About This Template

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

- "Template Characteristics" below
- "Tips" below
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Template Characteristics

This template includes the following:

- Two topics and two page layouts designed to create a brochure with four panes
- Body frames with multiple columns, as well as multiple body frames in page layouts to account for the different panels.
- Condition tags for easy generation of output for different purposes
- Two PDF targets, one with crop and registration marks set, one without
- Variables for recurring words and phrases

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.

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 **Print Layout** mode with either the **default** or **print** medium. You can select these in the local toolbar of the XML Editor:



Topics, Page Layouts, and Frames

This template contains two topics—one for the inside panels of the brochure and one for the outside panels. There are two corresponding page layouts for the inside and outside. When editing the Inside topic you should select the Inside page layout in the local toolbar of the XML Editor. And when you edit the Outside topic, you should select the Outside page layout. Within each page layout are multiple body frames. They are designed so that content flows from one body frame to the next. However, because of the way brochures are folded, the panels are not necessarily in numerical order. For example, the first panel actually uses the third body frame of the Outside page layout.

Images

There are a couple of ways to add images in projects like this.

You can insert images directly into the topics and use absolute positioning to place them where you want. This allows you to span images across panels, as well as to make text flow around it. To do this, insert the image into a topic, right-click the image, select **Text Wrap>Square**, and drag the image where you want it. Please note that the span effect works across multiple columns, but not across multiple page layout frames. If you have trouble accessing the Text Wrap option when you right-click an image, try inserting the image in a different place in the topic and try again.

You can also add images to the background of page layout frames, or to the background of the entire page itself. Only one background image can be set on a page or frame. You will know that

an image has been set in the background because you are not able to select it in the topic. If you want to remove a background image or replace it with your own, open the page layout from the Project Organizer. Then open the Properties dialog for a page or frame and set the image on the **Background** tab.

Bleeds

The bleed is the area just beyond the edge of the page. When you have an image or color that is meant to extend to the edge of the page, you need to use the bleed area wisely so that the printer has room to make a precise cut. Ideally, you want images and colors to extend at least 0.125 inch into the bleed area. We've set the bleed marks in this template at 0.25 inch.

If you set an image or color on the background of an entire page, it will automatically continue into the bleed area and possibly beyond, which is what you want. In an ideal world, you might have just one background image that shows everything you need on all of the panels of a page layout. But because you should be using images with a high dots per inch (DPI) setting (usually 300), you need to create an original image that is extremely large to cover the entire area. That's because the image will look much smaller when inserted into the page layout, which is designed to show print-based output, as opposed to web output.

Paper Weight

Because this template is designed for output to be folded, you should keep in mind the paper weight that you use. The more folds required, the lighter the paper weight should be. Please consult your printer for recommendations.

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 pre-

viewing 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, 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**.