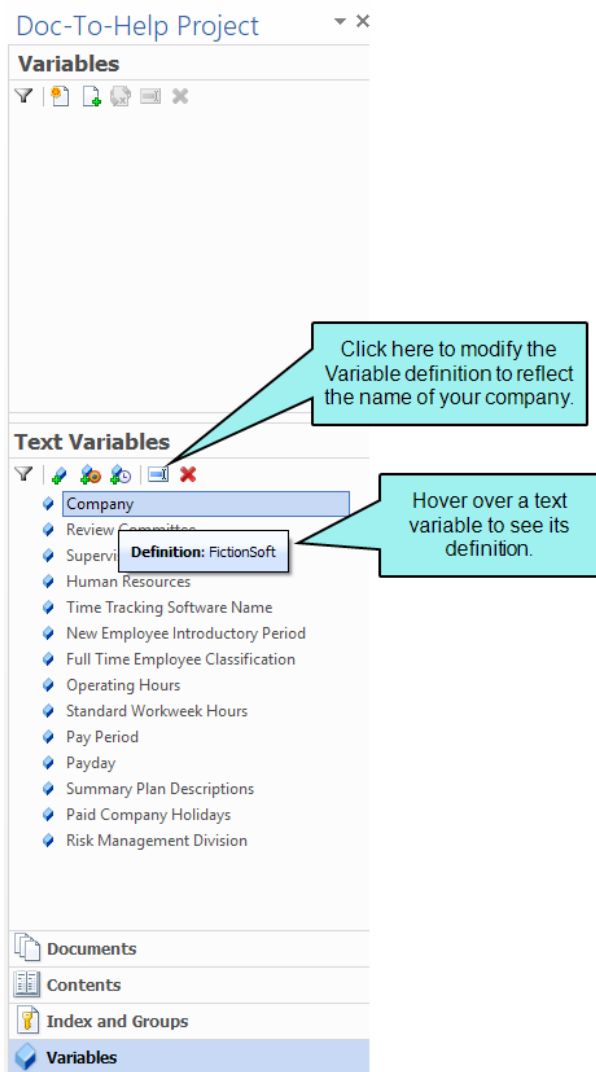
This professional pre-written Employee Handbook is rich with content, and includes everything you need to customize important documents to fit your organization. It includes two outputs: Manual (PDF and Word), and NetHelp (Responsive HTML5) for publishing on the company intranet. Before you build and distribute the content, take a moment to familiarize yourself with some of the features below, so that your manual meets the needs of your organization. You may also want to review the [Getting Started Guide](#) and the [New User Tutorial Guide](#) to learn about all of the rich single sourcing features available in Doc-To-Help.

Variables

[Variables](#) allow you to write content once, and manage it in one place for reuse across your project. This project contains a number of text variables which act as place holder text, so that you can easily update text project wide. For example, this project has a text variable for "Company" currently defined as "FictionSoft". You can easily update this text variable to reflect the name of your company throughout the entire manual. Rebuild the project to see the updated definition.



The value of the text variable can be updated in the Variables Window Panel:



For more information on editing the value of text variables, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/Interface/UI-Elements/Variables-Pane-Word.htm>

Templates

Doc-To-Help's templates can be edited to suit your own corporate branding needs and requirements. This may include changing the color and fonts of the headings and normal text. You can do this by editing styles in the Word template files (DOTX files).

For more information on Templates, and editing the styles in the templates for each output, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/z-DupTopics/About-Templates-Styles-D2H.htm>



Cover Page

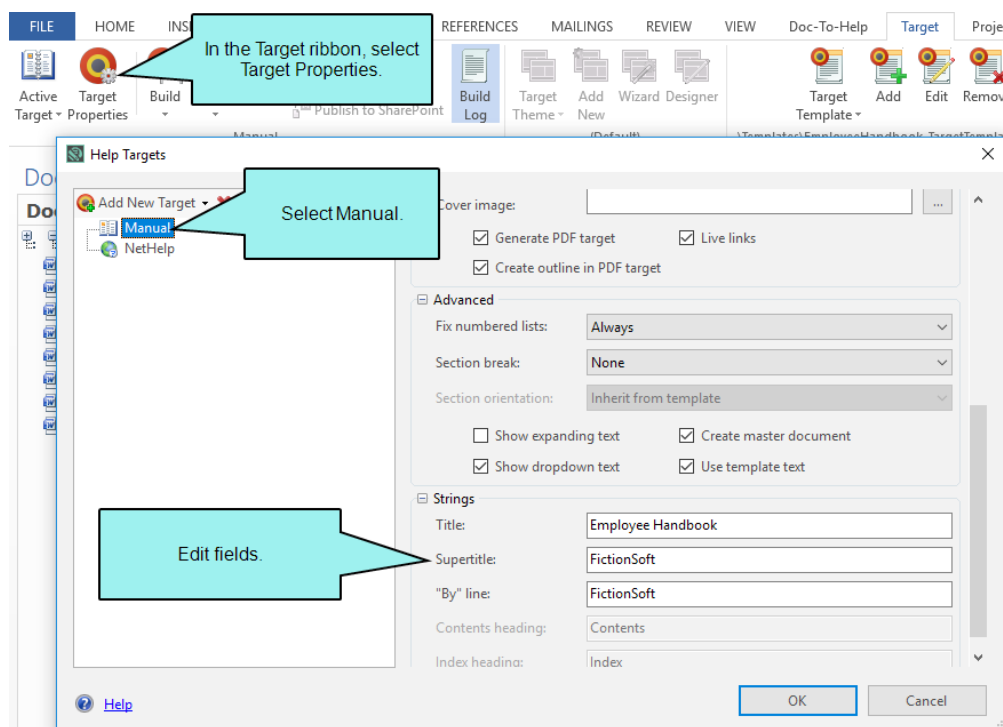
This project has a pre-built cover page for the print-based output that can be customized in the Target Template. To customize the look and feel of the cover page for Word and PDF outputs:

1. Click the **Target** ribbon to access the target templates.
2. Click the **Edit** button in the template section of the **Target** ribbon.
3. Choose *EmployeeHandbook_TargetTemplate_Print.dotx* and click **Edit**.

From here, the word template (DOTX) will open, and changes can be made here.

NOTE: The Title, Supertitle, and “By” line is controlled in the target properties. To edit this text:

1. Click the **Target** ribbon to access the **Target Properties**.
2. In the **Target Properties** dialog, click **Manual** from the available targets.
3. Scroll to the **Strings** section to update the fields.



For more information about editing Target Templates, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/Templates/Editing-Template.htm>



Responsive HTML5 Themes

Doc-To-Help uses themes to style the “skin” that surrounds your content in online output, as well as the button display and labels, icons, colors, and so much more. Several pre-defined themes are included for each online target, and it is easy to create a custom theme to meet your needs and preferences. This project is using the default Responsive Theme and a new customized CSS (jquery-mobile-theme-MadCapTealTheme.zip) but it can be customized to meet your corporate branding needs.

For more information on customizing NetHelp themes, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/Themes/About-Themes.htm>

Topic Links

You can easily create links to other topics, as well as bookmarks, link tags, keywords, groups, and glossary entries. This is useful when directing your reader to a related section in the manual.

For information on creating links to other topics, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/Tutorials/New-User/Creating-Topic-Link.htm>

Generating Output

By building a target, Doc-To-Help can produce multiple types of outputs. This Employee Handbook project comes configured with two pre-built outputs: Manual (Word and PDF) and NetHelp (ideal for deploying on a company intranet).

For more information on building and customizing outputs, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H/z-DupTopics/Building-Output.htm>

Additional Single Sourcing and Content Reuse Options

There are all kinds of things you can do in Doc-To-Help. But you don't have to do them all. There are actually just a few concepts and features that are the most important to grasp. A good start is to understand a few concepts and features that are most important when it comes to learning Doc-To-Help. These concepts and features all tend to revolve around the idea of content reuse (or single-sourcing), which means that you can take the same content, reuse it, and produce multiple outputs from a single project.

For more information on the single sourcing and content reuse possibilities in Doc-To-Help, visit:

<http://help.madcapsoftware.com/d2h5/Content/D2H-Server/Introduction/Get-Started-D2H.htm>