

MASTER PAGES AND PAGE LAYOUTS

WHERE DO I BEGIN?

DANIEL FERGUSON

DANIEL@WRITEDEGREE.COM

INTRODUCTION



✉ daniel@writedegree.com

🐦 [@ferg_daniel](https://twitter.com/ferg_daniel)

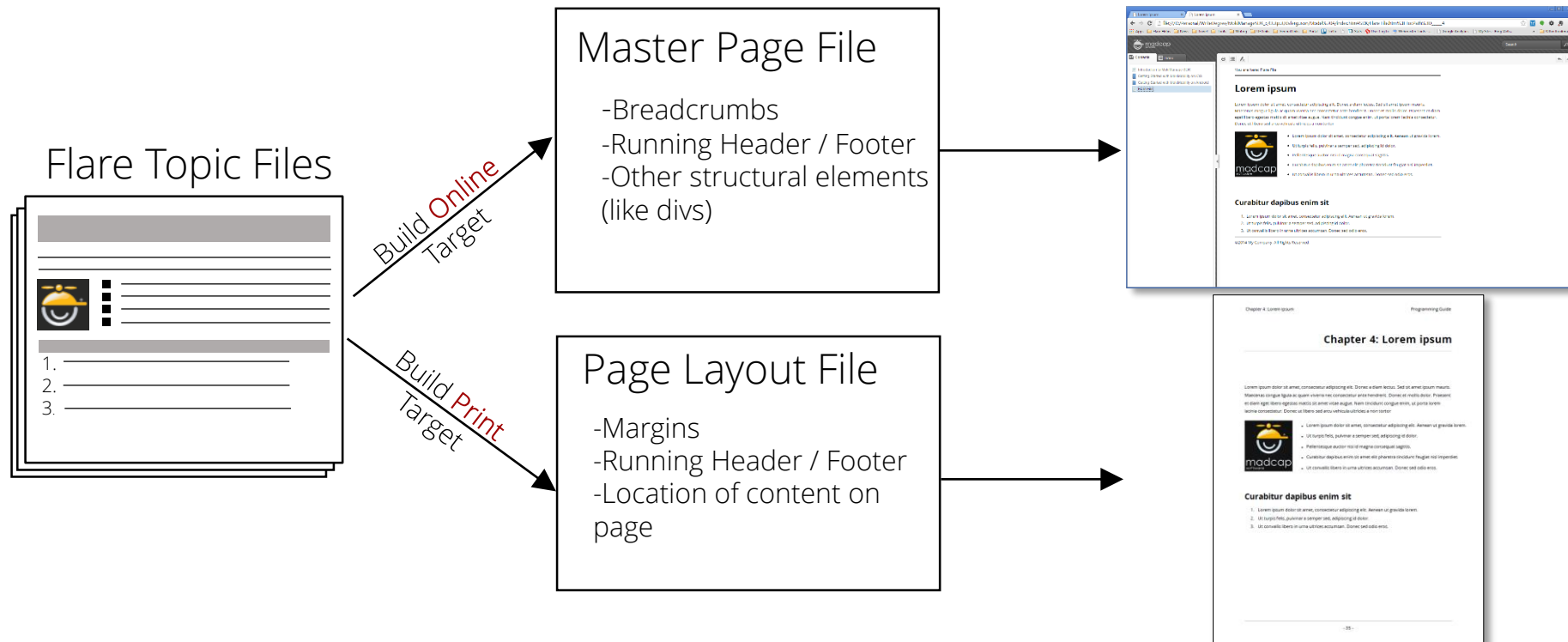
in [linkedin.com/in/DanielSFerguson](https://www.linkedin.com/in/DanielSFerguson)

- 15 years of experience in technical documentation – software, hardware, business process, large companies to small startups
- Have held project management and business analysis roles
- Began using Flare in mid-2012
- Certified MadCap Advanced Developer and Project Management Professional
- Currently Owner of Write Degree Communications, a technical documentation consulting and Flare consulting company

WHAT ARE MASTER PAGES AND PAGE LAYOUTS?

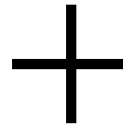
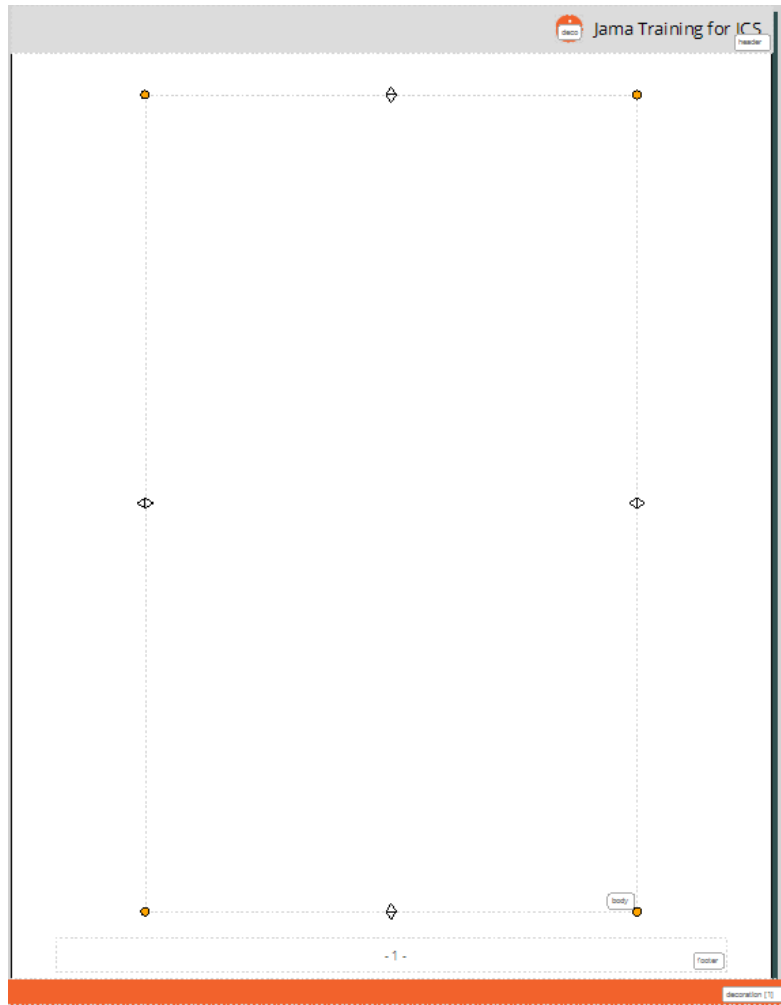
MASTER PAGE: An element that you can create in your project in order to apply certain content to many or all topics in an *online* target.

PAGE LAYOUT: An element that you can create in your project in order to determine page specifications and to apply certain content (e.g., headers, page numbers) to many (or all) topics in a *printed* target.

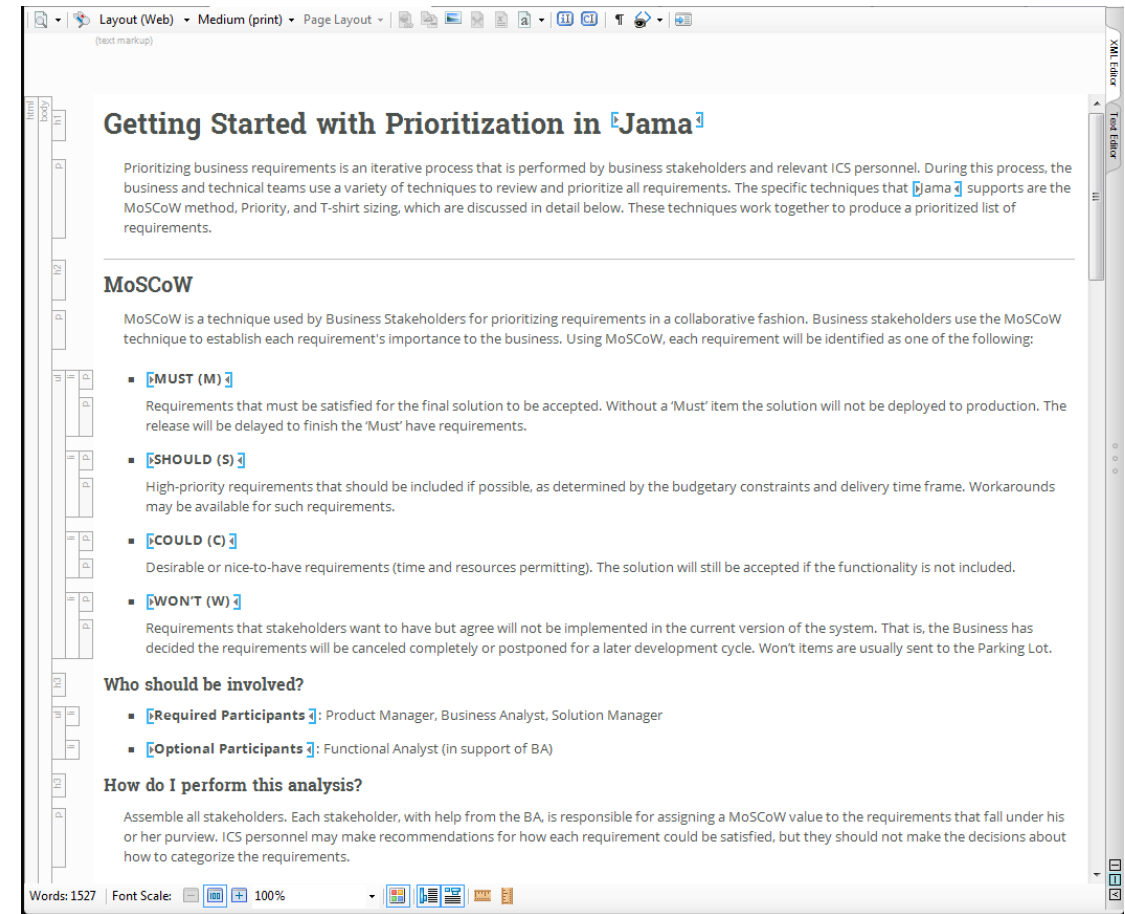


PAGE LAYOUT EXAMPLE (PRINT OUTPUT)

PAGE LAYOUT



TOPIC



PAGE LAYOUT OUTPUT EXAMPLE

PAGE LAYOUT

Everything outside the box

- 1 Header (Header Frame and Image Frame)
- 2 Margins
- 3 Running Footer (Footer Frame and Decoration Frame)

TOPIC

Everything inside the box

Jama Training for ICS

Getting Started with Prioritization in Jama

Prioritizing business requirements is an iterative process that is performed by business stakeholders and relevant ICS personnel. During this process, the business and technical teams use a variety of techniques to review and prioritize all requirements. The specific techniques that Jama supports are the MoSCoW method, Priority, and T-shirt sizing, which are discussed in detail below. These techniques work together to produce a prioritized list of requirements.

MoSCoW

MoSCoW is a technique used by Business Stakeholders for prioritizing requirements in a collaborative fashion. Business stakeholders use the MoSCoW technique to establish each requirement's importance to the business. Using MoSCoW, each requirement will be identified as one of the following:

- **MUST (M)**
Requirements that must be satisfied for the final solution to be accepted. Without a 'Must' item the solution will not be deployed to production. The release will be delayed to finish the 'Must' have requirements.
- **SHOULD (S)**
High-priority requirements that should be included if possible, as determined by the budgetary constraints and delivery time frame. Workarounds may be available for such requirements.
- **COULD (C)**
Desirable or nice-to-have requirements (time and resources permitting). The solution will still be accepted if the functionality is not included.
- **WONT (W)**
Requirements that stakeholders want to have but agree will not be implemented in the current version of the system. That is, the Business has decided the requirements will be canceled completely or postponed for a later development cycle. Wont' Items are usually sent to the Parking Lot.

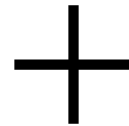
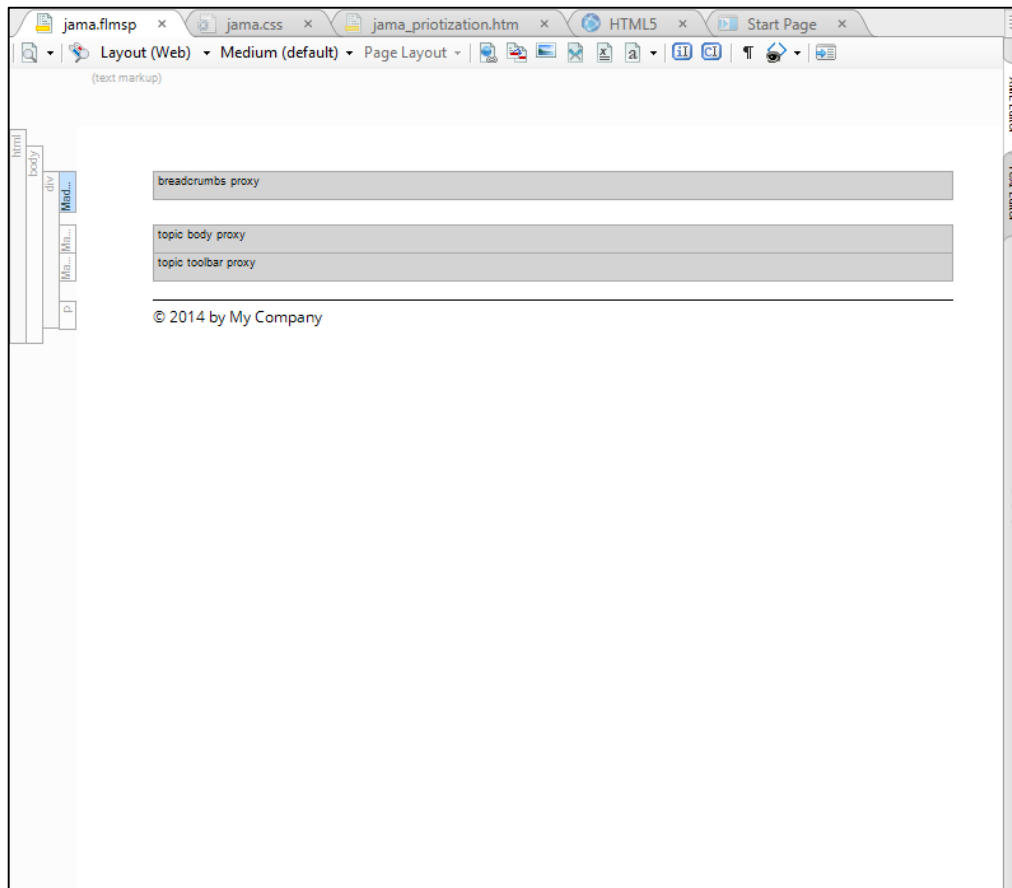
Who should be involved?

- **Required Participants:** Product Manager, Business Analyst, Solution Manager
- **Optional Participants:** Functional Analyst (in support of BA)

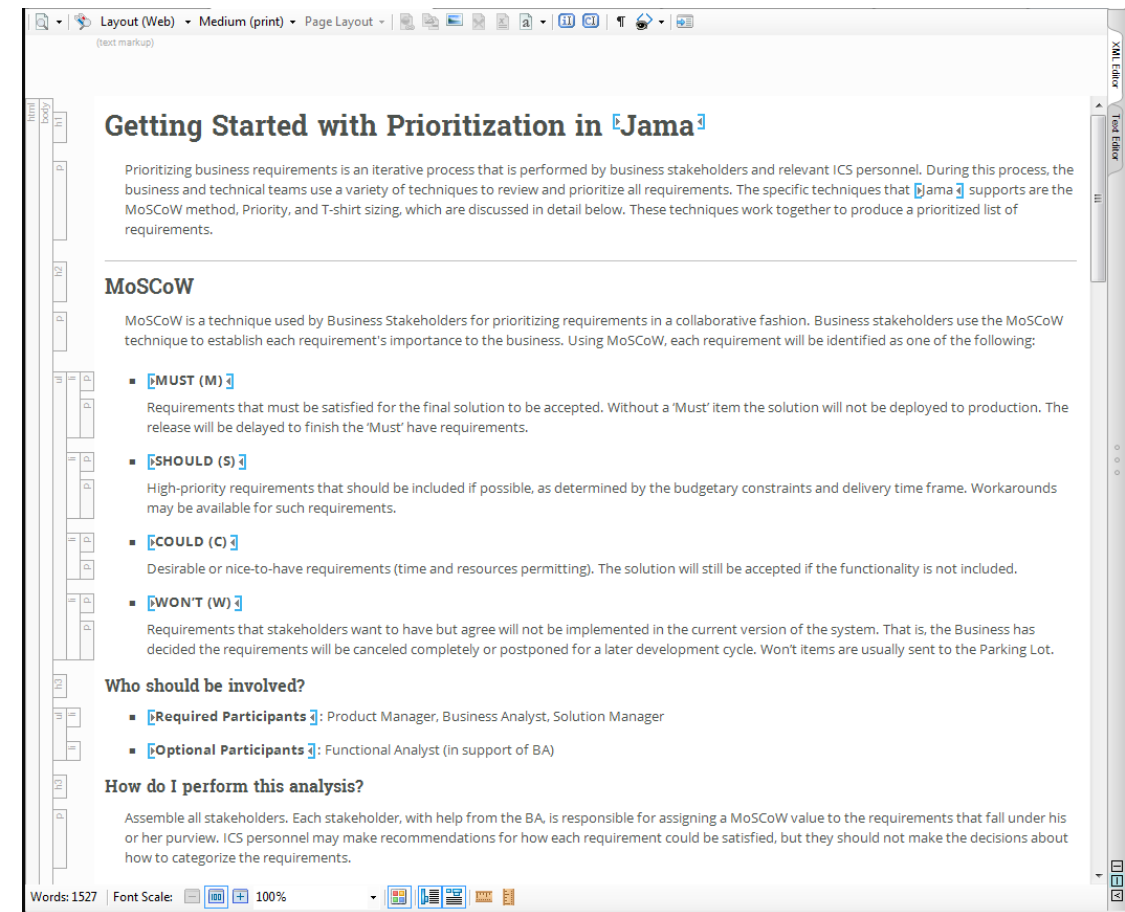
- 1 -

MASTER PAGE EXAMPLE (HTML OUTPUT)

MASTER PAGE



TOPIC



MASTER PAGE OUTPUT EXAMPLE

Master Page

Everything outside the box

- 1 Breadcrumbs
(breadcrumbs proxy)
- 2 Body
(topic body proxy + div style for margins)
- 3 Navigation buttons
(topic toolbar proxy)
- 4 Copyright statement
(typed in)

1 You are here: [Working in Jama](#) > [Managing Requirements](#) > Getting Started with Prioritization in Jama

Getting Started with Prioritization in Jama

Prioritizing business requirements is an iterative process that is performed by business stakeholders and relevant ICS personnel. During this process, the business and technical teams use a variety of techniques to review and prioritize all requirements. The specific techniques that Jama supports are the MoSCoW method, Priority, and T-shirt sizing, which are discussed in detail below. These techniques work together to produce a prioritized list of requirements.

MoSCoW

MoSCoW is a technique used by Business Stakeholders for prioritizing requirements in a collaborative fashion. Business Stakeholders use the MoSCoW technique to establish each requirement's importance to the business. Using MoSCoW, each requirement will be identified as one of the following:

- **MUST (M)**
Requirements that must be satisfied for the final solution to be accepted. Without a 'Must' item the solution will not be deployed to production. The release will be delayed to finish the 'Must' have requirements.
- **SHOULD (S)**
High-priority requirements that should be included if possible, as determined by the budgetary constraints and delivery time frame. Workarounds may be available for such requirements.
- **COULD (C)**
Low-priority requirements that can be included if possible, as determined by the budgetary constraints and delivery time frame. Workarounds may be available for such requirements.

The above criteria can be used for prioritizing requirements by assigning weights to each requirement using a decision table. Requirements with the highest scores receive greater priority than those with lower scores.

© 2014 by My Company

Topic

Everything inside the box

FLARE DEMO: CREATING MASTER PAGES

1. Create a new Master Page using Flare defaults
2. Add proxies
3. Add a copyright statement
4. Add a div and div class
5. Add a script
6. Apply Master Page to a target
7. Create an alternative Master Page
8. Apply the alternative Master Page to a topic

FLARE DEMO: CREATING PAGE LAYOUTS

1. Add Front Matter to TOC
2. Create new Page Layout with *Page Types* Title, Right, First Right, Empty Right, Left, and Empty Left page types (for L / R alternating pages in output)
3. Create necessary *Frames* in the page types
4. Apply Page Layout to TOC
5. Verify settings in the PDF target
6. Create alternative Page Layout with landscape pages
7. Apply that to a topic in the TOC.

MADWORLD

SAN DIEGO | APRIL 12-14, 2015

The Premier Technical Communication
and Content Strategy Conference for
Technical Writers, Documentation Managers
and Content Strategists

REGISTER BY DECEMBER 31 TO SAVE \$100

THANK YOU FOR ATTENDING TODAY'S WEBINAR!

As a webinar attendee, receive **\$100 OFF** our next advanced training course. Just \$499 per student!

MadCap Flare Single Sourcing Training

January 12-13, 2015 (web-based)

MadCap Flare CSS Training

January 15-16, 2015 (web-based)

**Offer valid through December 19, 2014.*

TO RECEIVE YOUR DISCOUNT, CONTACT:

sales@madcapsoftware.com | +1 858.320.0387 opt.1

QUESTIONS?

CONNECT!

✉ daniel@writedegree.com

🐦 [@ferg_daniel](https://twitter.com/@ferg_daniel)

in [linkedin.com/in/DanielSFerguson](https://www.linkedin.com/in/DanielSFerguson)

Legal Stuff

LinkedIn, the LinkedIn logo, the IN logo and InMail are registered trademarks or trademarks of LinkedIn Corporation and its affiliates in the United States and/or other countries.

© Write Degree Communications, LLC. All Rights Reserved. No portion of this presentation may be reproduced or redistributed without written permission from Write Degree Communications, LLC. Please contact general@writedegree.com to request permission.