About This Template

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

- "Template Characteristics" below
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Template Characteristics

This template includes the following:

- Sample topics designed for a user guide and containing features such as headings, links, lists, conditions, notes, examples, quotations, tables, and images
- Autonumbering to automatically add incremented numbers to chapters, figure captions, and tables
- Images in different states (resized by percentage, positioned right, positioned left, absolutely positioned with text all around, within a list)
- Condition tags for easy generation of output for different purposes
- Multiple PDF targets for generating user guides with different content in different sizes; some with crop and registration marks set, some without
- TOC, glossary, index
- Multiple table stylesheets for different looks
- 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:



Also, you can choose a specific page layout and page type within it to better see how a topic might look in print output:



For example, if you know you are looking at a topic that will end up being the first page of a new chapter, you can select the Page Layout drop-down, choose the appropriate page layout, and then select **First Right**. Or if you know it will be on a subsequent page of the chapter, you might select **Left** or **Right**.

So if the topic looks incorrect when you first open it, that is probably due to the fact that the proper layout mode, page type, and/or medium is not selected in the local toolbar. For example, if you open a topic in Web Layout mode and have the print medium selected, you might see some text that is really light. That's because the text has been styled for PDF output to look good on a page that has a black background. So if you are seeing it in Web Layout mode with a white background,

it's going to be very hard to read. You need to change to the Print Layout mode and select the "First Right" page type for it to look right.

When editing in Flare, keep in mind that there is a fundamental difference between the way online and print-based outputs are created. Online output is designed to have many independent pages, whereas print output is intended to be read one page after the other in one long document. Flare has no way of knowing exactly where a particular topic will land in a PDF until you actually generate it. However, by selecting the appropriate layout mode, page layout, and page type, you can get relatively close.

Conditions in XML Editor

Another way to get closer to how a topic will actually look in the output is to associate condition tags in the 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, 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**.