

MadCap Flare

Styles Guide

Version 8.0



Copyright 2012 MadCap Software. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of MadCap Software.

MadCap Software
7777 Fay Avenue
La Jolla, California 92037
858-320-0387
www.madcapsoftware.com



Scan to open online Help

CONTENTS

- CHAPTER 1 Introduction 1
 - What are Styles? 3
 - The Basics of Styles 4
 - Using Styles and Stylesheets in Flare 5
 - W3C and CSS Resources 7
 - What Can CSS Do? 8
 - CSS Styles and Page Structure 9
 - Ways to Use CSS 11
 - What is Meant by "Cascading"? 14
 - Style Tags, Classes, Properties, and Values 15
 - Inheritance 22
 - Steps for Using Styles and Stylesheets 24
 - Common Tasks for Editing Styles 25
 - Two Kinds of Stylesheets 37
 - Master Stylesheets 46
 - MadCap-Specific Styles and Properties 47
 - Types of Styles in Flare 63
 - Pseudo Classes in Flare 68
 - Where's My Style? 71
 - Skin Styles 72
- CHAPTER 2 Stylesheets 73
 - Creating New Stylesheets 74
 - Creating New Table Stylesheets 76
 - Opening Stylesheets 78
 - Importing Stylesheets 79

Linking Stylesheets	80
Applying Master Stylesheets	81
Applying Stylesheets to Topics	83
CHAPTER 3 Creating Styles	87
Creating New Style Classes	88
Importing Styles	91
Renaming Style Classes	93
Disabling Styles	94
Deleting Styles	96
CHAPTER 4 Editing Styles	97
Steps for Editing Styles	99
Auto-Numbers	117
Breadcrumbs	133
Cross-References	136
DITA	150
Drop-Down Text	159
Equations	163
Expanding Text	171
Footnotes	175
Glossaries	200
Help Controls	211
Horizontal Rules	233
Images	235
Indexes	267
Lists of Concepts	276
Lists of Elements	280
List Styles	286
Mini-TOCs	308
Page Footers and Headers	322
Paragraph Formatting	323
Proxies	393
QR Codes	395
Relationship Links	409
Search	423
Spell Check	428
Tables	429
Tables of Contents	458

Text	473
Text Boxes	513
Text Hyperlinks	538
Text Popups	541
Togglers	543
Topic Popups	545
Topic Toolbars	550
Topics	553
CHAPTER 5 Applying Styles to Topic Content	563
CHAPTER 6 Single-Sourcing Styles	575
Stylesheet Mediums	576
Selecting Stylesheet Mediums	580
Creating Stylesheet Mediums	583
Associating a Medium with a Target	584
Creating Topic Styles for Print Output	585
Creating Table Styles for Print Output	587
CHAPTER 7 Skins and Styles	591
Specifying Skin Style Settings	592
Editing Styles for Standard Skins	593
Editing Styles for HTML5 Skins	693
Editing Styles for WebHelp Mobile Skins	765
APPENDIX A PDF Guides	809
INDEX	815

CHAPTER 1 Introduction

One of the most important aspects of Flare is the use of styles and stylesheets. Quite simply, styles are the best, most efficient way to affect the look of your output.

This chapter discusses the following.

What are Styles?	3
The Basics of Styles	4
Using Styles and Stylesheets in Flare	5
W3C and CSS Resources	7
What Can CSS Do?	8
CSS Styles and Page Structure	9
Ways to Use CSS	11
What is Meant by "Cascading"?	14
Style Tags, Classes, Properties, and Values	15
Inheritance	22
Steps for Using Styles and Stylesheets	24
Common Tasks for Editing Styles	25
Two Kinds of Stylesheets	37
Master Stylesheets	46
MadCap-Specific Styles and Properties	47

Types of Styles in Flare	63
Pseudo Classes in Flare	68
Where's My Style?	71
Skin Styles	72

What Are Styles?

Styles are elements that contain formatting settings. You can apply styles to your content to change the way it looks. Flare works with cascading stylesheet (CSS) rules that are specified by the World Wide Web Consortium, or W3C (<http://www.w3.org>).

E X A M P L E

The heading above is using the <h2> style tag (which is short for a second-level heading). Properties have been assigned to this style to affect its look (such as Arial, 14 pt, bold). We can apply this style to any block type of content (e.g., headings or paragraphs). If we were to change the color to green in the style, every heading or paragraph in the project that uses that style would change to green immediately.

An important aspect of CSS is that it is based on community-wide standards set by the W3C. This means that CSS can be used for any XML-based tool, not just Flare. Tools such as Microsoft Word and Adobe FrameMaker also use styles, but they are proprietary, which means they can be used only within that application.

The Basics Of Styles

See the following for more information about the basics of styles.

- **The W3C and CSS resources** Learn about the organization behind cascading styles and other resources for learning more. See "W3C and CSS Resources" on page 7.
- **What can CSS do?** Learn about some of the different things CSS can be used to accomplish. See "What Can CSS Do?" on page 8.
- **CSS styles and page structure** Learn about the different parts of an XML-based document and how they relate to corresponding style elements. See "CSS Styles and Page Structure" on page 9.
- **Ways to use CSS** Learn about the three basic ways that you can use CSS—inline, embedded, external. See "Ways to Use CSS" on page 11.
- **Cascading** Learn what is meant by the term "cascading" in CSS. See "What is Meant by "Cascading"?" on page 14
- **Style tags, classes, properties, and values** Learn about the fundamental parts of styles. See "Style Tags, Classes, Properties, and Values" on page 15.
- **Inheritance** Learn about the concept of inheritance in CSS. See "Inheritance" on page 22.

Using Styles And Stylesheets In Flare

See the following for more information about using styles and stylesheets in Flare.

- **Basic steps** Learn about the basic steps for using styles and stylesheets in Flare. See "Steps for Using Styles and Stylesheets" on page 24.
- **Common style editing tasks** Learn about some of the most common tasks that you might perform when editing styles. See "Common Tasks for Editing Styles" on page 25.
- **Two kinds of stylesheets** Learn about the two basic kinds of stylesheets in Flare—regular stylesheets and special Flare table stylesheets—as well as the editors used to work with them. See "Two Kinds of Stylesheets" on page 37.
- **Master stylesheets** Learn about the use of master stylesheets (i.e., applying the same regular stylesheet to all topics in a project or target). See "Master Stylesheets" on page 46.
- **MadCap-specific styles and properties** Learn about the many different styles and properties that were created just for use in MadCap products. See "MadCap-Specific Styles and Properties" on page 47.
- **Types of styles** Learn about the different kinds of styles that you can use in Flare. See "Types of Styles in Flare" on page 63.
- **Pseudo classes** Learn about how to use pseudo classes in Flare, such as special settings for links in a certain state (e.g., link already clicked) and first-letter effects. See "Pseudo Classes in Flare" on page 68.
- **Stylesheet mediums** Learn about a feature known as a "medium," which allows you to use some style settings for certain outputs and other style settings for different outputs. See "Single-Sourcing Styles" on page 575.
- **Table print styles** Learn about two ways to single-source table styles for print-based output. See "Creating Table Styles for Print Output" on page 587.
- **Where's my style?** Learn about reasons why your style not always be available for use when you are editing content. See "Where's My Style?" on page 71
- **Skin styles** Learn about special styles that can be edited for skins in Flare. See "Skin Styles" on page 72.

Note: If you would like to access the same stylesheet that is used for the Flare documentation, you can download it from this location:

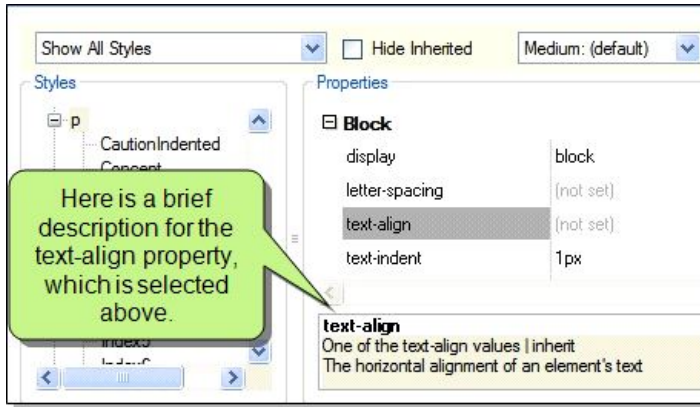
<http://docs.madcapsoftware.com/FlareV8/styles.css>

After downloading this file, you can save it to any location you want. For example, if you already have a project where you want to use it, you can navigate to the folder where that project is stored in Windows and save the stylesheet in the Content\Resources\Stylesheets subfolder.

W3C And CSS Resources

The vast majority of the styles and style properties in Flare were developed by the World Wide Web Consortium (W3C). For more thorough information about each W3C style and property, refer to <http://www.w3.org> and use the search feature on the website.

Another way to discover the meaning of a specific property is by using the Flare interface. When you select a property in the Stylesheet Editor, a short description of the property is displayed at the bottom of the editor.



The following resources are highly recommended for learning more about CSS.

- **Online Demos by Mike Hamilton (MadCap Software Vice President of Product Evangelism)**
 - **Part 1:** <http://www.madcapsoftware.com/demos/player.aspx?v=a3e0859ed26f9>
 - **Part 2:** <http://www.madcapsoftware.com/demos/player.aspx?v=ae88411412d8c>
 - **Part 3:** <http://www.madcapsoftware.com/demos/player.aspx?v=299a29d3ed285>
- **Online School**

http://www.w3schools.com/css/css_intro.asp

• Books

- *Cascading Style Sheets: Designing for the Web* by Hakon Wium Lie and Bert Bos
- *HTML, XHTML, and CSS, Sixth Edition (Visual Quickstart Guide)* by Elizabeth Castro
- *CSS: The Definitive Guide* by Eric Meyer

In addition to the many standard styles from W3C, you might notice several unique-looking styles that begin with the word "MadCap" (e.g., MadCap|footnote, MadCap|toggler). There are also many MadCap-specific properties. You will recognize these properties because they always start with "mc" (e.g., mc-footnote-format, mc-hyphenate). See "MadCap-Specific Styles and Properties" on page 47.

What Can CSS Do?

CSS is a lot more than simply a method for changing the look of text in your documentation. It can certainly be used to modify text in all kinds of ways (e.g., size, font type, color), but it can do a whole lot more, including changing the presentation and behavior of the following elements.

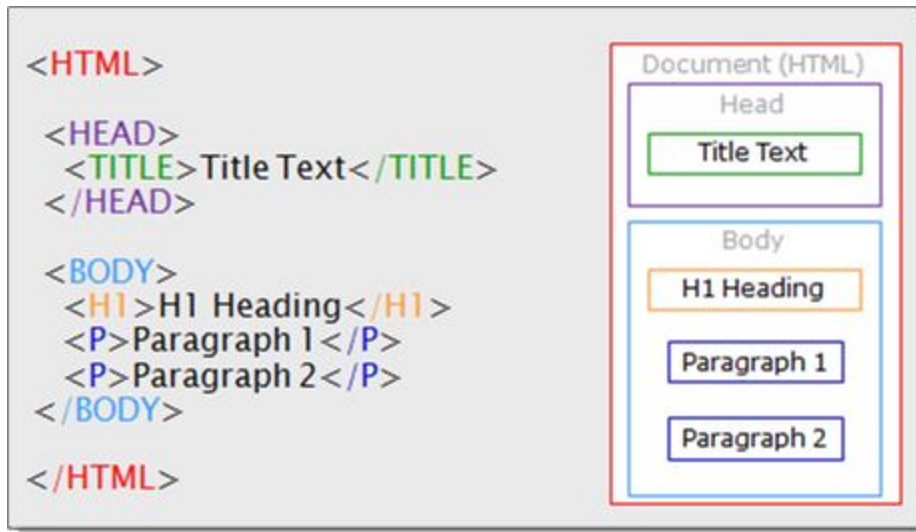
- Element sizing (e.g. put a maximum width on images)
- Element positioning (e.g., specify that a text box should display to the left of the regular flow of content)
- Link attributes (e.g., add page numbering for links in print-based output)
- Cursor manipulation
- And much more

One of the best ways to truly appreciate the power of CSS is to visit <http://www.csszengarden.com>. This website contains text and links that let you apply different CSS files to the content. Each time you select a different CSS file, the look and feel of the page changes dramatically.

CSS Styles And Page Structure

In order to truly understand CSS, you need to understand how different parts of an XML-based document relate to corresponding style elements.

As the following image shows, HTML and XHTML documents have certain style elements, usually with opening and closing tags (e.g., `<HTML>` and `</HTML>`).



- **<HTML>** This is the outermost style element, which represents the document as a whole. In the image the `<HTML>` tags are red, and the outside line of the box model to the right is also red.
- **<HEAD>** Within the `<HTML>` tags are two major areas, controlled by the `<HEAD>` and `<BODY>` elements. The first of these (`<HEAD>`) is used for storing metadata for the document, such as the properties title or other information that is not actually seen by the end user. In the image the `<HEAD>` tags are purple. Within the `<HEAD>` tags, this image example has just one sub-element, the document title, which is held within the `<TITLE>` tags.
- **<BODY>** The second major area within the `<HTML>` tags is the main body, which is indicated by the `<BODY>` tags. In the image the `<BODY>` tags are light blue. The `<BODY>` tags are the container that hold the various pieces of content that the end user sees in the output. Within the `<BODY>` tags, this image example has just three sub-elements, a document heading held within the `<H1>` tags, and two

paragraphs held within two sets of <P> tags. There are many more kinds of tags and elements that can be added to the <BODY> section in addition to the three that you see in this example.

Ways To Use CSS

Following are the three main ways to use CSS rules—inline, embedded, external.

Inline CSS

With this method, you specify the formatting rule for the content at the spot where it exists in the document. Although this type of implementation is allowed, it is not recommended because changing the look of the text in the future might mean making changes in many files and many places instead of just one.

Embedded CSS

With this method, you specify formatting rules for elements within a file and they affect only that document.

EXAMPLE

You might decide to specify that every paragraph in the document should be 11 points. Therefore, in the XHTML document code, you specify between the <head> tags that all paragraphs (<p> tags) should be that size. As a result, every time a <p> tag is found in that document, the text will be 11 points. In the behind-the-scenes XHTML code, it might look like this:

```
<html xmlns:MadCap="http://www.madcapsoftware.">
  <head>
    <STYLE>p{font-size:11pt}</STYLE>
  </head>
  <body>
    <h1>Embedded CSS Example</h1>
    <p>First sentence using a &lt;p&gt; tag.</p>
    <p>Second sentence using a &lt;p&gt; tag.</p>
  </body>
</html>
```



The properties for the <p> tag are specified here in the <head> section.

The content within <p> tags in that document are affected.

This method is a bit more powerful than the inline method, but it still does not allow you to control the look and feel of more than one document at a time, therefore it also is not recommended.

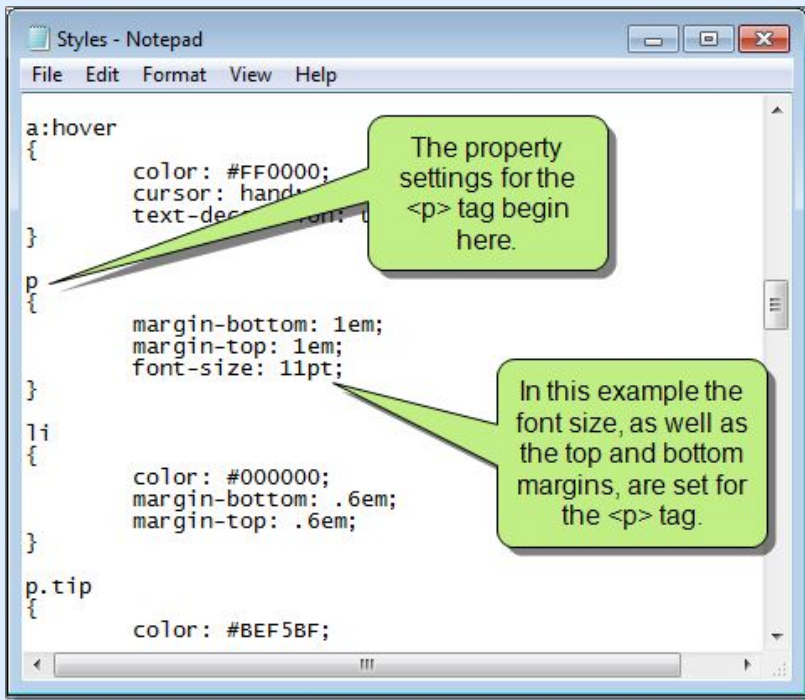
If you want to use embedded CSS in Flare, you would need to open the XHTML code (in the Internal Text Editor or in a third-party editor) and enter the embedded CSS rules manually.

External CSS

With this method, you *do not* specify formatting rules anywhere within the XHTML or HTML document. Instead, you specify the rules in a separate, external file that has a .css extension (see "Stylesheets" on page 73 and "Editing Styles" on page 97). Then, in the XHTML document you provide a link to that external stylesheet (see "Applying Master Stylesheets" on page 81 and "Applying Stylesheets to Topics" on page 83).

EXAMPLE

You might decide to specify that every paragraph in all of your documents should be 11 points. Therefore, you create an external stylesheet, name it something like styles.css, and specify within it that all paragraphs (<p> tags) should be that size. This work can be done in the Flare interface. If you look at the behind-the-scenes code in the CSS file, it might look like this:



Then you associate the external stylesheet with all of the XHTML files that you want to use that look and feel. Again, this can be done in the Flare project at multiple levels (topic, target, and project). If you look in the behind-the-scenes XHTML code of one of the document files, it might look like this:

A link to the external style sheet is added here, between the <head> tags.

```
<html xmlns:MadCap="http://www.madcapsoftware.com/Schemas/MadCap.xsd" MadCap:lastBlockDepth="1">
  <head>
    <link href="Resources/Stylesheets/Styles.css" rel="stylesheet" type="text/css" />
  </head>
  <body>
    <h1>External CSS Example</h1>
    <p>First sentence using a &lt;p&gt; tag.</p>
    <p>Second sentence using a &lt;p&gt; tag.</p>
  </body>
</html>
```

The content within <p> tags in all documents linked to the external style sheet are affected.

External stylesheets are recommended over the other methods. They make it possible to truly separate the content from the presentation and allow you to apply formatting to multiple places at once.

What Is Meant By "Cascading"?

Because there are multiple ways to implement CSS (inline, embedded, external), what happens if there is a conflict? For example, what if you use the inline method to set paragraphs to green, but then you use the external CSS method to set paragraphs to blue? "Cascading" is the concept that is used to decide which method "wins" when such a conflict occurs. It's all about order of precedence. Inline has precedence over embedded styles, and embedded styles have precedence over external stylesheets.

So if you make changes in an external stylesheet and notice that the look is not being changed, you might check to see if an inline or embedded style setting is overriding it.

Style Tags, Classes, Properties, And Values

Following are the fundamental parts of styles that you will encounter.

Tags

In the Stylesheet Editor, you will notice several elements in the Styles section that already exist for your use. These are called "tags." You also might hear them referred to simply as "styles" or as "selectors." A tag is an element to which you assign a look and feel. You can then apply that style to your content, so that the content takes on the look and feel associated with the style. Different kinds of tags are available in a stylesheet, to be used for various purposes in your content.

EXAMPLE

`<p>` is a tag, which can be used to affect the look of paragraphs in your content. Another tag is `<h2>`, which can be used to affect the look of second-level headings in your content. Yet another tag is ``, which can be used to affect the look of character-level content (e.g., a portion of a paragraph, but not the entire paragraph).

Note: Complex selectors are called "descendant selectors" in CSS. For more information, see w3.org.

Classes

You can think of tags as parent styles, because they can have children. A child of a tag is called a "class." Some of these classes might already be included in your stylesheet when you first add it to a project. You also have the option of creating classes of parent tags.

Note: Although you can create new style classes, you cannot create new parent tags.

When you create a class, it automatically takes on all of the same qualities (or "attributes") from the parent tag (e.g., color, alignment, size). However, you can change some of those attributes for the class as necessary so that it is different from the parent tag in some ways.

EXAMPLE

Let's say you want to create a special look for paragraph notes in order to provide additional information in a topic. In addition, you might want yet another special kind of paragraph to be used for tips. Perhaps you want a blue background for your note paragraphs, and you want a yellow background for your tip paragraphs. Meanwhile, for your regular paragraphs, you do not want any colored background.


Therefore, you could create a class of your parent `<p>` tag and name it "Note." Then you might create another class of your `<p>` tag and name it "Tip." For the Note class, you could change the background property to display in blue, and you could change the same property for the Tip class to display in yellow. But you would leave the background property for the parent `<p>` tag as it is, without a color. In the end, both the Note and Tip classes would take on all of the style settings from its parent tag—`<p>`—with the exception of the background color that you have specified for each.

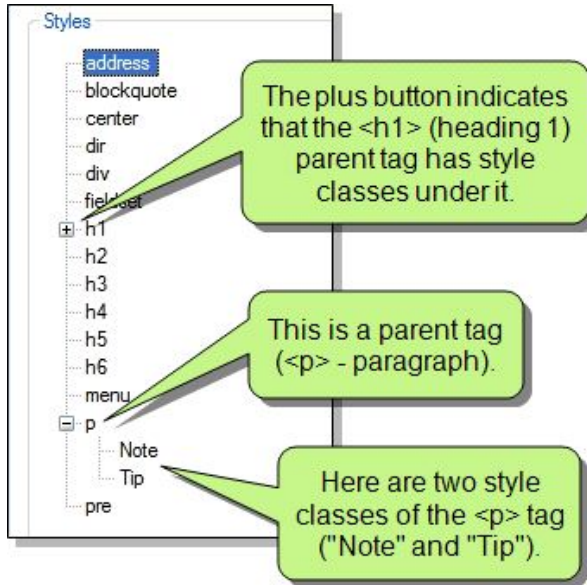
How can you distinguish between parent tags and style classes? In the Simplified view of the Stylesheet Editor, style classes are listed after the parent tags, and a period is added between the name of the parent tag and the name of the class (e.g., `p.Note`).

Name	Tag	Class
h1	h1	
h1.Contents	h1	Contents
h2	h2	
h3	h3	
h4		
h5		
h6		
p	p	
p.Note	p	Note
p.Tip	p	Tip
div	div	
address	address	
blockquote	blockquote	

This is a parent tag
(`<p>` - paragraph).

Here are two style
classes of the `<p>` tag
("Note" and "Tip").

In the Advanced view of the Stylesheet editor, parent tags and style classes are shown in a tree view. You can click the plus button  next to a parent tag to see its style classes.

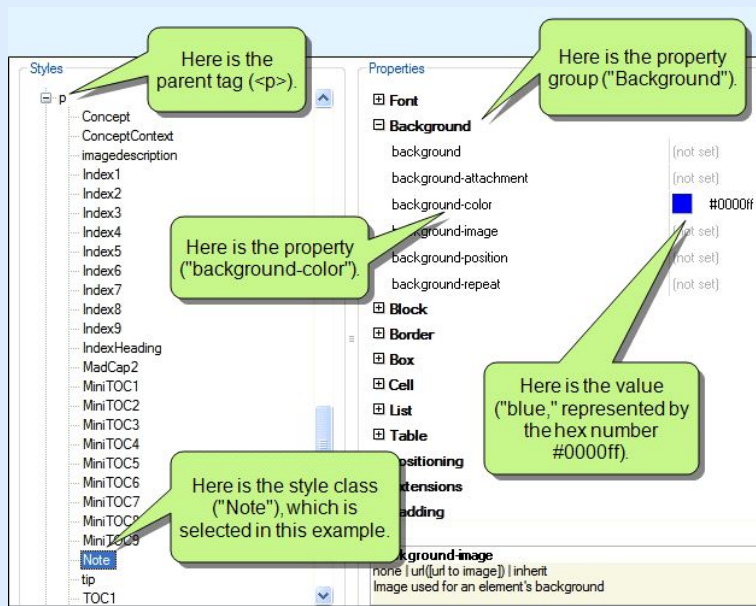


Properties And Values

Every tag and style class has certain attributes that contribute to its look and feel. The elements used to control these attributes are known as "properties," which can be organized into property groups (in the Advanced view of the Stylesheet Editor). The precise information within a property is known as a "value."

EXAMPLE

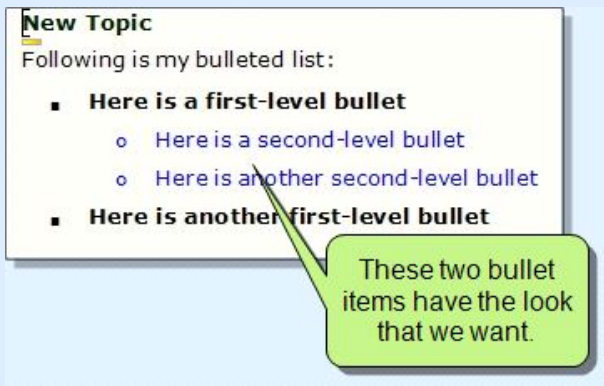
Returning to the example of a note for a paragraph tag (p.Note), let's say we want the background to be blue. That particular quality can be controlled in a property called "background-color." In the Advanced view of the Stylesheet Editor, this property can be found in the property group named "Background." For our p.Note style, we would assign a value of "blue" to that property.



There are hundreds of basic properties that you can use to change various aspects of a style.

EXAMPLE

Let's say that you plan to create several bulleted lists in your topics, and you want to be able to change the look of bullet items using a style. Perhaps you want to do this for bullet items that are indented to the second level in a list (i.e., they are sub-bullets of first-level items in the list). Suppose you want those bullet items to be displayed in a blue, 10-point Verdana font. Like this:



In order to do this, you might first select the `` tag in the Stylesheet Editor and create a class for it named "Indented2" (`li.Indented2`). Then you could select this class, open the Font property group, and change the "color," "font-family," and "font-size" properties.

Therefore, in a situation such as this, you would have set the following in the Stylesheet Editor:

Style class: `li.Indented2`

Property: color (**value**=blue)

Property: font-family (**value**=Verdana)

Property: font-size (**value**=10 pt)

Here is how it would look when you are finished (in the Simplified view of the stylesheet).

The screenshot displays the 'Stylesheet Editor' window for 'Styles.css' in 'Simplified View'. The 'Show All Styles' dropdown is set to 'Medium: (default)'. The 'li.Indented2' style is selected in the list. The 'Properties' dialog is open for this style, showing the 'Font' tab. The font is set to 'Verdana', the size to '10pt', and the style to 'Regular'. The 'Text' color is set to blue. The 'Background' color is set to a light blue. The 'Effects' section is empty.

Name	Tag	Class	Pseudo Class	Preview
p.TOC9	p	TOC9		
p.TOCHeading	p	TOCHeading		MadCap
li	li			MadCap Sof
li.Indented2	li	Indented2		MadCap Sof

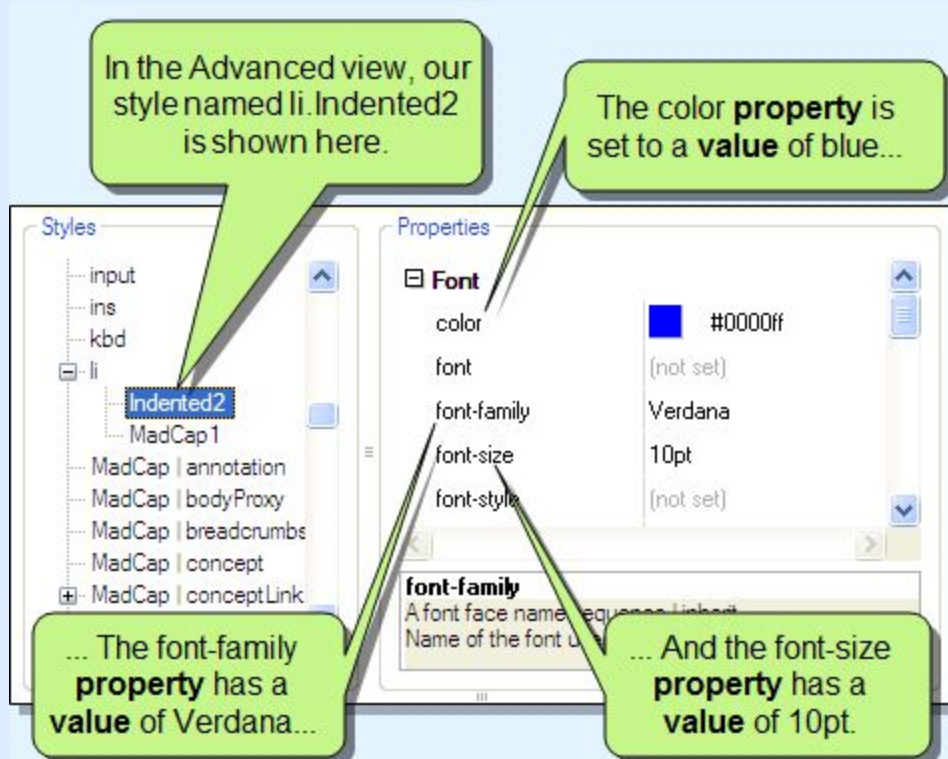
Here is the style class that we created (li.Indented2).

We opened the Properties dialog for the style and set the Font (or "font-family") property to a value of Verdana...

... The Size (or "font-size") property to a value of 10pt...

... And the Text Color (or "color") property to a value of blue.

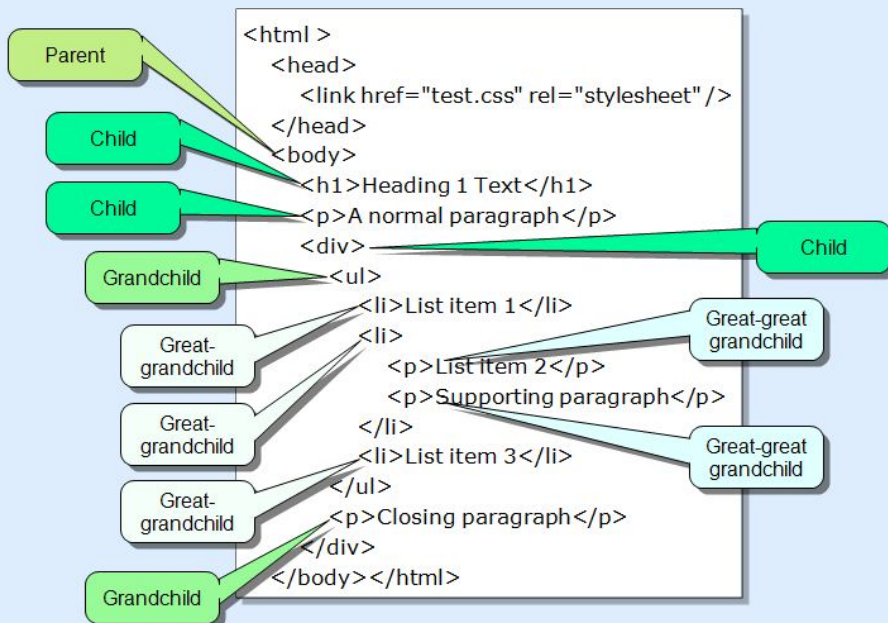
Here is how it would look when you are finished (in the Advanced view of the stylesheet).



Inheritance

One of the features of CSS that makes it much more powerful than other style systems is inheritance. This is simply the idea that elements in your document can inherit the style settings from other elements. This occurs when one style element is added within another element, therefore creating a parent-child relationship. The child inherits all of the style settings that the parent has, unless you override those settings on the child element. This can be a very powerful feature because it allows you to set properties on a parent element once rather than setting the same thing on all of its children elements.

EXAMPLE



Let's say you want all of your block-level elements to use Arial as the font type. Rather than setting Arial on all of the various tags (h1, p, div, ul, li), you can set it on the <body> tag. That way, the setting will "trickle down" automatically to all of the child elements.

After some time you might decide that you want to continue using Arial for all of those elements except the <p> tags. In that case, you can simply set the other font type on the <p> style. The rest of the elements will continue to use Arial.

What happens if a value is not set on the <body> tag in the stylesheet? In that case, the value is inherited from the element's setting in the end user's browser.

Steps For Using Styles And Stylesheets

Following are the basic steps involved with using styles and stylesheets in your project.

1. **Create a new stylesheet** This entails adding to your project a new stylesheet that is based on a template for an existing stylesheet. Flare provides you with templates for both topic and table stylesheets. (If you import a project that already contains a stylesheet, it is added to the Flare project automatically.) See "Creating New Stylesheets" on page 74 and "Creating New Table Stylesheets" on page 76.

Note: You can also import an existing stylesheet from outside your project.

2. **Apply a stylesheet** To use the styles from a regular stylesheet, you must link the stylesheet to the appropriate file(s). It is recommended that you apply a master stylesheet at the project or target level. The stylesheet then automatically becomes available for all topics in that project or target. See "Applying Master Stylesheets" on page 81.

You also have the option of applying a stylesheet to a single topic or to multiple topics at the same time. See "Applying Stylesheets to Topics" on page 83.

3. **Create style classes** After a stylesheet is opened, you can add new classes to parent tags (e.g., if you add a class called "Tip" to the parent tag <p>, the result is a style called "p.Tip"). There are numerous ways to do this. See "Creating Styles" on page 87.
4. **Edit styles** You can customize the properties for your styles to get the look and feel that you want. See "Editing Styles" on page 97.
5. **Apply a style to topic content** The final step is to apply styles to the content in your project. See "Applying Styles to Topic Content" on page 563.

Common Tasks For Editing Styles

There are hundreds of tasks that you can perform in Flare by using styles. Following are some common tasks that you might perform when editing styles. See "Editing Styles" on page 97.

Auto-numbers

- **Formats** Auto-numbering can be used when you want to create content where certain portions are numbered automatically. This can be accomplished through the use of auto-number formats. See "Auto-Numbers" on page 117.

Breadcrumbs

- **Look** After you create breadcrumbs for online output by using the breadcrumbs proxy, you can modify the look of those breadcrumbs by using styles. There are numerous ways that you can change the look of breadcrumbs. See "Breadcrumbs" on page 133.

DITA

- **Edit styles** In this version of Flare, you cannot edit DITA files natively. However, you can edit style classes that result from imported DITA elements. See "DITA" on page 150.

Equations

- **Look** You can change the appearance of all equations through the use of the <MadCap|equation> style tag. See "Equations" on page 163.

Footnotes

- **Borders** You can modify the default border that is added above footnote comments. You can change the border thickness, color, style, and other settings. You can also remove the border altogether. See "Editing the Border Above Footnotes" on page 177.
- **Comment font settings** You can modify the font in a footnote comment. This includes changing the font family, size, color, case, and more. See "Editing Footnote Comment Font Settings" on page 180.
- **Comment position** You can change the location where a footnote comment is placed in the output (e.g., end of page, document, chapter, section, book). See "Editing Footnote Comment Position" on page 183.
- **Comment spacing** You can modify the spacing for the footnote comment text. This includes the ability to change the spacing above or below the comment text, the white space between words or

characters, or the indentation before the number and text. See "Editing Footnote Comment Spacing" on page 187.

- **Number formats** By default, a decimal number (e.g., 1, 2, 3) is used when you insert a footnote. However, you can select a different format. For example, you can change the format to uppercase alpha (e.g., A, B, C) or lowercase Roman (e.g., i, ii, iii). You can also replace the number with a symbol, such as an asterisk. See "Editing Footnote Number Formats" on page 190.
- **Numbers - look** You can change the look of the footnote numbers (both in-text and in-comment), by creating and modifying `` style classes. Alternatively, you can use the `<MadCap|footnote>` style or a class of it to modify the look of both the in-text and in-comment footnote numbers. The difference is that the `` style lets you change the look of one or the other, rather than both at the same time. See "Editing the Look of Footnote Numbers" on page 195.
- **Restart numbering** When you insert footnotes, the numbers are incremented throughout your manual. However, you can restart the numbering at a certain location (e.g., at the beginning of the next chapter or section). See "Restarting Footnote Numbering" on page 197.

Glossaries

- **Look of generated glossary** You can use styles to change the appearance of a glossary. You can modify the look of individual elements within the glossary, as well as the entire container holding the glossary. See "Glossaries" on page 200.

Note: If you want to change the look of glossaries in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.

- **Ignoring glossary terms** You can configure a target to convert glossary terms to links automatically when they are found in topics. In addition, there is a way to purposely ignore some terms so that they are not converted to links. This can be done by setting the `mc-disable-glossary-terms` property on a style. By default, this feature is turned on for `<h1>` through `<h6>` styles, as well as hyperlinks (i.e., content with the `<a>` tag). This means that if a glossary term is found in a heading or text hyperlink, it will not be converted to a link. However, if the same term is found in, say, a regular paragraph, the term will be converted to a link (as long as you do not turn this feature on for that paragraph style). See "Ignoring Glossary Terms in Styles" on page 210.

Horizontal Rules

- **Edit** After you insert a rule ("horizontal line") in a topic, you can edit its settings (e.g., size, color, position) by modifying the `<hr>` style in the Stylesheet Editor. See "Horizontal Rules" on page 233.

Images

- **Background** You can add background settings to an image. This includes the ability to specify a color, another image, and a repeating pattern for the background image. Normally you would not see an image's background, but if you give the image a certain amount of padding, you would see the background around the edges of it. See "Images" on page 235.
- **Borders** You can add borders around an image, specifying the border size, color, and type. See "Adding Borders to Images" on page 242.
- **Margins** You can adjust the margins around an image so that there is extra space above, below, to the right, or to the left of it. See "Adding Margins to Images" on page 246.
- **Padding** You can add padding (i.e., extra space) between an image's border and the image itself. See "Adding Padding to Images" on page 249.
- **Positioning** After you insert an image, you can adjust its positioning on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text. See "Positioning Images" on page 253.
- **Resize** You can resize many images at once by using the `` style tag in the Stylesheet Editor. See "Resizing Images" on page 258.
- **Thumbnails** When you insert images into Flare content, you can specify that the images should be displayed as thumbnails (i.e., much smaller versions of the image) in the output. This is a way to condense topics so that images are not taking up as much real estate. When you use this feature, you can specify ways that the user can enlarge the image to see its full size (e.g., by hovering over the thumbnail, by clicking the thumbnail). See "Showing Images as Thumbnails in Output" on page 262.
- **Watermarks** You can add a background image on topics by using the `<body>` style tag. See "Creating Watermarks" on page 240.

Indexes

- **Look of generated index for print output** If you incorporate a generated index into your printed output, you can customize the way the index entries look in the output. This includes adjusting properties such as font family and size, word space, space above/below, and more. You can also change the look of the entire container holding the generated index. See "Indexes" on page 267.

Note: If you want to change the look of indexes in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.

Links

- **Concept links** You can edit the style (e.g., font, color, wording) of a concept link. When you edit the style for a concept link, the style changes for all concept links in any topics in your project. See "Editing Concept Links" on page 211.
- **Cross-references** You can edit the style settings (e.g., format, font, color) of cross-references. This includes the ability to incorporate page numbers and context-sensitivity into a cross-reference format. See "Editing Cross-Reference Style Formats" on page 137 and "Editing Text for Context-Sensitive Cross-References" on page 149.
- **Drop-down text** You can edit drop-down effects that you have inserted into topics. See "Drop-Down Text" on page 159.
- **Expanding text** You can edit expanding text effects that you have inserted into topics. See "Expanding Text" on page 171.
- **Keyword links** You can edit keyword links that you have inserted into topics. See "Editing Keyword Links" on page 218.
- **Related topics links** You can edit related topics links that you have inserted into topics. See "Editing Related Topics Links" on page 225.
- **Relationship links** You can edit the style settings (e.g., font, color, leader format) of relationship links. See "Relationship Links" on page 409.
- **Text hyperlinks** You can edit the style settings (e.g., font, color) of text hyperlinks. See "Text Hyperlinks" on page 538.
- **Text popups** You can edit the style (e.g., font, color) of the hotspot or the popup body in text popups. See "Text Popups" on page 541.
- **Togglers** You can edit the style (e.g., font, color) of the hotspot for togglers. See "Togglers" on page 543.
- **Topic popups** You can edit the style (e.g., font, color) of the hyperlink for topic popups. See "Topic Popups" on page 545.

List Of Concepts

- **Look** After you use the concepts proxy to create a list of concepts, you can change the look of that list by using styles. You can modify the look of individual entries in the list, as well as the entire container. See "Lists of Concepts" on page 276.

List Of Elements

- **Look** After you use the list-of proxy to create a list of elements (such as a list of figures or tables), you can use styles to determine the look of the generated list. See "Lists of Elements" on page 280.

Lists

- **Alignment** You can format lists or items within them so that the text is aligned right, left, centered, or justified. See "Aligning Lists" on page 290.
- **Background** You can set a background color and/or image on lists or items within them. See "Setting the Background for Lists" on page 305.
- **Borders** You can add borders around lists or items within them. Borders can be added on any side (left, right, top, bottom), or all around. See "Setting Borders for Lists" on page 296.
- **Images for bullets** You can change the image used for bullets in lists. For example, if you have a small check mark icon that you want to use instead of round bullets, you can select your image. See "Selecting Images for List Bullets" on page 295.
- **Indentation** You can indent lists or items within them so that they start or end at a certain distance from the left or right side of the window or page frame. See "Indenting Lists" on page 292.
- **Line spacing** You can specify the amount of spacing between lines of text in a list. See "Setting Line Spacing for Lists" on page 298.
- **Page and column breaks** You can apply a page or column break to lists or items within them. You might do this if you want a list to end with a particular item on one page and begin with another list item on the next page or column. For example, you could create a class of the `` style tag and you could call it something like "PageBreakBefore" (`li.PageBreakBefore`). For most items in a list, you could use the parent `` tag, but if you want a page break to occur on a particular list item, you could apply your `li.PageBreakBefore` style to it. This feature is used for print-based output. See "Setting Page and Column Breaks for Lists" on page 300.
- **Spacing above/below** You can specify the amount of spacing above and below lists or items within them. See "Setting Spacing Above and Below in Lists" on page 303.
- **Type** You can specify the type of list (e.g., circle, square, decimal, upper alpha) for a style. See "Specifying a List Type for a Style" on page 307.

Mini-TOCs

- **Look of mini-TOC in online output** You can use the `<MadCap|miniTocProxy>` style to modify the look of mini-TOCs in your online output. See "Mini-TOCs" on page 308.

- **Look of mini-TOC in print-based output** For generated mini-TOCs, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the mini-TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated mini-TOC. See "Using Styles to Determine the Look of a Print Mini-TOC" on page 311.
- **Page number suppression** If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MinITOC1) and selecting an option in the mc-pagenum-display property. See "Suppressing Page Numbers in a Print Mini-TOC" on page 317.

Paragraphs And Headings

- **Alignment** You can format a paragraph so that the text is aligned right, left, centered, or justified. See "Aligning Paragraphs" on page 325.
- **Background** You can set a background color and/or image on a paragraph. See "Setting the Background for Paragraphs" on page 328.
- **Borders** You can add borders around a paragraph. Borders can be added on any side of a paragraph (left, right, top, bottom), or all around it. See "Setting Borders for Paragraphs" on page 331.
- **Drop caps/initial caps** You can create an effect on a paragraph so that the initial letter is different than the others and drops down to the lines below. See "Creating Drop Caps Effects" on page 339.
- **Hyphenation** You can specify whether words at the end of a line in a paragraph should be hyphenated before continuing to the next line. You can also determine minimum word and character settings to be used for hyphenation. See "Setting Hyphenation" on page 342.
- **Indentation** You can indent paragraphs so that they start or end at a certain distance from the left or right side of the window or page frame. See "Indenting Paragraphs" on page 346.
- **Line spacing** You can specify the amount of spacing between lines in a paragraph. See "Setting Line Spacing" on page 382.
- **Multiline indentation** Using a style property called "mc-multiline-indent" you can specify additional indentation for content that wraps to more than one line. Although this property can be used for any block-level element (such as paragraphs), it is most useful when applied to print index, table of contents (TOC), and mini-TOC entries. See "Creating Multiline Indentation" on page 351.
- **Next style** You can specify that a particular style should be used when you press Enter at the end of the current style. For example, after you type text for a heading and press Enter, you might want the next style to be something like p.TopicText, rather than the main <p> tag. See "Setting a "Next" Style" on page 353.

- **Page and column breaks** You can apply a page or column break to a paragraph or heading. For example, you might do this if you want the paragraph or heading to start at the beginning of the next page or column. This feature is used for print-based output. See "Setting Page and Column Breaks" on page 355.
- **Positioning** After you add a paragraph or heading to a topic, you can adjust its positioning on the page. For example, you can float it to the left of the page layout frame to create a side heading. You can do this by applying a positioning setting on the style used by the paragraph. See "Positioning Paragraphs" on page 362 and "Heading Examples" on page 368.
- **Rounded borders** If you add borders to block-level elements, such as paragraphs, you can edit the style to create rounded borders. This is possible because of CSS3 border radius style properties. Unfortunately, only some of the newer browsers support these styles, so even if you create the rounded borders on your styles, they may display as rounded in some outputs but square in others. See "Creating Rounded Borders" on page 334.
- **Short line elimination** You can use this feature to automatically adjust word spacing if the last line of a paragraph is only a certain number of characters long. Therefore, the spacing may be widened to make the last line longer, or the spacing may be narrowed to bring the words in the last line up to the previous line. See "Setting Short Line Elimination" on page 376.
- **Spacing above/below** You can set the amount of spacing above and below paragraphs. See "Setting Paragraph Spacing Above and Below" on page 386.
- **Widow and orphan control** You can use widow and orphan control to avoid instances where "left-over" lines from a paragraph are shown at the top or bottom of a page or column. See "Setting Widow and Orphan Control" on page 390.

QR Codes

- **Background** You can add background settings to a QR code. This includes the ability to specify a color, image, and a repeating pattern for the background image. Normally you would not see a QR code's background, but if you give the QR code a certain amount of padding, you would see the background around the edges of it. See "Adding Backgrounds to QR Codes" on page 396.
- **Borders** You can add borders around a QR code, specifying the border size, color, and type. See "Adding Borders to QR Codes" on page 398.
- **Margins** You can adjust the margins around a QR code so that there is extra space above, below, to the right, or to the left of it. See "Adding Margins to QR Codes" on page 400.
- **Padding** You can add padding (i.e., extra space) between a QR code's border and the QR code itself. See "Adding Padding to QR Codes" on page 402.
- **Resize** You can resize QR codes with various methods. See "Resizing QR Codes" on page 404.

Redacted Text

- **Set** Flare supports redacted text, which is text that is "blacked out" in Adobe PDF, Microsoft XPS, or XHTML output. This is much more efficient than attempting to black out text or other content after the document has been printed. You can set redacted text on any kind of content (e.g., characters, paragraphs, images, tables). You can do this locally at the font level by highlighting each piece of content, or you can specify redaction on a style and then apply that style to content whenever necessary. It is recommended that you use styles whenever possible. See "Setting Redacted Text on Content" on page 498.

Search

- **Look of highlighted search terms** When users perform searches in your online output, the keywords that are found are highlighted in the topics. The background for each term found in a topic is highlighted in a different color. In Flare you can create styles for this purpose and change not only the color background, but other settings as well (e.g., font style, text decoration). See "Search" on page 423.

Spell Check

- **Skip words** You can use styles to skip certain words when performing a spell check. See "Spell Check" on page 428.

Tables

- **Using special table stylesheet** You can modify the look and feel of multiple tables at once by editing the properties in a custom table stylesheet. These table stylesheets let you easily and quickly create patterns and different looks for tables. See "How to edit styles in a table stylesheet" on page 104.
- **Using regular stylesheet** You can modify the look and feel of multiple tables at once by editing standard HTML table tags (e.g., <table>, <th>, <td>, <tr>) in your regular stylesheet. For example, you might use these styles in order to control the look of the text that appears in your table headings (<th> style) or within the cells (<td> style). See "Editing Table Styles in Regular Stylesheets" on page 430.

When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., <th> for table headers, <td> for regular table text). However, if you press Enter at the end of a line, a <p> tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the <p> tag to be used for table content (e.g., p.tabletext) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells. See "Selecting Styles for Table Cell Contents" on page 435.

- **Page layout breaks** You can set page layout breaks on tables using a couple of different options. In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach is to set breaks on table rows through the `<tr>` style tag. Another option is that you can set breaks on rows (and on entire tables) through a table stylesheet. And because you can create patterns in table stylesheets, each pattern item might have different settings for breaks. See "Setting Page Layout Breaks on Tables" on page 439.
- **Repeat table captions** You can use styles to repeat captions on tables that span multiple pages in print-based output. Furthermore, you can add continuation text to the end of those captions (other than the caption appearing on the first page where a table occurs). Typically this text would be something like "(continued)." See "Using Styles to Repeat Table Captions in Print Output" on page 455.





Note: When controlling the look of tables, you should not create and use classes of standard HTML table tags (e.g., a class of the `<tr>` tag) if you also intend to use table stylesheets.



Tables Of Contents

- **Heading levels** When creating print-based output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of `<h1>`, you might want some of those topic headings to display at the first level in the print TOC (acting as an `<h1>`), others at the second level (acting as an `<h2>`), and still others at the third level (acting as an `<h3>`). See "Using Styles for Print TOC Heading Levels" on page 459.
- **Look** For TOCs in print-based output, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the print TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated TOC. See "Using Styles to Determine the Look of a Print TOC" on page 461.
- **Page number suppression** If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., `p.TOC1`, `p.TOC2`, `p.MinITOC1`) and selecting an option in the `mc-pagenum-display` property. See "Suppressing Page Numbers in a Print TOC" on page 468.

Note: If you want to change the look of your TOC in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.

Text

- **Bold** You can apply a bold weight to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click . You can also highlight text and click  in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses a bold weight. See "Setting Bold Text" on page 475.
- **Case** You can change the case of text so it is all uppercase or lowercase. You can also specify that the first letter of each word in the selected content should be capitalized, while the other letters are lowercase. See "Setting the Case of Text" on page 478.
- **Color of background** You can set a background color for text. See "Setting the Background Color for Text" on page 480.
- **Color of text** You can select a color for text. See "Setting the Color for Text" on page 482.
- **Font family** You can select a font family (e.g., Arial, Verdana) for text to change its look. See "Setting the Font Family for Text" on page 484.
- **Italics** You can apply italics to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click . You can also highlight text and click  in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses italics. See "Setting Italic Text" on page 488.
- **Italic correction** You can correct the spacing in a line when italic formatting is involved. Often, when you italicize a word in the middle of a sentence, the last letter of that word has less space between it and the following word (due to the fact that it is italicized and the following word is not). Using italic correction, you can increase this space between the italicized word and the non-italicized word. See "Setting Italic Correction" on page 491.
- **Letter spacing** You can specify the amount of spacing between letters in text. See "Setting Letter Spacing" on page 493.
- **Overline** You can specify that a horizontal line should be placed above text (opposite of underlined text). See "Setting an Overline on Text" on page 496.
- **Size** You can specify the size of text, choosing from many different units of measurement. See "Setting the Font Size" on page 500.
- **Smallcaps** You can specify that text should be displayed in all capital letters, but in a small size. See "Setting Smallcaps on Text" on page 502.
- **Strikethrough** You can specify that a horizontal line should be added through the middle of the text, providing the effect of content that has been "striked through." See "Setting a Strikethrough Effect on Text" on page 504.

- **Subscript** You can apply a subscript effect to topic text, where some text appears below the level of the other characters (e.g., H_2O). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and then click . However, you can also change the properties of a different tag so that it appears as subscript text. See "Setting Subscript Text" on page 506.
- **Superscript** You can apply a superscript effect to text, where some text appears above the regular text (e.g., X^2). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and click . However, you can also change the properties of a different tag so that it appears as superscript text. See "Setting Superscript Text" on page 507.
- **Underline** You can easily underline text. See "Setting Underlined Text" on page 508.
- **Word spacing** You can specify the amount of spacing between words. See "Setting Word Spacing" on page 510.

Text Boxes

- **Background** After you insert a text box, you can add background settings to the text box. This includes the ability to specify a color, an image, and a repeating pattern for the background image. See "Adding Backgrounds to Text Boxes" on page 516.
- **Borders** After you insert a text box, you can add borders around its text box, specifying the border size, color, and type. See "Adding Borders to Text Boxes" on page 519.
- **Hyphenation** After you insert a text box, you can adjust the way that the text within it is hyphenated. See "Setting Hyphenation in Text Boxes" on page 523.
- **Margins** After you insert a text box, you can adjust the margins around its text box so that there is extra space above, below, to the right, or to the left of it. See "Adding Margins to Text Boxes" on page 525.
- **Padding** After you insert a text box, you can add padding (i.e., extra space) between the text box's border and the text within it. See "Adding Padding to Text Boxes" on page 529.
- **Positioning** After you insert a text box, you can adjust its positioning on the page. This includes the ability to float text boxes to the left or right, or even outside of page frames. See "Positioning Text Boxes" on page 533.
- **Size** After you insert a text box, you can adjust its width and height. See "Specifying the Size of Text Boxes" on page 537.

Topics

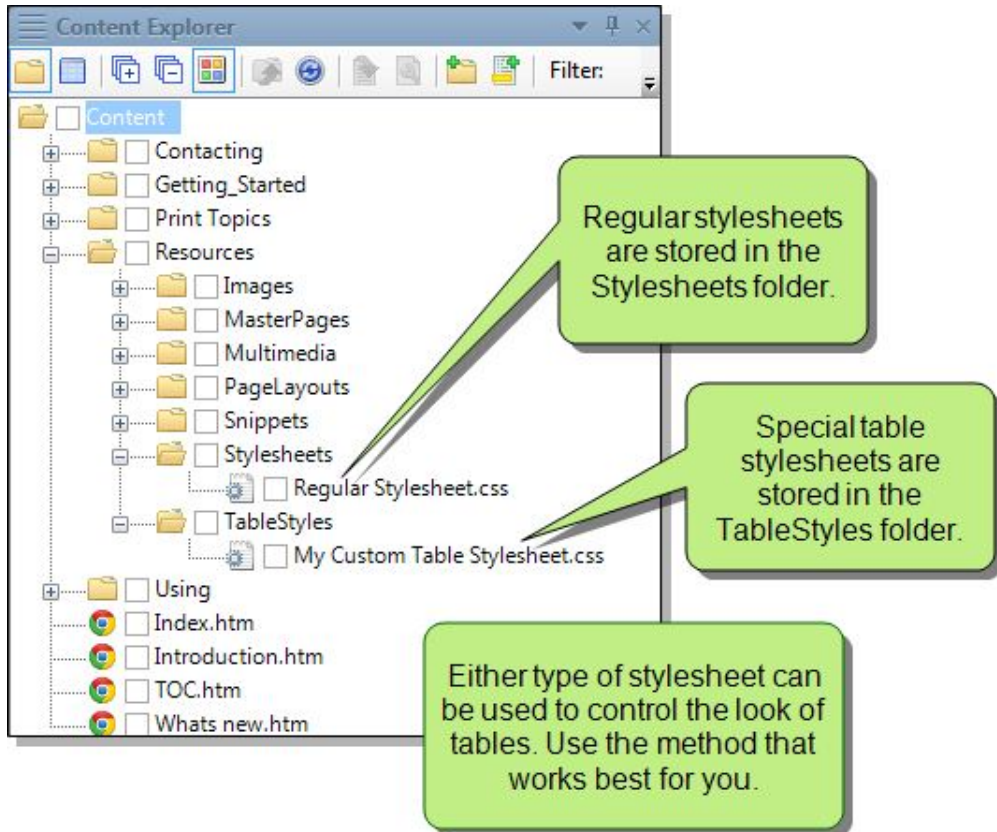
- **Background** You can change the background color for topics by using the `<body>` style or classes of that style. If you want the background color to be applied to all topics using a particular stylesheet, you can use the main `<body>` style. If you want to change the background color for only some topics, create and use a class of the `<body>` style. See "Applying Color to the Background for Topics" on page 553.

You can also add a background image on topics by using the `<body>` style tag. See "Creating Watermarks" on page 240.

- **Nonscrolling region** For online output you can specify that a certain portion of the content (usually a heading and breadcrumbs, if included) should remain fixed in place. This means that when the end user scrolls down to see more content, the fixed areas do not scroll with the rest of the text. You can see an example of this in any Flare online Help topic. See "Creating a Nonscrolling Region" on page 557.
- **Toolbars** You can use the `<Madcap|topicToolbarProxy>` style to change the look of the container holding the generated toolbar. See "Topic Toolbars" on page 550.

Two Kinds Of Stylesheets

Flare lets you create and use two kinds of stylesheets—regular stylesheets and special Flare table stylesheets.



Regular Stylesheets

This type of stylesheet lets you store styles for general content in your project. You can have as many styles as you want within one regular stylesheet, and you can create as many stylesheets as you need (although one stylesheet is often sufficient for most authors and most projects). After you add a regular stylesheet to a project, it is stored in the Resources\Stylesheets subfolder of the Content Explorer. The exception to this is when you import source files that already include a stylesheet. In that case, Flare retains the structure of the imported files, storing the stylesheet in the same location where it resided in the source files.

Note: If you would like to access the same stylesheet that is used for the Flare documentation, you can download it from this location:

<http://docs.madcapsoftware.com/FlareV8/styles.css>

After downloading this file, you can save it to any location you want. For example, if you already have a project where you want to use it, you can navigate to the folder where that project is stored in Windows and save the stylesheet in the Content\Resources\Stylesheets subfolder.

Special Table Stylesheets

This type of stylesheet lets you create a unique look for tables that you insert throughout your project. This is a great way to create tables that have different patterns (e.g., every other row might have a green background). After you add a table stylesheet to a project, it is stored in the Resources\TableStyles subfolder of the Content Explorer.

EXAMPLE

You might use two different types of tables in your project—a "basic" one (with simple borders and no shading) and a "fancy" one (with customized borders and colored shading in certain rows and columns). So you create one table stylesheet (let's say it's called "basic.css") and format it the way you want, and then you create a second table stylesheet (let's say it's called "fancy.css") and format it. Then, as you insert tables into your topics, you can associate the new table with one of these two table stylesheets.

The screenshot shows the 'RowPatternStyleSheet' window with the 'TableStyle Editor' tab selected. The 'Medium: (default)' dropdown and 'Apply Style...' button are at the top. On the left, the 'General' tab is active, showing 'Rows' and 'Columns' sections. The 'Row Styles' table lists 'Row1' and 'Row2', both of type 'Pattern'. 'Row2' is selected, and its 'Repeat' is set to '1'. Below this, the 'Style Properties' section shows 'Background Color' set to '(not set)' and a 'Color' dropdown menu. A 'Preview' section at the bottom displays a table with alternating blue and green row styles. Three callouts provide additional context: one points to the 'Row Styles' table, another points to the 'Color' dropdown, and a third points to the 'Preview' table.

RowPatternStyleSheet

TableStyle Editor | Medium: (default) | Apply Style...

General

Rows

Columns

Row Styles

Name	Type	Repeat
Row1	Pattern	1 row
Row2	Pattern	1

Style Properties

Background Color: (not set)

Color: [Color Picker]

Font: [Font Selection]

Image: [Image Selection]

Preview

Column1	Column1	Column1	Column1	Column1	Column1	Column1
Row1	Body	Body	Body	Body	Body	Body
Row2	Body	Body	Body	Body	Body	Body
Row1	Body	Body	Body	Body	Body	Body
Row2	Body	Body	Body	Body	Body	Body

In this table stylesheet, you can see pattern styles created here.

The background color for the selected row style (in this example, Row 2) is specified here.

And a preview is shown here.

Table Styles

The following table is using a style that shows a pattern of rows in alternating colors.

Heading 1	Heading 2	Heading 3
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text

Here is how it looks in a topic. If you were to insert new rows, the pattern would adjust automatically.

Editors For Stylesheets

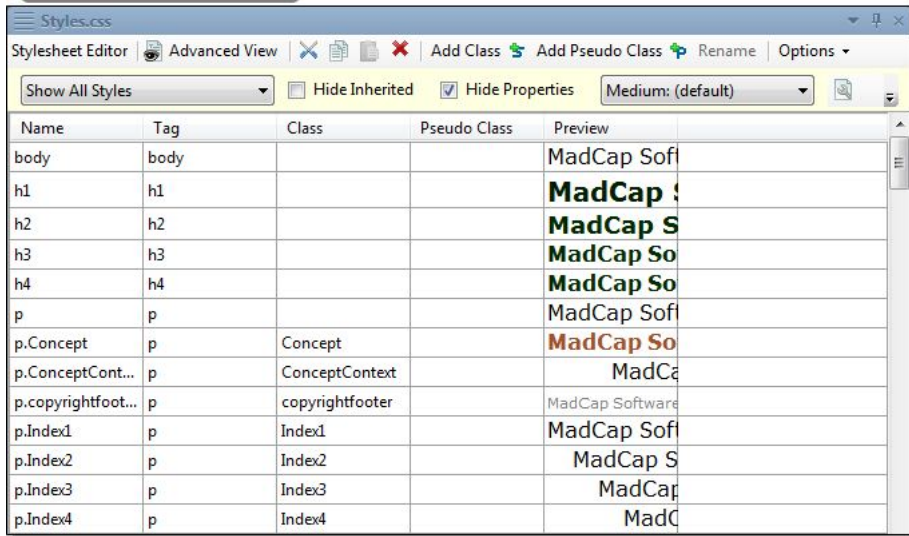
When you open a regular stylesheet, it is displayed in the Stylesheet Editor. When you open a table stylesheet, it is displayed in the Table Style Editor.

Stylesheet Editor—For Regular Stylesheets

The Stylesheet Editor allows you to use either an "Advanced" view or a "Simplified" view when working with topic styles.

- **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
- **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

This is the Stylesheet Editor, showing a regular stylesheet in the Simplified view.



Name	Tag	Class	Pseudo Class	Preview
body	body			MadCap Sof
h1	h1			MadCap S
h2	h2			MadCap S
h3	h3			MadCap So
h4	h4			MadCap So
p	p			MadCap Sof
p.Concept	p	Concept		MadCap So
p.ConceptCont...	p	ConceptContext		MadCa
p.copyrightfoot...	p	copyrightfooter		MadCap Software
p.Index1	p	Index1		MadCap Sof
p.Index2	p	Index2		MadCap S
p.Index3	p	Index3		MadCap
p.Index4	p	Index4		MadC

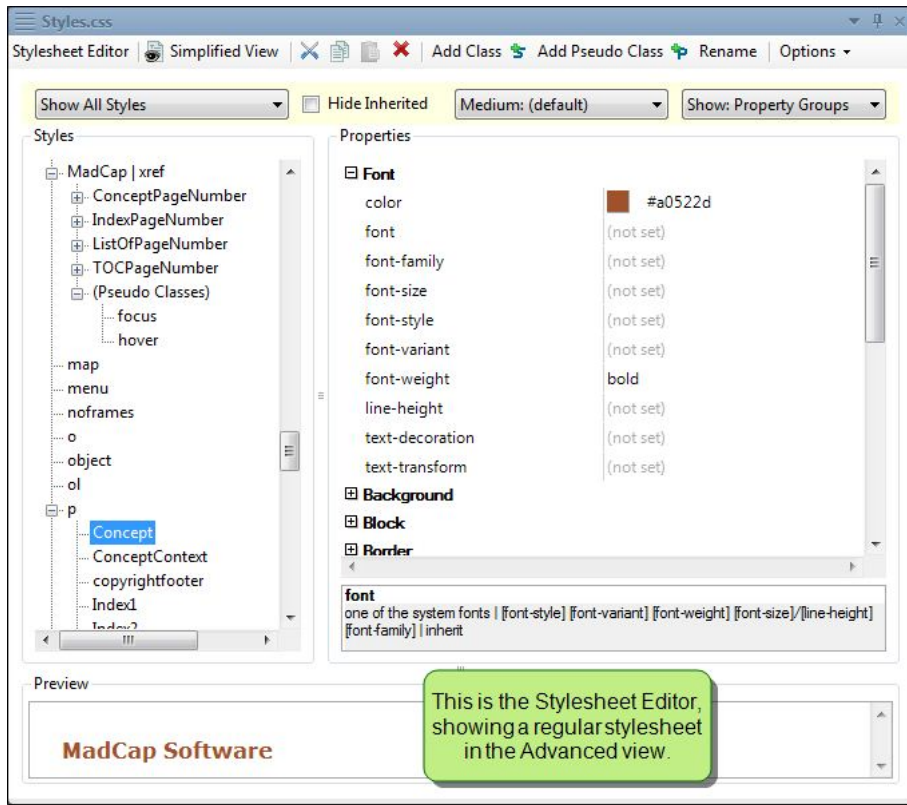
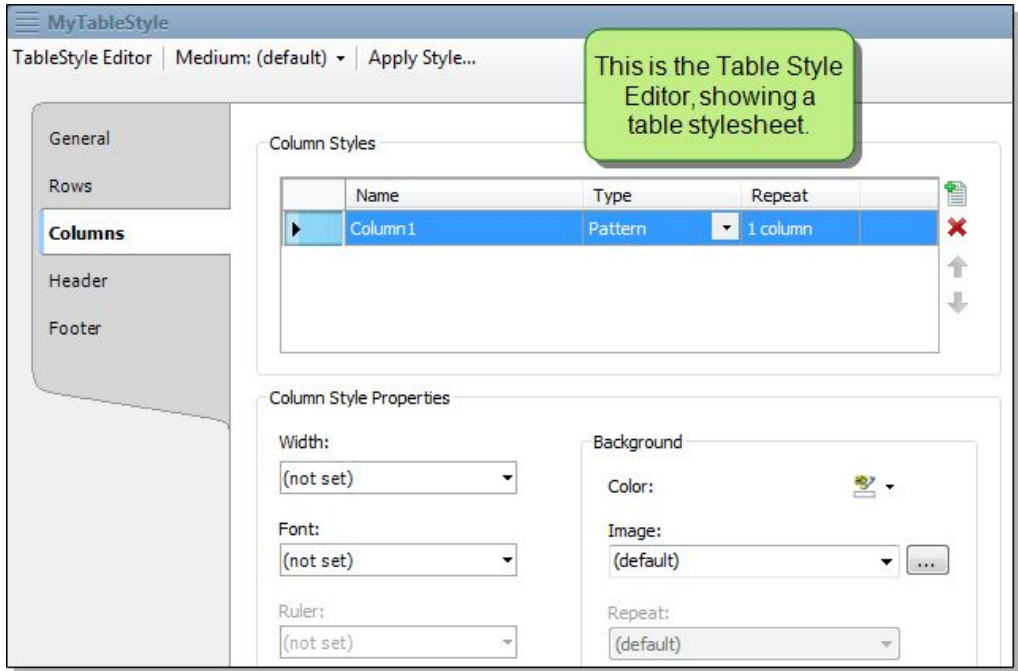



Table Style Editor—For Table Stylesheets

The Table Style Editor contains multiple tabs and fields for specifying settings such as patterns, borders, backgrounds, alignment, and margins.



Note: Although Flare provides you with editors to work on styles, you can get behind the scenes to see and edit the code for the stylesheet. One way to do this is to open the stylesheet in Flare. Then click the **Send To** button  in the Standard toolbar and select **Notepad**. If you make changes in that file, those edits are displayed in the Flare Stylesheet Editor when you save the file in Notepad.

Note: You do not need to create a table stylesheet to affect the look of your tables. Alternatively you can use a regular stylesheet to modify standard CSS table tags (e.g., `<th>`, `<td>`) that are used to dictate the look of different parts of a table (e.g., heading text, table cell text).

Master Stylesheets

When you want to use styles in your content, the stylesheet needs to be made available for the content in question. In Flare, you can associate regular stylesheets with a single topic (see "Applying Stylesheets to Topics" on page 83). However, you also have the option of using a regular stylesheet as a "master," applying it at either the project or target level, or both. See "Applying Master Stylesheets" on page 81.

- **Master stylesheets at the project level** You can associate a master stylesheet with an entire Flare project. The styles will therefore be available to all content in the project. You can set the project-level master stylesheet in the Project Properties dialog (select **Project>Project Properties**).
- **Master stylesheets at the target level** You can associate a master stylesheet with an entire Flare target. The styles will therefore be used for the content in the target. If you have specified a master stylesheet at the project level and another at a target level, the stylesheet at the target will take precedence. If you are using different master stylesheets for different targets, the stylesheet associated with the primary target determines what you see in the XML Editor. You can set the target-level master stylesheet on the General tab of the Target Editor.

Note: If you apply a master stylesheet at either the target or project level, you will no longer be able to associate stylesheets at the topic level (unless you remove the master stylesheet associations at the project and/or target level). If you have previously applied multiple stylesheets to a single topic and then switch to using a master stylesheet, you should make sure that all of the styles you need from the various stylesheets are all included in your master stylesheet.

MadCap-Specific Styles And Properties

In addition to the many standard styles from W3C, you might notice several unique-looking styles that begin with the word "MadCap" (e.g., MadCap|footnote, MadCap|toggler). There are also many MadCap-specific properties. You will recognize these properties because they always start with "mc" (e.g., mc-footnote-format, mc-hyphenate).

These special styles and properties have been added to the Flare user interface in order to support some of the unique features available only in MadCap Software products.

Styles

Following is a list of MadCap-specific styles.

Style	Description	See These Topics
MadCap annotation	Modifies the look of content in a topic to which an annotation (i.e., internal topic comment) points. For example, you might want annotated text to be displayed in the XML Editor with red font and a yellow background. This does not change the text as it will be shown in the output, but rather only as it is displayed in the XML Editor.	For more information see the online Help.
MadCap bodyProxy	Modifies the look of the "container" holding topic content. For example, you might edit this style to add a border around all topic content.	For more information see the online Help.
MadCap breadcrumbsProxy	Modifies the look of breadcrumbs in online output.	"Breadcrumbs" on page 133
MadCap concept	Modifies the look of concepts that have been inserted in the XML Editor (when markers are turned on).	For more information see the online Help.

Style	Description	See These Topics
MadCap conceptLink	Modifies the look (e.g., font, color, wording) of a concept (See Also) link heading. When you do this, the style changes for all concept links in any topics in your project.	"Help Controls" on page 211
MadCap conceptLink ControlList	Modifies the look of the entire list (element) when concept links are displayed in a list, rather than in a popup.	"Help Controls" on page 211
MadCap conceptLink ControlListItem	Modifies the look of individual items in the list (elements) when concept links are displayed in a list, rather than in a popup.	"Help Controls" on page 211
MadCap conceptLink ControlListItemLink	Modifies the look of links in the list (<a> elements) when concept links are displayed in a list, rather than in a popup.	"Help Controls" on page 211
MadCap conceptsProxy	Modifies the look of the "container" holding a generated list of concepts.	"Lists of Concepts" on page 276
MadCap conditionalText	Modifies the look of content in the XML Editor that has a condition tag applied to it. For example, you might want conditioned content to stand out with a larger font so you can easily spot it while editing content.	For more information see the online Help.
MadCap dropdown	Modifies the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.	"Drop-Down Text" on page 159
MadCap dropDownBody	Modifies the content that is shown when users open a drop-down effect.	"Drop-Down Text" on page 159

Style	Description	See These Topics
MadCap dropDownHead	Modifies the text in the first paragraph of a drop-down effect (i.e., the paragraph where the drop-down link is located).	"Drop-Down Text" on page 159
MadCap dropDownHotspot	Modifies the specific text that you select in the first paragraph of a drop-down effect to serve as the link for opening the drop-down body. If you do not select specific text in the first paragraph to serve as the hotspot, the entire first paragraph is used as the hotspot.	"Drop-Down Text" on page 159
MadCap endnoteBlock	Modifies the container (or block) holding individual endnote comments. For example, if you want to add a border around each endnote comment created from an endnotes proxy, you would use this style.	"Footnotes" on page 175
MadCap endnotesBlock	Modifies the container (or block) holding all endnote comments. For example, if you want to add a border around the collection of all endnote comments created from an endnotes proxy, you would use this style.	"Footnotes" on page 175
MadCap equation	Modifies the appearance of all equations.	"Equations" on page 163
MadCap expanding	Modifies the entire container holding an expanding text effect, including the image that is shown when an expanding text effect is open or closed.	"Expanding Text" on page 171
MadCap expandingBody	Modifies the expanded text portion of an expanding text effect (i.e., the area that is displayed or hidden when users click the hotspot link).	"Expanding Text" on page 171

Style	Description	See These Topics
MadCap expandingHead	Modifies the hotspot portion of an expanding text effect.	"Expanding Text" on page 171
MadCap footnote	Modifies both the footnote number (or symbol) where it is inserted in the topic, as well as the number and accompanying comment text (at the bottom of the page, or wherever else you specify its location).	"Footnotes" on page 175
MadCap footnoteBlock	Modifies the container (or block) holding individual footnote comments. For example, if you want to add a border around each footnote comment on a page, you would use this style.	"Footnotes" on page 175
MadCap footnotesBlock	Modifies the container (or block) holding all footnote comments. For example, if you want to add a border around the collection of all footnote comments on a page, you would use this style.	"Footnotes" on page 175
MadCap glossaryProxy	Modifies the look of the "container" holding a generated glossary.	"Glossaries" on page 200
MadCap glossaryTerm	Modifies the look of glossary term links.	"Glossaries" on page 200
MadCap helpControlList	Modifies the look of the <i>entire list</i> (element) when Help control links are displayed in a list, rather than in a popup. This is a general style that controls all three types of Help control links—concept, keyword, and related topics. Alternatively, you can set properties on each specific style—MadCap conceptLinkControlList, MadCap keywordLinkControlList, or MadCap relatedTopicsControlList.	"Help Controls" on page 211 "Editing Keyword Links" on page 218 "Editing Related Topics Links" on page 225

Style	Description	See These Topics
MadCap helpControl ListItem	Modifies the look of <i>individual items in the list</i> (elements) when Help control links are displayed in a list, rather than in a popup. This is a general style that controls all three types of Help control links—concept, keyword, and related topics. Alternatively, you can set properties on each specific style—MadCap conceptLinkControlListItem, MadCap keywordLinkControlListItem, or MadCap relatedTopicsControlListItem.	"Help Controls" on page 211 "Editing Keyword Links" on page 218 "Editing Related Topics Links" on page 225
MadCap helpControl ListItemLink	Modifies the look of <i>links in the list</i> (<a> elements) when Help control links are displayed in a list, rather than in a popup. This is a general style that controls all three types of Help control links—concept, keyword, and related topics. Alternatively, you can set properties on each specific style—MadCap conceptLinkControlListItemLink, MadCap keywordLinkControlListItemLink, or MadCap relatedTopicsControlListItemLink.	"Help Controls" on page 211 "Editing Keyword Links" on page 218 "Editing Related Topics Links" on page 225
MadCap helpControl Menu	Modifies the look of links (i.e., menu items) that users see when they click a concept link, keyword link, or related topics control. This style is grouped with the "Dynamic Effects Styles" (which you can select from the drop-down list in the upper-left corner of the Stylesheet Editor). This particular style controls the <i>entire list</i> when you are using the <i>popup menu</i> method for displaying Help control links.	"Help Controls" on page 211 "Editing Keyword Links" on page 218 "Editing Related Topics Links" on page 225

Style	Description	See These Topics
MadCap helpControl MenuItem	<p>Modifies the look of links (i.e., menu items) that users see when they click a concept link, keyword link, or related topics control. This style is grouped with the "Dynamic Effects Styles" (which you can select from the drop-down list in the upper-left corner of the Stylesheet Editor).</p> <p>This particular style controls the <i>individual list items</i> when you are using the <i>popup menu</i> method for displaying Help control links.</p>	<p>"Help Controls" on page 211</p> <p>"Editing Keyword Links" on page 218</p> <p>"Editing Related Topics Links" on page 225</p>
MadCap indexProxy	Modifies the look of the "container" holding a generated index for print-based output.	"Indexes" on page 267
MadCap keyword	Modifies the look of index keywords that have been inserted in the XML Editor (when markers are turned on).	For more information see the online Help.
MadCap keywordLink	Modifies the look (e.g., font, color, wording) of a keyword link heading. When you do this, the style changes for all keyword links in any topics in your project.	"Editing Keyword Links" on page 218
MadCap keywordLink ControlList	Modifies the look of the entire list (element) when keyword links are displayed in a list, rather than in a popup.	"Editing Keyword Links" on page 218
MadCap keywordLink ControlListItem	Modifies the look of individual items in the list (elements) when keyword links are displayed in a list, rather than in a popup.	"Editing Keyword Links" on page 218
MadCap keywordLink ControlListItemLink	Modifies the look of links in the list (<a> elements) when keyword links are displayed in a list, rather than in a popup.	"Editing Keyword Links" on page 218

Style	Description	See These Topics
MadCap listOfProxy	Modifies the look of the "container" holding a generated list of elements.	"Lists of Elements" on page 280
MadCap miniTocProxy	Modifies the look of the "container" holding a generated mini-TOC.	"Using Styles to Determine the Look of a Print Mini-TOC" on page 311 "Mini-TOCs" on page 308
MadCap pageFooter	Modifies the look of the content contained in a page footer used in master pages for Adobe FrameMaker and Microsoft Word output.	For more information see the online Help.
MadCap pageHeader	Modifies the look of the content contained in a page header used in master pages for Adobe FrameMaker and Microsoft Word output.	For more information see the online Help.
MadCap popup	Modifies the look of text popup links that have been inserted in the XML Editor.	"Text Popups" on page 541
MadCap popupBody	Modifies the popup text portion of an popup text effect (i.e., the area that is displayed or hidden when users click the hotspot link).	"Text Popups" on page 541
MadCap popupHead	Modifies the hotspot portion of a popup text effect.	"Text Popups" on page 541
MadCap qrCode	Modifies the appearance of all QR codes.	"QR Codes" on page 395

Style	Description	See These Topics
MadCap relatedTopics	Modifies the look (e.g., font, color, wording) of a related topics link heading. When you do this, the style changes for all related topics links in any topics in your project.	"Editing Related Topics Links" on page 225
MadCap relatedTopics ControlList	Modifies the look of the entire list (element) when related topics are displayed in a list, rather than in a popup.	"Editing Related Topics Links" on page 225
MadCap relatedTopics ControlListItem	Modifies the look of individual items in the list (elements) when related topics are displayed in a list, rather than in a popup.	"Editing Related Topics Links" on page 225
MadCap relatedTopics ControlListItemLink	Modifies the look of links in the list (<a> elements) when related topics are displayed in a list, rather than in a popup.	"Editing Related Topics Links" on page 225

Style	Description	See These Topics
MadCap relationships Heading	<p>Modifies the look of headings used in relationship links. There are three classes of this style that you can edit. If you edit the main MadCap relationshipsHeading stylee, the look of all of the classes are affected. However, you can also edit the look of each class if you want.</p> <ul style="list-style-type: none"> • concept This class lets you change the look of the heading that is displayed above any concept links (i.e., any topics found in the "concept" column of the relationships table). • reference This class lets you change the look of the heading that is displayed above any reference links (i.e., any topics found in the "reference" column of the relationships table). • task This class lets you change the look of the heading that is displayed above task links (i.e., topics found in the "task" column of the relationships table). 	"Relationship Links" on page 409
MadCap relationships Item	Modifies the look of link items created from a relationships table.	"Relationship Links" on page 409
MadCap relationships Proxy	Modifies the look of the "container" holding the content from a generated relationships table.	"Relationship Links" on page 409

Style	Description	See These Topics
MadCap shortcut	Modifies the look (e.g., font, color) of a shortcut control link. When you edit the style for a shortcut control, the style changes for all shortcut controls in any topics in your project.	For more information see the online Help.
MadCap snippetBlock	<p>Modifies the look of block snippets that have been inserted in the XML Editor. If you insert a snippet on a blank line in a topic, it is inserted as a block snippet (as opposed to a text snippet) and takes up all of the room so that no other content can be added.</p> <p>For example, if you want all of your block snippets to stand out with a blue font—making it easier to identify these snippets as you work—you can use this style.</p> <p>This style does not affect the output. If you want to make changes to a snippet that affect the output, you can open the snippet and modify it in the XML Editor, just as you would edit a regular topic.</p>	For more information see the online Help.

Style	Description	See These Topics
MadCap snippetText	<p>Modifies the look of text snippets that have been inserted in the XML Editor. If you insert a snippet on a line where other content exists, it is inserted as a text snippet, as opposed to a block snippet.</p> <p>For example, if you want all of your block snippets to stand out with a blue font—making it easier to identify these snippets as you work—you can use this style.</p> <p>This style does not affect the output. If you want to make changes to a snippet that affect the output, you can open the snippet and modify it in the XML Editor, just as you would edit a regular topic.</p>	For more information see the online Help.
MadCap tocProxy	Modifies the look of the "container" holding a generated TOC for print-based output.	"Using Styles to Determine the Look of a Print TOC" on page 461
MadCap toggler	Modifies the look (e.g., font, color) of a toggler hotspot. When you do this, the style changes for all toggler hotspots in any topics in your project.	"Togglers" on page 543
MadCap topicToolbar Proxy	Modifies the look of the "container" holding a generated topic toolbar. The topic toolbar proxy will use whatever settings are specified on the Topic Toolbar tab in the Skin Editor (for Standard and Mobile skins only). However, the settings in the individual proxy have precedence. Therefore, if you select some buttons in the proxy and others in the skin, those in the proxy will be displayed in the output.	"Topic Toolbars" on page 550

Style	Description	See These Topics
MadCap variable	<p>Modifies the look of variables that have been inserted in the XML Editor.</p> <p>For example, if you want all of your variables to stand out with a blue font—making it easier to identify them as you work—you can use this style.</p> <p>This style does not affect the output.</p>	For more information see the online Help.
MadCap xref	Modifies the look and format used in cross-references.	"Editing Cross-Reference Style Formats" on page 137

Properties

Following is a list of MadCap-specific style properties.

Property	See These Topics
mc-auto-number-class	"Auto-Numbers" on page 117
mc-auto-number-format	"Auto-Numbers" on page 117
mc-auto-number-offset	"Auto-Numbers" on page 117
mc-auto-number-position	"Auto-Numbers" on page 117
mc-breadcrumbs-count	"Breadcrumbs" on page 133
mc-breadcrumbs-divider	"Breadcrumbs" on page 133
mc-breadcrumbs-prefix	"Breadcrumbs" on page 133
mc-closed-image	"Drop-Down Text" on page 159 "Expanding Text" on page 171 "Editing the Style of Glossary Term Links" on page 208 "Togglers" on page 543
mc-column-count	"Indexes" on page 267
mc-disable-glossary-terms	"Ignoring Glossary Terms in Styles" on page 210
mc-feader-type	"Page Footers and Headers" on page 322
mc-float	"Positioning Paragraphs" on page 362
mc-footnote-format	"Editing Footnote Number Formats" on page 190
mc-footnote-number	"Restarting Footnote Numbering" on page 197
mc-footnote-position	"Editing Footnote Comment Position" on page 183
mc-format	"Editing Cross-Reference Style Formats" on page 137

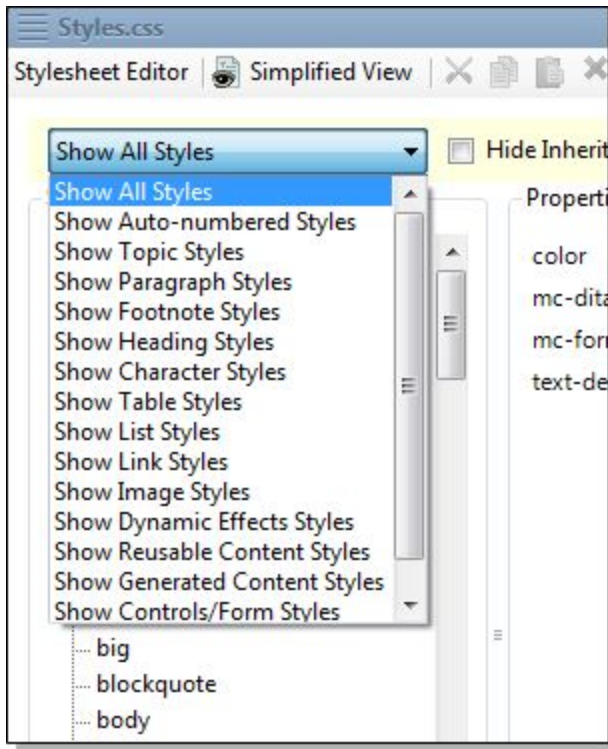
Property	See These Topics
mc-heading-format	"Glossaries" on page 200 "Indexes" on page 267
mc-heading-level	"Tables of Contents" on page 458
mc-help-control-display	"Using Styles to Determine the Display for Help Control Links" on page 232
mc-hyphenate	"Setting Hyphenation" on page 342
mc-hyphenate-maximum-adjacent-line-count	"Setting Hyphenation" on page 342
mc-hyphenate-shortest-prefix	"Setting Hyphenation" on page 342
mc-hyphenate-shortest-suffix	"Setting Hyphenation" on page 342
mc-hyphenate-shortest-word	"Setting Hyphenation" on page 342
mc-index-headings	"Using Styles to Include or Exclude Index Headings" on page 275
mc-label	"Editing Keyword Links" on page 218 "Relationship Links" on page 409
mc-leader-align	"Relationship Links" on page 409 "Lists of Concepts" on page 276 "Lists of Elements" on page 280 "Using Styles to Determine the Look of a Print Mini-TOC" on page 311 "Using Styles to Determine the Look of a Print TOC" on page 461

Property	See These Topics
mc-leader-format	<p>"Relationship Links" on page 409</p> <p>"Lists of Concepts" on page 276</p> <p>"Lists of Elements" on page 280</p> <p>"Using Styles to Determine the Look of a Print Mini-TOC" on page 311</p> <p>"Using Styles to Determine the Look of a Print TOC" on page 461</p>
mc-leader-offset	<p>"Relationship Links" on page 409</p> <p>"Lists of Concepts" on page 276</p> <p>"Lists of Elements" on page 280</p> <p>"Using Styles to Determine the Look of a Print Mini-TOC" on page 311</p> <p>"Using Styles to Determine the Look of a Print TOC" on page 461</p>
mc-open-image	<p>"Drop-Down Text" on page 159</p> <p>"Expanding Text" on page 171</p> <p>"Editing the Style of Glossary Term Links" on page 208</p> <p>"Togglers" on page 543</p>
mc-output-support	"Proxies" on page 393
mc-pagenum-display	<p>"Suppressing Page Numbers in a Print TOC" on page 468</p> <p>"Suppressing Page Numbers in a Print Mini-TOC" on page 317</p>
mc-popup-height	"Customizing the Size of Topic Popups" on page 548
mc-popup-width	"Customizing the Size of Topic Popups" on page 548

Property	See These Topics
mc-redacted	"Setting Redacted Text on Content" on page 498
mc-short-line	"Setting Short Line Elimination" on page 376
mc-short-line-loosen-end-length	"Setting Short Line Elimination" on page 376
mc-short-line-loosen-maximum	"Setting Short Line Elimination" on page 376
mc-short-line-method	"Setting Short Line Elimination" on page 376
mc-short-line-step	"Setting Short Line Elimination" on page 376
mc-short-line-tighten-maximum	"Setting Short Line Elimination" on page 376
mc-thumbnail	"Showing Images as Thumbnails in Output" on page 262
mc-thumbnail-max-height	"Showing Images as Thumbnails in Output" on page 262
mc-thumbnail-max-width	"Showing Images as Thumbnails in Output" on page 262
mc-toc-depth	"Mini-TOCs" on page 308

Types Of Styles In Flare

There are several categories of styles that you can apply to content. To filter the list of styles shown, use the drop-down list in the **Show Styles** section of the Stylesheet Editor.



For steps on applying each type of style to content in your project, see "Applying Styles to Topic Content" on page 563. Following are explanations of the basic types of styles.

- **Auto-numbered styles** These are styles to which an auto-number format has been applied. Therefore, an auto-number format style is not technically a unique type of style, because an auto-number format can actually be applied to other types of styles (such as paragraphs and headings). If you apply an auto-number format to a style, that style will be listed in the Stylesheet Editor if you select **Show Auto-numbered Styles**.

EXAMPLE

You might select the `<h1>` style tag and modify its "mc-auto-number-format" property, choosing a format such as {n+}. If you then select **Show Auto-numbered Styles** in the Stylesheet Editor, the `<h1>` style will be listed.

- **Topic styles** This lists the `<html>` style and its classes, which are used to affect entire topics. You can also use this kind of style to apply different master pages to different topics.
- **Paragraph styles** These are styles applied to an entire paragraph.

EXAMPLE

You might select a style class called "p.Body" that you have created and modify its "font-size" property to enlarge the body text in your topics.

- **Footnote styles** These are styles that are applied to footnotes inserted into content. Footnotes are commonly used if you are producing print-based output. The `<MadCap|footnotesBlock>` style affects the area that holds a collection of footnotes.

EXAMPLE

You might select the `<MadCap|footnote>` style and modify its "mc-footnote-number" in order to restart the numbering for footnotes at each chapter (as opposed to each book, page, or section). You might select the `<MadCap|footnoteBlock>` style and modify its "color" property in order to show the footnote text in blue.

- **Heading styles** These are styles that are applied to content intended to serve as headings above sections of content.

EXAMPLE

You might select the `<h2>` style and modify its "font-family" property in order to display second-level headings in an Arial font.

- **Character styles** These are styles that are applied to selected text within a paragraph, rather than the entire paragraph.

EXAMPLE

You might select the `` style and create a class under it named "code" (`span.code`). Then you might set its "font-family" property to "Courier New" in order to display text that represents programming code.

- **Table styles** These are styles that are applied to tables and the content within them.

EXAMPLE

You might select the `<th>` style and modify its "color" property in order to display table header row text in green.

Note: These styles are not to be confused with the separate special table stylesheets that you can create. However, you can use both table stylesheets and these standard table styles from a regular stylesheet in order to design the look of your tables and their content.

- **List styles** These are styles that are applied to content displayed in a list, such as a bulleted list or numbered procedures.

EXAMPLE

You might select the `` style and create a class under it named "indented." Then you might set its "margin-left" property to "0.5 in" so that bulleted list items are indented one-half inch from the left edge.

- **Link styles** These are styles that are applied to content that contains a link, such as a cross-reference or a related topics link.

EXAMPLE

You might select the `<MadCap|xref>` style and modify its "mc-format" property to change the text displayed in cross-references (e.g., "see page...").

- **Image styles** These are styles that are applied to images and objects that you inserted into topics.

EXAMPLE

You might create a class under the `` tag, name it "Thumbnail" (`img.Thumbnail`), and modify its "mc-thumbnail" property. This lets you specify that images using that tag should be shown as small thumbnails until the end user either clicks or hovers over the thumbnail to see the large version.

- **Dynamic effects styles** These are styles that are applied to content used in Dynamic HTML effects, such as drop-down text or popups.

EXAMPLE

You might select the `<MadCap|dropDown>` style and modify its "mc-open-image" and "mc-closed-image" properties in order to change or remove the image, such as an arrow, displayed next to drop-down effects.

- **Reusable content styles** These are styles that are applied to reusable content, such as snippets, variables, or proxies.

EXAMPLE

You might select the `<MadCap|breadcrumbsProxy>` style and modify its "border-bottom" property. This lets you set the color and width of the bottom border for the "You are here" breadcrumbs feature that can be displayed at the top of topics.

- **Generated content styles** These are styles that are applied to content that is created when you generate output, such as glossaries, indexes, or tables of contents (TOCs).

EXAMPLE

You might select the "TOC1" class under the `<p>` tag (`p.TOC1`) and modify its "mc-leader-format" property. This lets you set the leader format, such as dots, to be displayed after the first-level headings in the generated TOC for print-based output.

- **Controls/form styles** These are styles that are applied to content within controls, such as buttons, or forms.

EXAMPLE

You might select the `<form>` style tag and modify its "text-align" property in order to center a form that you add in a topic.

Pseudo Classes In Flare

Pseudo classes are a special group of style classes in cascading stylesheets that pertain to elements when they're in a certain state. They are most often used for styles associated with hyperlinks.

Link Pseudo Classes

Link pseudo classes include the following.

- **Active** This class is used when the person activates the element (mouse is clicked).
- **Focus** This class is used if the element has the focus.
- **Hover** This class is used when the person hovers the mouse over the element.
- **Link** This class is used for links that have not yet been clicked.
- **Visited** This class is used for links that have already been clicked.

EXAMPLE

Let's say you want the text to display in green for links that have not yet been clicked. But after a link is clicked, you want it to display as gray text. Therefore, under the `<a>` style tag, you modify the "link" pseudo class and change the font color to green. Then you modify the "visited" pseudo class under the `<a>` tag so that the font color is gray.

Note: In order for `<a>` link pseudo classes to function properly, they must appear in the following order in the stylesheet (you can see this by opening the stylesheet in Notepad).

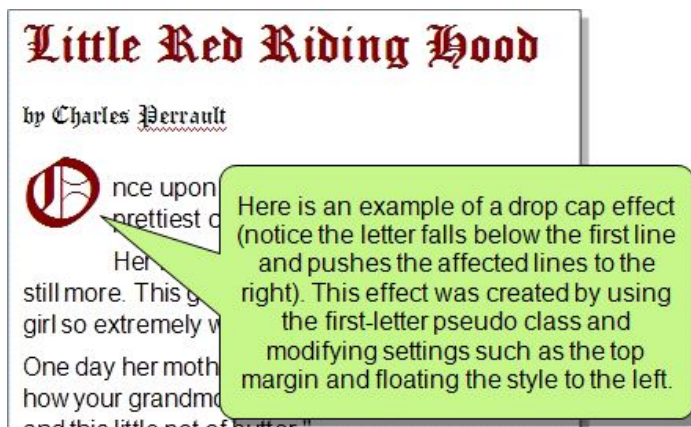
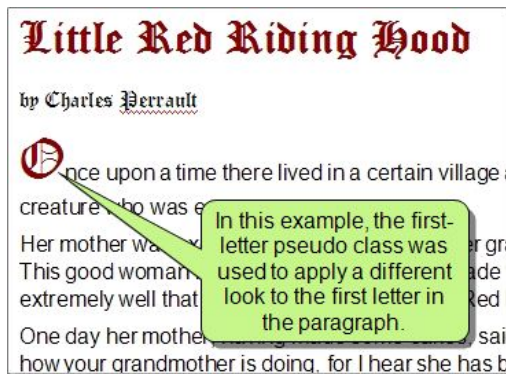
```
a:link  
a:visited  
a:hover  
a:focus  
a:active
```

In order to avoid issues with this, and to ensure that your pseudo classes are working, you should explicitly set values on those pseudo classes, rather than expecting them to inherit settings from other tags.

First-Letter And First-Child Pseudo Classes

There are a couple of additional kinds of pseudo classes that you can create from the Stylesheet Editor. These are called "first-letter" and "first-child" pseudo classes.

The first-letter class lets you apply style settings to the first letter in a block (such as a paragraph), if it is not preceded by any other content (such as an image). This pseudo class is useful for creating drop caps and initial caps effects. See "Creating Drop Caps Effects" on page 339.




The first-child class lets you apply style settings to the first child of another element (e.g., the first <p> tag that occurs within a <div> tag).

Where's My Style?

When applying styles to content, you may notice from time to time that the style you are looking for is not available from the drop-down list or Styles window pane when you try to select it. This can occur if you have not yet made any modifications to the style in the Stylesheet Editor. Therefore, before applying a style to content, make sure you first provide the necessary settings for the style. See "Editing Styles" on page 97.

Another possible reason for this has to do with the location of the cursor in the topic. Flare realizes where the cursor is placed and knows that only certain styles should be applied at that location.

EXAMPLE

Let's say that you have your cursor on a regular paragraph and you want to apply a list `` style to it in order to turn it into the beginning of a bulleted list. Because it is not yet a list item, but rather a simple paragraph, you will not see your `` style when you try to select it. Instead, you will see several paragraph styles in the list. In order to use the list style, you first need to turn the paragraph into a bulleted list item, by clicking the bullet button  in the Home ribbon or Text Format toolbar.




Here is another example. If multiple paragraphs are selected or if the cursor is simply placed somewhere within a paragraph, the paragraph styles are shown in the Styles window pane. If only a portion of a paragraph is selected, the character styles are shown.

If you still do not see your style available for selection, try closing and re-launching Flare.

Skin Styles

In addition to topic and table styles, you can use skin styles. For certain elements of the online output window (e.g., navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings. See "Skins and Styles" on page 591.

There are three kinds of skins.

- **Standard skins**  for WebHelp, WebHelp Plus, WebHelp AIR, DotNet Help, and Microsoft HTML Help outputs
- **HTML5 skins**  for HTML5 output.
- **WebHelp Mobile skins**  for WebHelp Mobile output.

When it comes to the Standard skin, please note that the vast majority of these skin styles pertain to WebHelp, WebHelp Plus, or WebHelp AIR output. But some of the settings (those that have to do with MadCap Feedback and toolbar items) also apply to Microsoft HTML Help. DotNet Help output only supports skin style changes for toolbar items.

CHAPTER 2

Stylesheets

Stylesheets are files with a .css extension. They are used to hold many styles, as well as information about how each style looks or behaves. Whenever you need to create new styles or change their properties, you accomplish this in a stylesheet, via the Stylesheet Editor or Table Style Editor in Flare.

This chapter discusses the following.

- Creating New Stylesheets 74**
- Creating New Table Stylesheets 76**
- Opening Stylesheets 78**
- Importing Stylesheets 79**
- Linking Stylesheets 80**
- Applying Master Stylesheets 81**
- Applying Stylesheets to Topics 83**

Creating New Stylesheets

The first step in using styles in your topics is to create a new stylesheet (if necessary), adding it to your project. When you create a stylesheet, it is added to the Resources\Stylesheets subfolder in the Content Explorer.

How to create a new stylesheet

1. Do one of the following, depending on the part of the user interface you are using.

- **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Stylesheet**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **Project>Add Stylesheet**.

The Add File dialog opens.


2. In the **File Type** field at the top, make sure **Stylesheet** is selected.
3. In the **Source** area select one of the following.
 - **New from template** This lets you choose either a factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use a factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

Note: In some dialogs and wizards you can click the **Manage Templates** button



if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.


- **New from existing** This lets you choose an existing file of the same type—that you've already created and stored somewhere—as a starting point for your new file. As with

template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button , use the Open File dialog to find a file, and double-click it.

Note: Each factory template has different style settings in it. You might want to try different ones to see which suits you best.

For example, one of the factory templates is called "Modern." This template includes special custom properties that let you set the border radius on a paragraph style (i.e., to create rounded corners).

You will also see a factory template called "SearchHighlight." This template has a very specific purpose—to let you change how highlighted terms look when users perform a search.

4. (Optional) If you want to place the file into a subfolder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the stylesheet.
6. Click **Add**. The Copy to Project dialog opens, displaying information about the template file that will be copied to the project.
7. Click **OK**. The stylesheet is added to the Content Explorer and opens in its own page in the Stylesheet Editor.

Creating New Table Stylesheets

You can add a stylesheet to be used specifically for tables. When you create this file, it is added to the Resources\TableStyles subfolder in the Content Explorer.

How to create a new table stylesheet

1. Do one of the following, depending on the part of the user interface you are using.

- **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Table Style**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **Project>Add Table Style**.

The Add File dialog opens.


2. In the **File Type** field at the top, make sure **Table Style** is selected.
3. In the **Source** area select one of the following.
 - **New from template** This lets you choose either a factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use a factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.


Note: In some dialogs and wizards you can click the **Manage Templates** button



if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.

- **New from existing** This lets you choose an existing file of the same type—that you've already created and stored somewhere—as a starting point for your new file. As with

template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button , use the Open File dialog to find a file, and double-click it.

4. (Optional) If you want to place the file into a subfolder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the stylesheet.
6. Click **Add**. The Copy to Project dialog opens, displaying information about the template file that will be copied to the project.
7. Click **OK**. The table stylesheet is added to the Content Explorer and opens in its own page in the Table Style Editor.

Note: You can also create a new table stylesheet while inserting a table into a topic. In the Insert Table dialog, simply click face of the **Create New Table Style** button  (not the down arrow) and then complete the options in the Select Table Style Template dialog. After you finish inserting the table, the new stylesheet is added to your project.

Opening Stylesheets

When you create a new stylesheet for your project, the stylesheet opens automatically in the Stylesheet Editor or Table Style Editor. If you want to make changes to a stylesheet that is closed, use the following steps to open it.

How to open a stylesheet

1. Make sure the Content Explorer is open.
2. Double-click the **Resources** folder to open it.
3. Do one of the following.

- If you want to open a regular stylesheet, double-click the **Stylesheets** subfolder.


OR

- If you want to open a table stylesheet, double-click the **TableStyles** subfolder.

Note: If you imported a project that has a stylesheet, it will not be located in one of these folders unless you move it there. Instead, the stylesheet will be located in the same place where it was stored in the source project (e.g., at the root level of the Content Explorer).

4. Do one of the following.
- Locate and double-click the stylesheet (CSS file) that you want to open.

OR

- Locate and click the stylesheet (CSS file) that you want to open. In the local toolbar, click .

The stylesheet opens in the Stylesheet Editor or Table Style Editor, depending on whether you are opening a regular stylesheet or a table stylesheet.

Importing Stylesheets

You can create new stylesheets (CSS files) within your project. But if you already have created a stylesheet in another project and want to reuse it in your current project, you can import that stylesheet.

How to import a stylesheet

1. Do one of the following, depending on the part of the user interface you are using.


- **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Stylesheet**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **Project>Add Stylesheet**.

The Add File dialog opens.


2. Select **New from existing** and click .
3. Find and select the stylesheet file that you want to import.
4. Click **Open**. The Source File field now contains the path to the file that you are importing. Also, the name of the file is displayed in the File Name field.
5. Leave the selection in the **Folder** field as **Resources/Stylesheets**.
6. If you want to give the stylesheet a different name than that for the imported file, click in the **File name** field and replace the text.
7. Click **Add**. The Copy to Project dialog opens, displaying information about the file that will be copied to the project. Also, if that file contains links to other files, they will also be listed (and therefore copied).
8. Click **OK**. The stylesheet is added to the Resources\Stylesheets folder in the Content Explorer and opens in the Stylesheet Editor.

Note: You can also import individual styles from another stylesheet. See "Importing Styles" on page 91.

Linking Stylesheets

If you have added more than one stylesheet to your project, you can link them together. By doing this, one stylesheet can adopt the styles of the other stylesheet so that they can be used in topics where that stylesheet is applied.

How to link stylesheets

1. Open a stylesheet that you want to link to another stylesheet. The stylesheet being opened will adopt the styles from the stylesheet(s) that you link it to.
2. In the local toolbar of the Stylesheet Editor, click the **Options** button and select **Stylesheet Links**. The Stylesheet Links dialog opens.
3. Do one of the following.
 - On the right side of the dialog, select the stylesheet(s) that you want to link to the current stylesheet. Then click  to add the stylesheet(s) to the Current Links section on the left.
 - OR
 - Double-click the stylesheet(s) that you want to link to the current stylesheet. The stylesheet is added to the Current Links section on the left.
4. Click **OK**.
5. Select **File>Save** or press **CTRL+S**.

Applying Master Stylesheets


When you want to use styles in your content, the stylesheet needs to be made available for the content in question. In Flare, you can associate regular stylesheets with a single topic (see "Applying Stylesheets to Topics" on page 83). However, you also have the option of using a regular stylesheet as a "master," applying it at either the project or target level, or both.

- **Master stylesheets at the project level** You can associate a master stylesheet with an entire Flare project. The styles will therefore be available to all content in the project. You can set the project-level master stylesheet in the Project Properties dialog (select **Project>Project Properties**).
- **Master stylesheets at the target level** You can associate a master stylesheet with an entire Flare target. The styles will therefore be used for the content in the target. If you have specified a master stylesheet at the project level and another at a target level, the stylesheet at the target will take precedence. If you are using different master stylesheets for different targets, the stylesheet associated with the primary target determines what you see in the XML Editor. You can set the target-level master stylesheet on the General tab of the Target Editor.

How to apply a master stylesheet to a project

1. Do one of the following, depending on the part of the user interface you are using.
 - **Ribbon** Select the **Project** ribbon. In the **Properties** section select **Project Properties**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
 - **Menu** Select **Project>Project Properties**.
 - **Project toolbar** Click  **Project Properties...**

To open the Project toolbar from the menu view, select **View>Toolbars>Project**.

The Project Properties dialog opens.

2. Select the **Defaults** tab.

3. In the **Master Stylesheet** field, click the drop-down and select the stylesheet to be used as the master.
4. Click **OK**.
5. Select **File>Save** or press **CTRL+S**.

How to apply a master stylesheet to a target

1. From the Project Organizer open the target.
2. Select the **General** tab.
3. In the **Master Stylesheet** field, click the drop-down and select the stylesheet to be used as the master.
4. Select **File>Save** or press **CTRL+S**.

Applying Stylesheets To Topics

After creating a stylesheet, you need to apply (link) the stylesheet to topics where you want to use those styles. It is recommended that you apply a master stylesheet at the project or target level, which means that the stylesheet will automatically be applied to all topics in that project or target (see "Applying Master Stylesheets" on page 81). However, if you want to apply different stylesheets to topics individually, you can.

The following methods can be used when applying stylesheets to topics.

- Apply one or more stylesheets to a single topic.
- Apply a single stylesheet to multiple topics at the same time using the File List window pane.
- Apply a single stylesheet to multiple topics at the same time using the Split View feature.

Following are steps for each of these.

How to apply one or more stylesheets to a single topic

1. Open the topic to which you want to apply the stylesheet.
2. Do one of the following, depending on the part of the user interface you are using.

- **.Ribbon** Select the **Home** ribbon. In the **Styles** section select **Stylesheet Links**.


You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **Tools>Stylesheet Links**.

The Stylesheet Links dialog opens, showing all the regular stylesheets in your project.

3. Do one of the following.

- On the right side of the dialog, select the stylesheet(s) that you want to associate with the topic. Then click  to add the stylesheet(s) to the Current Links section on the left.

OR

- Double-click the stylesheet(s) that you want to associate with the topic. The stylesheet is added to the Current Links section on the left.

Note: If the stylesheet does not yet exist, you can click **Add** to create a new stylesheet.

4. Click **OK**. The stylesheet is now associated with the topic.
5. Select **File>Save** or press **CTRL+S**.

How to apply a single stylesheet to multiple topics using the File List window pane

1. Do one of the following, depending on the part of the user interface you are using.


- **Ribbon** Select the **View** ribbon. In the **Explorer** section select **File List**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.




Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **View>File List**.
- **Keyboard shortcut** Press **CTRL+SHIFT+J**.

The Stylesheet Links dialog opens, showing all the regular stylesheets in your project.

2. (Optional) From the **Filter** drop-down list in the File List window pane, select the type of files that you want to view.
3. Select the files to which you want to apply a stylesheet. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.
4. In the local toolbar, click . The Properties dialog opens.
5. Click the **Topic Properties** tab.
6. In the **Stylesheet** field, click the drop-down arrow and select the appropriate stylesheet.
7. Click **OK**.

How to apply a single stylesheet to multiple topics using the Split View feature

1. In the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves (left and right).
2. On the left side of the split Content Explorer, select the folder containing the topics to which you want to apply a stylesheet.
3. On the right side of the split Content Explorer, select the topics. Hold down the **SHIFT** key and click a range of topics, or hold down the **CTRL** key and click individual topics.
4. In the local toolbar, click . The Properties dialog opens.
5. Click the **Topic Properties** tab.
6. In the **Stylesheet** field, click the drop-down arrow and select the appropriate stylesheet.
7. Click **OK**.
8. To hide the split view, click the **Show Files** button  again.

Note: You cannot use multiple stylesheets per topic for native Adobe PDF, Microsoft XPS, and XHTML outputs.

CHAPTER 3

Creating Styles

After you create or import a stylesheet, you can create new classes of a parent tag (or selector). However, you cannot create new parent tags. For example, `<p>` is a parent tag, as are `<h1>`, `<a>`, and ``. You can create a class under any of those parent tags to give you more variety and flexibility when using styles in your content (e.g., `p.Tip`, `p.Note`, `h1.IndexHeading`). But you cannot use the Stylesheet Editor to create a new parent tag called, say, "MyTag" at the same level as the other parent tags; instead, it must be created as a style class under one of the existing parent tags.

This chapter discusses the following.

Creating New Style Classes	88
Importing Styles	91
Renaming Style Classes	93
Disabling Styles	94
Deleting Styles	96

Creating New Style Classes

There are multiple ways to create new style classes.

How to create a new style class from the Stylesheet Editor


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.

2. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field

 is set to **Show All Styles**.

3. In the editor, find and click on a tag (such as <p> or).

Your new style will start out with the same properties as the tag that you choose. For example, if you are creating a style class for text to be used as a note of caution for your readers, you might decide that the <p> (paragraph) tag is most appropriate.

4. In the local toolbar, click . The New Style dialog opens.
5. Type a name for the new style class, without using spaces (e.g., CautionIndented).
6. Click **OK**. The new style class is added under the tag you selected.
7. Select **File>Save** or press **CTRL+S**.

How to create a new style class from the Styles window pane

1. Open the content file (e.g., topic, snippet).
2. Place your cursor on the content that you want to use as a foundation for your new style.

EXAMPLE


If you place your cursor on content that currently has the <p> tag applied to it, the new style will start out with the same property values as the <p> tag.

3. Do one of the following, depending on the part of the user interface you are using.
 - **Ribbon** Select the **Home** ribbon. In the **Styles** section select **Style Window**.
 - **Menu** Select **View>Style Window**.
 - **Keyboard shortcut** Press **F12**

The Styles window pane opens on the right side of the interface.

4. Click the **Create Style** button. The Create Style dialog opens.
5. In the **Name** field, type a name for the new style class, without using spaces.
6. Select the appropriate stylesheet(s) on the right side of the dialog.
7. The property values already applied to the content selected in the topic are shown (if any). If you do not want to include certain property values in the new style, click the check box next to the value (in the **Include** column) to remove the check mark.
8. If you want the new style to immediately be applied to the content selected in the topic, select **Create style and update the source element**. If you do not want the new style to immediately be applied to the content selected in the topic, select **Create style without updating the source element**.
9. Click **OK**.
10. Select **File>Save** or press **CTRL+S**.

How to create a new style class from the topic content

1. Open the content file (e.g., topic, snippet).
2. If the tag block bars are not already shown, click  at the bottom of the editor to display them to the left of the content.
3. Right-click the appropriate tag bar next to the content that you want to use as a foundation for your new style.

EXAMPLE

If you right-click the `` tag bar next to content in the topic, the new style will start out with the same property values as the `` tag.

4. In the context menu, select **Style Class>Create Style Class**. The Create Style dialog opens.
5. In the **Name** field, type a name for the new style class, without using spaces.
6. Select the appropriate stylesheet(s) on the right side of the dialog.
7. The property values already applied to the content selected in the topic are shown (if any). If you do not want to include certain property values in the new style, click the check box next to the value (in the **Include** column) to remove the check mark.
8. If you want the new style to immediately be applied to the content selected in the topic, select **Create style and update the source element**. If you do not want the new style to immediately be applied to the content selected in the topic, select **Create style without updating the source element**.
9. Click **OK**.
10. Select **File>Save** or press **CTRL+S**.

Importing Styles

You can manually create new styles in a stylesheet. Another option is to import existing styles from another stylesheet.

How to import a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, click the **Options** button and select **Import Styles**.
3. Do one of the following, depending on the stylesheet containing the style you want to import.

To select a stylesheet from one of the available folders:

- a. In the **Library Folders** section, select one of the folders.
 - **Factory Stylesheets** Holds stylesheets that are provided by Flare. This folder includes a stylesheet called "SearchHighlight," which provides styles that let you control the look of terms that are highlighted in searches performed by users. See "Search" on page 423.
 - **My Templates** Holds your own stylesheets that you store in your My Documents\My Templates\Stylesheets folder.

Note: In some operating systems, such as Windows 7 and Vista, the folder is called "Documents" instead of "My Documents."

- **Project Stylesheets** Holds stylesheets added to your project.
- b. In the **Styles** section to the right, select a stylesheet contained in the folder.

To select a stylesheet not found in one the available folders:

- a. Click the **Browse** button.
 - b. In the dialog, find and double-click the stylesheet.
4. (Optional) In the **[Show Styles]** drop-down list, you can make a selection to filter which types of styles to show in the area below.
 5. (Optional) In the **[Medium]** drop-down list, you can select a specific medium. This determines the medium to which the styles are imported in your current stylesheet. If you select "default," the imported

style properties will be applied to all of the mediums in the other stylesheet. If you select a custom medium, the imported style properties will be imported to that medium in the other stylesheet. For more information see "Stylesheet Mediums" on page 576.

6. Click the **Import** check box next to each style that you want to import.
7. Click **OK**. The styles are added to the current stylesheet.

Renaming Style Classes

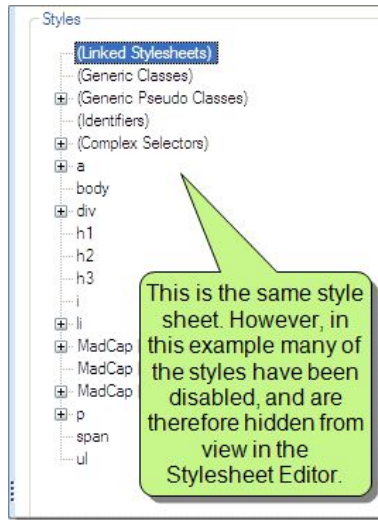
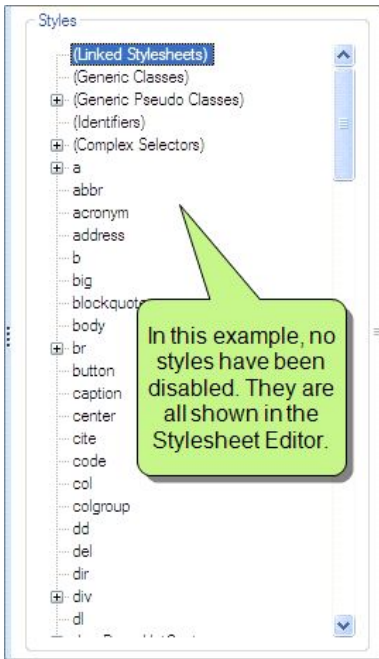
You can rename a style class after you have created it. However, you cannot rename existing parent tags, such as `<p>`, `<h1>`, or ``.

How to rename a style class


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the Stylesheet Editor, select the style class that you have created (not a parent tag).
3. In the local toolbar, click **Rename**. The Rename Class dialog opens.
4. Enter a new name for the style.
5. Click **OK**.
6. Select **File>Save** or press **CTRL+S**.

Disabling Styles

You can prevent certain styles from being shown in the Stylesheet Editor and in the Flare interface. This is a good feature if you use only some of the styles provided in a stylesheet. Rather than being overwhelmed with the sight of all styles in the stylesheet, you can ensure that you see only the styles that you tend to use in your project. Those styles will not be removed from the stylesheet; they will simply be hidden until you enable them.



How to disable styles

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, click the **Options** button and select **Disable Styles**. The Disable Styles dialog opens.
3. On the right side of the dialog, select the styles that you want to disable. You can hold down the **SHIFT** or **CTRL** key and click, selecting a range of styles or many individual styles not next to each other.
4. Click . The selected styles are moved to the left side of the dialog.
5. Click **OK**. The style classes are removed from view in the stylesheet.

Warning Even if you have some styles that you never modify, you may want to avoid disabling them in your stylesheet. The reason for this is that disabling a style in a stylesheet also disables its use in the rest of the interface. For example, let's say that you have inserted several images in your project. When you do this, an `` tag is used. Therefore, although you may never edit the style properties for the `` tag, you still require it in order to insert images in the future. Otherwise, features such as the option to insert images become disabled in the interface. The bottom line is that you should use caution when disabling styles, making sure that you truly will not need to use those styles.

Deleting Styles

You can delete style classes that you have added to a regular stylesheet. However, you cannot delete parent styles or classes added by Flare.

How to delete styles

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Select the style class you want to delete.
3. On your keyboard press **Delete**.
4. Select **File>Save** or press **CTRL+S**.

CHAPTER 4

Editing Styles

After you create a new topic or table, you can edit the styles within it.

This chapter discusses the following.

Steps for Editing Styles	99
Auto-Numbers	117
Breadcrumbs	133
Cross-References	136
DITA	150
Drop-Down Text	159
Equations	163
Expanding Text	171
Footnotes	175
Glossaries	200
Help Controls	211
Horizontal Rules	233
Images	235
Indexes	267
Lists of Concepts	276
Lists of Elements	280

List Styles	286
Mini-TOCs	308
Page Footers and Headers	322
Paragraph Formatting	323
Proxies	393
QR Codes	395
Relationship Links	409
Search	423
Spell Check	428
Tables	429
Tables of Contents	458
Text	473
Text Boxes	513
Text Hyperlinks	538
Text Popups	541
Togglers	543
Topic Popups	545
Topic Toolbars	550
Topics	553

Steps For Editing Styles





Following are the basic steps for editing styles in a regular stylesheet and in a table stylesheet. Steps for specific tasks are given throughout the rest of this chapter.

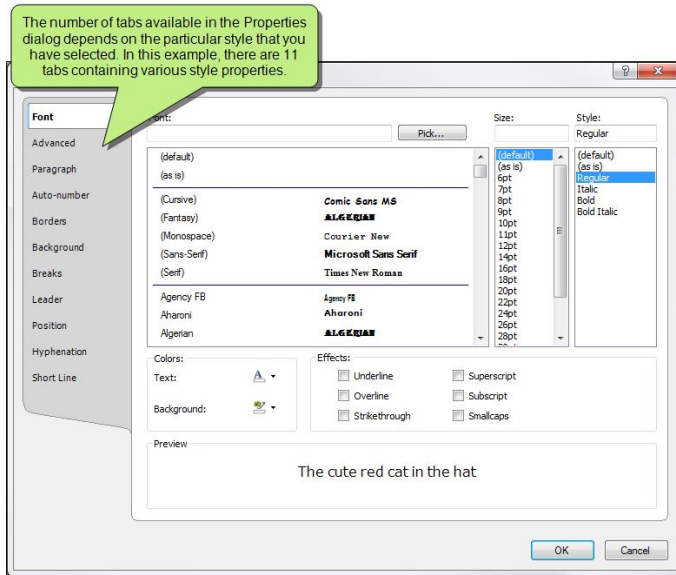
How to edit styles in a regular stylesheet

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.




If using the Simplified view:

- In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- (Optional) You can click in the **Show Styles** field  in the upper-left corner of the Stylesheet Editor to limit which styles are shown in the editor. For example, if you select **Show All Styles**, then all styles will be displayed. If you select **Show Paragraph Styles**, only paragraph styles will be displayed. If you select **Show Table Styles**, only table styles will be displayed.
- From the grid in the bottom portion of the Stylesheet Editor, select a style.
- In the local toolbar of the editor, click . The Properties dialog opens.
- Use the Properties dialog to change values for the style's properties.

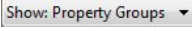



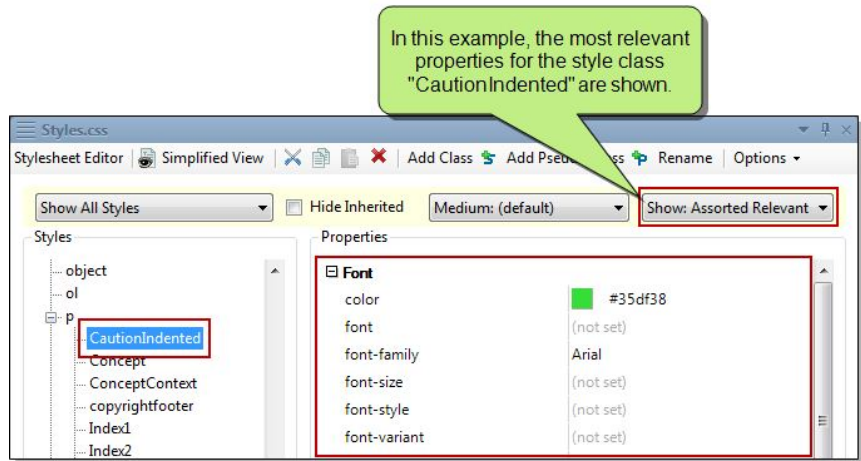
- In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. (Optional) You can click in the **Show Styles** drop-down list  in the upper-left corner of the Stylesheet Editor to limit which styles are shown in the editor. For example, if you select **Show All Styles**, then all styles will be displayed. If you select **Show Paragraph Styles**, then only paragraph styles will be displayed. If you select **Show Table Styles**, then only table styles will be displayed.
- c. In the **Styles** section of the editor, select the style that you want to edit.

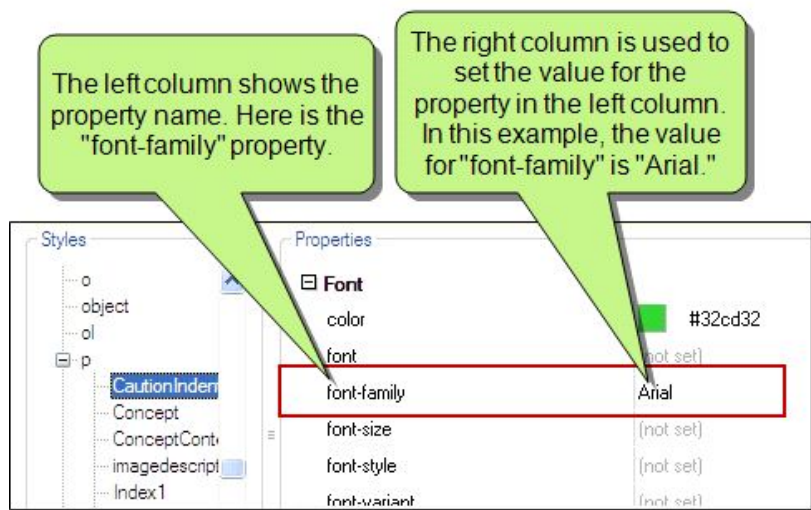
Note: If you want to limit the list of styles to only those that you tend to use in your project, you can disable the styles that you do not want to see. This does not delete those styles; it merely hides them from view. See "Disabling Styles" on page 94.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select any of the options shown to determine which properties are displayed below. This is simply a way to find the appropriate property as quickly as possible.
 - **Assorted Relevant Properties** Displays the property groups that are used most often for the selected style type.
 - **Property Groups** Displays all the different groups holding the properties for the selected style. Property groups are simply a way to organize the properties so that they are easy for you to find. If you want to see the values for a given property group, click the plus button  next to it.
 - **Alphabetical List** Displays all of the properties in alphabetical order.
 - **Set Properties** Displays all properties that have been set for the style.
 - **Set (Locally) Properties** Displays properties that have been set for the selected style directly in one or more topics. In other words, the global setting for that particular style has been overruled in some topics within the project.



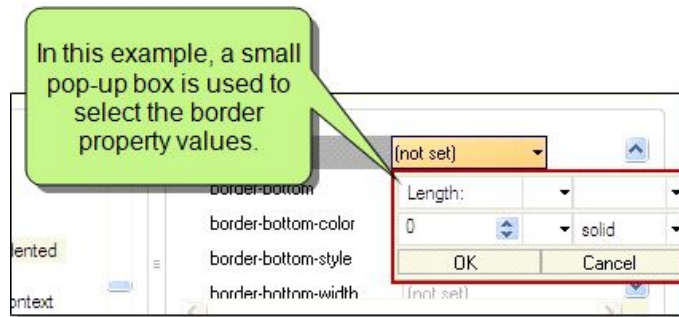
- e. In the **Properties** section, locate the specific property that you want to change.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

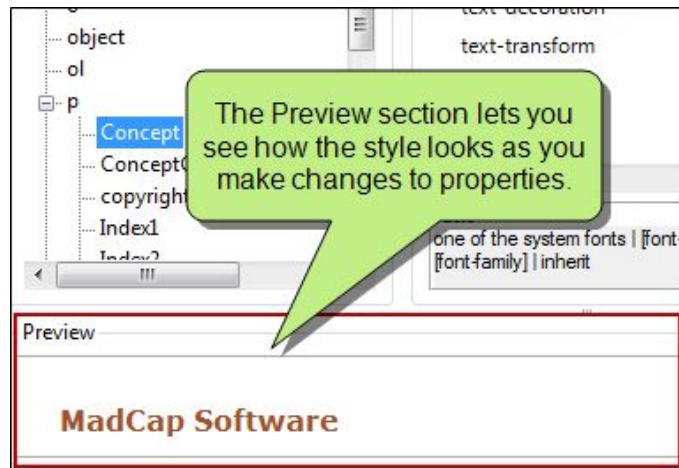


- f. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box.

If you completed values in a popup, click **OK** at the bottom of the box.



As you make changes to a property's values, you can see how the changes look in the Preview section at the bottom of the editor.

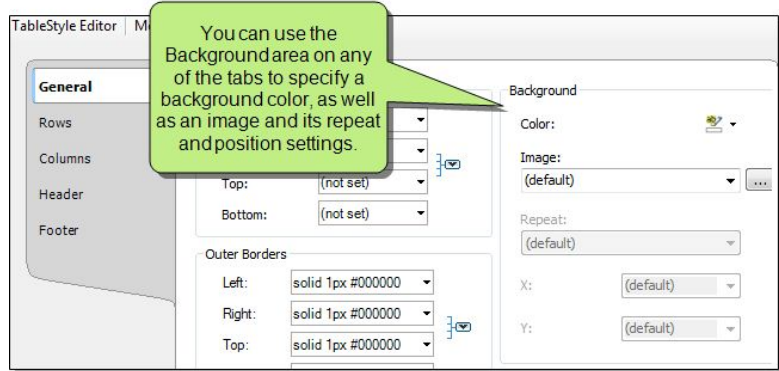


3. Select **File>Save** or press **CTRL+S**.

How to edit styles in a table stylesheet

1. Open the table stylesheet that you want to edit. This can be found in the **Resources/TableStyles** sub-folder in the Content Explorer.
2. In the Table Style Editor, set the options for the table style on the tabs available.
 - **General tab** This tab lets you set border, padding, margin, page layout breaks, and background properties for the entire table style.
 - **Table Margins** Click in any of the individual fields (**Left, Right, Top, Bottom**) to specify the settings for the table margins (the amount of space around the table). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down arrow to the right of all the fields, the settings will be applied to all of the table margin fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of margin. Use the lower-right area to select a unit of measurement.
 - **Outer Borders** Click in any of the individual fields (**Left, Right, Top, Bottom**) to specify the settings for the table border in the stylesheet. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields. When you click that down arrow or in one of the individual fields, a small popup displays. Use the lower-left area of the popup to enter a number for the thickness of the border. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. Use the upper-right area to select a color for the border. And use the lower-right area to select a line type (e.g., solid, double, dashed) for the border. When you are finished, click **OK** in the small popup.
 - **Cell Border Collapse** Select whether you want to collapse the cell borders in the stylesheet. If you collapse the cell borders, the row and cell borders of a table are joined in a single border. If you do not collapse the cell borders, the row and cell borders of a table are detached.
 - **Cell Border Spacing** Use this area to increase or decrease the amount of spacing for a cell border.
 - **Page layout breaks** Click the **Advanced** button to open the Breaks dialog and set page and column breaks for tables.

- **Background** Use this area to specify the settings that you want for the table background.



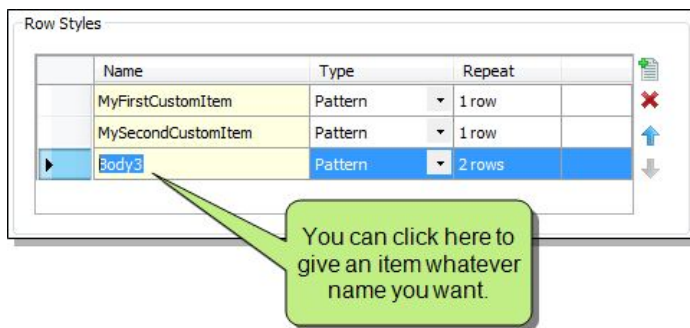
In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Next to the **Image** field, click . Select an image file to insert and click **OK**.

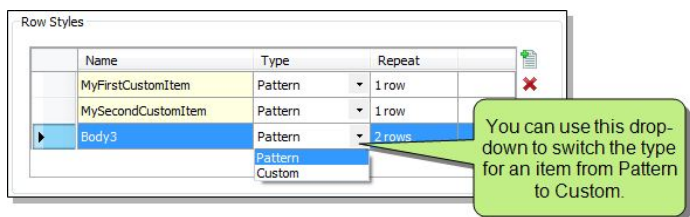
If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

- **Cell Padding** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the cell padding (the amount of space between the edge of the table cell and the content in the cell). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down arrow to the right of all the fields, the settings will be applied to all of the cell padding fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of padding. Use the lower-right area to select a unit of measurement.

- Rows, Columns, Header, and Footer Tabs** These tabs let you set properties for the various elements of the table. For any of these elements, you can add multiple repeatable patterns with different colors and text properties. Following are descriptions for the fields that appear on each tab.
- Row/Column/Header/Footer Styles** Displays the patterns for the row, column, header, or footer in the stylesheet. Each line represents a different pattern and how many times it is repeated in a table before the next pattern occurs.
- Name** Displays the name of each pattern. Depending on which tab you are working on, the default names of the patterns may be Body1, Body2, Body3, etc.... Column1, Column2, Column3, etc.... Header1, Header2, Header3, etc.... Footer1, Footer2, Footer3, etc. You can click in the cell, press F2, and enter a custom name for each pattern if you like.



- Type** Select a type for the item.



Most of the time you will probably want to use the Pattern type. This means that the settings for that item will be added automatically to any table using that table stylesheet. But if an item has a Custom type, its settings will not be added to a table automatically; instead, you would need to apply that item manually to the particular areas of the table where you want to use it. The Custom type might be used if you want a particular style for most of your tables, but there might be some tables where the style needs to be changed somewhat. In those cases, you can manually override the style for those specific tables.

EXAMPLE

Let's say you have a table stylesheet with three pattern items on the Rows tab (Body1, Body2, Body3), with alternating background colors of blue, yellow, and red, respectively.

The screenshot shows the 'TableStyle Editor' window with the 'Rows' tab selected. The 'Row Styles' list contains three items: 'Body1' (Pattern, 1 row), 'Body2' (Pattern, 1 row), and 'Body3' (Custom, 2 rows). A green callout bubble points to 'Body1' and 'Body2' with the text 'Here are the three items in the pattern.' The 'Row Style Properties' section shows 'Height' and 'Font' set to '(not set)', and 'Background' set to 'Color' with a color picker. The 'Preview' section shows a table with columns labeled 'Column1' and rows labeled 'Body1' and 'Body2', demonstrating the alternating blue and yellow background colors.

Column1	Column1	Column1	Column1	Column1	Column1	Column1
Body1	Body	Body	Body	Body	Body	Body
Body2	Body	Body	Body	Body	Body	Body
Body1	Body	Body	Body	Body	Body	Body
Body2	Body	Body	Body	Body	Body	Body

However, only the first two items are using the Pattern type. The third item is using the Custom type. Therefore, when you insert a

table and use this stylesheet, the rows alternate between blue and yellow only.

TableStyle Editor | Medium: (default) | Apply Style...

General

Rows

Columns

Header

Footer

Row Styles

Name	Type	Repeat
Body1	Pattern	1 row
Body2	Pattern	1 row
Body3	Custom	2 rows

In this case, Body3 is using the Custom type.

Therefore, only the colors from the first two items (which are using the Pattern type) are displayed. Because Body3 is using the Custom type, you do not see red automatically included.

Background

Colors

Font: (not set)

Preview

Column1	Column1	Column1	Column1	Column1	Column1	Column1
Body1	Body	Body	Body	Body	Body	Body
Body2	Body	Body	Body	Body	Body	Body
Body1	Body	Body	Body	Body	Body	Body
Body2	Body	Body	Body	Body	Body	Body

This particular pattern was created on the Rows tab, which means that it displays only in your body rows, not in any header or footer rows. By right-clicking on the `<tbody>` tag or any of the `<tr>` tags within it, you can select Row Style from the context menu. From there, you can select any of the available items in the pattern to override what you already have in the table.

You can override the automatic pattern and manually apply an item's style to the entire collection of regular rows by right-clicking the `<tbody>` tag or to a specific row by right-clicking on a particular `<tr>` tag.

Introduction to This Sample

This is a sample Flare project for a fictional application called FictionSoft and a fictional Fictional Software.

This project can be used to experiment with Flare, or it can be used as a template to build a larger project.

My First Header Cell	My Second Header Cell
This is content for the first cell in the first row. <ul style="list-style-type: none">List item #1List item #2List item #3	This is content for the second cell in the first row.
This is content for the first cell in the second row.	This is content for the second cell in the second row.
This is content for the first cell in the third row.	This is content for the second cell in the third row.
Footer row content.	

Introduction

This is a sample Flare project for a fictional application called FictionSoft and a fictional Fictional Software.

This project can be used to experiment with Flare, or it can be used as a template to build a larger project.

My First Header Cell	My Second Header Cell
This is content for the first cell in the first row.	This is content for the second cell in the first row.
This is content for the first cell in the second row.	This is content for the second cell in the second row.
This is content for the first cell in the third row.	This is content for the second cell in the third row.

In this example we right-clicked on the first `<tr>` tag within the `<tbody>` tag. This opened a context menu that will let us manually override the style for the first regular table row.

Currently that row is using the Body1 item style (blue). But we can choose either of the other items to override it. We will select Body3.

Select

Copy

Paste (Above)

Paste (Below)

Delete

Clear

Insert New (Above)

Insert New (Below)

0

Reset Height

Conditions...

Row Style

(default)

Body1

Body2

Body3

Items

Body1

Body2

Body3

Footer

As a result, the background color for the Body3 item (red) is manually applied to that row, overriding what the pattern would normally show.

on to This Sample

project for a fictional application called FictionSoft and a fictional

ft Fictional Software.

ect can be used to experiment with Flare, or it can be used as a template to build a

ect.

My Table Caption

My First Header Cell	My Second Header Cell
This is content for the first cell in the first row. <ul style="list-style-type: none">List item #1List item #2List item #3	This is content for the second cell in the first row.
This is content for the first cell in the second row.	This is content for the second cell in the second row.
This is content for the first cell in the third row.	This is content for the second cell in the third row.
Footer row content.	

The only difference between the first two items (Body1 and Body2) and the third item (Body3) is that Body3 can be applied only from this context menu manually. Body1 and Body2 are applied automatically, but can also be applied manually from the context menu too.

- Repeat Click the up or down numbers to increase or decrease the number of times the pattern occurs in a table before the next pattern is displayed.

Row Styles



Name	Type	Repeat	
Body1	Pattern	1 row	
Body2	Pattern	5 rows	
Body3	Custom	2 rows	

Use this field to specify the number of times an item repeats before the next item style is displayed in the table.





EXAMPLE

Let's say you want to create a pattern for rows. "Body4" means that it is the fourth pattern in the stylesheet (although you can give



the pattern a custom name, such as "Yellow"). "3 Rows" means that the pattern repeats for three rows in a table before either "Body5" displays (if there is one) or "Body1" starts the cycle over again.

-  Adds a new pattern. The new pattern is initially set to repeat just once, but you can change that in the "Repeat" cell.
-  Removes the selected pattern from the list.





Row Styles

	Name	Type	Repeat	
▶	Body1	Pattern	1 row	   
	Body2	Pattern	5 rows	
	Body3	Pattern	2 rows	

Use these top two buttons to add and remove items from the pattern.

-  Moves the selected pattern up in the list.
-  Moves the selected pattern down in the list.

Row Styles

	Name	Type	Repeat	
	Body1	Pattern	1 row	   
▶	Body2	Pattern	5 rows	
	Body3	Pattern	2 rows	

Use these bottom two arrow buttons to move items up or down in the pattern as necessary.

- **Height/Width** Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for the height of the row or width of the column. In the lower-left field enter a number. In the lower-right field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.
- **Font** Select a pattern from the section above. Then click this field to open a small popup, which lets you set font properties.

- **Weight** Select an option to change the weight of the font (e.g., bold). The numbers from 100 to 900 represent different levels of darkness. The number 400 is the same as a "normal" weight, and the number 700 is the same as the standard "bold" option. "Bolder" means the next weight that is assigned to a font that is darker than the inherited one. "Lighter" means the next weight that is assigned to a font that is lighter than the inherited one.
- **Style** Select an option to change the style of the font (e.g., italic). According to the World Wide Web Consortium (w3.org):

The font style specifies whether the text is to be rendered using a normal, italic, or oblique face. Italic is a more curvise companion face to the normal face, but not so curvise as to make it a script face. Oblique is a slanted form of the normal face, and is more commonly used as a companion face to sans-serif. This definition avoids having to label slightly slanted normal faces as oblique, or normal Greek faces as italic.

- **Color** Click this field and select a color for the text. For advanced color options, select **More colors** and use the fields in the Color Picker dialog.
- **Size** In the top field, select **Length**. Then in the lower-left field enter a number for the size of the text, and in the lower-right select a unit of measurement (e.g., points, pixels, centimeters) for the number.
- **Family** Click in this field and select a font family (e.g., Arial) for the text.
- **OK** Click this button to accept the settings.
- **Cancel** Click this button to close the popup without accepting the settings.
- **Rule** Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for a rule (i.e., horizontal line) between the rows or columns in the pattern. In the lower-left field enter a number for the size of the rule. In the lower-middle field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered. In the upper-right field, select a color for the rule. In the lower-right field, select a type of line (e.g., solid, double, dashed) for the rule. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.
- **Separator** Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for a separator (i.e., a horizontal line)

between the final row or column in the pattern and the first row or column in the next pattern. In the lower-left field enter a number for the size of the separator. In the lower-middle field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered. In the upper-right field, select a color for the separator. In the lower-right field, select a type of line (e.g., solid, double, dashed) for the separator. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.

- **Alignment** Select an option for aligning text in the row or column horizontally.
 - **Left** The text aligns at the left edge of each cell.
 - **Center** The text aligns in the center of each cell.
 - **Right** The text aligns at the right edge of each cell.
 - **Justify** The text aligns both at the left and right edges of each cell.
- **Vertical Alignment** Select an option for aligning text in the row or column vertically.
 - **Top** The text aligns at the top of each cell.
 - **Middle** The text aligns in the middle of each cell.
 - **Bottom** The text aligns at the bottom of each cell.
- **Page layout breaks (Rows only)** Click the **Advanced** button to open the Breaks dialog and set page and column breaks for table row elements.
- **Background** Use this area to specify the settings that you want for the background.

In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Next to the **Image** field, click . Select an image file to insert and click **OK**.


If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

- **Cell Padding** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the cell padding (the amount of space between the edge of the table cell and the content in the cell). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down

arrow to the right of all the fields, the settings will be applied to all of the cell padding fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of padding. Use the lower-right area to select a unit of measurement.

Pattern Example:

Let's say you want the rows in the table to alternate between having no background color and a green background color. In addition, you want a header row to have a blue background. To do this, you would complete the following steps:

- a. Select the **Row** tab.
- b. In the **Row Styles** section, click . Now there should be two patterns (Body1 and Body2).
- c. To make the patterns more identifiable, click in the **Body1** cell and press **F2**. Then type NoColor.
- d. Click in the **Body2** cell and press **F2**. Then type Green.
- e. The **Type** cell should already be set to "Pattern" for each, and the **Repeat** cell should already be set to "1" for each. Leave them set that way.
- f. Select the **Green** pattern row.
- g. In the **Background/Color** field, select a green color.
- h. Select the **Header** tab.
- i. Click in the **Header1** cell and press **F2**. Then type Blue.
- j. In the **Background/Color** field, select a blue color.

The Preview section at the bottom of the editor lets you see how the table elements look as you make changes.

The screenshot shows the **RowPatternStyleSheet** dialog box. It has a sidebar with **General**, **Rows**, and **Columns** tabs. The **Rows** tab is active, showing a **Row Styles** table with two rows: **Row1** (yellow background) and **Row2** (blue background). Callouts explain that this table shows created pattern styles and that the background color for the selected row style (Row 2) is specified in the **Style Properties** section. This section includes a **Background** dropdown (set to **(not set)**), a **Color** selector (set to a green color), and a **Font** dropdown. A **Preview** section at the bottom shows a table with alternating yellow and green rows, demonstrating the styles. A callout points to the preview, stating that a preview is shown here.

RowPatternStyleSheet

TableStyle Editor | Medium: (default) | Apply Style...

General

Rows

Columns

Row Styles

Name	Type	Repeat
Row1	Pattern	1 row
Row2	Pattern	1

Style Properties

Background: (not set)

Color: [Green Color Picker]

Font: [Font Dropdown]

Preview

Column1	Column1	Column1	Column1	Column1	Column1	Column1
Row1	Body	Body	Body	Body	Body	Body
Row2	Body	Body	Body	Body	Body	Body
Row1	Body	Body	Body	Body	Body	Body
Row2	Body	Body	Body	Body	Body	Body

In this table stylesheet, you can see pattern styles created here.

The background color for the selected row style (in this example, Row 2) is specified here.

And a preview is shown here.

Table Styles

The following table is using a style that shows a pattern of rows in alternating colors.

Heading 1	Heading 2	Heading 3
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text

Here is how it looks in a topic. If you were to insert new rows, the pattern would adjust automatically.

3. Select **File>Save** or press **CTRL+S**.

Auto-Numbers

This feature is supported in EPUB and in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

Auto-numbering can be used when you want to create content where certain portions are numbered automatically.

When you incorporate auto-numbering into content, you do so by creating an auto-numbering format, which consists of one or more commands. Some examples of commands are: CH:, {n+}, {chapnum}, {b}, and {/b}. In addition, you can add text next to commands.

EXAMPLE



Let's say you want to apply auto-numbering to figure captions. Furthermore, let's say you want the beginning of each caption to contain the word "Figure" followed by the chapter number, a dash, and the next incremented number (e.g., Figure 1-5, Figure 1-6, Figure 1-7). To accomplish this, you might create an auto-numbering format that looks like this: CH:Figure {chapnum}-{n+}.

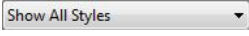

Creating Auto-Number Formats For Styles

The following steps show you how to create an auto-number format for a style class. This is the recommended method. A style allows you to apply the same format to multiple paragraphs throughout your project, and any changes to the format are applied automatically to all the paragraphs using that style. Alternatively, you can create an auto-number format for a single paragraph. For steps see the online Help.

Following are steps for creating auto-number formats using the Simplified view in the Stylesheet Editor. For steps using the Advanced view, see the online Help.

How to create an auto-number format for a style using the Simplified view

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
4. On the left side of the Stylesheet Editor, select the style. Usually, it is a paragraph or heading style (e.g., h1, p.Figure). If you do not yet have a style that you want to use, you can create one. See "Creating Styles" on page 87.
5. In the local toolbar of the editor, click . The Properties dialog opens.
6. Select the **Auto-number** tab.
7. (Optional) From the **Available commands** drop-down list, you can filter the auto-number commands shown in the area below by selecting one of the options.

- **Show All** Displays all of the commands in the area below.
- **Show AutoNumber Commands** Displays only the auto-number commands in the area below. These include commands such as chapter, section, and volume numbers; counters; and series labels.

Chapter, section, and volume number commands (`{chapnum}`, `{secnum}`, `{volnum}`) let you organize your output into different areas and apply number sequences to them (e.g., Chapter 1, Chapter 2, Chapter 3).

Counters are commands (such as `{n}`, `{n=1}`, `{n+}`, `{r}`, `{A}`, and `{Gn}`) that provide information about what types of numbers should be used and how they should be incremented.

Series labels are prefixes to a format (composed of one or two letters and a colon) that provide a way to limit numbering sequences for different purposes. Although Flare includes H: in the list of available commands, that is simply one example of a series label. The letter that you use as a series label is arbitrary. You can replace H and choose any letter of the alphabet, followed by a colon. The exception to this is a two-letter series label, in which the first letter represents a series that encompasses more than just one topic. For example, CH is an example of a series label that applies across an entire chapter. The H can be replaced with another letter, but you must keep the C in order to use this command. Finally, it's important to note that a series label must always be the first element in an auto-number format.

- **Show File Commands** Displays only the file commands in the area below. These include commands that let you incorporate different parts of a file (such as the file name, file path, and file extension) in an auto-number format.
- **Show Format Commands** Displays only the format commands in the area below. These include commands such as `{b}`, `{i}`, `{color red}`, and `{size 12pt}`, which let you determine how an auto-number format will look. Many of these commands require a beginning command (e.g., `{b}`) and an ending command (e.g., `{/b}`). However, if you plan to generate FrameMaker output from your project, you should not use these format commands, since they are

not supported in FrameMaker. Instead, create and apply a span class to the auto-number format to change its look. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).

- **Show Page Commands** Displays only the page commands in the area below. These let you include the page number and count in an auto-number format.
 - **Show Text Commands** Displays only the text commands in the area below. These commands let you incorporate text from an area of your output into the auto-number format.
8. In the **Enter format** field, provide the auto-number format for the style. This format can be a combination of text that you type and automated commands that you select. To add a command to the "Enter format" field, double-click it from the list in the area below.

EXAMPLES

If you want the auto-number to include text (such as "Table" or "Figure"), simply type it in this field. You can also double-click any of the commands below to add them to this field. For example, you might want to add a counter that increments the auto-numbers by one (e.g., Figure 1, Figure 2, Figure 3). The command for this is {n+}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the auto-number format be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your auto-number format might include a combination of text and multiple commands, such as: {b}Table {n+} - {/b}.

Following are descriptions of the commands that are available.

Auto-number commands:

- **{n}** Retains the current counter value and displays it. You might use this command, for example, if you are applying auto-number formats to multi-level paragraphs, where one paragraph acts as the "parent" to another. Let's say the first-level paragraphs are numbered like this: 1.0, 2.0, 3.0. If you want the second level paragraphs to keep the first number of its parent paragraph and increment the second number (e.g., 1.1, 1.2, 1.3), you would enter the {n} command to continue displaying that first number, which represents the parent paragraph (in this case, 1). For an example, see "Auto-Number Format Examples" on page 126.

- **{n=1}** Resets the counter value to 1 and displays it. You can replace the number 1 with any other number that you want to use.
- **{=0}** Resets the counter value to 0 but does not display it. You can replace the number 0 with any other number that you want to use.
- **{n+}** Increments the counter value and displays it. You might use this command, for example, to increment a list of step-by-step procedures (e.g., 1., 2., 3.). For an example, see "Auto-Number Format Examples" on page 126.
- **{ }** Retains the current value and does not display it. You might use this command, for example, if you are creating an outline with Roman numerals at the first level and uppercase alpha numerals at the second level. If you are creating the format for the second level, you want the auto-number format to keep track of the fact that it is a "child" of the first level paragraph, but you do not want to display the Roman numeral from it (e.g., IV.A.). Instead, you only want to display the uppercase alpha letter (e.g., A). In order to do this, you would insert the **{ }** command at the place where the Roman numeral would normally be displayed. For an example, see "Auto-Number Format Examples" on page 126.
- **{secnum}** Displays the current section number. You can use this command if you are creating online output, or Word, XPS, PDF, or XHTML output. This command does not apply to FrameMaker output.

Note: To generate *section* numbers, you need to create an auto-number format that includes the **{secnum}** command. Then you need to specify section breaks in the outline TOC.

Note: You can also insert Section Number variables into page layout headers. By doing this, you can automatically display the correct section number at the top or bottom of pages in the output.

- **{chapnum}** Displays the current chapter number. For an example, see "Auto-Number Format Examples" on page 126.

Note: To generate *chapter* numbers, you need to create an auto-number format that includes the **{chapnum}** command. Then you need to specify chapter breaks in the outline TOC.

Note: You can also insert Chapter Number variables into page layout headers. By doing this, you can automatically display the correct chapter number at the top or bottom of pages in the output.

- **{volnum}** Displays the current volume number. For an example, see "Auto-Number Format Examples" on page 126.

Note: To generate *volume* numbers, you need to create an auto-number format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the auto-number flow for each volume, resetting the volume number to a specific number.

Note: You can also insert Volume Number variables into page layout headers. By doing this, you can automatically display the correct volume number at the top or bottom of pages in the output.

- **{r}** This is the same as the {n} command, except it displays the counter as a lowercase Roman numeral. You can replace the "n" with an "r" in any of the commands listed above.
- **{R}** This is the same as the {n} command, except it displays the counter as an uppercase Roman numeral. You can replace the "n" with an "R" in any of the commands listed above. For an example, see "Auto-Number Format Examples" on page 126.
- **{a}** This is the same as the {n} command, except it displays the counter as a lowercase alpha letter. You can replace the "n" with an "a" in any of the commands listed above.
- **{A}** This is the same as the {n} command, except it displays the counter as an uppercase alpha letter. You can replace the "n" with an "A" in any of the commands listed above. For an example, see "Auto-Number Format Examples" on page 126.
- **{Sn}** This is a counter to be used over the course of an entire section. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Sn+} or {Sn=1}.
- **{Cn}** This is a counter to be used over the course of an entire chapter. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Cn+} or {Cn=1}.

- **{Gn}** This is a counter to be used globally in your content. This specific command retains the current counter value and displays it. However, you can modify it to create custom versions of any of the commands that you see above with {n}. For example, you might want to use {Gn+} or {Gn=1}.
- **H:** Specifies a series labeled H. However, you can use any letter of the alphabet for a series label, and you can use several different series labels throughout your content. For example, you might want to use F: for a series of figure captions, or T: for a series of table captions. If you use a series label, it must be first in the auto-number format. For examples, see "Auto-Number Format Examples" on page 126.
- **SH:** Specifies a section-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use SF: for a section-wide series of figure captions, or ST: for a section-wide series of table captions. If you use a series label, it must be first in the auto-number format.
- **CH:** Specifies a chapter-wide series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use CF: for a chapter-wide series of figure captions, or CT: for a chapter-wide series of table captions. If you use a series label, it must be first in the auto-number format. For an example, see "Auto-Number Format Examples" on page 126.
- **GH:** Specifies a global series labeled H. However, you can use any letter of the alphabet as the second letter (replacing H). For example, you might want to use GF: for a global series of figure captions, or GT: for a global series of table captions. If you use a series label, it must be first in the auto-number format. For an example, see "Auto-Number Format Examples" on page 126.

File commands:

- **{ext}** Displays the file extension.
- **{file}** Displays the file name, including the extension.
- **{filename}** Displays the file name, without the extension.
- **{path}** Displays the path of the file.
- **{url}** Displays the path of the file, URL syntax.

Format commands:

- **{b}** Starts bold text.
- **{/b}** Ends bold text.
- **{bg red}** Starts new background color. You can replace "red" with another color.
- **{/bg}** Ends the background color.
- **{color red}** Starts new text color. You can replace "red" with another color.
- **{/color}** Ends the text color.
- **{default}** Resets all font changes.
- **{family Courier New}** Starts a new font family. You can replace "Courier New" with another font family.
- **{/family}** Ends font family.
- **{i}** Starts italic text.
- **{/i}** Ends italic text.
- **{size 12pt}** Starts font size. You can replace "12pt" with another font size.
- **{/size}** Ends font size.
- **{sub}** Starts subscript text.
- **{/sub}** Ends subscript text.
- **{sup}** Starts superscript text.
- **{/sup}** Ends superscript text.
- **{u}** Starts underline text.
- **{/u}** Ends underline text.

Page commands:

- **{page}** Displays the page number.
- **{pagecount}** Displays the page count.

Text commands:

- **{title}** Displays the title of the document (from the Properties dialog).
9. In the **Position** field, you can select the position for the auto-number format in the paragraph.
- **Inside Head** The auto-number format is placed before the paragraph content, inside the content area. Text that is wrapped to the next line will align under the auto-number format.
 - **Outside Head** The auto-number format is placed before the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the auto-number format). You can provide space between the format and the content by using the "Offset" field.
 - **Inside Tail** The auto-number format is placed after the paragraph content, inside the content area. Text that is wrapped to the next line will align under the auto-number format.
 - **Outside Tail** The auto-number format is placed after the paragraph content, but outside of the content area. Therefore, text that is wrapped to the next line will align under the previous text (not under the auto-number format). You can provide space between the format and the content by using the "Offset" field.
 - **Float Left** The auto-number format is placed to the left of the paragraph content, in alignment with the left side of the page frame.
 - **Float Right** The auto-number format is placed to the right of the paragraph content, in alignment with the right side of the page frame.
 - **Outside Frame** The auto-number format is placed outside the page layout frame holding the paragraph.
 - **Outside Frame (Left Side)** The auto-number format is placed to the left of the page layout frame holding the paragraph.
 - **Outside Frame (Right Side)** The auto-number format is placed to the right of the page layout frame holding the paragraph.
 - **None** The auto-number functionality (auto-numbers, counters, and formatting) are removed from the class, while the other class properties are preserved.
10. In the **Offset** field, you can specify the amount of space that you want to create between a format's content and the paragraph content. Select **Length** in the top drop-down list. You can then enter an

amount and choose from several different units of measurement (points, pixels, centimeters, etc.). Click **OK** when you are done.

11. In the **Span Class** field, you can enter a span style class for the auto-number format. Use this field instead of format commands (such as {b} and {i}) if you are planning to create FrameMaker output. You can create and modify span classes in the Stylesheet Editor. To create a span class, open the Stylesheet Editor, select the **span** tag on the left side of the editor, and follow the steps for creating a style (e.g., span.BoldGreen).
12. In the Properties dialog, click **OK**.
13. Select **File>Save** or press **CTRL+S**.

Auto-Number Format Examples

Following are examples of some common uses of auto-numbering and how you might create auto-number formats for them.

Auto-number format	How it will look in output	Where you might use it
GH:VOLUME {volnum}:	VOLUME 1: [Add Heading Title Here]	<p>A heading to display the volume number and title.</p> <div><p>Note: To generate volume numbers, you need to create an auto-number format that includes the {volnum} command. Second, you need to specify chapter breaks in the outline TOC. Third, you need to specify the auto-number flow for each volume, resetting the volume number to a specific number.</p></div> <div><p>Note: You can also insert Volume Number variables into page layout headers. By doing this, you can automatically display the correct volume number at the top or bottom of pages in the output.</p></div>

Auto-number format	How it will look in output	Where you might use it
CH:Chapter {chapnum} -	Chapter 1 - [Add Heading Title Here]	<p>A heading to display the chapter number and title.</p> <div><p>Note: To generate chapter numbers, you need to create an auto-number format that includes the {chapnum} command. Then you need to specify chapter breaks in the outline TOC.</p></div> <div><p>Note: You can also insert Chapter Number variables into page layout headers. By doing this, you can automatically display the correct chapter number at the top or bottom of pages in the output.</p></div>
A:{n+} .{ =0}	1.0 [Add Paragraph Text Here]	<p>A paragraph at the first level of your content. Additional paragraphs using this same format would be numbered like this:</p> <p>2.0</p> <p>3.0</p> <p>4.0</p>

Auto-number format	How it will look in output	Where you might use it
A:{n}. {n+}	1.1 [Add Paragraph Text Here]	<p>A paragraph at the second level of your content. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this:</p> <p>1.0</p> <p>1.1</p> <p>1.2</p> <p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>

Auto-number format	How it will look in output	Where you might use it
A:{n}. {n}. {n+}	1.1.1 [Add Paragraph Text Here]	<p>A paragraph at the third level of your content. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level and second-level paragraphs and numbered like this:</p> <pre> 1.0 1.1 1.1.1 1.1.2 2.0 2.1 2.1.1 2.1.2 2.1.3 </pre>
O:{R+}.	I. [Add Text Here]	<p>A paragraph at the first level of an outline. Additional paragraphs using this same format would be numbered like this:</p> <pre> II. III. IV. </pre>

Auto-number format	How it will look in output	Where you might use it
O:{ }{A+}.	A. [Add Text Here]	<p>A paragraph at the second level of an outline. You might indent paragraphs (or styles) using this format. If so, paragraphs using this same format would be seen as "children" of first-level paragraphs and numbered like this:</p> <p>I.</p> <p>A.</p> <p>B.</p> <p>II.</p> <p>A.</p> <p>B.</p> <p>C.</p>

Auto-number format	How it will look in output	Where you might use it
CF: FIGURE {chapnum}-{n+}:	FIGURE 1-1: [Add Figure Caption Text Here]	<p>A paragraph below an image to describe the contents of the image. In this example, the first number refers to the chapter number where the image is included, and the second number simply increments by 1 each time the auto-number format is applied to content.</p> <p>So the first few figure captions of Chapter 1 would be numbered like this:</p> <p>FIGURE 1-1:</p> <p>FIGURE 1-2:</p> <p>FIGURE 1-3:</p> <p>And the first few figure captions of Chapter 2 would be numbered like this:</p> <p>FIGURE 2-1:</p> <p>FIGURE 2-2:</p> <p>FIGURE 2-3:</p>
T:Table {n+} -	Table 1 - [Add Table Heading Text Here]	<p>A paragraph above a table to display the title of the table. In this example, a chapter number is not included, so the numbering would simply continue across all chapters, like this:</p> <p>Table 1 -</p> <p>Table 2 -</p> <p>Table 3 -</p>



Auto-number format	How it will look in output	Where you might use it
{n+}.	1. [Add Text Here]	A paragraph that is part of step-by-step procedures, which would look like this: 1. 2. 3.
{R+}.	I. [Add Text Here]	A paragraph that is the first level of an outline. In this example, we've used upper-case Roman numerals for the first level, so it would look like this: I. II. III.

Breadcrumbs




This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

After you create breadcrumbs for online output by using the breadcrumbs proxy, you can modify the look of those breadcrumbs by using styles. There are numerous ways that you can change the look of breadcrumbs. The most common tasks are described in the following steps.








How to use styles to determine the look of breadcrumbs

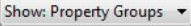

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section of the editor, select **MadCap|breadcrumbsProxy**.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. In the **Properties** section to the right, you can change a variety of style settings for breadcrumbs. You may need to click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup

box. Here are some of the more common properties that you might change.

- **Border below** To change the border line that appears at the bottom of the breadcrumbs, click the plus button  next to the **Borders** property group. Then click in the right column next to **border-bottom**, set the border width, unit of measurement, color, and/or style in the small drop-down window. Click **OK**. You can also use the other cells in this property group to add borders above, to the left, or to the right of the breadcrumbs.
- **Breadcrumbs count** To change the number of levels of topic links that are shown in the breadcrumbs, click in the right column next to **mc-breadcrumbs-count** and enter a number. The default setting is 3.
- **Breadcrumbs divider** To change the divider that appears between topic links in breadcrumbs, click in the right column next to **mc-breadcrumbs-divider** and type a new character. The default setting is > (e.g., You are here: First Topic > Second Topic > Third Topic).
- **Breadcrumbs prefix** To change the prefix text that appears before topic links in breadcrumbs, click in the right column next to **mc-breadcrumbs-prefix** and change the text. The default setting is "You are here:" (e.g., You are here: First Topic > Second Topic > Third Topic).
- **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
- **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
- **Padding above** To change the amount of empty space (padding) above the text within the breadcrumbs container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**.
- **Padding below** To change the amount of empty space (padding) below the text within the breadcrumbs container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-bottom**, set the padding value in the small drop-down window, and click **OK**.
- **Space above** To change the amount of space above the breadcrumbs container, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top**, set the margin value in the small drop-down window, and click **OK**.
- **Space below** To change the amount of space below the breadcrumbs container, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom**, set the margin value in the small drop-down window, and click **OK**.

Note: Another task you might perform is to add a background to the breadcrumbs. Click in the **Show Properties** drop-down list  on the upper-right side of the editor, and change the selection to **Show: Set Properties**. Then click the plus button  next to the **Background** property group to expand it and change any of the properties within it.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

8. Select **File>Save** or press **CTRL+S**.

Note: If you want breadcrumbs to be hyperlinked, the books in the TOC must be linked to topics. For more information see the online Help.

Cross-References

This feature is supported in all outputs.


After you insert cross-references into topics, you can edit them in the following ways.

- **Destination** You can change the file to which the cross-reference is pointing. See the online Help.
- **Style format** You can change the style format used for cross-references. For example, instead of "See *My Topic*," you might want cross-references to display "For more information see **My Topic**." See "Editing Cross-Reference Style Formats" on the next page.
- **Context-sensitive text** You can use language skins to localize the text used in your cross-references. In addition, even if you plan to create output in only one language, you can use a language skin to change the auto-text that is displayed for context-sensitive cross-references. For example, instead of the text displaying "on next page," it can be customized to display "on the following page." See "Editing Text for Context-Sensitive Cross-References" on page 149.

Editing Cross-Reference Style Formats

You can edit cross-reference style formats at the point where a cross-reference is inserted, or from a style-sheet.

How to edit a cross-reference style format at the point of insertion

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor, click inside the link.
3. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
4. Select **Edit Cross-Reference**. The Insert Cross-Reference dialog opens.
5. In the **Cross-Reference Properties** section, select the **MadCap:xref** style that you want to edit.

<MadCap:xref> is the parent tag and default selection, but in the Stylesheet Editor you can create style classes under that tag if you want a variety of looks for cross-references.
6. Click **Edit**. The Edit Cross-Reference Style Class dialog opens.
7. (Optional) In the **Stylesheet to modify** field, you can select the appropriate stylesheet (if different from the one shown). If you are using a master stylesheet (recommended), only that stylesheet is shown in this field. If you are not using a master stylesheet, the stylesheet that you select needs to be applied to the topic in which you are inserting the cross-reference. See "Applying Master Stylesheets" on page 81 and "Applying Stylesheets to Topics" on page 83
8. In the **Enter format** field, provide the format for the class. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.

Command	Description
b	Start bold text
/b	End bold text
bg	Start new background color

Command	Description
/bg	End background color
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph
h2	Text of first heading 2 paragraph
h3	Text of first heading 3 paragraph
h4	Text of first heading 4 paragraph
h5	Text of first heading 5 paragraph
h6	Text of first heading 6 paragraph
i	Start italic text
/i	End italic text
page	Page number
pagecount	Page count
pageref	Context-sensitive page reference

Command	Description
paranum	The auto-number text of bookmarked paragraph.
paranumonly	The auto-number only of bookmarked paragraph
paratext	Text of bookmarked paragraph
paraxml	Text and markup of bookmarked paragraph
path	File path
size	Start new font size
/size	End font size
sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text
/u	End underlined text
url	File path, URL syntax

EXAMPLE

If you want the cross-reference to include text (such as "For more information see"), simply type it in this field. You can also double-click any of the commands to add them to this field. For example, you might want to add the text of the first paragraph in the destination file to the cross-reference format. The command for this is {paratext}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the cross-reference to be displayed in bold, you would place your cursor in the "Enter format"

field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your cross-reference format might include a combination of text and multiple commands, such as:

For more information see {b}{paratext}{/b}

A format such as this one might display a link in the output like this:

For more information see **My Destination Topic**

Note: For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location. See "Editing Text for Context-Sensitive Cross-References" on page 149.



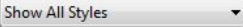
9. Click **OK**.
10. Select **File>Save** or press **CTRL+S**.
11. (Optional) To make sure other cross-references in your project display the new format, you can update the cross-references in a topic (**Tools>Update Cross-References**). However, all of the cross-references in your project will be updated automatically when you generate the output, so this is not a mandatory task.


How to edit a cross-reference style format from a stylesheet

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. On the left side of the Stylesheet Editor, select the **MadCap|xref** tag (or a class of it) that you want to edit.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Format** tab.
- f. Click the **Edit** button. The Cross-Reference Format dialog opens.
- g. In the **Enter format** field, provide the format for the class. This format can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them. They are then added to the "Enter format" field.

Command	Description
b	Start bold text
/b	End bold text
bg	Start new background color
/bg	End background color
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph
h2	Text of first heading 2 paragraph
h3	Text of first heading 3 paragraph
h4	Text of first heading 4 paragraph

Command	Description
h5	Text of first heading 5 paragraph
h6	Text of first heading 6 paragraph
i	Start italic text
/i	End italic text
page	Page number
pagecount	Page count
pageref	Context-sensitive page reference
paranum	The auto-number text of bookmarked paragraph.
paranumonly	The auto-number only of bookmarked paragraph
paratext	Text of bookmarked paragraph
paraxml	Text and markup of bookmarked paragraph
path	File path
size	Start new font size
/size	End font size
sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text

Command	Description
<code>/u</code>	End underlined text
<code>url</code>	File path, URL syntax

EXAMPLE

If you want the cross-reference to include text (such as "For more information see"), simply type it in this field. You can also double-click any of the commands to add them to this field. For example, you might want to add the text of the first paragraph in the destination file to the cross-reference format. The command for this is `{paratext}`. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the cross-reference to be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click `b` in the list below. Then place your cursor where you want the bold font to end and double-click `/b` from the list.

So in the end, your cross-reference format might include a combination of text and multiple commands, such as:

For more information see `{b}{paratext}/{b}`



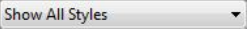
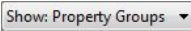
A format such as this one might display a link in the output like this:

For more information see **My Destination Topic**

Note: For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location. See "Editing Text for Context-Sensitive Cross-References" on page 149.

- h. Click **OK**.
- i. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. On the left side of the Stylesheet Editor, select the **MadCap|xref** tag (or a class of it) that you want to edit.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
- e. Click in the value column on the right side of the **mc-format** property.
- f. In the **Enter format** field, provide the format for the class. This can be a combination of text that you type and automated commands that you select. You can select commands from the list by double-clicking them, adding them to the "Enter format" field.

Command	Description
b	Start bold text
/b	End bold text
bg	Start new background color
/bg	End background color
color	Start new text color
/color	End text color
default	Reset all font changes
ext	File extension
family	Start new font family
/family	End font family

Command	Description
file	File name, including extension
filename	File name, without extension
h1	Text of first heading 1 paragraph
h2	Text of first heading 2 paragraph
h3	Text of first heading 3 paragraph
h4	Text of first heading 4 paragraph
h5	Text of first heading 5 paragraph
h6	Text of first heading 6 paragraph
i	Start italic text
/i	End italic text
page	Page number
pagecount	Page count
pageref	Context-sensitive page reference
paranum	The auto-number text of bookmarked paragraph.
paranumonly	The auto-number only of bookmarked paragraph
paratext	Text of bookmarked paragraph
paraxml	Text and markup of bookmarked paragraph
path	File path
size	Start new font size
/size	End font size

Command	Description
sub	Start subscript text
/sub	End subscript text
sup	Start superscript text
/sup	End superscript text
title	Title of document
u	Start underlined text
/u	End underlined text
url	File path, URL syntax

EXAMPLE

If you want the cross-reference to include text (such as "For more information see"), simply type it in this field. You can also double-click any of the commands to add them to this field. For example, you might want to add the text of the first paragraph in the destination file to the cross-reference format. The command for this is {paratext}. Descriptions for each command are displayed in the list.

Some commands include a start tag and an end tag. For example, if you want a portion of the cross-reference to be displayed in bold, you would place your cursor in the "Enter format" field where you want to start the bold font and double-click **b** in the list below. Then place your cursor where you want the bold font to end and double-click **/b** from the list.

So in the end, your cross-reference format might include a combination of text and multiple commands, such as:

For more information see {b}{paratext}{/b}

A format such as this one might display a link in the output like this:

For more information see **My Destination Topic**

Note: For print-based and EPUB output you can create context-sensitive cross-references, which automatically change the text in the link based on the relationship of the cross-reference and the target location. See "Editing Text for Context-Sensitive Cross-References" on the next page.

- g. Click **OK**.
3. Select **File>Save** or press **CTRL+S**.
4. (Optional) To make sure cross-references in your project display the new format, you can update the cross-references in a topic (select **Tools>Update Cross-References** in either the ribbon or menu interface). However, all of the cross-references in your project will be updated automatically when you generate the output, so this is not a mandatory task.

Editing Text For Context-Sensitive Cross-References

The following steps show you how to edit the text within context-sensitive cross-references (in case you use that type of format). For more information about context-sensitive cross-references, see the online Help.

How to edit text for context-sensitive cross-references

1. Do one of the following, depending on the part of the user interface you are using.


- **Ribbon** Select the **Tools** ribbon. In the **Templates** section select **Manage Language Skins**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **Tools>Manage Language Skins**.

The Language Skins dialog opens.

2. From the list, select a language in bold or italic font.
3. Click **Open File For Editing**. If you selected a language in bold, click **OK** in the message that displays. The Language Skin Editor opens.
4. On the left side of the editor, select **Formats**
5. On the right side of the editor, click the plus button  next to **Cross-Reference** to expand the group.
6. Click in any of the cells on the right and change the text as necessary.

Note: The "Format" and "Format for Print" fields not only contain text, but they also contain format commands in brackets—for example, {paratext} and {page}. For a list of commands that you can use, see "Editing Cross-Reference Style Formats" on page 137.

7. Select **File>Save** or press **CTRL+S**.

DITA

In this version of Flare, you cannot edit DITA files natively. However, you can edit style classes that result from imported DITA elements.

When you import content from DITA files, there is a one-to-one conversion that occurs. For each DITA element in your file, a style class is created in Flare as a result.

EXAMPLE

Let's say you have a paragraph-level DITA element called "topictitle," after you import the file content, a style class called "h1.topictitle" might be created as a result in Flare. Or if you have a character-level DITA element called "cmdname," after you import the file, a style class called "span.cmdname" might be created as a result in Flare. If necessary, you can edit those style classes in Flare. If you generate DITA output from your project, the style classes are converted back to DITA elements.

How to edit DITA styles

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet





Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

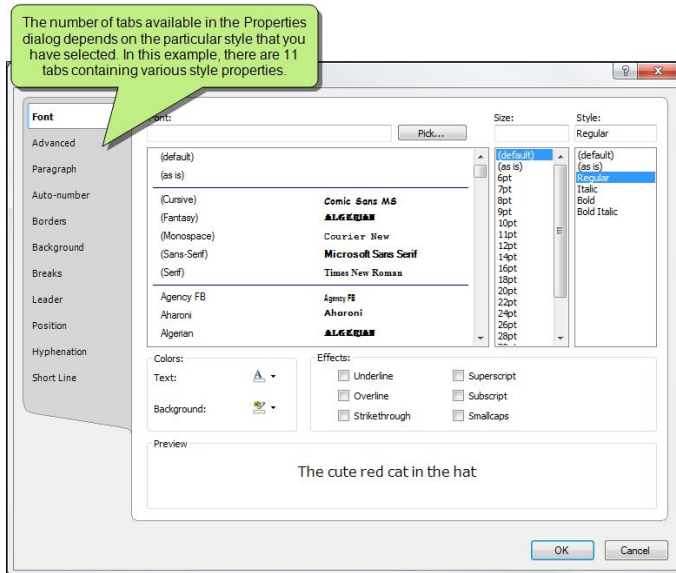
Note: In addition to the many properties that can be set in either the Simplified or Advanced view, there is a special "mc-dita-type" property that lets you change the default value for a DITA element when you generate output. This property can be changed only in the Advanced view.

For example, DITA lets you specify two different kinds of tables—*table* and *simpletable*. *Table* is the default type. If you intend to generate DITA output from Flare and want to use the *simpletable* type instead of the *table*, you would use the following steps to select the appropriate style class, locate the mc-dita-type property, and type *simpletable* in the value field.

For more details, see the following steps under "If using the Advanced view."



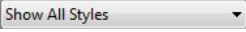
If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. (Optional) You can click in the **Show Styles** field  in the upper-left corner of the Stylesheet Editor to limit which styles are shown in the editor. For example, if you select **Show All Styles**, then all styles will be displayed. If you select **Show Paragraph Styles**, only paragraph styles will be displayed. If you select **Show Table Styles**, only table styles will be displayed.
- c. From the grid in the bottom portion of the Stylesheet Editor, select a style.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the Properties dialog to change values for the style's properties.

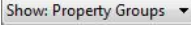



- f. In the Properties dialog, click **OK**.

If using the Advanced view:

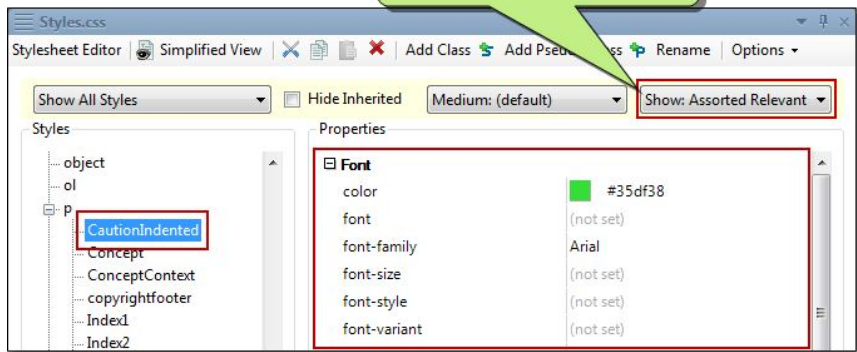
- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. (Optional) You can click in the **Show Styles** drop-down list  in the upper-left corner of the Stylesheet Editor to limit which styles are shown in the editor. For example, if you select **Show All Styles**, then all styles will be displayed. If you select **Show Paragraph Styles**, then only paragraph styles will be displayed. If you select **Show Table Styles**, then only table styles will be displayed.
- c. In the **Styles** section of the editor, select the style that you want to edit.

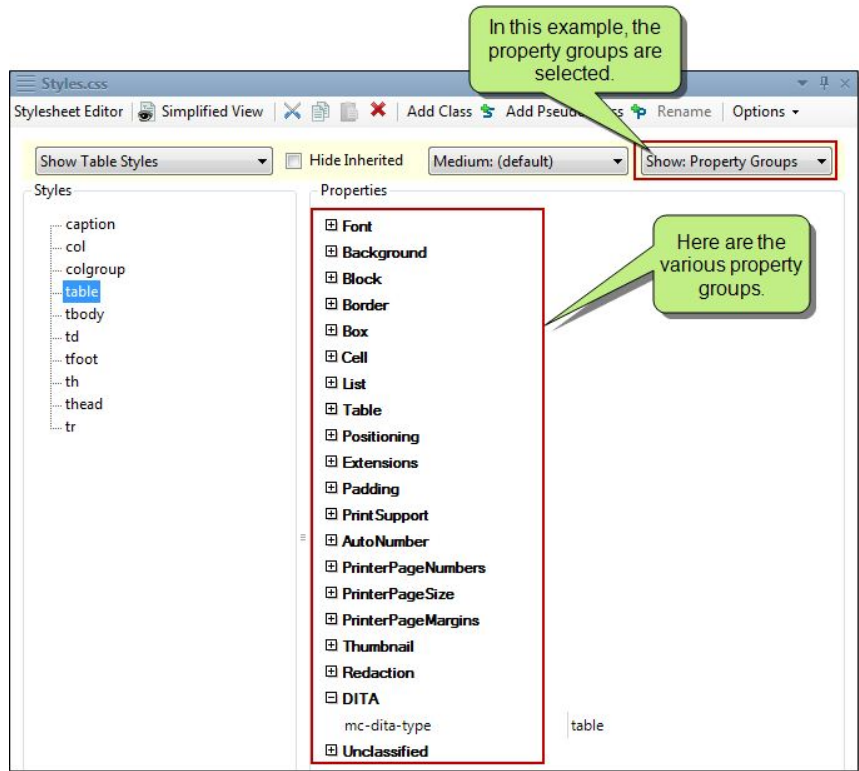
Note: If you want to limit the list of styles to only those that you tend to use in your project, you can disable the styles that you do not want to see. This does not delete those styles; it merely hides them from view. See "Disabling Styles" on page 94.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select any of the options shown to determine which properties are displayed below. This is simply a way to find the appropriate property as quickly as possible.
 - **Assorted Relevant Properties** Displays the property groups that are used most often for the selected style type.
 - **Property Groups** Displays all the different groups holding the properties for the selected style. Property groups are simply a way to organize the properties so that they are easy for you to find. If you want to see the values for a given property group, click the plus button  next to it.
 - **Alphabetical List** Displays all of the properties in alphabetical order.
 - **Set Properties** Displays all properties that have been set for the style.
 - **Set (Locally) Properties** Displays properties that have been set for the selected style directly in one or more topics. In other words, the global setting for that particular style has been overruled in some topic(s) within the project.

Note: If you want to edit the special "mc-dita-type" property for a style, it is probably easiest to select **Property Groups**.


In this example, the most relevant properties for the style class "CautionIndented" are shown.

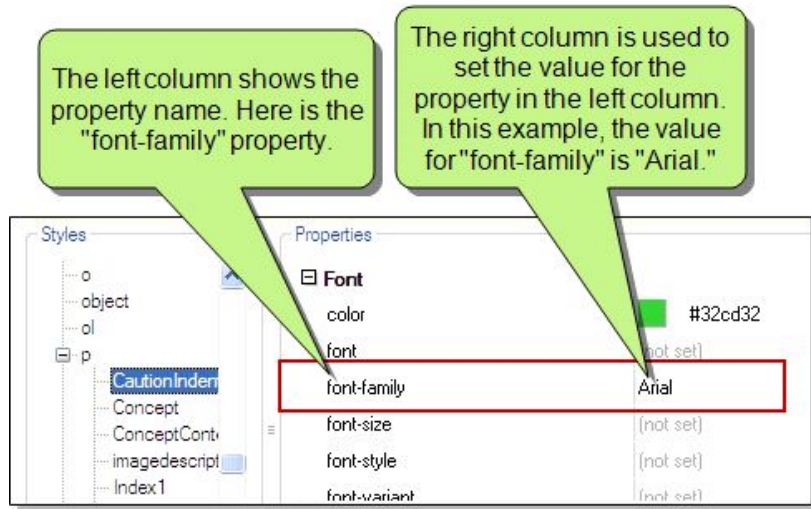


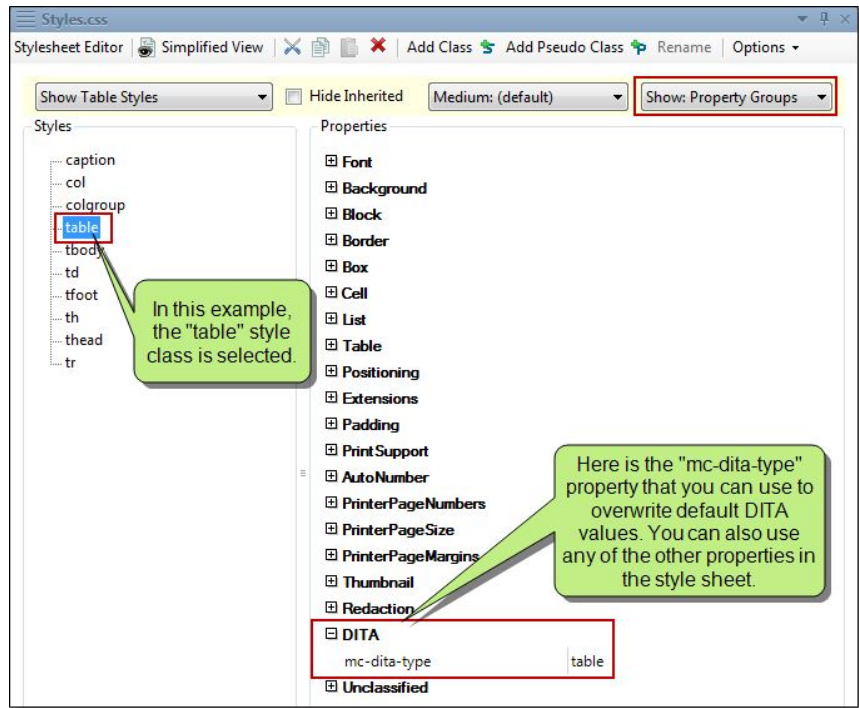


- e. In the **Properties** section, locate the specific property that you want to change.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

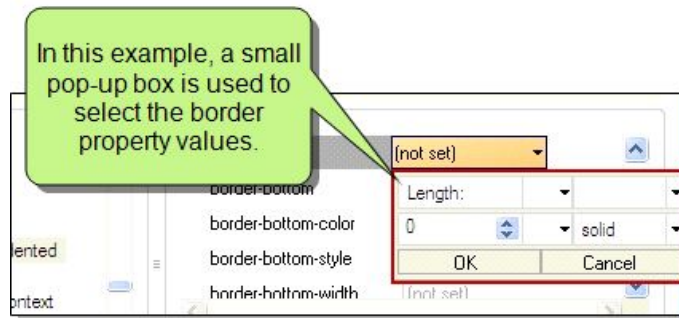
Note: If you want to edit the special "mc-dita-type" property for a style, click the plus button  next to the **DITA** property group. The mc-dita-type property is shown under it.



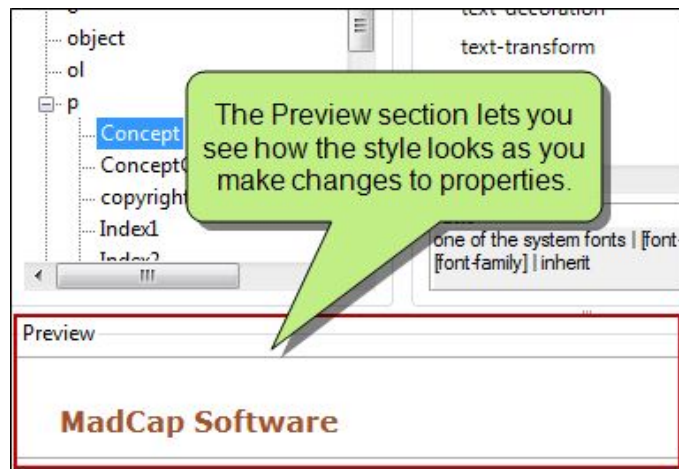


- f. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box.

If you completed values in a popup, click **OK** at the bottom of the box.



As you make changes to a property's values, you can see how the changes look in the Preview section at the bottom of the editor.



3. Select **File>Save** or press **CTRL+S**.

Drop-Down Text

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can edit the style (e.g., font, color) of a drop-down hotspot or body. When you do this, the style changes for all drop-down text in any topics in your project.





EXAMPLE

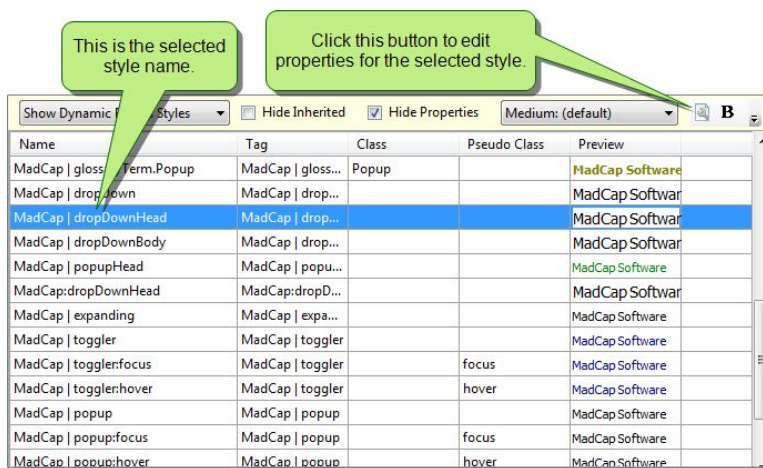
Let's say that you want to change the font for your drop-down hotspots to red and italic. The following steps show you how to accomplish this.

How to edit the style of drop-down text

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.




If using the Simplified view:

- In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- From the grid in the bottom portion of the editor, find and select the appropriate style, depending on what you want to change.
 - MadCap|dropDown** This style affects the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.
 - MadCap|dropDownBody** This style affects the content that is shown when users open the drop-down effect.
 - MadCap|dropDownHead** This style affects the text in the first paragraph of a drop-down effect (i.e., the paragraph where the drop-down link is located).
 - MadCap|dropDownHotSpot** This style affects the specific text that you select in the first paragraph of a drop-down effect to serve as the link for opening the drop-down body. If you do not select specific text in the first paragraph to serve as the hotspot, the entire first paragraph is used as the hotspot.
- In the local toolbar of the editor, click . The Properties dialog opens.

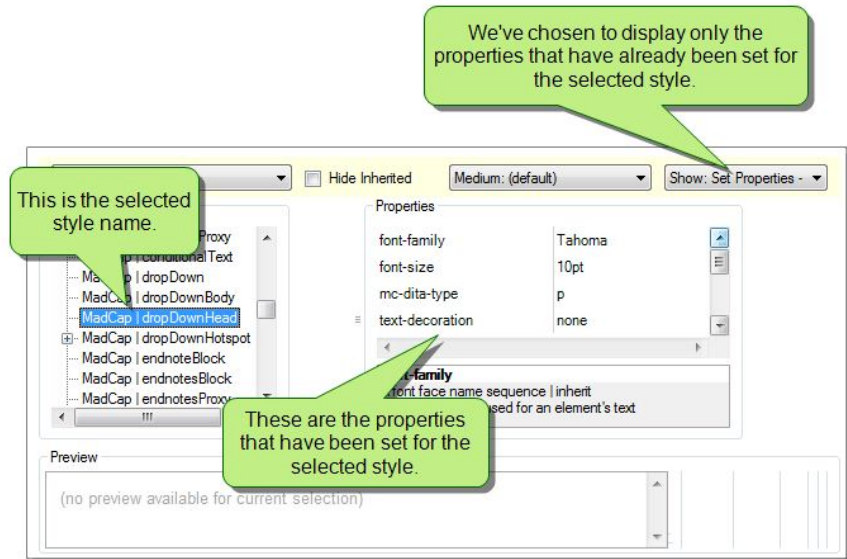


- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- c. In the **Styles** section on the left side of the editor, find and select the appropriate style, depending on what you want to change.
 - **MadCap|dropDown** This style affects the entire container holding a drop-down effect, including the image that is shown when a drop-down effect is open or closed.
 - **MadCap|dropDownBody** This style affects the content that is shown when users open the drop-down effect.
 - **MadCap|dropDownHead** This style affects the text in the first paragraph of a drop-down effect (i.e., the paragraph where the drop-down link is located).
 - **MadCap|dropDownHotSpot** This style affects the specific text that you select in the first paragraph of a drop-down effect to serve as the link for opening the drop-down body. If you do not select specific text in the first paragraph to serve as the hotspot, the entire first paragraph is used as the hotspot.

- d. From the **Show Properties** drop-down list **Show: Property Groups** on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.



- e. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
- **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in a closed state. To use this property, first select the **MadCap|dropDown** style mentioned above.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the drop-down effect when it is in an open state. To use this property, first select the **MadCap|dropDown** style mentioned above.
3. Select **File>Save** or press **CTRL+S**.

Equations

This feature is supported in all outputs.





You can edit an existing equation. This includes the ability to change the equation itself, as well as the way it looks. You can change the look of an individual equation from the Equation Editor (local formatting). However, you can also modify the appearance of all equations through the use of the `<MadCap|equation>` style tag.

How to edit the look of the equation using a style




1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

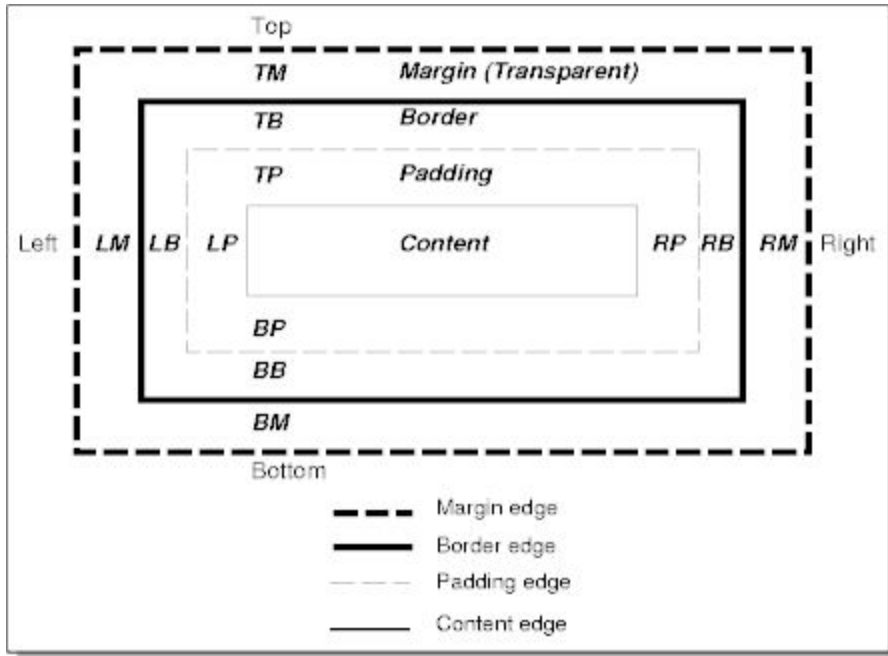
- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
- c. Select **MadCap|equation**. If you want to use a class of that style (e.g., Mad-Cap|equation.RedFont) that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs in the dialog to make changes (e.g., font type and color).
- f. Click **OK**.

If using the Advanced view:



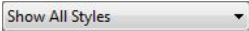


- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
 - c. Select **MadCap|equation**. If you want to use a class of that style (e.g., Mad-Cap|equation.RedFont) that you created previously, then select it instead.
 - d. Use the properties section on the right side of the editor to apply settings for the style. Following are the most common settings.
 - **Border** See "Adding Borders to Equations" on the next page.
 - **Font Properties** See "Text" on page 473.
 - **Margins** See "Adding Margins to Equations" on page 167.
 - **Padding** See "Adding Padding to Equations" on page 169.
3. Select **File>Save** or press **CTRL+S**.

Adding Borders To Equations

After you insert an equation, you can add borders around it, specifying the border size, color, and type.



How to add a border to an equation using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select **MadCap|equation**. If you want to use a class of that style (e.g., MadCap|equation.RedFont) that you created previously, then select it instead.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Border** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

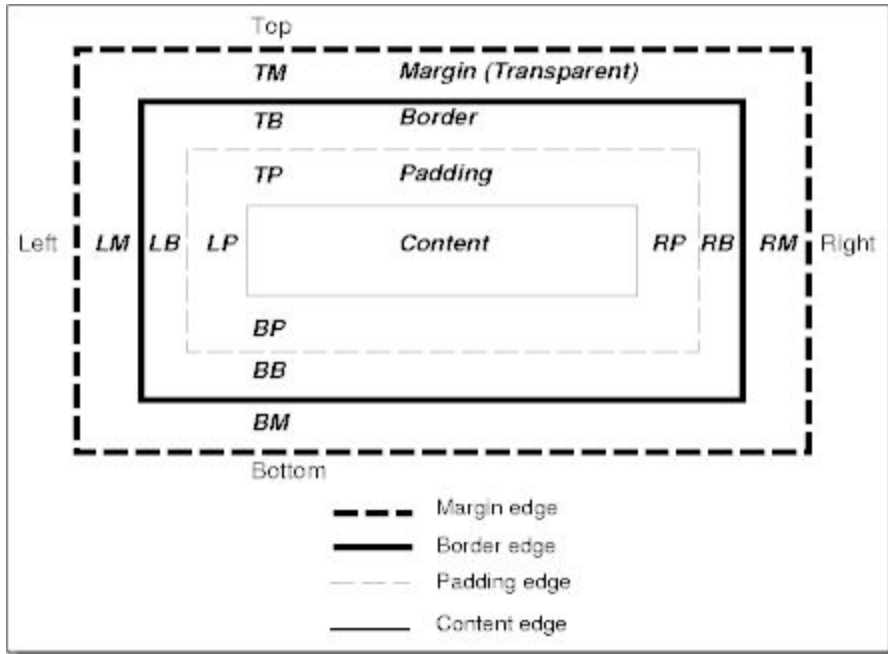
7. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around.

When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.



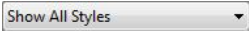


- a. Use the lower-left area of the popup to enter a number for the border thickness.
 - b. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - c. Use the upper-right area to select a color for the border.
 - d. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - e. Click **OK**.
8. Select **File>Save** or press **CTRL+S**.

Adding Margins To Equations

After you insert an equation, you can adjust the margins around it so that there is extra space above, below, to the right, or to the left of it.



How to add margins to an equation using a style

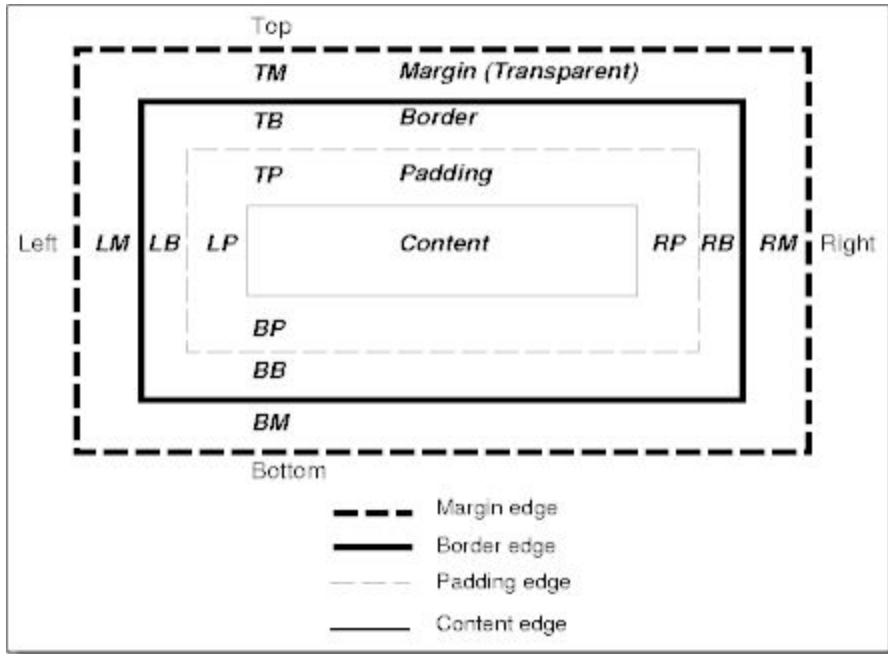
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select **MadCap|equation**. If you want to use a class of that style (e.g., MadCap|equation.RedFont) that you created previously, then select it instead.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-top). If you plan to have the same settings for all four sides, you can simply use the **margin** property.
8. Select **File>Save** or press **CTRL+S**.



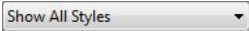


Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Adding Padding To Equations

After you insert an equation, you can add padding (i.e., extra space) between the equation's border and the text within it.



How to add padding to an equation using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select **MadCap|equation**. If you want to use a class of that style (e.g., MadCap|equation.RedFont) that you created previously, then select it instead.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.
8. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Expanding Text

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can edit the style (e.g., font, color) of an expanding text hotspot or body. When you do this, the style changes for all expanding text in any topics in your project.

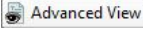



EXAMPLE

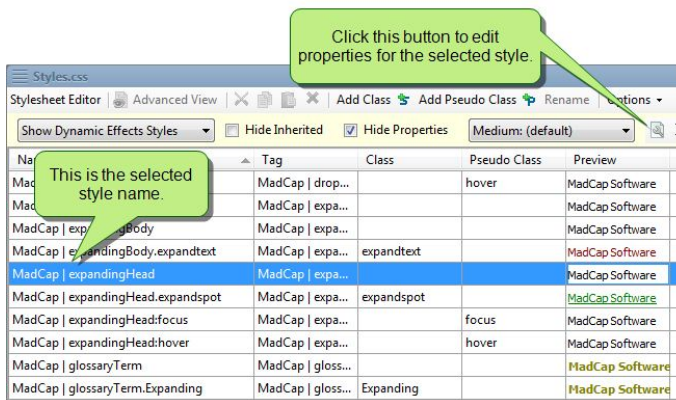
Let's say that you want to change the font for your expanding text hotspots to red and italic. The following steps show you how to accomplish this.

How to edit the style in expanding text

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



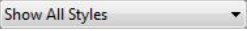
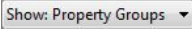
If using the Simplified view:

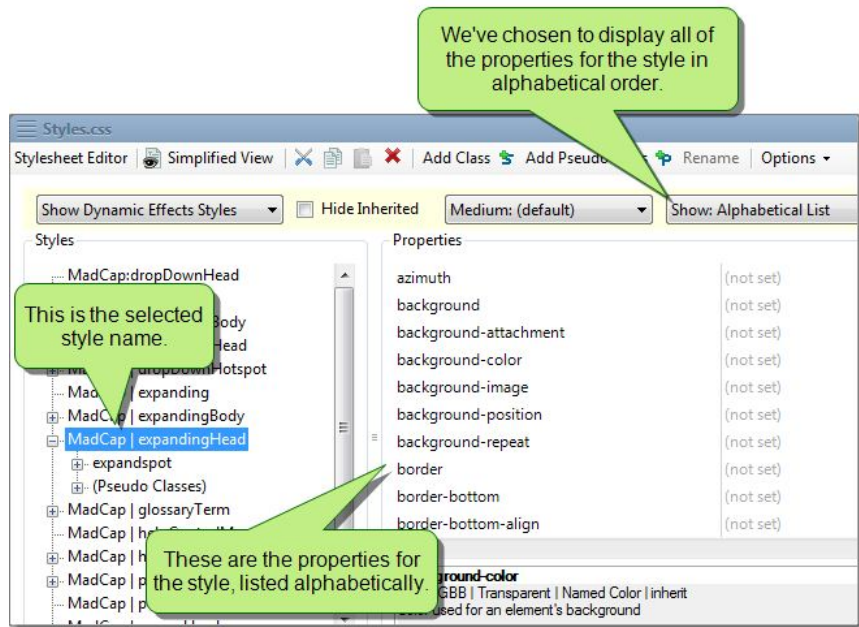
- In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- From the grid in the bottom portion of the editor, find and select one of the expanding text styles:
 - MadCap|expanding** This style affects the entire container holding an expanding text effect, including the image that is shown when an expanding text effect is open or closed.
 - MadCap|expandingBody** This style affects the expanded text portion of an expanding text effect (i.e., the area that is displayed or hidden when users click the hotspot link).
 - MadCap|expandingHead** This style affects the hotspot portion of an expanding text effect.
- In the local toolbar of the editor, click . The Properties dialog opens.



- Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- c. In the **Styles** section on the left side of the editor, find and select one of the expanding text styles:
 - **MadCap|expanding** This style affects the entire container holding an expanding text effect, including the image that is shown when an expanding text effect is open or closed.
 - **MadCap|expandingBody** This style affects the expanded text portion of an expanding text effect (i.e., the area that is displayed or hidden when users click the hotspot link).
 - **MadCap|expandingHead** This style affects the hotspot portion of an expanding text effect.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.



- e. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
 - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in a closed state. To use this property, first select the **MadCap|expanding** style mentioned above.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the expanding text effect when it is in an open state. To use this property, first select the **MadCap|expanding** style mentioned above.
3. Select **File>Save** or press **CTRL+S**.

Footnotes

This feature is supported in all outputs.

After inserting a footnote, you can edit the footnote number and the accompanying comment in many ways.

Footnote Editing Tasks

Following are some of the more common footnote editing tasks.

- **Border** You can modify the default border that is added above footnote comments. You can change the border thickness, color, style, and other settings. You can also remove the border altogether. See "Editing the Border Above Footnotes" on page 177.
- **Comment font settings** You can modify the font in a footnote comment. This includes changing the font family, size, color, case, and more. See "Editing Footnote Comment Font Settings" on page 180.
- **Comment position** You can change the location where a footnote comment is placed in the output (e.g., end of page, document, chapter, section, book). See "Editing Footnote Comment Position" on page 183.
- **Comment spacing** You can modify the spacing for the footnote comment text. This includes the ability to change the spacing above or below the comment text, the white space between words or characters, or the indentation before the number and text. See "Editing Footnote Comment Spacing" on page 187.
- **Comment text** You can modify the text and other content contained in the footnote comment. See the online Help.
- **Number format or symbol** By default, a decimal number (e.g., 1, 2, 3) is used when you insert a footnote. However, you can select a different format. For example, you can change the format to upper-case alpha (e.g., A, B, C) or lowercase Roman (e.g., i, ii, iii). You can also replace the number with a symbol, such as an asterisk. See "Editing Footnote Number Formats" on page 190.
- **Number - look** You can change the look of the footnote numbers (both in-text and in-comment), by creating and modifying `` style classes. Alternatively, you can use the `<MadCap|footnote>` style or a class of it to modify the look of both the in-text and in-comment footnote numbers. The difference is that the `` style lets you change the look of one or the other, rather than both at the same time. See "Editing the Look of Footnote Numbers" on page 195.

- **Number restart** When you insert footnotes, the numbers are incremented throughout your manual. However, you can restart the numbering at a certain location (e.g., at the beginning of the next chapter or section). See "Restarting Footnote Numbering" on page 197.

In many cases, you can use either styles or local formatting to make changes to footnotes. It is recommended that you use styles whenever possible.

Footnote Styles

The following styles can be used for editing footnotes.

- **MadCap|footnote** This style is used for both the footnote number (or symbol) where it is inserted in the topic, as well as the number and accompanying comment text (at the bottom of the page, or wherever else you specify its location).
- **MadCap|footnoteBlock** This style is used for the container (or block) holding individual footnote comments. For example, if you want to add a border around each footnote comment on a page, you would use this style.
- **MadCap|footnotesBlocks** This style is used for the container (or block) holding all footnote comments. For example, if you want to add a border around the collection of all footnote comments on a page, you would use this style.
- **MadCap|endnoteBlock** This style is used for the container (or block) holding individual endnote comments. For example, if you want to add a border around each endnote comment created from an endnotes proxy, you would use this style.
- **MadCap|endnotesBlocks** This style is used for the container (or block) holding all endnote comments. For example, if you want to add a border around the collection of all endnote comments created from an endnotes proxy, you would use this style.



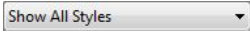
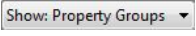
Editing The Border Above Footnotes

You can modify the default border that is added above footnote comments. You can change the border thickness, color, style, and other settings. You can also remove the border altogether.


How to edit the border above footnotes

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
5. In the **Styles** section of the editor, select **MadCap|footnotesBlock**.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. Do any of the following, depending on what you want to accomplish.

Change the border color:


- a. In the **Properties** section, click the plus button  next to **Border** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.


- b. Locate the **border-top-color** property.

- c. In the value column on the right side of that property, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Change border style (e.g., dashed, dotted, double, solid):


- a. In the **Properties** section, click the plus button  next to **Border** to expand the group.
The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. Locate the **border-top-style** property.
- c. Click in the value column on the right side of the property and select a style.

Change the border thickness:

- a. In the **Properties** section, click the plus button  next to **Border** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. Locate the **border-top-width** property.
- c. Click in the value column on the right side of the property, enter a number and a unit of measurement, and click **OK**.


Change the border alignment:

By default, the alignment of the border is set to "left," but you can change this setting.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. Locate the **border-top-align** property.
- c. Click in the value column on the right side of the property and select one of the other options.


Change the border length:

By default, the length of the border is set at 66% of the size of the "box" holding the footnotes. You can adjust this percentage.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. Locate the **border-top-length** property.

- c. Click in the value column on the right side of the property, enter a percentage number, and click **OK**. You can also use the drop-down on the right side of the popup to select a unit of measurement other than percentage.

Remove the border:

- a. In the **Properties** section, click the plus button  next to **Border** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - b. Locate the **border-top-width** property.
 - c. Click in the value column on the right side of the property, enter **0**, and click **OK**.
8. Select **File>Save** or press **CTRL+S**.

Editing Footnote Comment Font Settings





You can modify the font in a footnote comment. This includes changing the font family, size, color, case, and more.

How to edit footnote font settings using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.




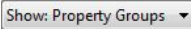

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. Select the appropriate footnote style. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.

Note: For some properties (bold, italic, underline, font family, and color), you do not need to open the Properties dialog. Instead, you can simply click the appropriate button in the local toolbar of the Stylesheet Editor.

- e. Select the **Font** tab.
- f. Use the Properties dialog to change values for the style's properties.
 - **Bold:** Use the **Font** tab (Style section).
 - **Color:** Use the **Font** tab (Colors section).
 - **Font family (e.g., Arial):** Use the **Font** tab (Font section and Pick button).
 - **Italic:** Use the **Font** tab (Style section).
 - **Size:** Use the **Font** tab (Size section).
 - **Small caps:** Use the **Font** tab (Effects section).
 - **Underline:** Use the **Font** tab (Effects section).
 - **Uppercase/lowercase:** Use the **Advanced** tab (Transform section).
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. In the **Styles** section, select the appropriate footnote style. If you used the default style when inserting the footnotes, select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Locate the font property that you want to change, depending on what you are trying to accomplish. Following are some of the more common elements that you might change:
 - **Bold:** Use the **font-weight** property.
 - **Color:** Use the **color** property.
 - **Font family (e.g., Arial):** Use the **font-family** property.
 - **Italic:** Use the **font-style** property.
 - **Size:** Use the **font-size** property.
 - **Small caps:** Use the **font-variant** property.
 - **Underline:** Use the **text-decoration** property. You need to type the word `underline` in the value column.
 - **Uppercase/lowercase:** Use the **text-transform** property.
- g. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box.

If you completed values in a popup, click **OK** at the bottom of the box.

3. Select **File>Save** or press **CTRL+S**.

Editing Footnote Comment Position





You can change the location where a footnote comment is placed in the output (e.g., end of page, document, chapter, section, book).

How to edit footnote comment positions using a style




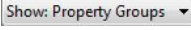

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. Select the appropriate footnote style. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Footnote** tab.
- f. From the **Position** field, select one of the following.
 - **End of Page** This places the footnote comment at the end of the page where the in-text footnote number is inserted.
 - **End of Topic** This places the footnote comment at the end of the topic where the in-text footnote number is inserted. This is similar to the previous option. However, a single topic may result in multiple pages in the output. This option ensures that the footnote is placed at the end of the topic, not necessarily on the same page where the corresponding number or symbol is placed.
 - **End of Section** This places the footnote comment at the end of the section where the footnote number is inserted. You can create section breaks in the TOC Properties dialog
 - **End of Chapter** This places the footnote comment at the end of the chapter where the footnote is inserted. You can create chapter breaks in the TOC Properties dialog
 - **Endnote Proxy** This is designed to place the footnote comment at a specific location in the output, such as at the end of the book. It works in conjunction with an endnotes proxy, which you create separately. The comment displays wherever you insert the endnotes proxy.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. In the **Styles** section, select the appropriate footnote style. If you used the default style when inserting the footnotes, select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Locate the **mc-footnote-position** property.
- g. Click in the value column on the right side of that property, and select one of the following.
 - **chapter** This places the footnote comment at the end of the chapter where the in-text footnote number is inserted. You can create chapter breaks in the TOC Properties dialog.
 - **endnote** This is designed to place the footnote comment at a specific location in the output, such as at the end of the book. It works in conjunction with an endnotes proxy, which you create separately. The comment displays wherever you insert the endnotes proxy.
 - **page** This places the footnote comment at the end of the page where the in-text footnote number is inserted.
 - **section** This places the footnote comment at the end of the section where the in-text footnote number is inserted. You can create section breaks in the TOC Properties dialog.
 - **topic** This places the footnote comment at the end of the topic where the in-text footnote number is inserted. This is similar to the previous option. However, a single topic may result in multiple pages in the output. This option ensures that the footnote is





placed at the end of the topic, not necessarily on the same page where the corresponding number or symbol is placed.

3. Select **File>Save** or press **CTRL+S**.



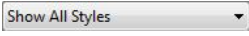
Editing Footnote Comment Spacing

You can modify the spacing for the footnote comment text. This includes the ability to change the spacing above or below the comment text, the white space between words or characters, or the indentation before the number and text.



How to edit footnote comment spacing using a style (Simplified view)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
4. Select the appropriate style to be used for the footnote comment. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
5. In the local toolbar of the Stylesheet Editor, click . The Properties dialog opens.
6. Select the **Advanced** tab.
7. Complete **Letter Spacing** and/or **Word Spacing** sections. For either section, you can select **Expanded** or **Condensed** and enter a number in the field below. Watch the preview area at the bottom to see how the settings affect the spacing.
8. Click **OK**.
9. Select **File>Save** or press **CTRL+S**.



How to edit footnote comment spacing using a style (Advanced view)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
4. In the **Styles** section of the editor, select the appropriate style to be used for the footnote comment. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
5. Do any of the following, depending on what you want to accomplish.

Add space (indentation) in front of comment number and text:

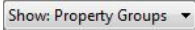

- a. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- b. In the **Properties** section, click the plus button  next to **Box** (for indenting all lines in the comment) or **Block** (for indenting the first line in the comment) to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- c. Locate the **margin-left** property in the "Box" group (for indenting all lines in the comment), or locate the **text-indent** property in the "Block" group (for indenting the first line in the comment).
- d. Click in the value column on the right side of that property, enter a number and a unit of measurement, and click **OK**.

Adjust space above and/or below comment:

- a. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- b. In the **Properties** section, click the plus button  next to **Box** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- c. Locate the **margin-bottom** and **margin-top** properties (for setting the space below or the space above, respectively).
- d. Click in the value column on the right side of the appropriate property, enter a number and a unit of measurement, and click **OK**.

Adjust space between characters or words in comment:

- a. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - b. In the **Properties** section, click the plus button  next to **Box** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - c. Locate the **letter-spacing** and **word-spacing** properties (for setting the space between characters or words, respectively).
 - d. Click in the value column on the right side of the appropriate property, enter a number and a unit of measurement, and click **OK**.
6. Select **File>Save** or press **CTRL+S**.

Note: If you want to adjust the spacing between the number and text in the footnote comment, you can do so by modifying the number format. See "Editing Footnote Number Formats" on the next page.

Editing Footnote Number Formats

By default, a decimal number (e.g., 1, 2, 3) is used when you insert a footnote. However, you can select a different format. For example, you can change the format to uppercase alpha (e.g., A, B, C) or lowercase Roman (e.g., i, ii, iii). You can also replace the number with a symbol, such as an asterisk.





How to edit a footnote number format using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

One benefit of using the Simplified view is that you can set one format for the number that displays in the text and a different format for the number that displays next to the footnote comment. With the Advanced view, you can set only one format for both numbers.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. Select the appropriate footnote style. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Footnote** tab.
- f. Use the **Format** field to select the format for the footnote number that is displayed in the text. If you want to use a different format for the number displayed next to the footnote comment, you can use the **Format for number in comment** field. If you complete only the "Format" field, your setting will be used for both footnote numbers in the content.
 - **{n}** This is the default format, which displays decimal numbering (e.g., 1, 2, 3, 4).
 - **{r}** This displays lowercase Roman numerals (e.g., i, ii, iii, iv).
 - **{R}** This displays uppercase Roman numerals (e.g., I, II, III, IV).
 - **{a}** This displays lowercase alpha numerals (e.g., a, b, c, d).
 - **{A}** This displays uppercase alpha numerals (e.g., A, B, C, D).
 - If you want to use a symbol such as an asterisk, instead of a number, simply type it in the field.

You can add extra characters, punctuation, formatting tags, and spacing around the number format to enhance it. Additional formats are available from the drop-down list for this reason.

EXAMPLES

Let's say you want to see an extra space between the footnote number and the comment text that follows. If so, simply type a space after the format that you provide.

Let's say you want to see decimal numbers, followed by a period and then a closing parentheses. If so, simply type this:



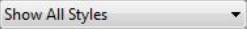


{n}.)

Let's say you want to see lowercase Roman numerals in bold. If so, simply type this:

{b}{r}{/b}

- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. In the **Styles** section, select the appropriate footnote style. If you used the default style when inserting the footnotes, select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.
The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the **mc-footnote-format** property.
- g. Click in the value column on the right side of that property, and type the format command(s) that you want to use. The commands available are similar to those used for auto-number formats.
 - **{n}** This is the default format, which displays decimal numbering (e.g., 1, 2, 3, 4).
 - **{r}** This displays lowercase Roman numerals (e.g., i, ii, iii, iv).
 - **{R}** This displays uppercase Roman numerals (e.g., I, II, III, IV).
 - **{a}** This displays lowercase alpha numerals (e.g., a, b, c, d).
 - **{A}** This displays uppercase alpha numerals (e.g., A, B, C, D).
 - If you want to use a symbol such as an asterisk, instead of a number, simply type it in the field.

You can add extra characters, punctuation, formatting tags, and spacing around the number format to enhance it.

EXAMPLES

Let's say you want to see an extra space between the footnote number and the comment text that follows. If so, simply type a space after the format that you provide.

Let's say you want to see decimal numbers, followed by a period and then a closing parentheses. If so, simply type this:

`{n}.)`

Let's say you want to see lowercase Roman numerals in bold. If so, simply type this:

`{b}{r}{/b}`

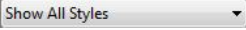
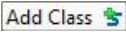
3. Select **File>Save** or press **CTRL+S**.

Editing The Look Of Footnote Numbers


You can change the look of the footnote numbers (both in-text and in-comment), by creating and modifying `` style classes. Alternatively, you can use the `<MadCap|footnote>` style or a class of it to modify the look of both the in-text and in-comment footnote numbers. The difference is that the `` style lets you change the look of one or the other, rather than both at the same time. First you need to create the span class and provide your settings (e.g., font color, size, and so on). After inserting a footnote, you can open its properties and select the span class to change the look.

Note: This task lets you change the footnote number only (either the number in the topic text or the number in the footnote comment). If instead you want to change the look of both numbers, as well as the comment text, see "Editing Footnote Comment Font Settings" on page 180.

How to create and edit a span class for footnote numbers

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
3. On the left side of the editor, find and select the **span** tag.
4. In the local toolbar, click . The New Style dialog opens.
5. Type a name for the new style class, without using any spaces (e.g., `MyInTextFootnoteNumber`).
6. Click **OK**. The new style class is added under the tag you selected.
7. Edit the properties for the span class. The most common settings to change are those for the font. See "Editing Styles" on page 97.
8. Select **File>Save** or press **CTRL+S**.
9. Complete the following steps for selecting the span class for the footnote.

How to select a span class for a footnote

1. Open the content file (e.g., topic, snippet).
2. Make sure markers are turned on. (Click the down arrow next to the **Show tags** button  in the XML Editor. Then select **Show Markers**.)
3. Right-click on the footnote marker icon where it is inserted in the topic, and from the menu select **Footnote Properties**. The Footnote Properties dialog opens.
4. Select the **Footnote** tab.
5. From one of the **Style** fields, select the appropriate span class. If you select a span class in the first Style field, it will affect the look of the footnote number that appears in the topic content. If you select a span class in the second Style field, it will affect the look of the footnote number that appears before the footnote comment wherever you have positioned it (e.g., end of page, end of chapter).
6. In the Properties dialog, click **OK**.
7. Select **File>Save** or press **CTRL+S**.

Restarting Footnote Numbering





When you insert footnotes, the numbers are incremented throughout your manual. However, you can restart the numbering at a certain location (e.g., at the beginning of the next chapter or section).

How to restart footnote numbering using a style




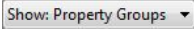

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
- c. Select the appropriate footnote style. If you used the default style when inserting the footnotes, then select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Footnote** tab.
- f. From the **Number** field, select one of the following.
 - **Page** This restarts the footnote numbering on each page of the output.
 - **Section** This restarts the footnote numbering at each section of the output. You can create section breaks in the TOC Properties dialog.
 - **Chapter** This restarts the footnote numbering at each chapter of the output. You can create section breaks in the TOC Properties dialog.
 - **Endnote** This is designed to maintain the numbering with a group of endnotes inserted at a specific location in the output, such as at the end of the book. It works in conjunction with an endnotes proxy, which you create separately. The endnote comments and their numbers are displayed wherever you insert the endnotes proxy.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Footnote Styles**.
 - c. In the **Styles** section, select the appropriate footnote style. If you used the default style when inserting the footnotes, select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Locate the **mc-footnote-number** property.
 - g. Click in the value column on the right side of that property, and select one of the following.
 - **chapter** This restarts the footnote numbering at each chapter of the output. You can create section breaks in the TOC Properties dialog.
 - **endnote** This is designed to maintain the numbering with a group of endnotes inserted at a specific location in the output, such as at the end of the book. It works in conjunction with an endnotes proxy, which you create separately. The endnote comments and their numbers are displayed wherever you insert the endnotes proxy.
 - **page** This restarts the footnote numbering on each page of the output.
 - **section** This restarts the footnote numbering at each section of the output. You can create section breaks in the TOC Properties dialog.
3. Select **File>Save** or press **CTRL+S**.

Glossaries

This feature is supported in all outputs.

You can edit glossaries in the following ways.

- **Look** See "Using Styles to Change the Look of a Glossary" below.
- **Ignoring glossary terms** See "Ignoring Glossary Terms in Styles" on page 210.

Using Styles To Change The Look Of A Glossary

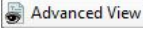


You can use styles to change the appearance of a glossary. You can modify the look of individual elements within the glossary, as well as the entire container holding the glossary.

How to change the look of a glossary (individual elements)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Note: If you want to change the actual characters for the alphabetical headings above each section in the glossary, you must use the Advanced view.



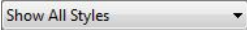






If using the Simplified view:







- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. From the grid in the bottom portion of the Stylesheet Editor, select a style.
 - **To customize the definition** Select **div.GlossaryPageDefinition**.
 - **To customize the container** Select **div.GlossaryPageEntry**. This style class affects the "container" that holds each glossary term/definition group.
 - **To customize the heading** Select **div.GlossaryPageHeading**. This style class affects the text for each alphabetical heading that is displayed above each section of the glossary.
 - **To customize the term (for online output)** Select **a.GlossaryPageTerm**. You can also use one of the pseudo classes under it to change the look of the term, depending on its hyperlink behavior (focus, hover, link, visited). See "Pseudo Classes in Flare" on page 68.
 - **To customize the term (for print-based output)** Select **div.GlossaryPageTerm**.
 - **To customize the glossary term link** Select **MadCap|glossaryTerm**. This style affects the text for glossary term links that you have inserted into topics. You can also use one of the pseudo classes under it to change the look of the term, depending on its hyperlink behavior (focus, hover, link, visited). See "Pseudo Classes in Flare" on page 68.
 - **To customize the glossary term link (Hyperlink style)** Select **MadCap|glossaryTerm.Hyperlink**. This style class affects the hyperlink that displays in topics if you have converted glossary terms to links and selected the "Hyperlink" style when doing so.
 - **To customize the glossary term link (Expanding style)** Select **MadCap|glossaryTerm.Expanding**. This style class affects the hyperlink that displays in topics if you have converted glossary terms to links and selected the "Expanding" style when doing so.
 - **To customize the glossary term link (Popup style)** Select **MadCap|glossaryTerm.Popup**. This style class affects the hyperlink that

displays in topics if you have converted glossary terms to links and selected the "Popup" style when doing so.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the Properties dialog to change values for the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. In the **Styles** section on the left side of the editor, select the style that you want to edit.
 - **To customize the definition** Click the plus button  next to **div**. Then select **GlossaryPageDefinition** under it.
 - **To customize the container** Click the plus button  next to **div**. Then select **GlossaryPageEntry** under it. This style class affects the "container" that holds each glossary term/definition group.
 - **To customize the heading** Click the plus button  next to **div**. Then select **GlossaryPageHeading** under it. This style class affects the text for each alphabetical heading that is displayed above each section of the glossary.
 - **To customize the term (for online output)** Click the plus button  next to **a**. Select **GlossaryPageTerm**. You can also use one of the pseudo classes under it to change the look of the term, depending on its hyperlink behavior (focus, hover, link, visited). See "Pseudo Classes in Flare" on page 68.
 - **To customize (for print-based output)** Click the plus button  next to **div**. Then select **GlossaryPageTerm**.
 - **To customize the glossary term link** Click the plus button  next to **Mad-Cap|glossaryTerm**. This style affects the text for glossary term links that you have inserted into topics. You can also use one of the pseudo classes under it to change the look of the term, depending on its hyperlink behavior (focus, hover, link, visited). See "Pseudo Classes in Flare" on page 68.

- **To customize the glossary term link (Hyperlink style)** Click the plus button  next to **MadCap|glossaryTerm**. Then select **Hyperlink** under it. This style class affects the hyperlink that displays in topics if you have converted glossary terms to links and selected the "Hyperlink" style when doing so.
 - **To customize the glossary term link (Expanding style)** Click the plus button  next to **MadCap|glossaryTerm**. Then select **Expanding** under it. This style class affects the hyperlink that displays in topics if you have converted glossary terms to links and selected the "Expanding" style when doing so.
 - **To customize the glossary term link (Popup style)** Click the plus button  next to **MadCap|glossaryTerm**. Then select **Popup** under it. This affects the hyperlink that displays in topics if you have converted glossary terms to links and selected the "Popup" style when doing so.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. Click the plus button  next to the appropriate property group, depending on what you want to accomplish.
 - f. Locate the specific property that you want to change. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - g. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box. If you completed values in a popup, click **OK** at the bottom of the box.
 - h. (Optional) If you want to change the actual characters (e.g., A, B, C, D) that are used for the glossary headings, do the following:
 - a. Under the **div** tag on the left side of the editor, make sure **GlossaryPageHeading** is selected.
 - b. From the **Show** drop-down list on the upper-right side of the editor, select **Property Groups**.
 - c. In the **Properties** section to the right, click the plus button  next to the **Unclassified** property group.
 - d. Click in the cell to the right of **mc-heading-format** and type the new format. Make sure you place the character within { and } brackets.

EXAMPLE

The default format is {A}. This means that the headings will simply look like this: A, B, C, D, and so on. If you change it to {a}, the headings will be lowercase: a, b, c, d, and so on. If you change it to -{A}-, the headings will look like this: -A-, -B-, -C-, -D-, and so on.

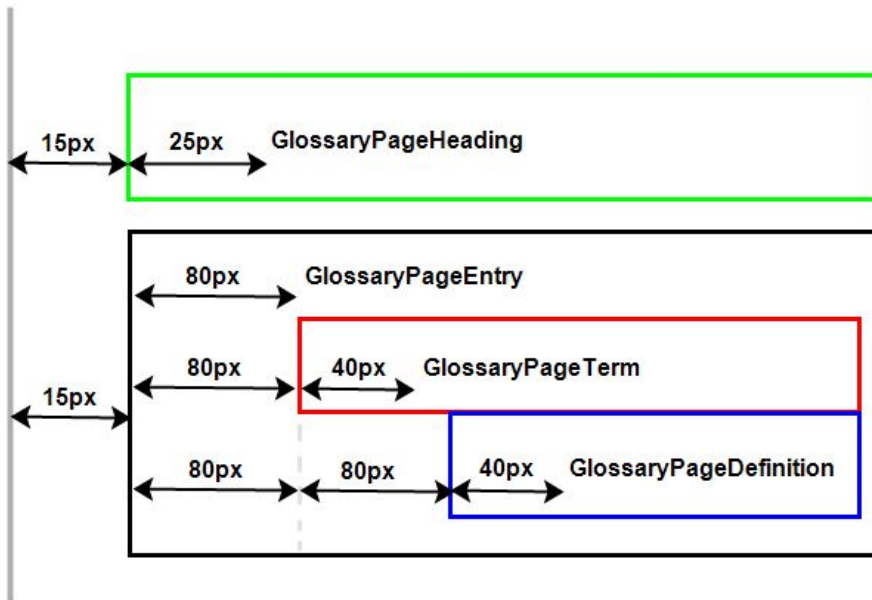
3. Select **File>Save** or press **CTRL+S**.

More about the glossary <div> styles

If you use the glossary <div> styles to change the look of a generated glossary, the following information and diagram may help to clarify the purpose of each style. Because these styles use <div> tags, you can think of them as nested boxes. This is important to understand when you try to align the different glossary elements through the use of margin and padding settings.

- **Margins** Control space outside of the box.
- **Padding** Controls space inside the box.

As a result of the boxes being nested, the margin and padding settings compound the distances in the output, as the diagram shows.



LEGEND



GlossaryPageHeading

Margin-left 15px, padding-left 25px = Margin moves green box 15px, and padding



GlossaryPageEntry

Margin-left 15px, padding-left 80px = Margin moves black box 15px, and padding moves everything in box 80px



GlossaryPageTerm

Margin-left 0px, padding-left 40px = Padding moves everything in red box 40px. Notice the margin is 0. Therefore the padding of the black box is responsible for alignment.





GlossaryPageDefinition

Margin-left 80px, padding-left 40px = Margin is added to black box's padding, which moves the box a total of 160px from the left.
Padding-left 40px = Everything inside blue box is moved 40px to the right.

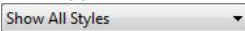


In the output, this type of collection of style settings might look like this.

F	First Glossary Term Definition number 1.
S	Second Glossary Term Definition number 2.

How to change the look of a glossary (entire container)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|GlossaryProxy** style or a class that you have created under it (e.g., MadCap|GlossaryProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

For example, if you want to change the width of the entire glossary, you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.

8. Select **File>Save** or press **CTRL+S**.

Note: If you want to change the look of glossaries in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.





Editing The Style Of Glossary Term Links

You can edit the style for glossary term links that you have inserted into a content file (e.g., topic, snippet).




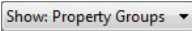
How to edit the style of a glossary term link

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- c. From the grid in the bottom portion of the editor, find and select the style called **Mad-CapglossaryTerm** (or a glossary term style class you have created within it).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.




If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
 - c. In the **Styles** section on the left side of the editor, find and select the style called **Mad-Cap|glossaryTerm** (or a glossary term style class you have created within it).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
 - e. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
 - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the glossary term link effect when it is in a closed state.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the glossary term link effect when it is in an open state.
3. Select **File>Save** or press **CTRL+S**.

Ignoring Glossary Terms In Styles



You can configure a target to convert glossary terms to links automatically when they are found in topics. In addition, there is a way to purposely ignore some terms so that they are not converted to links. This can be done by setting the `mc-disable-glossary-terms` property on a style. By default, this feature is turned on for `<h1>` through `<h6>` styles, as well as hyperlinks (i.e., content with the `<a>` tag). This means that if a glossary term is found in a heading or text hyperlink, it will not be converted to a link. However, if the same term is found in, say, a regular paragraph, the term will be converted to a link (as long as you do not turn this feature on for that paragraph style).

How to set a style to ignore conversion of glossary terms to links

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section on the left side of the editor, find and select the appropriate style class.

EXAMPLE

Let's say you want terms to be converted to glossary links automatically, unless those terms are found in a paragraph with the `p.Tip` style. In this case, you would select the `p.Tip` style class so that you can apply this feature to it.

5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.
7. Click in the column to the right of **mc-disable-glossary-terms**, and select **true**.
8. Select **File>Save** or press **CTRL+S**.

Help Controls

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can use styles to modify the look of Help controls such as concept links, keyword links, and related topic links.



Editing Concept Links


You can edit the style of a concept link. When you do this, the style changes for all concept links in any topics in your project. Also, keep in mind the various rules that pertain to concept links.

How to edit the style of a concept link

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

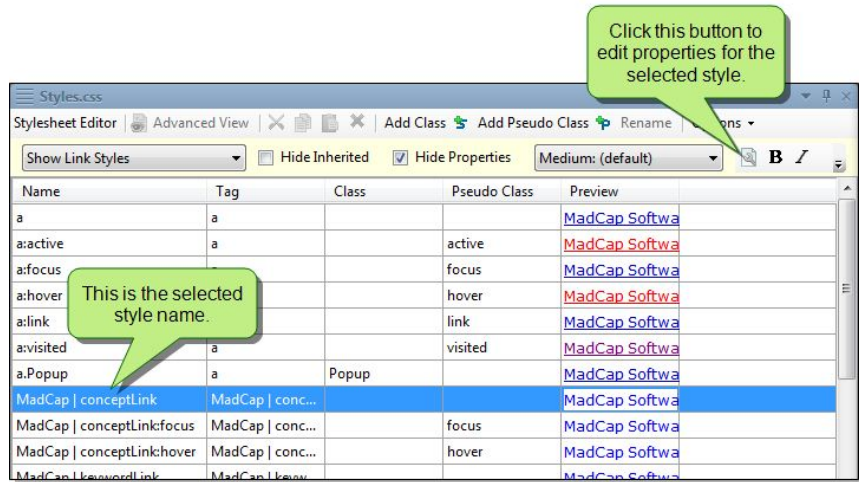
If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
- c. From the grid in the bottom portion of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "conceptLink") if you want to modify only concept links in your project.
- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
 - **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
 - **MadCap|conceptLink** Edit this style to change the look of the heading for concept links. The following three concept link styles inherit properties from this style.
 - **MadCap|conceptLinkControlList** Edit this style to change the look of the entire list (element) when concept links are displayed in a list, rather than in a popup.
 - **MadCap|conceptLinkControlListItem** Edit this style to change the look of individual items in the list (elements) when concept links are displayed in a list, rather than in a popup.
 - **MadCap|conceptLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when concept links are displayed in a list, rather than in a popup.




Note: You can also change a pseudo class of a link style (e.g., **MadCap|conceptLink.focus** or **MadCap|conceptLink.hover**) if you want to modify the look of the concept link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. In the local toolbar of the editor, click . The Properties dialog opens.



- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties. You can also adjust other property values not yet set for the style.
- f. In the Properties dialog, click **OK**.

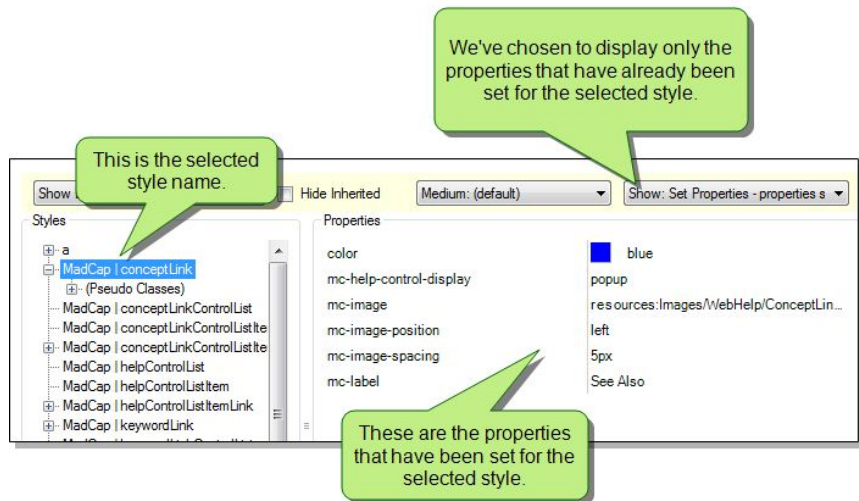
If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "conceptLink") if you want to modify only concept links in your project.
- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.

- **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
- **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
- **MadCap|conceptLink** Edit this style to change the look of the heading for concept links. The following three concept link styles inherit properties from this style.
- **MadCap|conceptLinkControlList** Edit this style to change the look of the entire list (element) when concept links are displayed in a list, rather than in a popup.
- **MadCap|conceptLinkControlListItem** Edit this style to change the look of individual items in the list (elements) when concept links are displayed in a list, rather than in a popup.
- **MadCap|conceptLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when concept links are displayed in a list, rather than in a popup.

Note: You can also change a pseudo class of a link style (e.g., **MadCap|conceptLink.focus** or **MadCap|conceptLink.hover**) if you want to modify the look of the concept link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. From the **Show Properties** drop-down list Show: Property Groups ▾ on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style. You can also select to display properties alphabetically, in groups, and according to the most relevant properties



- e. From the **Properties** section, click in the cell on the right to change values for any of the style's properties.
3. Select **File>Save** or press **CTRL+S**.

Rules

Keep in mind the following rules when working with these types of styles.

- **Font color on link styles only** You can set many different properties on Help controls. However, font color can be set only on styles that deal specifically with links (e.g., <a>, helpControlListItemLink, conceptLinkControlItemLink).

EXAMPLE

Let's say you want to use red on concept links. You can set that color on MadCap|conceptLinkControlItemLink, because it controls the links specifically. But if you set the color on MadCap|conceptLinkControlItem or MadCap|conceptLinkControlItemLink, the color setting will have no effect because those styles deal with lists and list items, not links.

- **Inheritance from main list and link styles** Because these Help control styles are based on the main styles for unnumbered lists (), list items (), and hyperlinks (<a>), they inherit properties from those standard styles.

EXAMPLE

Let's say you set a purple font on the <a> style. If you do not make any changes to your Help control styles, all of the links will use a purple font. But suppose you want concept links to use a green font instead. In that case, you can set the MadCap|conceptLinkControlListItemLink style to green. If you do that, regular text hyperlinks, keyword links, and related topic links will all display in purple, but concept links will display in green.

Note: If setting a property on the <a> style does not seem to have an effect on the Help control links, check the heading style. For example, if you set purple on the <a> style but MadCap|conceptLink has blue, then MadCap|conceptLinkControlListItemLink will use blue. That's because MadCap|conceptLink overrides <a>.

- **Inheritance from general Help control styles** Because the general "helpControl" styles (helpControlList, helpControlListItem, helpControlListItemLink) are used to determine the look of all three types of Help control links, the more specific styles (e.g., conceptLinkControl, keywordlinkControl, relatedTopicsControl) inherit properties from them.

EXAMPLE

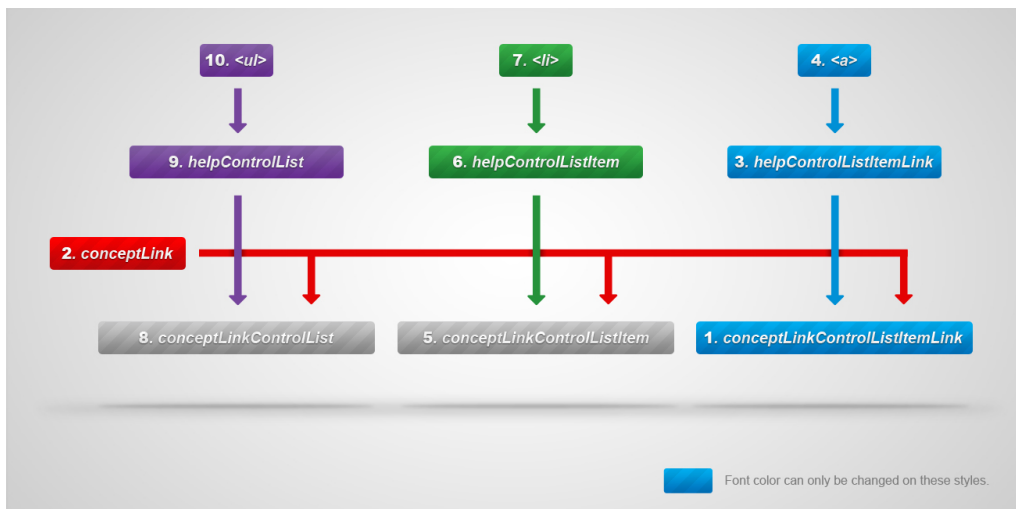
Let's say you set a 12-pt font on the MadCap|helpControlListItem style. If you do not make changes to any of the more specific styles (MadCap|conceptLinkControlListItem, MadCap|keywordLinkControlListItem, MadCap|relatedTopicsControlListItem), all of them will use a 12-pt font. But suppose you want concept links to use a 14-pt font instead. In that case, you can set the MadCap|conceptLinkControlListItem style to 14 pt. If you do that, keyword links and related topic links will display in 12 pt, but concept links will display in 14 pt.

- No inheritance between specific styles** As shown, there is inheritance from main styles (e.g., <a>,) and from the general "helpControl" styles. That's because the main styles are at a higher level than all of the Help control link styles, and the general "helpControl" styles are at a higher level than the more specific styles. But all of the specific Help control styles are at the same level; therefore, none of them inherit properties from any of the others.

EXAMPLE

Let's say you set a 10-pt font on the MadCap|keywordLinkControlList style (which controls **entire lists for keyword links**). Neither the MadCap|keywordLinkControlListItem style nor the MadCap|keywordLinkControlListItemLink style will inherit that font size. Instead, the MadCap|keywordLinkControlListItem style (which controls **list items for keyword links**) will either inherit from or MadCap|helpControlListItem. And MadCap|keywordLinkControlListItemLink (which controls the **actual links for keywords**) will either inherit from <a> or MadCap|helpControlListItemLink. Or you can set different colors on those styles specifically.

The following diagram shows how inheritance and precedence works with Help control styles. In this example, concept link styles are shown. But the same type of structure applies to keyword and related topic links as well. The arrows show inheritance. The numbers show precedence; in other words, if multiple styles have different settings for the same property, the style with a lower number has precedence over those with higher numbers.





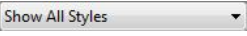
Editing Keyword Links

You can edit the style of a keyword link. When you do this, the style changes for all keyword links in any topics in your project. Also, keep in mind the various rules that pertain to keyword links.

How to edit the style of a keyword link


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

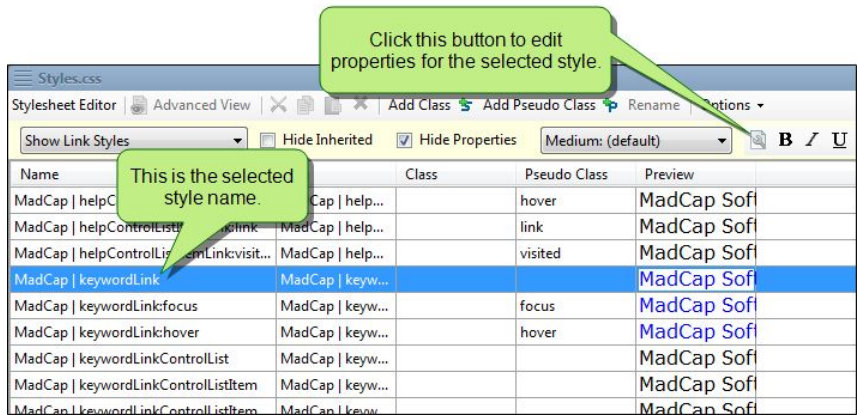
If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
- c. From the grid in the bottom portion of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "keywordLink") if you want to modify only concept links in your project.

- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
- **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
- **MadCap|keywordLink** Edit this style to change the look of the heading for keyword links. The following three keyword link styles inherit properties from this style.
- **MadCap|keywordLinkControlList** Edit this style to change the look of the entire list (element) when keyword links are displayed in a list, rather than in a popup.
- **MadCap|keywordLinkControlListItem** Edit this style to change the look of individual items in the list (elements) when keyword links are displayed in a list, rather than in a popup.
- **MadCap|keywordLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when keyword links are displayed in a list, rather than in a popup.



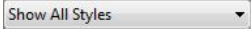
Note: You can also change a pseudo class of a link style (e.g., **MadCap|keywordLink.focus** or **MadCap|keywordLink.hover**) if you want to modify the look of the keyword link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. In the local toolbar of the editor, click . The Properties dialog opens.



- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

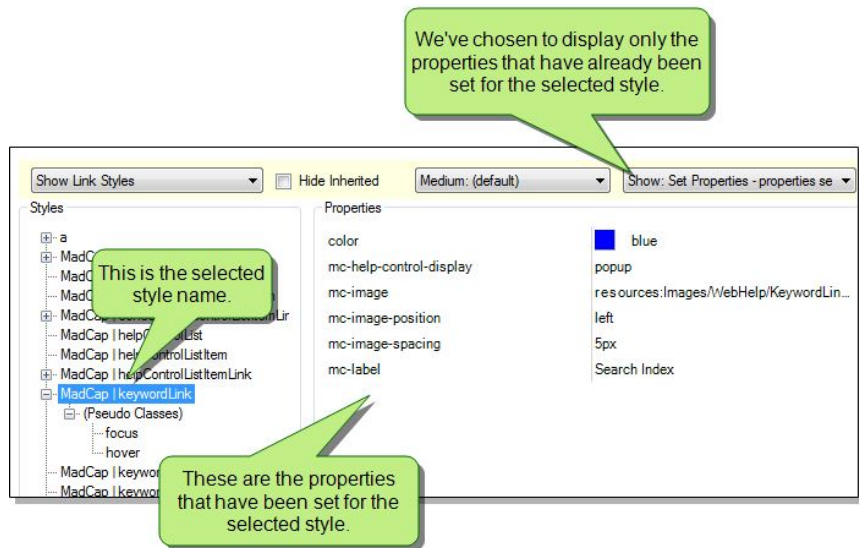
If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
- c. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "keywordLink") if you want to modify only concept links in your project.
- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.

- **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
- **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
- **MadCap|keywordLink** Edit this style to change the look of the heading for keyword links. The following three keyword link styles inherit properties from this style.
- **MadCap|keywordLinkControlList** Edit this style to change the look of the entire list (element) when keyword links are displayed in a list, rather than in a popup.
- **MadCap|keywordLinkControlListItem** Edit this style to change the look of individual items in the list (elements) when keyword links are displayed in a list, rather than in a popup.
- **MadCap|keywordLinkControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when keyword links are displayed in a list, rather than in a popup.

Note: You can also change a pseudo class of a link style (e.g., **MadCap|keywordLink.focus** or **MadCap|keywordLink.hover**) if you want to modify the look of the keyword link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. From the **Show Properties** drop-down list Show: Property Groups ▾ on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.



- e. From the **Properties** section, change values for any of the style's properties. For example, to change link label as described in the example above, you would edit the cell to the right of **mc-label**.

3. Select **File>Save** or press **CTRL+S**.

Rules

Keep in mind the following rules when working with these types of styles.

- **Font color on link styles only** You can set many different properties on Help controls. However, font color can be set only on styles that deal specifically with links (e.g., <a>, helpControlListItemLink, keywordLinkControlListItemLink).

EXAMPLE

Let's say you want to use red on keyword links. You can set that color on Mad-Cap|keywordLinkControlListItemLink, because it controls the links specifically. But if you set

the color on MadCap|keywordLinkControlList or MadCap|keywordLinkControlListItem, the color setting will have no effect because those styles deal with lists and list items, not links.

- **Inheritance from main list and link styles** Because these Help control styles are based on the main styles for unnumbered lists (), list items (), and hyperlinks (<a>), they inherit properties from those standard styles.

EXAMPLE

Let's say you set a purple font on the <a> style. If you do not make any changes to your Help control styles, all of the links will use a purple font. But suppose you want keyword links to use a green font instead. In that case, you can set the MadCap|keywordLinkControlListItemLink style to green. If you do that, regular text hyperlinks, concept links, and related topic links will all display in purple, but keyword links will display in green.

Note: If setting a property on the <a> style does not seem to have an effect on the Help control links, check the heading style. For example, if you set purple on the <a> style but MadCap|keywordLink has blue, then MadCap|keywordLinkControlListItemLink will use blue. That's because MadCap|keywordLink overrules <a>.

- **Inheritance from general Help control styles** Because the general "helpControl" styles (helpControlList, helpControlListItem, helpControlListItemLink) are used to determine the look of all three types of Help control links, the more specific styles (e.g., conceptLinkControl, keywordlinkControl, relatedTopicsControl) inherit properties from them.

EXAMPLE

Let's say you set a 12-pt font on the MadCap|helpControlListItem style. If you do not make changes to any of the more specific styles (MadCap|conceptLinkControlListItem, MadCap|keywordLinkControlListItem, MadCap|relatedTopicsControlListItem), all of them will use a 12-pt font. But suppose you want keyword links to use a 14-pt font instead. In that case, you can set the MadCap|keywordLinkControlListItem style to 14 pt. If you do that, concept links and related topic links will display in 12 pt, but keyword links will display in 14 pt.

- **No inheritance between specific styles** As shown, there is inheritance from main styles (e.g., <a>,) and from the general "helpControl" styles. That's because the main styles are at a higher level than all of the Help control link styles, and the general "helpControl" styles are at a higher level than the more specific styles. But all of the specific Help control styles are at the same level; therefore, none of them inherit properties from any of the others.

EXAMPLE

Let's say you set a 10-pt font on the MadCap|keywordLinkControlList style (which controls **entire lists for keyword links**). Neither the MadCap|keywordLinkControlListItem style nor the MadCap|keywordLinkControlListItemLink style will inherit that font size. Instead, the MadCap|keywordLinkControlListItem style (which controls **list items for keyword links**) will either inherit from or MadCap|helpControlListItem. And MadCap|keywordLinkControlListItemLink (which controls the **actual links for keywords**) will either inherit from <a> or MadCap|helpControlListItemLink. Or you can set different colors on those styles specifically.



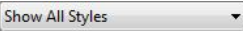
Editing Related Topics Links

You can edit the style of a related topics link. When you do this, the style changes for all related topics links in any topics in your project. Also, keep in mind the various rules that pertain to related topic links.

How to edit the style of a related topics control

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

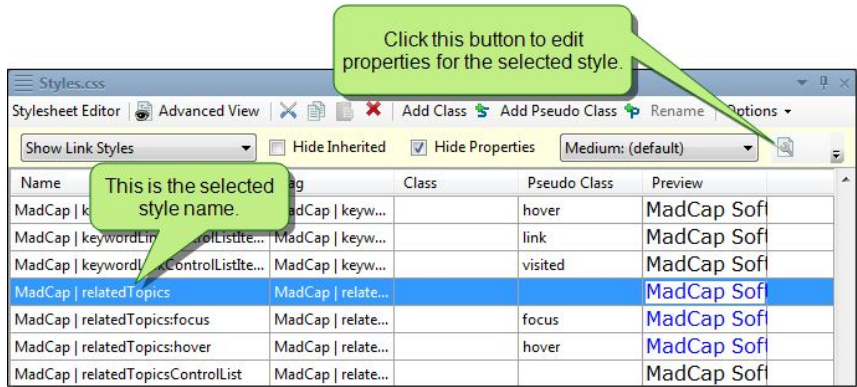
If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
- c. From the grid in the bottom portion of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "relatedTopics") if you want to modify only concept links in your project.

- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
- **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
- **MadCap|relatedTopics** Edit this style to change the look of the heading for related topic links. The following three related topic link styles inherit properties from this style.
- **MadCap|relatedTopicsControlList** Edit this style to change the look of the entire list (element) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItem** Edit this style to change the look of individual items in the list (elements) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItemLink** Edit this style to change the look of links in the list (<a> elements) when related topics are displayed in a list, rather than in a popup.



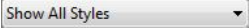
Note: You can also change a pseudo class of a link style (e.g., **Mad-Cap|relatedTopics.focus** or **MadCap|relatedTopics.hover**) if you want to modify the look of the related topic link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. In the local toolbar of the editor, click . The Properties dialog opens.




- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

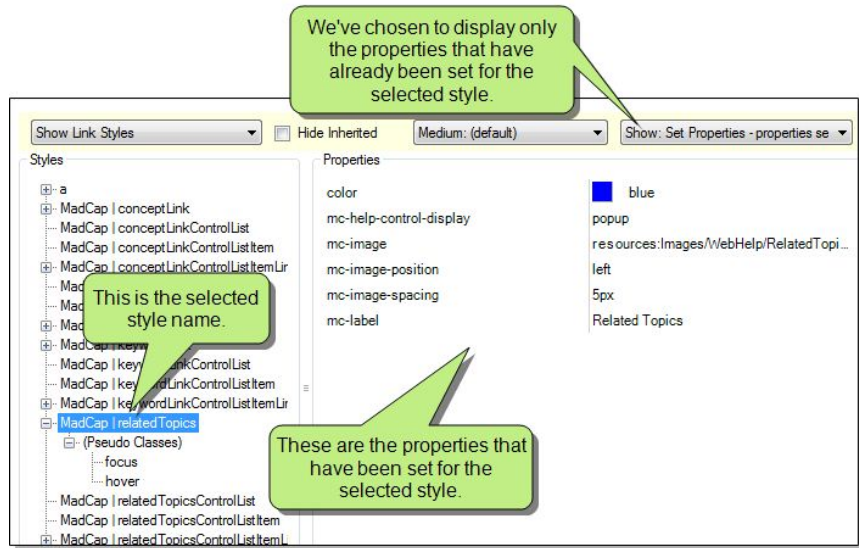
If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles** or **Show Dynamic Effects Styles**. Different styles are displayed with each filter.
- c. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on what you want to accomplish. You can use a general style (which starts with "helpControl") if you want to modify all types of Help control links (concept, keyword, and related topic links). Alternatively, you can use a specific style (which starts with "relatedTopics") if you want to modify only concept links in your project.
- **MadCap|helpControlList** Edit this style to change the look of the entire list (element) when links are displayed in a list, rather than in a popup.
 - **MadCap|helpControlListItem** Edit this style to change the look of individual items in the list (elements) when links are displayed in a list, rather than in a popup.

- **MadCap|helpControlListItemLink** Edit this style to change the look of links in the list (`<a>` elements) when links are displayed in a list, rather than in a popup.
- **MadCap|helpControlMenu** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the entire list.
- **MadCap|helpControlMenuItem** Edit this style to change the look of links (i.e., menu items) when links are displayed in a popup, rather than in a list. This particular style controls the individual list items.
- **MadCap|relatedTopics** Edit this style to change the look of the heading for related topic links. The following three related topic link styles inherit properties from this style.
- **MadCap|relatedTopicsControlList** Edit this style to change the look of the entire list (`` element) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItem** Edit this style to change the look of individual items in the list (`` elements) when related topics are displayed in a list, rather than in a popup.
- **MadCap|relatedTopicsControlListItemLink** Edit this style to change the look of links in the list (`<a>` elements) when related topics are displayed in a list, rather than in a popup.

Note: You can also change a pseudo class of a link style (e.g., **MadCap|relatedTopics.focus** or **MadCap|relatedTopics.hover**) if you want to modify the look of the related topic link when it is in a certain state (e.g., when it has focus or when the cursor is hovering over it).

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.



e. From the **Properties** section, change values for any of the style's properties.

3. Select **File>Save** or press **CTRL+S**.

Rules

Keep in mind the following rules when working with these types of styles.

- **Font color on link styles only** You can set many different properties on Help controls. However, font color can be set only on styles that deal specifically with links (e.g., <a>, helpControlItemLink, relatedTopicsControlItemLink).

EXAMPLE

Let's say you want to use red on related topic links. You can set that color on MadCap|relatedTopicsControlItemLink, because it controls the links specifically. But if you set the color on MadCap|relatedTopicsControlItem or MadCap|relatedTopicsControlItem, the color setting will have no effect because those styles deal with lists and list items, not links.

- **Inheritance from main list and link styles** Because these Help control styles are based on the main styles for unnumbered lists (``), list items (``), and hyperlinks (`<a>`), they inherit properties from those standard styles.

EXAMPLE

Let's say you set a purple font on the `<a>` style. If you do not make any changes to your Help control styles, all of the links will use a purple font. But suppose you want related topic links to use a green font instead. In that case, you can set the `MadCap|relatedTopicsControlListItemLink` style to green. If you do that, regular text hyperlinks, concept links, and keyword links will all display in purple, but related topic links will display in green.

Note: If setting a property on the `<a>` style does not seem to have an effect on the Help control links, check the heading style. For example, if you set purple on the `<a>` style but `MadCap|relatedTopics` has blue, then `MadCap|relatedTopicsControlListItemLink` will use blue. That's because `MadCap|relatedTopics` overrides `<a>`.

- **Inheritance from general Help control styles** Because the general "helpControl" styles (`helpControlList`, `helpControlListItem`, `helpControlListItemLink`) are used to determine the look of all three types of Help control links, the more specific styles (e.g., `conceptLinkControl`, `keywordlinkControl`, `relatedTopicsControl`) inherit properties from them.

EXAMPLE

Let's say you set a 12-pt font on the `MadCap|helpControlListItem` style. If you do not make changes to any of the more specific styles (`MadCap|conceptLinkControlListItem`, `MadCap|keywordLinkControlListItem`, `MadCap|relatedTopicsControlListItem`), all of them will use a 12-pt font. But suppose you want related topic links to use a 14-pt font instead. In that case, you can set the `MadCap|relatedTopicsControlListItem` style to 14 pt. If you do that, concept links and keyword links will display in 12 pt, but related topic links will display in 14 pt.

- **No inheritance between specific styles** As shown, there is inheritance from main styles (e.g., <a>,) and from the general "helpControl" styles. That's because the main styles are at a higher level than all of the Help control link styles, and the general "helpControl" styles are at a higher level than the more specific styles. But all of the specific Help control styles are at the same level; therefore, none of them inherit properties from any of the others.





EXAMPLE

Let's say you set a 10-pt font on the MadCap|keywordLinkControlList style (which controls **entire lists for keyword links**). Neither the MadCap|keywordLinkControlListItem style nor the MadCap|keywordLinkControlListItemLink style will inherit that font size. Instead, the MadCap|keywordLinkControlListItem style (which controls **list items for keyword links**) will either inherit from or MadCap|helpControlListItem. And MadCap|keywordLinkControlListItemLink (which controls the **actual links for keywords**) will either inherit from <a> or MadCap|helpControlListItemLink. Or you can set different colors on those styles specifically.

Using Styles To Determine The Display For Help Control Links

When you insert Help control links (concept links, index keyword links, related topics links), you can specify whether the default setting for Help control links should be "list" or "popup". This can be done at the time you insert the link, but you can also use the following steps to specify this setting on a style. Therefore, that Help control link will always be used as the default setting, unless you override it at the spot where you have inserted the link. By default this is already set to "popup" for all of the Help control link types, but you might want to change it to "list."

How to use styles to determine the display for Help control links

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section on the left side of the editor, find and select one of the following, depending on the type of Help control link: **MadCap|conceptLink**, **MadCap|keywordLink**, or **Mad-Cap|relatedTopics**.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
6. From the **Properties** section, expand the **Unclassified** property group.
7. Click in the cell to the right of **mc-help-control-display** and select one of the options.
 - **list** Displays the related links in a simple list.
 - **popup** Displays the related links in a popup window.
8. Select **File>Save** or press **CTRL+S**.

Horizontal Rules



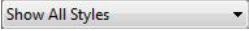
This feature is supported in Adobe PDF, EPUB, Microsoft XPS, and XHTML, as well as in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).


After you insert a rule ("horizontal line") in a topic, you can edit its settings (e.g., size, color, position) by modifying the `<hr>` style in the Stylesheet Editor.

How to edit a rule

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

If using the Simplified view:



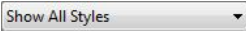
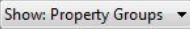
- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.

- c. From the grid in the bottom portion of the Stylesheet Editor, find and select the **hr** tag (or the class of `<hr>` if you have created one).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.

For more information see "How to edit styles in a regular stylesheet" on page 99.

- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. In the **Styles** section on the left side of the Stylesheet Editor, find and select the **hr** tag (or the class of `<hr>` if you have created one).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section to the right, locate the specific property that you want to change. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box. If you completed values in a popup, click **OK** at the bottom of the box.

For more information see "How to edit styles in a regular stylesheet" on page 99.

3. Select **File>Save** or press **CTRL+S**.

Images

You can use styles to affect images in several ways.

- **Background** See "Adding Backgrounds to Images" on the next page.
- **Background image on topics** See "Creating Watermarks" on page 240.
- **Border** See "Adding Borders to Images" on page 242.
- **Margin** See "Adding Margins to Images" on page 246.
- **Padding** See "Adding Padding to Images" on page 249.
- **Position** See "Positioning Images" on page 253.
- **Resize** See "Resizing Images" on page 258.
- **Thumbnails** See "Showing Images as Thumbnails in Output" on page 262.

Adding Backgrounds To Images

You can add background settings to an image. This includes the ability to specify a color, another image, and a repeating pattern for the background image. Normally you would not see an image's background, but if you give the image a certain amount of padding, you would see the background around the edges of it.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.






This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

How to add a background to images using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.


If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the `` tag and select the class instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Background** tab.
- f. Use the tab to specify the settings that you want for the background.

Set a color for the background:

- In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Add an image to the background:





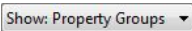

- i. Next to the **Image** field, click the **Browse** button. The Insert Image dialog opens.
- ii. Select an image file to insert. You can do this in one of the following ways.
 - Select an image already in the project by finding and selecting it in the built-in tree.
 - OR
 - Click  to find and select an image file outside of the project.

Note: If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.

- iii. Click **OK**.

- iv. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Background** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the background property that you want to change, depending on what you are trying to accomplish.

Set a color for the background:

- To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

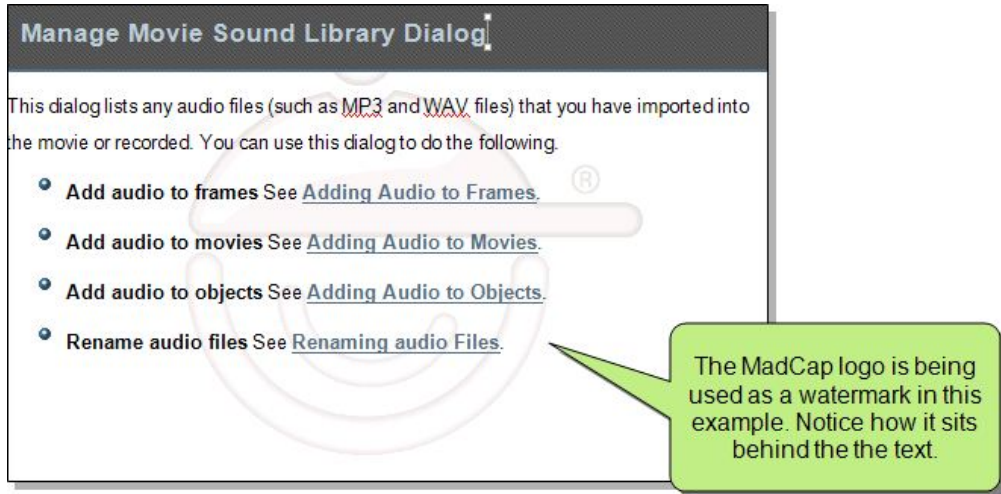
Add an image to the background:

- i. To the right of **background-image**, click and select an image already contained in your project.
- ii. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
 - **no-repeat** The image is not repeated: only one copy of the image is drawn.
 - **repeat** The image is repeated both horizontally and vertically.

- **repeat-x** The image is repeated horizontally only.
 - **repeat-y** The image is repeated vertically only.
3. Select **File>Save** or press **CTRL+S**.


Creating Watermarks

A watermark is an image that is set in the background behind all your other content. You can make watermarks for both online and print-based output.



How to create a watermark

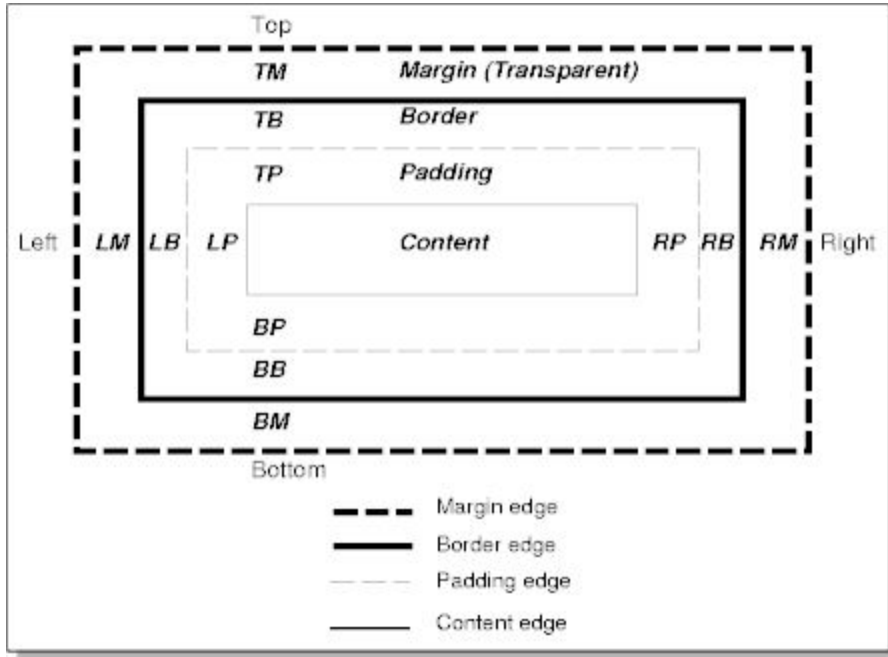
1. Create an image with the watermark you want to use. Using your graphics software, you may need to edit the image to lighten it appropriately for background use.
2. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
3. In the local toolbar, make sure the first button displays **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays **Advanced View** instead, then click it.
4. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field is set to **Show All Styles**.
5. In the **Styles** section on the left side of the editor, find and select the **body** tag.
6. From the **Show Properties** drop-down list on the upper-right side of the editor, select **Show: Property Groups**.

7. In the **Properties** section, click the plus button  next to **Background** to expand the group.
8. To the right of **background-image**, click and select an image file.
9. If you want a specific position for the background image, click in the cell to the right of **background-position** and enter the appropriate command (definitions from <http://www.w3.org>).
 - **percentage** A percentage X aligns the point X% across (for horizontal) or down (for vertical) the image with the point X% across (for horizontal) or down (for vertical) the element's padding box. For example, with a value pair of '0% 0%', the upper left corner of the image is aligned with the upper left corner of the padding box. A value pair of '100% 100%' places the lower right corner of the image in the lower right corner of the padding box. With a value pair of '14% 84%', the point 14% across and 84% down the image is to be placed at the point 14% across and 84% down the padding box.
 - **length** A length L aligns the top left corner of the image a distance L to the right of (for horizontal) or below (for vertical) the top left corner of the element's padding box. For example, with a value pair of '2cm 1cm', the upper left corner of the image is placed 2cm to the right and 1cm below the upper left corner of the padding box.
 - **top** Equivalent to '0%' for the vertical position.
 - **right** Equivalent to '100%' for the horizontal position.
 - **bottom** Equivalent to '100%' for the vertical position.
 - **left** Equivalent to '0%' for the horizontal position.
 - **center** Equivalent to '50%' for the horizontal position if it is not otherwise given, or '50%' for the vertical position if it is.
10. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
 - **no-repeat** The image is not repeated. Only one copy of the image is drawn.
 - **repeat** The image is repeated both horizontally and vertically.
 - **repeat-x** The image is repeated horizontally only.
 - **repeat-y** The image is repeated vertically only.
11. Select **File>Save** or press **CTRL+S**.

Adding Borders To Images

You can add borders around an image, specifying the border size, color, and type.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.







This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.


How to add a border to images using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.



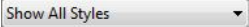



If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Borders** tab.
- f. Set the options in the **Borders** section.
 - i. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields.

When you click that down arrow or in one of the individual fields, a small popup displays.
 - ii. Use the lower-left area of the popup to enter a number for the border thickness.
 - iii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Use the upper-right area to select a color for the border.
 - v. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - vi. Click **OK**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Border** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around.

When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

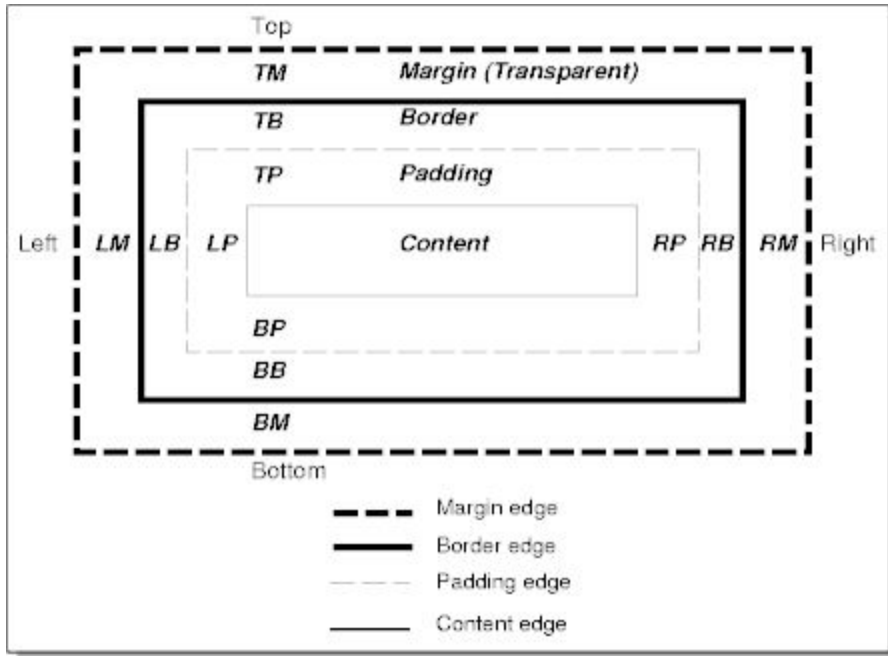
- i. Use the lower-left area of the popup to enter a number for the border thickness.
- ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
- iii. Use the upper-right area to select a color for the border.
- iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
- v. Click **OK**.

3. Select **File>Save** or press **CTRL+S**.

Adding Margins To Images

You can adjust the margins around an image so that there is extra space above, below, to the right, or to the left of it.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.







This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.


How to add margins to images using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.







Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. Set the options in the **Indentation** and **Spacing** sections to specify the left/right and top/bottom margins, respectively.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-top). If you plan to have the same settings for all four sides, you can simply use the **margin** property.

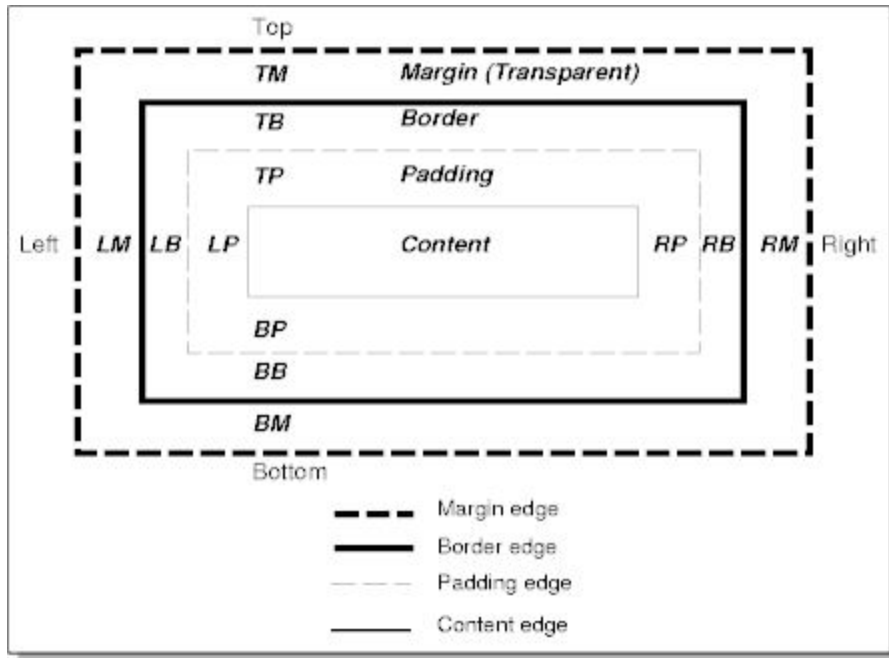
3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Adding Padding To Images

You can add padding (i.e., extra space) between an image's border and the image itself.

The changes do not alter the actual image file; they simply modify the appearance of the image at that location.







This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.


How to add padding to images using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:



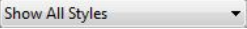



- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Borders** tab.
- f. Set the options in the **Padding** section. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the padding. In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

If you click the down arrow to the right of all the fields, the settings will be applied to all of the padding fields. When you click that down arrow, a small popup displays.

- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the `` tag and select the class instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.

3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to

set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Positioning Images

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.

After you insert an image, you can adjust its positioning on the page. This includes the ability to wrap text around an image or float an image outside the frame holding the regular flow of text.

Welcome!

This is a sample Flare project for a fictional **application** called FictionSoft and a fictional company called MegaSoft Fictional Software. FictionSoft, the best fictional software ever! (place your product tag line here)

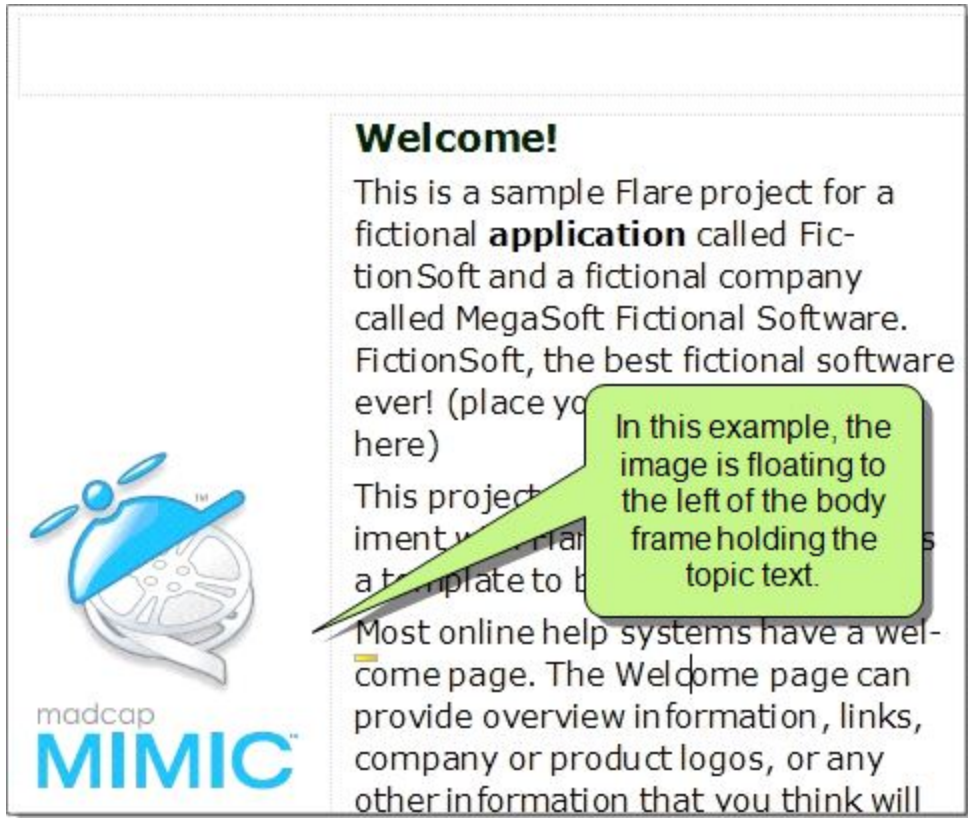
This project can be used to experiment with Flare, or it can be used as a template to build a larger project.

Most online help systems have a welcome page. The Welcome page can provide overview information for product logos, or any other



Here is a picture that has been floated right so that text flows around it on the left.

or product logos, or any other information that will help your users.



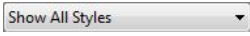




This can be done through styles or by using local formatting. If you want to position all images in the same place on the pages where they appear, use a style. If you want to position each image so that it is in a unique location on the page where it has been inserted, use local formatting.

How to position images using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
5. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the tag and select the class instead.
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Position** tab.
8. In the **Position** section, you can select a **Float** and a **Clear** setting. You can also set the **Vertical Alignment** of the text box.

Float Use this field to specify where to place the image on the page.

- **None** Does not place the image in a specific location.
- **Left** Positions the image on the left side of the page frame, allowing you to type text to the right of the image.
- **Right** Positions the image on the right side of the page frame, allowing you to type text to the left of the image.
- **Center of Column** Positions the image in the center of the column on the page.
- **Outside Left Margin** Positions the image beyond the left margin of the topic text.
- **Outside Right Margin** Positions the image beyond the right margin of the topic text.

- **Outside Frame** Positions the image outside of the page frame.
- **Outside Frame, Top Align** Positions the image outside of the page frame, as well as aligning it with the top of the frame.
- **Left of Frame** Positions the image to the left of the page frame.
- **Right of Frame** Positions the image to the right of the page frame.
- **Center of Frame** Positions the image both vertically and horizontally in the middle of the page frame.

Clear Use this field to position an image so that it is "clear" of an adjacent image. For example, let's say you have already inserted an image and applied the float left property to it. If you then insert another image immediately after the first image, you want to make sure that the second image doesn't rest next to the first image. Instead, you want the second image to be placed completely below the first image. Therefore, you can apply a clear property to the second image.

- **None** Does not apply the clear property to the image.
- **Left Side** The image will be placed below the bottom outer edge of a previous image that is floating left.
- **Right Side** The image will be placed below the bottom outer edge of a previous image that is floating right.
- **Both Sides** The image will be placed below the a previous image, whether it is floating left or right.

Vertical Alignment Use this field to adjust where the item is positioned vertically.

- **Baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **Text Top** The top of the box will be aligned with the top of the parent element's font.
- **Text Bottom** The bottom of the box will be aligned with the bottom of the line box.
- **Top** The top of the box will be aligned with the top of the line box.
- **Middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **Bottom** The bottom of the box will be aligned with the bottom of the line box.

9. In the Properties dialog, click **OK**.
10. Select **File>Save** or press **CTRL+S**.

Note: If you want to adjust the space between the object and the text that flows next to it, you can modify the margins on the object (using the Borders & Margins tab in the dialog).

Note: For additional details on the rules for floating objects, see <http://www.w3c.org>.


Resizing Images

You can resize images with various methods.

Following are the tasks you can perform.

- **Resize with styles** You can resize many images at once by using the `` style tag in the Style-sheet Editor. Not only can you select a specific image size, but you can also set a maximum or minimum height or width. You can set either the width or height on the image tag and let Flare set the other property automatically, maintaining the aspect ratio (i.e., size proportion of the image). Using this method, you can take advantage of single-sourcing by also using a print medium in the stylesheet. Simply specify one group of settings for the medium used for the online output, and use another group of settings for the medium used for print-based output. See "How to resize images by using styles" on the next page.



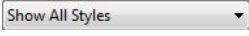

You can also use styles to show images as small thumbnails in the output. End users can see the full size of the image by hovering over it or clicking it. See "How to show images as thumbnails by using styles" on page 262.

- **Resize locally using properties** You can resize an image locally by setting its height and width properties, including maximum or minimum height or width. This is similar to the styles method, except that the properties are set only for a specific image, not on a style that can be applied to many images. This method also lets you take advantage of single-sourcing, because there is one group of settings that can be used for online output and another for print-based output (based on the medium that you are using for the target—e.g., default, print, non-print). See the online Help.
- **Resize locally dragging the icon** You can resize an image locally by clicking and dragging the icon  in the lower-right corner of the image. When you use this feature, Flare automatically sets the new height and width on the image tag. See the online Help.
- **Reset size** If you resize an image and then decide you want it to be its original size (even after you save your work), you can easily reset it. See the online Help.

How to resize images by using styles

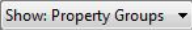
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.


3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
5. From the area below, select the **img** tag. If you created classes of the tag, you can click the plus  button next to the `` tag and select the class instead.

EXAMPLE

Let's say that you are creating a PDF manual that is 8 inches wide and you want to ensure that none of your largest images are wider than 6 inches. You can create a class of the `` tag and name it "MaxWidth6Inches." For most of your images, you can use the parent `` tag, but for the large ones, you can use the `img.MaxWidth6Inches` style class. The large images will automatically be resized if necessary so that they are no wider than 6 inches.

6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. You can use the following steps to specify a precise width or height for the style. You can also specify a maximum or minimum width or height.

To set a precise width and/or height:

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **height** and/or **width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that each is exactly 3 inches high, you can make sure that the width of each object is adjusted accordingly so that it stays in proportion. To do this, you would first set the height at 3 inches. Then for the width property, you would select **Automatic** (instead of "Length") from the top drop-down list. In the same way, if you were to specify an exact width, you could maintain the aspect ratio by setting the height to "Automatic."

To set the maximum width and/or height:

If the original image is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original image is smaller than the maximum width or height, it will not be resized.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.


- b. To the right of **max-height** and/or **max-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that they are no more than 5 inches wide, you can make sure that the height of each object is adjusted accordingly

so that it stays in proportion. To do this, you would set the maximum width of the style at 5 inches. You would then leave the maximum height property unspecified. In the same way, if you were to specify a maximum height, you could maintain the aspect ratio by not setting the maximum width property.

To set the minimum width and/or height:

If the original image is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original image is larger than the minimum width or height, it will not be resized.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. To the right of **min-height** and/or **min-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that they are at least 2 inches wide, you can make sure that the height of each object is adjusted accordingly so that it stays in proportion. To do this, you would set the minimum width at 2 inches. You would then leave the minimum height property unspecified. In the same way, if you were to specify a minimum height, you could maintain the aspect ratio by not setting the minimum width property.

8. Select **File>Save** or press **CTRL+S**.

To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

Note: Please be aware that if you are using percentage for the size of an object, the percentage refers to the block containing that object, not to the object itself. For example, if you have an object in a topic and set the width to 60%, this does not mean that the object will be reduced to 60% of its size. Instead, it means that the object will be resized so that its width is 60% of the "container" where it is inserted.

Showing Images As Thumbnails In Output

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

When you insert images into Flare content, you can specify that the images should be displayed as thumbnails (i.e., much smaller versions of the image) in the output. This is a way to condense topics so that images are not taking up as much real estate. When you use this feature, you can specify ways that the user can enlarge the image to see its full size (e.g., by hovering over the thumbnail, by clicking the thumbnail).


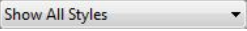
How to show images as thumbnails by using styles

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting


one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. Select the appropriate image (img) style.

EXAMPLE

Let's say that you are creating a WebHelp system that contains small images (e.g., less than 48 pixels high) as well as bigger images (e.g., larger than 48 pixels high). Suppose you want all of the bigger images to appear as thumbnails in the output. In that case, you might create a class of the `` tag and name it "BigImages." For the smaller images, you can use the parent `` tag (or even a style class), but for the larger ones, you can use the `img.BigImages` style class. The large images will automatically be displayed as thumbnails in the output, until the end user performs an action to see the image in its full size.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Thumbnail** tab.
- f. In the area on the left, select one of the options.
 - **Mouse Over** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
 - **Hyperlink** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
 - **Popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.

Note: If you select **None**, the image will not be shown as a thumbnail. If you select **Inherit**, the image will use whatever thumbnail settings are applied to the parent `` tag.



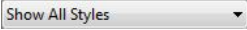

- g. If you want to set a maximum width or height for thumbnail images, complete the **Max Width** or **Max Height** fields. You probably only need to complete one of these areas.

The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.

If you want to change either the maximum width or height settings, first click in the upper-right drop-down and select **Length**. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

- h. In the Properties dialog, click **OK**.

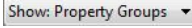

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Image Styles**.
- c. Select the appropriate image style. For example, you can select the parent **img** tag, or you can select a class that you may have created for that tag. If you created classes of the tag, you can click the plus  button next to the `` tag and select the class instead.

EXAMPLE

Let's say that you are creating a WebHelp system that contains small images (e.g., less than 48 pixels high) as well as bigger images (e.g., larger than 48 pixels high). Suppose you want all of the bigger images to appear as thumbnails in the output. In that case, you might create a class of the `` tag and name it "BigImages." For the smaller images, you can use the parent `` tag (or even a style class), but for the larger ones, you can use the `img.BigImages` style class. The large images will

automatically be displayed as thumbnails in the output, until the end user performs an action to see the image in its full size.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Thumbnail** to expand the group.
The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. To the right of **mc-thumbnail**, enter one of the following.
 - **hover** The end user can see the image in its full size by hovering the mouse over the thumbnail. As a result, the full size of the image will be shown in a popup window.
 - **link** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown.
 - **popup** The end user can see the image in its full size by clicking the thumbnail. As a result, the full size of the image will be shown in a popup window.

Note: If you enter **none**, the image will not be shown as a thumbnail. If you enter **normal**, the image will be replaced with its thumbnail.

- g. If you want to set a maximum height or width for thumbnail images, complete the **mc-thumbnail-max-height** or **mc-thumbnail-max-width** fields. You probably only need to complete one of these areas.

The default setting is to show images as thumbnails if they are more than 48 pixels high. If that is the case, the image will be resized in the output to be 48 pixels high, and the width will be adjusted accordingly. The image will be shown in its full size when the user performs one of the actions you specified in the previous step.

If you want to change either the maximum width or height settings, click to the right of either field and enter the appropriate width or height (e.g., 60px, 1in).

3. Select **File>Save** or press **CTRL+S**.

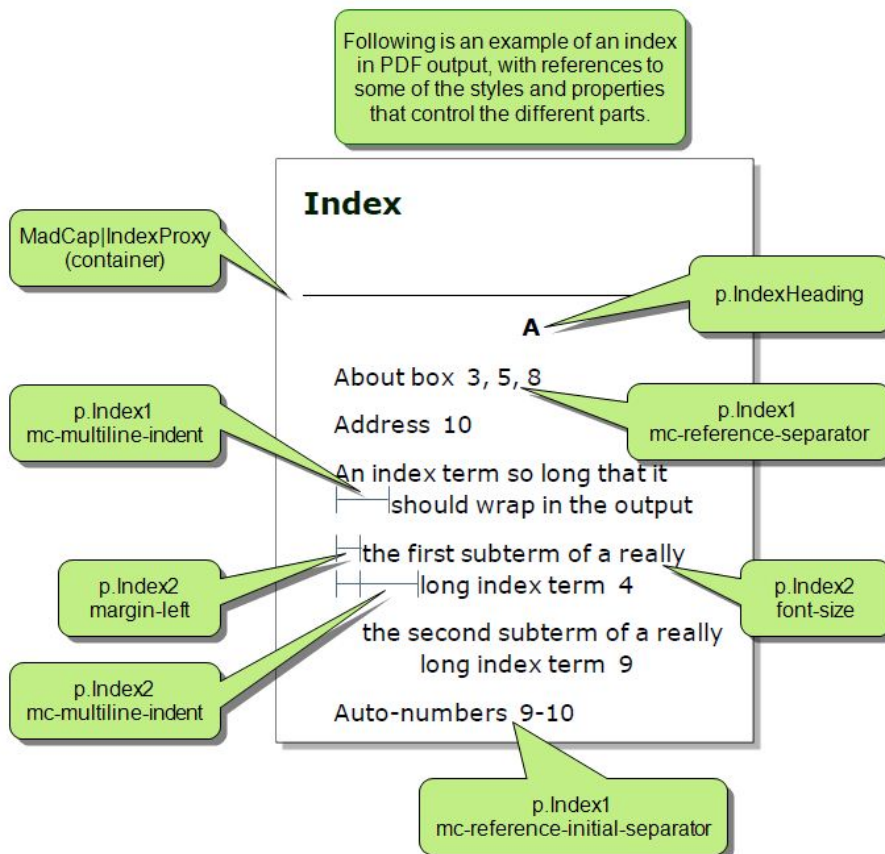
To apply a particular style class to an image (after you create it in the Stylesheet Editor), simply right-click the image where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

Note: If you experience problems in the output with thumbnail images not opening to the full size, this might be caused by "Mark of the Web" being enabled on the Advanced tab of the Target Editor. You can try disabling Mark of the Web from your target to fix the issue.

Indexes

If you incorporate a generated index into your printed output, you can customize the way the index entries look in the output. This includes adjusting properties such as font family and size, word space, space above/below, and more. You can also change the look of the entire container holding the generated index.

A style called "MadCap|IndexProxy" is used to control the look of the entire container. Other styles—such as p.IndexHeading, p.Index1, p.Index2, and p.Index3—are used to control the look of individual entries in the index. Style properties—such as margin-left, font-size, and mc-reference-initial-separator—are used to affect the look in different ways.



Settings for the individual entries (e.g., p.IndexHeading, p.Index1) override those from MadCap|IndexProxy.

EXAMPLE

Let's say you set a blue font on MadCap|IndexProxy. Because this style controls the entire container, and everything within it, the index headings and all of the keywords and page numbers are blue. The top border of the container is black, 1 px.



However, if you set a red font on p.Index2, second-level index entries will have a red font while everything else remains blue.

Index

A

Address, 10

C

Company, 10

Concepts, 4

Contact, 10



Address 10

Email 10


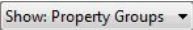
Phone 10

The red font in the p.Index2 style overrides the blue font in the MadCap|IndexProxy style.


How to determine the look of a print index (entire container)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|IndexProxy** style or a class that you have created under it (e.g., MadCap|IndexProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.

Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

For example, if you want to change the width of the entire index you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.



About Column Count: By default, there are usually two columns used in a generated index. However, you can change this.

- **PDF, XPS, XHTML:** For Adobe PDF, Microsoft XPS, and XHTML outputs, the column count is set in a page layout.
 - **FrameMaker, Word:** For Adobe FrameMaker and Microsoft Word outputs, the default setting for the index column count is modified in the stylesheet. With the **MadCap|IndexProxy** style selected, open the **Unclassified** property group and change the **mc-column-count** property. However, you can also override this default setting by right-clicking the actual index proxy wherever you have inserted it, selecting **Edit Index Proxy**, and editing the **Column Count** field.
8. Select **File>Save** or press **CTRL+S**.

How to determine the look of a print index (individual entries)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. From the grid in the bottom portion of the editor, find and select the index class that you want





to customize (e.g., **p.IndexHeading**, **p.Index1**, **p.Index2**, **p.Index3**).

The class **p.Index1** is used for the first-level keyword in the print index, **p.Index2** is used for the second-level keyword, and so on. The **p.IndexHeading** class is used for customizing the letter heading (e.g., A, B, C, D) displayed at the beginning of each section in the index.

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the **MadCap|xref.IndexPageNumber** style.


- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:


- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. In the **Styles** section on the left side of the editor, find and select the **<p>** tag. Click the plus square  next to **p**. Classes of the **<p>** tag are shown below it.
- d. Find and select the **p.Index** class that you want to customize (e.g., **p.Index1**, **p.Index2**, **p.Index3**).

The class **p.Index1** is used for the first-level keyword in the print index, **p.Index2** is used for the second-level keyword, and so on. The **p.IndexHeading** class is used for customizing the letter heading (e.g., A, B, C, D) displayed at the beginning of each section in the index.

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the **MadCap|xref.IndexPageNumber** style.

- e. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.


Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

- f. Click the plus button  next to a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

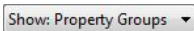

Note: Do not use the "PrintSupport" property for the Index1 through Index9 style classes.

- g. Locate the specific property that you want to change. The property name is shown in the left column. The right column is used for selecting and entering values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a popup box.

EXAMPLE

If you want to change the font size to 10 pt, you would click the plus button  next to **Font**. Then you would click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.

If you want to change the actual characters (e.g., A, B, C, D) that are used for the headings, do the following.

- i. Under the **p** tag on the left side of the editor, make sure **IndexHeading** is selected.
- ii. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- iii. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.
- iv. Click in the cell to the right of **mc-heading-format** and type the new format. Make sure you place the character within { and } brackets.

EXAMPLE

The default format is {A}. This means that the headings will simply look like this: A, B, C, D, and so on. If you change it to {a}, the headings will be lowercase: a, b, c, d, and so on. If you change it to -{A}-, the headings will look like this: -A-, -B-, -C-, -D-, and so on.

Note: For more information about the style tasks that you can perform, see "Editing Styles" on page 97.

3. Select **File>Save** or press **CTRL+S**.

Note: By default, if your index contains entries with multiple pages in a row, this will be displayed as a range with the pages separated by a dash. For example, instead of showing 10, 11, 12, 13, the index entry will display 10-13.

Note: By default index page numbers are left-aligned next to the index keywords. If instead you want page numbers to be right-aligned on the other side of the column—you can edit the mc-leader-offset value (found in the Unclassified property group) for the index entry style (e.g., set it at 25 px).



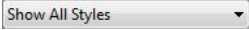

Note: If you want to change the look of indexes in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.

Using Styles To Include Or Exclude Index Headings

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

When you insert an index proxy for print-based output, you can specify whether the generated index should include headings above the alphabetical groups of entries. The default setting is "True," meaning that index headings will be included. However, you can always override this setting at the spot where a particular index proxy is inserted. If you want all index proxies to not include headings by default, you can edit the mc-index-headings property, setting it to "False."

How to use styles to include or exclude index headings



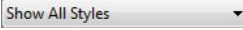


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section on the left side of the editor, find and select the style called **MadCapIndexProxy** (or a style class you have created within that style).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
6. From the **Properties** section, expand the **Unclassified** property group.
7. Click in the cell to the right of **mc-index-headings** and select **true** (to include headings) or **false** (to exclude them).
8. Select **File>Save** or press **CTRL+S**.

Lists Of Concepts

This feature is supported in all outputs.

After you use the concepts proxy to create a list of concepts, you can change the look of that list by using styles. You can modify the look of individual entries in the list, as well as the entire container.



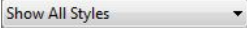

How to use styles to determine the look of a list of concepts (entire container)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|ConceptsProxy** style or a class that you have created under it (e.g., MadCap|ConceptsProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.




For example, if you want to change the width of the entire list of concepts, you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.



8. Select **File>Save** or press **CTRL+S**.


How to use styles to determine the look of a list of concepts (individual entries)





1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and click the plus button  next to **p** to expand it.
5. In the list of classes under the `<p>` tag, select either of the following:
 - **Concept** Select this class to control the look of the concept terms displayed in the generated list.
 - **ConceptContext** Select this class to control the look of the text associated with each concept term in the generated list.

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the `MadCap|xref.ConceptPageNumber` style.


6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
8. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change:
 - **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.

- **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
- **Space in front (indentation)** To change the distance from the left page margin to the beginning of the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**.

You can specify additional indentation for headings that wrap to more than one line. To do this, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

- **Space above** To change the amount of space above the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Space below** To change the amount of space below the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Leader space before/after** Click the plus button  next to the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-offset**, set the margin value in the small drop-down window, and click **OK**.
- **Leader format** To change the format of the area between the item in the list and the page number (i.e., the leader), click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

Note: For Microsoft Word output, you can enter one character only (a period, hyphen, or underscore). For Adobe FrameMaker output, you can specify a combination of characters and spaces, which will repeat between the text and the page number.

- **Alignment of page number** To change the alignment (left, right, center) of the page number, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.

9. Select **File>Save** or press **CTRL+S**.

Lists Of Elements

This feature is supported in all outputs.



When you use the list-of proxy to create a list of elements (such as a list of figures or tables), you have the option of selecting a couple of style classes in the List-Of Proxy dialog.

- In the field labeled **Stylesheet class for each generated entry**, you can select a style class for determining how each item in the generated list looks. You would use this style class, for example, if you want to change the font of the entries or add a leader (e.g., series of dots) between the entries and the page numbers. This should be a custom class of the <p> tag that you have created.
- In the field labeled **Stylesheet class for proxy**, you can select a class to affect the look of the entire list.

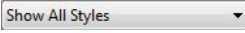
You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the generated list will use the style settings from the parent <MadCap|listOfProxy> style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|listOfProxy** style and click **Add Class** to create a class. The class will then be available from this field.

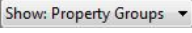
Therefore, when you want to change the way a list of elements looks (either each entry or the entire container), you simply need to adjust the properties for the appropriate style.

How to use styles to determine the look of a list of elements (entire container)


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|listOfProxy** style or a class that you have created under it (e.g., **MadCap|listOfProxy.myclass**).

This is the same style that you selected in the field labeled **Stylesheet class for proxy** in the List-Of Proxy dialog (when you inserted the list-of proxy).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.

Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., **Font**, **Block**, **Box**) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

For example, if you want to change the width of the entire list of elements, you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.



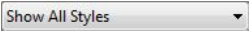
8. Select **File>Save** or press **CTRL+S**.

How to use styles to determine the look of a list of elements (individual entries)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. In the **Styles** section of the editor, scroll down and select the style to be used for each



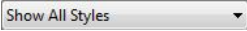
generated item. This is the same style that you selected in the field labeled **Stylesheet class for each generated entry** in the List-Of Proxy dialog (when you inserted the list-of proxy).

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.ListOfPageNumber style.


- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Leader** tab.
- f. Modify any of the following fields on the tab.
 - **Leader** Select the format of the area between the item in the list and the page number (**None**, **Dot**, **Dash**, **Underline**).
 - **Page Number** Select the alignment (**Left**, **Center**, **Right**) of the page number.
 - **Page Number Width** To change the width of page numbers in the list, click the upper-right arrow and select **Length**. Then enter a number and unit of measurement.

Additional changes can be made in the Advanced view.


If using the Advanced view:




- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. In the **Styles** section of the editor, scroll down and select the style to be used for each generated item. This is the same style that you selected in the field labeled **Stylesheet class for each generated entry** in the List-Of Proxy dialog (when you inserted the list-of proxy).


Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.ListOfPageNumber style.



- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.



Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

- e. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
- f. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change:


- **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
- **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
- **Space in front (indentation)** To change the distance from the left page margin to the beginning of the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**.

You can specify additional indentation for headings that wrap to more than one line. To do this, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

- **Space above** To change the amount of space above the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Space below** To change the amount of space below the item in the list, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom** and set the margin value in the small drop-down window. When you are finished, click **OK**.

- **Leader space before/after** Click the plus button  next to the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-off-set**, set the margin value in the small drop-down window, and click **OK**.
- **Leader format** To change the format of the area between the item in the list and the page number (i.e., the leader), click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

Note: For Microsoft Word output, you can enter one character only (a period, hyphen, or underscore). For Adobe FrameMaker output, you can specify a combination of characters and spaces, which will repeat between the text and the page number.

- **Alignment of page number** To change the alignment (left, right, center) of the page number, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.

3. Select **File>Save** or press **CTRL+S**.

List Styles

You can modify the look of lists by making adjustments to the tags and style classes used for them.

List Style Tasks

By editing list styles, you can affect many things, such as the following.

- **Alignment** You can format lists or items within them so that the text is aligned right, left, centered, or justified. See "Aligning Lists" on page 290.
- **Background** You can set a background color and/or image on lists or items within them. See "Setting the Background for Lists" on page 305.
- **Borders** You can add borders around lists or items within them. Borders can be added on any side (left, right, top, bottom), or all around. See "Setting Borders for Lists" on page 296.
- **Images for bullets** You can change the image used for bullets in lists. For example, if you have a small check mark icon that you want to use instead of round bullets, you can select your image. See "Selecting Images for List Bullets" on page 295.
- **Indentation** You can indent lists or items within them so that they start or end at a certain distance from the left or right side of the window or page frame. See "Indenting Lists" on page 292.
- **Line spacing** You can specify the amount of spacing between lines of text in a list. See "Setting Line Spacing for Lists" on page 298.
- **Page and column breaks** You can apply a page or column break to lists or items within them. You might do this if you want a list to end with a particular item on one page and begin with another list item on the next page or column. For example, you could create a class of the `` style tag and you could call it something like "PageBreakBefore" (`li.PageBreakBefore`). For most items in a list, you could use the parent `` tag, but if you want a page break to occur on a particular list item, you could apply your `li.PageBreakBefore` style to it. This feature is used for print-based output. See "Setting Page and Column Breaks for Lists" on page 300.
- **Spacing above/below** You can specify the amount of spacing above and below lists or items within them. See "Setting Spacing Above and Below in Lists" on page 303.
- **Type** You can specify the type of list (e.g., circle, square, decimal, upper alpha) for a style. See "Specifying a List Type for a Style" on page 307.

List Style Tags

When you modify the look of lists that you create, you can modify any of the following kinds of tags in your style-sheet. Each of these tags is used to control a different aspect of a list. You can also create classes of these tags if you want to have multiple lists with different looks. For example, you could create one class of the `` tag and call it "Indent1Inch," and then create another class of that tag and call it "Indent2Inches."

- **li** You can use this tag to control the look of individual list items.
- **ol** You can use this tag to control the look of an entire numbered ("ordered") list, such as a set of steps in a procedure.

EXAMPLE

Here is a sample ordered list.

1. First do this.
2. Then do that.
3. Then do the other thing.

Here is how the tag structure for that ordered list would look behind the scenes.

```
<ol>
```

```
<li>First do this.</li>
```

```
<li>Then do that.</li>
```

```
<li>Then do the other thing.</li>
```

```
</ol>
```

Therefore, if you applied a 1-pixel border to the `` tag, each list item would have a border around it. But if you applied the border to the `` tag, the entire list would have a border around it.

- **ul** You can use this tag to control the look of an entire bulleted ("unordered") list.

E X A M P L E

Here is a sample unordered list.

- This is the first chore I have to do today.
- This is the second chore I have to do today.
- This is the third chore I have to do today.

Here is how the tag structure for that ordered list would look behind the scenes.

```
<ul>
```

```
<li>This is the first chore I have to do today.</li>
```

```
<li>This is the second chore I have to do today.</li>
```

```
<li>This is the third chore I have to do today.</li>
```

```
</ul>
```

Therefore, if you applied a 1-pixel border to the `` tag, each list item would have a border around it. But if you applied the border to the `` tag, the entire list would have a border around it.

- **dl** You can use this tag to control the look of a "definition" list.
- **dt** You can use this tag to control the look of terms in a definition list.

- **dd** You can use this tag to control the look of definitions in a definition list.

EXAMPLE

Here is a sample definition list.

Basketball

A game played with a hoop.

Football

A game with large men crashing into each other.

Olympic Curling

Nobody is exactly sure what this is.

Here is how the tag structure for that definition list might look behind the scenes.

```
<dl>
```

```
  <dt>Basketball</dt>
```

```
  <dd>A game played with a hoop.</dd>
```

```
  <dt>Football</dt>
```

```
  <dd>A game with large men crashing into each other.</dd>
```

```
  <dt>Olympic Curling</dt>
```

```
  <dd>Nobody is exactly sure what this is.</dd>
```

```
</dl>
```

In this example, the font weight of the `<dt>` tag is bold, and the `<dd>` tag is indented by 40 pixels.

Note: For more advanced information about working with list styles, see <http://www.w3.org>.



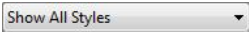
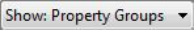

Aligning Lists

You can format lists or items within them so that the text is aligned right, left, centered, or justified.

How to align a list using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Block** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

8. Click in the value column on the right side of the **text-align** property, and select one of the alignment options.
 - **center** Aligns the text on the center of the page or column.
 - **inherit** Uses the alignment setting of the parent tag.

- **justify** Aligns the text so that it is flush with both the left and right side.
 - **left** Aligns the text on the left side of the page or column.
 - **right** Aligns the text on the right side of the page or column.
9. Select **File>Save** or press **CTRL+S**.



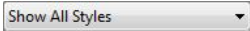


Indenting Lists

You can indent lists or items within them so that they start or end at a certain distance from the left or right side of the window or page frame.

How to indent lists using a style

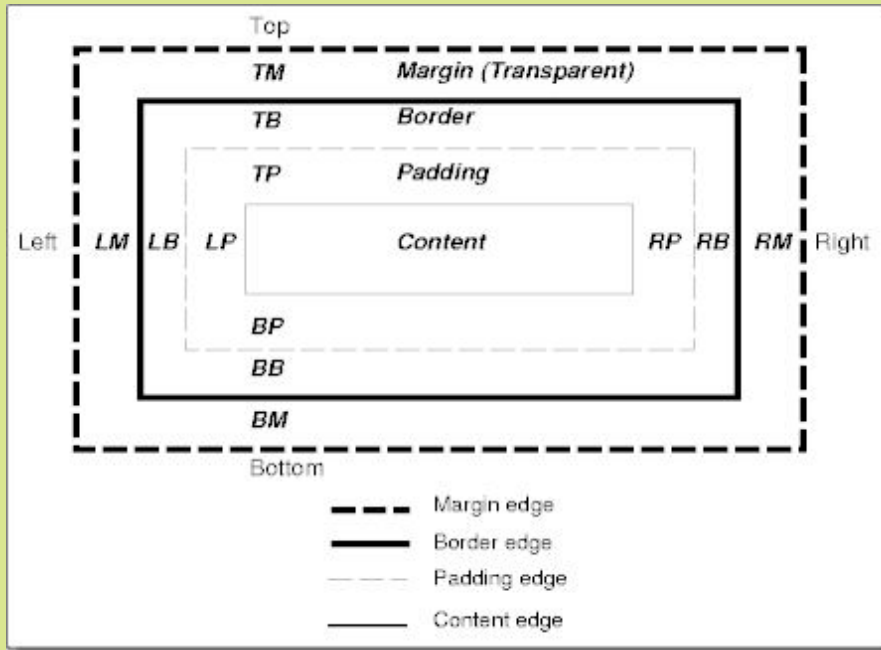
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Box** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. To the right of **margin-left** or **padding-left**, click the down arrow and select the distance that the list or list item will be indented. Click **OK**.

Note: Both margins and padding can affect the space around elements. The margin controls the amount of space from the edge of the page or viewing device to the edge of the

"container" holding the element. Padding controls the amount of space from the edge of the element itself and the container holding it. Therefore, if you seem to be experiencing more space than you expected, you might check to see if you have values entered for both the margin and padding.



9. To the right of **margin-right**, click the down arrow and select the distance that the list or list item will be indented from the right side of the page. When you are finished, click **OK**.
10. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Note: A `<div>` tag is a good way to indent lots of content. For example, you might have a section of content containing four paragraphs, a numbered list, and an image. Rather than creating special style classes for all of those different elements with an indentation setting (e.g., `margin-left` or `padding-left`) on each, you can place your indentation setting on the `<div>` tag. That way, any content contained within that `<div>` tag will be indented accordingly. For more information about tag groups, see the online Help.



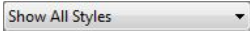


Selecting Images For List Bullets

You can change the image used for bullets in lists. For example, if you have a small check mark icon that you want to use instead of round bullets, you can select your image.

How to select an image for list bullets using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the `` tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **List** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. To the right of **list-style-image**, click and select an image already contained in your project.
9. Select **File>Save** or press **CTRL+S**.



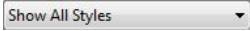


Setting Borders For Lists

You can add borders around lists or items within them. Borders can be added on any side (left, right, top, bottom), or all around.

How to add a border to a list using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Border** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., **border-bottom-style**). You can set these properties individually, or you can set the main property for each side (e.g., **border-bottom**), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same

settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around. When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

- a. Use the lower-left area of the popup to enter a number for the border thickness.
 - b. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - c. Use the upper-right area to select a color for the border.
 - d. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - e. Click **OK**.
9. Select **File>Save** or press **CTRL+S**.



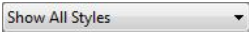
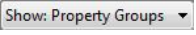

Setting Line Spacing For Lists

You can specify the amount of spacing between lines of text in a list.

How to set line spacing for lists using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. To the right of **line-height**, click the down arrow and set the amount of space between lines. When you are finished, click **OK**.
9. Select **File>Save** or press **CTRL+S**.



Tip: Make sure the line height is equal to or greater than the font size.



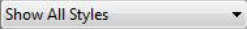


Setting Page And Column Breaks For Lists

You can apply a page or column break to lists or items within them. You might do this if you want a list to end with a particular item on one page and begin with another list item on the next page or column. For example, you could create a class of the `` style tag and you could call it something like "PageBreakBefore" (`li.PageBreakBefore`). For most items in a list, you could use the parent `` tag, but if you want a page break to occur on a particular list item, you could apply your `li.PageBreakBefore` style to it. This feature is used for print-based output.

How to set a page or column break for lists using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., `li.Bold`, `li.Italic`). For more information about the `` tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **PrintSupport** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

8. You can click to the right of **page-break-before**, and select one of the options for setting a page break before the list item.
 - **always** A page break will always occur before the list item.
 - **auto** A page break will neither be forced nor prevented before the list item.
 - **avoid** A page break will not occur before the list item.
 - **inherit** The page break setting of the parent tag is used.
 - **left** One or two page breaks will occur before the list item so that the next page is formatted as a left page.
 - **right** One or two page breaks will occur before the list item so that the next page is formatted as a right page.
9. You can click to the right of **page-break-after**, and select one of the options for setting a page break after the list item.
 - **always** A page break will always occur after the list item.
 - **auto** A page break will neither be forced nor prevented after the list item.
 - **avoid** A page break will not occur after the list item.
 - **inherit** The page break setting of the parent tag is used.
 - **left** One or two page breaks will occur after the list item so that the next page is formatted as a left page.
 - **right** One or two page breaks will occur after the list item so that the next page is formatted as a right page.
10. You can click to the right of **page-break-inside**, and select one of the options for setting a page break inside the "rendering box" of the list item.
 - **auto** A page break will neither be forced nor prevented inside the rendering box of the list item.
 - **avoid** A page break will not occur inside the rendering box of the list item.
 - **inherit** The page break setting of the parent tag is used.
11. Select **File>Save** or press **CTRL+S**.

Note: Let's say you've created a class for the `` tag (e.g., `li.PageBreakBefore`) and you've specified a page break for it. Suppose you want to apply that style class to an item in one of your lists so that it starts on the next page. However, you also want to add a paragraph tag to it (e.g., so that you can add

a comment after the item without altering the overall sequence of the list). In that case, you should make sure to apply the list style class to the item first and then add the paragraph tag to it afterwards.



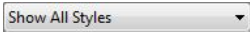


Setting Spacing Above And Below In Lists

You can specify the amount of spacing above and below lists or items within them.

How to set spacing above and below in lists using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. To the right of **margin-bottom**, click the down arrow and set the amount of space below the list or list item. When you are finished, click **OK**.
9. To the right of **margin-top**, click the down arrow and set the amount of space above the list or list item. When you are finished, click **OK**.
10. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.



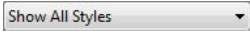
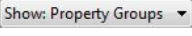

Setting The Background For Lists

You can set a background color and/or image on lists or items within them.

How to add a background to a list using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the `` tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **Background** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.

8. Locate the background property that you want to change, depending on what you are trying to accomplish.

Set a color for the background:

- To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Add an image to the background:

- a. To the right of **background-image**, click and select an image already contained in your project.
 - b. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
 - **no-repeat** The image is not repeated: only one copy of the image is drawn.
 - **repeat** The image is repeated both horizontally and vertically.
 - **repeat-x** The image is repeated horizontally only.
 - **repeat-y** The image is repeated vertically only.
9. Select **File>Save** or press **CTRL+S**.



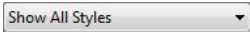
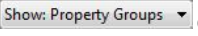

Specifying A List Type For A Style

You can specify the type of list (e.g., circle, square, decimal, upper alpha) for a style.

How to select a list type for a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show List Styles**.
5. Select the appropriate list style. For example, you can select the parent **li** tag, or you can select a class that you may have created for that tag (e.g., **li.Bold**, **li.Italic**). For more information about the **** tag and the other tags for lists, see "List Style Tags" on page 287.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **List** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. To the right of **list-style-type**, click and select a list type. There are several from which to choose. You may want to select different ones and view the results before settling on the one you want.
9. Select **File>Save** or press **CTRL+S**.

Mini-TOCs

This feature is supported in all online (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus) and print (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML) outputs.



Using styles, you can affect the look and feel of generated mini-TOC in both online and print-based output:

- **Look of online mini-TOC** You can use the <MadCap|miniTocProxy> style to modify the look of mini-TOCs in your online output. See "Using Styles to Determine the Look of an Online Mini-TOC" below.
- **Look of print mini-TOC** You can use styles to modify the look of individual entries in a print mini-TOC, as well as the entire container holding it. See "Using Styles to Determine the Look of a Print Mini-TOC" on page 311

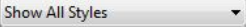
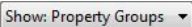
Using Styles To Determine The Look Of An Online Mini-TOC

You can use the <MadCap|miniTocProxy> style to modify the look of mini-TOCs in your online output.








How to determine the look of an online mini-TOC



1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|miniTOCProxy** style or a class that you have created under it (e.g., MadCap|miniTOCProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor,

select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.

6. In the **Properties** section to the right, you can change a variety of style settings for mini-TOCs. You may need to click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change.
 - **Border above** To change the border line that appears at the top of the mini-TOC, click the plus button  next to the **Borders** property group. Then click in the right column next to **border-top**, set the border width, unit of measurement, color, and/or style in the small drop-down window. Click **OK**. You can also use the other cells in this property group to add borders below, to the left, or to the right of the mini-TOC.
 - **Depth** To change the number of levels of topic links that are shown in the mini-TOC, click in the right column next to **mc-toc-depth** and enter a number. The default setting is 3.
 - **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
 - **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
 - **Padding above** To change the amount of empty space (padding) above the text within the mini-TOC container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**.
 - **Padding left** To change the amount of empty space (padding) to the left of the text within the mini-TOC container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-left**, set the padding value in the small drop-down window, and click **OK**.
 - **Space above** To change the amount of space above the mini-TOC container, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top**, set the margin value in the small drop-down window, and click **OK**.

Note: Another task you might perform is to add a background to the mini-TOC. Click in the **Show Properties** drop-down list  on the upper-right side of the editor, and change the selection to **Show: Set Properties**. Then click the plus button  next to the **Background** property group to expand it and change any of the properties within it.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.



8. Select **File>Save** or press **CTRL+S**.

Using Styles To Determine The Look Of A Print Mini-TOC

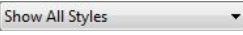
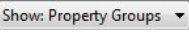
For mini-TOCs, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the mini-TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated mini-TOC.

A style called "MadCap|miniTocProxy" is used to control the look of the entire container. Other styles—such as p.MiniTOC1, p.MiniTOC2, and p.MiniTOC3—are used to control the look of individual entries in the mini-TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways.


How to use styles to determine the look of a mini-TOC (entire container)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|miniTOCProxy** style or a class that you have created under it (e.g., MadCap|miniTOCProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.

Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.

7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

For example, if you want to change the width of the entire mini-TOC you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.




8. Select **File>Save** or press **CTRL+S**.

How to use styles to determine the look of a mini-TOC (individual entries)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. In the **Styles** section of the editor, scroll down until you find the <p> tag, followed by a period and the mini-TOC class that you want to customize (e.g., **p.MiniTOC1**, **p.MiniTOC2**, **p.MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on. Select the class that you want to modify.






Note: The levels always begin with MiniTOC1 style. For example, if the mini-TOC proxy was placed in a topic under a heading using the <h2> style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Leader** tab.
- f. Modify any of the following fields on the tab.
 - **Leader** Select the format of the area between the mini-TOC heading and the page number (**None**, **Dot**, **Dash**, **Underline**).
 - **Page Number** Select the alignment (**Left**, **Center**, **Right**) of the page number.
 - **Page Number Width** To change the width of page numbers in the list, click the upper-right arrow and select **Length**. Then enter a number and unit of measurement.


Additional changes can be made in the Advanced view.

If using the Advanced view:


- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. In the **Styles** section of the editor, scroll down until you find the <p> tag. Click the plus square  next to **p**. Classes of the <p> tag are shown below it.
- d. In the **Styles** section of the editor, scroll down until you find the <p> tag. Click the plus square  next to **p**. Classes of the <p> tag are shown below it. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **MiniTOC3**). MiniTOC1 is used for the first-level heading in the mini-TOC, MiniTOC2 is used for the second-level heading, and so on.

Note: The levels always begin with MiniTOC1 style. For example, if the mini-TOC proxy was placed in a topic under a heading using the <h2> style, the first level in the generated mini-TOC still uses the style MiniTOC1 (not MiniTOC3).

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.




- e. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.


Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.




- f. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.


Note: Do not use the "PrintSupport" property for the MiniTOC1 through MiniTOC9 style classes.

- g. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change:


- **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
- **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
- **Space in front (indentation)** To change the distance from the left page margin to the beginning of the mini-TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**.

You can specify additional indentation for headings that wrap to more than one line. To do this, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.

- **Space above** To change the amount of space above the mini-TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Space below** To change the amount of space below the mini-TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Leader space before/after** Click the plus button  next to the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-off-set**, set the margin value in the small drop-down window, and click **OK**.

- **Leader format** To change the format of the area between the mini-TOC heading and the page number (i.e., the leader), click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

Note: For Microsoft Word output, you can enter one character only (a period, hyphen, or underscore). For Adobe FrameMaker output, you can specify a combination of characters and spaces, which will repeat between the text and the page number.

- **Alignment of page number** To change the alignment (left, right, center) of the page number, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.

3. Select **File>Save** or press **CTRL+S**.

Note: You can also use styles to suppress page numbers in a print mini-TOC. See "Suppressing Page Numbers in a Print Mini-TOC" on the next page.



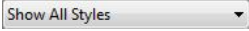

Note: In previous versions of Flare, the code for styling mini-TOC proxy links was `.MCMiniTOCLink`. Starting in Flare V4, the style class used for this purpose is `p.MiniTOC1`.

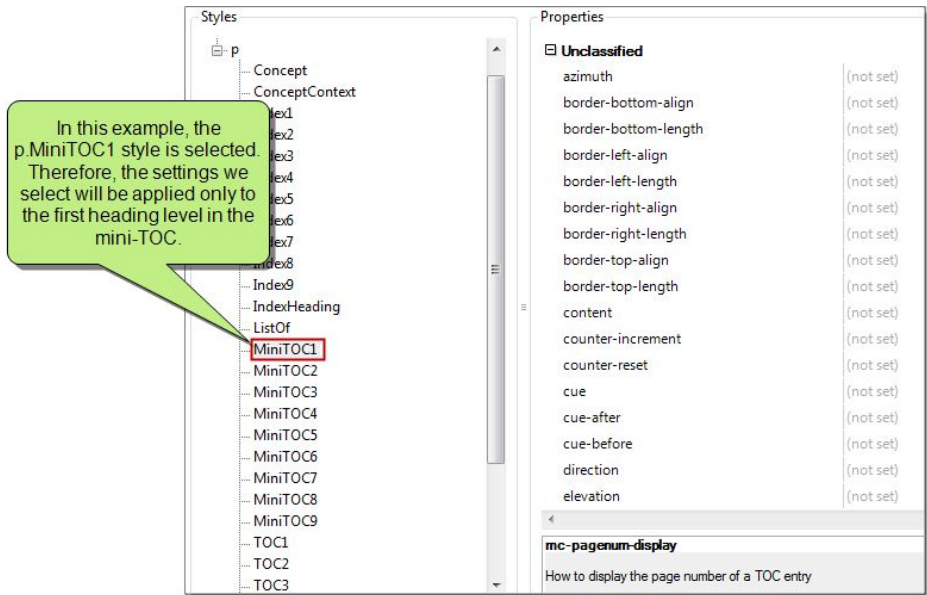
Suppressing Page Numbers In A Print Mini-TOC


This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.

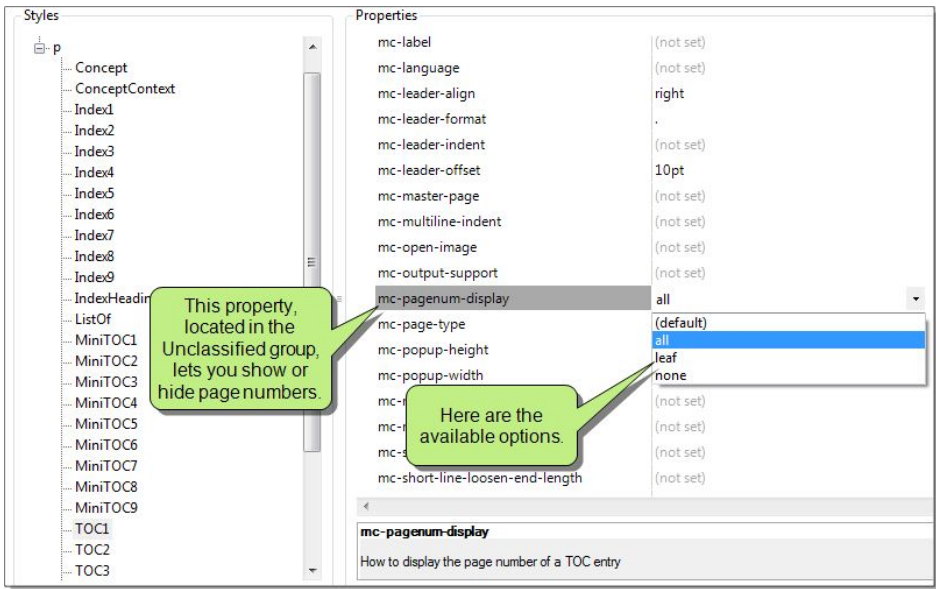
If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MinITOC1) and selecting an option in the mc-pagenum-display property.

How to suppress page numbers in a print mini-TOC

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
4. In the **Styles** section of the editor, scroll down until you find the <p> tag. Click the plus square  next to **p**. Classes of the <p> tag are shown below it.
5. Find and select the mini-TOC class that you want to customize (e.g., **MiniTOC1**, **MiniTOC2**, **MiniTOC3**). MiniTOC1 is used for the first-level heading in the print mini-TOC, MiniTOC2 is used for the second-level heading, and so on.



6. From the **Show Properties** drop-down list Show: Property Groups on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section to the right, click the plus button  next to **Unclassified** to see the properties within it.
8. Click in the cell to the right of the **mc-pagenum-display** property and select one of the following.



- **(default)/all** This displays the page number, just as it has for previous versions of Flare.

Preface	v
CH1 Title Here	1
CH1 Sub-Topic 1	2
CH1 Sub-Topic 2	3
CH2 Title Here	5
CH2 Sub-Topic 1	6
CH2 Sub-Topic 2	7
CH3 Title Here	9
CH3 Sub-Topic 1	10
CH3 Sub-Topic 2	11
Glossary	13
Index	15

- **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.

Notice that Preface has a page number, because it does not have lower-level headings under it.

On the other hand, this heading has a couple of lower-level headings. Therefore, it does not have a page number.

Preface	v
CH1 Title Here	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
CH2 Title Here	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
CH3 Title Here	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
Glossary	13
Index	15

- **none** This does not display the page number for that heading level.

In this example, pMiniTOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

Preface	
CH1 Title Here	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
CH2 Title Here	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
CH3 Title Here	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
Glossary	
Index	

Preface	v
CH1 Title Here	1
CH1 Sub-Topic 1.....	
CH1 Sub-Topic 2.....	
CH2 Title Here	5
CH2 Sub-Topic 1.....	
CH2 Sub-Topic 2.....	
CH3 Title Here	9
CH3 Sub-Topic 1.....	
CH3 Sub-Topic 2.....	
Glossary	13
Index	15

In this example, p.MinITOC1 has been set to "all," but p.MinITOC2 has been set to "none." Therefore, the first-level headings have page numbers, but the second-level headings do not.



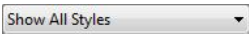
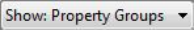
9. Select **File>Save** or press **CTRL+S**.

Page Footers And Headers

This feature is supported in Adobe FrameMaker and Microsoft Word output.

When you add page footer and header proxies for Adobe FrameMaker and Microsoft Word output, you can specify which types of pages (all, even pages, first page, odd pages) should display the footers or headers. This can be done at the time you insert the proxy, but you can also use the following steps to set the page type on a style. Therefore, that page type will always be used as the default setting, unless you override it at the spot where you have inserted the proxy.

How to use styles to determine the page type for page footers and headers

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section on the left side of the editor, find and select either the style called **Mad-Cap|pageFooter** or **MadCap|pageHeader** (or a style class you have created within either style).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
6. From the **Properties** section, expand the **Unclassified** property group.
7. Click in the cell to the right of **mc-feader-type** and select one of the options.
 - **all** The footer or header will be displayed on all pages in the output.
 - **even** The footer or header will be displayed only on the even pages in the output.
 - **first** The footer or header will be displayed only on the first page of each section.
 - **odd** The footer or header will be displayed only on the odd pages in the output.
8. Select **File>Save** or press **CTRL+S**.

Paragraph Formatting

You can affect the look and behavior of paragraphs in various ways. These settings can be applied locally or to the style used for the paragraph. Modifying the style is typically preferable to changing the settings locally for a single paragraph.

Following are some of the more common ways that you can format paragraphs.

- **Alignment** You can format a paragraph so that the text is aligned right, left, centered, or justified. See "Aligning Paragraphs" on page 325.
- **Auto-numbering** You can apply an auto-number format to paragraphs so that certain content and/or incremented numbering displays with it. This is useful for numbering elements such as chapters, figures, or tables. See "Auto-Numbers" on page 117.
- **Background** You can set a background color and/or image on a paragraph. See "Setting the Background for Paragraphs" on page 328.
- **Borders** You can add borders around a paragraph. Borders can be added on any side of a paragraph (left, right, top, bottom), or all around it. See "Setting Borders for Paragraphs" on page 331.
- **Drop caps/initial caps** You can create an effect on a paragraph so that the initial letter is different than the others and drops down to the lines below. See "Creating Drop Caps Effects" on page 339.
- **Hyphenation** You can specify whether words at the end of a line in a paragraph should be hyphenated before continuing to the next line. You can also determine minimum word and character settings to be used for hyphenation. See "Setting Hyphenation" on page 342.
- **Indentation** You can indent paragraphs so that they start or end at a certain distance from the left or right side of the window or page frame. See "Indenting Paragraphs" on page 346.
- **Line spacing** You can specify the amount of spacing between lines in a paragraph. See "Setting Line Spacing" on page 382.
- **Next style** You can specify that a particular style should be used when you press Enter at the end of the current style. For example, after you type text for a heading and press Enter, you might want the next style to be something like p.TopicText, rather than the main <p> tag. See "Setting a "Next" Style" on page 353.
- **Page and column breaks** You can apply a page or column break to a paragraph or heading. For example, you might do this if you want the paragraph or heading to start at the beginning of the next page or column. This feature is used for print-based output. See "Setting Page and Column Breaks" on page 355.

- **Positioning** You can adjust the positioning of a paragraph. For example, you can float it to the left of the page layout frame. You can do this by applying a position setting on the style used by the paragraph. See "Positioning Paragraphs" on page 362.
- **Short line elimination** You can use this feature to automatically adjust word spacing if the last line of a paragraph is only a certain number of characters long. Therefore, the spacing may be widened to make the last line longer, or the spacing may be narrowed to bring the words in the last line up to the previous line. See "Setting Short Line Elimination" on page 376.
- **Spacing above/below** You can set the amount of spacing above and below paragraphs. See "Setting Paragraph Spacing Above and Below" on page 386.
- **Widow and orphan control** You can use widow and orphan control to avoid instances where "left-over" lines from a paragraph are shown at the top or bottom of a page or column. This feature is used for print-based output. See "Setting Widow and Orphan Control" on page 390.

Aligning Paragraphs




You can format a paragraph so that the text is aligned right, left, centered, or justified.


How to align a paragraph using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



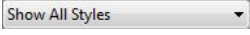


Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If Using Simplified View

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.

- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. In the **Alignment** section, select one of the options.
 - **Left** Aligns the text on the left side of the page or column.
 - **Center** Aligns the text on the center of the page or column.
 - **Right** Aligns the text on the right side of the page or column.
 - **Justify** Aligns the text so that it is flush with both the left and right side.
- g. In the Properties dialog, click **OK**.

If Using Advanced View

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Block** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Click in the value column on the right side of the **text-align** property, and select one of the alignment options.
- **center** Aligns the text on the center of the page or column.
 - **inherit** Uses the alignment setting of the parent tag.
 - **justify** Aligns the text so that it is flush with both the left and right side.
 - **left** Aligns the text on the left side of the page or column.
 - **right** Aligns the text on the right side of the page or column.
3. Select **File>Save** or press **CTRL+S**.

Setting The Background For Paragraphs



You can set a background color on a paragraph. You can also find and select an image to be used in the background of a paragraph.

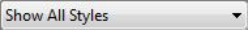
How to add a background to a paragraph using a style


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.


- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style.

For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Background** tab.
- f. Use the tab to specify the settings that you want for the background.

Set a color for the background:

- In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.



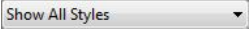


Add an image to the background:

- i. Next to the **Image** field, click the **Browse** button. The Insert Image dialog opens.
- ii. Select an image file to insert. You can do this in one of the following ways.
 - Select an image already in the project by finding and selecting it in the built-in tree.
 - OR
 - Click  to find and select an image file outside of the project.

Note: If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.

- iii. Click **OK**.
- iv. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Background** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the background property that you want to change, depending on what you are trying to accomplish.

Set a color for the background:

- To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Add an image to the background:

- i. To the right of **background-image**, click and select an image already contained in your project.
- ii. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
 - **no-repeat** The image is not repeated: only one copy of the image is drawn.
 - **repeat** The image is repeated both horizontally and vertically.
 - **repeat-x** The image is repeated horizontally only.
 - **repeat-y** The image is repeated vertically only.

3. Select **File>Save** or press **CTRL+S**.

Setting Borders For Paragraphs



You can add borders around a paragraph. Borders can be added on any side of a paragraph (left, right, top, bottom), or all around it.



How to add a border to a paragraph using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.




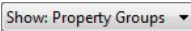
Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.


If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Borders** tab.
- f. Set the options in the **Borders** section.
 - i. Click in any of the individual fields (**Left, Right, Top, Bottom**) to specify the settings for the border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields. When you click that down arrow or in one of the individual fields, a small popup displays.
 - ii. Use the lower-left area of the popup to enter a number for the border thickness.
 - iii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Use the upper-right area to select a color for the border.
 - v. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - vi. Click **OK**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.

- e. In the **Properties** section, click the plus button  next to **Border** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around. When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.
 - i. Use the lower-left area of the popup to enter a number for the border thickness.
 - ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iii. Use the upper-right area to select a color for the border.
 - iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - v. Click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Note: You can also use Notepad to edit your stylesheet and create rounded borders on paragraph styles. See "Creating Rounded Borders" on the next page.

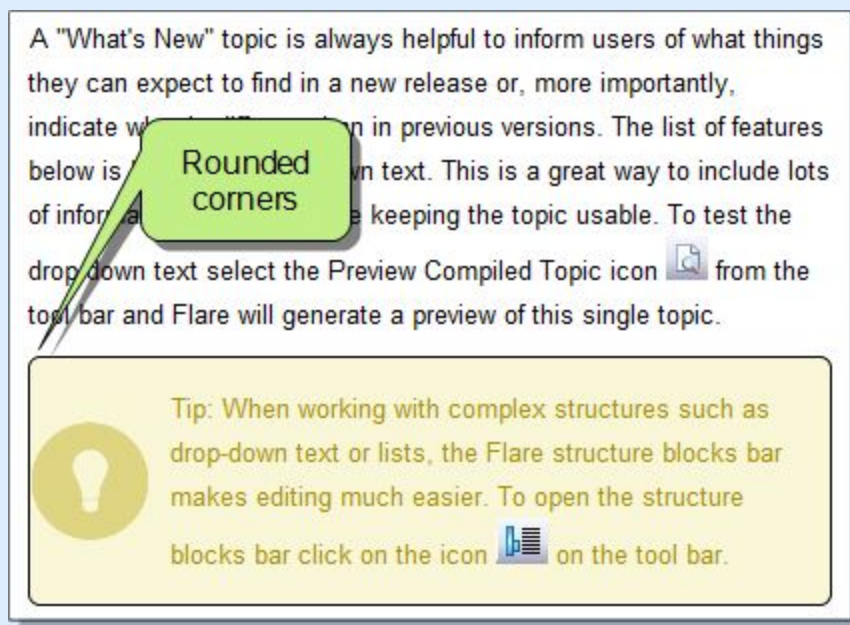
Creating Rounded Borders

If you add borders to block-level elements, such as paragraphs, you can edit the style to create rounded borders. This is possible because of CSS3 border radius style properties. Unfortunately, only some of the newer browsers support these styles, so even if you create the rounded borders on your styles, they may display as rounded in some outputs but square in others.

EXAMPLE

Let's say you add a border radius to a paragraph style that you use for tips. If you view the output in an older version of Internet Explorer that does not support these settings, a tip will have square corners.

But if you view that same output in the latest version of Google Chrome, the note will look like this, with rounded corners.

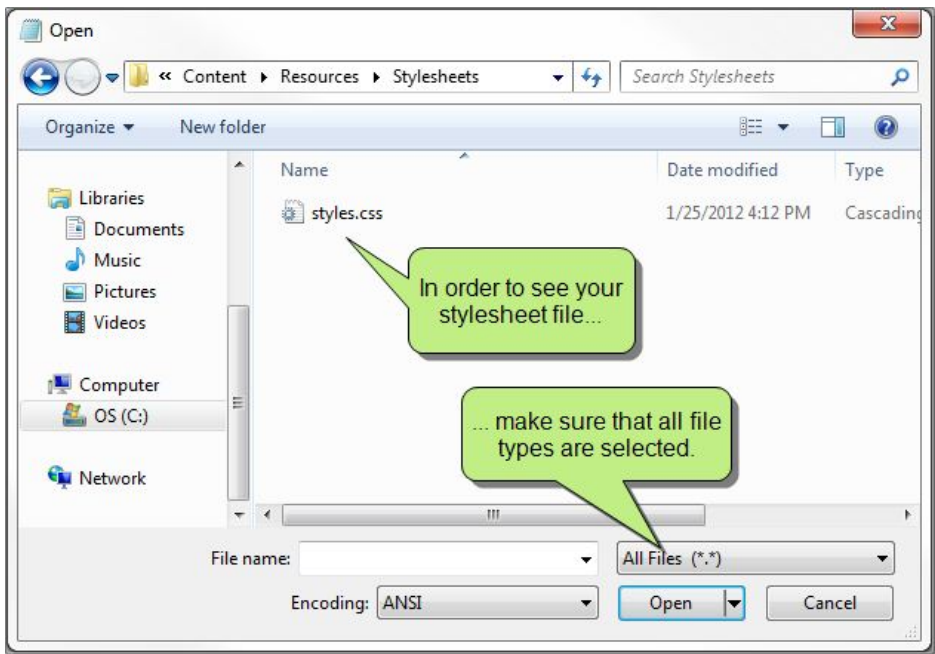


When you create a new stylesheet, you can select a factory template called "Modern," which includes some border radius style settings. However, you do not necessarily need to use the Modern template to take advantage

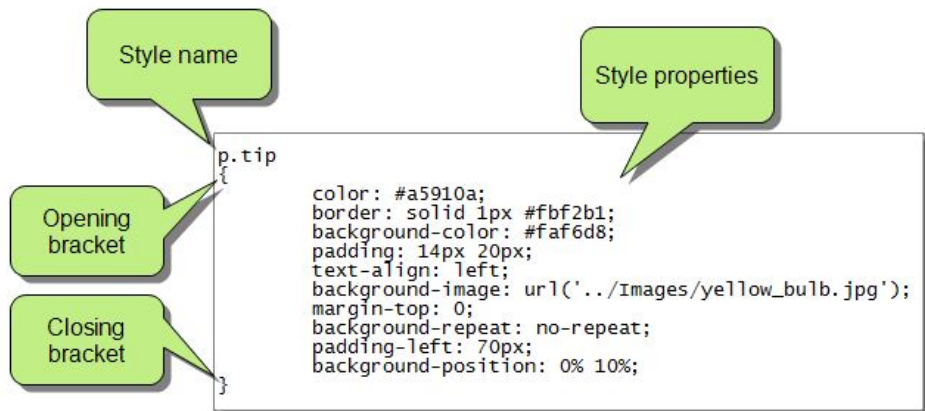
of these styles. The Stylesheet Editor provides an interface for the vast majority of properties you will need in Flare. But for properties not always supported in the Stylesheet Editor—such as border radius and other CSS3 style properties used in newer browsers—you can open a stylesheet in Notepad and manually enter them.

How to edit a stylesheet in Notepad to create rounded borders

1. Before opening your stylesheet in Notepad, it is a good idea to make a backup copy of it and close the Stylesheet Editor in your project.
2. In Notepad, find and open the stylesheet (.css) file in your project. Make sure you can see all file types.



3. In the stylesheet file, locate the style to which you want to apply the border radius properties. You will see the style name, followed by style properties within a set of curly brackets.



4. Enter any or all of the following three border radius properties, followed by, a colon, a value (e.g., 6 px), and a semi-colon (e.g., `border-radius: 6px;`). Why are there three properties? Because different browsers support different variations of the border-radius property.
- **border-radius** This is the standard property supported by most newer browsers, defined by the Worldwide Web Consortium (<http://w3.org>).
 - **-moz-border-radius** This is the property supported by Mozilla Firefox.
 - **-webkit-border-radius** This is the property supported in webkit-based browsers, such as Safari and older versions of Google Chrome.

```
p.tip
{
  color: #a5910a;
  border: solid 1px #fbf2b1;
  background-color: #faf6d8;
  padding: 14px 20px;
  text-align: left;
  background-image: url('../Images/yellow_bulb.jpg');
  margin-top: 0;
  background-repeat: no-repeat;
  padding-left: 70px;
  background-position: 0% 10%;
  -moz-border-radius: 6px;
  -webkit-border-radius: 6px;
  border-radius: 6px;
}
```

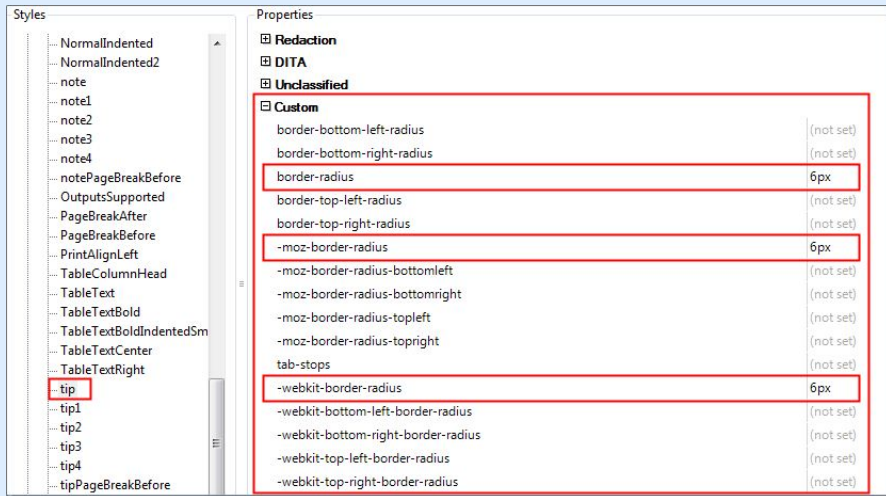
5. Save your changes in Notepad.
6. In your project, open the stylesheet in the Stylesheet Editor. Your additions will be displayed under the Custom folder in the Stylesheet Editor.

EXAMPLE

Let's say you manually add the following border radius settings to a style called "p.tip" in Notepad.

```
p.tip
{
    color: #a5910a;
    background-color: #faf6d8;
    -moz-border-radius: 6px;
    -webkit-border-radius: 6px;
    border-radius: 6px;
    padding: 14px 20px;
    text-align: left;
    background-image: url('../Images/yellow_bulb.jpg');
    margin-top: 0;
    background-repeat: no-repeat;
    padding-left: 70px;
    background-position: 0% 50%;
    border: solid 1px #000000;
}
```

As a result, you will see this in the Advanced view of the Stylesheet Editor.

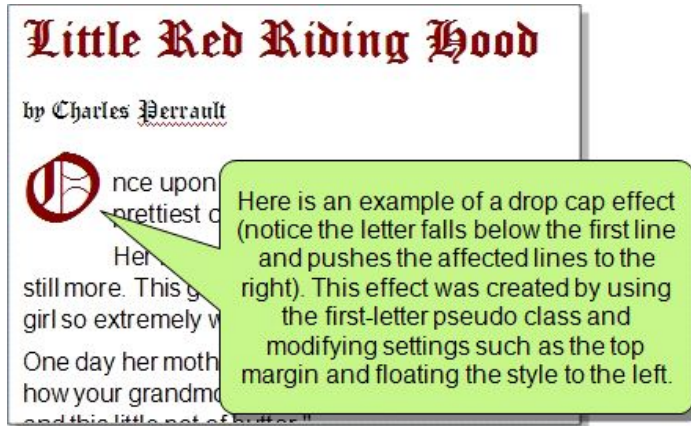


Note: After the border radius styles are added for one style in Notepad, they become available for other styles in the Flare user interface. Therefore, you can use the Stylesheet Editor to add rounded corners for other elements.

Note: Not all versions of a particular browser necessarily supports the same border radius properties. For example, older versions of Chrome may require the -webkit prefix, but newer versions may support the border-radius property without the prefix.

Creating Drop Caps Effects

If you want to create a drop caps effect in a paragraph, causing the initial letter to look different and drop below the first line, you can use Flare's first-letter pseudo class.





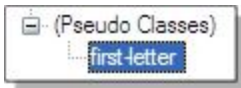
How to create a drop caps effect


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.


3. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.

4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
5. Select the paragraph style for which you want to create the drop caps effect.
6. In the local toolbar, click . The New Pseudo Class dialog opens.
7. Select **First Letter**.
8. Click **OK**. The new class is added under a "(Pseudo Classes)" heading and is automatically selected.




9. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
10. Modify the necessary properties to give the first letter a different look than the rest of the paragraph. Following are some of the more common changes for an effect such as this.


Font color:

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.
- b. To the right of **color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.


Font family:

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.
- b. Click to the right of **font-family**. The Font Family Picker dialog opens. Use this dialog to select a font family.


Font size:

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.
- b. To the right of **font-size**, click the down arrow and set the font size in the popup. When you are finished, click **OK**.


Font weight:

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.
- b. To the right of **font-weight**, click the down arrow and select a weight (e.g., bold).


Space after:

- a. In the **Properties** section, click the plus button  next to **Block** to expand the group.
 - b. To the right of **letter-spacing**, click the down arrow and select the amount of space after the initial letter, before the rest of the paragraph text. When you are finished, click **OK**.
11. Modify the necessary properties to produce the effect of the initial letter dropping below the first line. Usually this involves floating the letter to the left and adjusting the margins above and/or below it, as well as to the right.

Float:

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.
- b. Click to the right of **float**, and select **left**.

Margins above/below/right:

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.
 - b. To the right of **margin-bottom**, **margin-right**, and/or **margin-top**, click the down arrow and select the amount of space around the initial letter. You can even enter negative numbers if necessary. When you are finished, click **OK**.
12. Select **File>Save** or press **CTRL+S**.

Note: In order to use this feature, you must ensure that the first letter of the paragraph is not preceded by any other content (such as an image).

Note: You can also use the first-child pseudo class, which lets you apply style settings to the first child of another element (e.g., the first `<p>` tag that occurs within a `<div>` tag).

Setting Hyphenation

You can specify whether words at the end of a line in a paragraph should be hyphenated before continuing to the next line. You can also determine minimum word and character settings to be used for hyphenation.

In this example, the word
"Software" has been
hyphenated in the output

ocation called FictionSoft and a fictional company called MegaSoft Fictional Soft-
, or it can be used as a template to build a larger project.

using the Flare "Snippets" feature. To edit the copyright locate the snippet in the Resources folder. There you will find a Snippets sub-folder d.




ght © 2005 MegaSoft Fictional Software.


How to set hyphenation using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


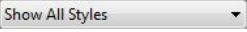

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., **p.Tip**, **p.Note**).

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Hyphenation** tab.
- f. Use the tab to specify the hyphenation settings.
 - **Enable Hyphenation** Select whether you always or never want words to be hyphenated at the end of lines.
 - **Length of shortest word...** Enter the minimum number of characters that a word must have in order to be hyphenated.
 - **The minimum number of characters remaining...** Enter the minimum number of characters that must remain on the initial line when a word is hyphenated. For example, if you enter 4 in this field, a word that normally could be hyphenated after two characters would not be broken at that point. Instead, it would not be broken until at least four letters make an appearance on the first line.
 - **The minimum number of characters carried over...** Enter the minimum number of characters that must be carried over to the second line when a word is hyphenated. For example, if you enter 3 in this field, a hyphenated word must have at least three characters on the second line after it has been broken.
 - **The maximum number of adjacent lines...** Enter the maximum number of lines next to each other that are allowed to end with a hyphenated word. For example, if you do not mind seeing three consecutive lines ending in a hyphenated word, but you want to avoid seeing a fourth adjacent line with a hyphenated word, you can enter 3 in this field.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., **p.Tip**, **p.Note**).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Click in the value column on the right side of the appropriate property to specify the hyphenation settings.
 - **mc-hyphenate** Select whether you always or never want words to be hyphenated at the end of lines.
 - **mc-hyphenate-maximum-adjacent-line-count** Enter the maximum number of lines next to each other that are allowed to end with a hyphenated word. For example, if you do not mind seeing three consecutive lines ending in a hyphenated word, but you want to avoid seeing a fourth adjacent line with a hyphenated word, you can enter 3 in this field.
 - **mc-hyphenate-shortest-prefix** Enter the minimum number of characters that must remain on the initial line when a word is hyphenated. For example, if you enter 4 in this field, a word that normally could be hyphenated after two characters would not be broken at that point. Instead, it would not be broken until at least four letters make an appearance on the first line.
 - **mc-hyphenate-shortest-suffix** Enter the minimum number of characters that must be carried over to the second line when a word is hyphenated. For example, if you enter 3 in this field, a hyphenated word must have at least three characters on the second line after it has been broken.
 - **mc-hyphenate-shortest-word** Enter the minimum number of characters that a word must have in order to be hyphenated.

3. Select **File>Save** or press **CTRL+S**.

Indenting Paragraphs



You can indent paragraphs so that they start or end at a certain distance from the left or right side of the window or page frame.



How to indent a paragraph using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



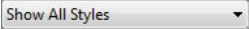
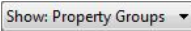

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

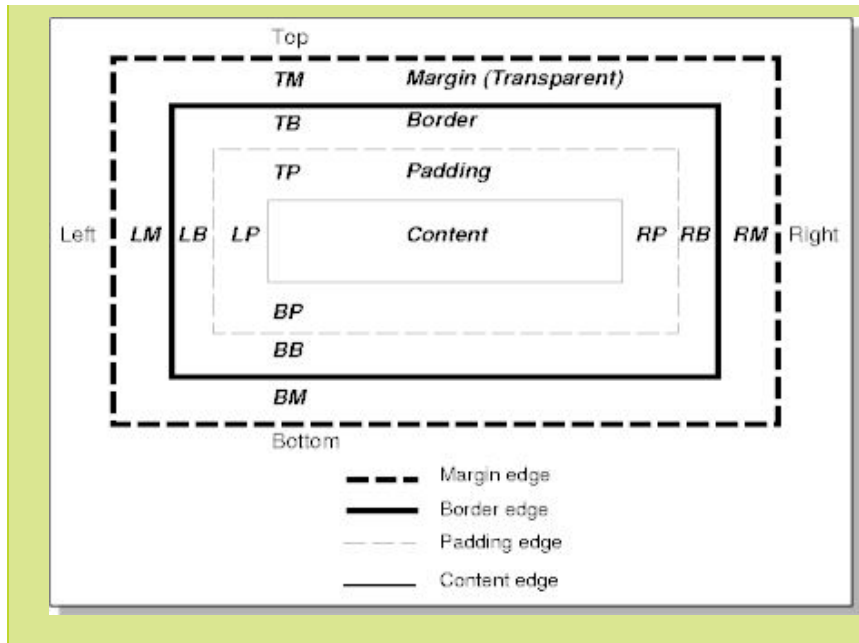
- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. Use the tab to specify the indentation settings.
 - **Left** Specify the amount that you want to indent a paragraph from the left margin. Select **Length** in the top drop-down list and enter a number value. You can then choose from several different units of measurement (points, pixels, centimeters, etc.).
 - **Right** Specify the amount that you want to indent a paragraph from the right margin. Select **Length** in the top drop-down list and enter a number value. You can then choose from several different units of measurement (points, pixels, centimeters, etc.).
 - **First line indent** Specify the amount that you want to indent the first line of a paragraph. Select **Length** in the top drop-down list and enter a number value. You can then choose from several different units of measurement (points, pixels, centimeters, etc.).
- g. In the Properties dialog, click **OK**.

If using the Advanced view:


- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Box** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. To the right of **margin-left** or **padding-left**, click the down arrow and select the distance that the paragraph will be indented. Click **OK**.

Note: Both margins and padding can affect the space around elements. The margin controls the amount of space from the edge of the page or viewing device to the edge of the "container" holding the element. Padding controls the amount of space from the edge of the element itself and the container holding it. Therefore, if you seem to be experiencing more space than you expected, you might check to see if you have values entered for both the margin and padding.



Note: If you want to indent the first line of the paragraph only, open the **Block** property group and edit the **text-indent** property.

- g. To the right of **margin-right**, click the down arrow and select the distance that the paragraph will be indented from the right side of the page. When you are finished, click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Note: If you click on a paragraph and press **Tab** or click  in the Home ribbon or Text Format toolbar, you will notice that the paragraph is not indented, but rather the Create Group dialog opens. This occurs because Flare is encouraging you to engage in the "Best Practice" of using styles and creating tag groups, as opposed to using local formatting. A `<div>` tag is one of the tag groups that you can select. One common use of a `<div>` tag is to indent lots of content. For example, you might have a section of content containing four paragraphs, a numbered list, and an image. Rather than creating

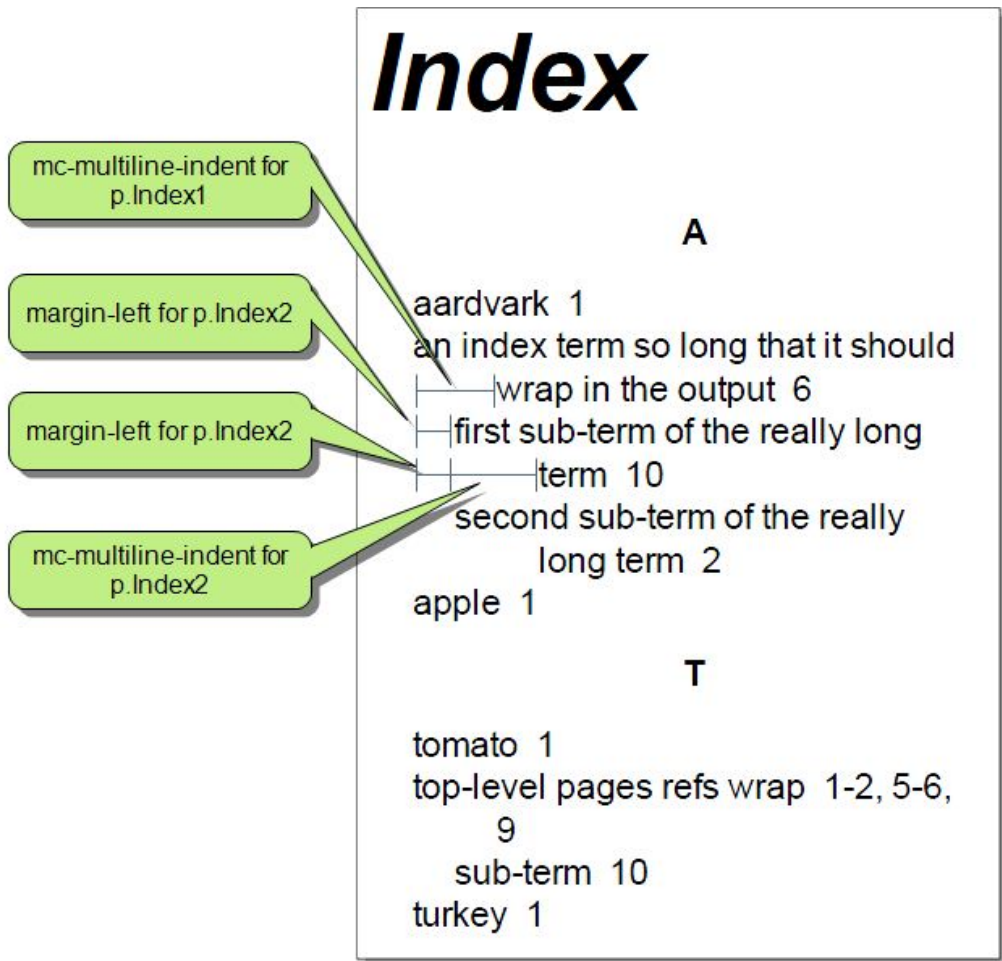
special style classes for all of those different elements with an indentation setting (e.g., margin-left or padding-left) on each, you can place your indentation setting on the <div> tag. That way, any content contained within that <div> tag will be indented accordingly. For more information about tag groups, see the online Help.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Creating Multiline Indentation



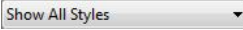


Using a style property called “mc-multiline-indent” you can specify additional indentation for content that wraps to more than one line. Although this property can be used for any block-level element (such as paragraphs), it is most useful when applied to print index, table of contents (TOC), and mini-TOC entries.

The following images show how the mc-multiline-indent style property works alongside the margin-left property in a print index and TOC.



margin-left for p.TOC2	CH1 Title Here.....	1
margin-left for p.TOC2	CH1 Sub-Topic 1 with a really, really, really long heading that will be forced to wrap in the generated TOC.....	2
mc-multiline-indent for p.TOC2	CH1 Sub-Topic 2.....	3

How to create multiline indentation using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. Select the appropriate style. For example, you might select any of the following.
 - **p.Index** These styles (from p.Index1 through p.Index9) control the different levels of index entries in print-based output.
 - **p.TOC** These styles (from p.TOC1 through p.TOC9) control the different levels of TOC entries in print-based output.
 - **p.MiniTOC** These styles (from p.MiniTOC1 through p.MiniTOC9) control the different levels of mini-TOC entries in print-based output.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section to the right, click the plus button  next to **Unclassified**.
7. Click in the cell to the right of **mc-multiline-indent**. A small popup displays.
8. Use the lower-left area of the popup to enter a number.
9. Use the lower-right area to select a unit of measurement.
10. Click **OK**.
11. Select **File>Save** or press **CTRL+S**.

Setting A "Next" Style

You can specify that a particular style should be used when you press Enter at the end of the current style. For example, after you type text for a heading and press Enter, you might want the next style to be something like p.TopicText, rather than the main <p> tag.

In this version of Flare, you cannot specify this setting in the user interface. Instead, you need to open the stylesheet in an editor such as Notepad and enter the settings manually.

How to set a "next" style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Do one of the following, depending on the part of the user interface you are using.

- **Standard toolbar** click the **Send To** button  and select **Notepad**.

To open the Standard toolbar from the menu view, select **View>Toolbars>Standard**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Right-click** In the Content Explorer, right-click on the stylesheet, and from the context menu select **Open with>Notepad**.

3. Find the "current" style (i.e., the style that will immediately precede the "next" style).

4. Within the curly brackets in the CSS file, enter the following text if the next style is a primary tag (e.g., <p>,).

```
mc-next-tag: [tag];
```

OR

Within the curly brackets, enter the following text if the next style is a class.

```
mc-next-tag: [tag];
```

```
mc-next-class: [class];
```

EXAMPLE

If the current tag is <h2> and the next style should be <p>, it would look like this:

```
h2
{
    mc-next-tag:p;
```

On the other hand, if the current tag is <h2> and the next style should be a class of <p> called "TopicText," you would enter this:

```
h2
{
    mc-next-tag:p;
    mc-next-class:TopicText;
```

5. Save your changes.

Setting Page And Column Breaks

You can apply a page or column break to a paragraph or heading. For example, you might do this if you want the paragraph or heading to start at the beginning of the next page or column. This feature is used for print-based output.

Note: If you always want to start a new chapter on a right-side page, you can use an "empty" page in a page layout, instead of inserting page breaks. For more information see the online Help.

If you are working on a document in the Print Layout mode, you may see icons in the margins next to text. These icons indicate where a paragraph has been moved to another page or column as a result of a page or column break, or due to widow or orphan control.

Following are the types of icons that you might see in a document.



Explicit page break This icon displays if you have created a page break before a paragraph.



Explicit page break by previous This icon displays if you have created a page break after a paragraph.



Explicit column break This icon displays if you have created a column break before a paragraph.



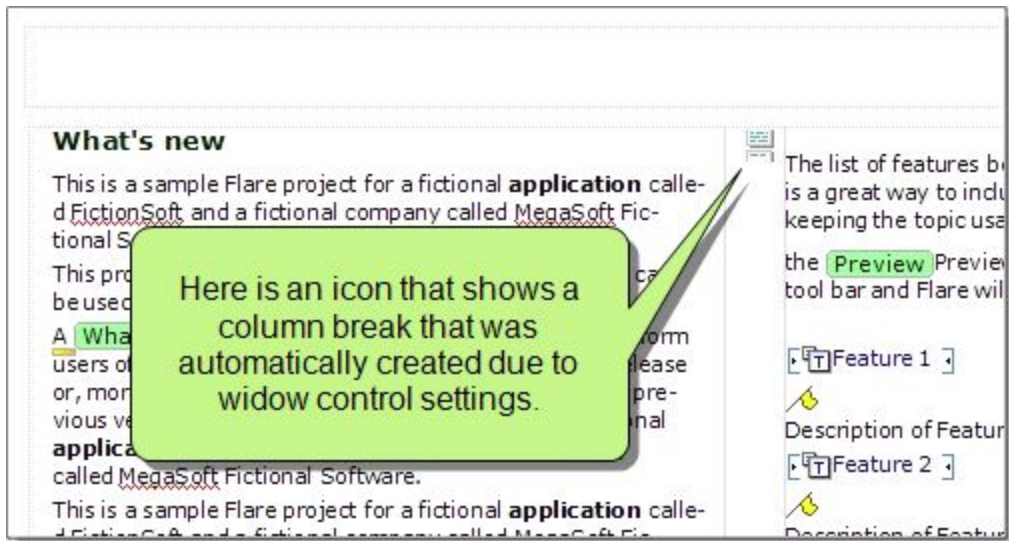
Explicit column break by previous This icon displays if you have created a column break after a paragraph.



Orphan controlled This icon displays if a paragraph has been adjusted due to orphan control.



Widow controlled This icon displays if a paragraph has been adjusted due to widow control.



How to set a page or column break using a style



1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

Note: With the Advanced view, you can set page breaks only. With the Simplified view, you can set both page and column breaks.




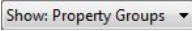

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate style. For example, you can select the base **p** tag, or you can select a class that you may have created for that tag (e.g., **p.Tip**, **p.Note**). You can also place a page break on a heading style (such as **<h1>**).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Breaks** tab.
- f. Use the **Page Break** and **Column Break** sections on the tab to specify the settings for a page or column break, respectively.
 - **Before** You can select one of the options for setting a page or column break before the element.
 - **Automatic** A page break will neither be forced nor prevented before the element.
 - **Always** A page break will always occur before the element.
 - **Avoid** A page break will not occur before the element.
 - **Force to 'left page'** One or two page breaks will occur before the element so that the next page is formatted as a left page.
 - **Force to 'right page'** One or two page breaks will occur before the element so that the next page is formatted as a right page.
 - **After** You can select one of the options for setting a page or column break after the element.
 - **Automatic** A page break will neither be forced nor prevented after the element.
 - **Always** A page break will always occur after the element.
 - **Avoid** A page break will not occur after the element.
 - **Force to 'left page'** One or two page breaks will occur after the element so that the next page is formatted as a left page.
 - **Force to 'right page'** One or two page breaks will occur after the element so that the next page is formatted as a right page.
 - **Inside** You can select one of the options for setting a page break inside the "rendering box" of the element.

- **Automatic** A page break will neither be forced nor prevented inside the rendering box of the element.
 - **Avoid** A page break will not occur inside the rendering box of the element.
 - **Next Page (Page Breaks)** If there is a specific page that you want to be the next page after a break, you can specify it by typing the name in this field. The name is indicated on the Page Properties dialog for that page. See the online Help.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note). You can also place a page break on a heading style (such as <h1>).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **PrintSupport** to expand the group.
- The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Select the appropriate property and value for it.

column-break-before Click to the right of this property to set a column break before the element (if you are using a multi-column page layout).

- **always** A column break will always occur before the element.
- **auto** A column break will neither be forced nor prevented before the element.
- **avoid** A column break will not occur before the element.
- **inherit** The column break setting of the parent tag is used.

column-break-after Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

- **always** A column break will always occur after the element.
- **auto** A column break will neither be forced nor prevented after the element.
- **avoid** A column break will not occur after the element.
- **inherit** The column break setting of the parent tag is used.

column-break-inside Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

- **auto** A column break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A column break will not occur inside the rendering box of the element.
- **inherit** The column break setting of the parent tag is used.

page-break-before Click to the right of this property to set a page break before the element.

- **always** A page break will always occur before the element.
- **auto** A page break will neither be forced nor prevented before the element.
- **avoid** A page break will not occur before the element.
- **inherit** The page break setting of the parent tag is used.
- **left** One or two page breaks will occur before the element so that the next page is formatted as a left page.
- **right** One or two page breaks will occur before the element so that the next page is formatted as a right page.

page-break-after Click to the right of this property to set a page break after the element.

- **always** A page break will always occur after the element.
- **auto** A page break will neither be forced nor prevented after the element.
- **avoid** A page break will not occur after the element.
- **inherit** The page break setting of the parent tag is used.
- **left** One or two page breaks will occur after the element so that the next page is formatted as a left page.
- **right** One or two page breaks will occur after the element so that the next page is formatted as a right page.

page-break-inside Click to the right of this property to set a page break inside the "rendering box" of the element.

- **auto** A page break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A page break will not occur inside the rendering box of the element.
- **inherit** The page break setting of the parent tag is used.

3. Select **File>Save** or press **CTRL+S**.

Note: If you are using a multi-column page layout and set an "Inside" break to "Avoid," you must specify this in both the "Page Break" and "Column Break" fields.

Note: It is also possible to set breaks on tables. See "Setting Page Layout Breaks on Tables" on page 439.

Positioning Paragraphs

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.





After you add a paragraph or heading to a topic, you can adjust its positioning on the page. For example, you can float it to the left of the page layout frame to create a side heading. You can do this by applying a positioning setting on the style used by the paragraph.

How to position a paragraph on a page using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Position** tab.
- f. In the **Position** section, you can select a **Float** and a **Clear** setting. You can also set the **Vertical Alignment** of the paragraph.

Float Use this field to specify where to place the paragraph on the page.

- **None** Does not place the paragraph in a specific location.
- **Left** Positions the paragraph on the left side of the page frame, allowing you to type text to the right of the paragraph.
- **Right** Positions the paragraph on the right side of the page frame, allowing you to type text to the left of the paragraph.
- **Center of Column** Positions the paragraph in the center of the column on the page.
- **Outside Left Margin** Positions the paragraph beyond the left margin of the topic text.
- **Outside Right Margin** Positions the paragraph beyond the right margin of the topic text.
- **Outside Frame** Positions the paragraph outside of the page frame.
- **Outside Frame, Top Align** Positions the paragraph outside of the page frame, as well as aligning it with the top of the frame.
- **Left of Frame** Positions the paragraph to the left of the page frame.
- **Right of Frame** Positions the paragraph to the right of the page frame.

- **Center of Frame** Positions the paragraph both vertically and horizontally in the middle of the page frame.

Clear Use this field to position a paragraph so that it is "clear" of an adjacent paragraph. For example, let's say you have already inserted a paragraph and applied the float left property to it. If you then insert another paragraph immediately after the first paragraph, you want to make sure that the second paragraph doesn't rest next to the first paragraph. Instead, you want the second paragraph to be placed completely below the first paragraph. Therefore, you can apply a clear property to the second paragraph.




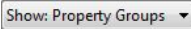
- **None** Does not apply the clear property to the paragraph.
- **Left Side** The paragraph will be placed below the bottom outer edge of a previous paragraph that is floating left.
- **Right Side** The paragraph will be placed below the bottom outer edge of a previous paragraph that is floating right.
- **Both Sides** The paragraph will be placed below the a previous paragraph, whether it is floating left or right.

Vertical Alignment Use this field to adjust where the item is positioned vertically.


- **Baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **Text Top** The top of the box will be aligned with the top of the parent element's font.
- **Text Bottom** The bottom of the box will be aligned with the bottom of the line box.
- **Top** The top of the box will be aligned with the top of the line box.
- **Middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **Bottom** The bottom of the box will be aligned with the bottom of the line box.

g. Click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. Use any of the following set of instructions to select "float," "clear," and "vertical alignment" settings for the paragraph.


Float You can specify where to place the paragraph on the page.

In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. Click in the value column to the right of the **mc-float** property and select any of the available options.

- **center** Positions the paragraph in the center of the column on the page.
- **frame-center** Positions the paragraph both vertically and horizontally in the middle of the page frame.
- **left** Positions the paragraph on the left side of the page frame, allowing you to type text to the right of the paragraph.
- **none** Does not place the paragraph in a specific location.
- **outside-frame** Positions the paragraph outside of the page frame.
- **outside-frame-left** Positions the paragraph beyond the left margin of the topic text.
- **outside-frame-right** Positions the paragraph beyond the right margin of the topic text.
- **outside-frame-top** Positions the paragraph outside of the page frame, as well as aligning it with the top of the frame.
- **outside-left** Positions the paragraph to the left of the page frame.
- **outside-right** Positions the paragraph to the right of the page frame.

- **right** Positions the paragraph on the right side of the page frame, allowing you to type text to the left of the paragraph.

Clear You can position a paragraph so that it is "clear" of an adjacent paragraph. For example, let's say you have already inserted a paragraph and applied the float left property to it. If you then insert another paragraph immediately after the first paragraph, you want to make sure that the second paragraph doesn't rest next to the first paragraph. Instead, you want the second paragraph to be placed completely below the first paragraph. Therefore, you can apply the clear property to the second paragraph.

In the **Properties** section, click the plus button  next to **Box** to expand the group. Click in the value column to the right of the **clear** property and select any of the available options.

- **both** The paragraph will be placed below the a previous paragraph, whether it is floating left or right.
- **inherit** Uses the same setting as the parent tag.
- **left** The paragraph will be placed below the bottom outer edge of a previous paragraph that is floating left.
- **none** Does not apply the clear property to the paragraph.
- **right** The paragraph will be placed below the bottom outer edge of a previous paragraph that is floating right.

Vertical Alignment You can adjust where the paragraph is positioned vertically.

In the **Properties** section, click the plus button  next to **Block** to expand the group. Click in the value column to the right of the **vertical-align** property. In the popup, click the arrow in the upper-right corner and select any of the available options. Click **OK** when you are finished.

- **baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **bottom** The bottom of the box will be aligned with the bottom of the line box.
- **middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **sub** The baseline of the box will be lowered to the proper position for subscripts of the parent's box. (This value has no effect on the font size of the element's text.)
- **super** The baseline of the box will be raised to the proper position for superscripts of the parent's box. (This value has no effect on the font size of the element's text.)
- **text-bottom** The bottom of the box will be aligned with the bottom of the line box.
- **text-top** The top of the box will be aligned with the top of the parent element's font.

- **top** The top of the box will be aligned with the top of the line box.
- **Inherit** Uses the same setting as the parent tag.
- **Length** Lets you enter a specific measurement.

3. Select **File>Save** or press **CTRL+S**.

Note: For examples of the different ways you can configure headings, including creating side headings, see "Heading Examples" on the next page.

Note: If you want to adjust the space between a floating paragraph and the text that flows next to it, you can modify the margins on the paragraph (using the Indentation section on the Paragraph tab).

Note: For additional details on the rules for floating objects, see <http://www.w3c.org>.

Note: You can also position objects, such as images and text boxes, as well as auto-numbers. See "Positioning Text Boxes" on page 533 and "Auto-Numbers" on page 117.

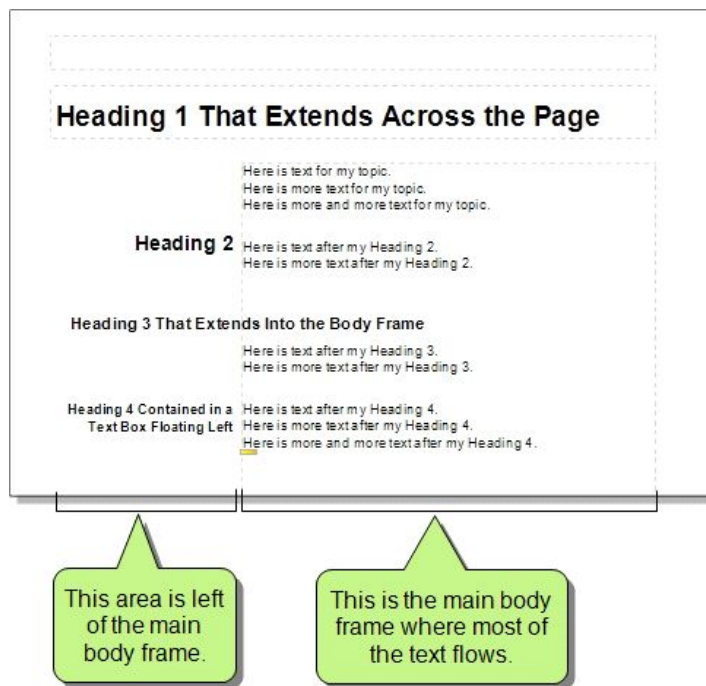
Heading Examples

When you are creating headings in print-based output, you have a lot of options as to how you can configure them. You can simply use the <h1> through <h6> style tags provided in Flare, and you can modify the style settings to meet your needs.

Some of the advanced features available that you might use when configuring headings for print-based output include:

- Dual body frames in a page layout (one for major headings and the other for the main topic content)
- Positioning headings
- Text boxes

Following is a topic shown in Print Layout mode with multiple headings. Each heading was configured differently to affect how it is displayed on the page. The Heading 2, 3, and 4 examples were created in part by using styles. The Heading 2 example involved the positioning of a paragraph, and the Heading 4 example involved the positioning of a text box.



Heading 1 Example

The Heading 1 example was created by adding two body frames to a page layout. For more information about using page layouts, see the online Help.



The first body frame was added to the top of the page layout and is high enough only to fit the first heading in the topic. It extends across the entire page.

The second body frame is much taller, but is not as wide. It was designed to hold the main content of the chapter, with space to the left that can hold subheadings, text boxes, notes, tips, images and so on.

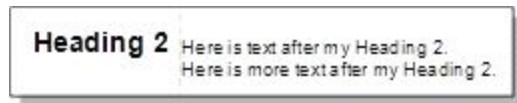
You might consider using this type of configuration if you know for certain that the content to be displayed in the first body frame is a major heading that will always display at the top of a page, rather than somewhere in the middle of it. For example, you might create a page layout with a "First" page type that is designed to hold the beginning of each chapter in your output. By having a dual frame configuration (such as the one described) on the initial page only, you can be assured that the first body frame is used only by the heading that begins that chapter.

On the other hand, if you want to have headings that stretch across multiple areas of a page in random locations, you probably do not want to use this method, but rather the method described for the Heading 3 example.

For detailed steps on creating the heading configuration in this example, see the online Help.



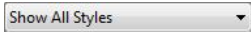

Heading 2 Example



The Heading 2 Example was created by simply positioning the `<h2>` style tag so that it appears to the left of the body frame. We also adjusted the indentation to the right of that tag, as well as the space above it. Finally, we created a new class of the `<p>` tag and adjusted the space above it. We used this style class for the first paragraph following our `<h2>` text. For paragraphs after that, we just used the parent `<p>` tag.



One benefit of this method is that it is relatively simple. However, it is best when used with headings that are not very long. If you have headings that need to wrap to a second line, you should probably use a text box, which is what we used for the Heading 4 example.

How did we create the Heading 2 effect in this example?

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
4. In the grid, select the style for the heading (in our example, it is **h2**).
5. In the local toolbar, click .
6. In the Properties dialog, select the **Paragraph** tab.
7. In the **Indentation** section, set the **Right** field to **12 px**.
8. In the **Spacing** section, set the **Before** field to **22 px**.
9. Select the **Position** tab.
10. In the **Float** field, select **Left of Frame**.
11. In the **Vertical Alignment** field, select **Text Bottom**.
12. Click **OK**.
13. In the Stylesheet Editor, select **p** in the grid.

14. In the local toolbar, click .
15. Give the new class a name. We typed `FirstPara` in our example.
16. Click **OK**.
17. With the new style class selected, click .
18. In the Properties dialog, select the **Paragraph** tab.
19. In the **Spacing** section, set the **Before** field to **30 px**.
20. Select **File>Save** or press **CTRL+S**.
21. Open a topic and type the text for the heading, as well as the paragraph(s) following it.
22. Make sure the Text Format toolbar is open. If it is not, select **View>Toolbars>Text Format**.
23. Click on the text to be used for the heading.
24. In the Text Format toolbar, click in the **Styles** drop-down field and select the style for the heading (in our example, it is **h2**).
25. Click on the first paragraph following that heading.
26. In the Text Format toolbar, click in the **Styles** drop-down field and select your new paragraph style class (e.g., `p.FirstPara`).
27. Select **File>Save** or press **CTRL+S**.



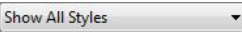

Heading 3 Example

The Heading 3 Example was created by simply specifying a negative left indentation setting for the <h3> tag.



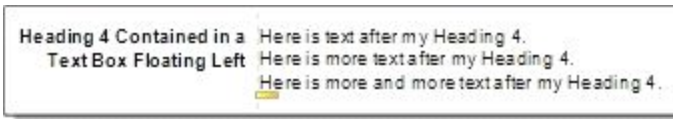
This method is extremely easy. Plus, it allows you to stretch headings across multiple areas of a page in random locations.

How did we create the Heading 3 effect in this example?

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
4. In the grid, select the style for the heading (in our example, it is **h3**).
5. In the local toolbar, click .
6. In the Properties dialog, select the **Paragraph** tab.
7. In the **Indentation** section, set the **Left** field to a negative number. In our example, we set it to **-200 pixels**.
8. Click **OK**.
9. Open a topic and type the text for the heading.
10. Make sure the Text Format toolbar is open. If it is not, select **View>Toolbars>Text Format**.
11. Click on the text to be used for the heading.
12. In the Text Format toolbar, click in the **Styles** drop-down field and select the style for the heading (in our example, it is **h3**).
13. Select **File>Save** or press **CTRL+S**.



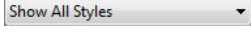
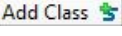

Heading 4 Example



The Heading 4 Example was configured by creating a style class of the `<div>` tag and using it when inserting a text box. The style class for the text box specifies that it should be floated to the left of the body frame, have text that is aligned right, and have 30 pixels of space above it. In addition, we created a new class of the `<p>` tag and adjusted the space above it. We used this style class for the first paragraph following our `<h4>` text. For paragraphs after that, we just used the parent `<p>` tag.



This method takes a bit more time, but it very useful if you want the entire heading to be displayed to the left of the frame, with text wrapping around to additional lines when necessary. Meanwhile, the text after that heading flows to the right inside the body frame.

How did we create the Heading 4 effect in this example?

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
4. In the grid, select **div**.
5. In the local toolbar, click .
6. Give the new class a name. We typed `h4TextBox` in our example.
7. Click **OK**.
8. With the new style class selected, click .
9. In the Properties dialog, select the **Paragraph** tab.
10. In the **Alignment** section, select **Right**.
11. In the **Indentation** section, set the **Right** field to **12 px**. (You may need to first click the down arrow in the upper-right corner and select **Length**.)

12. In the **Spacing** section, set the **Before** field to **30 px**. (You may need to first click the down arrow in the upper-right corner and select **Length**.)
13. Select the **Position** tab.
14. In the **Float** field, select **Left of Frame**.
15. In the **Vertical Alignment** field, select **Text Bottom**.
16. Click **OK**.
17. In the Stylesheet Editor grid, select **p**.
18. In the local toolbar, click .
19. Give the new class a name. We typed `FirstPara` in our example.
20. Click **OK**.
21. With the new style class selected, click .
22. In the Properties dialog, select the **Paragraph** tab.
23. In the **Spacing** section, set the **Before** field to **30 px**.
24. Select **File>Save** or press **CTRL+S**.
25. Open a topic and click at the location where you want to add the heading.

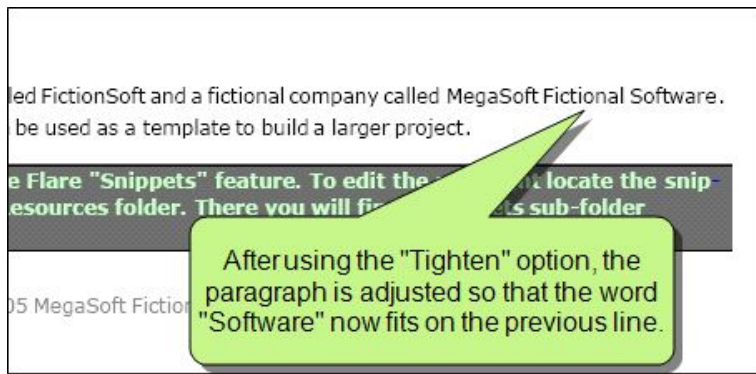
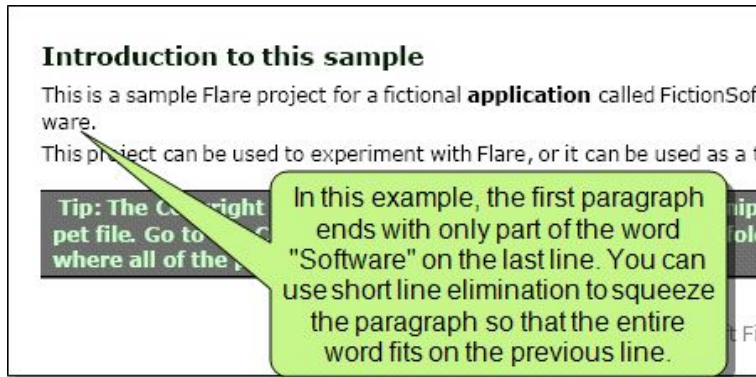
Note: It is often easiest if you already have some text after the location where you are inserting the text box. Therefore, type some text that you want to appear after the heading (i.e., the first paragraph or two after the heading).

26. Select **Insert>Text Box**.
27. In the dialog, select the div class (e.g., `div.h4TextBox`).
28. Click **OK**.
29. Unless you also added a background or border to the text box, the text box is invisible at first (since it does not contain any text). Click at the beginning of the first paragraph following the text box and press the left arrow on your keyboard a couple of times until you see the cursor to the left of the body frame. This means that the cursor is now inside the text box.
30. Inside the text box, type the text for the heading.
31. Make sure the Home ribbon or Text Format toolbar is open.
32. Click on the text to be used for the heading.

33. In the Home ribbon or Text Format toolbar, click in the **Styles** drop-down field and select the style for the heading (in our example, it is **h4**).
34. Click on the first paragraph following the heading in the text box.
35. In the Home ribbon or Text Format toolbar, click in the **Styles** drop-down field and select your new paragraph style class (e.g., p.FirstPara).
36. Select **File>Save** or press **CTRL+S**.

Setting Short Line Elimination

You can use this feature to automatically adjust word spacing if the last line of a paragraph is only a certain number of characters long. Therefore, the spacing may be widened to make the last line longer, or the spacing may be narrowed to bring the words in the last line up to the previous line.







How to set short line elimination using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Short Line** tab.
- f. Use the tab to specify the short line settings.

It is a good idea to experiment with the various settings until you achieve the "last line" behavior that suits you best.


- **Enable Short Line Elimination** Select whether to enable short line elimination, as well as how it will work.
 - **Never** Lines will not be adjusted.
 - **Tighten** Flare will try to decrease the kerning (i.e., the white space will become more narrow).
 - **Tighten, Loosen** Flare will first try to decrease the kerning (i.e., the white space will become more narrow) to the maximum setting. Then it will try to increase the kerning (i.e., the white space will become wider).
 - **Loosen, Tighten** Flare will first try to increase the kerning (i.e., the white space will become wider) to the maximum setting. Then it will try to decrease the kerning (i.e., the white space will become more narrow).
 - **Loosen** Flare will try to increase the kerning (i.e., white space becomes wider).
- **Length of short line** Specify the length at which a line is considered "short," and therefore the short line settings come into play. If you do not select a length, a line is considered short if it has 10 or fewer characters. You can specify one of the following settings.

- **Hyphenated last word** If the last word in the paragraph is hyphenated, Flare will run short line elimination. To use this option, click the down arrow in the upper-right corner and select **Hyphenated Last Word**.
 - **Length** You can choose a specific length for a line to be considered short. To use this option, click the down arrow in the upper-right corner and select **Length**. Then enter a number in the lower-left field. Finally, click the down arrow in the lower-right corner and select a unit of measurement (UOM).
 - **Length of long line** Specify the length at which a line is considered "long enough." For example, let's say you have specified 8 characters as the length of a short line, and you have specified 15 characters as the length of a long line. In that case, Flare will not allow the final line in a paragraph to have only 8 characters, and when you type content so that the text wraps around to a new line, the paragraph is automatically adjusted so that the new line always starts at a minimum of 15 characters. To use this option, click the down arrow in the upper-right corner and select **Number**. Then enter the number of characters in the field.
 - **Step Kerning By** Specify the number of pixels of kerning should be used incrementally on the entire paragraph until the desired effect is achieved. For example, if you enter .5, the kerning will occur in increments of .5 pixels. To use this option, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field.
 - **Maximum to Tighten** Specify the maximum number of pixels to tighten during short line elimination. To use this option, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field.
 - **Maximum to Loosen** Specify the maximum number of pixels to loosen during short line elimination. To use this option, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you

can select a class that you may have created for that tag (e.g., p.Tip, p.Note).

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.

- e. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Click in the value column on the right side of the appropriate property to specify the short line settings.

It is a good idea to experiment with the various settings until you achieve the "last line" behavior that suits you best. The short line elimination properties that you might want to set are as follows.

- **mc-short-line** Specify the length at which a line is considered "short," and therefore the short line settings come into play. If you do not select a length, a line is considered short if it has 10 or fewer characters. You can specify one of the following settings.
 - **hyphenated-last-word** If the last word in the paragraph is hyphenated, Flare will run short line elimination. To use this option, click the down arrow in the upper-right corner of the popup and select **hyphenated-last-word**.
 - **Inherit** Uses the same setting as the parent tag.
 - **Length** You can choose a specific length for a line to be considered short. To use this option, click the down arrow in the upper-right corner of the popup and select **Length**. Then enter a number in the lower-left field. Finally, click the down arrow in the lower-right corner and select a unit of measurement (UOM).
- **mc-short-line-loosen-end-length** Specify the length (number of characters) at which a line is considered "long enough." For example, let's say you have specified 8 characters as the length of a short line (mc-short-line), and you have specified 15 characters as the length of a long line (in this field). In that case, Flare will not allow the final line in a paragraph to have only 8 characters, and when you type content so that the text wraps around to a new line, the paragraph is automatically adjusted so that the new line always starts at a minimum of 15 characters.
- **mc-short-line-loosen-maximum** Specify the maximum number of pixels to loosen during short line elimination.
- **mc-short-line-method** Select whether to enable short line elimination, as well as how it will work.

- **inherit** Uses the short-line setting of the parent tag.
- **loosen** Flare will try to increase the kerning (i.e., white space becomes wider).
- **loosen-tighten** Flare will first try to increase the kerning (i.e., the white space will become wider) to the maximum setting. Then it will try to decrease the kerning (i.e., the white space will become more narrow).
- **never** Lines will not be adjusted.
- **tighten** Flare will try to decrease the kerning (i.e., the white space will become more narrow).
- **tighten-loosen** Flare will first try to decrease the kerning (i.e., the white space will become more narrow) to the maximum setting. Then it will try to increase the kerning (i.e., the white space will become wider).
- **mc-short-line-step** Specify the number of pixels of kerning should be used incrementally on the entire paragraph until the desired effect is achieved. For example, if you enter .5, the kerning will occur in increments of .5 pixels.
- **mc-short-line-tighten-maximum** Specify the maximum number of pixels to tighten during short line elimination.

3. Select **File>Save** or press **CTRL+S**.

Note: In order to see the results of this feature in the XML Editor, you must be using Print Layout mode, as opposed to Web Layout mode. For more information about layout modes, see the online Help.

Setting Line Spacing

You can specify the amount of spacing between lines in a paragraph.

In this example, the line spacing is using the default setting.

One evening a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Suddenly a knocking was heard at the city gate, and the old king went to open it.

It was a princess standing out there in front of the gate. But, good gracious! what a sight the rain and the wind had made her look. The water ran down from her hair and clothes; it ran down into the toes of her shoes and out again at the heels. And yet she said that she was a real princess.

In this example, the line spacing has been adjusted to .25 inch. Notice that the gap between each line is greater.

One evening a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Suddenly a knocking was heard at the city gate, and the old king went to open it.





It was a princess standing out there in front of the gate. But, good gracious! what a sight the rain and the wind had made her look. The water ran down from her hair and clothes; it ran down into the toes of her shoes and out again at the heels. And yet she said that she was a real princess.

How to set line spacing using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



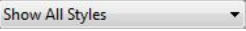
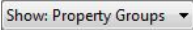

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. In the **Line height** section, click the down arrow in the upper-right corner and select **Length**.
- g. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

This is the amount of space that will be added between lines in the paragraph.
- h. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
 - c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **line-height**, click the down arrow and set the amount of space between lines. When you are finished, click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Setting Paragraph Spacing Above And Below

You can set the amount of spacing above and below paragraphs.

In this example, there are two paragraphs, but it is hard to distinguish them, because there is no extra space above or below either of them.



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something about them that was not as it should be. So he came home again and was sad, for he would have liked very much to have a real princess. One evening a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Suddenly a knocking was heard at the city gate, and the old king went to open it.

In this example, the space above and below has been set to 9 points. Now it is easier to see the two paragraphs.







Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something about them that was not as it should be. So he came home again and was sad, for he would have liked very much to have a real princess. One evening a terrible storm came on; there was thunder and lightning, and the rain poured down in torrents. Suddenly a knocking was heard at the city gate, and the old king went to open it.

How to set paragraph spacing above and below using a style




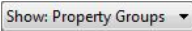

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. In the **Before** field, click in the upper-right corner and select **Length**.
- g. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement. This is the amount of space that will be added above the paragraph.
- h. In the **After** field, click in the upper-right corner and select **Length**.
- i. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement. This is the amount of space that will be added below the paragraph.
- j. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
 - c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **margin-bottom**, click the down arrow and set the amount of space below the paragraph. When you are finished, click **OK**.
 - g. To the right of **margin-top**, click the down arrow and set the amount of space above the paragraph. When you are finished, click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Setting Widow And Orphan Control





You can use widow and orphan control to avoid instances where "leftover" lines from a paragraph are shown at the top or bottom of a page or column. For more about widows and orphans, see the online Help.

How to set widow and orphan control using a style




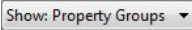

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Breaks** tab.
- f. In the **Widows** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the minimum number of leftover lines from a paragraph allowed at the top of a page or column.
- g. In the **Orphans** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the minimum number of leftover lines from a paragraph allowed at the bottom of a page or column.
- h. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
 - c. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **PrintSupport** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click to the right of **orphans**, and enter the number of leftover lines that you want to allow at the bottom a page or column.
 - g. Click to the right of **widows**, and enter the number of leftover lines that you want to allow at the top of a page or column.
3. Select **File>Save** or press **CTRL+S**.



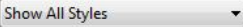
Note: In order to see the results of this feature in the XML Editor, you must be using Print Layout mode, as opposed to Web Layout mode. For more information about layout modes, see the online Help.

Proxies


For some proxies, you can specify which output types should support them. If an output type supports a particular proxy, the generated content is displayed in the output where the proxy was inserted. If an output type does not support a particular proxy, it is simply ignored when the output is generated. You can use a style to change which output types support a proxy. Following are the different proxies involved and the default setting for each.

- Concepts proxy (all)
- Endnotes proxy (all)
- Glossary proxy (all)
- Index proxy (all-print)
- List of proxy (all)
- Mini-TOC proxy (all)
- Relationships proxy (all)
- TOC proxy (all)

How to use styles to determine output support for proxies

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section on the left side of the editor, find and select one of the following styles, depending on the type of proxy you want to affect.
 - **MadCap|conceptsProxy**
 - **MadCap|endnotesProxy**
 - **MadCap|glossaryProxy**
 - **MadCap|indexProxy**
 - **MadCap|listOfProxy**

- **MadCap|miniTocProxy**
- **MadCap|relationshipsProxy**
- **MadCap|tocproxy**

5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. From the **Properties** section, expand the **Unclassified** property group.
7. Click in the cell to the right of **mc-output-support** and select any of the following.
 - **all** The proxy will be supported in all output types, both online and print-based.
 - **all-online** The proxy will be supported in all online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus).
 - **all-print** The proxy will be supported in all print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).
 - **all-webhelp** The proxy will be supported in all of the WebHelp output types (WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus).
 - **dotnethelp** The proxy will be supported in DotNet Help.
 - **epub** The proxy will be supported in EPUB.
 - **framemaker** The proxy will be supported in Adobe FrameMaker.
 - **html5** The proxy will be supported in HTML5.
 - **htmlhelp** The proxy will be supported in Microsoft HTML Help.
 - **pdf** The proxy will be supported in Adobe PDF.
 - **webhelp** The proxy will be supported in WebHelp.
 - **webhelpair** The proxy will be supported in WebHelp AIR.
 - **webhelpmobile** The proxy will be supported in WebHelp Mobile.
 - **webhelpplus** The proxy will be supported in WebHelp Plus.
 - **word** The proxy will be supported in Microsoft Word.
 - **xhtmlbook** The proxy will be supported in XHTML.
 - **xps** The proxy will be supported in Microsoft XPS.
8. Select **File>Save** or press **CTRL+S**.

QR Codes

This feature is supported in all outputs.

You can use styles to affect QR codes in several ways.



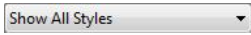


- **Adding backgrounds to QR codes** See "Adding Backgrounds to QR Codes" on the next page.
- **Adding borders to QR codes** See "Adding Borders to QR Codes" on page 398.
- **Adding margins to QR codes** See "Adding Margins to QR Codes" on page 400.
- **Adding padding to QR codes** See "Adding Padding to QR Codes" on page 402.
- **Resizing QR codes** See "Resizing QR Codes" on page 404.

Adding Backgrounds To QR Codes

You can add background settings to a QR code. This includes the ability to specify a color, image, and a repeating pattern for the background image. Normally you would not see a QR code's background, but if you give the QR code a certain amount of padding, you would see the background around the edges of it.

This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

How to add a background to QR codes using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select the **MadCap|qrCode** style.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Background** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the background property that you want to change, depending on what you are trying to accomplish.

Set a color for the background:

- To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Add an image to the background:

- i. To the right of **background-image**, click and select an image already contained in your project.

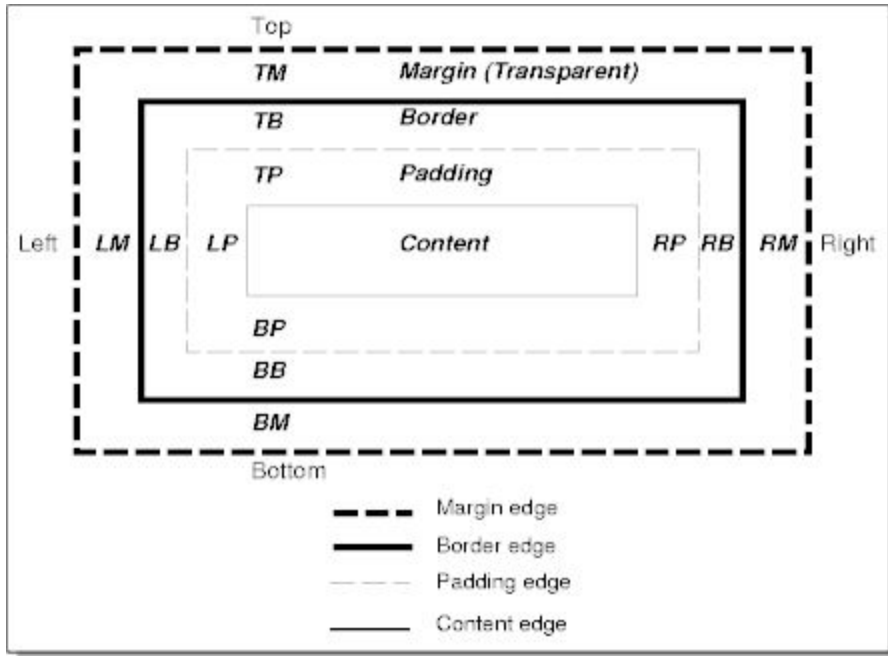
- ii. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).

- **no-repeat** The image is not repeated: only one copy of the image is drawn.
- **repeat** The image is repeated both horizontally and vertically.
- **repeat-x** The image is repeated horizontally only.
- **repeat-y** The image is repeated vertically only.

8. Select **File>Save** or press **CTRL+S**.



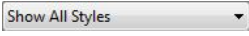
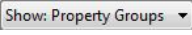

Adding Borders To QR Codes

You can add borders around a QR code, specifying the border size, color, and type.



This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

How to add a border to QR codes using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select the **MadCap|qrCode** style.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Border** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

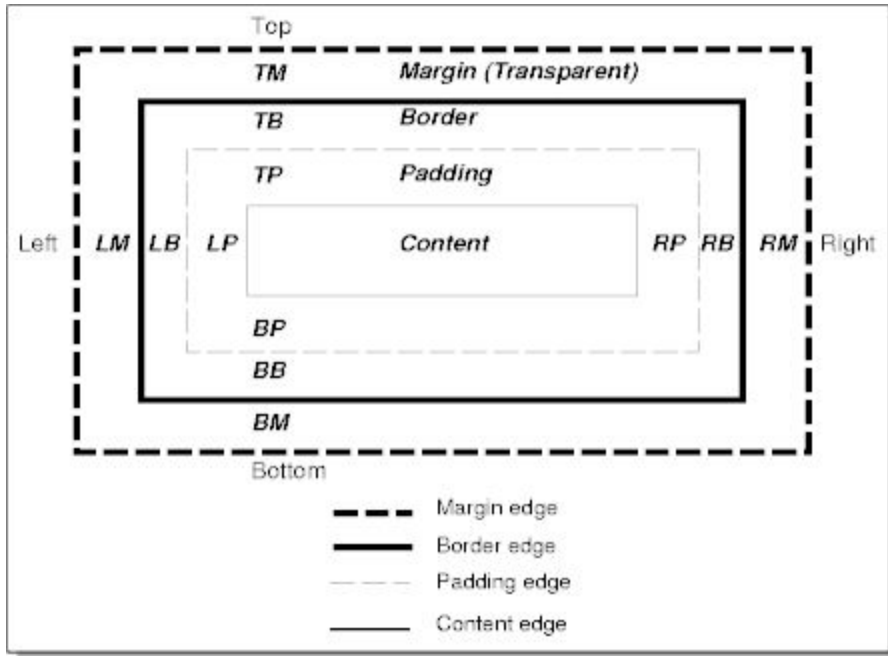
7. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around.

When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

- i. Use the lower-left area of the popup to enter a number for the border thickness.
 - ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iii. Use the upper-right area to select a color for the border.
 - iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - v. Click **OK**.
8. Select **File>Save** or press **CTRL+S**.



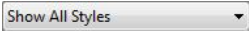
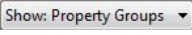

Adding Margins To QR Codes

You can adjust the margins around a QR code so that there is extra space above, below, to the right, or to the left of it.



This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

How to add margins to QR codes using a style

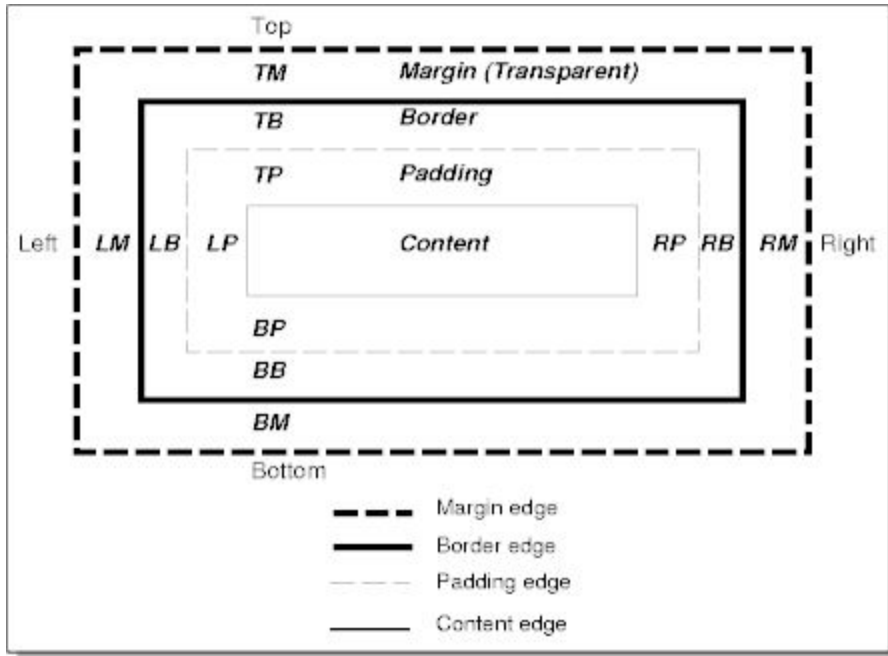
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select the **MadCap|qrCode** style.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-top). If you plan to have the same settings for all four sides, you can simply use the **margin** property.
8. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.



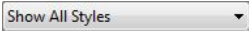
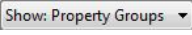

Adding Padding To QR Codes

You can add padding (i.e., extra space) between a QR code's border and the QR code itself.



This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.

How to add padding to QR codes using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
4. Select the **MadCap|qrCode** style.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section, click the plus button  next to **Box** to expand the group.


The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.
8. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Resizing QR Codes

You can resize QR codes with various methods. This can be done through styles or by using local formatting.



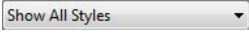

Following are the tasks you can perform.

- **Resize with styles** You can resize many QR codes at once by using the `<MadCap|qrCode>` style tag in the Stylesheet Editor. Not only can you select a specific size, but you can also set a maximum or minimum height or width. You can set either the width or height on the QR code tag and let Flare set the other property automatically, maintaining the aspect ratio (i.e., size proportion of the QR code). See "How to resize QR codes by using styles" on the next page.
- **Resize locally using properties** You can resize a QR code locally by choosing one of a few standard sizes. See the online Help.
- **Resize locally dragging the icon** You can resize a QR code locally by clicking and dragging the icon  in the lower-right corner of the QR code. When you use this feature, Flare automatically sets the new height and width on the QR code tag. See the online Help.
- **Reset size** If you resize a QR code and then decide you want it to be its original size (even after you save your work), you can easily reset it. See the online Help.


How to resize QR codes by using styles

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
5. Select the **MadCap|qrCode** style.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. You can use the following steps to specify a precise width or height for the style. You can also specify a maximum or minimum width or height.

To set a precise width and/or height:

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **height** and/or **width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that each is exactly 3 inches high, you can make sure that the width of each object is adjusted accordingly so that it stays in proportion. To do this, you would first set the height at 3 inches. Then for the width property, you would select **Automatic** (instead of "Length") from the top drop-down list. In the same way, if you were to specify an exact width, you could maintain the aspect ratio by setting the height to "Automatic."

To set the maximum width and/or height:

If the original QR code is larger than the maximum width or height that is set, it will be reduced in size so that it is no greater than the maximum value. If the original QR code is smaller than the maximum width or height, it will not be resized.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.


- b. To the right of **max-height** and/or **max-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when you are finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that they are no more than 5 inches wide, you can make sure that the height of each object is adjusted accordingly

so that it stays in proportion. To do this, you would set the maximum width of the style at 5 inches. You would then leave the maximum height property unspecified. In the same way, if you were to specify a maximum height, you could maintain the aspect ratio by not setting the maximum width property.

To set the minimum width and/or height:

If the original QR code is smaller than the minimum width or height that is set, it will be enlarged so that it reaches the minimum value. If the original QR code is larger than the minimum width or height, it will not be resized.

- a. In the **Properties** section, click the plus button  next to **Unclassified** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. To the right of **min-height** and/or **min-width**, click the down arrow and complete the fields in the popup. First you need to select **Length** in the top drop-down list. You can then enter a value in the lower-left area and choose from several different units of measurement (points, pixels, centimeters, etc.) in the lower-right area. Click **OK** when finished.

Note: When resizing objects, you can ensure that the aspect ratio is maintained. For example, if you want certain objects to be resized so that they are at least 2 inches wide, you can make sure that the height of each object is adjusted accordingly so that it stays in proportion. To do this, you would set the minimum width at 2 inches. You would then leave the minimum height property unspecified. In the same way, if you were to specify a minimum height, you could maintain the aspect ratio by not setting the minimum width property.

8. Select **File>Save** or press **CTRL+S**.

To apply a particular style class to a QR code (after you create it in the Stylesheet Editor), simply right-click the QR code where it is inserted. Then from the menu, select **Style Class** and choose the appropriate style.

Note: Please be aware that if you are using percentage for the size of an object, the percentage refers to the block containing that object, not to the object itself. For example, if you have an object in a topic and set the width to 60%, this does not mean that the object will be reduced to 60% of its size. Instead, it means that the object will be resized so that its width is 60% of the "container" where it is inserted.

Note: When resizing a QR code, it is important that the width matches the height exactly. Otherwise, the QR code will not work. That is why it's useful to use the max-width or max-height properties, since they allow you to maintain the aspect ratio.

Note: Use caution when resizing QR codes. If a code is too small, some QR code readers may have a difficult time reading it.

Relationship Links

This feature is supported in all outputs.

You can edit the look of relationship links by adjusting the appropriate styles in your stylesheet. This might involve changing the look of any of the following: the container holding the links, the heading(s) above the links, the link items themselves. The Simplified view of the Stylesheet Editor lets you edit only some of the necessary styles; for the rest of the styles, you need to use the Advanced view.

The diagram illustrates a web page layout with several sections and callouts explaining styling options:

- You are here: Dogs > About Dogs** (Breadcrumb)
- About Dogs** (Section Header)
 - According to Webster's, a dog is bred in a great many varieties.
 - Dogs are very popular as family things with dogs.
- Related Tasks** (Section Header)
 - [Choosing a Dog](#)
 - [Feeding a Dog](#)
 - [Grooming a Dog](#)
- Reference Materials** (Section Header)
 - [List of Dog Breeds](#)



Callouts explaining styling options:

- By editing the style container, you can modify the border on top of the links or perhaps change the margin.** (Points to the 'About Dogs' section)
- This is a link heading that you can change.** (Points to the 'Related Tasks' section)
- You can also change the look of the link items (e.g., choose another color, reduce the font size).** (Points to the link items under 'Related Tasks')

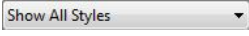
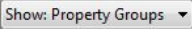
About Dogs	
About Dogs	
According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."	
Dogs are very popular as family pets. You	
Related Tasks	
Choosing a Dog.....	4
Feeding a Dog.....	5
Grooming a Dog.....	6
Reference Materials	
List of Dog Breeds.....	9

For print-based output, you can make different kinds of modifications to the link items (e.g., change the leader from dots to dashes).


How to edit the container

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.


3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section of the editor, select the **MadCap|relationshipsProxy** style.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. Following are some of the more common tasks that you may want to perform.

Border: By default, a 1-pixel black border is already set, which separates the relationship links from the topic content above.

- a. In the **Properties** section, click the plus button  next to **Border** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- b. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around. When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

- i. Use the lower-left area of the popup to enter a number for the border thickness.
- ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
- iii. Use the upper-right area to select a color for the border.
- iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
- v. Click **OK**.


Margin: By default, a 10-pixel top margin is already set. The margin is the space around the outside of the container.

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.
 - i. Use the lower-left area of the popup to enter a number for the amount of margin.
 - ii. Use the lower-right area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iii. Click **OK**.

Padding: By default, 20 pixels of padding are set on the left side of the container, and 10 pixels of padding are set on the top side. The padding is the space between the content inside the container and its outer edges.

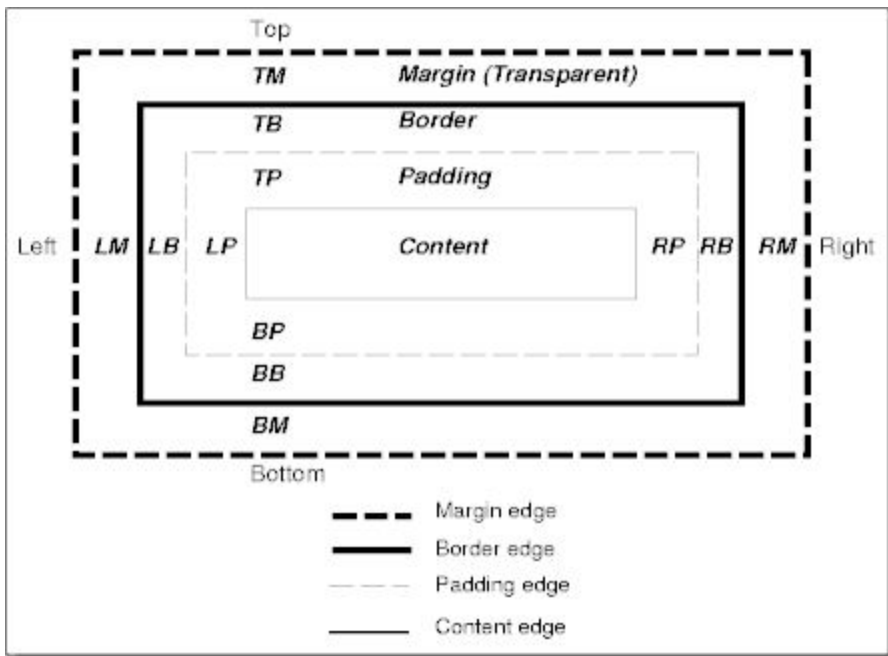
- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.
- c. Locate the padding property that you want to change. Each side (bottom, left, right, top) has

separate properties that you can set (e.g., padding-top, padding-left). However, if you plan to have the same settings for all four sides, you can simply use the main **padding** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., padding, padding-bottom), a small popup displays.

- i. Use the lower-left area of the popup to enter a number for the amount of padding.
- ii. Use the lower-right area to select a unit of measurement.
- iii. Click **OK**.






7. Select **File>Save** or press **CTRL+S**.

How to edit a heading

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. In the **Styles** section of the editor, find the **MadCap|relationshipsHeading** style and select the appropriate style class after it:

- **MadCap|relationshipsHeading.concept** This class lets you change the look of the heading that is displayed above any concept links (i.e., any topics found in the "concept" column of the relationships table).
- **MadCap|relationshipsHeading.reference** This class lets you change the look of the heading that is displayed above any reference links (i.e., any topics found in the "reference" column of the relationships table).
- **MadCap|relationshipsHeading.task** This class lets you change the look of the heading that is displayed above task links (i.e., topics found in the "task" column of the relationships table).

Note: If you want to apply a setting that is used for all three of the classes, you can select the parent **MadCap|relationshipsHeading** style. Whatever you set for that style will trickle down to the three classes, unless a different value is already specified on that class.

- d. Following are some of the more common tasks that you may want to perform.

Font color: The default color is black.

- In the local toolbar of the Stylesheet Editor, click  and select a color.

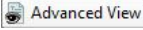

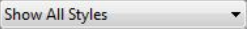

Font size: The default size is 14 points.

- In the local toolbar of the Stylesheet Editor, click the down arrow in the **Font Size**  field and select a size measured in points.


Note: If you want to change the actual text for each heading (the label), you need to use the Advanced view.

Note: You can also specify other style settings that can normally be done for fonts or paragraphs.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. In the **Styles** section of the editor, find the **MadCap|relationshipsHeading** style and click the plus button  next to it. Then select the appropriate style class under it:
 - **concept** This class lets you change the look of the heading that is displayed above any concept links (i.e., any topics found in the "concept" column of the relationships table).
 - **reference** This class lets you change the look of the heading that is displayed above any reference links (i.e., any topics found in the "reference" column of the relationships table).
 - **task** This class lets you change the look of the heading that is displayed above any task links (i.e., any topics found in the "task" column of the relationships table).


Note: If you want to apply a setting that is used for all three of the classes, you can select the parent **MadCap|relationshipsHeading** style. Whatever you set for that style will trickle down to the three classes, unless a different value is already specified on that class.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
- e. Following are some of the more common tasks that you may want to perform.

Heading text (label): For the "concept" links, the default text is "Related Information." For the "reference" links, the default text is "Reference Materials." For the "task" links, the default text is "Related Tasks."

- Click in the cell to the right of **mc-label** and replace the default text.


Font color: The default color is black.

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Font size: The default size is 14 points.

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **font-size**, click the down arrow and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.
- c. Click **OK**.

Note: You can also specify other style settings that can normally be done for fonts or paragraphs.

3. Select **File>Save** or press **CTRL+S**.

How to edit link items




1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.

- **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.

- **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
- In the **Styles** section of the editor, select the **MadCap|relationshipsItem** style.
- Following are some of the more common tasks that you may want to perform.

Font color: The default color is black. The following instructions show you how to change the font color for print-based output. For online output, the color is based on the settings on the <a> tag, which controls the look of all text hyperlinks in your output. To change this, see "Text Hyperlinks" on page 538.

- In the local toolbar of the Stylesheet Editor, click  and select a color.



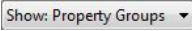
Font size: The default size is 14 points.

- In the local toolbar of the Stylesheet Editor, click the down arrow in the **Font Size**  field and select a size measured in points.

Note: If you want to change the leader settings (e.g., dots between topic names and page numbers) for print-based output, you need to use the Advanced view.

Note: You can also specify other style settings that can normally be done for fonts.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
- c. In the **Styles** section of the editor, select the **MadCap|relationshipsItem** style.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
- e. Following are some of the more common tasks that you may want to perform.

Leader alignment (for print-based output): This determines how the page numbers are aligned at the end of the leader. The default setting is right alignment.

- Click in the cell to the right of **mc-leader-align** and select an alignment setting (**center, left, right**).

Leader format (for print-based output): This is the material that is shown between a topic name and the page number where it can be found. The default setting is a series of dots.

- Click in the cell to the right of **mc-leader-format** and type whatever you want to be shown as the leader (e.g., dash, underline). Whatever you type will be repeated until the end of the leader.

Leader indent (for print-based output): This is the amount of space from the end of the list entry to the start of the leader.


- i. Click in the cell to the right of **mc-leader-indent**. A small popup displays.
- ii. Use the lower-left area of the popup to enter a number.
- iii. Use the lower-right area to select a unit of measurement.
- iv. Click **OK**.

Leader offset (for print-based output): This is the amount of space from the end of the leader to the page number following it.

- i. Click in the cell to the right of **mc-leader-offset**. A small popup displays.
- ii. Use the lower-left area of the popup to enter a number.

- iii. Use the lower-right area to select a unit of measurement.
- iv. Click **OK**.


Margin: This is the amount of space around each item. The default setting is a left margin of 24 points.

- a. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-bottom, margin-left). However, if you plan to have the same settings for all four sides, you can simply use the main **margin** property to set the values all the way around. When you click in the cell to the right of one of the properties (e.g., margin, margin-bottom), a small popup displays.
 - i. Use the lower-left area of the popup to enter a number for the amount of margin.
 - ii. Use the lower-right area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iii. Click **OK**.


Font color: The default color is black. The following instructions show you how to change the font color for print-based output. For online output, the color is based on the settings on the `<a>` tag, which controls the look of all text hyperlinks in your output. To change this, see "Text Hyperlinks" on page 538.

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Font size: The default size is 14 points.

- a. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- b. To the right of **font-size**, click the down arrow and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.
- c. Click **OK**.

Note: You can also specify other style settings that can normally be done for fonts or paragraphs.

3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Search



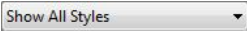
This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

When users perform searches in your online output, the keywords that are found are highlighted in the topics. The background for each term found in a topic is highlighted in a different color. In Flare you can create styles for this purpose and change not only the color background, but other settings as well (e.g., font style, text decoration).

How to change the style of highlighted search terms

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.

- c. Create new classes to hold the style information for the search terms found in a topic. You can do this for the first 10 terms that users enter in the search field, naming each class "span.SearchHighlight1," "span.SearchHighlight2," and so on until you create "span.SearchHighlight10." The easiest way to create these classes is to import them from a Flare factory stylesheet, but you can also create them manually.

EXAMPLE

Let's say that you create the following three classes: span.SearchHighlight1, span.SearchHighlight2, and span.SearchHighlight3. For span.SearchHighlight1, you change the background color to blue. For span.SearchHighlight2, you change the background color to orange. And for span.SearchHighlight3, you change the background color to yellow.

If a user enters "topic information help find" in the search field, the term "topic" will be displayed with a blue background everywhere it occurs in a topic. The term "information" will be displayed with an orange background, and the term "help" will be displayed with a yellow background. The term "find" will be displayed with the default background color specified by Flare (since you did not change it).

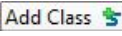

If another user enters "help find topic information" in the search field, the term "help" will be displayed with a blue background. The term "find" will be displayed with an orange background, and the term "topic" will be displayed with a yellow background. The term "information" will be displayed with the default background color specified by Flare (since you did not change it).

Use the following steps to import these classes from a Flare factory stylesheet:

- i. In the local toolbar, click the **Options** button and select **Import Styles**. The Import Styles dialog opens.
- ii. In the **Library Folders** section, make sure **Factory Stylesheets** is selected.
- iii. In the **Stylesheets** section, select **SearchHighlight**.
- iv. (Optional) In the **[Medium]** drop-down list, you can select a specific medium. This determines the medium to which the styles are imported in your current stylesheet. If you select "default," the imported style properties will be applied to all of the mediums in the other stylesheet. If you select a custom medium, the imported style properties will be imported to that medium in the other stylesheet. For more information see "Stylesheet Mediums" on page 576.

- v. In the section below, click the **Import** check box next to each style class named **span.SearchHighlight** followed by a number. There are 10 of these style classes.
- vi. Click **OK**. The style classes are added to the current stylesheet.

Use the following steps to create these classes manually:



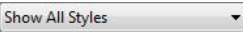
- i. From the grid in the bottom portion of the Stylesheet Editor, select the **span** tag.
- ii. In the local toolbar, click . The New Style dialog opens.
- iii. Enter `SearchHighlight1` (or replace 1 with another number at the end, up to 10).
- iv. Click **OK**.
- d. Select the new style class that you want to modify.
- e. In the local toolbar of the editor, click . The Properties dialog opens.
- f. Use the Properties dialog to change values for the style's properties.

EXAMPLE

Let's say that you want to change the background color for the class `span.SearchHighlight1`. After you select that class on the left you can select the **Font** tab in the Properties dialog. Then click the down arrow in the **Background** field and choose the color you want.

- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Character Styles**.
- c. Create new classes to hold the style information for the search terms found in a topic. You can do this for the first 10 terms that users enter in the search field, naming each class "span.SearchHighlight1," "span.SearchHighlight2," and so on until you create "span.SearchHighlight10." The easiest way to create these classes is to import them from a Flare factory stylesheet, but you can also create them manually.

EXAMPLE

Let's say that you create the following three classes: `span.SearchHighlight1`, `span.SearchHighlight2`, and `span.SearchHighlight3`. For `span.SearchHighlight1`, you change the background color to blue. For `span.SearchHighlight2`, you change the background color to orange. And for `span.SearchHighlight3`, you change the background color to yellow.


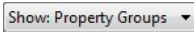
If a user enters "topic information help find" in the search field, the term "topic" will be displayed with a blue background everywhere it occurs in a topic. The term "information" will be displayed with an orange background, and the term "help" will be displayed with a yellow background. The term "find" will be displayed with the default background color specified by Flare (since you did not change it).

If another user enters "help find topic information" in the search field, the term "help" will be displayed with a blue background. The term "find" will be displayed with an orange background, and the term "topic" will be displayed with a yellow background. The term "information" will be displayed with the default background color specified by Flare (since you did not change it).

Use the following steps to import these classes from a Flare factory stylesheet:

- i. In the local toolbar, click the **Options** button and select **Import Styles**. The Import Styles dialog opens.
- ii. In the **Library Folders** section, make sure **Factory Stylesheets** is selected.
- iii. In the **Stylesheets** section, select **SearchHighlight**.
- iv. (Optional) In the **[Medium]** drop-down list, you can select a specific medium. This determines the medium to which the styles are imported in your current stylesheet. If you select "default," the imported style properties will be applied to all of the mediums in the other stylesheet. If you select a custom medium, the imported style properties will be imported to that medium in the other stylesheet. For more information see "Stylesheet Mediums" on page 576.
- v. In the section below, click the **Import** check box next to each style class named **span.SearchHighlight** followed by a number. There are 10 of these style classes.
- vi. Click **OK**. The style classes are added to the current stylesheet.

Use the following steps to create these classes manually:

- i. In the **Styles** section on the left side of the editor, select the **span** tag.
 - ii. In the local toolbar, click . The New Style dialog opens.
 - iii. Enter `SearchHighlight1` (or replace 1 with another number at the end, up to 10).
 - iv. Click **OK**.
- d. Select the new style class that you want to modify.
- e. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- f. In the **Properties** section to the right, locate the specific property that you want to change. Not only can you change the background color, but you can change any other property for the class as well. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- g. Click in the value column on the right side. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the values in a dialog or popup box. If you completed values in a popup, click **OK** at the bottom of the box.

EXAMPLE




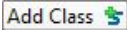
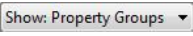

Let's say that you want to change the background color for the class `span.SearchHighlight1`. After you select that class on the left you can double-click the **Background** property group on the right side of the editor. Then in the cell to the right of **background-color**, click the down arrow and choose the color you want.

3. Select **File>Save** or press **CTRL+S**.

Spell Check

You can use styles to skip certain words when performing a spell check.

How to use styles to skip words in spell check

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select **span**.
5. In the local toolbar, click  **Add Class**. The New Style dialog opens.
6. Type a name for the new style class, without using spaces (e.g., spell).
7. Click **OK**. The new style class is added under the `` tag.
8. Make sure your new style class is selected in the Styles section.
9. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
10. In the **Properties** section to the right, click the plus button  next to the **Unclassified** property group.
11. Click in the cell to the right of **mc-language**, type the word `none`, and press **Enter**.
12. Select **File>Save** or press **CTRL+S**.
13. Open the content file (e.g., topic, snippet).
14. Highlight a word that you want spell check to skip.
15. From the Styles window pane, the Floating Style Picker, or the Text Format toolbar, select the span style you created (e.g., span.spell). For more information see "Applying Styles to Topic Content" on page 563.
16. Select **File>Save** or press **CTRL+S**.

Tables

This feature is supported in all outputs.

In addition to simply clicking in cells and typing text, there are several ways that you can edit tables after inserting them into topics. Following are the ways that you can edit tables using styles.

- **Topic styles** You can modify the look and feel of multiple tables at once by editing standard HTML table tags (e.g., `<table>`, `<th>`, `<td>`, `<tr>`) in your regular stylesheet. For example, you might use these styles in order to control the look of the text that appears in your table headings (`<th>` style) or within the cells (`<td>` style). See "Editing Table Styles in Regular Stylesheets" on the next page.

When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., `<th>` for table headers, `<td>` for regular table text). However, if you press Enter at the end of a line, a `<p>` tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the `<p>` tag to be used for table content (e.g., `p.tabletext`) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells. See "Selecting Styles for Table Cell Contents" on page 435.

- **Table styles** You can modify the look and feel of multiple tables at once by editing the properties in a custom table stylesheet. These table stylesheets let you easily and quickly create patterns and different looks for tables. See "How to edit styles in a table stylesheet" on page 104.

Note: When controlling the look of tables, you should not create and use classes of standard HTML table tags (e.g., a class of the `<tr>` tag) if you also intend to use table stylesheets.

- **Setting page layout breaks** You can set page layout breaks on tables using a couple of different options. In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach is to set breaks on table rows through the `<tr>` style tag. Another option is that you can set breaks on entire tables and individual rows through a table stylesheet. And because you can create patterns in table stylesheets, each pattern item might have different settings for breaks. See "Setting Page Layout Breaks on Tables" on page 439.

Editing Table Styles In Regular Stylesheets




You can modify the look and feel of multiple tables at once by editing standard HTML table tags (e.g., <table>, <th>, <td>, <tr>) in your regular stylesheet. For example, you might use these styles in order to control the look of the text that appears in your table headings (<th> style) or within the cells (<td> style).

How to edit table styles in a regular stylesheet

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Table Styles**.
- c. From the grid below, select the appropriate table style.
 - **caption** This tag lets you modify the table caption, which is a short title or description of the table's purpose. When inserting or editing a table, you can add a caption above or below the table.
 - **col** This tag lets you group together attribute specifications for table columns. The `<col>` elements are empty and serve only as a support for attributes. They may appear inside or outside an explicit column group (i.e., `<colgroup>` element).
 - **colgroup** This tag lets you group columns together structurally. The number of columns in the column group may be specified by using the element's `` tag or by the `<col>` element, which represents one or more columns in the group.
 - **table** This tag lets you modify entire tables. It contains all other elements that specify caption, rows, content, and formatting.
 - **tbody** This tag lets you modify the main rows in a table (i.e., not the header or footer rows). Each `<tbody>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
 - **td** This tag lets you modify the data (or content) in the primary cells of a table.


When you press Enter after the first paragraph in a table cell, a paragraph `<p>` tag is added inside each `<td>` tag in that cell.
 - **tfoot** This tag lets you modify a footer row in a table. When a table requires multiple pages in output, the footer row is repeated by default at the bottom of each page. Each `<tfoot>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
 - **th** This tag lets you modify the header content in a table. Why not just use the `<td>` tag for header content as well? First, by having different tags, you can more easily dictate one look for the header text (e.g., bold font) and a different look for the main

content in the table (e.g., normal font). Second, using separate tags greatly assists users with visual disabilities, making it possible for multi-modal wireless browsers with limited display capabilities (e.g., Web-enabled pagers and phones) to handle tables.

When you press Enter after the first paragraph in a table cell, a paragraph `<p>` tag is added inside each `<th>` tag in that cell.

- **thead** This tag lets you modify a header row in a table. When a table requires multiple pages in output, the header row is repeated by default at the top of each page. Each `<thead>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
- **tr** This tag lets you modify single rows that are contained within `<tbody>`, `<tfoot>`, and `<thead>` tags.

For more about each of these tags, please refer to <http://www.w3c.org>.




- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the fields on the various tabs to modify the settings for the style. The tabs included in the dialog depend on the type of style that you have selected.

Most tabs are the same as those used for regular paragraph formatting. For details about using the features on these tabs, see "Paragraph Formatting" on page 323.

For the `<td>` and `<th>` styles, you also have access to the Text tab, which lets you set the alignment (top, middle, bottom), first-line indentation, and line height for the content in the cells.

- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Table Styles**.
- c. From the area below, select the appropriate table style.
 - **caption** This tag lets you modify the table caption, which is a short title or description of the table's purpose. When inserting or editing a table, you can add a caption above or below the table.
 - **col** This tag lets you group together attribute specifications for table columns. The `<col>` elements are empty and serve only as a support for attributes. They may appear inside or outside an explicit column group (i.e., `<colgroup>` element).
 - **colgroup** This tag lets you group columns together structurally. The number of columns in the column group may be specified by using the element's `` tag or by the `<col>` element, which represents one or more columns in the group.
 - **table** This tag lets you modify entire tables. It contains all other elements that specify caption, rows, content, and formatting.
 - **tbody** This tag lets you modify the main rows in a table (i.e., not the header or footer rows). Each `<tbody>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
 - **td** This tag lets you modify the data (or content) in the primary cells of a table.

When you press Enter after the first paragraph in a table cell, a paragraph `<p>` tag is added inside each `<td>` tag in that cell.
 - **tfoot** This tag lets you modify a footer row in a table. When a table requires multiple pages in output, the footer row is repeated by default at the bottom of each page. Each `<tfoot>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
 - **th** This tag lets you modify the header content in a table. Why not just use the `<td>` tag for header content as well? First, by having different tags, you can more easily dictate one look for the header text (e.g., bold font) and a different look for the main

content in the table (e.g., normal font). Second, using separate tags greatly assists users with visual disabilities, making it possible for multi-modal wireless browsers with limited display capabilities (e.g., Web-enabled pagers and phones) to handle tables.

When you press Enter after the first paragraph in a table cell, a paragraph `<p>` tag is added inside each `<th>` tag in that cell.

- **thead** This tag lets you modify a header row in a table. When a table requires multiple pages in output, the header row is repeated by default at the top of each page. Each `<thead>` tag must have at least one `<tr>` tag within it, which is used to represent a single row.
- **tr** This tag lets you modify single rows that are contained within `<tbody>`, `<tfoot>`, and `<thead>` tags.

For more about each of these tags, please refer to <http://www.w3c.org>.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
- e. In the **Properties** section, you can click the plus button  next to a property group (if necessary) to expand the group. Click in the field to the right of a property to change its setting.

Most of the relevant properties are the same as those used for regular paragraph formatting. For details about using the features on these tabs, see "Paragraph Formatting" on page 323.

For the `<td>` and `<th>` styles, you also might want to adjust the vertical alignment of text (e.g., top, middle, bottom). You can do this by expanding the Cell property group and setting the **vertical-align** property.

3. Select **File>Save** or press **CTRL+S**.

Selecting Styles For Table Cell Contents

When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., `<th>` for table headers, `<td>` for regular table text). However, if you press Enter at the end of a line, a `<p>` tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the `<p>` tag to be used for table content (e.g., `p.tabletext`) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells.

EXAMPLE

If you select a `<td>` or `<th>` style, all cells are converted to "non-p" cells, like this:

Tables

Below is a table with two columns and four content rows.

Header 1	Header 2
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text

As the structure bar shows, the style for that cell is `<th>`.

table: 100%

col: 50% col: 50%

(text markup)

Table

Below is a table with 2 header rows, and four content rows.

Header 1	Header 2
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text

In this example, the cursor is placed in the first regular text cell.

As the structure bar shows, the style for that cell is `<td>`.

If you select a <p> style, all selected cells are converted to "td with p" cells:

In this example, the cursor is placed in the first regular text cell.

As the structure bar shows, the style for that cell is a <p> tag within a <td> tag.

Header 1	Header 2
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text
Here is some text	Here is some text

How to select styles for table cell contents

1. Open the content file (e.g., topic, snippet).
2. Select the table cells for which you want to use a certain style.
3. Do one of the following, depending on the part of the user interface you are using.
 - **Ribbon** Select the **Table** ribbon. In the **Cells** section select **Cell Content Style**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar

layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

● **Menu Select **Table>Cell Content Style**.**

The Table Cell Content Style dialog opens, displaying the available paragraph styles in your style-sheet.

4. From the list, select the style that you want to use for the selected cells. If you select (none), any paragraph style applied will be removed from those cells.
5. Click **OK**.
6. Select **File>Save** or press **CTRL+S**.

Setting Page Layout Breaks On Tables

You can set page layout breaks on tables using a couple of different options. In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach is to set breaks on table rows through the `<tr>` style tag. Another option is that you can set breaks on rows (and on entire tables) through a table stylesheet. And because you can create patterns in table stylesheets, each pattern item might have different settings for breaks.

You might use standard HTML table tags in a regular stylesheet if you want all tables to follow the same behavior when it comes to page breaks. On the other hand, you might use table style settings if you have complex tables and patterns requiring some table elements to break in a certain way and other elements to behave differently.

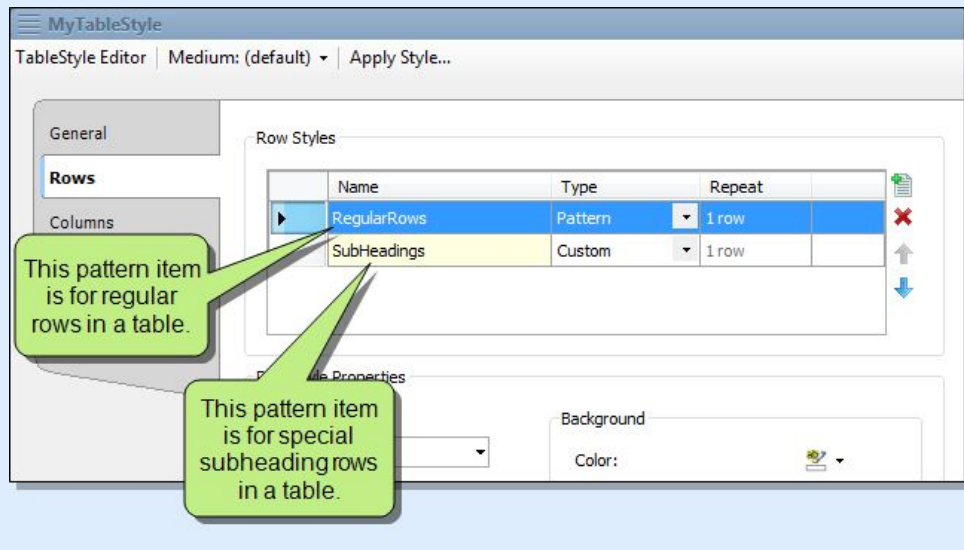
EXAMPLE — REGULAR STYLESHEET

Let's say you have a long table. In the output, the first part of the table might be shown on page 14, and the second part of it is shown on page 15. Suppose the final table row on page 14 has so much content that it wraps around to page 15, in essence splitting that row. If you would rather not split rows such as this, but rather keep them entirely on one page or another, you can set a page break on the `<tr>` style tag in a regular stylesheet. In this situation, you would set the "page-break-inside" property to "avoid." Therefore, all tables in your output would simply break automatically at the end of pages when necessary.

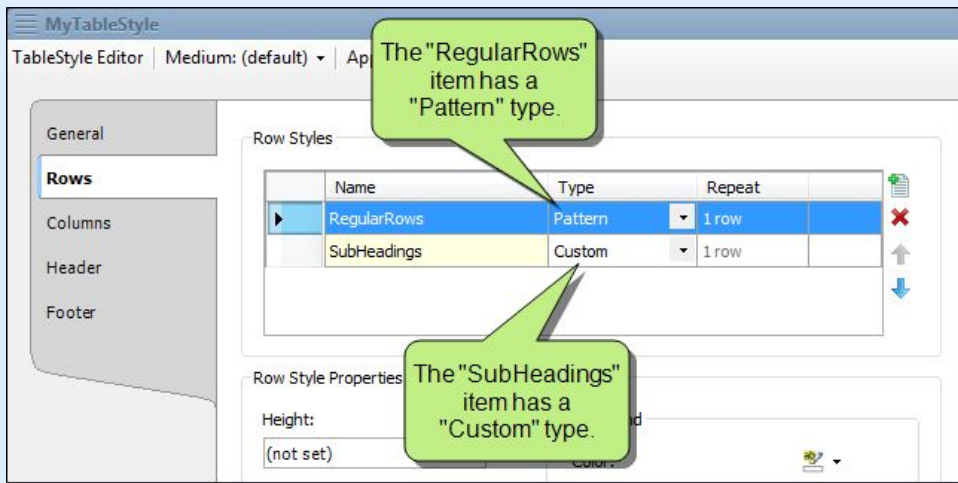
EXAMPLE — SPECIAL TABLE STYLE-SHEET

Let's say you have many tables where you have not only main headings with a gray background at the top of each table, but subheadings with a blue background every so many rows. And whenever a new subheading is needed, you want a page break to occur before it so that the subheading row begins a new page.

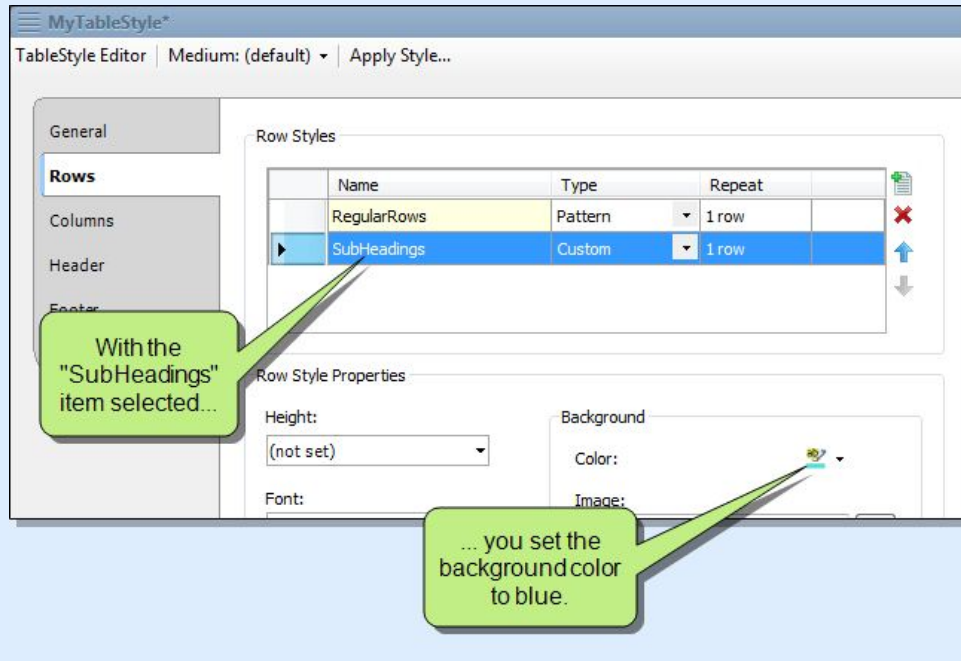
After designing your main header row in the Header tab of the Table Style Editor, you open the Rows tab. In the Rows tab you create two pattern items—one for the main table rows and another for rows used as subheadings.



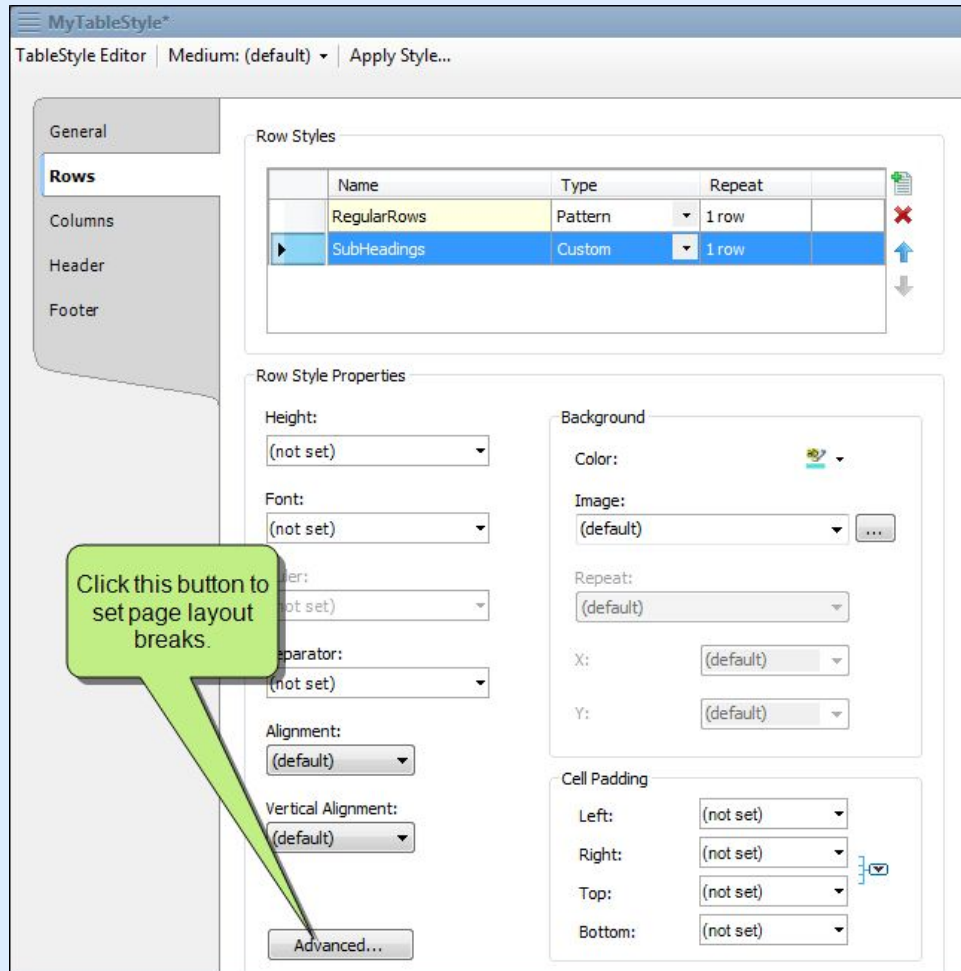
You leave the "RegularRows" item set as a "Pattern" type, which means that this style will be applied to rows in the table automatically. On the other hand, you change the type of the "SubHeadings" item to "Custom." This means that the style will not automatically be applied to rows to be used as sub-headings; instead, you must apply the style to those rows manually. Why? Because you can't predict when you're going to need a subheading in a table. So you simply apply that look whenever it's needed.



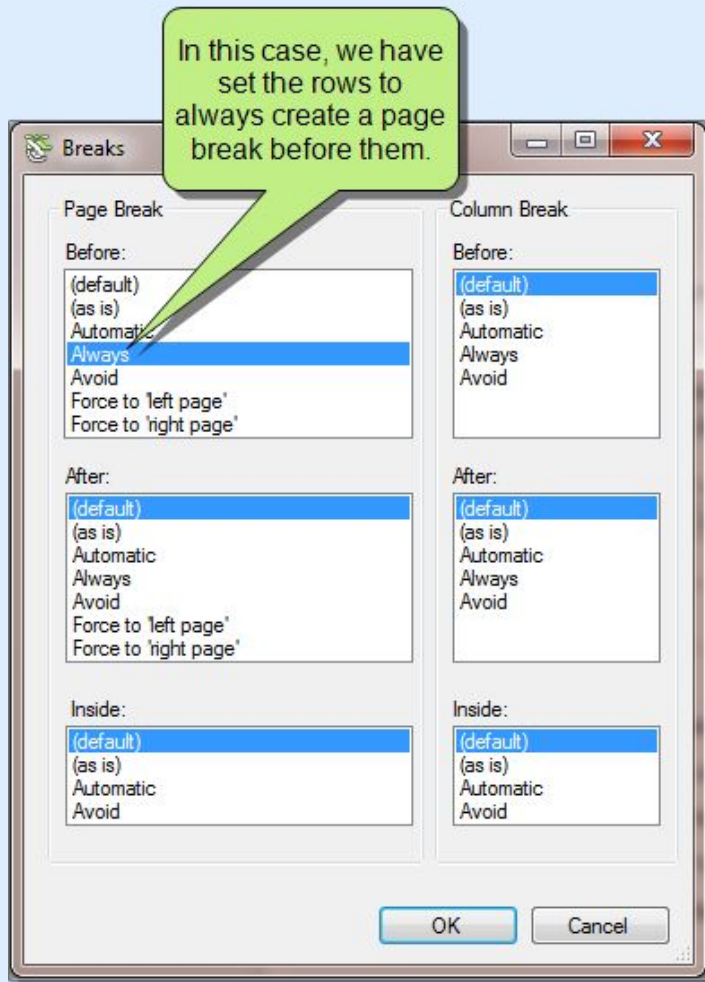
As mentioned, subheading rows should have a blue background, so that's what you set in the **Background** area.



With the "SubHeadings" item still selected, you can click the **Advanced** button at the bottom of the tab.



In the Breaks dialog you select **Always** in the **Before** field in the **Page Break** section.



html

body

h1

p

table

tbody

thead

tr

tr

tr

tr

tr

tr

tr

tr

tr

tr

tr

tr

Table Breaks Example

Following is a table that contains page breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

Here is a table with the style sheet applied. Let's say we want this row to use the subheading settings.

In PDF output the table might look like this:

Table Breaks Example

Following is a table that contains page breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

In order for a row to be treated as a subheading row with a page break, you need to right-click on the **tr** tag bar and select the custom "SubHeadings" style.

Table Breaks Example

Following is a table that contains page breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Subheading 2		
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
(default)		
Body1		
SubHeadings		

In the context menu, select the custom pattern type that was created in the table style sheet.

In the XML Editor, the table might now look like this (in this example, the topic is being viewed with the Default medium, which is why we don't see the page break in action):

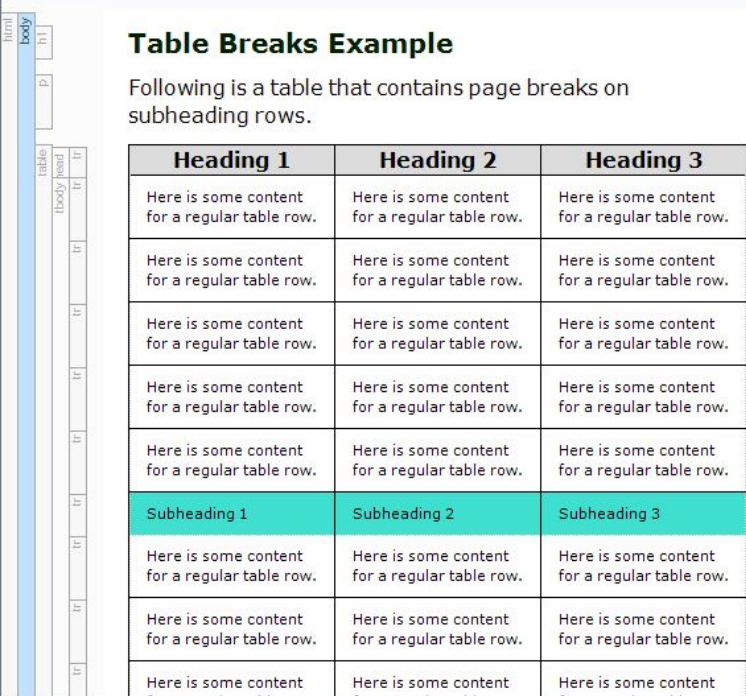


Table Breaks Example

Following is a table that contains table breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

And in the PDF output, it would look like this:

Table Breaks Example

Following is a table that contains page breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

- 1 -

Title


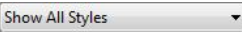


Heading 1	Heading 2	Heading 3
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

A page break occurs on the subheading row. Therefore, a new page starts.

How to set page layout breaks in a regular stylesheet

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Table Styles**.
5. From the list below, select the appropriate style (e.g., table, thead, tr, tfoot). Perhaps the most common style used is <tr>, which allows you to set breaks for regular body rows in tables.
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **PrintSupport** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

8. Select the appropriate property and value for it. Perhaps the most common setting is to click to the right of **page-break-inside**, and select **avoid**. If you do this for the <tr> tag, Flare will automatically create a break between rows so that row content does not continue from one page to another.

column-break-before Click to the right of this property to set a column break before the element (if you are using a multi-column page layout).

- **always** A column break will always occur before the element.
- **auto** A column break will neither be forced nor prevented before the element.

- **avoid** A column break will not occur before the element.
- **inherit** The column break setting of the parent tag is used.

column-break-after Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

- **always** A column break will always occur after the element.
- **auto** A column break will neither be forced nor prevented after the element.
- **avoid** A column break will not occur after the element.
- **inherit** The column break setting of the parent tag is used.

column-break-inside Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

- **auto** A column break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A column break will not occur inside the rendering box of the element.
- **inherit** The column break setting of the parent tag is used.

page-break-before Click to the right of this property to set a page break before the element.

- **always** A page break will always occur before the element.
- **auto** A page break will neither be forced nor prevented before the element.
- **avoid** A page break will not occur before the element.
- **inherit** The page break setting of the parent tag is used.
- **left** One or two page breaks will occur before the element so that the next page is formatted as a left page.
- **right** One or two page breaks will occur before the element so that the next page is formatted as a right page.

page-break-after Click to the right of this property to set a page break after the element.

- **always** A page break will always occur after the element.
- **auto** A page break will neither be forced nor prevented after the element.
- **avoid** A page break will not occur after the element.
- **inherit** The page break setting of the parent tag is used.

- **left** One or two page breaks will occur after the element so that the next page is formatted as a left page.
- **right** One or two page breaks will occur after the element so that the next page is formatted as a right page.

page-break-inside Click to the right of this property to set a page break inside the "rendering box" of the element.

- **auto** A page break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A page break will not occur inside the rendering box of the element.
- **inherit** The page break setting of the parent tag is used.

9. Select **File>Save** or press **CTRL+S**.

How to set page layout breaks in a table stylesheet

1. Open the table stylesheet that you want to edit. This can be found in the **Resources/TableStyles** subfolder in the Content Explorer.
2. In the Table Style Editor, select the appropriate tab, depending on the table element that you want to create the break for.
 - **General tab** This tab lets you set page layout breaks for the entire table.
 - **Rows tab** This tab lets you set page layout breaks for regular rows in the table.
3. If the tab has multiple pattern items, select the one that you want to set the break for (e.g., in the Row Styles section).
4. Toward the bottom of the tab click the **Advanced** button. (You may need to use the scroll bar to view this button.) The Breaks dialog opens.
5. Use the **Page Break** and **Column Break** sections in the dialog to specify the settings for a page or column break, respectively.
 - **Before** You can select one of the options for setting a page or column break before the element.
 - **Automatic** A page break will neither be forced nor prevented before the element.
 - **Always** A page break will always occur before the element.
 - **Avoid** A page break will not occur before the element.
 - **Force to 'left page'** One or two page breaks will occur before the element so that the next page is formatted as a left page.
 - **Force to 'right page'** One or two page breaks will occur before the element so that the next page is formatted as a right page.
 - **After** You can select one of the options for setting a page or column break after the element.
 - **Automatic** A page break will neither be forced nor prevented after the element.
 - **Always** A page break will always occur after the element.
 - **Avoid** A page break will not occur after the element.
 - **Force to 'left page'** One or two page breaks will occur after the element so that the next page is formatted as a left page.
 - **Force to 'right page'** One or two page breaks will occur after the element so that the next page is formatted as a right page.

- **Inside** You can select one of the options for setting a page break inside the "rendering box" of the element.
 - **Automatic** A page break will neither be forced nor prevented inside the rendering box of the element.
 - **Avoid** A page break will not occur inside the rendering box of the element.
 - **Next Page (Page Breaks)** If there is a specific page that you want to be the next page after a break, you can specify it by typing the name in this field. The name is indicated on the Page Properties dialog for that page. See the online Help.
6. (Optional) If you have selected the General tab, you can also set widow and orphan properties for the table. By default, table widows and orphans are set at 1, which means that it is possible for there to be a single row from a table left at the top or bottom of a page or column (if you use multi-column page layouts). But you can change the setting in order to ensure that multiple rows are always shown at the top or bottom of a page or column.
- a. In the **Widows** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the number of leftover rows allowed at the top of a page or column.
 - b. In the **Orphans** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the number of leftover rows allowed at the bottom of a page or column.
7. Click **OK**.
8. Select **File>Save** or press **CTRL+S**.

Note: When controlling the look of tables, you should not create and use classes of standard HTML table tags (e.g., a class of the <tr> tag) if you also intend to use table stylesheets.

Note: If you are using a multi-column page layout and set an "Inside" break to "Avoid," you must specify this in both the "Page Break" and "Column Break" fields.

Using Styles To Repeat Table Captions In Print Output

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

You can use styles to repeat captions on tables that span multiple pages in print-based output. Furthermore, you can add continuation text to the end of those captions (other than the caption appearing on the first page where a table occurs). Typically this text would be something like “(continued).”

MADCAP FLARE

Table: Output Types

	Adobe FrameMaker	Adobe PDF	Outlist Help	EPUB	Microsoft HTML Help	Microsoft Word	Microsoft XPS	WebHelp	WebHelp 2.0 (HTML5)	WebHelp AIR	WebHelp Mobile	WebHelp Plus	XHTML
CSH supported								✓	✓		✓		
Embedded CSH supported												✓	
FEEDBACK STATISTICS AND REPORTS													
Feedback supported								✓	✓				✓
Search results								✓	✓				✓
GENERATED CONTENT													
Auto-numbers	✓	✓		✓		✓	✓						✓
Breadcrumbs					✓			✓	✓				✓
Browse sequences			✓		✓			✓	✓	✓	✓		✓
Concept links			✓		✓			✓	✓	✓	✓		✓
Keyword links			✓		✓			✓	✓	✓	✓		✓
List of contents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
List of elements						✓	✓	✓	✓	✓	✓		✓

In this example, a caption has been added to the top of this long table.

The table spans multiple pages. Therefore, the caption is repeated at the top of each page where the table appears.

MADCAP FLARE

Table: Output Types



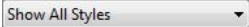
IMAGES	Adobe FrameMaker	Adobe PDF	Outlist Help	EPUB	Microsoft HTML Help	Microsoft Word	Microsoft XPS	WebHelp	WebHelp 2.0 (HTML5)	WebHelp AIR	WebHelp Mobile	WebHelp Plus	XHTML
Images supported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Image typefaces			✓	✓	✓			✓	✓	✓	✓	✓	✓
Image maps			✓		✓			✓	✓	✓	✓	✓	✓
Thumbnail images			✓		✓			✓	✓	✓	✓	✓	✓

If you use the continuation feature, the specified text is added to all of the table captions, except the caption on the first page where the table occurs.

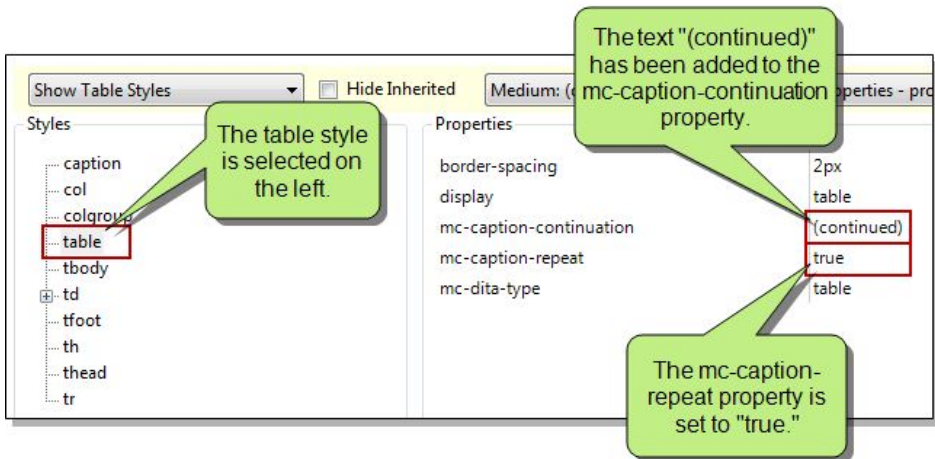
Table: Output Types (continued)

List of end-notes	✓	✓		✓	
Page numbers	✓	✓			
Related topics links			✓		
Relationship links	✓	✓	✓	✓	

How to use styles to repeat table captions in print output

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Table Styles**.
4. From the area below, select **table**.

5. From the **Show Properties** drop-down list Show: Property Groups on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. In the **Properties** section, click the plus button + next to **Table** to expand the group.
7. You can change the following.
 - **mc-caption-repeat** If you want captions to repeat on tables that span multiple pages in print-based output, click in the field to the right and select **true**.
 - **mc-caption-continuation** You can click in the field to the right and enter continuation text for the end of captions that repeat (other than the caption appearing on the first page where a table occurs). Typically this text would be something like "(continued)."



8. Select **File>Save** or press **CTRL+S**.

Note: In addition to using styles, you can enable these repeat/continuation features for a specific table by using the Insert Table dialog or the Table Properties dialog.

Tables Of Contents

Using styles, you can affect the look and feel of generated tables of contents (TOCs) in print-based output. You can do this in the following ways:

- **Heading levels** You can determine which topic headings will be displayed at which level in the generated TOC. See "Using Styles for Print TOC Heading Levels" on the next page.
- **Look of print TOC** You can change how the entries in a generated TOC look. See "Using Styles to Determine the Look of a Print TOC" on page 461.
- **Look of print mini-TOC** If you include a mini-TOC in topics, you can use styles to change the way the mini-TOC looks in the output. See "Using Styles to Determine the Look of a Print Mini-TOC" on page 311.
- **Page number suppression** If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MinITOC1) and selecting an option in the mc-pagenum-display property. See "Suppressing Page Numbers in a Print TOC" on page 468 and "Suppressing Page Numbers in a Print Mini-TOC" on page 317.

Note: If you want to change the look of your TOC in online output, you can do so by modifying styles within your skin. See "Specifying Skin Style Settings" on page 592.

Using Styles For Print TOC Heading Levels

When creating print-based output, you can determine which topic headings will be displayed at which level in the generated TOC. For example, even though all of your topics may use a heading style of `<h1>`, you might want some of those topic headings to display at the first level in the print TOC (acting as an `<h1>`), others at the second level (acting as an `<h2>`), and still others at the third level (acting as an `<h3>`).

One option is to base the headings on style levels. The `mc-heading-level` property is used to indicate a TOC level for a style. This property is already set to 1 for `<h1>` styles, 2 for `<h2>` styles, 3 for `<h3>` styles, and so on. Therefore, you can simply use the `<h1>` through `<h6>` styles provided by Flare in your content. You can also set the `mc-heading-level` property to the appropriate depth level for any paragraph style that you want to use as a heading. In the output, the print TOC will display styles with an `mc-heading-level` value of 1 at the highest (far left) level, those with a value of 2 at the next level, and so on (regardless of the structure of the outline TOC).



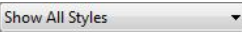
EXAMPLE

Let's say that you have applied `<h1>`, `<h2>`, and `<h3>` styles to headings in your topics, but you only want the headings with `<h2>` and `<h3>` styles to be included in the print TOC (omitting `<h1>` headings from the print TOC). You can do this by designating the level of the "mc-heading-level." A level of 0 means the heading is not included in the print TOC, a level of 1 means that it is included at the highest level in the TOC hierarchy (farthest to the left), a level of 2 means that it is included at the second highest level in the TOC hierarchy, and so on. Therefore, for this example, you might set the `mc-heading-level` for the `<h1>` style to 0. And if you want to move the `<h2>` and `<h3>` headings up a level, you could set the `mc-heading-level` property for `<h2>` to 1, and the property for `<h3>` to 2.



How to use styles to determine heading levels in a print TOC

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Heading Styles**.
5. From the area below, select the <h1> through <h6> style (h1, h2, h3, h4, h5, h6) that you want to customize.

If you created other custom styles for your headings (e.g., p.MyIndexHeading), you can select those styles instead (you may first need to switch to a view that shows all paragraph styles). The mc-heading-level property (which is the property that determines the heading level in a print TOC) can be applied to any paragraph style.

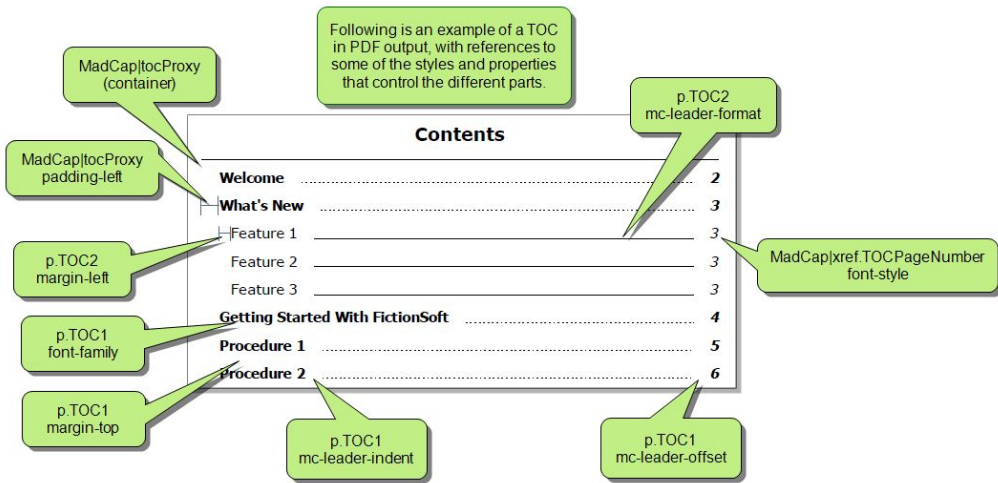
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section, click the plus button  next to **PrintSupport** to expand the group.
8. Click in the right column next to **mc-heading-level** and select the level for the heading style (e.g., 0, 1, 2, 3). The higher the number, the lower in the hierarchy the heading will be displayed in the print TOC. If you select 0, the heading will not be included in the print TOC.
9. Select **File>Save** or press **CTRL+S**.

Make sure you apply the styles to be used in the generated TOC to the appropriate headings in your content. See "Applying Styles to Topic Content" on page 563.



Using Styles To Determine The Look Of A Print TOC

For TOCs in print-based output, you can use styles to adjust properties such as font family and size, indentation, word spacing, spacing above/below, TOC width, page number alignment, and leader settings (e.g., the dots between the headings and the numbers). The headings in the print TOC will take on the settings that you specify. You can also modify the look of the entire container holding the generated TOC.




A style called "MadCap|tocProxy" is used to control the look of the entire container. Other styles—such as p.TOC1, p.TOC2, and p.TOC3—are used to control the look of individual entries in the TOC. Style properties—such as margin-left, font-size, and mc-leader-indent, mc-leader-format—are used to affect the look in different ways.



How to use styles to determine the look of a print TOC (entire container)

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
4. In the **Styles** section of the editor, scroll down and select the **MadCap|tocProxy** style or a class that you have created under it (e.g., MadCap|tocProxy.myclass).
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
6. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box.

For example, if you want to change the width of the entire TOC you would first expand the **Box** property group. Then you would click in the cell to the right of the **width** property and set the value.




8. Select **File>Save** or press **CTRL+S**.

How to use styles to determine the look of a print TOC (individual entries)


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:





- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. In the **Styles** section of the editor, scroll down until you find the <p> tag, followed by a period and the TOC class that you want to customize (e.g., **p.TOC1**, **p.TOC2**, **p.TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.

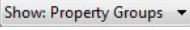
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Leader** tab.
- f. Modify any of the fields on the tab:
 - **Leader** Select the format of the area between the TOC heading and the page number (**None**, **Dot**, **Dash**, **Underline**).
 - **Page Number** Select the alignment (**Left**, **Center**, **Right**) of the page number.
 - **Page Number Width** To change the width of page numbers in the list, click the upper-right arrow and select **Length**. Then enter a number and unit of measurement.

Additional changes can be made in the Advanced view.


If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
- c. In the **Styles** section of the editor, scroll down until you find the <p> tag. Click the plus square  next to **p**. Classes of the <p> tag are shown below it.
- d. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.

Note: The page numbers in the generated list inherit their style settings from the list items before them. However, if you want the page numbers to look differently, you can modify the MadCap|xref.TOCPageNumber style.




- e. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.


Note: If you want to see properties that are of particular importance for a style, you can select **Show: Assorted Relevant Properties**.

- f. In the **Properties** section to the right, click the plus button  next to a property group (e.g., Font, Block, Box, Unclassified) to see the actual properties within it.

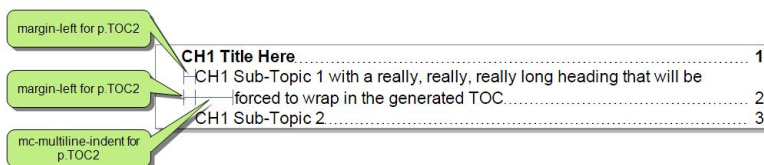
Note: Do not use the "PrintSupport" property for the TOC1 through TOC9 style classes.

- g. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change.

- **Font family** To change the font family (e.g., Arial, Verdana), click the plus button  next to the **Font** property group. Click in the right column next to **font-family**, set the font family in the Font Family Picker dialog, and click **OK**.
- **Font size** To change the font size (e.g., 10 pt, 11 pt), click the plus button  next to the **Font** property group. Then click in the right column next to **font-size**, set the font size in the small drop-down window, and click **OK**.
- **Space in front (indentation)** To change the distance from the left page margin to the beginning of the TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-left**, set the margin value in the small drop-down window, and click **OK**.




You can specify additional indentation for headings that wrap to more than one line. To do this, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-multiline-indent**, set the margin value in the small drop-down window, and click **OK**.


The following image shows how the **mc-multiline-indent** property works alongside the **margin-left** property in a print TOC.




The diagram illustrates a TOC entry with three lines of text. The first line is the chapter title 'CH1 Title Here' followed by a dotted line and the page number '1'. The second and third lines are sub-topics: 'CH1 Sub-Topic 1 with a really, really, really long heading that will be forced to wrap in the generated TOC' followed by a dotted line and page number '2', and 'CH1 Sub-Topic 2' followed by a dotted line and page number '3'. Three green callout boxes point to the left margin of the TOC entry. The top callout box is labeled 'margin-left for p.TOC2' and points to the left margin of the first line. The middle callout box is also labeled 'margin-left for p.TOC2' and points to the left margin of the second line. The bottom callout box is labeled 'mc-multiline-indent for p.TOC2' and points to the left margin of the third line.

CH1 Title Here	1
CH1 Sub-Topic 1 with a really, really, really long heading that will be forced to wrap in the generated TOC	2
CH1 Sub-Topic 2	3

- **Space above** To change the amount of space above the TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Space below** To change the amount of space below the TOC heading, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom** and set the margin value in the small drop-down window. When you are finished, click **OK**.
- **Leader space before/after** Click the plus button  next to the **Unclassified** property group. To change the *distance from the end of the list entry to the start of the leader*, click in the right column next to **mc-leader-indent**, set the margin value in the small drop-down window, and click **OK**. To change the *distance between the end of the leader and the page number*, click in the right column next to **mc-leader-off-set**, set the margin value in the small drop-down window, and click **OK**.

- **Leader format** To change the format of the area between the TOC heading and the page number (i.e., the leader), click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-format** and type the character to use. For example, if you want a series of dots, type a period. If you do not want to use a leader format, leave this field blank.

Note: For Microsoft Word output, you can enter one character only (a period, hyphen, or underscore). For Adobe FrameMaker output, you can specify a combination of characters and spaces, which will repeat between the text and the page number.

- **Alignment of page number** To change the alignment (left, right, center) of the page number, click the plus button  next to the **Unclassified** property group. Then click in the right column next to **mc-leader-align** and select the type of alignment.

3. Select **File>Save** or press **CTRL+S**.





Note: You can also use styles to suppress page numbers in a print TOC. See "Suppressing Page Numbers in a Print TOC" on the next page.

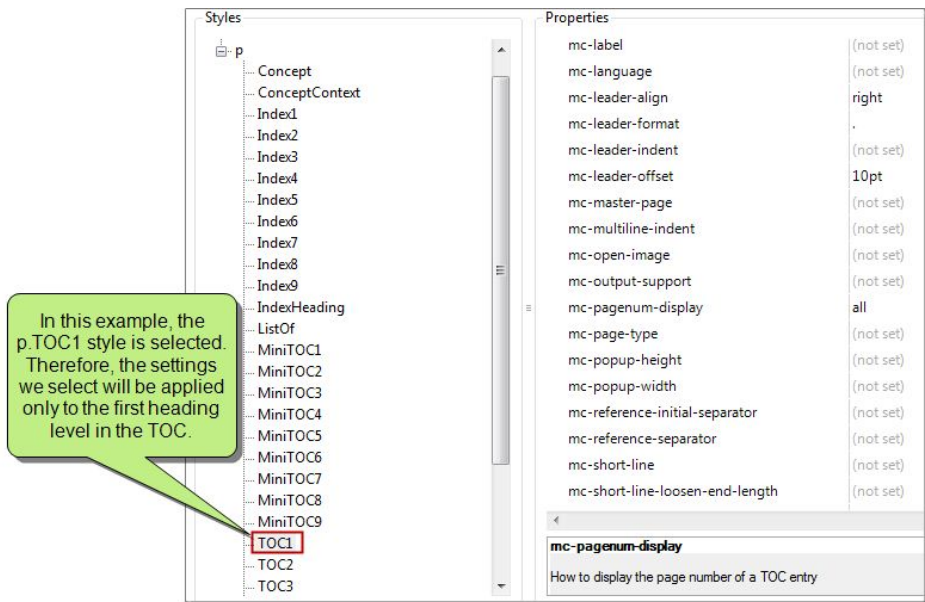
Suppressing Page Numbers In A Print TOC

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.

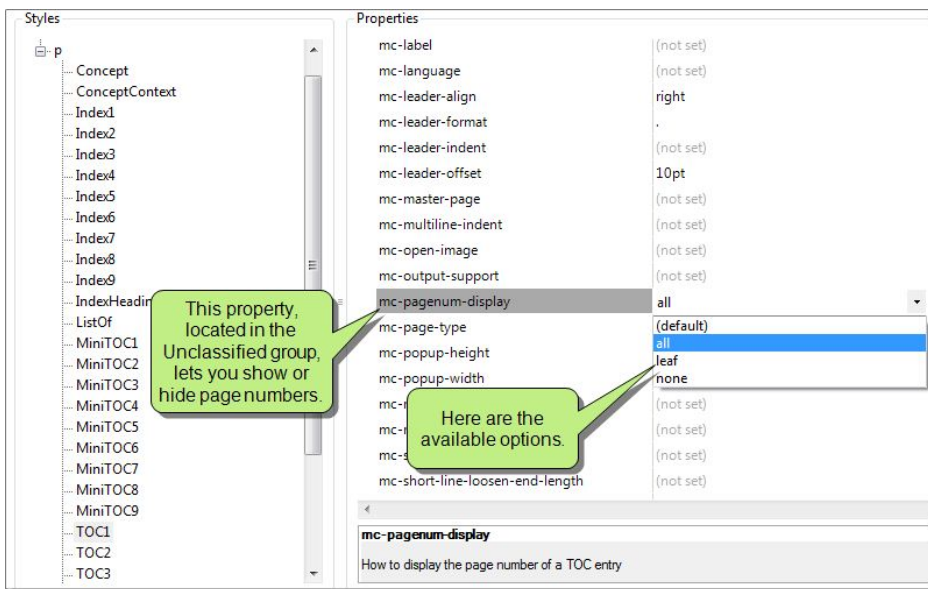
If you are generating one of Flare's native print-based output formats (PDF, XPS, or XHTML), you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MinITOC1) and selecting an option in the mc-pagenum-display property.

How to suppress page numbers in a print TOC

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Generated Content Styles**.
4. In the **Styles** section of the editor, scroll down until you find the <p> tag. Click the plus square  next to **p**. Classes of the <p> tag are shown below it.
5. Find and select the TOC class that you want to customize (e.g., **TOC1**, **TOC2**, **TOC3**). TOC1 is used for the first-level heading in the print TOC, TOC2 is used for the second-level heading, and so on.



6. From the **Show Properties** drop-down list **Show: Property Groups** on the upper-right side of the editor, select **Show: Property Groups**.
7. In the **Properties** section to the right, click the plus button **+** next to **Unclassified** to see the properties within it.
8. Click in the cell to the right of the **mc-pagenum-display** property and select one of the following.



- **(default)/all** This displays the page number, just as it has for previous versions of Flare.

Preface	v
CH1 Title Here	1
CH1 Sub-Topic 1	2
CH1 Sub-Topic 2	3
CH2 Title Here	5
CH2 Sub-Topic 1	6
CH2 Sub-Topic 2	7
CH3 Title Here	9
CH3 Sub-Topic 1	10
CH3 Sub-Topic 2	11
Glossary	13
Index	15

Notice that page numbers are shown for all heading levels.

- **leaf** This does not display the page number if lower-level entries exist. However, it does display the page number if no lower-level entries exist.

Notice that Preface has a page number, because it does not have lower-level headings under it.

On the other hand, this heading has a couple of lower-level headings. Therefore, it does not have a page number.

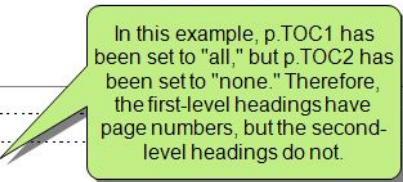
Preface	v
CH1 Title Here	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
CH2 Title Here	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
CH3 Title Here	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
Glossary	13
Index	15

- **none** This does not display the page number for that heading level.

In this example, p.TOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

Preface	
CH1 Title Here	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
CH2 Title Here	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
CH3 Title Here	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
Glossary	
Index	

Preface	v
CH1 Title Here	1
CH1 Sub-Topic 1.....	
CH1 Sub-Topic 2.....	
CH2 Title Here	5
CH2 Sub-Topic 1.....	
CH2 Sub-Topic 2.....	
CH3 Title Here	9
CH3 Sub-Topic 1.....	
CH3 Sub-Topic 2.....	
Glossary	13
Index	15







9. Select **File>Save** or press **CTRL+S**.



Text

You can affect the look and behavior of text in your content in various ways. These settings can be applied locally (directly) to the text or to the character style used for the text. Modifying the style is typically preferable to changing the settings locally.

Ways To Edit Font Properties

Following are some of the more common ways that you can edit font properties:

- **Bold** You can apply a bold weight to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click . You can also highlight text and click  in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses a bold weight. See "Setting Bold Text" on page 475.
- **Case** You can change the case of text so it is all uppercase or lowercase. You can also specify that the first letter of each word in the selected content should be capitalized, while the other letters are lowercase. See "Setting the Case of Text" on page 478.
- **Color of background** You can set a background color for text. See "Setting the Background Color for Text" on page 480.
- **Color of text** You can select a color for text. See "Setting the Color for Text" on page 482.
- **Font family** You can select a font family (e.g., Arial, Verdana) for text to change its look. See "Setting the Font Family for Text" on page 484.
- **Italics** You can apply italics to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click . You can also highlight text and click  in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses italics. See "Setting Italic Text" on page 488.
- **Italic correction** You can correct the spacing in a line when italic formatting is involved. Often, when you italicize a word in the middle of a sentence, the last letter of that word has less space between it and the following word (due to the fact that it is italicized and the following word is not). Using italic correction, you can increase this space between the italicized word and the non-italicized word. See "Setting Italic Correction" on page 491.
- **Letter spacing** You can specify the amount of spacing between letters in text. See "Setting Letter Spacing" on page 493.
- **Overline** You can specify that a horizontal line should be placed above text (opposite of underlined text). See "Setting an Overline on Text" on page 496.

- **Redacted text** You can set redacted text on any kind of content (e.g., characters, paragraphs, images, tables). You can do this locally at the font level by highlighting each piece of content, or you can specify redaction on a style and then apply that style to content whenever necessary. It is recommended that you use styles whenever possible. Redaction occurs when content is permanently eliminated from a printed or electronic document. In place of that content, end users will see black rectangles that indicate where the original content was found. See "Setting Redacted Text on Content" on page 498.
- **Size** You can specify the size of text, choosing from many different units of measurement. See "Setting the Font Size" on page 500.
- **Smallcaps** You can specify that text should be displayed in all capital letters, but in a small size. See "Setting Smallcaps on Text" on page 502.
- **Strikethrough** You can specify that a horizontal line should be added through the middle of the text, providing the effect of content that has been "striked through." See "Setting a Strikethrough Effect on Text" on page 504.
- **Subscript** You can apply a subscript effect to text, where some text appears below the level of the other characters (e.g., H₂O). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and then click . However, you can also change the properties of a different tag so that it appears as subscript text. See "Setting Subscript Text" on page 506.
- **Superscript** You can apply a superscript effect to text, where some text appears above the regular text (e.g., X²). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and click . However, you can also change the properties of a different tag so that it appears as superscript text. See "Setting Superscript Text" on page 507.
- **Underline** You can easily underline text. See "Setting Underlined Text" on page 508.
- **Word spacing** You can specify the amount of spacing between words. See "Setting Word Spacing" on page 510.

Setting Bold Text






You can apply a bold weight to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click **B**. You can also highlight text and click **B** in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses a bold weight.

How to set bold text with a style


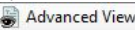



1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click .
 - OR
 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Style** field, select **Bold** (or **Bold Italic** if you want the text to also be italicized). In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **font-weight** and select one of the bold options.

The numbers from 100 to 900 represent different levels of darkness. The number 400 is the same as a "normal" weight, and the number 700 is the same as the standard "bold" option.
3. Select **File>Save** or press **CTRL+S**.

Note: Some font families contain bold or italic variants (e.g., the font Georgia has a relative named "Georgia Bold" and another named "Georgia Italic"). If you are generating native Adobe PDF or Microsoft XPS output, bold or italic formatting that is applied to text will display properly in the output *ONLY* if the font you are using already has a bold or italic font relative. You can determine the availability of such fonts by opening the Fonts folder from the Control Panel in Windows. For example, let's say you open the Fonts folder and see that, in addition to many other fonts, you have the following: Andalus, Angsana New, Angsana New Bold, Angsana New Bold Italic, and Angsana New Italic. If you use Andalus and apply bold or italic to some of the text, that content *will not* display in bold or italic in PDF or XPS output. However, if you use Angsana New and apply bold or italic to some of the text, that content *will* display in bold or italic in PDF or XPS output. The reason for this is that Andalus does not have a bold or italic relative, whereas the Angsana New font does.

Setting The Case Of Text



You can change the case of text so it is all uppercase or lowercase. You can also specify that the first letter of each word in the selected content should be capitalized, while the other letters are lowercase.

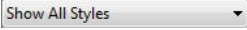

How to set the case of text on a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


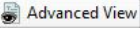
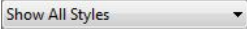


Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Advanced** tab.
- f. From the **Transform** field, select one of the following:
 - **UPPERCASE** All characters in the text will be capitalized.
 - **lowercase** All characters in the text will be displayed in lowercase.
 - **Capitalize** The first letter of each word in the text will be capitalized. The other letters will be lowercase.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **text-transform** and select one of the following options:
 - **capitalize** The first letter of each word in the text will be capitalized. The other letters will be lowercase.
 - **lowercase** All characters in the text will be displayed in lowercase.
 - **uppercase** All characters in the text will be capitalized.
3. Select **File>Save** or press **CTRL+S**.

Setting The Background Color For Text







You can set a background color for text.

How to set the background color for text on a style



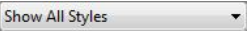


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click  and select a color.
 - OR
 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Colors/Background** field, click  and select a color. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Background** to expand the group.
 The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **background-color**, click the down arrow and select a color from the popup.
 For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
3. Select **File>Save** or press **CTRL+S**.

Setting The Color For Text





You can select a color for text.

How to set the color for text on a style



1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.



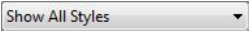


If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click  and select a color.

OR

 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Colors/Text** field, click  and select a color. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.
 The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
3. Select **File>Save** or press **CTRL+S**.

Setting The Font Family For Text



You can select a font family (e.g., Arial, Verdana) for text to change its look.


How to set the font family for text using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.


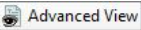



Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Font** field, select a font. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Click the cell to the right of **font-family**. The Font Family Picker dialog opens.
- g. Use the fields in the Font Family Picker dialog to select a font family. (You can also use this dialog to create font sets and select a font family list for the user interface.)

- **Family List** Displays the name of the font family (e.g., Arial, Tahoma) after you select it in the dialog.
- **Add To My Favorites** Adds the selected font family to a list called "My Favorite Families." This is a way to create a list of your favorite fonts so that it is easier to find and select them in the future.
- **My Favorite Families** Displays the font families that you have added by clicking the "Add To My Favorites" button. To use one of these fonts, click it. The "My Favorite Families" list is a way to create a list of your favorite fonts so that it is easier to find and select them in the future.
- **Recent Families** Displays the most recent font families that you have used. To use one of these fonts, click it.

- **Defined Font Sets** Displays the font sets that you have created. A font set (or font family) is just what it sounds like—a collection of fonts. You can create a font set in order to designate "backup" fonts to be used in case the preferred font is not available on the user's computer. If the first (preferred) font family in the set is not found on the user's computer, the second font family in the set is used. If the second font family is not found, the third font family is used, and so on.
- **Installed Families** Displays the system font families. To use one of these fonts, click it.
- **Generic Families** Displays a list of generic font families. To use one of these fonts, click it.
- **Clear List** Removes the font families listed in the "My Favorite Families" list, the "Recent Families" list, or the "Defined Font Sets" list. To enable this button, first select one of those lists.
- **Remove** Removes a selected color that is listed in the "My Favorite Families" list, the "Recent Families" list, or the "Defined Font Sets" list. To enable this button, first select one of those lists. Then select the font(s) to be removed. You can select multiple fonts by holding down the SHIFT or CTRL key and clicking in the list.
- **Define Set** Opens the Define Font Set dialog, which lets you create a new font set. This button is enabled only if you select the "Defined Font Sets" list above.
- **Pick UI Family List** Opens the Pick Font List dialog, which lets you select a font family list to be used in the Flare interface. In other words, when you select the drop-down list from the Text Format toolbar (as well as from other areas of the user interface), you can select certain fonts to apply to your content. By using this dialog, you can limit which fonts are made available from that list.

You can select the "My Favorite Families List," the "Defined Font Sets" list, or the "Installed Families" list.



h. Click **OK**.

3. Select **File>Save** or press **CTRL+S**.

Note: Some font families contain bold or italic variants (e.g., the font Georgia has a relative named "Georgia Bold" and another named "Georgia Italic"). If you are generating native Adobe PDF or Microsoft XPS output, bold or italic formatting that is applied to text will display properly in the output **ONLY** if the font you are using already has a bold or italic font relative. You can determine the availability of such fonts by opening the Fonts folder from the Control Panel in Windows. For example, let's say you open the Fonts folder and see that, in addition to many other fonts, you have the following: Andalus,

Angsana New, Angsana New Bold, Angsana New Bold Italic, and Angsana New Italic. If you use Andalus and apply bold or italic to some of the text, that content *will not* display in bold or italic in PDF or XPS output. However, if you use Angsana New and apply bold or italic to some of the text, that content *will* display in bold or italic in PDF or XPS output. The reason for this is that Andalus does not have a bold or italic relative, whereas the Angsana New font does.

Setting Italic Text



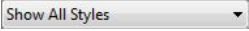


You can apply italics to text. Perhaps the easiest way to do this is to highlight the text, select the **Home** ribbon, and click . You can also highlight text and click  in the Text Format toolbar. However, you can also change the properties of a different tag so that it uses italics.

How to set italic text on a style





1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click .
 - OR
 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Style** field, select **Italic** (or **Bold Italic** if you want the text to also use a bold weight). In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **font-style** and select **italic**.
3. Select **File>Save** or press **CTRL+S**.

Note: Some font families contain bold or italic variants (e.g., the font Georgia has a relative named "Georgia Bold" and another named "Georgia Italic"). If you are generating native Adobe PDF or Microsoft XPS output, bold or italic formatting that is applied to text will display properly in the output **ONLY** if the font you are using already has a bold or italic font relative. You can determine the availability of such fonts by opening the Fonts folder from the Control Panel in Windows. For example, let's say you open the Fonts folder and see that, in addition to many other fonts, you have the following: Andalus, Angsana New, Angsana New Bold, Angsana New Bold Italic, and Angsana New Italic. If you use Andalus and apply bold or italic to some of the text, that content *will not* display in bold or italic in PDF or XPS output. However, if you use Angsana New and apply bold or italic to some of the text, that content *will* display in bold or italic in PDF or XPS output. The reason for this is that Andalus does not have a bold or italic relative, whereas the Angsana New font does.

Setting Italic Correction

You can correct the spacing in a line when italic formatting is involved. Often, when you italicize a word in the middle of a sentence, the last letter of that word has less space between it and the following word (due to the fact that it is italicized and the following word is not). Using italic correction, you can increase this space between the italicized word and the non-italicized word.

The Princess and the Pea

by Hans Christian Andersen



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real*/princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses everywhere, but it was difficult to find out whether they were real or not. He always something about them that he didn't like. He came home again and was sad, for he didn't have a real princess.

In this example, the word "real" has been italicized, and as a result, the letter "l" is a bit too close to the next word "princess."

The Princess and the Pea

by Hans Christian Andersen







Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* / princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses everywhere, but it was difficult to find out whether they were real or not. He always something about them that he didn't like. He came home again and was sad, for he didn't have a real princess.

In this example, italic correction has been set on the style to add 3 pixels after an italicized word. As a result, there is now more space between the words.

How to set italic correction on a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
5. Select a style (e.g., character, heading, paragraph).
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Advanced** tab.
8. In the **Italic Correction** section, click the down arrow in the upper-right corner and select **Length**.
9. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement. This is the amount of space that will be added after an italic word and the next letter in the paragraph.
10. In the Properties dialog, click **OK**.
11. Select **File>Save** or press **CTRL+S**.

Note: In order to see the results of this feature in the XML Editor, you must be using Print Layout mode, as opposed to Web Layout mode. For more information about layout modes, see the online Help.

Note: Italic correction is not supported in Microsoft Word or Adobe FrameMaker output types.

Setting Letter Spacing

You can specify the amount of spacing between letters in text.

The Princess and the

by Hans Christian Andersen



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something about them that was not as it should be. So he came home again and was sad, for he would have liked very much to have a real princess.

In this example, the letter spacing for the text in this paragraph is using the default setting.

The Princess and the Pea

by Hans Christian Andersen



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something




In this example, the letter spacing has been expanded to 3 pixels.


How to set letter spacing using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



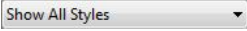


Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Advanced** tab.
- f. In the **Letter Spacing** section, select either **Expanded** or **Condensed**, depending on whether you want more or less space between the letters.
- g. Enter the number of pixels for the amount of spacing.
- h. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Block** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **letter-spacing**, click the down arrow and select the distance between letters. When you are finished, click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Setting An Overline On Text





You can specify that a horizontal line should be placed above text (opposite of underlined text).

How to set an overline on text with a style




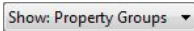

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Font** tab.
- f. Click the check box next to **Overline**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **text-decoration**, type `overline`, and press **Enter**.
3. Select **File>Save** or press **CTRL+S**.

Setting Redacted Text On Content





At each place in a document where you need to perform redaction, you can select the necessary content and apply the redaction via a style (recommended) or locally. Redaction occurs when content is permanently eliminated from a printed or electronic document. In place of that content, end users will see black rectangles that indicate where the original content was found.

How to set redacted text on content using a style

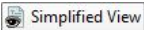


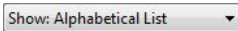
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Advanced** tab.
- f. In the **Redacted Text** section, select **Redacted**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Alphabetical List**.
 - e. Scroll down and find the property called **mc-redacted**.
 - f. Click in the cell to the right of that property and select **redacted**.
3. Select **File>Save** or press **CTRL+S**.
 4. After editing a style, you can apply it to content in a topic.

The text becomes shaded in the editor, letting you know that it will be redacted when the output is generated.
 5. Select **File>Save** or press **CTRL+S**.

Setting The Font Size



You can specify the size of text, choosing from many different units of measurement.

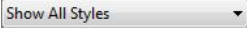



How to set the font size on a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.



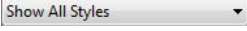


If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click the down arrow in the **Font Size**  field and select a size.
 - OR
 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. From the **Size** field, click the down arrow in the **Font Size**  field and select a size. In the Properties dialog, click **OK**.

You can also type a number and a different unit of measurement directly in the field (e.g., 5in, 25px, 10em).

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.
 The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **font-size**, click the down arrow and complete the fields in the popup. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.
 - g. Click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Setting Smallcaps On Text





You can specify that text should be displayed in all capital letters, but in a small size.

How to set smallcaps on text on a style




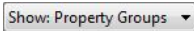

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Font** tab.
- f. Click the check box next to **Smallcaps**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **font-variant** and select **small-caps**.
3. Select **File>Save** or press **CTRL+S**.

Setting A Strikethrough Effect On Text





You can specify that a horizontal line should be added through the middle of the text, providing the effect of content that has been "striked through."

How to set a strikethrough effect on text with a style




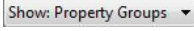

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:


- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Font** tab.
- f. Click the check box next to **Strikethrough**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **text-decoration**, type `line-through`, and press **Enter**.
3. Select **File>Save** or press **CTRL+S**.




Setting Subscript Text

You can apply a subscript effect to topic text, where some text appears below the level of the other characters (e.g., H₂O). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and then click . However, you can also change the properties of a different tag so that it appears as subscript text.

How to set subscript text on a style


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
5. Select a style (e.g., character, heading, paragraph).
6. Do one of the following.


- In the local toolbar of the Stylesheet Editor, click .

OR

- In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. Click the check box next to **Subscript**. In the Properties dialog, click **OK**.

7. Select **File>Save** or press **CTRL+S**.




Setting Superscript Text

You can apply a superscript effect to text, where some text appears above the regular text (e.g., X^2). Perhaps the easiest way to do this is to highlight the text, select the Home ribbon or Text Format toolbar, and click . However, you can also change the properties of a different tag so that it appears as superscript text.

How to set subscript text on a style


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
5. Select a style (e.g., character, heading, paragraph).
6. Do one of the following.

- In the local toolbar of the Stylesheet Editor, click .

OR

- In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. Click the check box next to **Superscript**. In the Properties dialog, click **OK**.

7. Select **File>Save** or press **CTRL+S**.

Setting Underlined Text






You can easily set underline text.

How to set underlined text using a style






1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. Do one of the following.
 - In the local toolbar of the Stylesheet Editor, click .
 - OR
 - In the local toolbar of the editor, click . The Properties dialog opens. Select the **Font** tab. Click the check box next to **Underline**. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Font** to expand the group.
The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. Click in the cell to the right of **text-decoration**, type `underline`, and press **Enter**.
3. Select **File>Save** or press **CTRL+S**.

Setting Word Spacing

You can specify the amount of spacing between words.

The Princess and the Pea

by Hans Christian Andersen



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something about them that was not as it should be. So he came home again and was sad, for he would have liked very much to have a real princess.

In this example, the word spacing is using the default setting.

The Princess and the Pea

by Hans Christian Andersen



Once upon a time there was a prince who wanted to marry a princess; but she would have to be a *real* princess. He traveled all over the world to find one, but nowhere could he get what he wanted. There were princesses enough, but it was difficult to find out whether they were real ones. There was always something about them that was not as it should be. So he came home again and was sad, for he would have liked very much to have a real princess.





In this example, the word spacing is set at 4 pixels.

How to set word spacing on a style






1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. Select a style (e.g., character, heading, paragraph).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Advanced** tab.
- f. In the **Word Spacing** section, select either **Expanded** or **Condensed**, depending on whether you want more or less space between the words.
- g. Enter the number of pixels for the amount of spacing.
- h. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. Select a style (e.g., character, heading, paragraph).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Block** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
 - f. To the right of **word-spacing**, click the down arrow and select the distance between letters. When you are finished, click **OK**.
3. Select **File>Save** or press **CTRL+S**.

Text Boxes

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML, as well as in all online outputs (Dot-Net Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).



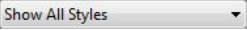

After a text box is inserted, you can make further modifications to change the way that it looks. For more information about text boxes, see the online Help.

How to edit text boxes using a style



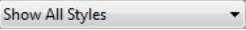
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs in the dialog to set any of the following.
 - **Background** See "Adding Backgrounds to Text Boxes" on page 516.
 - **Border** See "Adding Borders to Text Boxes" on page 519.
 - **Hyphenation** See "Setting Hyphenation in Text Boxes" on page 523.
 - **Margins** See "Adding Margins to Text Boxes" on page 525.
 - **Padding** See "Adding Padding to Text Boxes" on page 529.
 - **Position** See "Positioning Text Boxes" on page 533.
 - **Size** See "Specifying the Size of Text Boxes" on page 537.
- f. Click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
 - c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
 - d. Use the properties section on the right side of the editor to apply settings for the style.
 - **Background** See "Adding Backgrounds to Text Boxes" on the next page.
 - **Border** See "Adding Borders to Text Boxes" on page 519.
 - **Margins** See "Adding Margins to Text Boxes" on page 525.
 - **Padding** See "Adding Padding to Text Boxes" on page 529.
3. Select **File>Save** or press **CTRL+S**.

Adding Backgrounds To Text Boxes



After you insert a text box, you can add background settings to the text box. This includes the ability to specify a color, an image, and a repeating pattern for the background image.



How to add a background to a text box using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:


- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Background** tab.
- f. Use the tab to specify the settings that you want for the background.

Set a color for the background:

- In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.




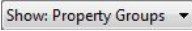

Add an image to the background:

- i. Next to the **Image** field, click the **Browse** button. The Insert Image dialog opens.
- ii. Select an image file to insert. You can do this in one of the following ways.
 - Select an image already in the project by finding and selecting it in the built-in tree.
 - OR
 - Click  to find and select an image file outside of the project.

Note: If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.

- iii. Click **OK**.
- iv. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Background** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the background property that you want to change, depending on what you are trying to accomplish.

Set a color for the background:

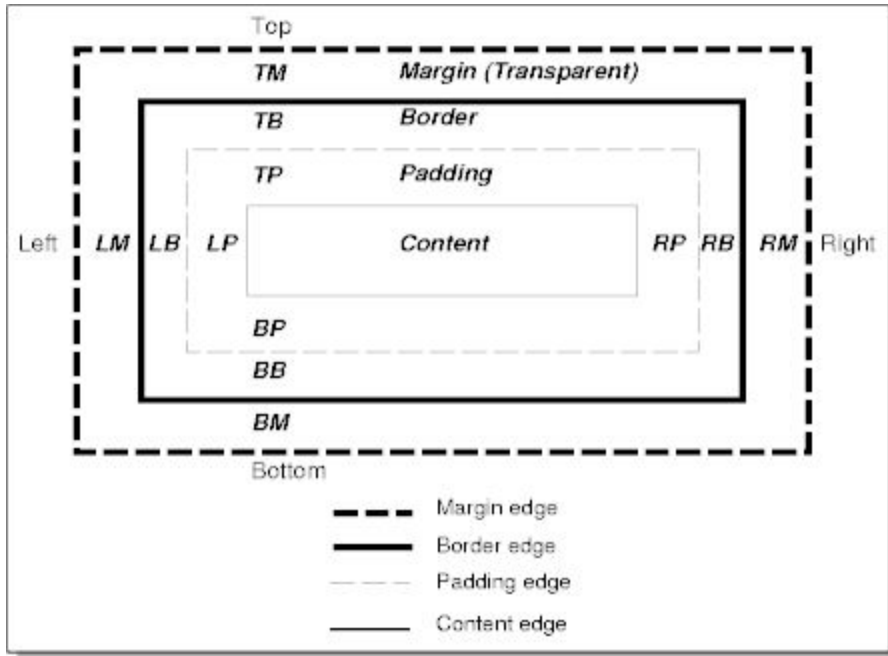
- To the right of **background-color**, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

Add an image to the background:

- i. To the right of **background-image**, click and select an image already contained in your project.
 - ii. If you want the background image to repeat, click in the cell to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
 - **no-repeat** The image is not repeated: only one copy of the image is drawn.
 - **repeat** The image is repeated both horizontally and vertically.
 - **repeat-x** The image is repeated horizontally only.
 - **repeat-y** The image is repeated vertically only.
3. Select **File>Save** or press **CTRL+S**.

Adding Borders To Text Boxes

After you insert a text box, you can add borders around it, specifying the border size, color, and type.



How to add a border to a text box using a style


1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look of content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:



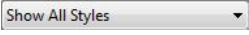


- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes,

then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Borders** tab.
- f. Set the options in the **Borders** section.
 - i. Click in any of the individual fields (**Left, Right, Top, Bottom**) to specify the settings for the border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields.

When you click that down arrow or in one of the individual fields, a small popup displays.
 - ii. Use the lower-left area of the popup to enter a number for the border thickness.
 - iii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iv. Use the upper-right area to select a color for the border.
 - v. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - vi. Click **OK**.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Border** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.

- f. Locate the border property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the main property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. Even better, if you plan to have the same settings for all four sides, you can simply use the **border** property to set the color, style, and width all the way around.

When you click in the cell to the right of one of the broad properties (e.g., border, border-bottom), a small popup displays.

- i. Use the lower-left area of the popup to enter a number for the border thickness.
 - ii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.
 - iii. Use the upper-right area to select a color for the border.
 - iv. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.
 - v. Click **OK**.
3. Select **File>Save** or press **CTRL+S**.



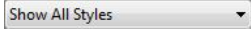

Setting Hyphenation In Text Boxes

After you insert a text box, you can adjust the way that the text within it is hyphenated.

How to set hyphenation in a text box using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

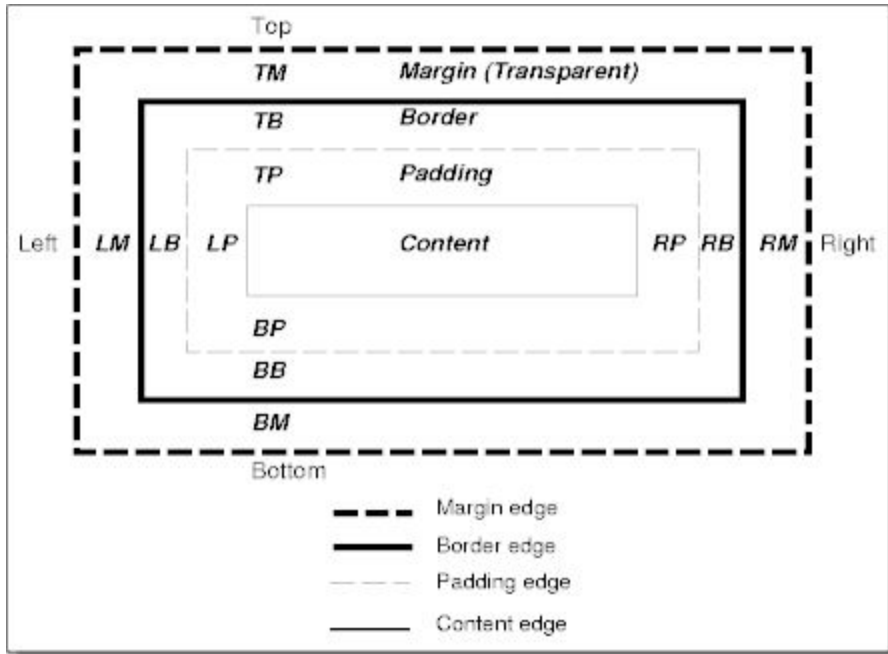
Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
5. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Hyphenation** tab.
8. Complete the options as necessary.
 - **Enable Hyphenation** Select whether you always or never want words to be hyphenated at the end of lines.
 - **Length of shortest word...** Enter the minimum number of characters that a word must have in order to be hyphenated.
 - **The minimum number of characters remaining...** Enter the minimum number of characters that must remain on the initial line when a word is hyphenated. For example, if you enter 4 in this field, a word that normally could be hyphenated after two characters would not be broken at that point. Instead, it would not be broken until at least four letters make an appearance on the first line.

- **The minimum number of characters carried over...** Enter the minimum number of characters that must be carried over to the second line when a word is hyphenated. For example, if you enter 3 in this field, a hyphenated word must have at least three characters on the second line after it has been broken.
 - **The maximum number of adjacent lines...** Enter the maximum number of lines next to each other that are allowed to end with a hyphenated word. For example, if you do not mind seeing three consecutive lines ending in a hyphenated word, but you want to avoid seeing a fourth adjacent line with a hyphenated word, you can enter 3 in this field.
9. In the Properties dialog, click **OK**.
 10. Select **File>Save** or press **CTRL+S**.

Adding Margins To Text Boxes

After you insert a text box, you can adjust the margins around it so that there is extra space above, below, to the right, or to the left of it.



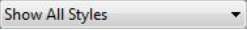



How to add margins to a text box using a style




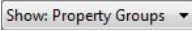

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Paragraph** tab.
- f. Set the options in the **Indentation** and **Spacing** sections to specify the left/right and top/bottom margins, respectively.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Box** to expand the group.

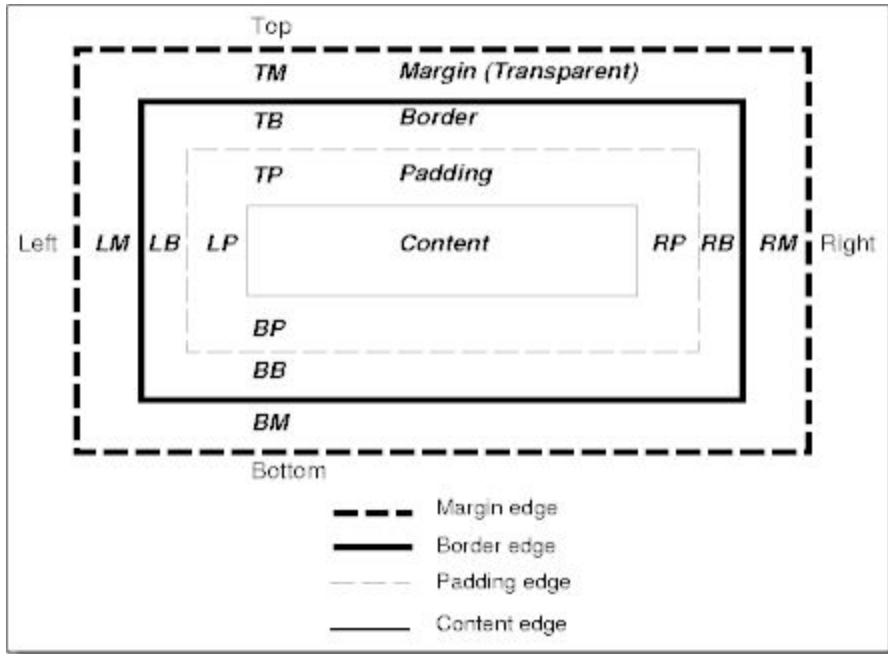
The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the margin property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., margin-top). If you plan to have the same settings for all four sides, you can simply use the **margin** property.

3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Adding Padding To Text Boxes

After you insert a text box, you can add padding (i.e., extra space) between the text box's border and the text within it.







How to add padding to a text box using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.




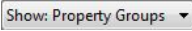

Warning: When editing styles, make sure the proper medium is selected in the Stylesheet Editor before you begin (you can do this from the **Medium** drop-down list). Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around. If you want all mediums to use the same setting, select the "default" medium and the properties will "trickle down" to the other mediums. If you are not using different mediums, you do not need to worry about selecting one when you edit styles. See "Stylesheet Mediums" on page 576.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Borders** tab.
- f. Set the options in the **Padding** section. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the padding. This adds extra space between a text box's border and the text within it. In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

If you click the down arrow to the right of all the fields, the settings will be applied to all of the padding fields. When you click that down arrow, a small popup displays.
- g. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
- c. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
- e. In the **Properties** section, click the plus button  next to **Box** to expand the group.

The property name is shown in the left column. The right column is used for selecting and entering values for the property.
- f. Locate the padding property that you want to change. Each side (bottom, left, right, top) has separate properties that you can set (e.g., padding-top). If you plan to have the same settings for all four sides, you can simply use the **padding** property.

3. Select **File>Save** or press **CTRL+S**.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

Positioning Text Boxes

This feature is supported in Adobe PDF, Microsoft XPS, and XHTML output.

After you insert a text box, you can adjust its positioning on the page. This includes the ability to float text boxes to the left or right, or even outside of page frames.

Cinderella

by the Grimm Brothers



The wife of a rich man fell sick

And as she felt that her end was drawing near, she called her only daughter to her bedside and said, "Dear child, be good and pious, and then the good God will always protect you, and I will look down on you from heaven and be near you."

Here is a text box that has been floated left. Notice that topic body text flows to the right of it.

Cinderella: Data Sheet

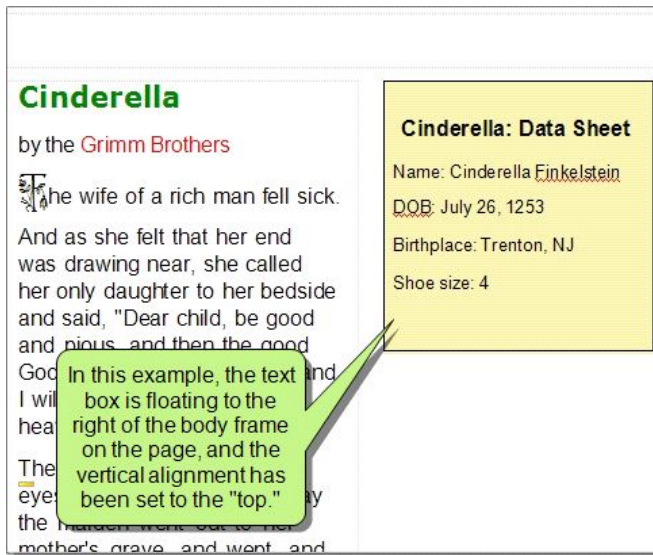
Name: Cinderella Finkelstein

DOB: July 26, 1253

Birthplace: Trenton, NJ

Shoe size: 4

Thereupon she closed her eyes and departed. Every day the maiden went out to her mother's grave, and wept, and she remained pious and good. When winter came the snow spread a white sheet over the grave, and by the time the spring sun had drawn it off again, the man had taken another wife.






This can be done through styles or by using local formatting. If you want to position all text boxes in the same place on the pages where they appear, use a style. If you want to position each text box so that it is in a unique location on the page where it has been inserted, use local formatting.

How to position text boxes using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.

4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
5. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Position** tab.
8. In the **Position** section, you can select a **Float** and a **Clear** setting. You can also set the **Vertical Alignment** of the text box.

Float Use this field to specify where to place the text box on the page.

- **None** Does not place the text box in a specific location.
- **Left** Positions the text box on the left side of the page frame, allowing you to type text to the right of the text box.
- **Right** Positions the text box on the right side of the page frame, allowing you to type text to the left of the text box.
- **Center of Column** Positions the text box in the center of the column on the page.
- **Outside Left Margin** Positions the text box beyond the left margin of the topic text.
- **Outside Right Margin** Positions the text box beyond the right margin of the topic text.
- **Outside Frame** Positions the text box outside of the page frame.
- **Outside Frame, Top Align** Positions the text box outside of the page frame, as well as aligning it with the top of the frame.
- **Left of Frame** Positions the text box to the left of the page frame.
- **Right of Frame** Positions the text box to the right of the page frame.
- **Center of Frame** Positions the text box both vertically and horizontally in the middle of the page frame.

Clear Use this field to position a text box so that it is "clear" of an adjacent text box. For example, let's say you have already inserted a text box and applied the float left property to it. If you then insert another text box immediately after the first text box, you want to make sure that the second text box doesn't rest next to the first text box. Instead, you want the second text box to be placed completely below the first text box. Therefore, you can apply a clear property to the second text box.

- **None** Does not apply the clear property to the text box.
- **Left Side** The text box will be placed below the bottom outer edge of a previous text box that is floating left.
- **Right Side** The text box will be placed below the bottom outer edge of a previous text box that is floating right.
- **Both Sides** The text box will be placed below the a previous text box, whether it is floating left or right.

Vertical Alignment Use this field to adjust where the item is positioned vertically.

- **Baseline** The baseline of the box will be aligned with the baseline of the parent box.
- **Text Top** The top of the box will be aligned with the top of the parent element's font.
- **Text Bottom** The bottom of the box will be aligned with the bottom of the line box.
- **Top** The top of the box will be aligned with the top of the line box.
- **Middle** The vertical midpoint of the box will be aligned with the baseline of the parent box, plus half the x-height of the parent.
- **Bottom** The bottom of the box will be aligned with the bottom of the line box.

9. In the Properties dialog, click **OK**.
10. Select **File>Save** or press **CTRL+S**.
11. When you insert a text box, select the **div** tag that you have modified.

Note: If you want to adjust the space between the object and the text that flows next to it, you can modify the margins on the object (using the Borders & Margins tab in the dialog).

Note: For additional details on the rules for floating objects, see <http://www.w3c.org>.



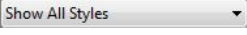

Specifying The Size Of Text Boxes

After you insert a text box, you can adjust its width and height.

How to specify the size of a text box using a style

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

3. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Paragraph Styles**.
5. Select the appropriate <div> style. If you use the default style when inserting the text boxes, then select **div**. Otherwise, if you have used a class of that style that you created previously, then select it instead.
6. In the local toolbar of the editor, click . The Properties dialog opens.
7. Select the **Position** tab.
8. Specify the **Width** and **Height** of the text box.
9. In the Properties dialog, click **OK**.
10. Select **File>Save** or press **CTRL+S**.

Text Hyperlinks




This feature is supported in all outputs.

You can edit text hyperlinks that you have inserted into a topic in at least three different ways: (1) edit the destination and properties of the hyperlink, (2) edit the style of the hyperlink, and (3) unbind (or remove) the hyperlink from the text. The following steps show you how to edit the style of a hyperlink.

How to edit the style of a text hyperlink

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.

If using the Simplified view:


- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. From the grid in the bottom portion of the editor, find and select the **a** tag.

If you want to modify the way links look when they are in a certain state, you can select a pseudo class under the `<a>` tag. Link pseudo classes include the following:


- **Active** This class is used when the person activates the element (mouse is clicked).
- **Focus** This class is used if the element has the focus.
- **Hover** This class is used when the person hovers the mouse over the element.
- **Link** This class is used for links that have not yet been clicked.
- **Visited** This class is used for links that have already been clicked.

EXAMPLE

Let's say you want the text to display in green for links that have not yet been clicked. But after a link is clicked, you want it to display as gray text. Therefore, under the `<a>` style tag, you modify the "link" pseudo class and change the font color to green. Then you modify the "visited" pseudo class under the `<a>` tag so that the font color is gray.

- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:

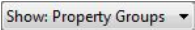
- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. In the **Styles** section on the left side of the editor, find and select the **a** tag.

If you want to modify the way links look when they are in a certain state, you can select a pseudo class under the `<a>` tag. Link pseudo classes include the following:

- **Active** This class is used when the person activates the element (mouse is clicked).
- **Focus** This class is used if the element has the focus.
- **Hover** This class is used when the person hovers the mouse over the element.
- **Link** This class is used for links that have not yet been clicked.
- **Visited** This class is used for links that have already been clicked.

EXAMPLE

Let's say you want the text to display in green for links that have not yet been clicked. But after a link is clicked, you want it to display as gray text. Therefore, under the `<a>` style tag, you modify the "link" pseudo class and change the font color to green. Then you modify the "visited" pseudo class under the `<a>` tag so that the font color is gray.

- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
 - e. From the **Properties** section, change values for any of the style's properties.
3. Select **File>Save** or press **CTRL+S**.

Text Popups

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can edit the style (e.g., font, color) of a text popup hotspot or the popup body. When you do this, the style changes for all text popups in any topics in your project.





EXAMPLE

Let's say that you want to change the font for your text popup hotspots to dark green with no underline. The following steps show you how to accomplish this.





How to edit the style of a text popup

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- c. From the grid in the bottom portion of the editor, find and select the style called **Mad-Cap|popupHead**. (for the hotspot) or **MadCap|popupBody** (for the body of the popup).
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
 - c. In the **Styles** section on the left side of the editor, find and select the style called **Mad-Cap|popupHead**. (for the hotspot) or **MadCap|popupBody** (for the body of the popup).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
 - e. From the **Properties** section, change values for any of the style's properties.
3. Select **File>Save** or press **CTRL+S**.



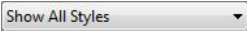

Togglers

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can edit the style (e.g., font, color) of a toggler hotspot. When you do this, the style changes for all toggler hotspots in any topics in your project.



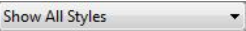

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
- c. From the grid in the bottom portion of the editor, find and select the style called **Mad-Capttoggler** (or a toggler style class you have created within it).
- d. In the local toolbar of the editor, click . The Properties dialog opens.

- e. Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- f. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Dynamic Effects Styles**.
 - c. In the **Styles** section on the left side of the editor, find and select the style called **Mad-Cap|toggler** (or a toggler style class you have created within it).
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Set Properties**. This displays only the properties that have been set for that particular style.
 - e. From the **Properties** section, change values for any of the style's properties. Following are some of the more common properties that you might change.
 - **mc-closed-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in a closed state.
 - **mc-open-image** This style, located in the **Unclassified** property group, lets you select an image to be shown next to the toggler effect when it is in an open state.
3. Select **File>Save** or press **CTRL+S**.

Topic Popups

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

You can edit the style (e.g., font, color) of the hyperlink for a topic popup. When you do this, the style changes for all topic popups in any topics in your project.

EXAMPLE

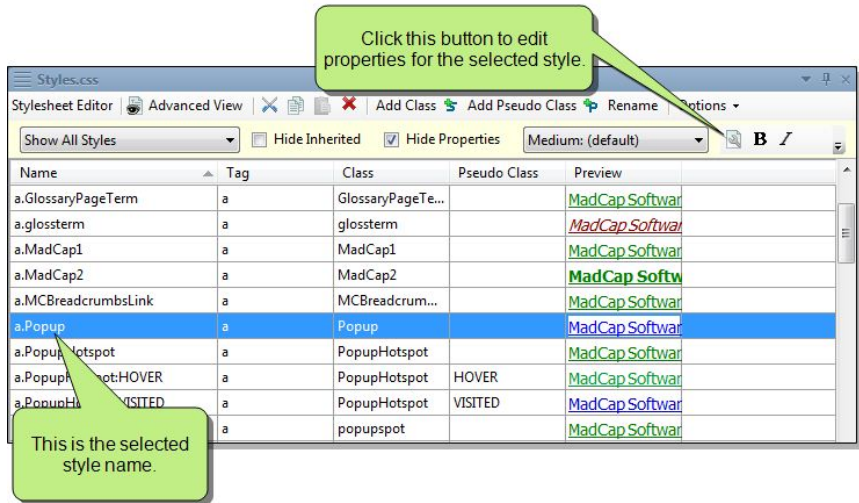
Let's say that you want to change the font for your topic popups to dark green with no underline. The following steps show you how to accomplish this.

How to edit the style of a topic popup hyperlink

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.
 - **Simplified** The Simplified view is better for new users. It provides an easier way to apply properties to styles, with format options available from a toolbar (similar to the way one would use the Text Format toolbar to change the look topic content without a style). In many cases, only the most common property options are available in the Simplified view (e.g., font, letter/word spacing, paragraph alignment/indentation, auto-numbering format, borders, background). One advantage of the Simplified view is that you can apply a property to multiple styles at the same time. You can also click a check box to hide the properties in the editor, allowing you to see only the styles.
 - **Advanced** The Advanced view displays style classes and properties in hierarchical tree structures. It is not as quick as using the Simplified view, but it allows you to edit a great deal more settings than are available in the Simplified view.



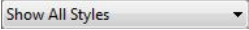
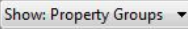
If using the Simplified view:

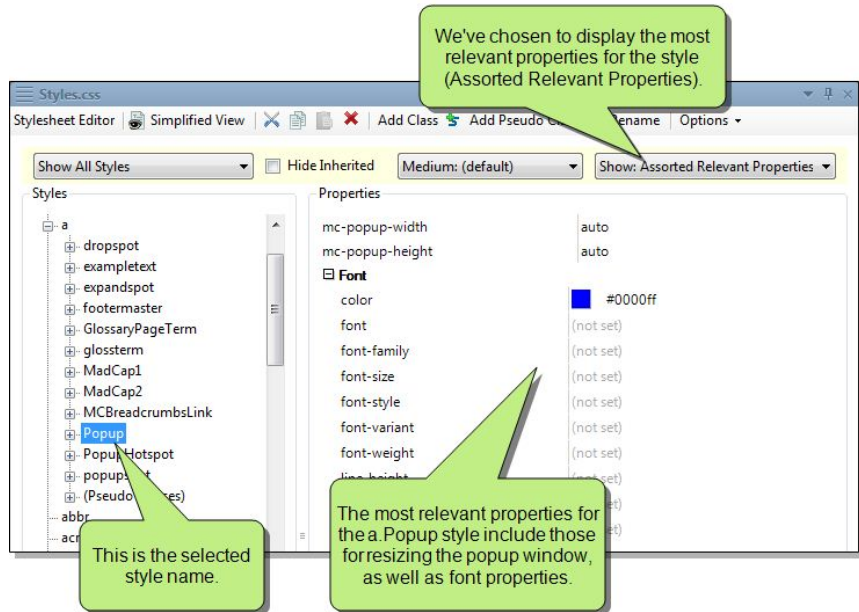
- In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- From the grid in the bottom portion of the editor, find and select the **a.Popup** tag.
- In the local toolbar of the editor, click . The Properties dialog opens.



- Use the tabs and fields in the Properties dialog to change values for any of the style's properties.
- In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
- b. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
- c. In the **Styles** section on the left side of the editor, find and select the **a.Popup** tag.
- d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.



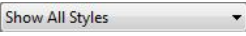



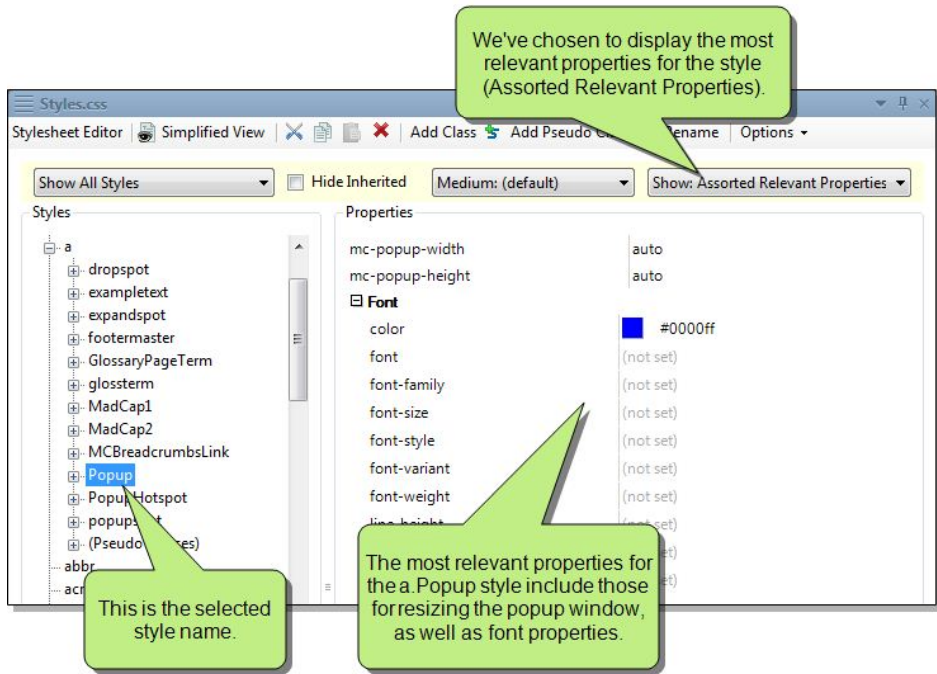
- e. From the **Properties** section, change values for any of the style's properties.
3. Select **File>Save** or press **CTRL+S**.

Customizing The Size Of Topic Popups

If you insert a topic popup link, the popup displays in a default window size in the output (after the link is clicked). However, you can adjust the style to specify a custom size for the popup box. You can do this by selecting the `a.Popup` style class and changing the values for the `mc-popup-width` and `mc-popup-height` properties (located in the Unclassified property group).

How to customize the size of topic popups

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Link Styles**.
4. In the **Styles** section on the left side of the editor, find and select the **a.Popup** style class.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.





6. From the **Properties** section, click in the column to the right of **mc-popup-width** or **mc-popup-height** (where it displays "auto"). A small box popup displays, where you can enter values.
7. In the top-right corner of the small popup box (next to "Automatic"), click the down arrow and select **Length**.
8. In the lower-left field, enter a number.
9. In the lower-right field, click the down arrow and select a unit of measurement.
10. In the popup box, click **OK**.
11. Select **File>Save** or press **CTRL+S**.

Topic Toolbars

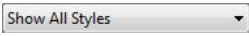


This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).






You can use the `<Madcap|topicToolbarProxy>` style to change the look of the container holding generated topic toolbars.

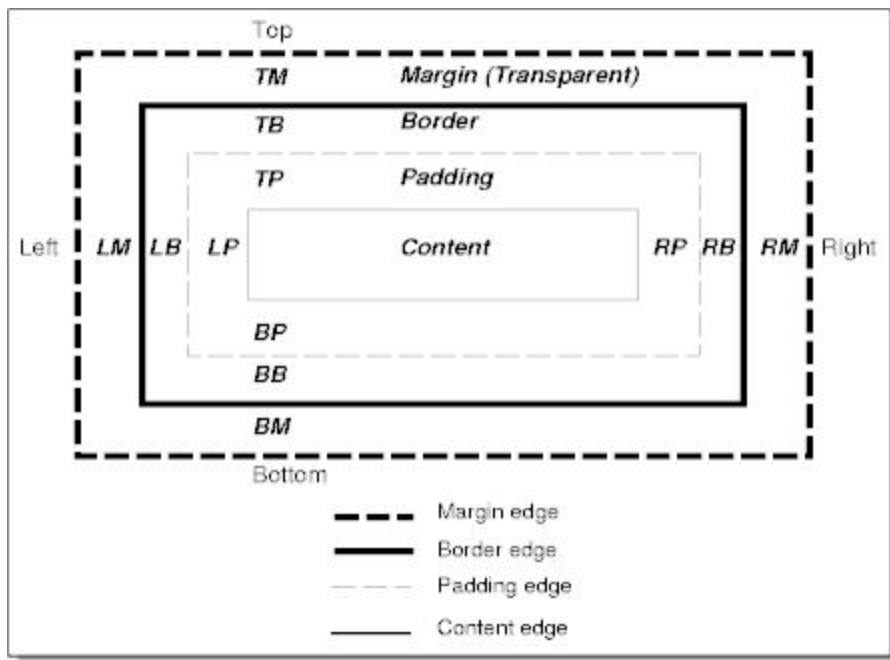
How to use styles to determine the look of topic toolbars

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.

Note: Some of the necessary style properties can also be changed in the Simplified view in the Stylesheet Editor.

3. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Reusable Content Styles**.
4. In the **Styles** section of the editor, select **MadCap|topicToolbarProxy**.
5. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
6. In the **Properties** section to the right, you can change a variety of style settings for topic toolbars. You may need to click the plus button  next to a property group (e.g., Block, Box, Border) to see the actual properties within it.
7. Locate the specific property that you want to change. The property name is shown in the left column. Use the right column to select and enter values for the property. Depending on the type of property, you can either type the value, select it from a drop-down list, or complete the value entries in a popup box. Here are some of the more common properties that you might change.

- **Border below** To change the border line that appears at the bottom of the topic toolbar, click the plus button  next to the **Borders** property group. Then click in the right column next to **border-bottom**, set the border width, unit of measurement, color, and/or style in the small drop-down window. Click **OK**. You can also use the other cells in this property group to add borders above, to the left, or to the right of the topic toolbar.
- **Padding above** To change the amount of empty space (padding) above the text within the topic toolbar container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-top**, set the padding value in the small drop-down window, and click **OK**.
- **Padding below** To change the amount of empty space (padding) below the text within the topic toolbar container, click the plus button  next to the **Box** property group. Then click in the right column next to **padding-bottom**, set the padding value in the small drop-down window, and click **OK**.
- **Space above** To change the amount of space above the topic toolbar container, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-top**, set the margin value in the small drop-down window, and click **OK**.
- **Space below** To change the amount of space below the topic toolbar container, click the plus button  next to the **Box** property group. Then click in the right column next to **margin-bottom**, set the margin value in the small drop-down window, and click **OK**.



Note: You can also affect the look of topic toolbars by modifying the styles in your skin. See "Skins and Styles" on page 591.

Note: Different browsers may treat margin and padding settings differently. For example, Internet Explorer 8 and Firefox honor padding settings more than they honor margin settings. If you were to set a left margin at, say, 1 inch, Internet Explorer 7 would show it that way. However, in order to get the same results in Internet Explorer 8 or Firefox, you would also need to set the left padding at 1 inch.

8. Select **File>Save** or press **CTRL+S**.

Topics

You can use styles to change the look or behavior of entire topics. Here are a few ways to do this.

- **Background color** See "Applying Color to the Background for Topics" below.
- **Background image** See "Creating Watermarks" on page 240.
- **Nonscrolling regions** See "Creating a Nonscrolling Region" on page 557.



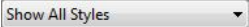

Applying Color To The Background For Topics

You can change the background color for topics by using the parent `<body>` style tag or classes of that style. If you want the background color to be applied to all topics using a particular stylesheet, you can use the parent `<body>` tag. If you want to change the background color for only some topics, create and use a class of the `<body>` tag.


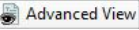



How to apply a background color for all topics

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  **Advanced View** (which means that the Simplified view is currently shown in the editor). If the button displays  **Simplified View** instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. From the grid in the bottom portion of the editor, find and select the **body** tag.
- d. In the local toolbar of the editor, click . The Properties dialog opens.
- e. Select the **Font** tab.
- f. In the **Background** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
- g. In the Properties dialog, click **OK**.



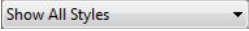
If using the Advanced view:


- a. In the local toolbar, make sure the first button displays  (which means that the Advanced view is currently shown in the editor). If the button displays  instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. In the **Styles** section on the left side of the editor, find and select the **body** tag.
 - d. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - e. In the **Properties** section, click the plus button  next to **Background** to expand the group.
 - f. Next to the **background-color** field, click in the column on the right.
 - g. Click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
3. Select **File>Save** or press **CTRL+S**.

How to apply a background color for only some topics



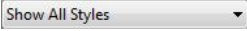



1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Complete one of the following sets of steps, depending on whether you want to use the Simplified view or Advanced view in the Stylesheet Editor.

If using the Simplified view:

- a. In the local toolbar, make sure the first button displays  (which means that the Simplified view is currently shown in the editor). If the button displays  instead, then click it.
- b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
- c. From the grid in the bottom portion of the editor, find and select the **body** tag.
- d. In the local toolbar, click **Add Class**. The New Style dialog opens.
- e. Enter a name for the new style class and click **OK**. The new class is added under the `<body>` tag.

- f. In the grid in the bottom portion of the editor, make sure the new style class is selected.
- g. In the local toolbar of the editor, click . The Properties dialog opens.
- h. Select the **Font** tab.
- i. In the **Background** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
- j. In the Properties dialog, click **OK**.

If using the Advanced view:

- a. In the local toolbar, make sure the first button displays  **Simplified View** (which means that the Advanced view is currently shown in the editor). If the button displays  **Advanced View** instead, then click it.
 - b. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field  is set to **Show All Styles**.
 - c. In the **Styles** section on the left side of the editor, find and select the **body** tag.
 - d. In the local toolbar, click **Add Class**. The New Style dialog opens.
 - e. Enter a name for the new style class and click **OK**. The new class is added under the <body> tag.
 - f. In the **Styles** section, make sure the new style class is selected.
 - g. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Property Groups**.
 - h. In the **Properties** section, click the plus button  next to **Background** to expand the group.
 - i. Next to the **background-color** field, click in the column on the right.
 - j. Click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.
3. Select **File>Save** or press **CTRL+S**.
 4. Open the topic to which you want to apply the background color.
 5. If the tag block bars are not shown to the left of the content, click  in the toolbar at the bottom of the editor.
 6. Right-click the **body** tag bar (the second bar from the left).
 7. In the context menu, select **Style Class>body.[name of class]**.
 8. Select **File>Save** or press **CTRL+S**.

Note: These steps change the background for the entire topic in online output. For print output that uses page layouts, these steps affect the background of the frames only, not the margins outside of the frames. If you want to change the background for print output that extends to the margins, you can specify background settings in your page layouts. Let's say that you want a yellow background on all topics for both online and print-based output, extending all the way to the edges of the screen or page. For online output, you would use the steps above to set the background color for the <body> tag to yellow. For the print output, you would set the background on the pages in your layout to yellow and set the page margins to 0.

Creating A Nonscrolling Region

For online output you can specify that a certain portion of the content (usually a heading and breadcrumbs, if included) should remain fixed in place. This means that when the end user scrolls down to see more content, the fixed areas do not scroll with the rest of the text. You can see an example of this in any Flare online Help topic.



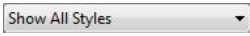
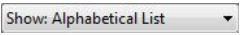
In order to create this type of effect, you need to make changes to multiple properties for at least two or three different styles—`<body>`, the heading style (usually `<h1>` or a variant of it), and `<MadCap|breadcrumbsProxy>` (if you include breadcrumbs).

How to create a nonscrolling region

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.



Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.

In the case of nonscrolling regions, you probably want at least some of the settings described below to be different for online outputs than for print-based outputs.

3. In the local toolbar, make sure the first button displays  Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays  Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field  and select **Show Heading Styles**.
5. From the **Styles** area, select the **h1** tag (or whatever tag you are using for headings at the top of topics).
6. From the **Show Properties** drop-down list  on the upper-right side of the editor, select **Show: Alphabetical List**.

7. Make changes to the following properties in the list. For each property, click in the cell to the right of it and enter the appropriate values.
- **background-color** Select the background color you want for your nonscrolling region. If you already have a background color set for your breadcrumbs (using the <Mad-Cap|breadcrumbsProxy> style), you might want to use the same color.
 - **border-bottom** Select the border type (e.g., solid), width (e.g., 2px), and color you want for the line under your nonscrolling region.
 - **left** Set the distance from the left edge of the browser window. This should be **0**.
 - **margin** Set the distance to the edge of the browser window. The values for the top, bottom, left, and right may vary. Start with **0** and adjust as necessary.
 - **padding** Set the distance from the edge of the "container" holding the content to the content itself. Again, the values for the top, bottom, left, and right may vary.
 - **position** This is the most critical property, which keeps the content from scrolling. Set it to **fixed**.
 - **right** Set the distance from the right edge of the browser window. This should be **0**.
 - **top** Set the distance to the top of the browser window. If you are not using breadcrumbs then enter **0**. Otherwise enter enough space to clear the breadcrumbs (e.g., 30px).
 - **width** Set the width to **100%** to make sure that the nonscrolling region fills the width of the page.

Here is an example of how the settings might look in the Stylesheet Editor. The properties relevant for nonscrolling regions are highlighted.

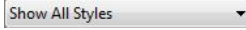
Properties	
background-color	 #f5f5f5
border-bottom	solid 2px #006400
color	 #002000
display	block
font-family	Arial
font-size	13pt
font-weight	bold
left	0px
margin	.67em 0
margin-bottom	8pt
margin-top	0pt
mc-auto-number-offset	0
mc-auto-number-position	inside-head
mc-disable-glossary-terms	true
mc-dita-type	p
mc-heading-level	1
padding-bottom	10px
padding-left	10px
padding-top	5px
page-break-before	always
position	fixed
right	0px
text-transform	capitalize
top	30px
width	100%

8. (Optional—complete the next three steps only if you are using breadcrumbs) In the upper-left corner of the editor, click in the **Show Styles** field and select **Show Reusable Content Styles**.
9. From the **Styles** area, select the **MadCap|breadcrumbsProxy** tag.
10. Make adjustments to the same style attributes as you did for the <h1> tag. You may need to make minor variations so that the breadcrumbs render above the <h1> text.

Here is an example of how the settings might look in the Stylesheet Editor. The properties relevant for nonscrolling regions are highlighted.

Properties	
background-color	<input type="text" value="#f5f5f5"/>
border-bottom	solid 0px #f5f5f5
border-bottom-color	<input type="text" value="#f5f5f5"/>
border-bottom-style	solid
border-bottom-width	0px
border-top	solid 0px
font-size	10pt
left	0px
margin	0px
margin-bottom	0px
mc-breadcrumbs-count	3
mc-breadcrumbs-divider	>
mc-breadcrumbs-prefix	You are here:
padding	10px
padding-bottom	10px
padding-left	20px
position	fixed
right	0px
top	0px
width	100%

11. In the upper-left corner of the Stylesheet Editor, make sure the **Show Styles** field



is set to **Show All Styles**.

12. From the **Styles** area, select the **body** tag.
13. Find and select the **margin-top** property and in the cell to the right enter a value high enough to ensure that none of the topic text ends up hidden behind the nonscrolling region.

A value of 100px might work well for some people, but 50px might work better for others. Enter a number somewhere in that range, preview a topic, and adjust the value as necessary.

14. Select **File>Save** or press **CTRL+S**.

CHAPTER 5 Applying Styles to Topic Content

You can apply styles from a stylesheet to content in your topics. For regular stylesheets, this means choosing sections in your topics and selecting individual styles from the stylesheet. For table styles, this means inserting a table into a topic and selecting a table stylesheet during that process, or from the Table Properties dialog when editing a table.

How to apply styles from a regular stylesheet

When you insert or create certain content in a topic, the parent tag for that type of element is often automatically applied (e.g., the `` tag is automatically applied when you create a list bullet item). The following steps show you how to select a particular style for content (perhaps a class of a parent tag, such as "li.indented," or another tag altogether).

1. Open the topic for which you want to apply styles.
2. When applying styles to content, you are likely to use one of the following, depending on the type of style you are applying. Most of the time, there are multiple ways to select a style. To make sure these tools are open, do the following.

- **Styles window pane**

Do one of the following, depending on the part of the user interface you are using.

- **Ribbon** Select the **Home** ribbon. In the **Styles** section select **Style Window**.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon


instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Menu** Select **View>Style Window**.
- **Keyboard shortcut** Press **F12**

The Styles window pane opens, showing styles from your stylesheet.

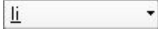
● **Styles drop-down field**

Do one of the following, depending on the part of the user interface you are using.

- **Ribbon** Select the **Home** ribbon. The styles drop-down field is located in the **Styles** section. It looks like this: . The current style is displayed in the drop-down—in this example, <p> is the current style.

You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Text Format toolbar** The drop-down in the toolbar looks like this: . The current style is displayed in the drop-down—in this example, is the current style.

To open the Text Format toolbar from the menu view, select **View>Toolbars>Text Format**.

● **Floating Style Picker**

Do one of the following, depending on the part of the user interface you are using.

- **Menu** Select **Format>Pick Style**.

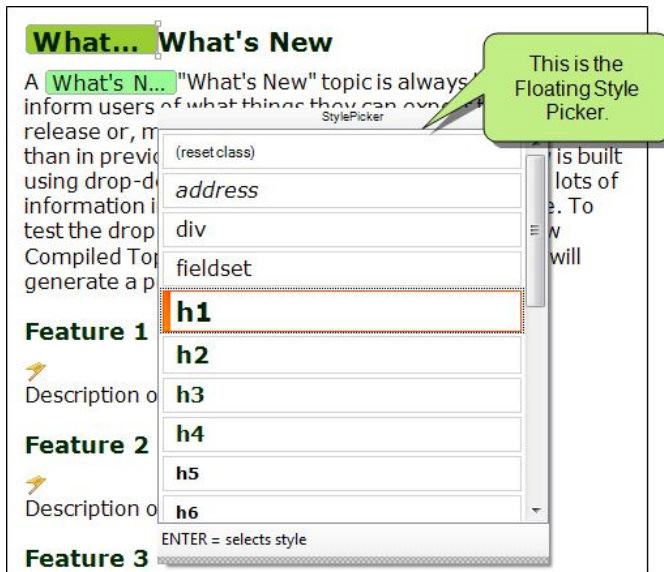
You can use the Options dialog to switch between ribbons and the classic menu/toolbar layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.


- **Keyboard shortcut** press **CTRL+SHIFT+H**.

To open the Text Format toolbar from the menu view, select **View>Toolbars>Text Format**.


The Style Picker displays, showing style classes from the stylesheets that are associated with the topic.



- **Structure bars**

In the local toolbar at the bottom of the XML Editor, click one of the buttons to turn on the structure bars . Depending on the button that you click, structure bars are displayed either to the left of the topic or table content, or above it.


● Markers

In the local toolbar of the XML Editor, click the down arrow in the **Show tags** button  and select **Show Markers**.

When applying styles to content, you may notice from time to time that the style you are looking for is not available from the drop-down list or Styles window pane when you try to select it. This can occur if you have not yet made any modifications to the style in the Stylesheet Editor. Therefore, before applying a style to content, make sure you first provide the necessary settings for the style. See "Editing Styles" on page 97.

Another possible reason for this has to do with the location of the cursor in the topic. Flare realizes where the cursor is placed and knows that only certain styles should be applied at that location.

E X A M P L E

Let's say that you have your cursor on a regular paragraph and you want to apply a list style to it in order to turn it into the beginning of a bulleted list. Because it is not yet a list item, but rather a simple paragraph, you will not see your style when you try to select it. Instead, you will see several paragraph styles in the list. In order to use the list style, you first need to turn the paragraph into a bulleted list item, by clicking the bullet button  in the Home ribbon or Text Format toolbar.

Here is another example. If multiple paragraphs are selected or if the cursor is simply placed somewhere within a paragraph, the paragraph styles are shown in the Styles window pane. If only a portion of a paragraph is selected, the character styles are shown.


If you still do not see your style available for selection, try closing and re-launching Flare.

3. In the topic, do one of the following, depending on the type of content to which you are applying a style.


Characters (i.e., selected text):

- a. Highlight all characters within a paragraph that you want to be affected by the style, without selecting the entire paragraph.
- b. From the Home ribbon, Styles window pane, Floating Style Picker, or Text Format toolbar, select the character style.


Dynamic effects (e.g., drop-down text, expanding text, togglers, popups):

- a. Insert the dynamic effect.
- b. You can create a class for one of the parent dynamic effect styles in the Stylesheet Editor (e.g., MadCap|dropDownHead.italic). See "Creating Styles" on page 87.
- c. For some dynamic effect styles (e.g., MadCap|dropDownHead.italic), you can place your cursor on the appropriate text in the topic and select the style from the Styles window pane or Text Format toolbar. For other dynamic effect styles (e.g., MadCap|dropDown.myimageicon), you can hover over the appropriate marker in the topic until the cursor is an arrow . Then right-click the marker and select **Style Class>[Name of Style]**.

Footnotes:

- a. Insert the footnote into the topic.
- b. You can create a class for one of the parent footnote tags in the Stylesheet Editor. See "Creating Styles" on page 87.
- c. For some footnote styles (e.g., MadCap|footnote), you can hover over the appropriate marker in the topic until the cursor is an arrow . Then right-click the marker and select **Style Class>[Name of Style]**.

Forms:


- a. Insert the form into the topic. The <form> tag can be selected after you highlight multiple paragraphs in a topic, select the **Home** ribbon and click , or select the Format menu and choose **Group**.
- b. You can create a class for the <form> tag in the Stylesheet Editor. See "Creating Styles" on page 87.
- c. Right-click the structure bar to the left that is labeled "form" and select **Style Class>[Name of Style]**.

Headings:

- a. Click somewhere in the paragraph to be used as the heading. If you highlight the text, make sure you highlight the entire paragraph. Otherwise, you will not be able to select a heading style, but rather a character style only. The exception to this is when you highlight portions of multiple paragraphs at the same time; in that case, you will be able to select a heading style to be applied to all of those paragraphs.

- b. From the Home ribbon, Styles window pane, Floating Style Picker, or Text Format toolbar, select the character style.

Links (e.g., cross-references, text hyperlinks):

- a. Insert the link into the topic.
- b. You can create a class for the link tag in the Stylesheet Editor (e.g., a.greenlink, Mad-Cap|xref.seepage). See "Creating Styles" on page 87.
- c. In the XML Editor, click inside the link.
- d. At the top of the XML Editor, right-click the span bar representing the link. For example, hyperlink span bars have an "a" label, and cross-reference span bars have a "MadCap:xref" label. When you click on the link in the topic, the appropriate span bar at the top of the XML Editor will change color to indicate that it goes with the link. If your span bars are not turned on, click  in the local toolbar of the XML Editor.
- e. In the menu, select **Style Class>[Name of Style]**.


List items:

- a. Create the list item in the topic.
- b. You can create a class for the list tag in the Stylesheet Editor (e.g., li.Indented). See "Creating Styles" on page 87.
- c. Click somewhere in the list item. If you highlight the text, make sure you highlight the entire line. Otherwise, you will not be able to select a list style, but rather a character style only. The exception to this is when you highlight portions of multiple list items at the same time; in that case, you will be able to select a list style to be applied to all of those items.
- d. From the Home ribbon, Styles window pane, Floating Style Picker, or Text Format toolbar, select the character style.

Paragraphs:

- a. Click somewhere in the paragraph. If you highlight the text, make sure you highlight the entire paragraph. Otherwise, you will not be able to select a paragraph style, but rather a character style only. The exception to this is when you highlight portions of multiple paragraphs at the same time; in that case, you will be able to select a paragraph style to be applied to all of those paragraphs.
- b. From the Home ribbon, Styles window pane, Floating Style Picker, or Text Format toolbar, select the character style.

Reusable content (e.g., variables, proxies)

- a. Insert the reusable content into the topic.
- b. You can create a class for one of the reusable content tags in the Stylesheet Editor (e.g., Mad-Cap|variable.bluetext). See "Creating Styles" on page 87.
- c. Hover over the reusable item in the topic until the cursor is an arrow . Then right-click the item and select **Style Class>[Name of Style]**.

Tables:

- a. Insert the table into the topic.
- b. You can create a class for any of the table styles in the Stylesheet Editor (e.g., th.style1, td.mystyle, tr.firsttablerow). See "Creating Styles" on page 87.
- c. For some table styles (e.g., <caption>, <th>), you can click somewhere on the appropriate text in the table and select the style from the Styles window pane, Floating Style Picker, or Text Format toolbar.


For other table styles (e.g., <table>, <tr>), you can right-click the structure bar and select **Style Class>[Name of Style]**.

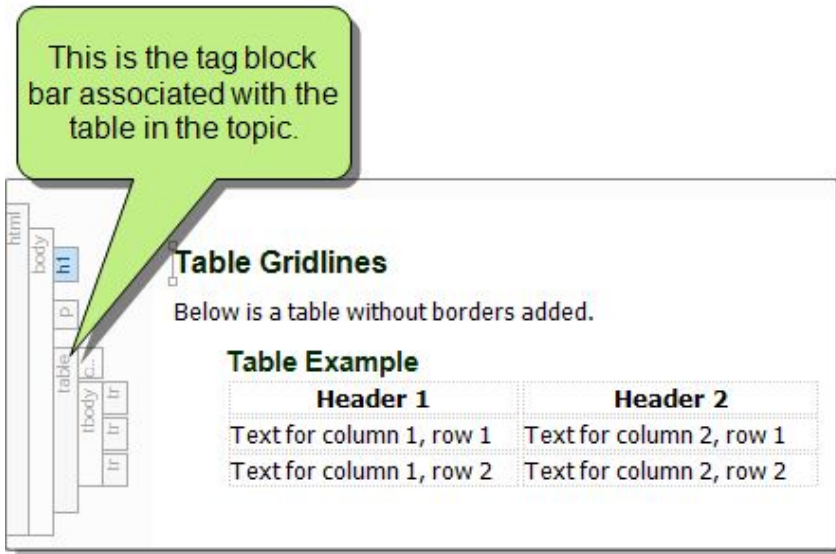
Note: For another way to select styles for table content, including the ability to use <p> tags in tables, see "Selecting Styles for Table Cell Contents" on page 435.

4. Select **File>Save** or press **CTRL+S**.

How to apply a table stylesheet—one table at a time

The following steps show how to apply a table stylesheet to one table at a time. Use the next set of steps if instead you want to quickly apply a table stylesheet to many tables in different files.

1. Open the topic where a table has been inserted.
2. If the tag block bars are not displayed to the left of the topic, click  at the bottom of the editor.
To watch a movie that explains these bars, see the online Help.
3. Right-click the **table** tag bar.



This is the tag block bar associated with the table in the topic.

Table Gridlines

Below is a table without borders added.

Table Example

Header 1	Header 2
Text for column 1, row 1	Text for column 2, row 1
Text for column 1, row 2	Text for column 2, row 2


The screenshot shows the MADCAP FLARE editor interface. On the left, a vertical tag block bar contains various HTML tags: html, body, h1, p, table, tbody, tr, and td. A green callout bubble points to the 'table' tag bar. To the right of the tag block bar, the text 'Table Gridlines' is displayed, followed by 'Below is a table without borders added.' Below this text is a table with two columns and two rows. The first row contains 'Header 1' and 'Header 2'. The second row contains 'Text for column 1, row 1' and 'Text for column 2, row 1'. The third row contains 'Text for column 1, row 2' and 'Text for column 2, row 2'.

4. Do one of the following.

- In the context menu select **Table Style** and then select the stylesheet in the submenu.

OR

- a. In the context menu, select **Table Properties**. The Table Properties dialog opens.
- b. Click **Table Style**, and from the drop-down select the stylesheet.

Note: If you have not yet created a table stylesheet yet, you can do so by clicking  to the right of the field. Click the face of the button, not the down arrow.

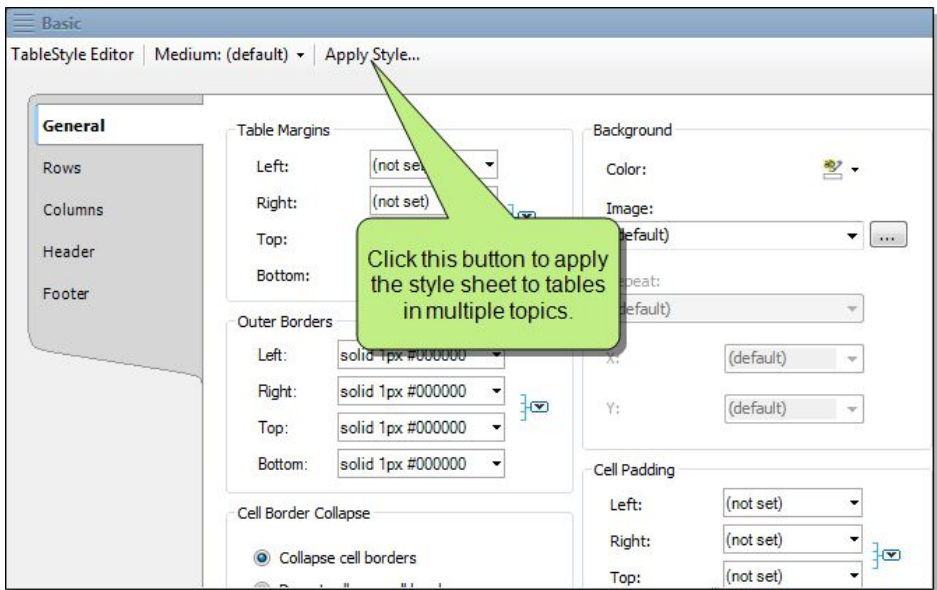
- c. Click **OK**.

5. Select **File>Save** or press **CTRL+S**.

How to apply a table stylesheet—multiple tables and files

The following steps show how to quickly apply a table stylesheet to many tables in different files. Use the previous set of steps if instead you want to apply a table stylesheet to one table at a time.

1. Open the table stylesheet that you want to apply.
2. In the local toolbar of the Table Style Editor, click **Apply Style**.



The Apply Table Style dialog opens, displaying all folders and topic files in your project.

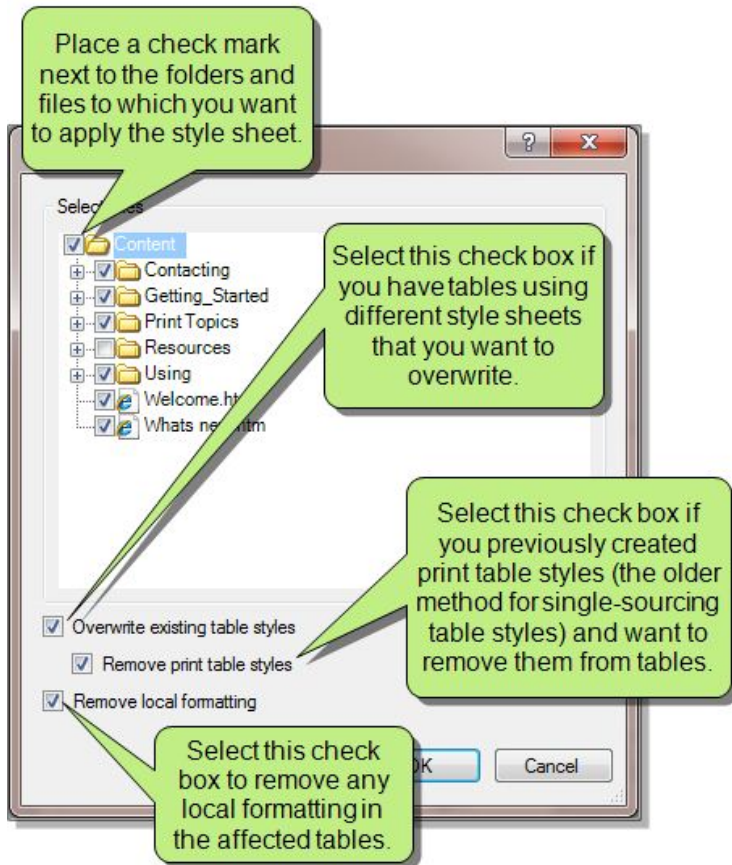
3. Click in the check box next to each folder and/or file containing tables that should use the stylesheet. If you click next to a folder, the stylesheet will be applied to all files and subfolders under it.

You can also select either of the following options in the dialog.

Overwrite existing table styles Select this if you want to overwrite existing table styles in those topics. If you choose this option, you can also select **Remove print table styles**. As of Flare V7, print table styles are no longer the preferred method for single-sourcing tables in online and print output; mediums are now the recommended solution. Therefore, if you used print table styles in the past and

want to remove them now, you can use this option. When this option is enabled, print table styles will be removed from any tables updated by this dialog.

Remove local formatting Select this if you have local formatting in tables and want to remove it when the table style is applied.



4. Click **OK**.

CHAPTER 6 Single-Sourcing Styles

You can single-source styles through the use of stylesheet mediums and table print styles.
This chapter discusses the following.

- Stylesheet Mediums 576**
- Selecting Stylesheet Mediums 580**
- Creating Stylesheet Mediums 583**
- Associating a Medium with a Target 584**
- Creating Topic Styles for Print Output 585**
- Creating Table Styles for Print Output 587**

Stylesheet Mediums

This feature is supported in all outputs.

A medium is an alternative set of styles in a stylesheet that you use for different outputs. They are intended to be an exception to the default style. Mediums can be used in both regular stylesheets and table stylesheets.

One use for a medium is to have one group of style settings for online formats (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus) and a different group of settings for print-based formats (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). Therefore, you could use one medium for your online targets and use another medium for PDF and your other print-based targets.

E X A M P L E

Let's say you have text hyperlinks that are shown in blue font with an underline. That may be fine for Target A, but let's say you want this style to appear in black font with no underline for Target B. The solution is to use a stylesheet medium.

Suppose Target A is using the "default" medium, where the blue underline properties are specified. With the properties for Target A already set, you now need to specify style properties for Target B. Therefore, in the Stylesheet Editor, instead of selecting the "default" medium, you can select another medium (e.g., the "print" medium) and change the properties for the style to black with no underline. It's the same stylesheet and the same style that you are working with. The only difference is that one medium is telling Flare to display that content in blue with an underline, and the other medium is telling it to use black font with no underline. With Target A using the default medium and Target B using the other medium, the content will display appropriately in each output.

Stylesheet Mediums Provided

Flare provides you with the following stylesheet mediums. These are enough to satisfy the needs of most authors, but you can create additional mediums if necessary.

- **default** This is the standard medium. Any settings that you specify in the default medium "trickle down" automatically to the other mediums. However, you can override any setting in a specific medium.

EXAMPLE

Suppose you are using four different mediums (default, print, non-print, CustomA) in your project. Let's say you specify that the font color for the <p> style tag in the default medium should be red. If you were to then open any of the other three mediums, you would see that the font color for the <p> tag in each of those is also red. If you were to open the print medium and change the font color for the <p> tag to blue, that is the color that will be used for that medium. However, the <p> tag will continue to be displayed in red for the default, non-print, and CustomA mediums.

- **print** This medium is designed to be used for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). When you create a print-based target, this medium is automatically associated with it (although you can select a different medium for the target if necessary).
- **non-print** If you are creating online output and do not want to use the default medium for it, you can use this medium instead. For example, you might want to use the default medium for three online targets that you are working on, but you want to create a fourth online target that uses a different set of styles. In that case, you can use the non-print medium for that fourth target (or you can create custom mediums if necessary).

Medium Organization And Printing

Different mediums in a CSS are set apart by the @media rule and sets of curly braces. This can be seen when you open the stylesheet source file; to do this, navigate to the CSS file in the Content Explorer, right-click on it, and select **Open with>Notepad**.

The diagram illustrates the structure of a CSS file with callouts explaining its components:

- Default Medium Properties:** The top portion of the file contains style properties for the default medium, such as `ol, ul { margin-top: 0px; margin-bottom: 0px; }` and `img { border: none; }`.
- @media Rule:** The `@media print` rule indicates that the following style specifications are for a particular medium.
- Property Specifications:** Property specifications occur within curly brackets, such as `font-size: 18pt;` for `h1` and `font-size: 11pt;` for `p`.
- Curly Brackets:** Curly brackets are used to set off the entire section for a medium, such as the `@media print` block.

```
ol,
ul
{
    margin-top: 0px;
    margin-bottom: 0px;
}

img
{
    border: none;
}

@media print
{
    h1
    {
        font-size: 18pt;
    }

    p
    {
        font-size: 11pt;
    }
}

@media braille
{
}
```

The placement of the medium section in the stylesheet affects which styles are used when you print topics. For example, if you are using the print medium and want those styles to be used when printing a topic from a Web browser, the `@media print` section should be placed in the stylesheet after your default media section, because style properties lower in a CSS take precedence over properties placed above them. You can always move the medium sections around in the stylesheet (if you want them to be placed higher or lower in the file) by cutting and pasting them in Notepad.

For more information about mediums in a CSS, see <http://www.w3.org/TR/CSS2/media.html>.

Tasks Associated With Stylesheet Mediums

Following are the tasks that you might perform when working with stylesheet mediums.

- **Select in editor** When you are modifying the properties of a style in the Stylesheet Editor or when you are working in the Table Style Editor, you need to let Flare know which medium your settings should be applied to. To do this, select the medium from the **Medium** drop-down list in the editor, then set the style properties as necessary. See "Selecting Stylesheet Mediums" on the next page.
- **Select in XML Editor** Flare lets you use two different layout modes when working in the XML Editor: Web Layout mode and Print Layout mode. The "default" and "print" mediums are tied to these two layout modes. This simply means that when you are working in Web Layout mode, the XML Editor displays the styles specified in the default medium. But if you switch to Print Layout mode, the XML Editor automatically displays the styles specified in the print medium. This is simply a way to let you see your content in the format that you are most likely concerned about at the moment. Of course, you can always select a specific medium in the XML Editor when using either layout mode. See "Selecting Stylesheet Mediums" on the next page. For more information about layout modes and the XML Editor, see the online Help and the *Topics Guide*.
- **Create** You may very well be able to meet all of your style editing needs by simply using the mediums provided by Flare (default, print, non-print). However, if necessary, you can add as many new custom mediums as you need. See "Creating Stylesheet Mediums" on page 583.
- **Associate with targets** After you decide on a medium to use for output, you need to associate it with the target. After you build the target, the medium will be used to display the correct style settings in the output. See "Associating a Medium with a Target" on page 584.

Selecting Stylesheet Mediums

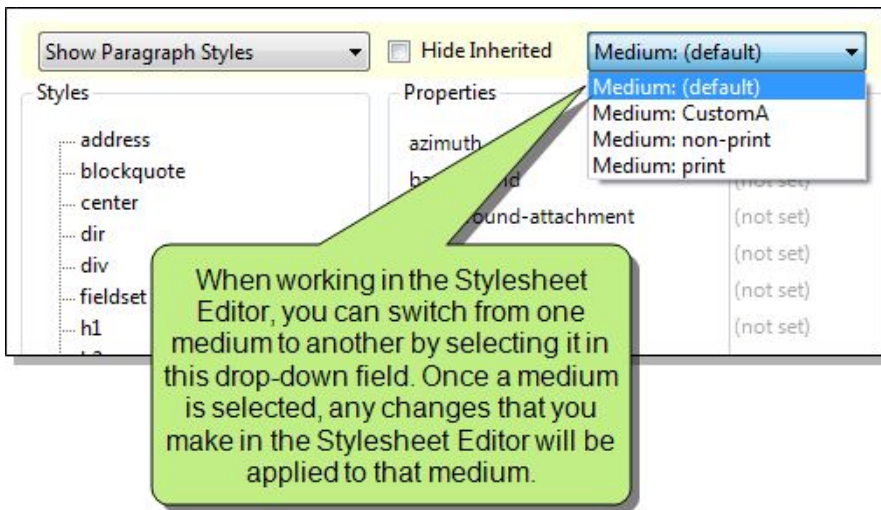
There are multiple places and purposes when it comes to selecting a stylesheet medium.

When Editing Styles

First, you can select a medium in the Stylesheet Editor when editing topic styles, or you can select a medium in the Table Style Editor when working with table styles. You need to do this in order to let Flare know which medium your style settings should be applied to.

How to select a medium in the Stylesheet Editor

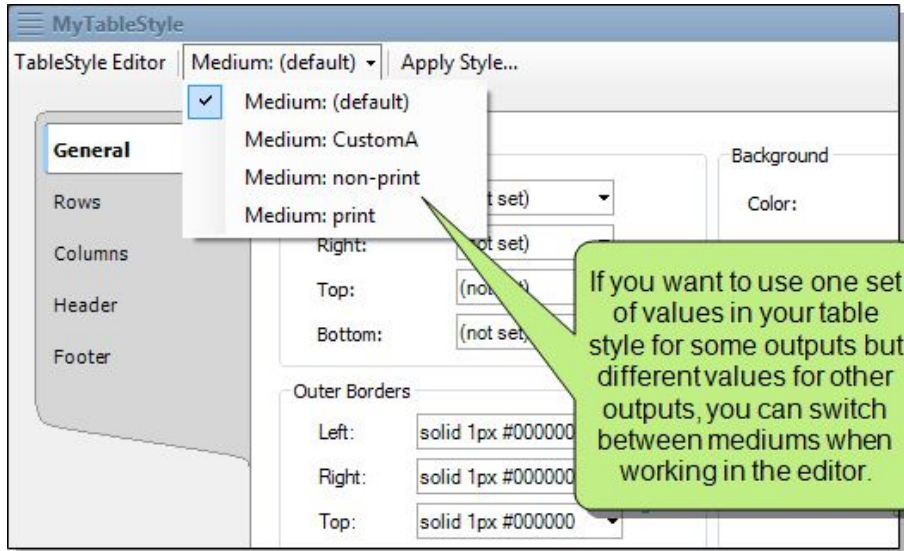
1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Click in the **Medium** drop-down list and select the appropriate medium.



3. Edit the styles for that medium as necessary.

How to select a medium in the Table Style Editor

1. Open the table stylesheet.
2. Click in the **Medium** drop-down list and select the appropriate medium.



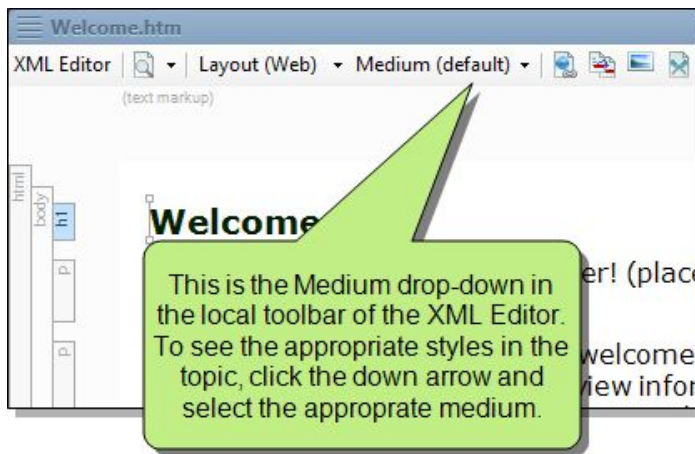
3. Edit the table style properties for that medium as necessary.

When Viewing Or Editing Content

Second, you can select a medium in the XML Editor when viewing and editing content. Flare lets you use two different layout modes when working in the XML Editor: Web Layout mode and Print Layout mode. The "default" and "print" mediums are tied to these two layout modes. This simply means that when you are working in Web Layout mode, the XML Editor displays the styles specified in the default medium. But if you switch to Print Layout mode, the XML Editor automatically displays the styles specified in the print medium. This is simply a way to let you see your content in the format that you are most likely concerned about at the moment. Of course, you can always select a specific medium in the XML Editor when using either layout mode.

How to select a medium in the XML Editor

1. Open the content file (e.g., topic, snippet).
2. In the local toolbar, click in the **Medium** drop-down list and select the appropriate medium.



The look of the content changes to reflect the style settings for that medium.

This feature is simply intended to show you how particular styles make a topic look. By using this feature, you are not telling Flare to use that medium for the output for that topic. The way to do that is to associate the medium with a target. See "Associating a Medium with a Target" on page 584.

Creating Stylesheet Mediums

A few mediums are already provided in your stylesheet (i.e., default, print, non-print), but you can add as many new ones as you need.

How to create a stylesheet medium

1. Open a stylesheet.
2. In the local toolbar of the Stylesheet Editor, click  and select **Add Medium**.
3. In the Rename Medium dialog, type a new name for the medium (without spaces).
4. Click **OK**.
5. Select **File>Save** or press **CTRL+S**.

Associating A Medium With A Target

After you decide on a medium for an output, you need to associate it with the target. After you build the target, the medium will be used to display the correct style settings in the output.

How to associate a medium with a target

1. Open the target.
2. In the Target Editor, click the **Advanced** tab.
3. Click the drop-down arrow in the **Medium** field, and select the stylesheet medium that you want to associate with the target.
4. Select **File>Save** or press **CTRL+S**.

Note: When you create a print-based target (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), the "print" medium is automatically associated with that target (on the Advanced tab of the Target Editor). Of course, you can always select a different medium if you want.

Creating Topic Styles For Print Output

A stylesheet allows you to single-source formatting by setting the properties in one place and reusing them throughout your project. But what if you want your online output to look one way and your printed output to look another way? Rather than creating a style for online output and another style for printed output, you can use a single style and provide it with two sets of properties—one set to use for online output and another set to use with printed output. You can accomplish this through the use of a medium in your stylesheet.

How to create topic styles for printed output

1. From the **Resources/Stylesheets** subfolder in the Content Explorer, open the stylesheet that you want to modify.
2. Set the style properties to be used for your online output:
 - a. In the local toolbar of the Stylesheet Editor, do one of the following.
 - In the **Medium** field, make sure **Medium: (default)** is selected.
 - Click the down arrow in the **Medium** field and select **Medium: non-print**.
 - b. Select a style and set the properties for it. Do this for each style that you want to use in your online output.
3. Set the style properties to be used for your printed output.
 - a. In the local toolbar of the Stylesheet Editor, click the down arrow in the **Medium** field and select **Medium: print** or **Medium: [name of print medium]**.

Note: You can also create a new medium if necessary. You actually might find it preferable to do this. For example, if you want page breaks before a particular heading for print output, but not when users send online topics to the printer, it is a good idea to create a custom print medium. The reason for this is that browsers respect the settings in the "print" medium provided by Flare. Therefore, even though your online output style medium does not have page breaks set before that heading, the application will see that you *do* have a page break specified in the print medium. And when a user tries to print a topic from your online Help, the printer will start a new page at that heading. The solution is to create a custom print medium (perhaps calling it "PDF" or "XPS"), specifying page breaks in that medium, and using it for your print output (instead of using the "print" medium provided by Flare). See "Creating Stylesheet Mediums" on page 583.

- b. Select the same styles that you edited for the online output, and set different properties for them (for the purpose of printed output).
 - c. Select **File>Save** or press **CTRL+S**.
4. Apply the styles to the content throughout your project.

See "Applying Styles to Topic Content" on page 563.
5. Associate the online medium with your online target.
 - a. Open the target to be used for online output (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, or WebHelp Plus).
 - b. In the Target Editor, select the **Advanced** tab.
 - c. In the **Stylesheet Medium** section, select the medium that you used for online output (e.g., default, non-print).
6. Associate the print medium with your print target.
 - a. Open the target to be used for print output (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, or XHTML).
 - b. In the Target Editor, select the **Advanced** tab.
 - c. In the **Stylesheet Medium** section, select the medium that you used for printed output (e.g., print).
7. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

Creating Table Styles For Print Output

A table stylesheet allows you to single-source your formatting by setting the properties in one place and reusing them wherever you insert tables in your project. But what if you want the tables in online output to look one way and the tables in your printed output to look another way? Here are two options... **Solution #1—Two mediums:** This is the recommended solution. You can have one table stylesheet and use a medium to specify different settings for it—one medium is used for online output and another for print. **Solution #2—Two table stylesheets:** You can insert a single table at each location, using a special version of the table style for print-based output. This solution requires you to have two table stylesheets—one for online and one for print.

EXAMPLES

Let's say you create a table stylesheet with a pattern design that displays the table with alternating green rows. The problem is that for printed output, you need the rows to display in light gray.

Suppose you decide to use the recommended solution (mediums). Let's say the target for online output is called Target A, and the one for print output is called Target B. the first step is to make sure you have two mediums. Suppose Target A is using the "default" medium, where the rows are set to use a green background. With the properties for Target A already set, you now need to specify style properties for Target B. Therefore, in the Table Style Editor, instead of selecting the "default" medium, you can select another medium (e.g., the "print" medium) and change the properties for the rows to light gray. It's the same table stylesheet and the same pattern that you are working with. The only difference is that one medium is telling Flare to display that table rows with a green background, and the other medium is telling it to use light gray. With Target A using the default medium and Target B using the other medium, the tables will display appropriately in each output.

If you decide instead to use the other solution (two table stylesheets), you first create a table stylesheet and specify settings in it appropriate for online output (e.g., green background for table rows). Then you create a secondary stylesheet. This extra table stylesheet will have design settings that are appropriate for printed output (e.g., light gray table rows). When you insert the table into your content (or edit an existing table), you select the original online table style and also select the special print version of the table style. If you generate any targets based on an online format (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, WebHelp Plus), the end user will see green rows in the table. However, if you generate any targets based on a print format (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML), the end user will see light gray rows in the table.

How to create a table style for printed output—two mediums

1. From the Resources/TableStyles subfolder in the Content Explorer, open the table stylesheet.
2. Set the properties to be used for the online output.
 - a. In the local toolbar of the Table Style Editor, do one of the following.
 - In the **Medium** field, make sure **Medium: (default)** is selected.
 - OR
 - Click the down arrow in the **Medium** field and select **Medium: non-print**.
 - b. Use the various tabs in the editor to set properties for that medium.
3. Set the properties to be used for the printed output.
 - a. In the local toolbar of the Table Style Editor, click the down arrow in the **Medium** field and select **Medium: print** or **Medium: [name of print medium]**.
 - b. Use the various tabs in the editor to set properties for that medium.
 - c. Select **File>Save** or press **CTRL+S**.
4. Apply that table style to the appropriate tables throughout your project.

See "Applying Styles to Topic Content" on page 563.
5. Associate the online medium with your online target.
 - a. Open the target to be used for online output (based on either the DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, or WebHelp Plus format).
 - b. In the Target Editor, select the **Advanced** tab.
 - c. In the **Stylesheet Medium** section, select the medium that you used for online output (e.g., default, non-print).
6. Associate the print medium with your print target.
 - a. Open the target to be used for print output (based on either the Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, or XHTML format).
 - b. In the Target Editor, select the **Advanced** tab.
 - c. In the **Stylesheet Medium** section, select the medium that you used for printed output (e.g., print).


7. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

How to create a table style for printed output—two table stylesheets

1. Create one table stylesheet to be used for online output and another to be used for printed output.



Tip: If you want both tables to share most of the same settings, you can create the online table stylesheet first, make a copy of it for the print version, and then edit the settings in the copy as necessary. You can easily do this by selecting the original table stylesheet in the Content Explorer (Resources\TableStyles subfolder), pressing **CTRL+C**, pressing **CTRL+V**, and renaming the copy to reflect your needs.

2. Insert a table into a topic or edit an existing table.
3. In the Insert Table dialog (if inserting a new table) or the Table Properties dialog (if editing an existing table), click **Table Style** and from the drop-down select the table style to be used for the online output.
4. Click the down arrow next to the **Create Table Style** button  and select **Print Style**. Click **OK** in the small dialog that opens. The Select Table Style dialog opens.
5. From the list, select the table style to be used for the printed output.
6. Click **OK**.
7. In the Insert Table or Table Properties dialog, click **OK**.
8. Select **File>Save>Save All** (if using ribbons), select **File>Save All** (if using menus), or press **CTRL+SHIFT+S**.

Note: If you used print table styles in the past and want to remove them now in favor of the medium method, you can use an option in the Apply Table Style dialog in the Table Style Editor. When this option is enabled, print table styles will be removed from any tables updated by this dialog.

CHAPTER 7

Skins and Styles

You can use styles to modify the look of certain skin elements in online output formats.

This chapter discusses the following.

Specifying Skin Style Settings	592
Editing Styles for Standard Skins	593
Editing Styles for HTML5 Skins	693
Editing Styles for WebHelp Mobile Skins	765

Specifying Skin Style Settings

This feature is supported in all online outputs (DotNet Help, Microsoft HTML Help, WebHelp, WebHelp 2.0 (HTML5), WebHelp AIR, WebHelp Mobile, and WebHelp Plus).

For certain elements of the online output window (e.g., navigation pane, TOC or browse sequence entries, index keywords) you can determine skin style settings.

When it comes to the Standard skin, please note that the vast majority of these skin styles pertain to WebHelp, WebHelp Plus, or WebHelp AIR output. Some of the settings (those that have to do with MadCap Feedback and toolbar items) also apply to Microsoft HTML Help. DotNet Help output only supports skin style changes for toolbar items.

How to specify skin style settings—general steps

1. Open a skin.
2. Select the **Styles** tab.
3. Select the style item that you want to modify (e.g., ToolbarItem).
4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
5. In the **Properties** section, set the values for the properties that you want modify.
6. Select **File>Save** or press **CTRL+S**.

Editing Styles For Standard Skins

This section provides steps for style settings in Standard skins. Following are the different tasks you might perform.

- **Accordion items** These are the navigation items that display in the output, allowing users to open different elements of your output, such as the table of contents, index, glossary, and more. Some of the more common properties you might edit when it comes to accordion items are the icons, text labels, font, and background color. See "Specifying Style Settings for Accordion Items" on page 595.
- **Controls** These are controls that display in the output, such as various buttons, labels, and the input boxes. Usually these controls are displayed within the various accordion items (e.g., the search box, "Search" button, and "Add topic to favorites" button that are shown at the top of the Search accordion item). Some of the more common properties you might edit when it comes to controls are the icons, text labels, tooltips, font, and background color. See "Specifying Style Settings for Controls" on page 602.
- **Dialogs** These are the dialogs that users might see if you have enabled MadCap Feedback for your output. The dialogs are used for actions such as registering as a Feedback user, adding comments, and replying to comments. Some of the more common properties you might edit when it comes to Feedback dialogs are field and other text labels, font, messages (e.g., email), and background color. See "Specifying Style Settings for Dialogs" on page 626.
- **Feedback user profile items** These are fields that can be added to the Feedback user profile dialog. The dialog always includes a "Username" and "E-mail Address" field. In addition to those fields, you can add many others by using the Feedback tab in the Skin Editor. Once you've added the fields, you can edit the skin styles for those items. You can change the field labels, specify whether they should be required, and enter a default value for a field. See "Specifying Style Settings for Feedback User Profile Items" on page 637.
- **Formats** These are navigation elements that you might include in your project (e.g., cross-references, breadcrumbs, keyword links, related topics links, concept links). For most of these elements, you can use the skin style to change the link or prefix text. For cross-references, you can change text as well as formats (i.e., how the link is constructed). See "Specifying Style Settings for Formats" on page 644.
- **Frames** These are the "containers" of the navigation items that display in the output when you include elements such as accordion items, toolbars, and Feedback at the end of topics. Some of the more common properties you might edit when it comes to frames are the background and height. See "Specifying Style Settings for Frames" on page 653.

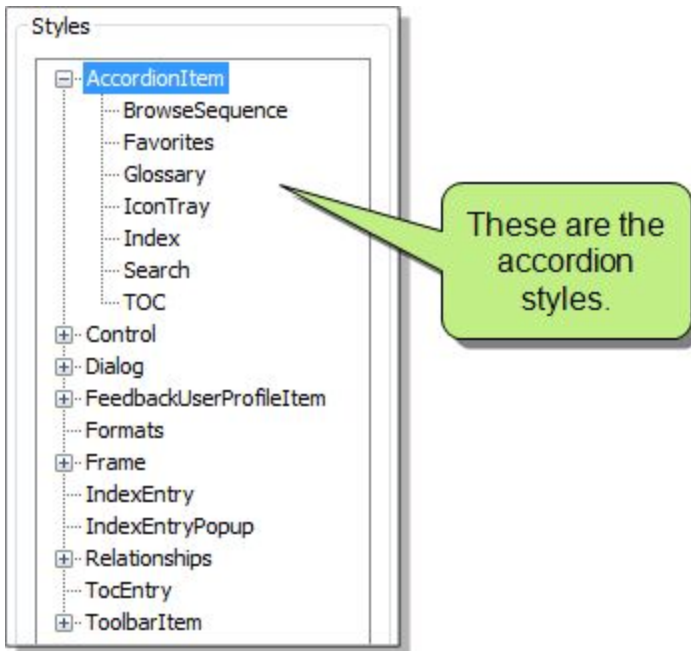
- **Index entries** This is the text that users see when they open your index in the output. Some of the more common properties you might edit when it comes to index entries are the font settings, as well as the text used for index links. See "Specifying Style Settings for Index Entries" on page 667.
- **Index entry popups** These are the popups that users see when they click an index entry that links to more than one topic. Some of the more common properties you might edit when it comes to index entries are the font settings and background color. See "Specifying Style Settings for Index Entry Popups" on page 671.
- **Relationships** These are the areas that display the different kinds of links from a relationship table. You can edit the text labels for the different kinds of links (concept, reference, task). See "Specifying Style Settings for Relationships" on page 675.
- **TOC entries** This is the text that users see when they open your table of contents (TOC) in the output. Some of the more common properties you might edit when it comes to TOC entries are the font settings, as well as icons. See "Specifying Style Settings for TOC Entries" on page 677.
- **Toolbar items** These are the buttons and other elements that are part of WebHelp and topic toolbars that you can add to output. Some of the more common properties you might edit when it comes to toolbar items are the icons, font settings, background, borders, and click behavior. See "Specifying Style Settings for Toolbar Items" on page 681.

Specifying Style Settings For Accordion Items

You can add various accordion items in your output, allowing users to open different elements of your output, such as the table of contents, index, glossary, and more. You can change the appearance of these accordion items by modifying style settings in the skin that you use for the output.

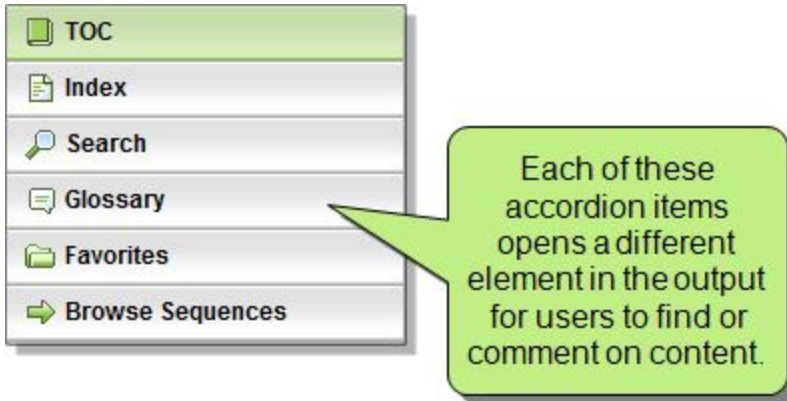
How to specify style settings for accordion items

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **AccordionItem** node.

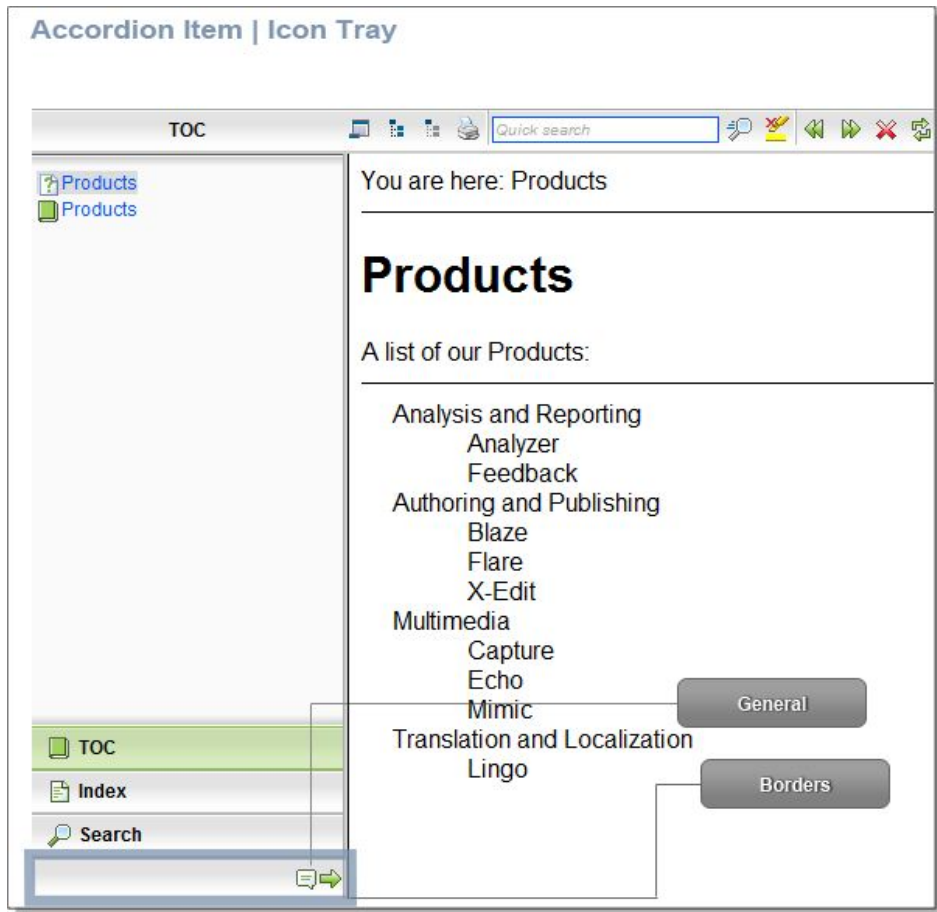


4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **AccordionItem** node itself.

The items under this node represent the different accordions that can be added to your output.



The **IconTray** item represents the rectangle at the bottom of these items. If the area is resized so that only a certain number of accordions can be shown, the other items are represented by small icons and contained within the icon tray. In the following example, we've added a thick red border around the icon tray.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
6. In the **Properties** section, set the values for the properties that you want modify.

Background gradient To change the background color of the accordion area:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from

one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient hover To change the background color of the accordion area when the end user hovers the mouse over it:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradientHover** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the accordion area:

- Expand the **Font** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Background image hover To add a background image to the accordion area when the end user hovers the mouse over it:

- Expand the **Font** property group on the right and select an image in the **BackgroundImageHover** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using

the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Icon To select a different icon image:

- Expand the **General** property group on the right side of the editor and select an image from the **Icon** field. Click the down arrow in this field and then select **Browse for image** to find and select an image file.

Item height To change the height of the item:

- Expand the **Font** property group on the right and change the value in the **ItemHeight** field. Click the down arrow to open a small window. In this window, you can enter the item height in

the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

7. Select **File>Save** or press **CTRL+S**.

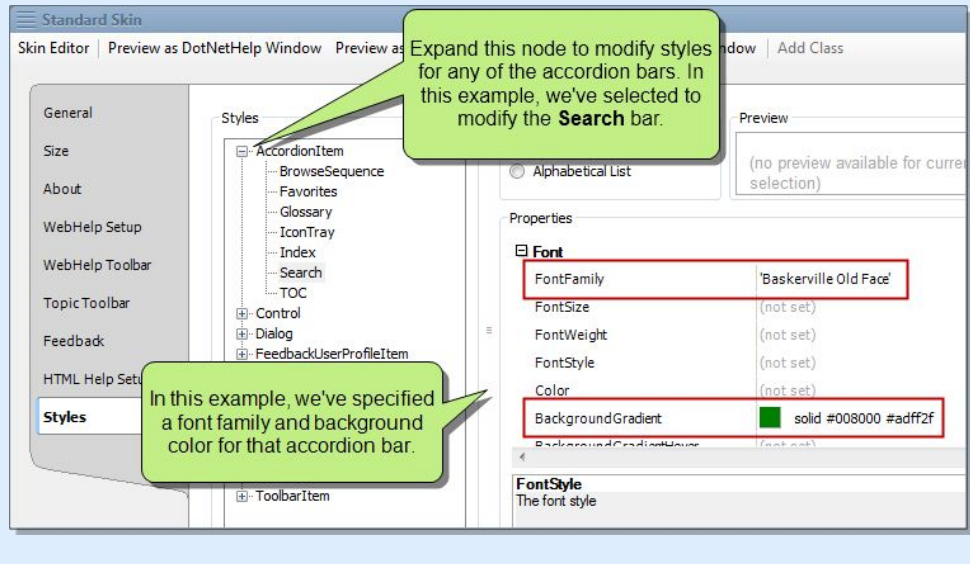
EXAMPLE - ACCORDION BARS (FONT, BACKGROUND COLOR)

Let's say that you want to change the font used for the text in the Search accordion bar to Baskerville Old Face. In addition, you want to set the background color for the accordion bar to green.

In that case, you would do the following:

1. Expand the **AccordionItem** node.
2. Select **Search**.
3. On the right side, make sure **Property Groups** is selected.
4. Expand the **Font** group.
5. Click in the cell to the right of **FontFamily**.
6. In the Font Family Picker dialog, select **Installed Families**.
7. Find and select **Baskerville Old Face**.
8. Click **OK**.
9. Click in the cell to the right of **BackgroundGradient**.
10. In the small popup, click on the down arrow next to **Start**.
11. Select a green color.
12. Since we only want a solid background color, click **OK**.
13. Select **File>Save** or press **CTRL+S**.

When you are finished in the Skin Editor, it will look something like this:

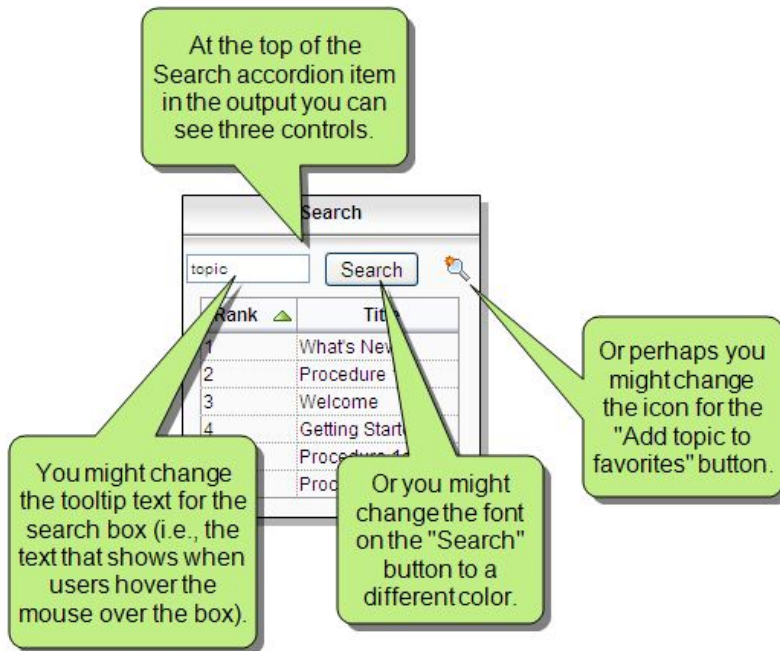


Specifying Style Settings For Controls

This feature is supported in Microsoft HTML Help, WebHelp, WebHelp AIR, and WebHelp Plus output.

Various controls may be part of the skin in your output, such as buttons, labels, and the input boxes. Usually these controls are displayed within the various accordion items (e.g., the search box, "Search" button, and "Add topic to favorites" button that are shown at the top of the Search accordion item).

Styles for many of the controls are supported only in WebHelp, WebHelp Plus, and WebHelp AIR outputs. The controls related to MadCap Feedback are supported only in WebHelp, WebHelp Plus, and Microsoft HTML Help.



How to specify style settings for controls

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Control** node.

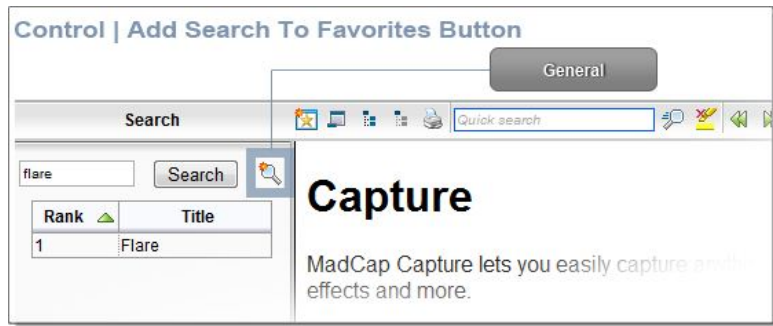


4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Control** node itself.

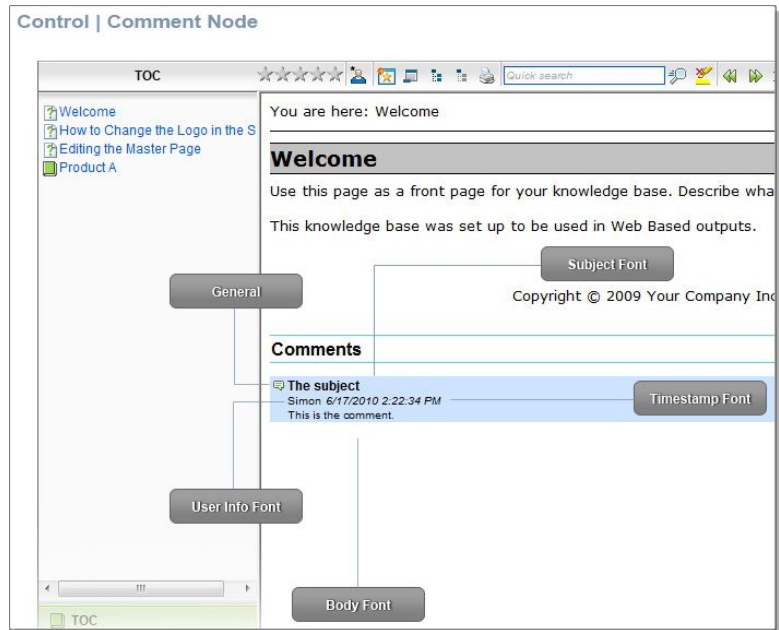
The items under this node represent the different kinds of controls that may be found in your output.

**Add
Search To
Favorites
Button**

This is the button at the top of the Search pane that lets users add their search string to the Favorites pane.

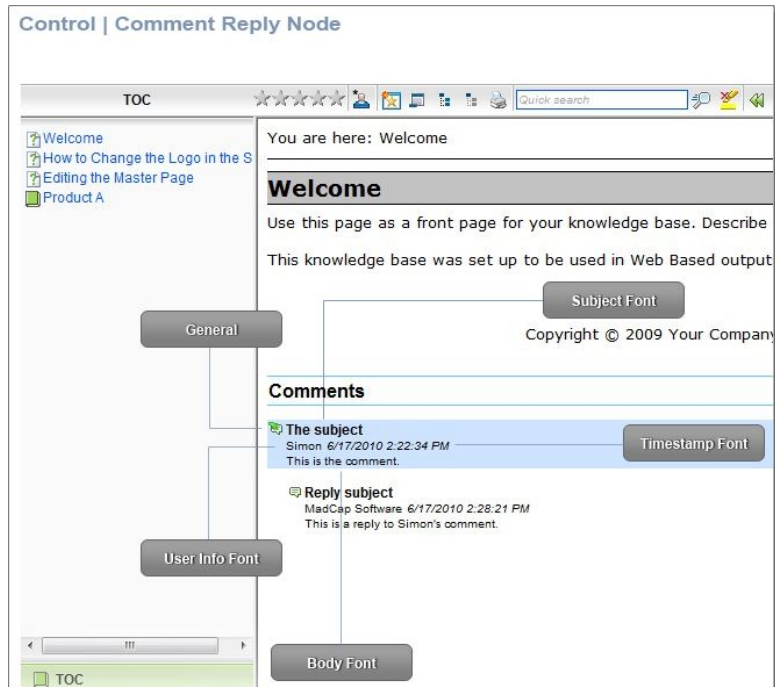


Comment Node This is the area that shows MadCap Feedback comments in the output. In order to use this feature, you must enable MadCap Feedback.



**Comment
Reply
Node**

This is the area that shows MadCap Feedback comments that have received replies. In order to use this feature, you must enable MadCap Feedback.

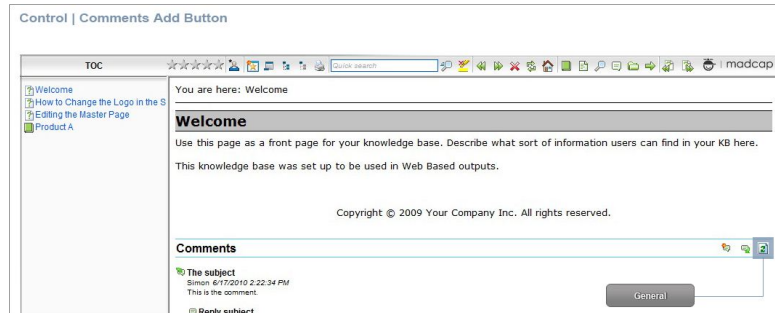
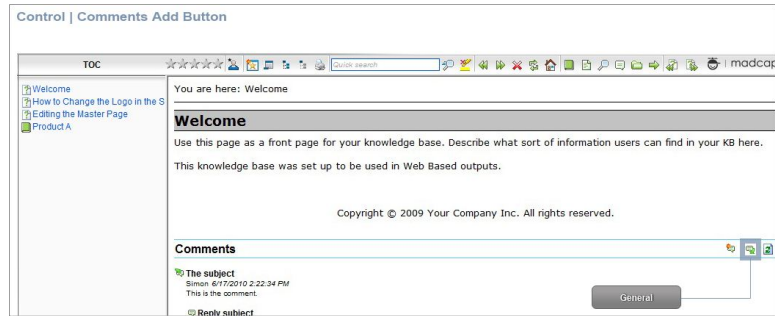
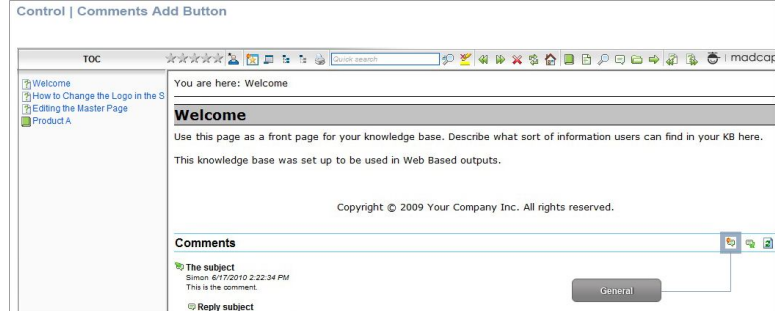


Comments Add Button

These are buttons at the top of the Comments area that let users add, reply to, and refresh MadCap Feedback comments. In order to use this feature, you must enable MadCap Feedback.

Comments Refresh Button

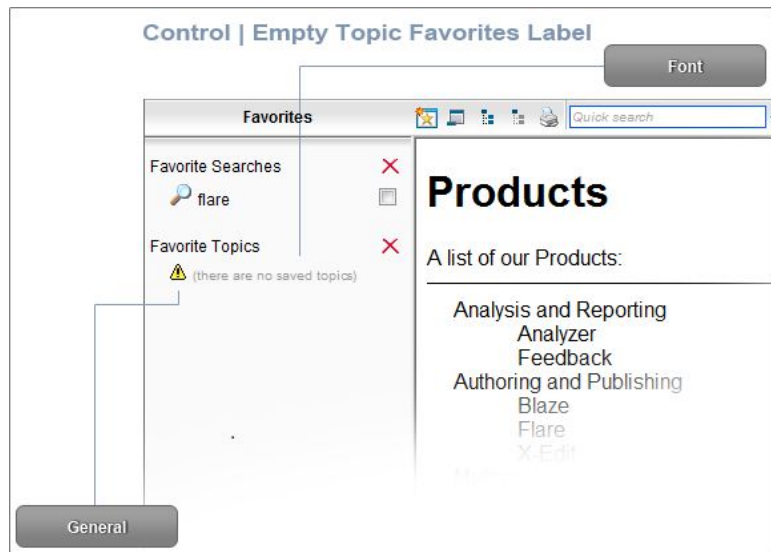
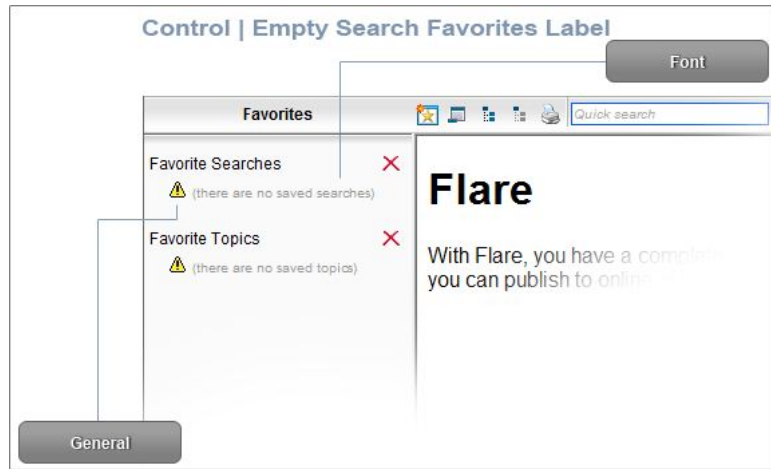
Comments Refresh Button



Empty Search Favorites Label

Empty Topic Favorites Label

These are the text labels that users see if they open the Favorites pane and no favorite searches or topics have yet been saved.

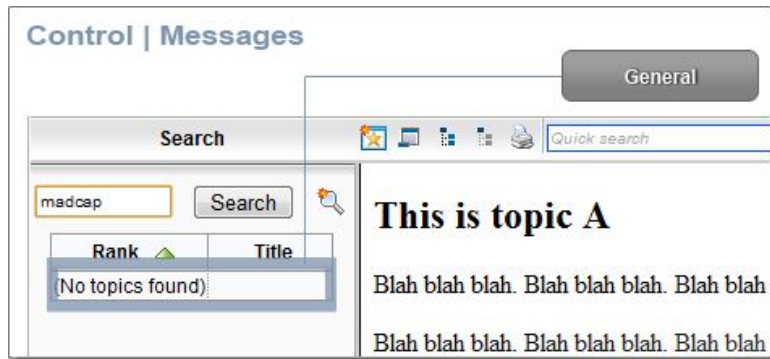


Index Search Box

This is the field in the Index pane where users enter words to search for in the index. You can provide a floating tooltip for this field, which displays when users hover the cursor over it.

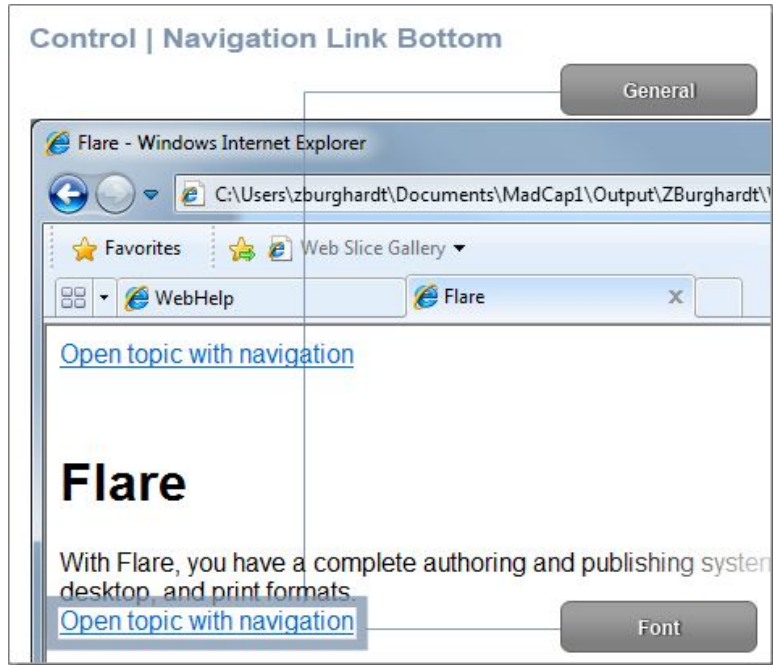
**Messages**

These are the text labels that users see when certain messages are displayed (e.g., if they search for a term and no topics are found).



Navigation Link Bottom These are the navigation links that users may see at the top or bottom of topics if they open those topics as standalone files. In order to add these links to the output, you must enable them on the WebHelp Setup tab of the Skin Editor.

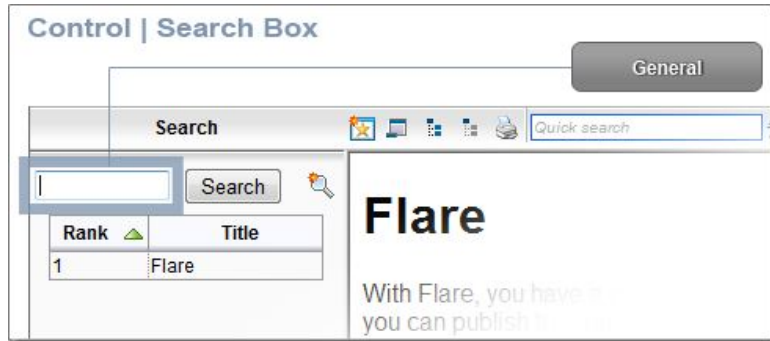
Navigation Link Top



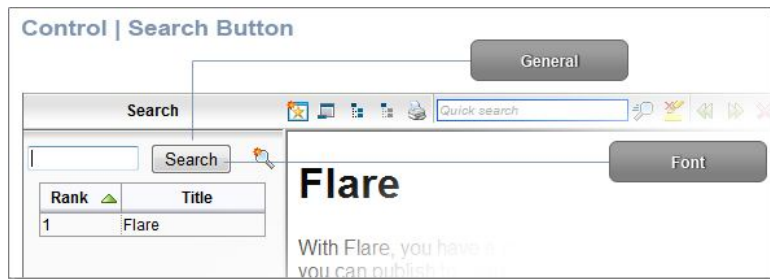


Search Box

This is the field in the Search pane where users enter words to include in a search. You can provide a floating tooltip for this field, which displays when users hover the cursor over it.

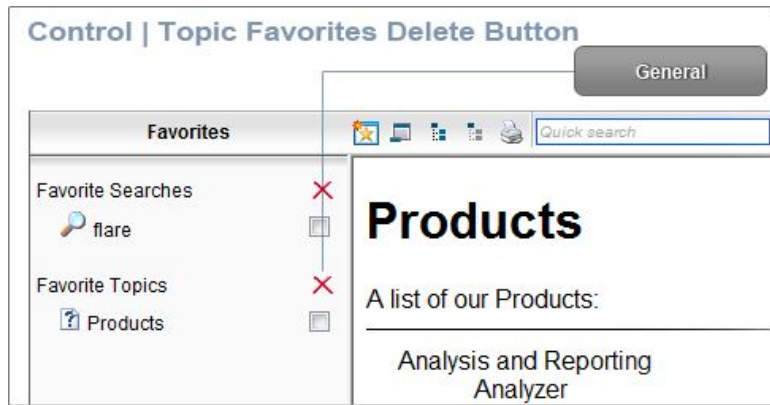
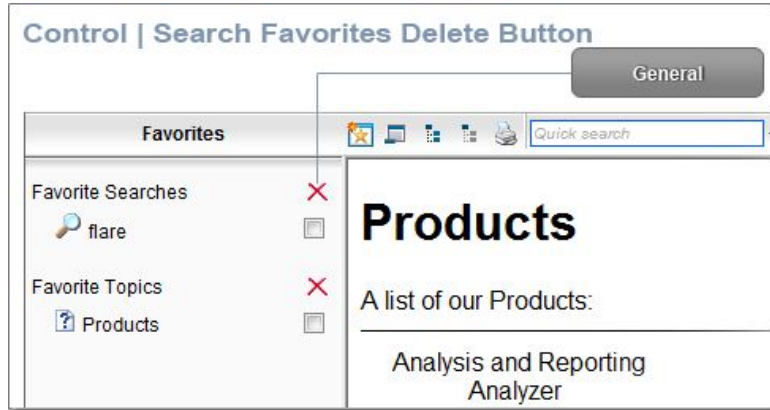
**Search Button**

This is the button in the Search pane that people use to initiate a search.



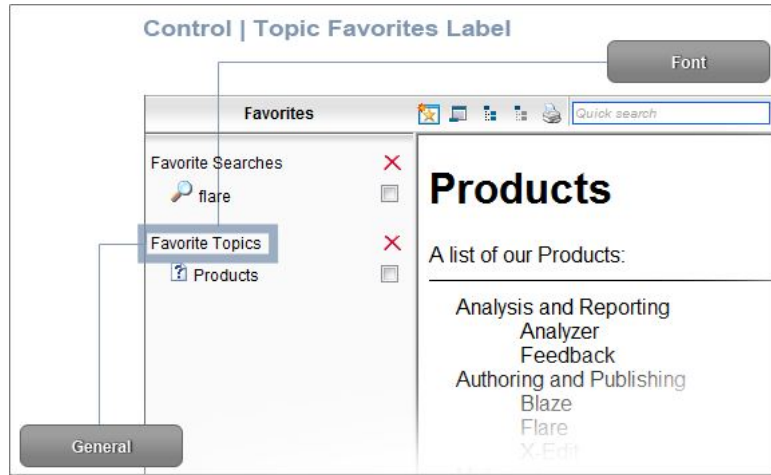
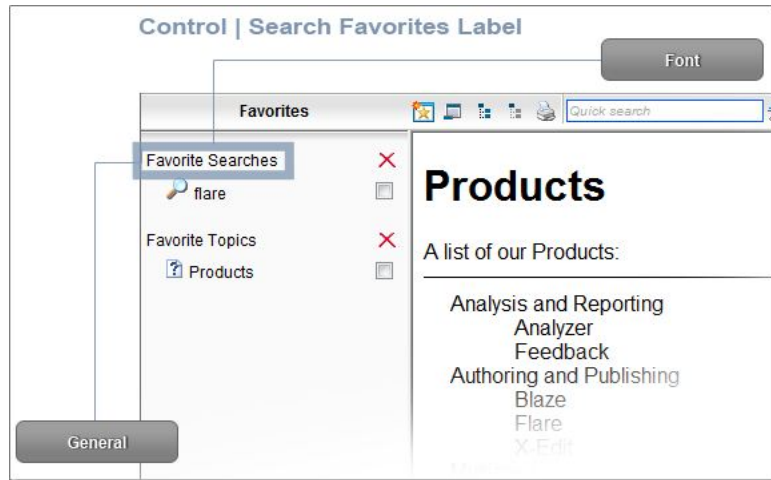
**Search
Favorites
Delete But-
ton**

These are the buttons in the Favorites pane that people use to delete saved search strings or topics.

**Topic
Favorites
Delete But-
ton**

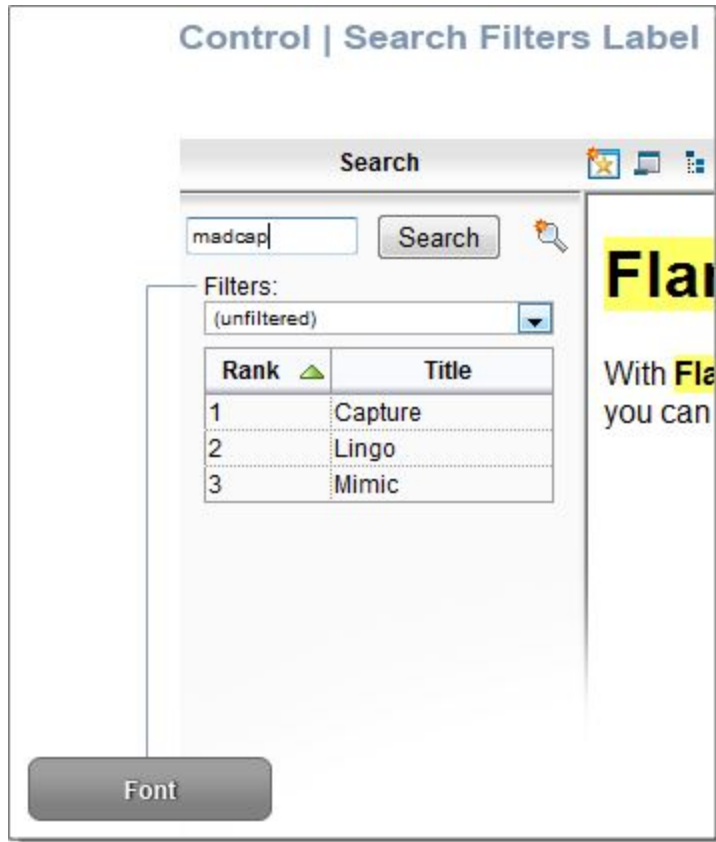
**Search
Favorites
Label****Topic
Favorites
Label**

These are the labels in the Favorites pane that are shown at the top of the favorite searches and topics.

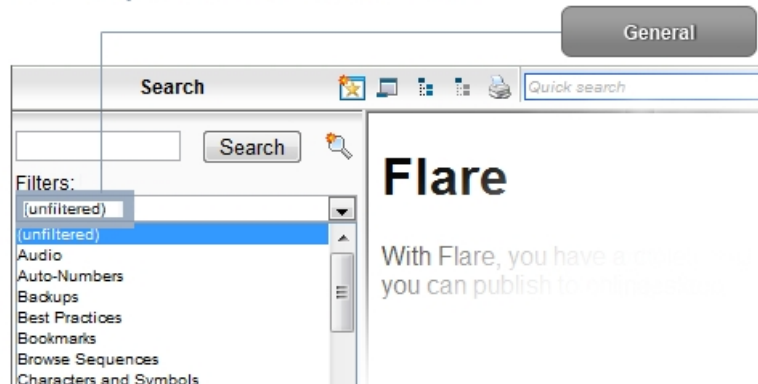


**Search
Filters
Label**

These are the labels in the Search pane that are used to identify search filters. In order to see these labels in the output, you must include search filters in your project.

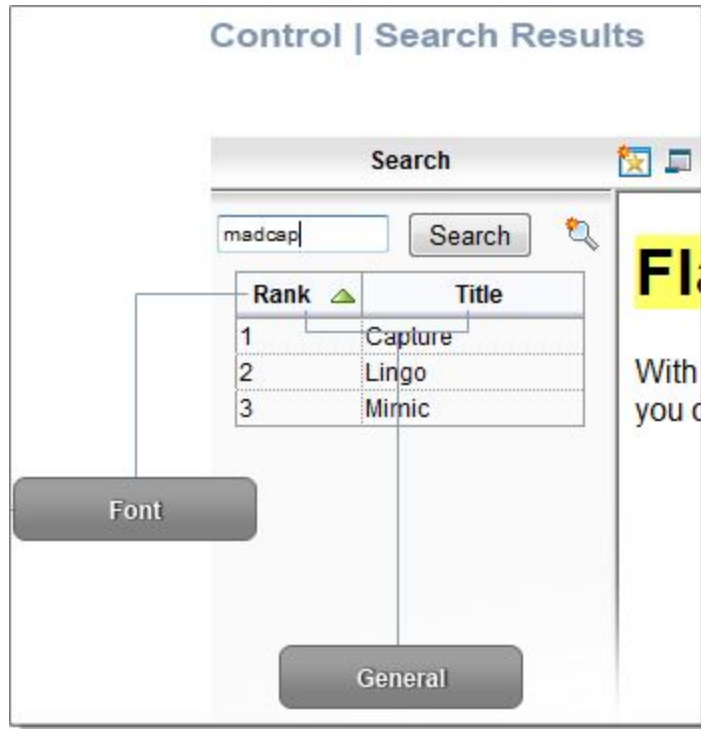
**Search
Unfiltered
Label**

Control | Search Unfiltered Label



Search Results

These are the labels in the Search pane that are used to identify search results.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

6. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item:

- Expand the **General** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Body font color To change the color of the font used for the body of a MadCap Feedback comment:

- Expand the **BodyFont** property group on the right and change the value in the **BodyColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Body font family To select a specific font family (e.g., Arial, Tahoma, Verdana) used for the body of a MadCap Feedback comment:

- Expand the **BodyFont** property group on the right and change the value in the **BodyFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Body font size To change the size of the font used for the body of a MadCap Feedback comment:

- Expand the **BodyFont** property group on the right and change the value in the **BodyFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Body font style To change the style of the font (e.g., make it italic) used for the body of a MadCap Feedback comment:

- Expand the **BodyFont** property group on the right and change the value in the **BodyFontStyle** field. Click the down arrow and select either **italic** or **normal**.

Body font weight To change the weight of the font (e.g., make it bold) used for the body of a MadCap Feedback comment:

- Expand the **BodyFont** property group on the right and change the value in the **BodyFontWeight** field. Click the down arrow and select either **bold** or **normal**.

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Hover icon To select a different icon image to be used when the user hovers the cursor over the item:

- Expand the **General** property group on the right side of the editor and select an image from the **HoverIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Icon To select a different icon image:

- Expand the **General** property group on the right side of the editor and select an image from the **Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

Messages invalid token To change the text for the message that displays when an invalid search is performed:

- Expand the **General** property group on the right side of the editor and enter new text in the **InvalidToken** field.

EXAMPLE

If a user wants to search for "topics and images," but does not enter the search string correctly (e.g., entering "topics and," leaving off the second term), an invalid token will result.

Messages loading To change the text for the message that displays when the search pane is loading data:

- Expand the **General** property group on the right side of the editor and enter new text in the **Loading** field.

Messages loading alternate text To change the alternate text for the message that displays when the search pane is loading data—can be used to describe the image being loaded:

- Expand the **General** property group on the right side of the editor and enter new text in the **LoadingAlternateText** field.

Messages no topics found To change the text for the message that displays when no topics are found in a search:

- Expand the **General** property group on the right side of the editor and enter new text in the **NoTopicsFound** field.

Messages quick search external To change the text for the message that displays when the "Quick Search" feature is disabled in external topics.

- Expand the **General** property group on the right side of the editor and enter new text in the **QuickSearchExternal** field.

Note: The default message is "Quick search is disabled in external topics." You can modify the message to say whatever you want, or to localize it for your audience.

Messages quick search IE 5.5 To change the text for the message informing users that the "Quick Search" feature is disabled in Internet Explorer 5.5 (due to limitations with that browser):

- Expand the **General** property group on the right side of the editor and enter new text in the **QuickSearchIE5.5** field.

Note: You can modify the message to say whatever you want, or to localize it for your audience.

Messages remove highlight IE 5.5 To change the text for the message informing users that the "Search Highlight Removal" feature is disabled in Internet Explorer 5.5 (due to limitations with that browser):

- Expand the **General** property group on the right side of the editor and enter new text in the **RemoveHighlightIE5.5** field.

Note: You can modify the message to say whatever you want, or to localize it for your audience.

Pressed icon To select a different icon image to be used when the item is pressed:

- Expand the **General** property group on the right side of the editor and select an image from the **PressedIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Rank label To change the text that appears at the top of the column used to display the ranking of topics found after a search:

- Expand the **General** property group on the right side of the editor and enter new text in the **RankLabel** field.

Subject font color To change the color of the font used for the subject of a MadCap Feedback comment:

- Expand the **SubjectFont** property group on the right and change the value in the **SubjectFontColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Subject font family To select a specific font family (e.g., Arial, Tahoma, Verdana) used for the subject of a MadCap Feedback comment:

- Expand the **SubjectFont** property group on the right and change the value in the **SubjectFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Subject font size To change the size of the font used for the subject of a MadCap Feedback comment:

- Expand the **SubjectFont** property group on the right and change the value in the **SubjectFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Subject font style To change the style of the font (e.g., make it italic) used for the subject of a MadCap Feedback comment:

- Expand the **SubjectFont** property group on the right and change the value in the **SubjectFontStyle** field. Click the down arrow and select either **italic** or **normal**.

Subject font weight To change the weight of the font (e.g., make it bold) used for the subject of a MadCap Feedback comment:

- Expand the **SubjectFont** property group on the right and change the value in the **SubjectFontWeight** field. Click the down arrow and select either **bold** or **normal**.

Table summary To change the text for a table summary, which is used by screen readers to assist with accessibility:

- Expand the **General** property group on the right side of the editor and enter new text in the **TableSummary** field.

Text image relation To select the location of a label in relation to the image used for the item:

- Expand the **General** property group on the right side of the editor and select an option from the **TextImageRelation** field. You can select any of the following:
 - **ImageAboveText** This displays the button image on top of the label text.
 - **ImageBeforeText** This displays the button image to the left of the label text.
 - **Overlay** This displays the label text and the button image in the same space.
 - **TextAboveImage** This displays the label text on top of the button image.
 - **TextBeforeImage** This displays the label text to the left of the button image.

Time stamp font color To change the color of the font used for the time stamp in a MadCap Feedback comment:

- Expand the **TimestampFont** property group on the right and change the value in the **TimestampColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Time stamp font family To select a specific font family (e.g., Arial, Tahoma, Verdana) used for the time stamp in a MadCap Feedback comment:

- Expand the **TimestampFont** property group on the right and change the value in the **TimestampFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Time stamp font size To change the size of the font used for the time stamp in a MadCap Feedback comment:

- Expand the **TimestampFont** property group on the right and change the value in the **TimestampFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Time stamp font style To change the style of the font (e.g., make it italic) used for the time stamp in a MadCap Feedback comment:

- Expand the **TimestampFont** property group on the right and change the value in the **TimestampFontStyle** field. Click the down arrow and select either **italic** or **normal**.

Time stamp font weight To change the weight of the font (e.g., make it bold) used for the time stamp in a MadCap Feedback comment:

- Expand the **TimestampFont** property group on the right and change the value in the **TimestampFontWeight** field. Click the down arrow and select either **bold** or **normal**.

Title label To change the text that appears at the top of the column used to display the names of topics found after a search:

- Expand the **General** property group on the right side of the editor and enter new text in the **TitleLabel** field.

Tooltip To change the tooltip text that appears when users hover the cursor over the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Tooltip** field.

User info font color To change the color of the font used for the user information in a MadCap Feedback comment:

- Expand the **UserInfoFont** property group on the right and change the value in the **UserInfoColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

User info font family To select a specific font family (e.g., Arial, Tahoma, Verdana) used for the user information in a MadCap Feedback comment:

- Expand the **UserInfoFont** property group on the right and change the value in the **UserInfoFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

User info font size To change the size of the font used for the user information in a MadCap Feedback comment:

- Expand the **UserInfoFont** property group on the right and change the value in the **UserInfoFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down

arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

User info font style To change the style of the font (e.g., make it italic) used for the user information in a MadCap Feedback comment:

- Expand the **UserInfoFont** property group on the right and change the value in the **User-InfoFontStyle** field. Click the down arrow and select either **italic** or **normal**.

User info font weight To change the weight of the font (e.g., make it bold) used for the user information in a MadCap Feedback comment:

- Expand the **UserInfoFont** property group on the right and change the value in the **User-InfoFontWeight** field. Click the down arrow and select either **bold** or **normal**.

7. Select **File>Save** or press **CTRL+S**.

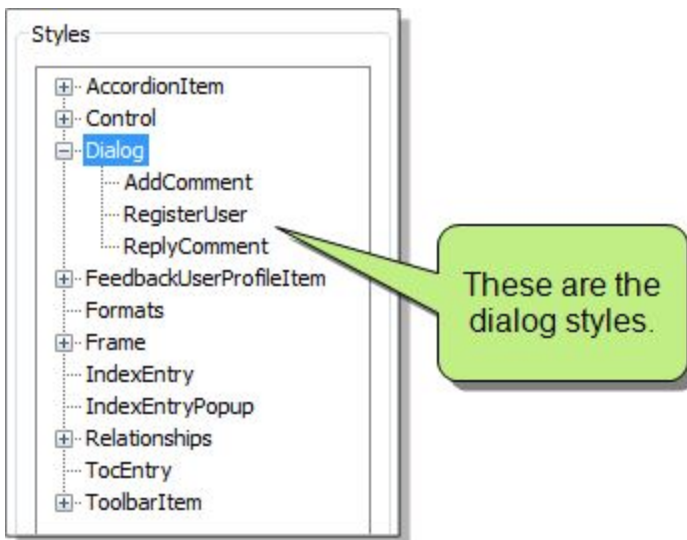
Specifying Style Settings For Dialogs

This feature is supported in Microsoft HTML Help, WebHelp, and WebHelp Plus output.

If you have enabled MadCap Feedback for your output, there are some dialogs that people will use for actions such as registering, adding comments, and replying to comments.

How to specify style settings for dialogs

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Dialog** node.

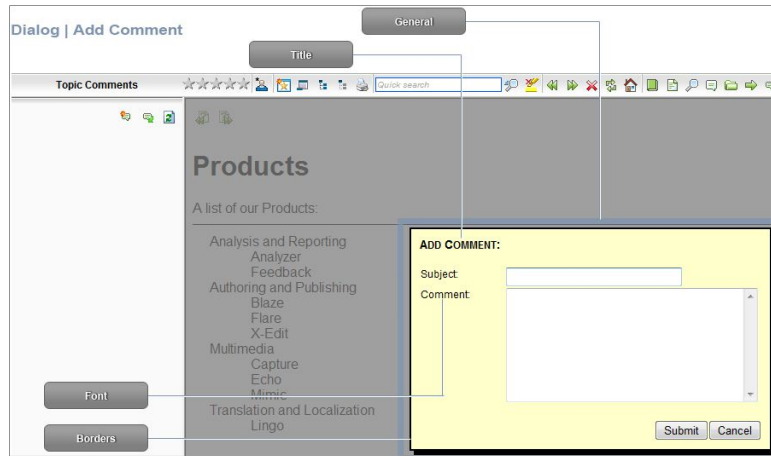


4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Dialog** node itself.

The items under this node represent the different kinds of Feedback dialogs that may be found in your output.

Add Comment

This is the dialog used when people add feedback comments to a topic.



Register User

This is the dialog used when new end users register in order to submit feedback in your output.

In this example, we've changed the background color of the dialog to light blue.

CREATE FEEDBACK SERVICE PROFILE:

You must create a user profile to post comments to this help system. Please fill in the information below. An email will be sent to the address you provide. Please follow the instructions in the email to complete activation. Fields marked with an asterisk (*) are required.

*Username

*E-mail Address

E-mail Notifications

I want to receive an email when...

☐ a reply is left to one of my comments

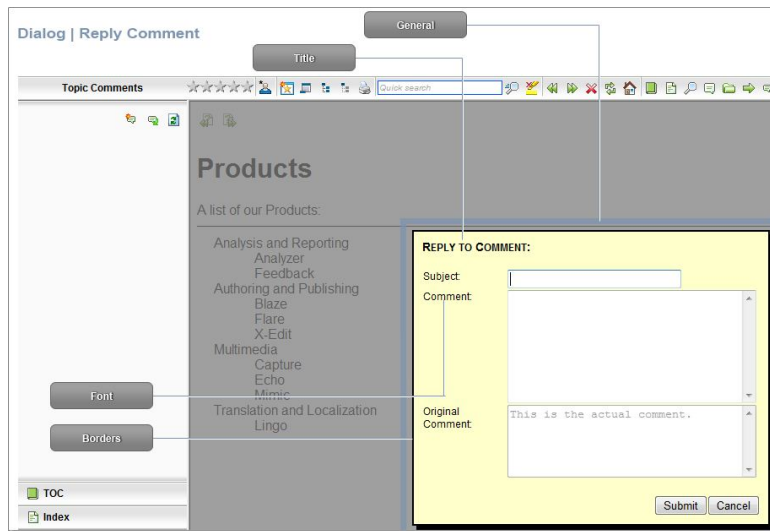
☐ a comment is left on a topic that I commented on

☐ a comment is left on any topic in the Help system

Note: The "RegisterUser" item lets you modify label text for fields in the Create Feedback Service Profile dialog. However, the "FeedbackUserProfileItem" node (see "Specifying Style Settings for Feedback User Profile Items" on page 637) does the same thing. So what's the dif-

ference? The "RegisterUser" property in this node is the old way to accomplish this; the "FeedbackUserProfileItem" node is the new way. In order to be backwards compatible with earlier versions, the duplicate properties remain available in the Dialog/RegisterUser node. The software will first look to any settings that you have provided in the FeedbackUserProfileItem node. Then it will look to settings entered in the Dialog/RegisterUser node.

Reply Comment This is the dialog used when people reply to feedback comments for a topic.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

6. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item:

- Expand the **General** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Cancel button label To change the text that appears on the "Cancel" button:

- Expand the **General** property group on the right side of the editor and enter new text in the **CancelButtonLabel** field.

Comment label To change the text that appears next to the "comment" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **CommentLabel** field.

Comment reply notification label Next to the first email notification check box in the Create Feedback Service Profile dialog, users see the following text:

a reply is left to one of my comments

To change the text:

- Expand the **Options** property group on the right side of the editor and enter new text in the **CommentReplyNotificationLabel** field.

Comment same topic notification label Next to the second email notification check box in the Create Feedback Service Profile dialog, users see the following text:

a comment is left on a topic that I commented one

To change the text:

- Expand the **Options** property group on the right side of the editor and enter new text in the **CommentSameTopicNotificationLabel** field.

Comment same Help system notification label Next to the third email notification check box in the Create Feedback Service Profile dialog, users see the following text:

a comment is left on any topic in the Help system

To change the text:

- Expand the **Options** property group on the right side of the editor and enter new text in the **CommentSameHelpSystemNotificationLabel** field.

Country label To change the text that appears next to the "country" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **CountryLabel** field.

Email address label To change the text that appears next to the "email address" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **EmailAddressLabel** field.

Email notifications group label At the beginning of the email notification check boxes in the Create Feedback Service Profile dialog, users see the following text:

E-mail Notifications

To change the text:

- Expand the **Options** property group on the right side of the editor and enter new text in the **EmailNotificationsGroupLabel** field.

Email notifications heading label After the group label, just above the email notification check boxes in the Create Feedback Service Profile dialog, users see the following text:

I want to receive an email when....

To change the text:

- Expand the **Options** property group on the right side of the editor and enter new text in the **EmailNotificationsHeadingLabel** field.

First name label To change the text that appears next to the "first name" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **FirstNameLabel** field.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Gender label To change the text that appears next to the "gender" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **GenderLabel** field.

Gender label—female To change the text that represents the "female" option in the "gender" drop-down field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **GenderFemaleName** field.

If you include the Gender option in your registration dialog, you might use this field to localize the text in other languages.

Gender label—male To change the text that represents the "male" option in the "gender" drop-down field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **GenderMaleName** field.

If you include the Gender option in your registration dialog, you might use this field to localize the text in other languages.

Last name label To change the text that appears next to the "last name" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **LastNameLabel** field.

Message—comment length exceeded To change the text that appears in the message that users see when their comments are too long:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **CommentLengthExceeded** field.

Message—edit profile registration If you configure MadCap Feedback so that users must register before submitting comments, people will see the following message in the dialog when updating their profiles:

You must create a user profile to post comments to this help system. Please fill in the information below. An email will be sent to the address you provide. Please follow the instructions in the email to complete activation.

To change the text for this message:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **EditProfileRegistration** field.

Message—missing required field When users fail to complete a required field in the Create Feedback Service Profile dialog, they see a message. If you do not enter text, the default for the message is used. This default text is as follows:

Please enter a value for: [name of field].:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **MissingRequiredField** field.

Message—registration If you configure MadCap Feedback so that users must register before submitting comments, certain information is provided to those users, both in the registration dialog and in a popup message that follows. You can modify the text as needed. In the registration dialog, users see the following default text:

You must create a user profile to post comments to this help system. Please fill in the information below. An email will be sent to the address you provide. Please follow the instructions in the email to complete activation.

To change the text for this message:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **Registration** field.

Message—registration submit In the popup message that follows the initial registration message, users see the following default text:

Your information has been sent to MadCap Software. When the information has been processed, you will receive an email with a link to a verification page. Click this link, or copy and paste the link into your Web browser to complete the registration.

To change the text for this message:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **RegistrationSubmit** field.

Message—registration submit note In the popup message that follows the initial registration message, users see the following note:

NOTE: Some service providers have email filtering software that may cause the notification email to be sent to your junk email folder. If you do not receive a notification email, please check this folder to see if it has been sent there.

To change the text for this message:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **RegistrationSubmitNote** field.

Message—update success When users successfully update their Feedback comment profiles, they see a message. If you do not enter text, the default is used. This default text is as follows:

Your profile was updated successfully!

To change the text for this message:

- Expand the **Messages** property group on the right side of the editor and enter new text in the **UpdateSuccess** field.

Original comment label To change the text that appears next to the "original comment" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **OriginalCommentLabel** field.

Postal code label To change the text that appears next to the "postal code" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **PostalCodeLabel** field.

Shadow color To change the color of the shadow for the item:

- Expand the **General** property group on the right and change the value in the **ShadowColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Shadow distance To change the distance that the shadow extends from the edge of the item (in pixels):

- Expand the **General** property group on the right and enter a value with the measurement in the **ShadowDistance** field (e.g., 10 px).

Shadow opacity To change the opacity (transparency) of the shadow for the item, ranging between 0 and 100 (the lower the number, the more transparent):

- Expand the **General** property group on the right and enter a value in the **ShadowOpacity** field (e.g., 65).

Subject label To change the text that appears next to the "subject" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **SubjectLabel** field.

Submit button label To change the text that appears on the "Submit" button:

- Expand the **General** property group on the right side of the editor and enter new text in the **SubmitButtonLabel** field.

Title font color To change the color of the font used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Title font family To select a specific font family (e.g., Arial, Tahoma, Verdana) used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Title font size To change the size of the font used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Title font style To change the style of the font (e.g., make it italic) used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleFontStyle** field. Click the down arrow and select either **italic** or **normal**.

Title font variant To change the variant of the font (e.g., small caps) used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleFontVariant** field. Click the down arrow and select either **normal** or **small-caps**.

Title font weight To change the weight of the font (e.g., make it bold) used for the title:

- Expand the **Title** property group on the right and change the value in the **TitleFontWeight** field. Click the down arrow and select either **bold** or **normal**.

Title label To change the text that appears in the title:

- Expand the **Title** property group on the right side of the editor and enter new text in the **Title-Label** field.

User name label To change the text that appears next to the "user name" field:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **UserNameLabel** field.

7. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Feedback User Profile Items

This feature is supported in Microsoft HTML Help, WebHelp, and WebHelp Plus output.

When users submit MadCap Feedback comments, they must complete the Create Feedback Service Profile dialog (unless you have enabled anonymous comments). You can specify which fields are included in this dialog. In addition, you can use the Styles tab in the skin to change the text for each of those fields, as well as to specify which fields are required and whether a field should have a default value.

In addition to the "Username" and "E-mail Address" fields (which are always included and required), we added four other fields to the profile dialog and made two of them required.

CREATE FEEDBACK SERVICE PROFILE:

You must create a user profile to post comments to this help system. Please fill in the information below. An email will be sent to the address you provide. Please follow the instructions in the email to complete activation. Fields marked with an asterisk (*) are required.

*Username

*E-mail Address

First Name

Last Name

*Date

*Department

E-mail Notifications

I want to receive an email when...

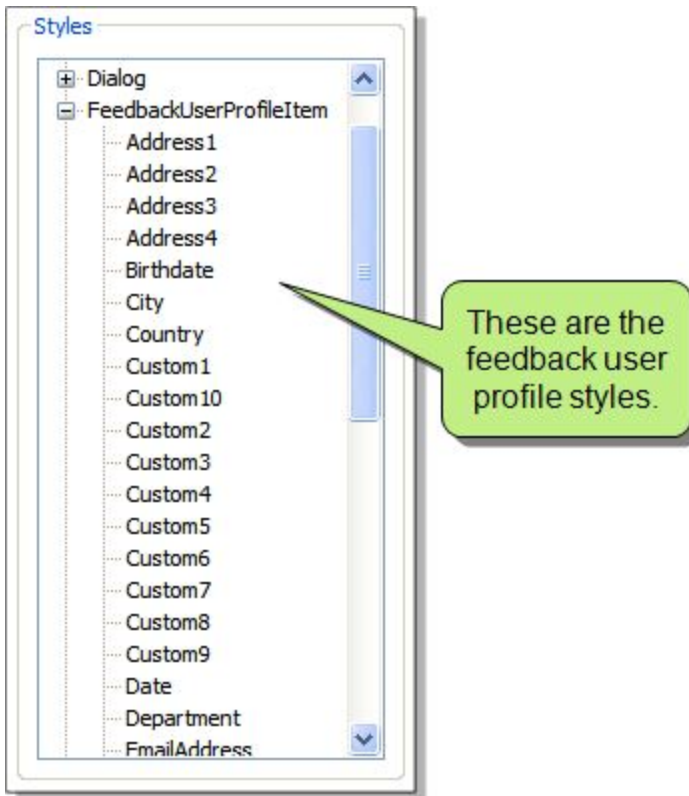
☐ a reply is left to one of my comments

☐ a comment is left on a topic that I commented on

☐ a comment is left on any topic in the Help system

How to specify style settings for feedback user profile items

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Feedback User Profile Item** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Feedback User Profile Item** node itself.

The items under this node represent the different fields that can be included in the Create Service Profile dialog. In addition to the many standard fields that can be included (e.g., Address1, City,

Department, Occupation), you can add up to 10 custom fields (e.g., Custom1, Custom2, Custom3), which can be used for any kind of field not already available.

5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
6. In the **Properties** section, set the values for the properties that you want modify.

Default value To enter a default value for the item—the user will see this text in the field initially (e.g., perhaps you would enter "United States" as the default value for the Country field):

- Expand the **General** property group on the right side of the editor and enter new text in the **DefaultValue** field.

Gender label—female To change the text that represents the "female" option in the "gender" drop-down field (this property displays only if you have selected the "Gender" style first):

- Expand the **General** property group on the right side of the editor and enter new text in the **GenderFemaleName** field.

If you include the gender option in your registration dialog, you might use this field to localize the text in other languages.

Gender label—male To change the text that represents the "male" option in the "gender" drop-down field (this property displays only if you have selected the "Gender" style first):

- Expand the **General** property group on the right side of the editor and enter new text in the **GenderMaleName** field.

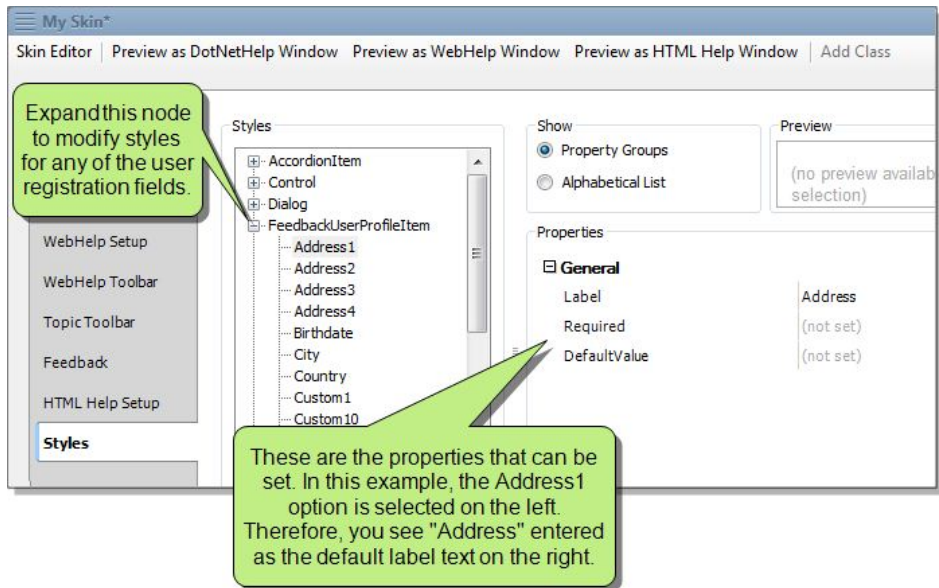
If you include the gender option in your registration dialog, you might use this field to localize the text in other languages.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

Required To specify whether the field should be required (i.e., end users must complete the field to move on):

- Expand the **General** property group on the right and change the value in the **Required** field. Click the down arrow and select either **false** (not required) or **true** (required).



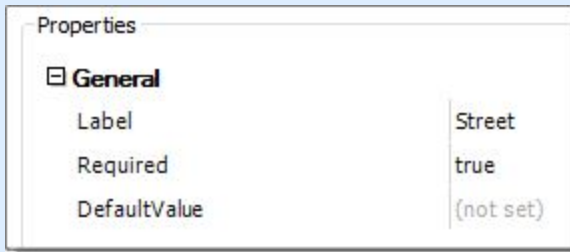
7. Select **File>Save** or press **CTRL+S**.

EXAMPLE

Let's say that you have already used the Feedback User Profile tab in the Skin Editor to add several fields to your Feedback registration dialog, including the Address1 field. Maybe you want to change the label text that is displayed next to that field in the dialog. In that case, you can click to the right of the **Label** field and type something else (e.g., **Street**).

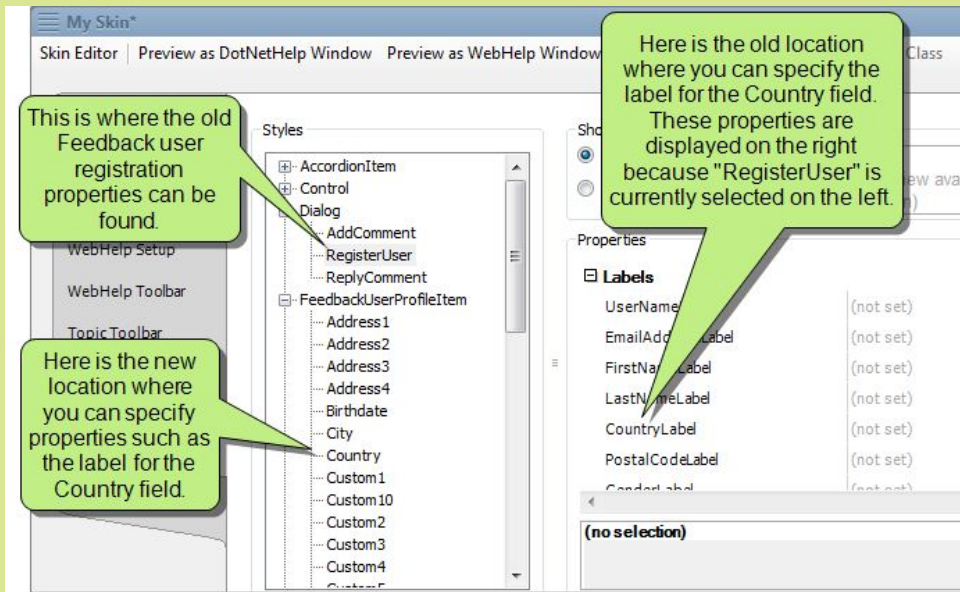
In addition, let's say that you want the Address1 field to be required; end users must complete it in order to move on. In that case, you can click to the right of the **Required** field and select **true**.

When you are finished, it would look like this:

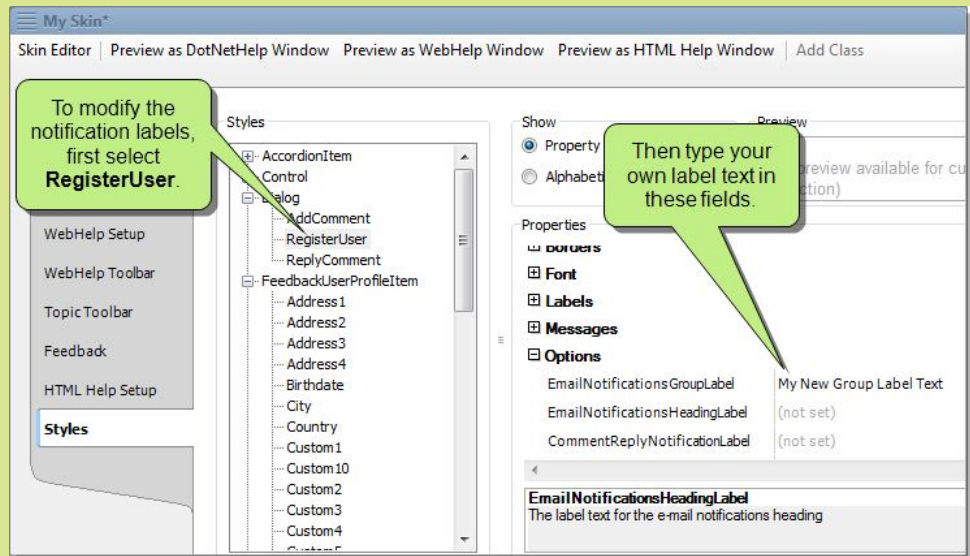


Properties	
[-] General	
Label	Street
Required	true
DefaultValue	(not set)

Note: In order to be backwards compatible with earlier versions, some properties are also still available in the Dialog/RegisterUser node (see "Specifying Style Settings for Dialogs" on page 626). The software will first look to any settings that you have provided in the FeedbackUserProfileItem node. Then it will look to settings entered in the Dialog/RegisterUser node.



If you want to modify the labels next to the email notification fields in the Create Feedback Service Profile dialog, you need to expand the **Dialog** node and then select **RegisterUser**. In the **Properties** section on the right, expand the **Options** group and change any of the values for the email notification fields.



Specifying Style Settings For Formats

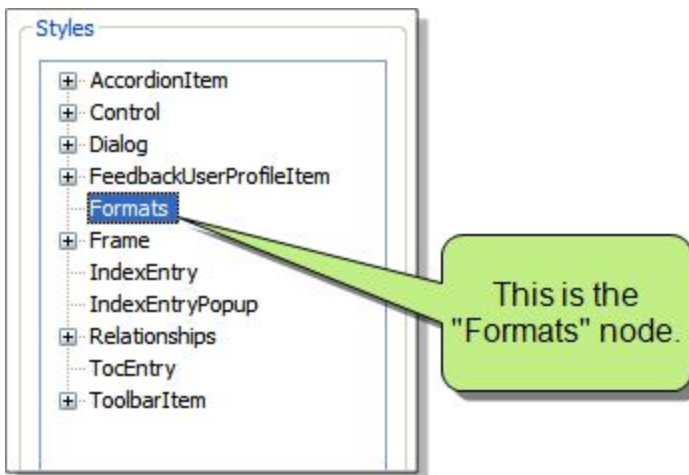
This feature is supported in WebHelp, WebHelp AIR, WebHelp Plus, and to a certain extent in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

These are navigation elements that you might include in your project (e.g., cross-references, breadcrumbs, keyword links, related topics links, concept links). For most of these elements, you can use the skin style to change the link or prefix text. For cross-references, you can change text as well as formats (i.e., how the link is constructed).

Styles for many of the formats are supported only in WebHelp, WebHelp Plus, and WebHelp AIR outputs. The formats related to cross-references are supported in print-based outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML).

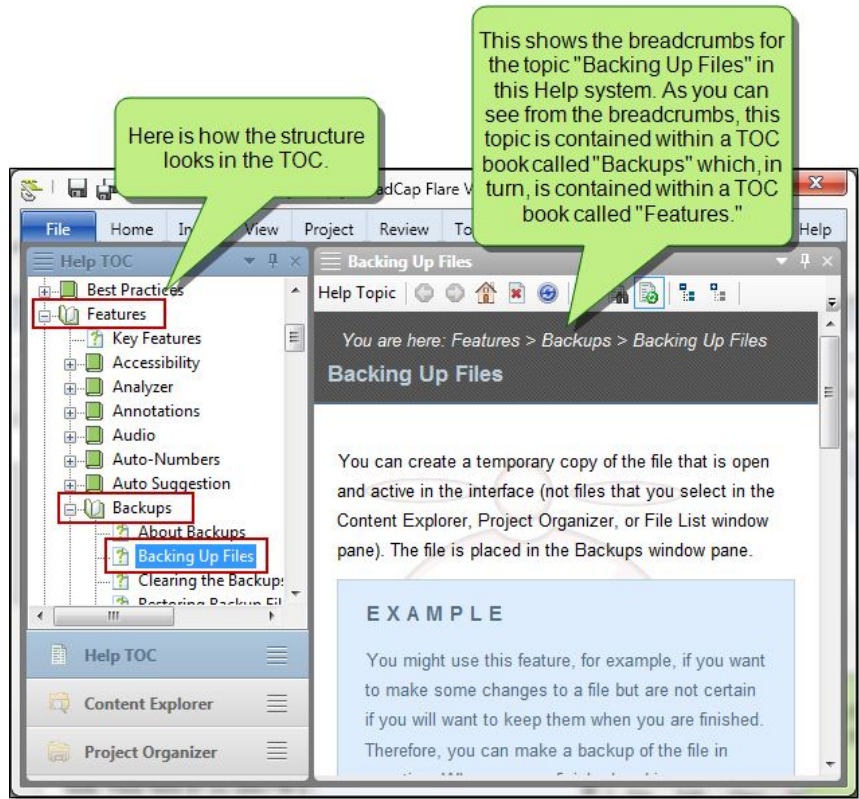
How to specify style settings for formats

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Formats** node.



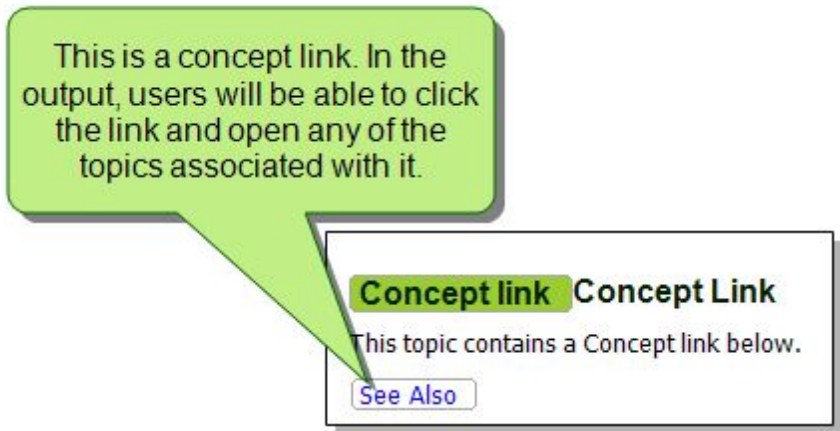
Properties for the following elements are shown on the right side of the tab.

- **Breadcrumbs** In the output, this is a "trail of breadcrumbs" composed of the table of contents (TOC) entries above the current topic in the TOC hierarchy.



In the skin you can change the prefix text ("You are here") for the breadcrumbs.

- **Concept links** This is a navigation link that lets users open topics that you've determined are related to the current topic. It is similar to the related topics link. However, whereas you associate a related topics link with specific individual topics (usually for a one-time use), you associate a concept link with a group of topics (to be reused in different topics). One great benefit of this type of link is that, if you later want to add or delete topics from the group, you only need to do so in one place and the changes are applied to every topic containing that concept link.



In the skin you can change the text that displays on the link ("See Also").

- **Cross-references** A cross-reference is a navigation link that lets you connect text in one topic to another topic (or a bookmark within a topic). This is somewhat similar to a text hyperlink. However, cross-references differ from hyperlinks in a few ways. They are based on format commands

Welcome

FictionSoft, the best fictional software ever! (place your product tag line here)

Most online help systems have a welcome page. The Welcome page can provide overview information, links, company logos, or any other information that you think will help you.

1. An overview of what your software does
2. Features and benefits
3. Many also use the welcome page for company/product branding
4. Who is the Typical User
5. Links to other topics, such as "What's New." See ["What's New"](#) for more information.

Here is how a cross-reference might look in online output, such as WebHelp.

Welcome

FictionSoft, the best fictional software ever! (place your product tag line here)

Most online help systems have a welcome page. The Welcome page can provide overview information, links, company logos, or any other information that you think will help you.

1. An overview of what your software does
2. Features and benefits
3. Many also use the welcome page for company/product branding
4. Who is the Typical User
5. Links to other topics, such as "What's New." See "What's New" on page 5 for more information.

Here is how the same cross-reference might look in print-based output, such as PDF.

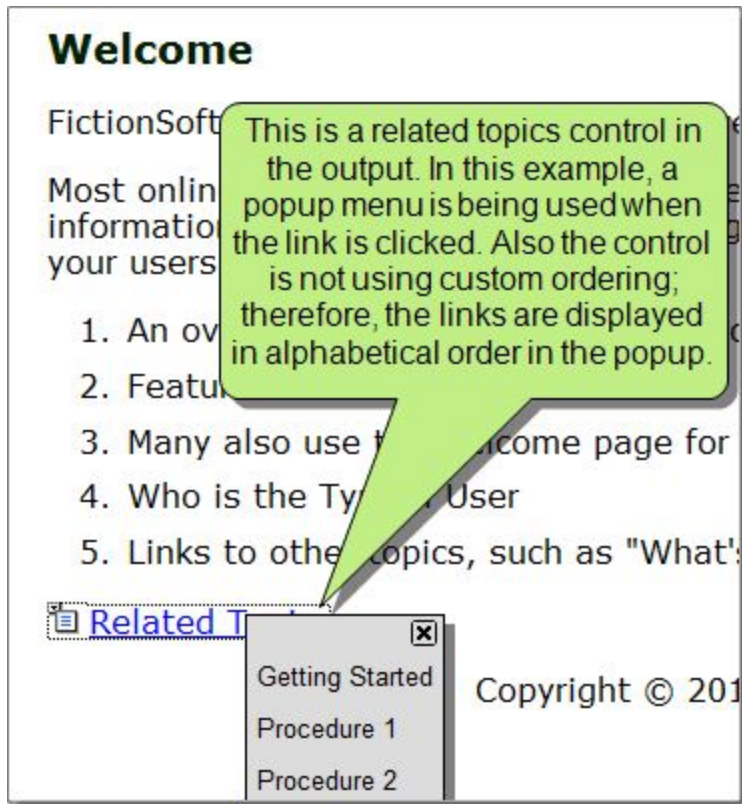
In the skin you can change the cross-reference format used for either online or print-based output. If you are creating context-sensitive cross-references, use a language skin instead of a regular skin.

- **Keyword links** This is a navigation link that lets users open topics related to the current topic based on index keywords that they share.



In the skin you can change the text that displays on the link ("Search Index").

- **Related topics** This is a navigation link that lets users open topics that you've determined are related to the current topic. This is similar to a concept link. You should use a related topics link if you are applying it to a topic that you want to associate with specific topics but you do not plan to reuse the same link in other topics.



Welcome

FictionSoft, the best fictional software ever

Most online
information,
your users.

1. An over
2. Feature
3. Many also use the
4. Who is the Typi
5. Links to other topics, such as "What's

In this example, a simple list is being used for the related topics control. Also the control is using custom ordering; therefore, the links are displayed in a specific order, rather than alphabetically.

Related Topics

- [Procedure 1](#)
- [Procedure 2](#)
- [Getting Started](#)

In the skin you can change the text that displays on the link ("Related Topics").

4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Above reference To change the text used when the destination appears above a cross-reference on the same page of print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **Above Reference** field.

Below reference To change the text used when the destination appears below a cross-reference on the same page of print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **Below Reference** field.

Breadcrumbs prefix To change the text used at the beginning of a trail of breadcrumbs in online output:

- Expand the **Breadcrumbs** property group on the right side of the editor and enter new text in the **Breadcrumbs prefix** field.

Concept link To change the text used on a concept link in online output:

- Expand the **Concept Link** property group on the right side of the editor and enter new text in the **Link Text** field.

Format To change the command structure of a cross-reference when used in online output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **Format** field, including any format commands. For a list of commands that you can use, see "Editing Cross-Reference Style Formats" on page 137.

Format for print To change the command structure of a cross-reference when used in print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **Format for Print** field, including any format commands. For a list of commands that you can use, see "Editing Cross-Reference Style Formats" on page 137.

Keyword link To change the text used on a keyword link in online output:

- Expand the **Keyword Link** property group on the right side of the editor and enter new text in the **Link Text** field.

On facing page reference To change the text used when the destination appears on a page adjacent to a cross-reference (e.g., link is on the left page and destination is on the right page) in print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **On Facing Page Reference** field.

On next page reference To change the text used when the destination appears on the page just after a cross-reference in print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **On Next Page Reference** field.

On page reference To change the text used when the destination appears more than one page away from a cross-reference in print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **On Page Reference** field.

On previous page reference To change the text used when the destination appears on the page just before a cross-reference in print-based output:

- Expand the **Cross Reference** property group on the right side of the editor and enter new text in the **On Previous Page Reference** field.

Related topics To change the text used on a related topics link in online output:

- Expand the **Related Topics** property group on the right side of the editor and enter new text in the **Link Text** field.

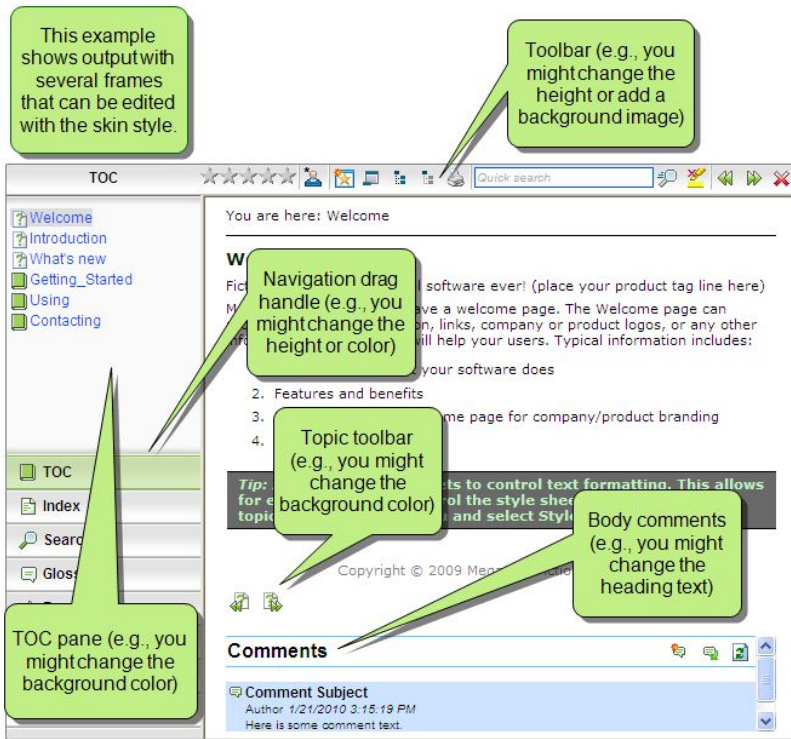
6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Frames

This feature is supported in DotNet Help, Microsoft HTML Help, WebHelp, WebHelp AIR, and WebHelp Plus output.

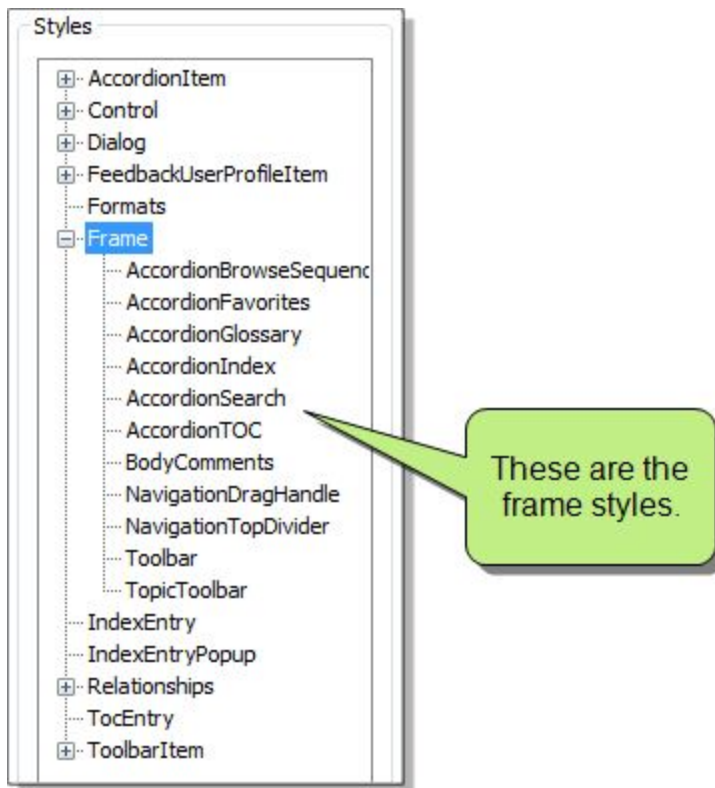
When it comes to skins, frames refer to the "containers" of the navigation items that display in the output when you include elements such as accordion items, toolbars, and Feedback at the end of topics. In order to see these items in the output, you must include them in your project.

Some of these styles are supported only in WebHelp, WebHelp Plus, and WebHelp AIR.



How to specify style settings for frames

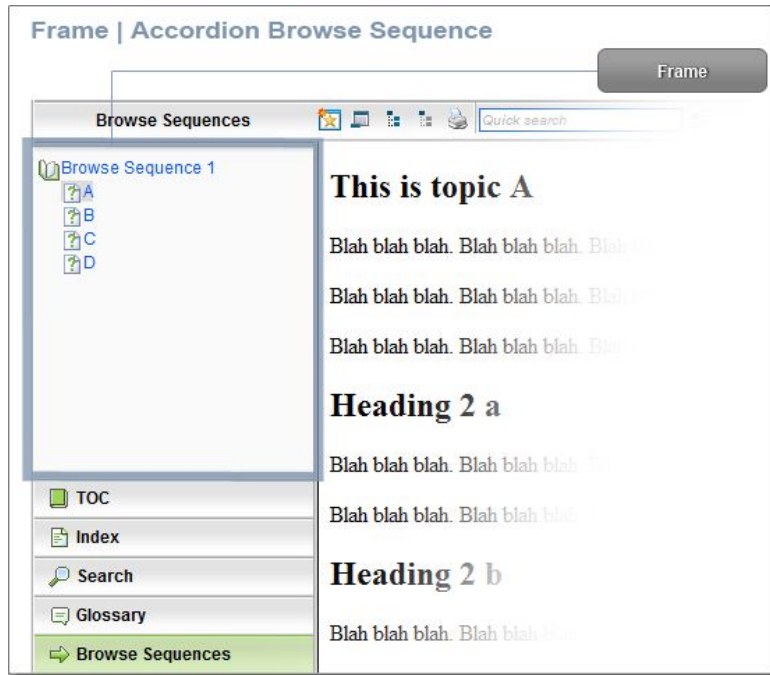
1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Frame** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Frame** node itself.

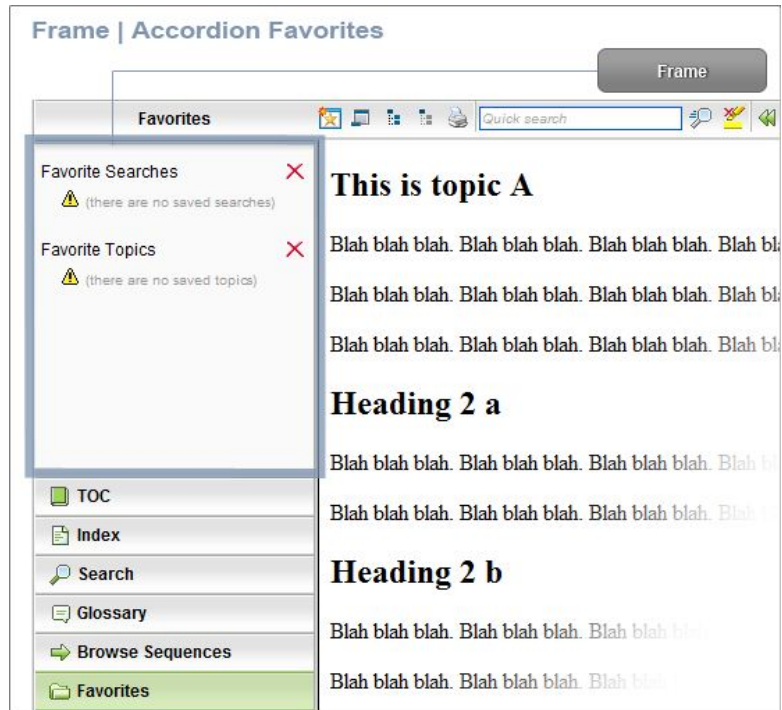
The items under this node represent the different kinds of frames that may be found in your output.

**Accordion
Browse
Sequence** This is the frame that holds the browse sequences.

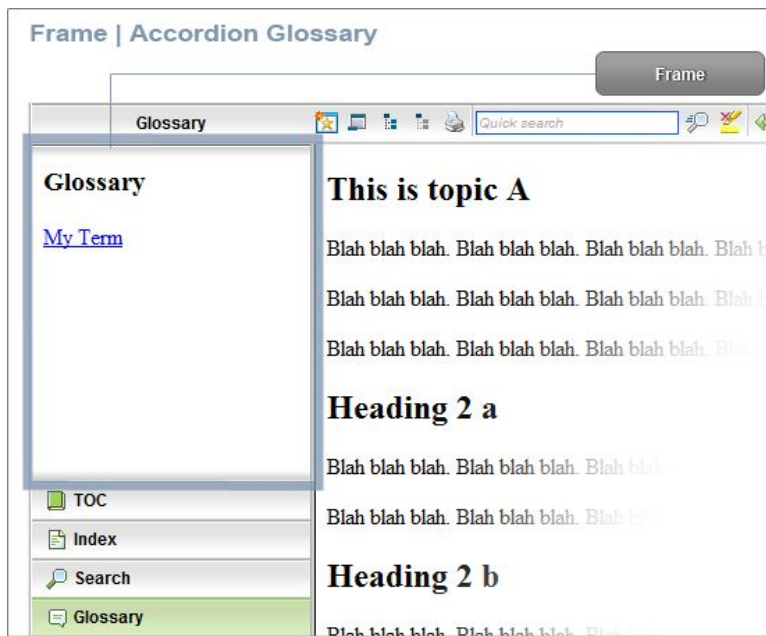


Accordion Favorites

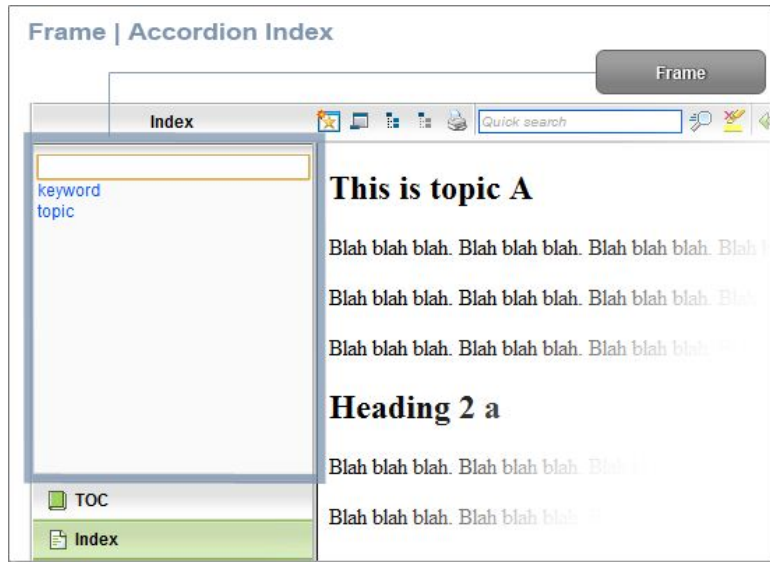
This is the frame that holds the search string and topic favorites.



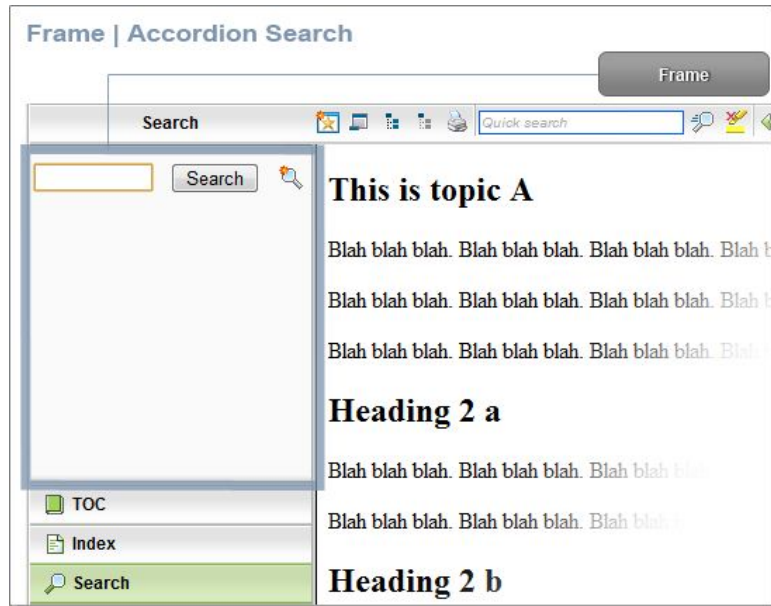
Accordion Glossary This is the frame that holds the glossary.



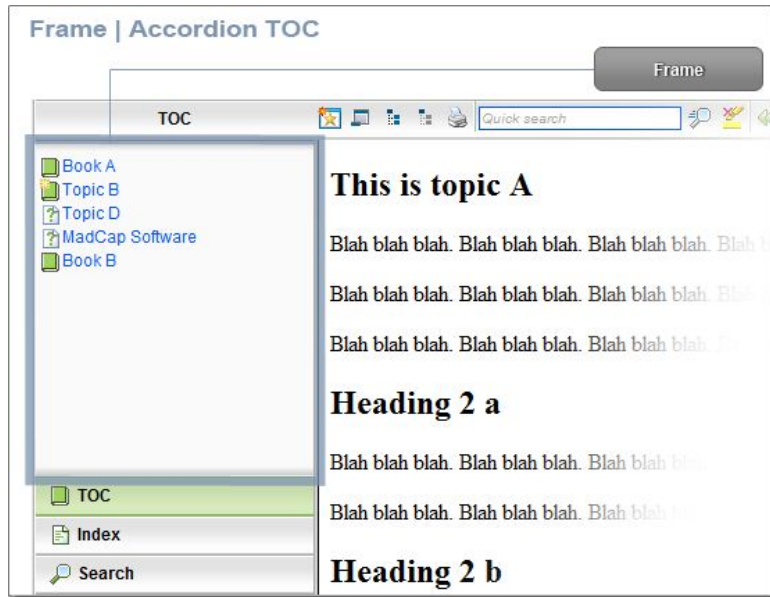
Accordion Index This is the frame that holds the index.



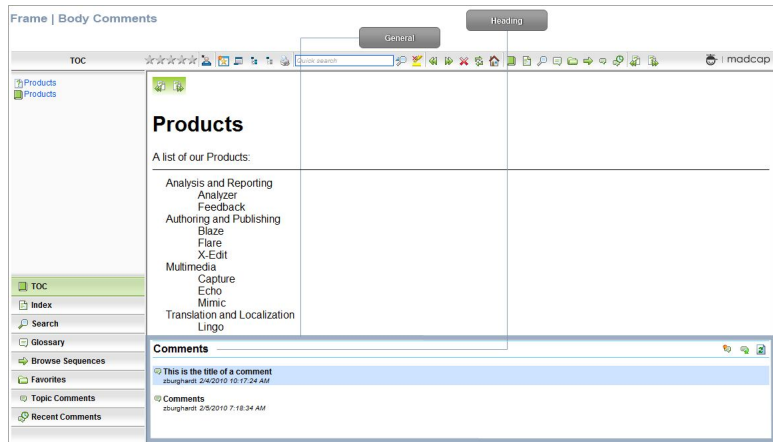
Accordion Search This is the frame that holds the search fields and results.



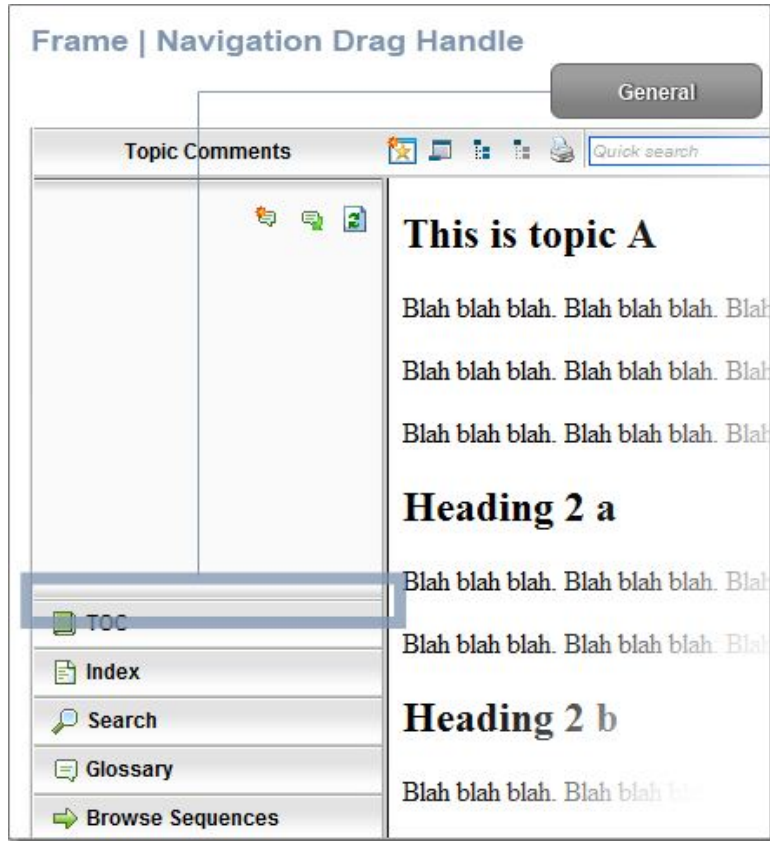
Accordion TOC This is the frame that holds the table of contents (TOC).



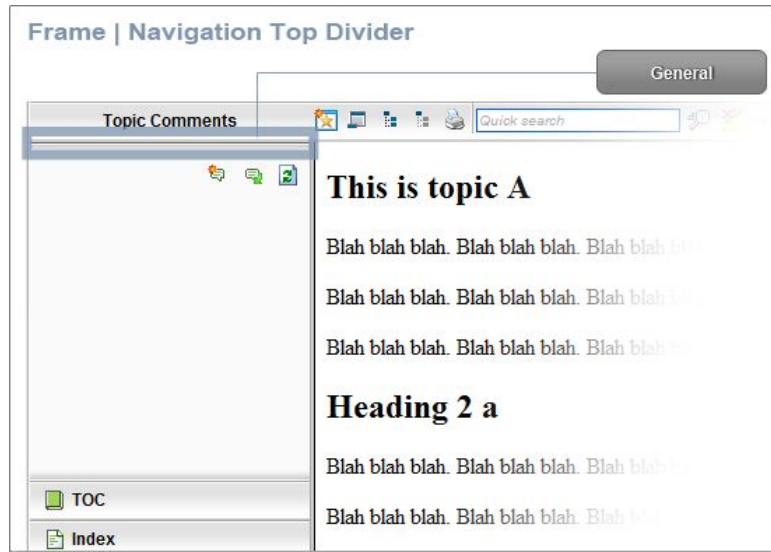
Body Comments This is the frame that holds the topic comments associated with MadCap Feedback at the bottom of topics.



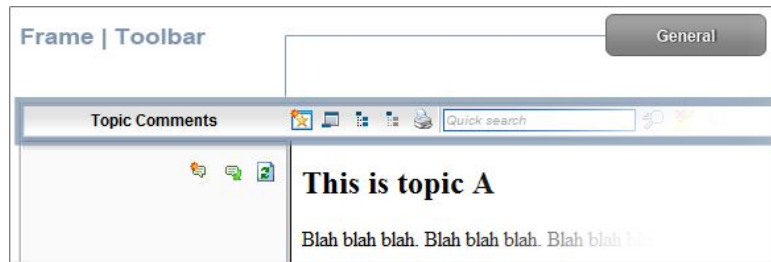
Navigation Drag Handle This is the divider between the active navigation feature and the navigation bars. Users can click the handle of this divider and drag it to adjust the space in the navigation pane.



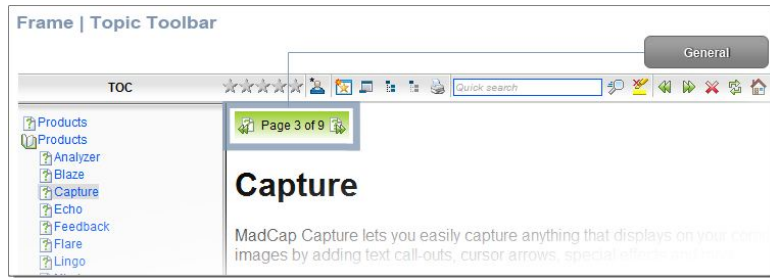
Navigation Top Divider This is the top edge of the navigation pane.



Toolbar This is the frame that holds the WebHelp toolbar.



Topic Tool-bar This is the frame that holds a custom topic toolbar.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
6. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item:

- Expand the **Frame** or **General** property group (depending on the item you selected) on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background gradient color of the item:

- Expand the **General** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient pressed To change the background gradient color of the item when it is pressed:

- Expand the **General** property group on the right and change the value in the **BackgroundGradientPressed** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the item:

- Expand the **General** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Background image pressed To add a background image to the item when it is pressed:

- Expand the **General** property group on the right and select an image in the **BackgroundImagePressed** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Heading** property group on the right and change the value in any of the "Border" fields (e.g., BorderLeft, BorderRight). Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font for the item heading:

- Expand the **Heading** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana) for the item heading:

- Expand the **Heading** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font for the item heading:

- Expand the **Heading** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic) for the item heading:

- Expand the **Heading** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold) for the item heading:

- Expand the **Heading** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Height To change the height of the item:

- Expand the **General** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Label To change the heading text that appears on the item:

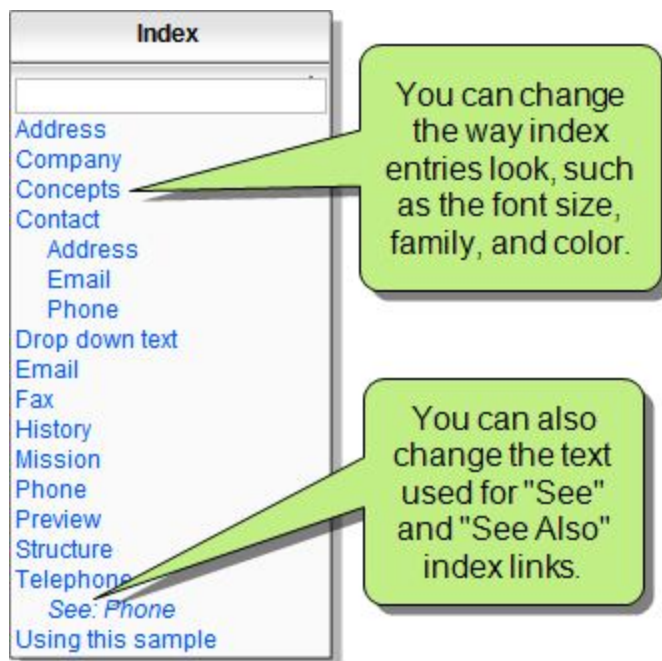
- Expand the **Heading** property group on the right side of the editor and enter new text in the **Label** field.

7. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Index Entries

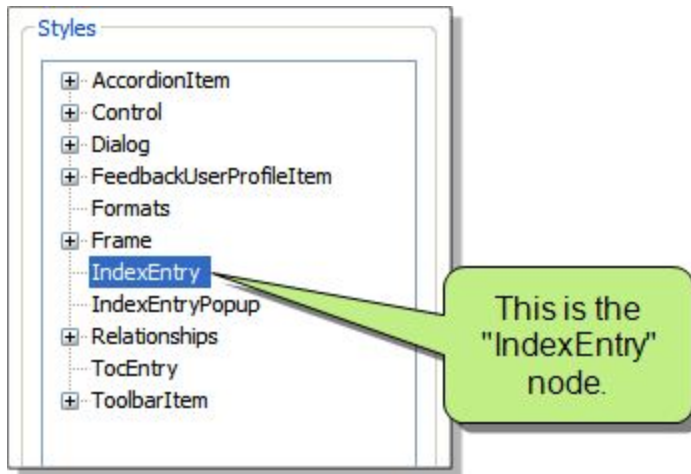
This feature is supported in WebHelp, WebHelp AIR, and WebHelp Plus output.

Using a skin, you can modify the appearance of index entries in online output. In order to see these items in the output, you must include them in your project.



How to specify style settings for index entries

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Index Entry** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color

for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

See reference To change the text that appears on "See" index links:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **SeeReference** field.

See also reference To change the text that appears on "See Also" index links:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **SeeAlsoReference** field.

Selection background color To change the color of the area behind the font after the index entry has been selected:

- Expand the **Selection** property group on the right and change the value in the **SelectionBackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Selection color To change the color of the font after the index entry has been selected:

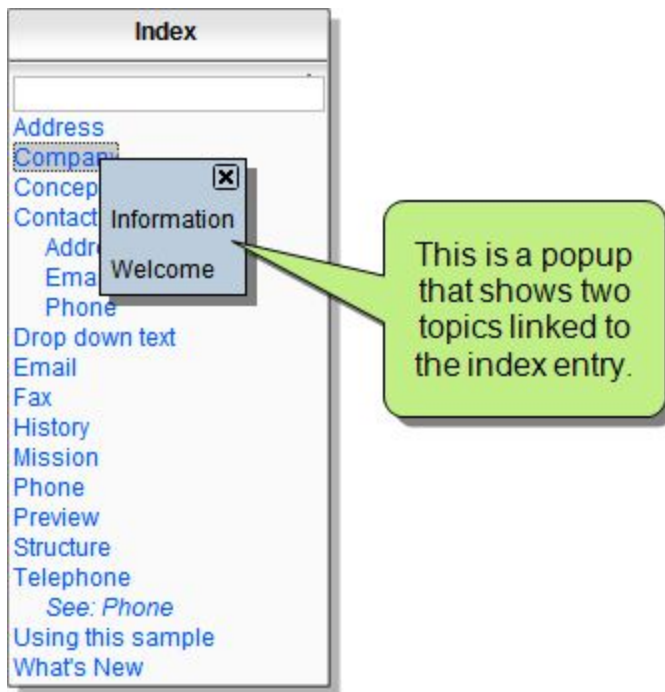
- Expand the **Selection** property group on the right and change the value in the **SelectionColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Index Entry Popups

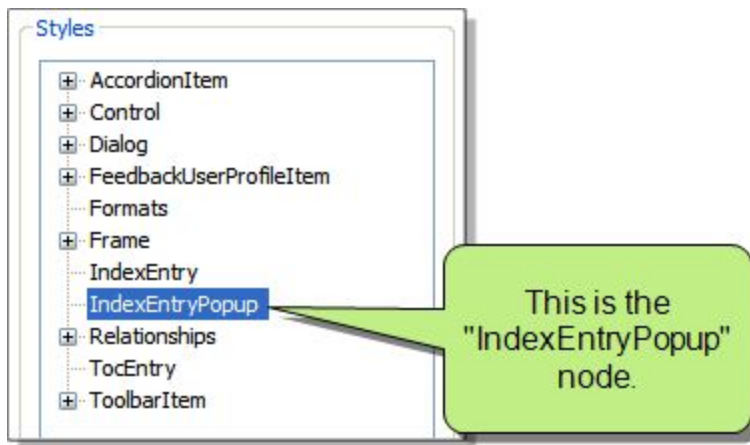
This feature is supported in WebHelp, WebHelp AIR, and WebHelp Plus output.

Using a skin, you can modify the appearance of index entry popups in online output. These are the popups that users see when they click an index entry that links to more than one topic. In order to see these items in the output, you must include them in your project.



How to specify style settings for index entry popups

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Index Entry Popup** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **Background Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color

for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Hover font background color To change the color of the area behind the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverBackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Hover font color To change the color of the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Hover font family To select a specific font family (e.g., Arial, Tahoma, Verdana) when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverFontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Hover font size To change the size of the font when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverFontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Hover font style To change the style of the font (e.g., make it italic) when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverFontStyle** field. Click the down arrow and select either **italic** or **normal**.

Hover font weight To change the weight of the font (e.g., make it bold) when users hover over it:

- Expand the **HoverFont** property group on the right and change the value in the **HoverFontWeight** field. Click the down arrow and select either **bold** or **normal**.

6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Relationships

This feature is supported in WebHelp, WebHelp AIR, and WebHelp Plus output.

Using a skin, you can edit the text labels for the different kinds of relationship links (concept, reference, task) that you can create. In order to see these items in the output, you must include them in your project.

You are here: Dogs > About Dogs

About Dogs

According to Webster's, a dog is "a domesticated carnivore bred in a great many varieties."

Dogs are very popular as family pets and many things with dogs.

Related Tasks

[Choosing a Dog](#)

[Feeding a Dog](#)

[Grooming a Dog](#)

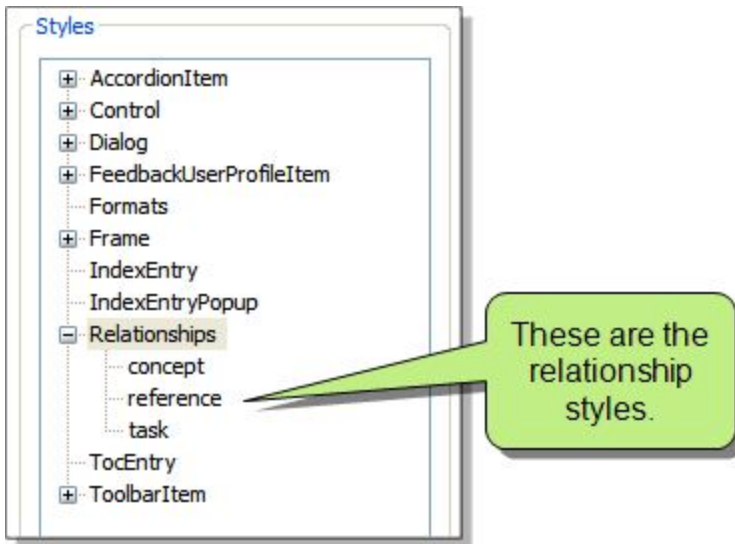
Reference Materials

[List of Dog Breeds](#)

This is a link heading from a relationship table that you can change.

How to specify style settings for relationships

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Relationships** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Relationships** node itself.

The items under this node represent the different kinds of relationship links that may be found in your output (concept, reference, and task).

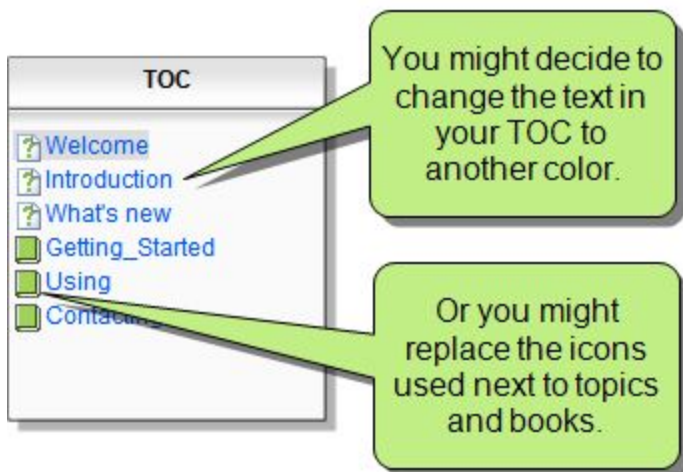
5. Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.
6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For TOC Entries

This feature is supported in Microsoft HTML Help, WebHelp, WebHelp AIR, and WebHelp Plus output.

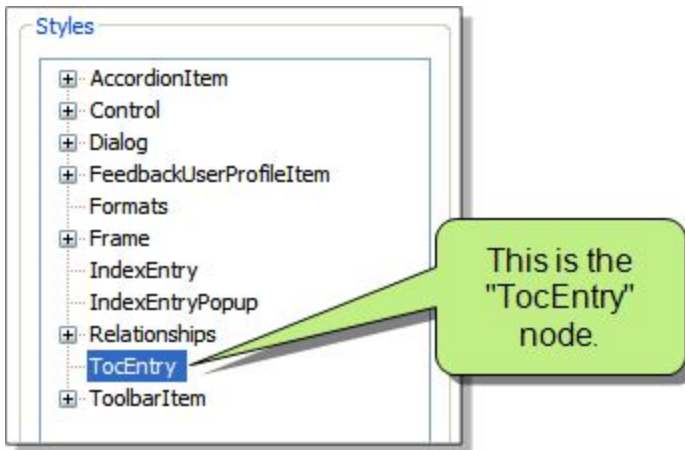
Using a skin, you can modify the appearance of table of contents (TOC) entries in online output. In order to see these items in the output, you must include them in your project.

Styles for many of the TOC entries are supported only in WebHelp, WebHelp Plus, and WebHelp AIR outputs. However, there is one icon style that is supported only in Microsoft HTML Help.



How to specify style settings for TOC entries

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Toc Entry** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Book icon To select a different icon image for the book items in the TOC:

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **BookIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Book icon alternate text To change the alternate text for the book icon:

- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **BookIconAlternateText** field.

Book open icon To select a different icon image for the book items in the TOC when they are open (or selected):

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **BookOpenIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Book open icon alternate text To change the alternate text for the book icons in the TOC when they are open (or selected):

- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **BookOpenIconAlternateText** field.

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

HTML Help icon index To select a different icon image for the items in HTML Help:

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **HtmlHelpIconIndex** field.

Mark as new To specify whether all TOC icons to include an asterisk (indicating a new entry).

- Expand the **TocIcons** property group on the right and change the value in the **MarkAsNew** field. Click the down arrow and select either **false** or **true**.
- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **MarkAsNewIconAlternateText** field.

Topic icon To select a different icon image for the topic items in the TOC:

- Expand the **TocIcons** property group on the right side of the editor and select an image from the **TopicIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Topic icon alternate text To change the alternate text for the topic icon:

- Expand the **TocIcons** property group on the right side of the editor and enter new text in the **TopicIconAlternateText** field.

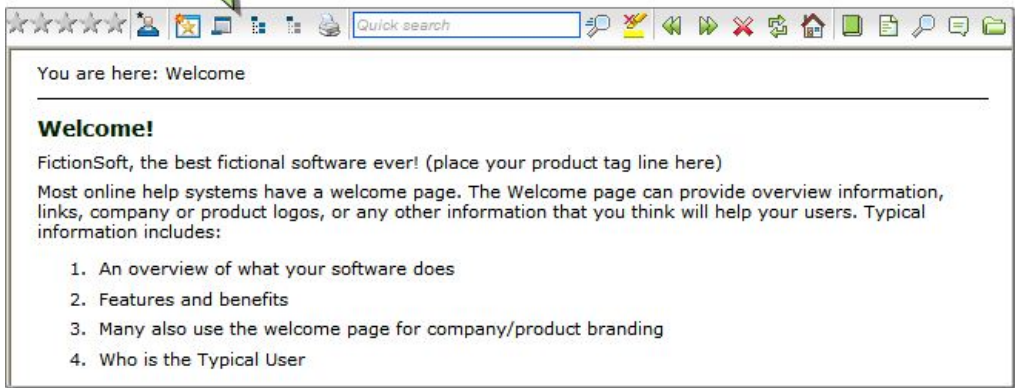
6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Toolbar Items

This feature is supported in DotNet Help, Microsoft HTML Help, WebHelp, WebHelp AIR, and WebHelp Plus output.

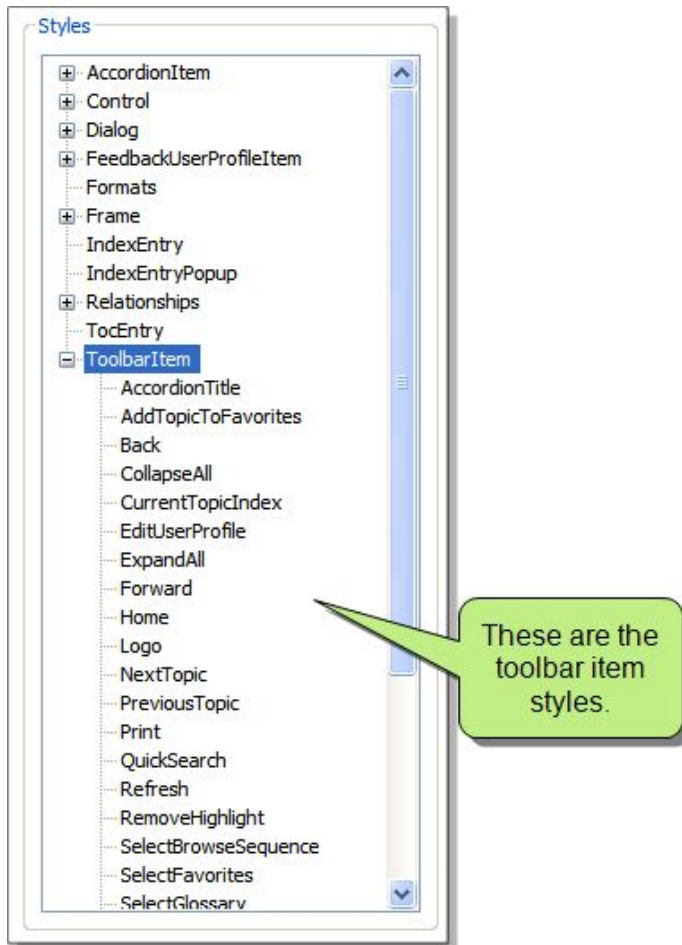
Using a skin, you can modify the appearance of WebHelp toolbars and topic toolbars that you include in your output.

Here is output that includes a WebHelp toolbar with many buttons. You might want to change the way the items in this toolbar look (e.g., replace the default icons with those of your own).



How to specify style settings for toolbar items

1. Open a Standard skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Toolbar Item** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Toolbar Item** node itself.

The items under this node represent the different kinds of toolbar items that may be found in your output.

- **Accordion Title** Displays the name of the accordion item, which is next to the WebHelp toolbar.



- **Add Topic To Favorites** Lets users add the active topic to the Favorites pane so that they can quickly access the topic in the future.



- **Back** Lets users open the topic that was viewed previously.



- **Collapse All** Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



- Current Topic Index** Lets users see the display for the current topic in the sequence. This label is typically used in conjunction with the "NextTopic" and "PreviousTopic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



- Edit User Profile** Lets users edit their Feedback registration profile settings.



- Expand All** Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



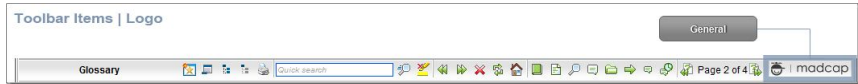
- Forward** Lets users open the next topic in a previously viewed sequence.



- Home** Lets users open a designated home page (such as your company's website).



- **Logo** Displays a logo.



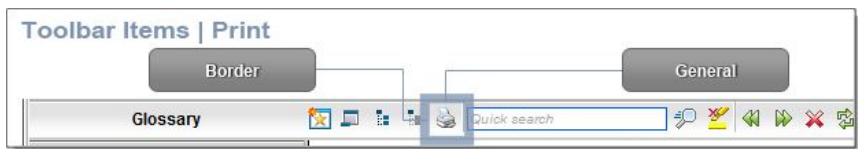
- **Next Topic** Lets users open the next topic in the sequence. First, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you do not have a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



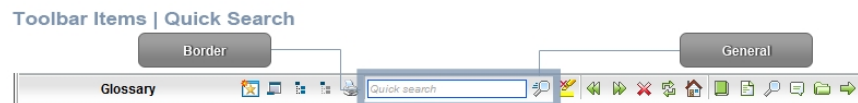
- **Previous Topic** Lets users open the previous topic in the sequence. First, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you do not have a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



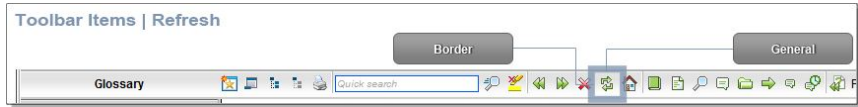
- **Print** Lets users open the Print dialog so that they can send the open topic to the printer.



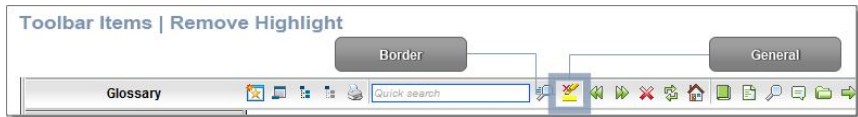
- **Quick Search** Lets users initiate a search in the active topic for the word or phrase that has been typed in the field next to the button.



- **Refresh** Lets users update the content of the topic being viewed.



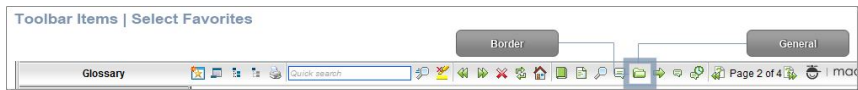
- **Remove Highlight** After a user performs a quick search in a topic, the search text found in the topic is highlighted. This button lets users turn the highlights off.



- **Select Browse Sequence** Lets users open the Browse Sequence feature.



- **Select Favorites** Lets users open the Favorites feature.



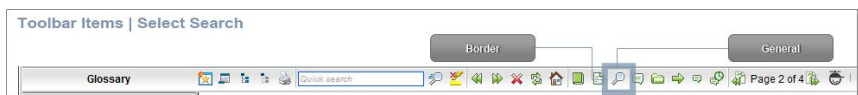
- **Select Glossary** Lets users open the Glossary feature.



- **Select Index** Lets users open the Index feature.



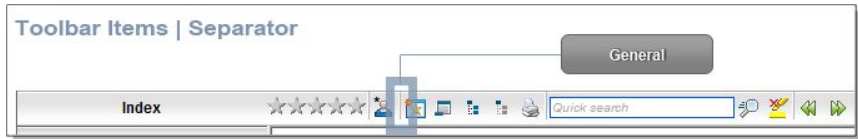
- **Select Search** Lets users open the Search feature.



- **Select TOC** Lets users open the TOC feature.



- **Separator** This is the divider between the toolbar buttons and the navigation pane.



- **Stop** Lets users prevent a page from downloading file information.



- **Toggle Navigation Pane** Lets users toggle between hiding and showing the navigation pane in the output window.



- **Topic Ratings** Lets users submit ratings for a topic (if you have incorporated your output with MadCap Feedback).



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

6. In the **Properties** section, set the values for the properties that you want modify.

About box alternate text To change the alternate text for the logo's "About" box:

- Expand the **General** property group on the right side of the editor and enter new text in the **AboutBoxAlternateText** field.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the "Border" fields (e.g., BorderLeft, BorderRight). Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Control type To change the control type for the item (i.e., you can select any type of button that can be added to the toolbar):

- Expand the **Type** property group on the right and select an item in the **ControlType** field.

Empty icon To select a different "empty" icon image for the "Topic Ratings":

- Expand the **General** property group on the right side of the editor and select an image from the **EmptyIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

By default the button displays five stars. This image represents the area of the button that is not rated (e.g., if readers give the topic "two out of five stars," this image fills the space of the three empty stars).

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font background gradient To change the background color of the item:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font background gradient hover To change the background color of the item when the end user hovers over it:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradientHover** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font background gradient pressed To change the background color of the item when the end user presses it:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradientPressed** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Full icon To select a different "full" icon image for the "Topic Ratings":

- Expand the **General** property group on the right side of the editor and select an image from the **FullIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

By default the button displays five stars. This image represents the area of the button that has been rated completely (e.g., if readers give the topic "two out of five stars," this image fills the space of the two stars).

Hover icon To select a different icon image to be used when the user hovers the cursor over the item:

- Expand the **General** property group on the right side of the editor and select an image from the **HoverIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Icon To select a different icon image:

- Expand the **General** property group on the right side of the editor and select an image from the **Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

Logo alternate text To change the alternate text for the logo:

- Expand the **General** property group on the right side of the editor and enter new text in the **LogoAlternateText** field.

On click To provide a command for the item when it is clicked by the user:

- Expand the **Type** or **General** property group on the right and enter a command in the **OnClick** field.

EXAMPLE

Let's say you want to provide a command for an item (e.g., so that clicking the button opens a website). The following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Padding To add or change padding (space around) the item:

- Expand the **Font** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Pressed icon To select a different icon image to be used when the item is pressed:

- Expand the **General** property group on the right side of the editor and select an image from the **PressedIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Rating submitted message To change the text that appears after users rate a topic:

- Expand the **General** property group on the right side of the editor and enter new text in the **RatingSubmittedMessage** field.

Search box tooltip To change the tooltip text that appears when users hover the cursor over the search field:

- Expand the **General** property group on the right side of the editor and enter new text in the **SearchBoxTooltip** field.

Separator alternate text To change the alternate text for the separator:

- Expand the **General** property group on the right side of the editor and enter new text in the **SeparatorAlternateText** field.

Show tooltip To change the tooltip text that appears when users hover over the "Toggle Navigation Pane" button (when the navigation pane is hidden):

- Expand the **General** property group on the right side of the editor and enter new text in the **ShowTooltip** field.

Text image relation To select the location of a label in relation to the image used for the item:

- Expand the **General** property group on the right side of the editor and select an option from the **TextImageRelation** field. You can select any of the following:
 - **ImageAboveText** This displays the button image on top of the label text.
 - **ImageBeforeText** This displays the button image to the left of the label text.
 - **Overlay** This displays the label text and the button image in the same space.
 - **TextAboveImage** This displays the label text on top of the button image.
 - **TextBeforeImage** This displays the label text to the left of the button image.

Tooltip To change the tooltip text that appears when users hover the cursor over the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Tooltip** field.

7. Select **File>Save** or press **CTRL+S**.

Editing Styles For HTML5 Skins

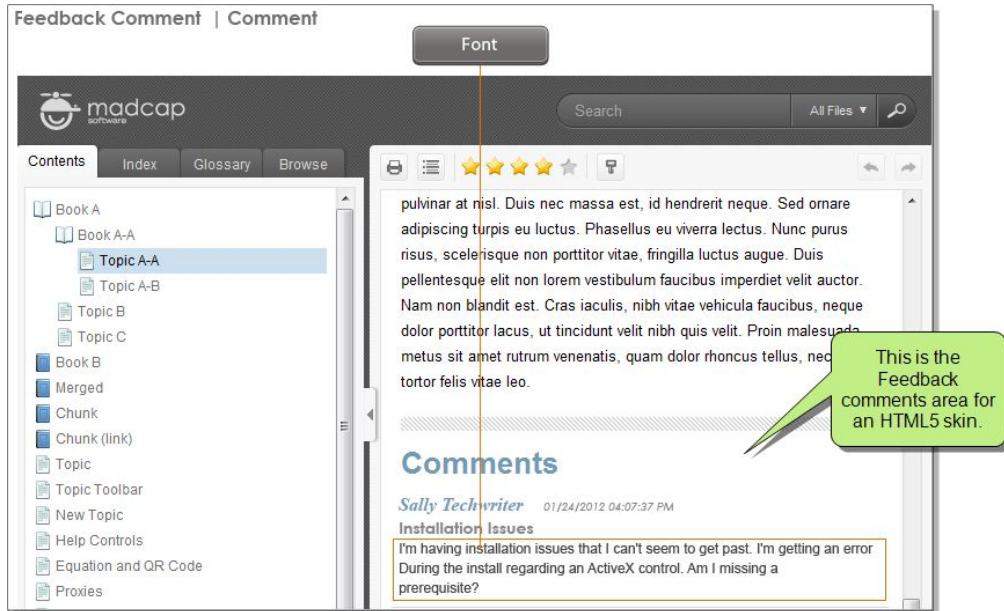
This section provides steps for style settings in HTML5 skins. Following are the different tasks you might perform.

- **Feedback comments** These are styles for comment elements that are displayed if you integrate your output with MadCap Feedback. See "Specifying Style Settings for Feedback Comments in HTML5" on page 695.
- **Feedback user profile** These are fields that can be added to the Feedback user profile dialog. The dialog always includes a "Username" and "E-mail Address" field. In addition to those fields, you can add many others by using the Feedback tab in the Skin Editor. Once you've added the fields, you can edit the skin to specify whether the fields are required. See "Specifying Style Settings for Feedback User Profile Items in HTML5" on page 702.
- **Header** This is the area at the top of the screen, which displays a logo and the search bar. See "Specifying Style Settings for Headers in HTML5" on page 712.
- **Logo** This is the logo that you can add to the header area at the top of the screen. See "Specifying Style Settings for Logos in HTML5" on page 715.
- **Main page** This is the container for the header, navigation elements, and body. You might modify this style to change the background. For example, it allows you to control the background color for everything, including the thin line between the navigation panel and the body. See "Specifying Style Settings for the Main Page in HTML5" on page 718.
- **Navigation links** These are the navigation links that users may see at the top or bottom of topics if they open those topics as standalone files. In order to add these links to the output, you must enable them on the Setup tab of the Skin Editor. See "Specifying Style Settings for Navigation Links in HTML5" on page 721.
- **Navigation panel and tabs** These are the navigation items that display in the output, allowing users to open different elements of your output, such as the table of contents, index, and more. See "Specifying Style Settings for Navigation Panels and Tabs in HTML5" on page 726.
- **Search** You can use an HTML5 skin to change the appearance of the search bar items. See "Specifying Style Settings for Search Items in HTML5" on page 738.
- **TOC entries** This is the text that users see when they open your table of contents (TOC) in the output. See "Specifying Style Settings for TOC Entries in HTML5" on page 747.
- **Toolbar items** These are the buttons and other elements that are part of toolbars that you can add to output. See "Specifying Style Settings for Toolbar Items in HTML5" on page 750.

- **Topic container** This is the container holding topics in the output. See "Specifying Style Settings for Topic Containers in HTML5" on page 762.

Specifying Style Settings For Feedback Comments In HTML5

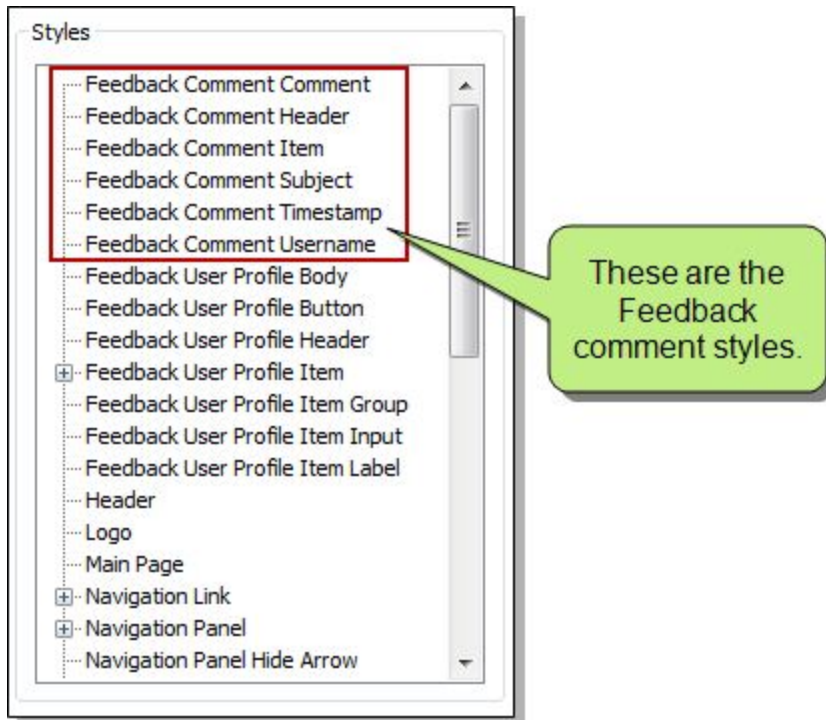
If you integrate your output with MadCap Feedback, you can use styles in a skin to control comment elements.



In order to see these items in the output, you must enable Feedback with your output. For more information see the online Help.

How to specify style settings for Feedback comments in HTML5

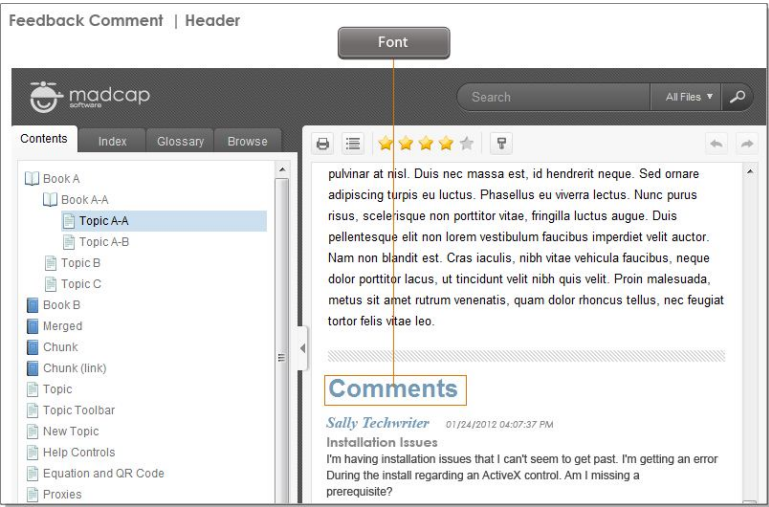
1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the Feedback comment styles.



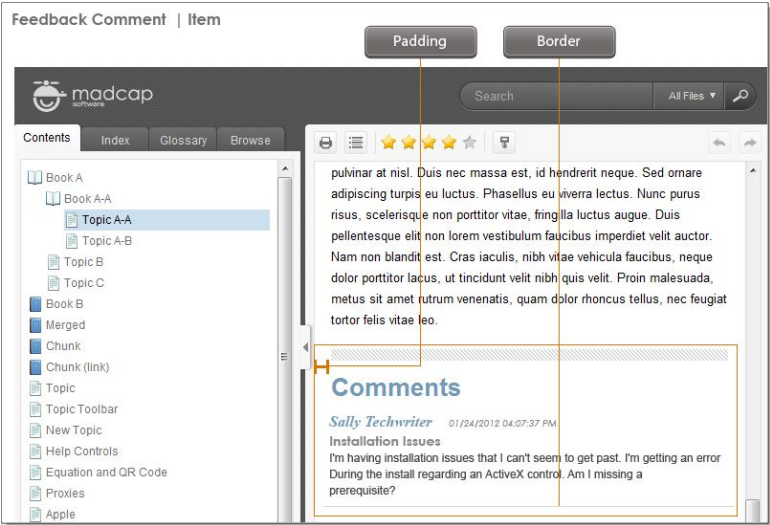
Feedback
Comment
Comment



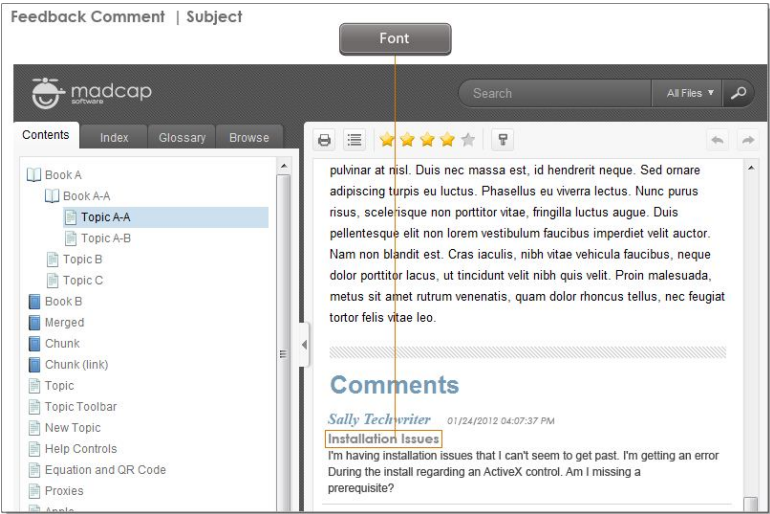
Feedback
Comment
Header

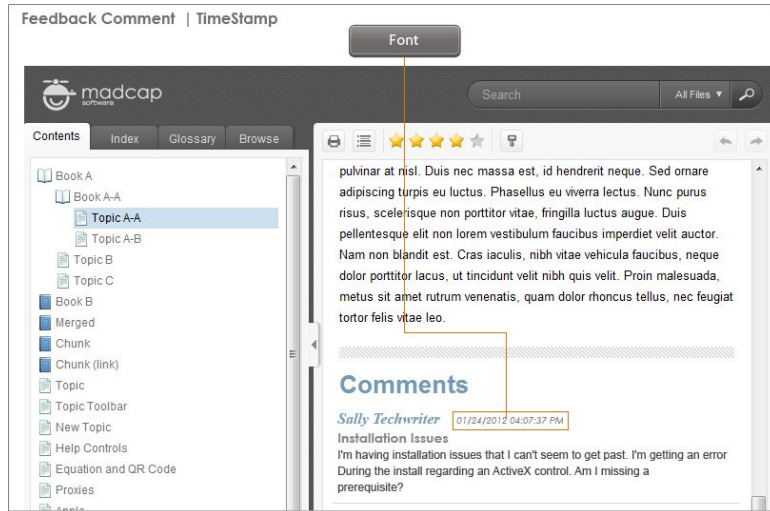
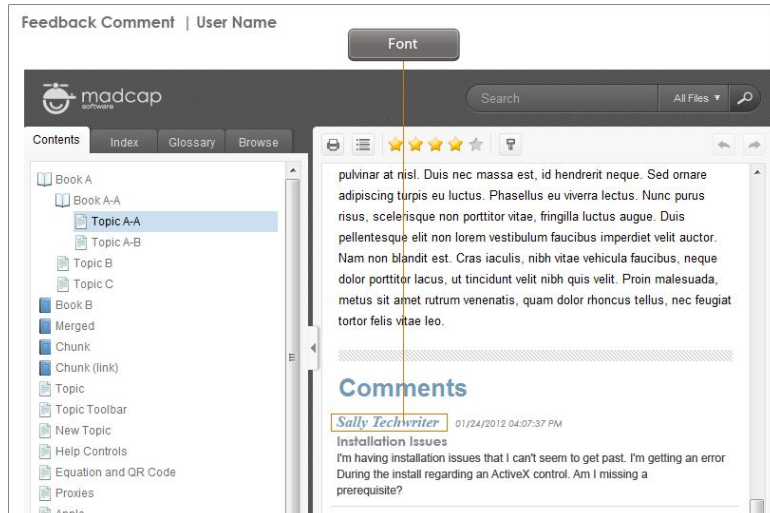


Feedback
Comment
Item



Feedback
Comment
Subject



**Feedback
Comment
Timestamp****Feedback
Comment
Username**

4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
5. In the **Properties** section, set the values for the properties that you want modify.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. In addition to the regular top, bottom, left, and right properties, some styles let you change the border radius, which creates a rounded corner on items. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field.

Padding To add or change padding (space around) the item:

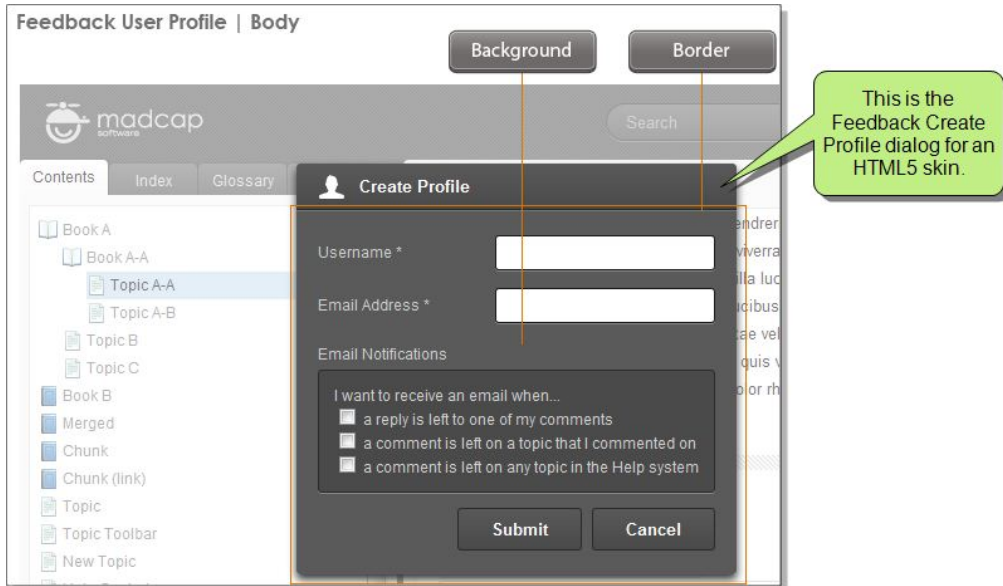
- Expand the **Padding** property group on the right and change the value in any of the "Padding" fields (e.g., PaddingLeft, PaddingRight). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

6. Select **File>Save** or press **CTRL+S**.

Note: You can also use the UI Text tab in the Skin Editor to change labels for some of these styles.

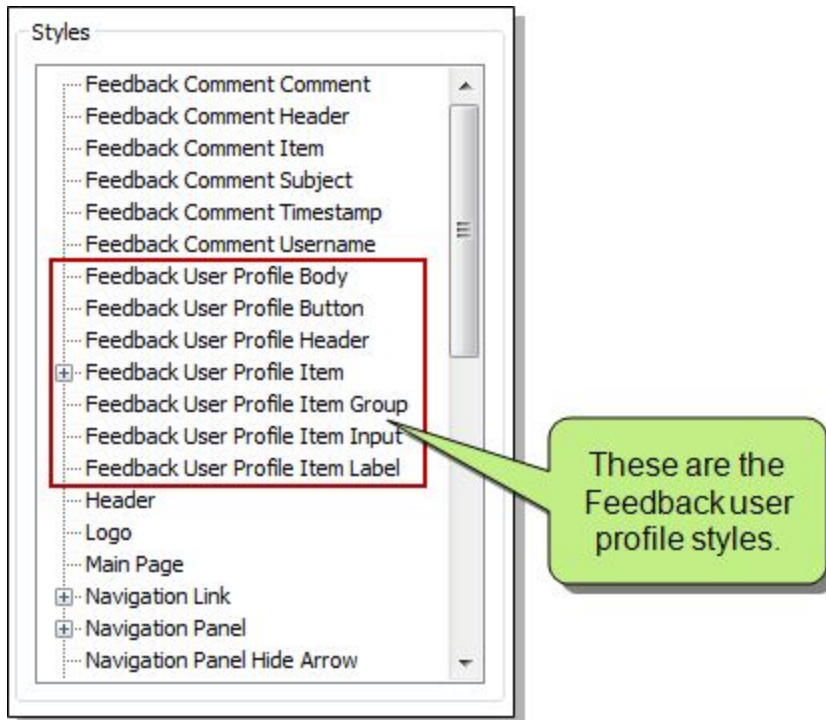
Specifying Style Settings For Feedback User Profile Items In HTML5

When users submit MadCap Feedback comments, they must complete the Create Profile dialog (unless you have enabled anonymous comments). You can specify which fields are included in this dialog. In addition, you can use the Styles tab in the skin to change the text for each of those fields, as well as to specify which fields are required and whether a field should have a default value.

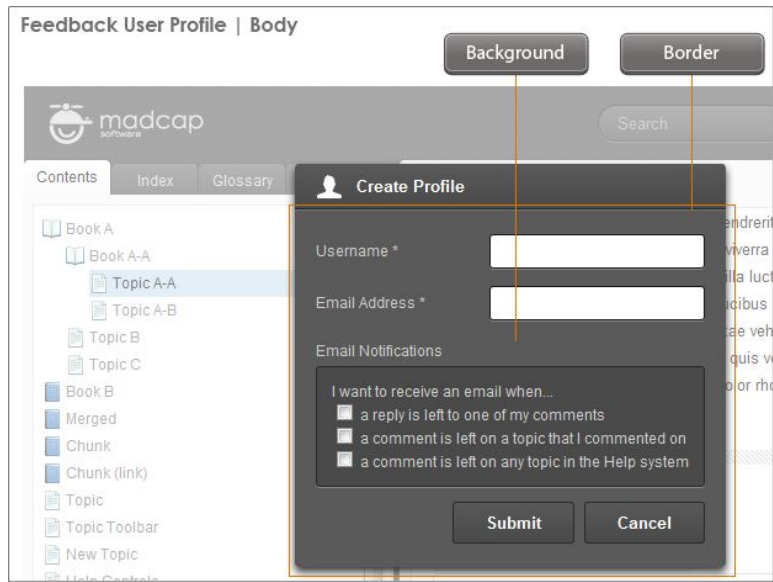


How to specify style settings for Feedback user profile items in HTML5

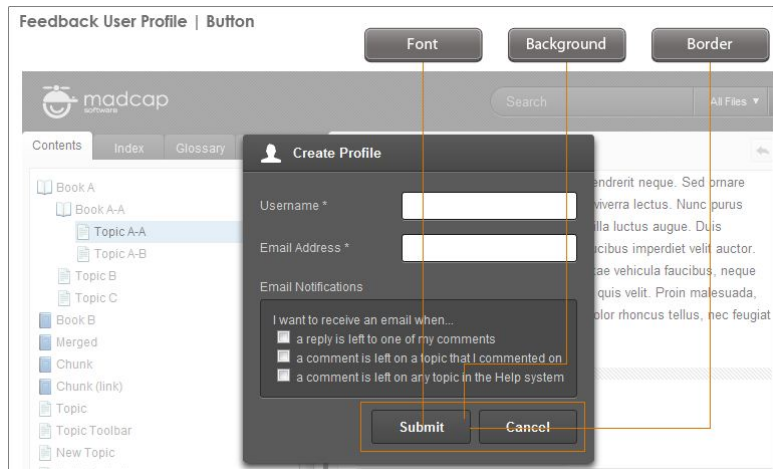
1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the Feedback user profile styles.



Feedback User Profile Body



Feedback User Profile Button



**Feedback
User Pro-
file Header**

Feedback User Profile | Header

Font Background Border

madcap software

Search All Files ▾

Contents Index Glossary

Create Profile

Username *

Email Address *

Email Notifications

I want to receive an email when...

- ☐ a reply is left to one of my comments
- ☐ a comment is left on a topic that I commented on
- ☐ a comment is left on any topic in the Help system

Submit Cancel

Book A

- Book A-A
 - Topic A-A
 - Topic A-B
- Topic B
- Topic C

Book B

- Merged
- Chunk
- Chunk (link)

Topic

- Topic Toolbar
- New Topic

endrerit neque. Sed ornare
viverra lectus. Nunc purus
illa luctus augue. Duis
cibus imperdiet velit auctor.
ae vehicula faucibus, neque
quis velit. Proin malesuada,
olor rhoncus tellus, nec feugiat

**Feedback
User Pro-
file Item**

Feedback User Profile | Item

General

madcap software

Search

Contents Index Glossary

Book A

- Book A-A
 - Topic A-A
 - Topic A-B
- Topic B
- Topic C

Book B

Merged

Chunk

Chunk (link)

Topic

Topic Toolbar

New Topic

Help Profile

Create Profile

Username *

Email Address *

Email Notifications

I want to receive an email when...

- ☐ a reply is left to one of my comments
- ☐ a comment is left on a topic that I commented on
- ☐ a comment is left on any topic in the Help system

Submit Cancel

The items under the Feedback User Profile Item node represent the different fields that can be included in the Create Profile dialog. In addition to the many standard fields that can be included (e.g., Address1, City, Department, Occupation), you can add up to 10 custom fields (e.g., Custom1, Custom2, Custom3), which can be used for any kind of field not already available.

**Feedback
User Pro-
file Item
Group**

Feedback User Profile | Item Group

Background

madcap software

Search

Contents Index Glossary

Book A

- Book A-A
 - Topic A-A
 - Topic A-B
- Topic B
- Topic C

Book B

- Merged
- Chunk
- Chunk (link)
- Topic
- Topic Toolbar
- New Topic
- Help Contents

Create Profile

Username *

Email Address *

Email Notifications

I want to receive an email when...

- ☐ a reply is left to one of my comments
- ☐ a comment is left on a topic that I commented on
- ☐ a comment is left on any topic in the Help system

Submit Cancel

**Feedback
User Pro-
file Item
Input**

Feedback User Profile | Item Input

Font

madcap software

Search

Contents Index Glossary

Book A

- Book A-A
 - Topic A-A
 - Topic A-B
- Topic B
- Topic C

Book B

- Merged
- Chunk
- Chunk (link)

Topic

Topic Toolbar

New Topic

Create Profile

Username *

Email Address *

Email Notifications

I want to receive an email when...

- ☐ a reply is left to one of my comments
- ☐ a comment is left on a topic that I commented on
- ☐ a comment is left on any topic in the Help system

Submit Cancel

**Feedback
User Pro-
file Item
Label**

Feedback User Profile | Item Label

Font

madcap software

Search

Contents Index Glossary

Book A

- Book A-A
 - Topic A-A
 - Topic A-B
- Topic B
- Topic C

Book B

Merged

Chunk

Chunk (link)

Topic

Topic Toolbar

New Topic

Help Contents

Create Profile

Username *

Email Address *

Email Notifications

I want to receive an email when...

- ☐ a reply is left to one of my comments
- ☐ a comment is left on a topic that I commented on
- ☐ a comment is left on any topic in the Help system

Submit Cancel

4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color using a progression effect:

- Expand the **Background** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. In addition to the regular top, bottom, left, and right properties, some styles let you change the border radius, which creates a rounded corner on items. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field.

Required To specify whether the field should be required (i.e., end users must complete the field to move on):

- Expand the **General** property group on the right and change the value in the **Required** field. Click the down arrow and select either **false** (not required) or **true** (required).

6. Select **File>Save** or press **CTRL+S**.

Note: You can also use the UI Text tab in the Skin Editor to change labels for these styles, including default values.

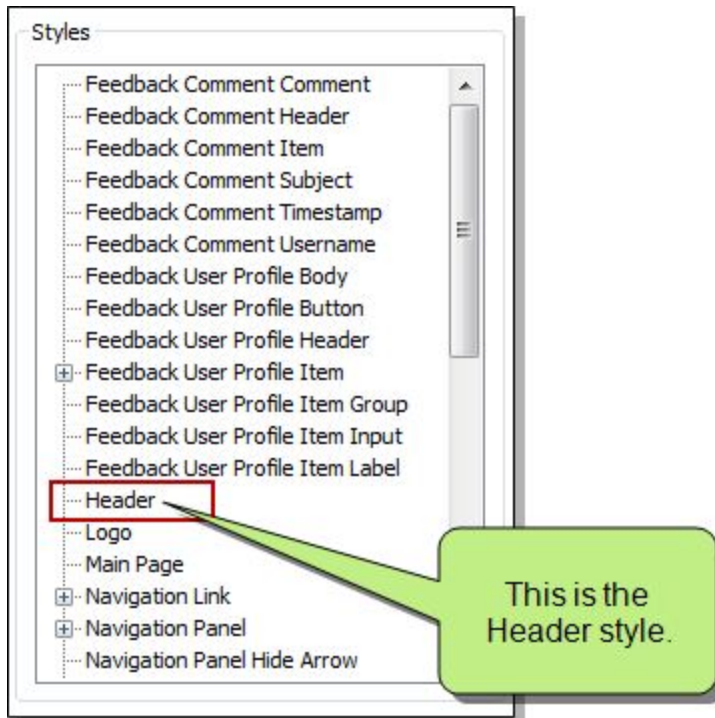
Specifying Style Settings For Headers In HTML5

This is the area at the top of the screen, which displays a logo and the search bar.



How to specify style settings for headers in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Header** style.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.

5. In the **Properties** section, set the values for the properties that you want modify.

Height To change the height:

- Expand the **Height** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

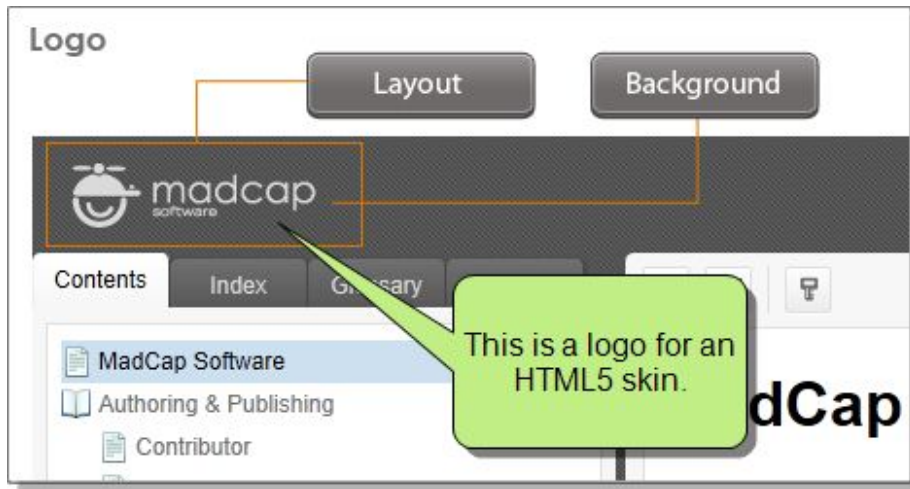
Layout To enable or disable the header area:

- Expand the **Layout** property group on the right and change the value in the **Display** field. If you select **block**, the header is enabled. If you select **none**, the header is disabled.

6. Select **File>Save** or press **CTRL+S**.

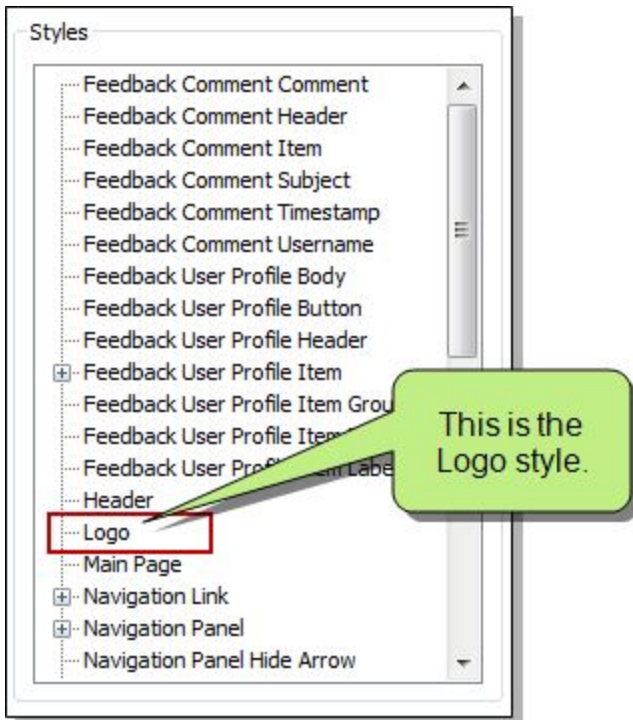
Specifying Style Settings For Logos In HTML5

This is the logo that you can add to the header area at the top of the screen.



How to specify style settings for logos in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Logo** style.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify. The most common properties are the background image, which lets you change the picture, and the layout, which lets you enable or disable the logo.

Background color To change the background color using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color using a progression effect:

- Expand the **Background** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To change the logo image:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

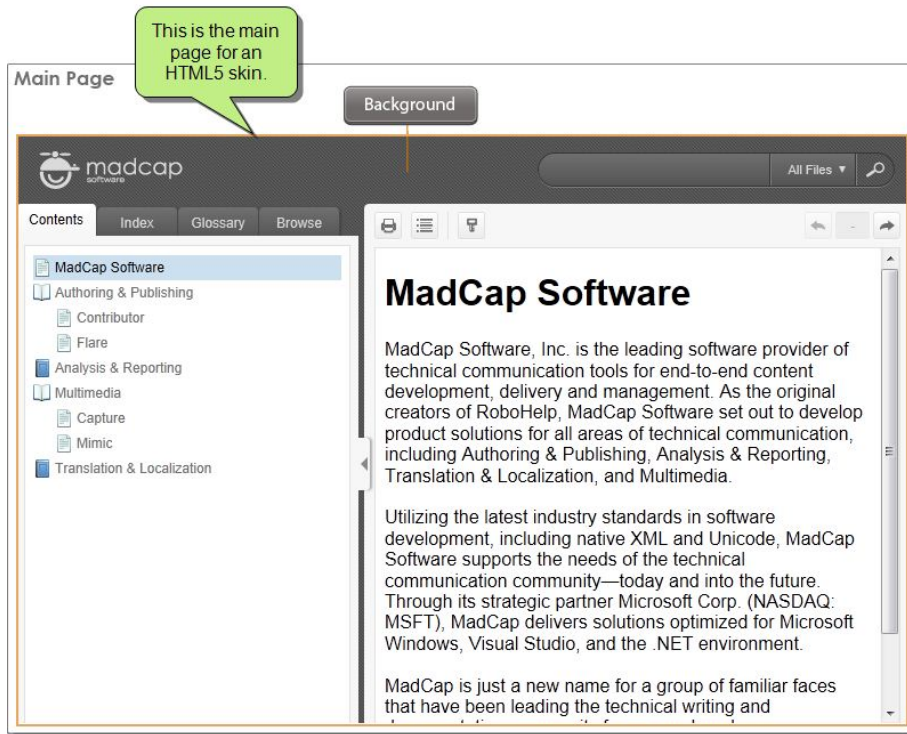
Layout To enable or disable the logo:

- Expand the **Layout** property group on the right and change the value in the **Display** field. If you select **block**, the logo is enabled. If you select **none**, the logo is disabled.

6. Select **File>Save** or press **CTRL+S**.

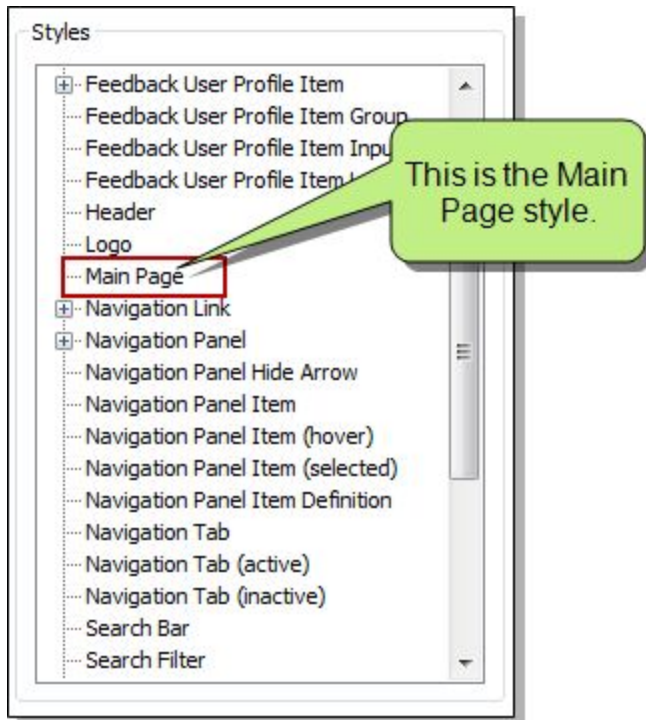
Specifying Style Settings For The Main Page In HTML5

This is the container for the header, navigation elements, and body. You might modify this style to change the background. For example, it allows you to control the background color for everything, including the thin line between the navigation panel and the body.



How to specify style settings for the main page in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Main Page** style.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color using a progression effect:

- Expand the **Background** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

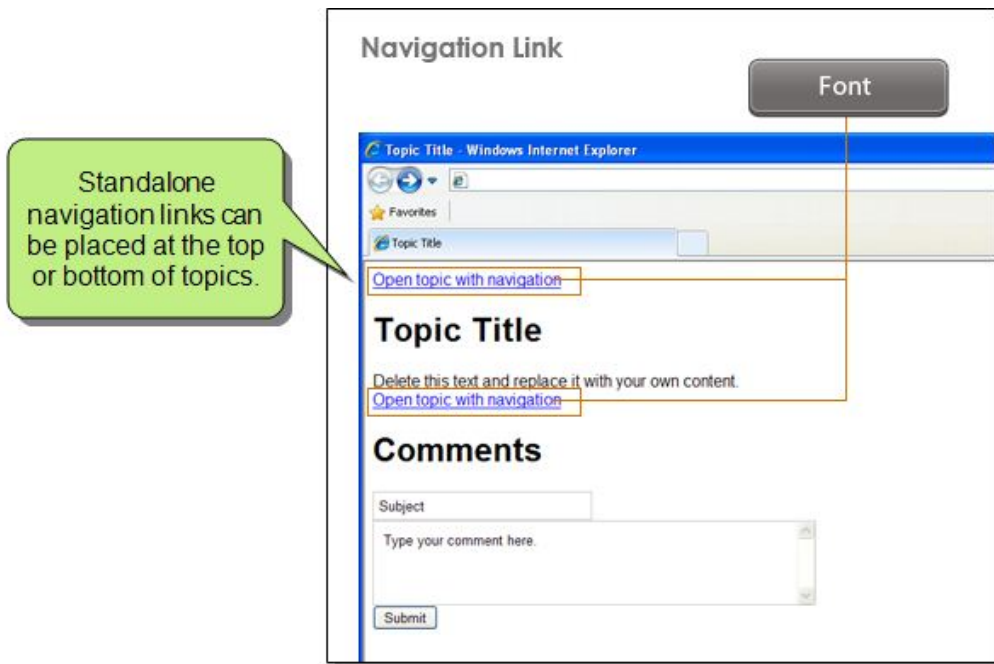
Background image To add a background image:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

6. Select **File>Save** or press **CTRL+S**.

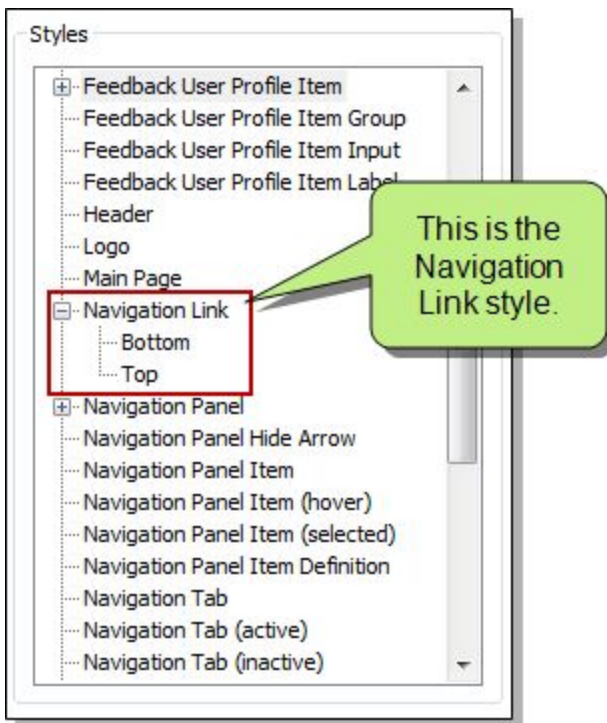
Specifying Style Settings For Navigation Links In HTML5

These are the navigation links that users may see at the top or bottom of topics if they open those topics as standalone files. In order to add these links to the output, you must enable them on the Setup tab of the Skin Editor.

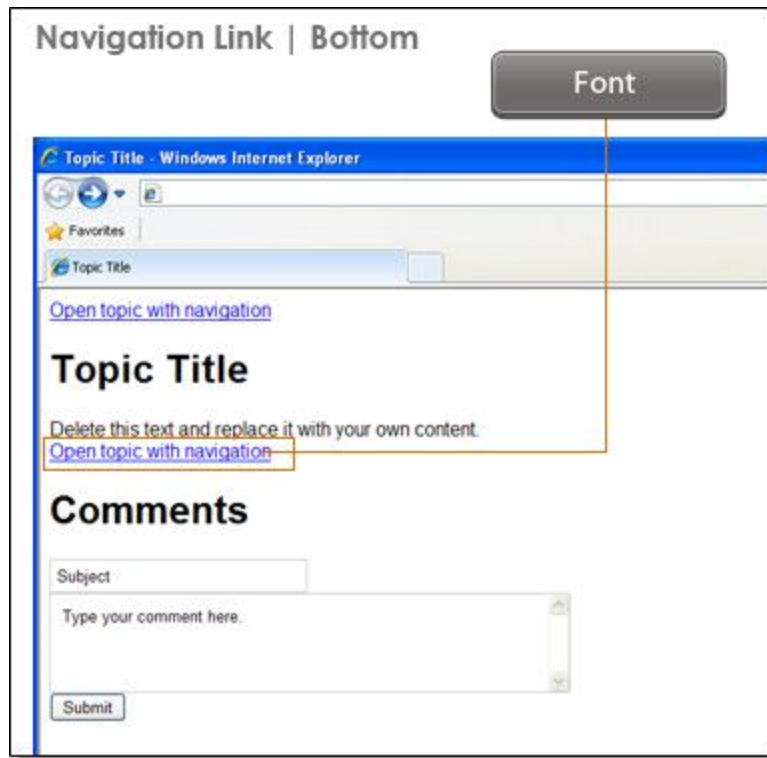


How to specify style settings for navigation links in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the **Navigation Link** styles. If you want the setting(s) to be applied to each item, select the **Navigation Link** style itself. Otherwise, expand it and apply the settings to individual items under it.



Bottom



Top



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

5. In the **Properties** section, set the values for the properties that you want modify.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

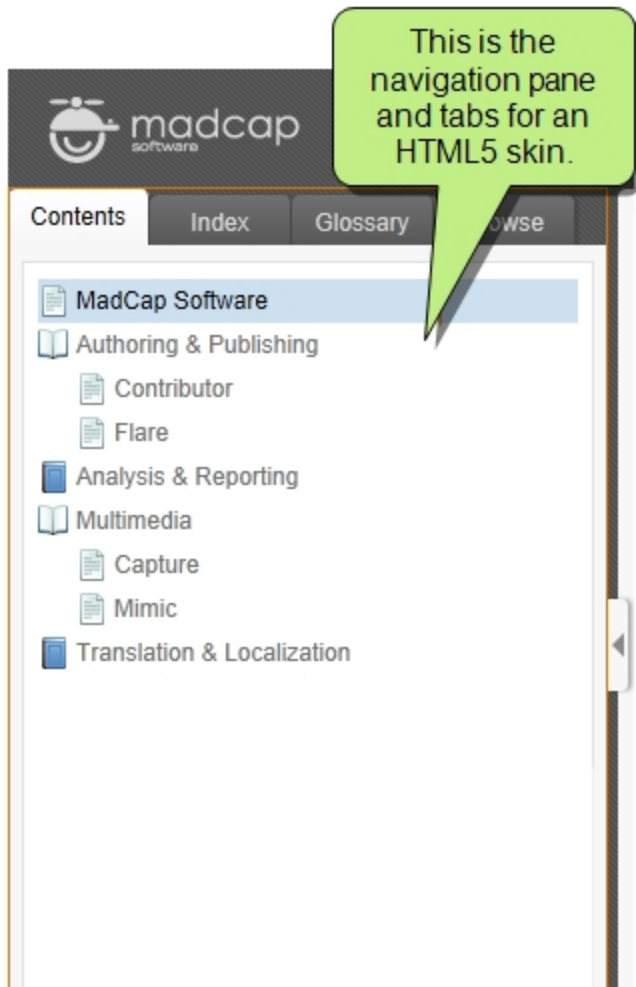
Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field.

6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Navigation Panels And Tabs In HTML5

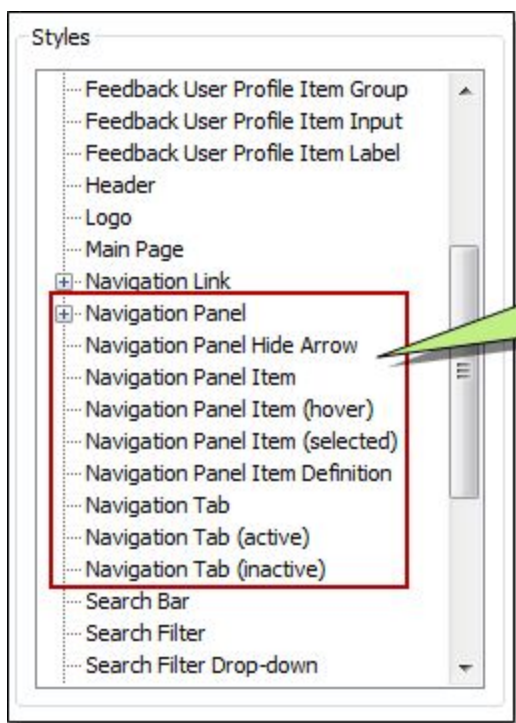
These are the navigation items that display in the output, allowing users to open different elements of your output, such as the table of contents, index, and more.



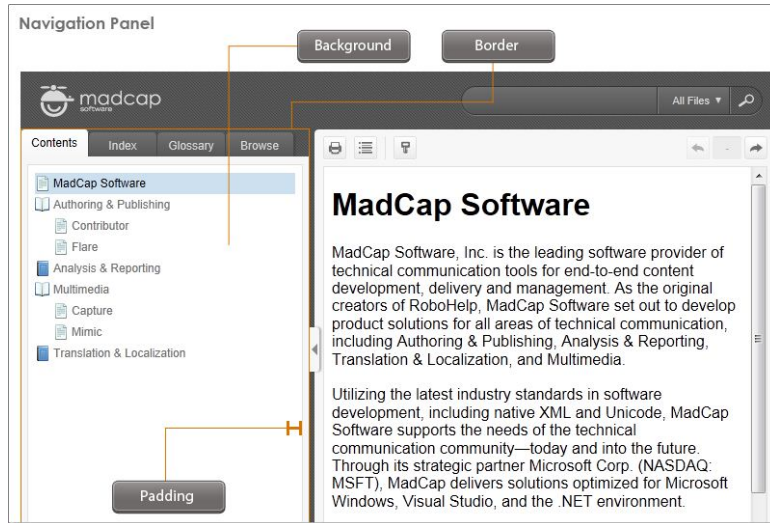
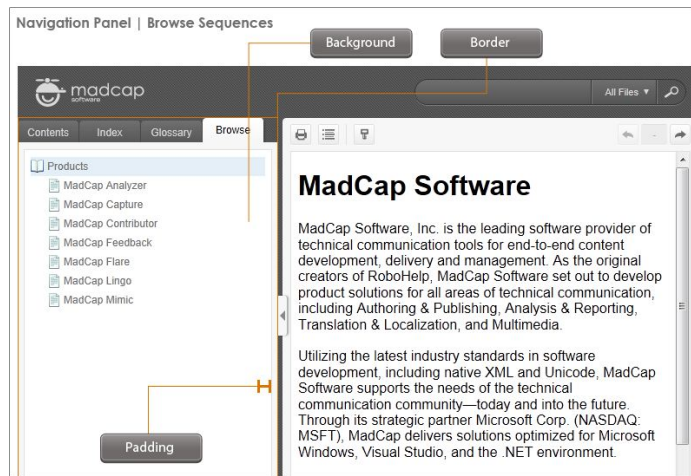
In order to see these items in the output, you must make sure they are added to the skin.

How to specify style settings for navigation panels and tabs in HTML5

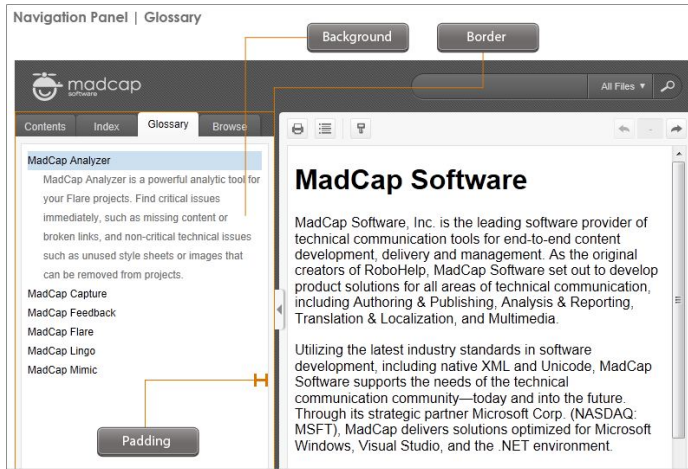
1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the navigation panel or tab styles.



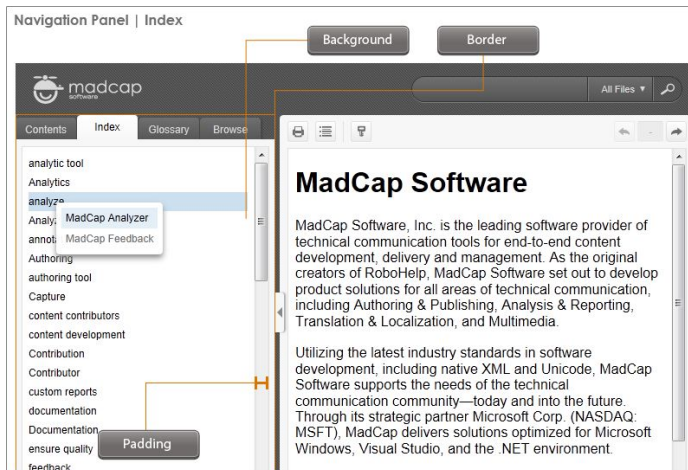
These are the navigation panel and tab styles.

Navigation Panel**Browse Sequences**

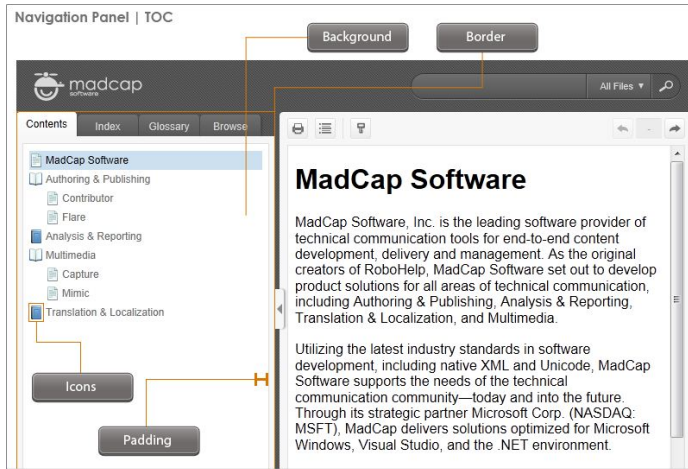
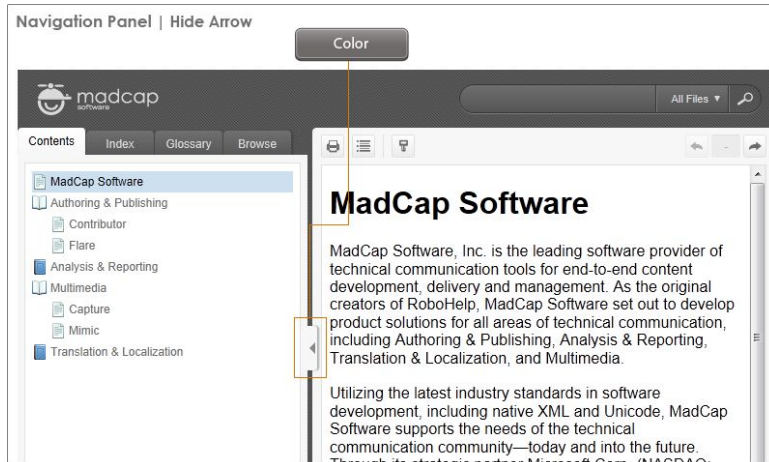
Glossary

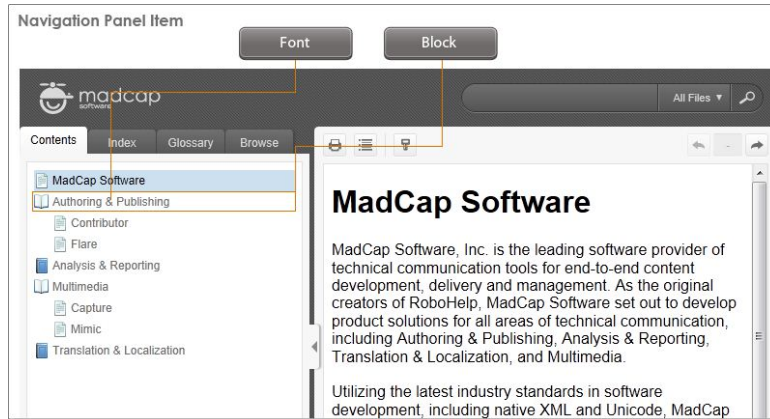
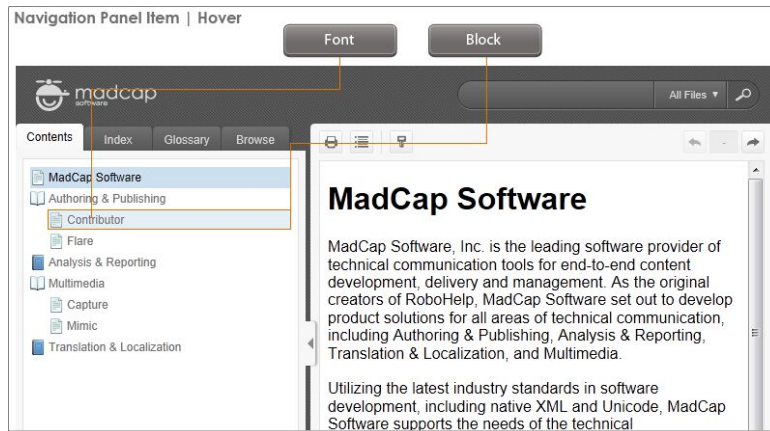


Index

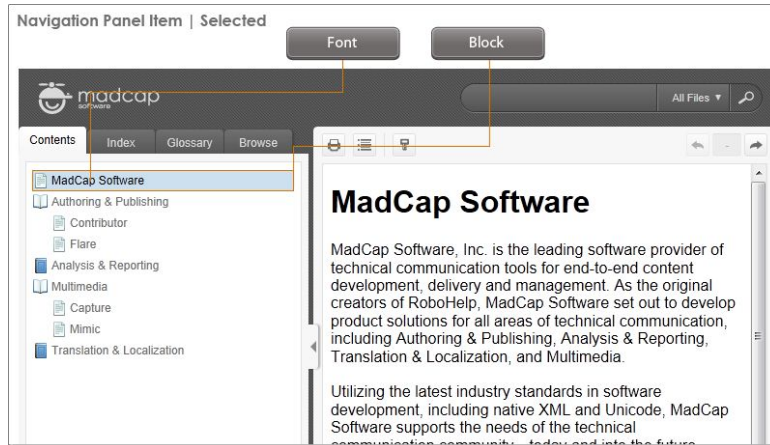


● TOC

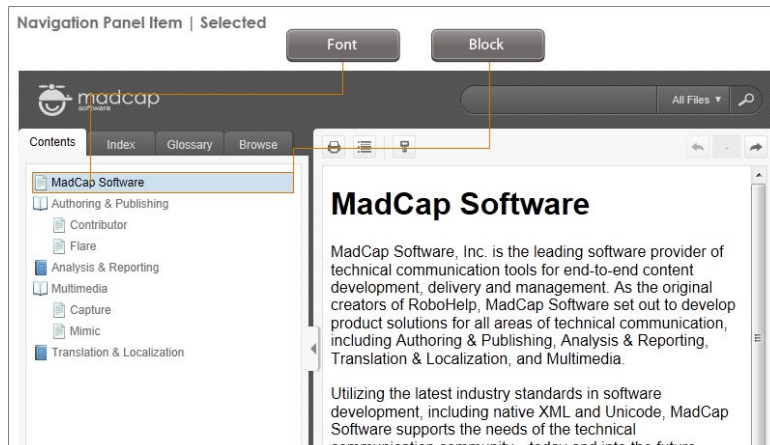
**Navigation
Panel Hide
Arrow**

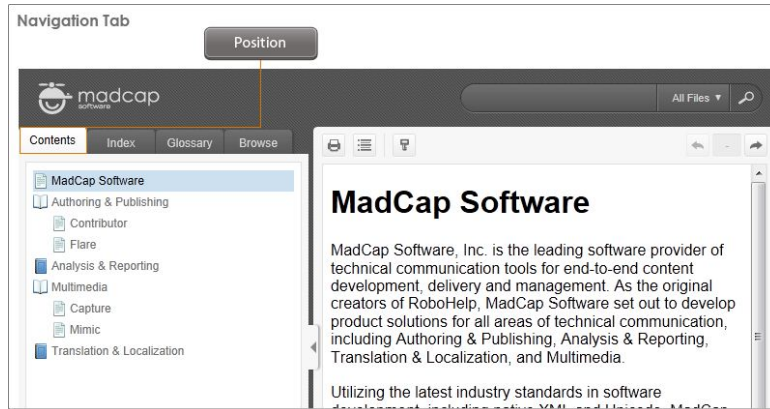
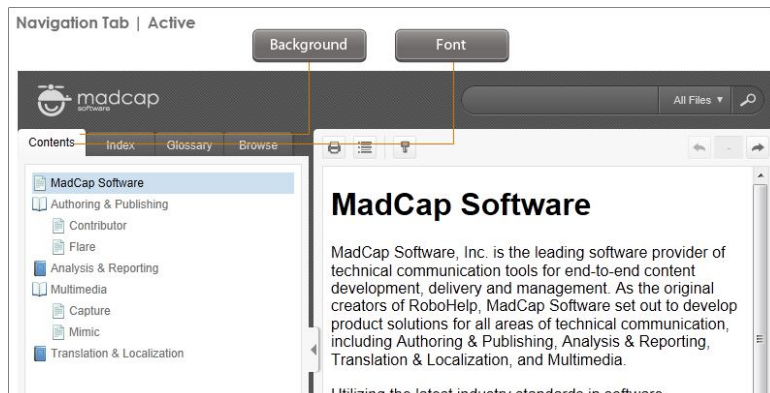
**Navigation
Panel Item****Navigation
Panel Item
(hover)**

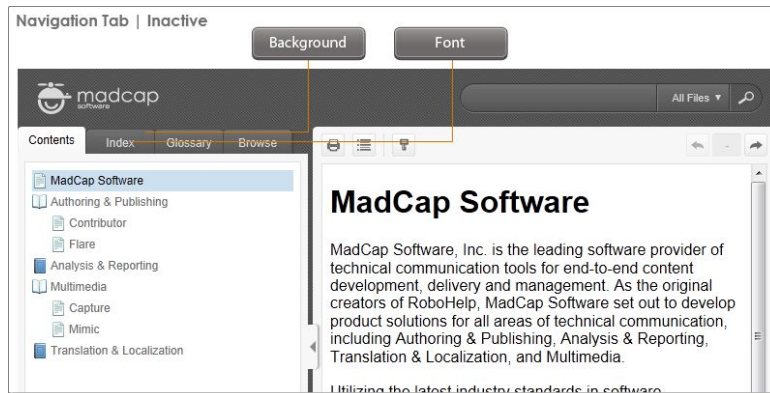
Navigation Panel Item (selected)



Navigation Panel Item Definition



**Navigation
Tab****Navigation
Tab
(active)**

**Navigation
Tab (inactive)**

4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color of the accordion area:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the accordion area:

- Expand the **Font** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Border** property group on the right and change the value in any of the fields. In addition to the regular top, bottom, left, and right properties, some styles let you change the border radius, which creates a rounded corner on items. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Color To change the color of the font:

- Expand the **General** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Height To change the height of the item:

- Expand the **Position** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Icons To select a different icon image:

- Expand the **Icons** property group on the right side of the editor and select an image for the item to represent an open book, closed book, topic, or "mark as new" icon. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Line height To change the line height of the item:

- Expand the **Block** property group on the right and change the value in the **LineHeight** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Padding To add or change padding (space around) the item:

- Expand the **Padding** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a

number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Text alignment To change the text alignment of the item:

- Expand the **Block** property group on the right and change the value in the **TextAlign** field. Click the down arrow to menu. In this window, you can select one of the alignment options.

Width To change the width of the item:

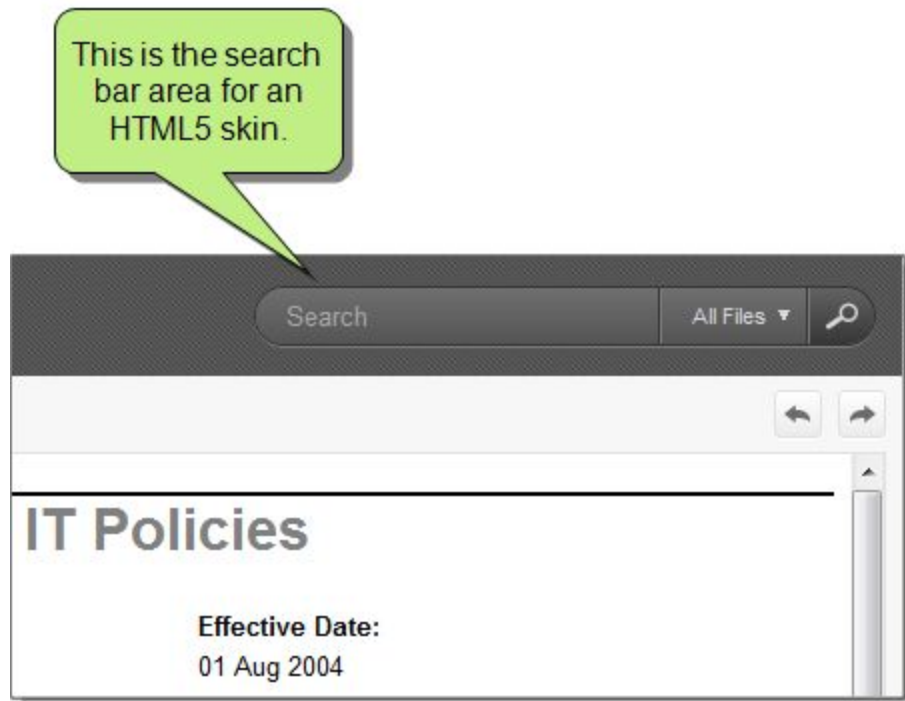
- Expand the **Position** property group on the right and change the value in the **Width** field. Click the down arrow to open a small window. In this window, you can enter the item width in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

6. Select **File>Save** or press **CTRL+S**.

Note: You can also use the UI Text tab in the Skin Editor to change labels for these styles, including default values.

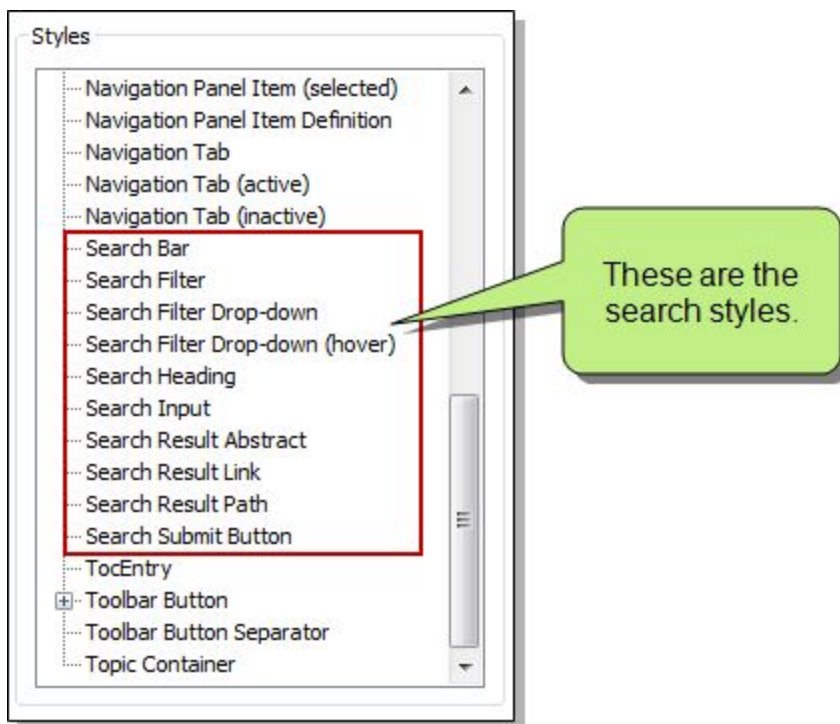
Specifying Style Settings For Search Items In HTML5

You can use an HTML5 skin to change the appearance of the search bar items.

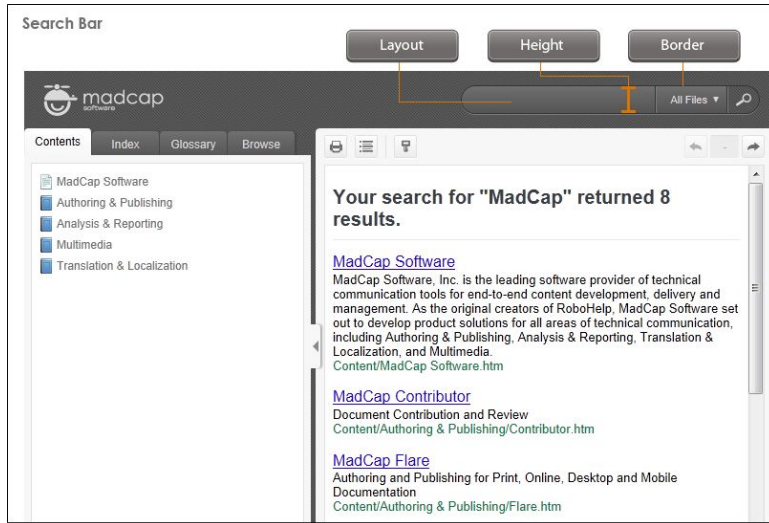


How to specify style settings for search bar items in HTML5

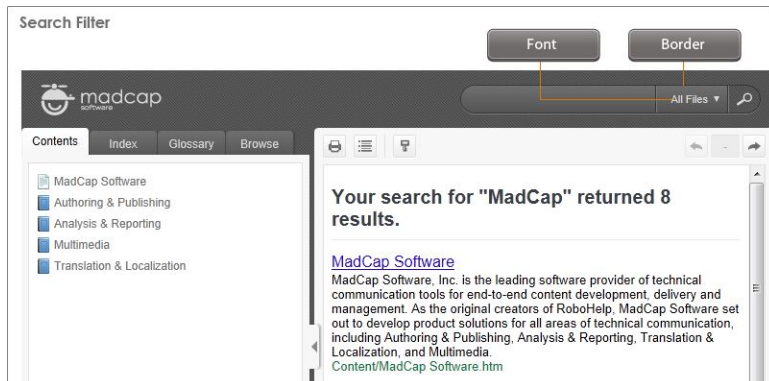
1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the search styles.

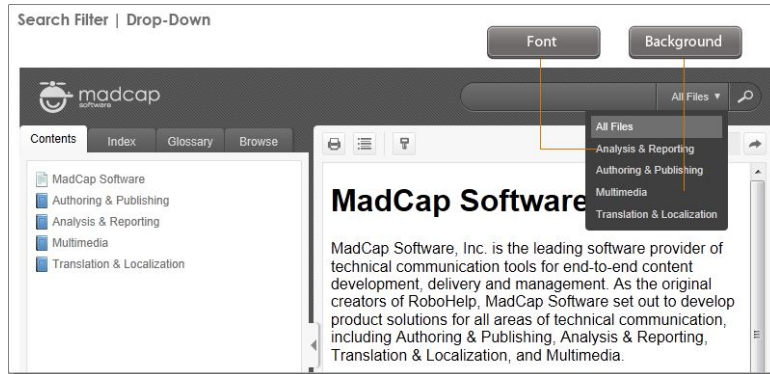
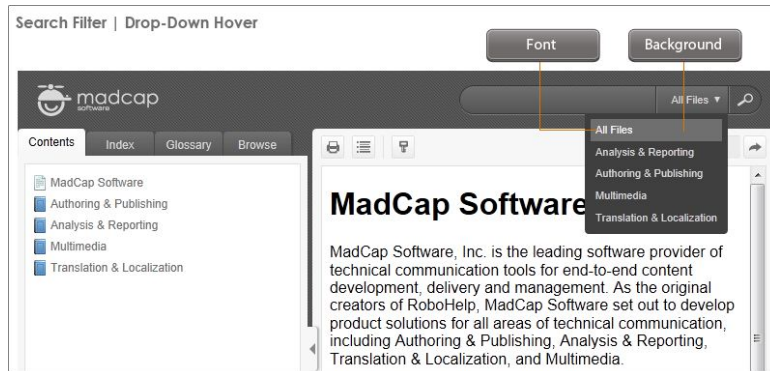


Search Bar

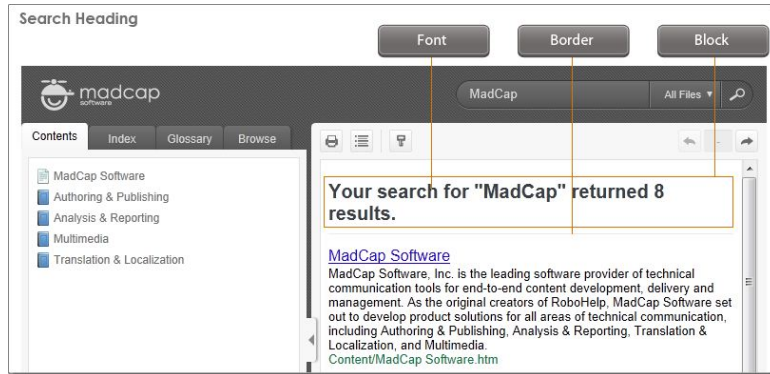


Search Filter

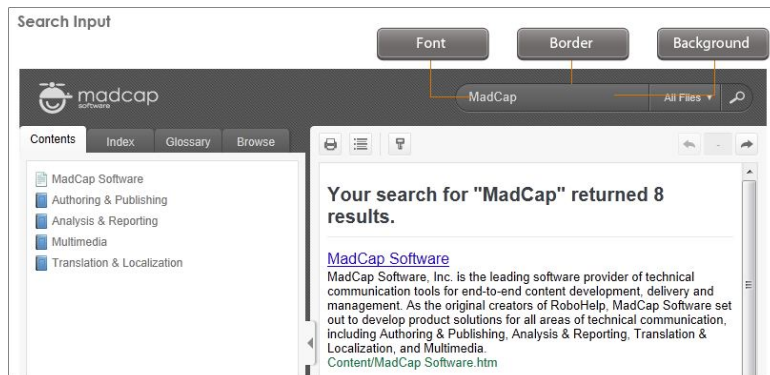


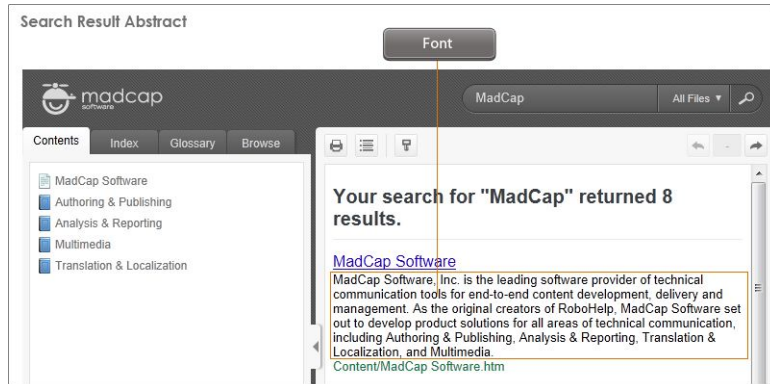
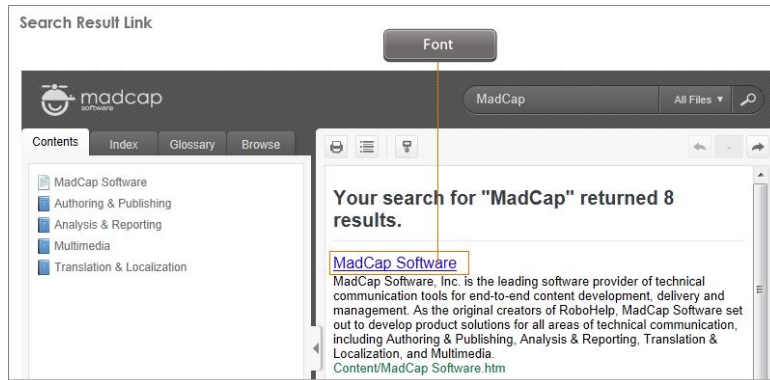
**Search
Filter
Drop-
down****Search
Filter
Drop-
down
(hover)**

Search Heading

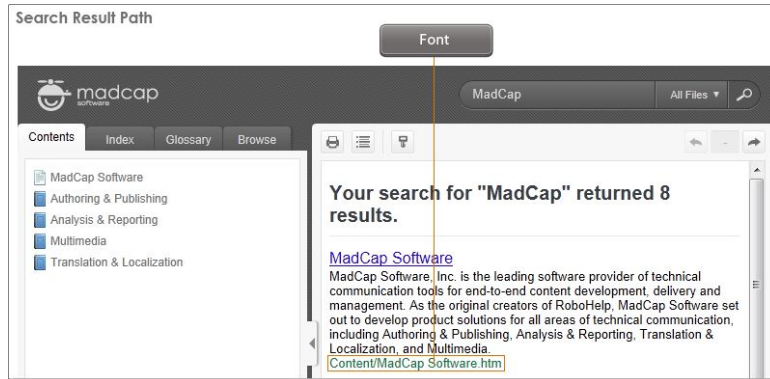


Search Input

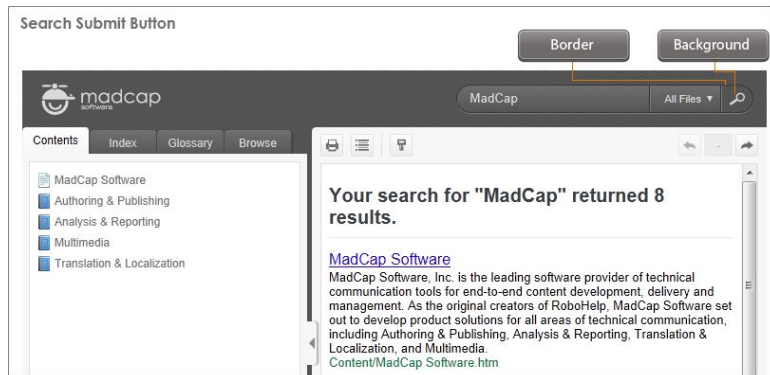


**Search
Result
Abstract****Search
Result
Link**

Search Result Path



Search Submit Button



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item area using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color of the accordion area:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the item:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Height To change the height:

- Expand the **Height** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Layout To enable or disable the search bar:

- Expand the **Layout** property group on the right and change the value in the **Display** field. If you select **block**, the search bar is enabled. If you select **none**, the search bar is disabled.

Line height To change the line height of the item:

- Expand the **Block** property group on the right and change the value in the **LineHeight** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

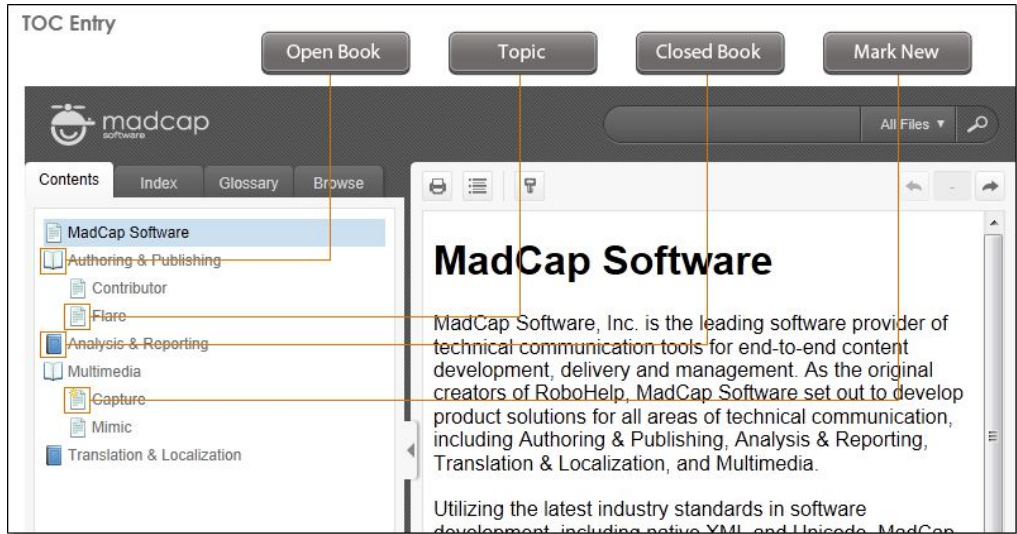
Text alignment To change the text alignment of the item:

- Expand the **Block** property group on the right and change the value in the **TextAlign** field. Click the down arrow to menu. In this window, you can select one of the alignment options.

6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For TOC Entries In HTML5

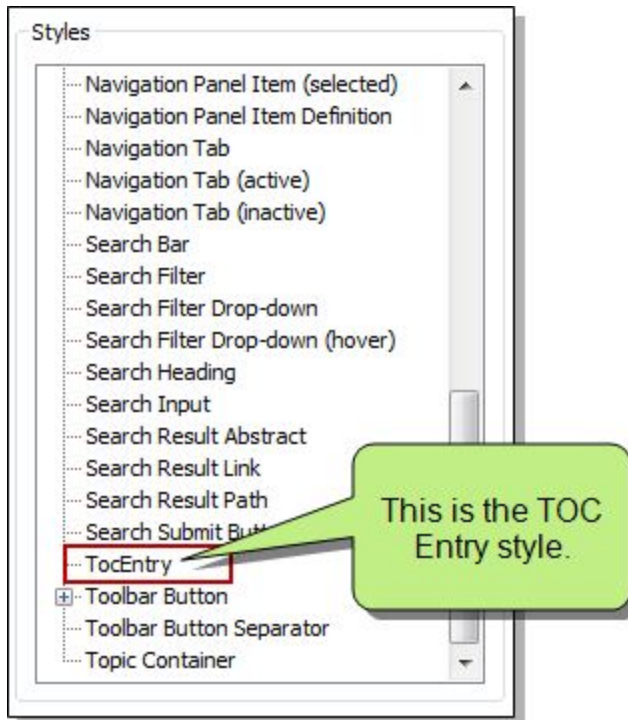
This is the text that users see when they open your table of contents (TOC) in the output.



In order to see these items in the output, you must include a TOC in your project.

How to specify style settings for TOC entries in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **TocEntry** style.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Closed book icon To select a different icon image for the book items in the TOC when they are closed:

- Expand the **Icons** property group on the right side of the editor and select an image from the **ClosedBookIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Mark as new To select a different icon image for the book items in the TOC that are marked as new.

- Expand the **Icons** property group on the right side of the editor and select an image from the **MarkAsNewIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Open book icon To select a different icon image for the book items in the TOC when they are open (or selected):

- Expand the **Icons** property group on the right side of the editor and select an image from the **OpenBookIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Topic icon To select a different icon image for the topic items in the TOC:

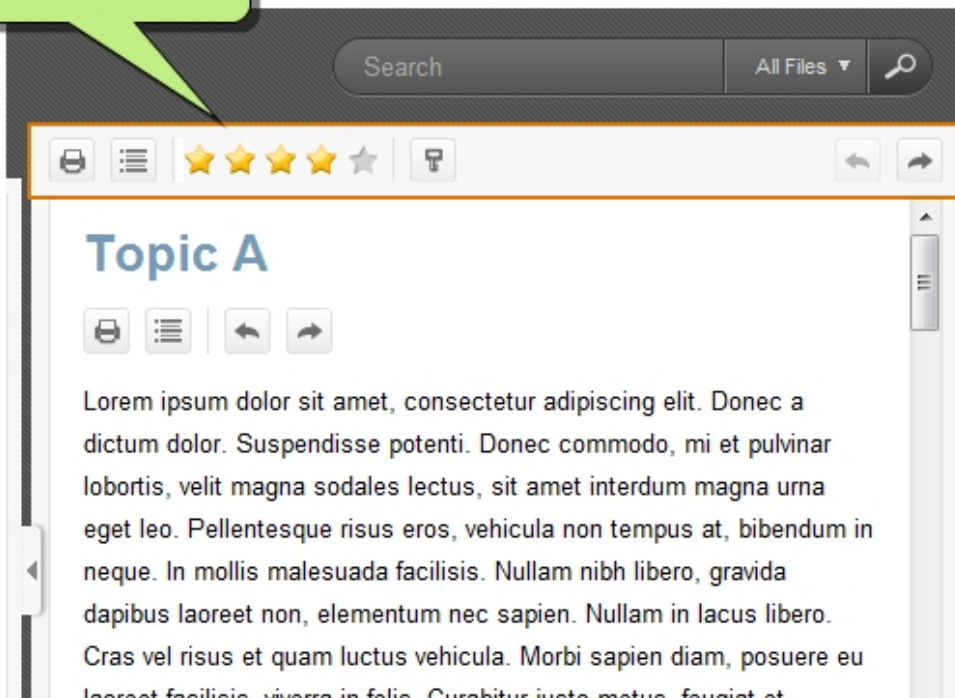
- Expand the **Icons** property group on the right side of the editor and select an image from the **TopicIcon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

6. Select **File>Save** or press **CTRL+S**.

Specifying Style Settings For Toolbar Items In HTML5

These are the buttons and other elements that are part of toolbars that you can add to output.

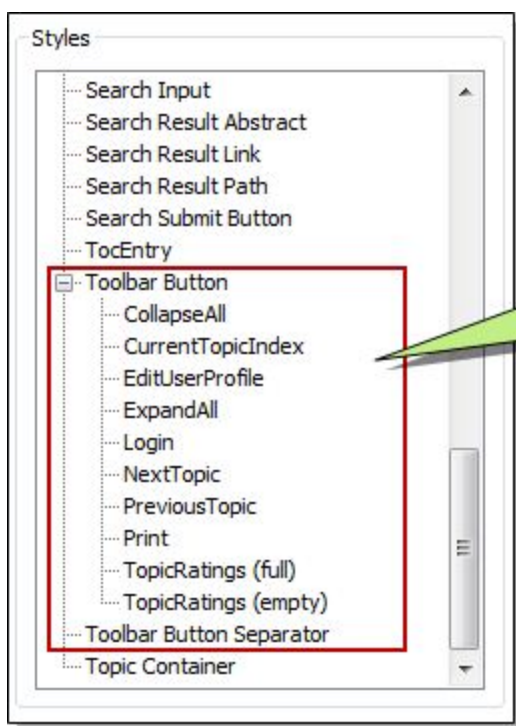
These are toolbar items for an HTML5 skin.

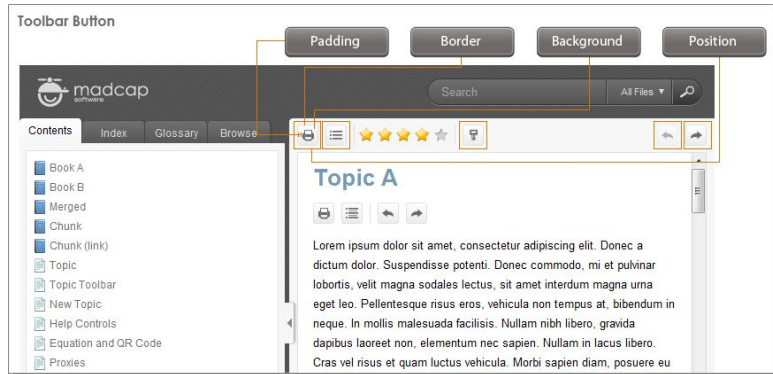


In order to see these items in the output, you must include a WebHelp toolbar or topic toolbar in your project.

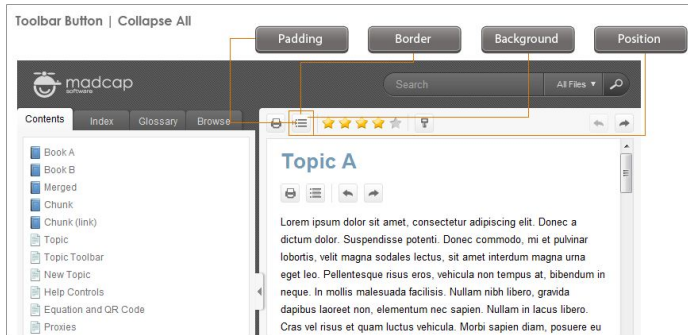
How to specify style settings for toolbar items in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select one of the toolbar styles. If you want the setting(s) to be applied to all of the items (except the separator), select the **Toolbar Button** style itself. Otherwise, expand it and apply the settings to individual items under it.

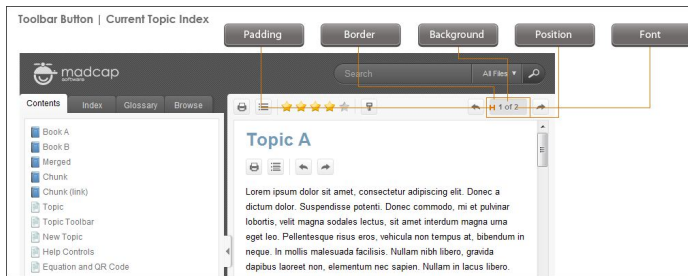


**Toolbar
Button**

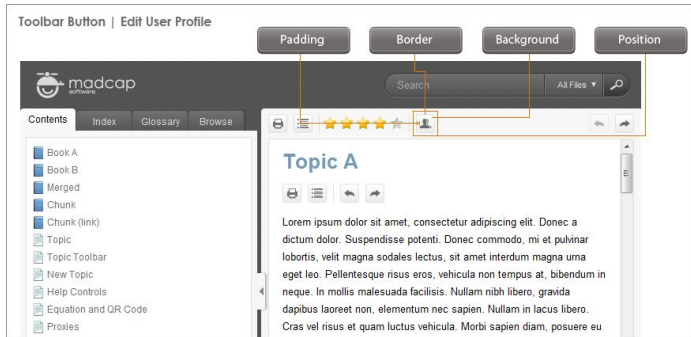
Collapse All



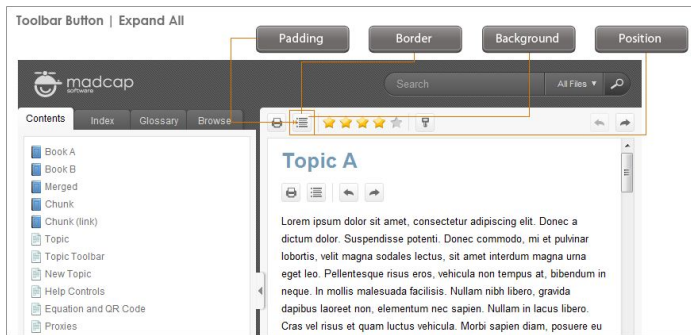
Current Topic Index



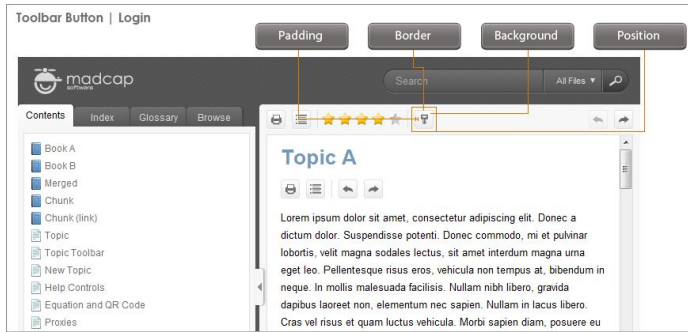
Edit User Profile



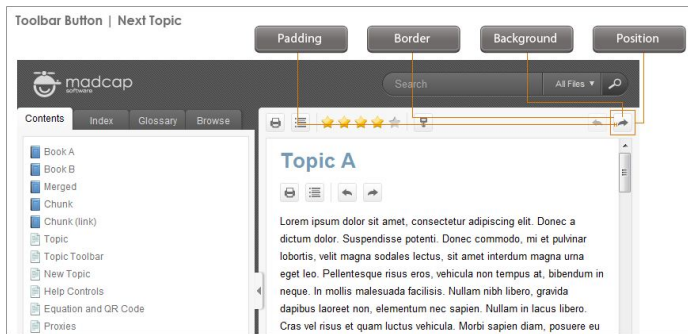
Expand All



Login



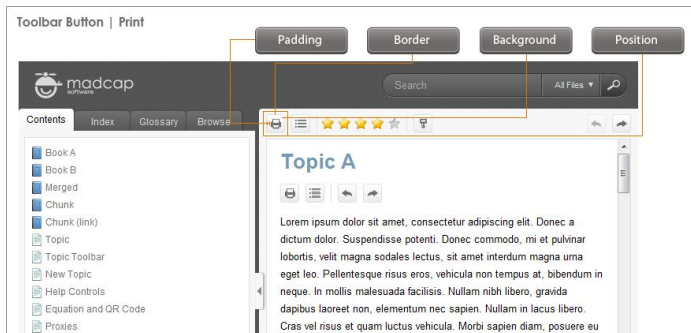
Next Topic



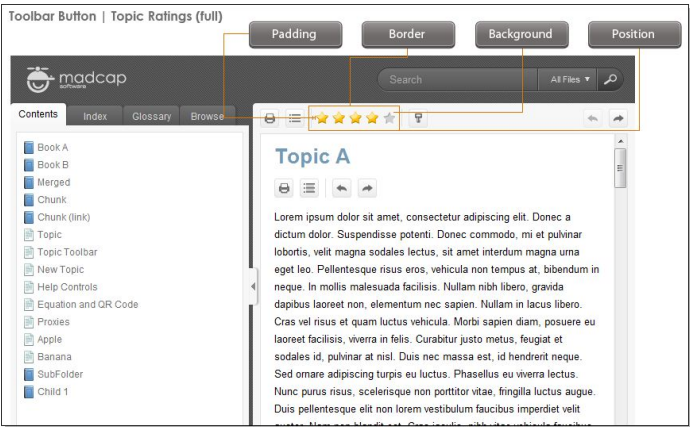
Previous Topic



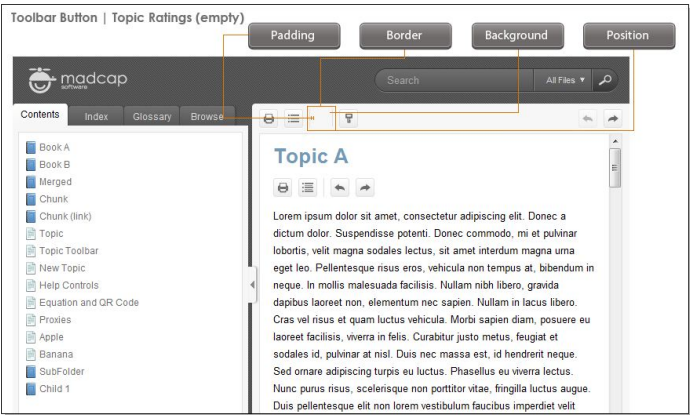
Print



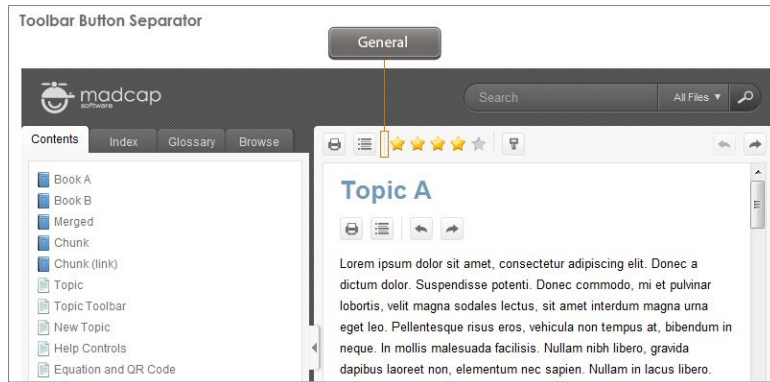
• TopicRatings (full)



• TopicRatings (empty)



Toolbar Button Separator



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color of the accordion area:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the accordion area:

- Expand the **Font** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the "Border" fields (e.g., BorderLeft, BorderRight). Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Color To change the color of the font:

- Expand the **General** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Event To provide a command for the item when it is clicked by the user:

- Expand the **Event** property group on the right and enter a command in the **Click** field.

EXAMPLE

Let's say you want to provide a command for an item (e.g., so that clicking the button opens a website). The following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color

for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field.

Height To change the height:

- Expand the **Position** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Padding To add or change padding (space around) the item:

- Expand the **Font** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Width To change the width of the item:

- Expand the **Position** property group on the right and change the value in the **Width** field. Click the down arrow to open a small window. In this window, you can enter the item width in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

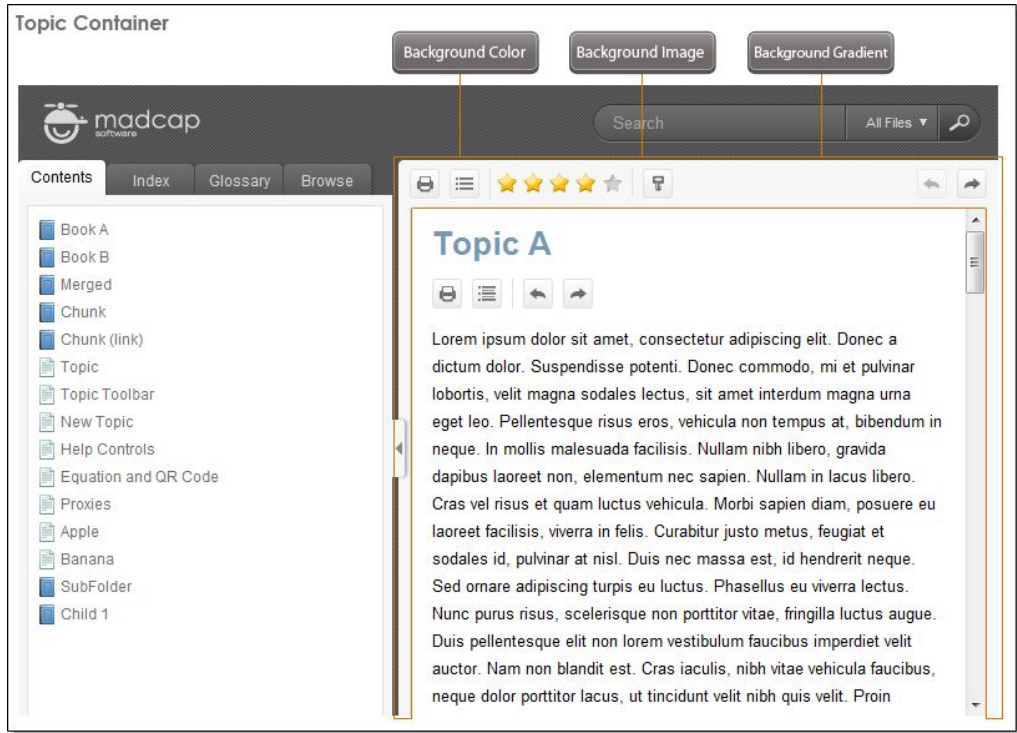
6. Select **File>Save** or press **CTRL+S**.

Note: You can add a custom toolbar button class by right-clicking **Toolbar Button** and selecting **Add Class**.

Note: You can also use the UI Text tab in the Skin Editor to change labels for some of these styles.

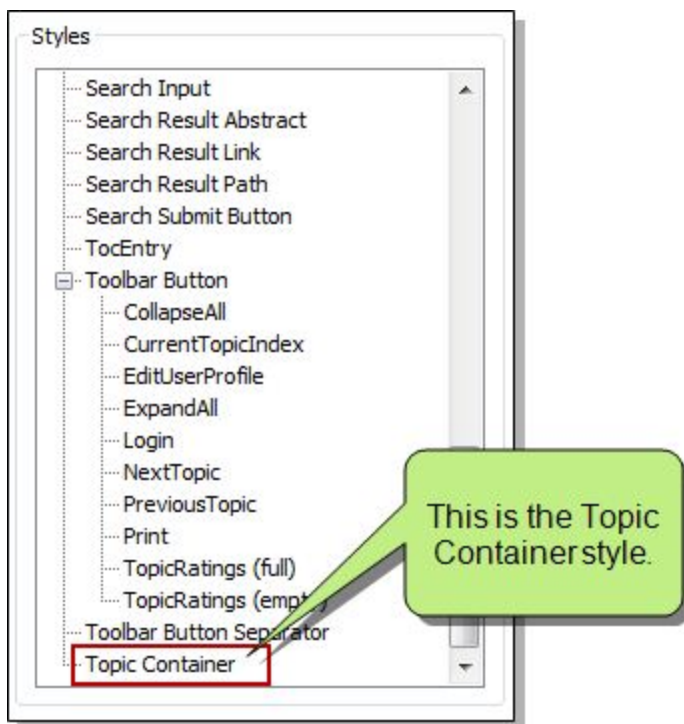
Specifying Style Settings For Topic Containers In HTML5

This is the container holding topics in the output.



How to specify style settings for topic containers in HTML5

1. Open an HTML5 skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Topic Container** style.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.

5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item:

- Expand the **Frame** or **General** property group (depending on the item you selected) on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background gradient color of the item:

- Expand the **General** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the item:

- Expand the **General** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

6. Select **File>Save** or press **CTRL+S**.

Editing Styles For WebHelp Mobile Skins

This section provides steps for style settings in WebHelp Mobile skins. Following are the different tasks you might perform.

- **Header** This is the area at the top of the screen, which displays the caption text that you provide on the General tab; it then displays text for the different elements as you click on items (e.g., Table of Contents, Index). Some of the more common properties you might edit when it comes to the header are the font settings, border, padding, background, and positioning (height). See "Specifying Style Settings for Headers" on the next page.
- **Home button** This is the Home button at the top of the screen, which lets users navigate to the starting screen of the documentation. Some of the more common properties you might edit when it comes to the Home button are the font settings, background image, and label. See "Specifying Style Settings for Home Buttons" on page 770.
- **Item count** These are the numbers in parentheses that may be displayed next to items. They tell users how many sub-items will be seen if they click on the item. You can edit font settings for the item count elements. See "Specifying Style Settings for Item Counts" on page 773.
- **Navigation elements** These are the areas that let users move around to find information. Some of the more common properties you might edit when it comes to the navigation elements are the font settings, border, padding, background, positioning (height), and icons. See "Specifying Style Settings for Navigation Elements" on page 776.
- **Search bar** This is the bar that holds the search field and button. Some of the more common properties you might edit when it comes to the header are the border, background, and positioning (height). See "Specifying Style Settings for Search Bars" on page 791.
- **Search button** This is the button that lets users initiate a search for content. Some of the more common properties you might edit when it comes to the header are the font, background color, and label. See "Specifying Style Settings for Search Buttons" on page 794.
- **Toolbar items** These are the buttons and other elements that are part of the topic toolbar that you can add to output. Some of the more common properties you might edit when it comes to toolbar items are the icons, font settings, and click behavior. See "Specifying Style Settings for Toolbar Items—WebHelp Mobile" on page 797.

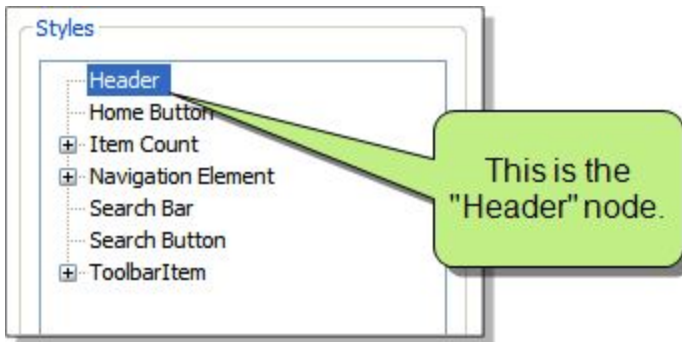
Specifying Style Settings For Headers

In WebHelp Mobile a header is the area at the top of the screen, which displays the caption text that you provide on the General tab; it then displays text for the different elements as you click on items (e.g., Table of Contents, Index). You can use a WebHelp Mobile skin to change its appearance.



How to specify style settings for headers

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Header** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the header area using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color of the header area using a progression effect:

- Expand the **Background** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties

field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the header area:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Height To change the height of the header area:

- Expand the **Position** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Padding To add or change padding (space around) the item:

- Expand the **Padding** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

6. Select **File>Save** or press **CTRL+S**.

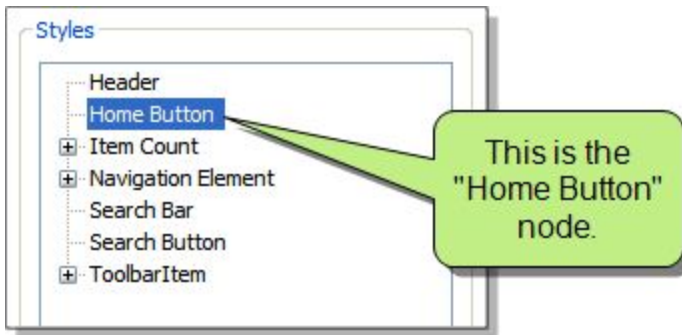
Specifying Style Settings For Home Buttons

In WebHelp Mobile a "Home" button is at the top of the screen. It lets users navigate to the starting screen of the documentation. You can use a WebHelp Mobile skin to change its appearance.



How to specify style settings for Home buttons

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Home Button** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background images To change the background images:

- Expand the **Background Images** property group on the right and select an image in any of the fields (**LeftEdge**, **CenterSlice**, **RightEdge**). Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Why are there three image fields instead of one? The reason is that the width of the middle of the button may need to change based on the label that you enter. In other words, the longer the label text, the wider the button needs to be to accommodate it. So if you have a very long label, the middle image (CenterSlice) will be repeated to make up the space.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

6. Select **File>Save** or press **CTRL+S**.

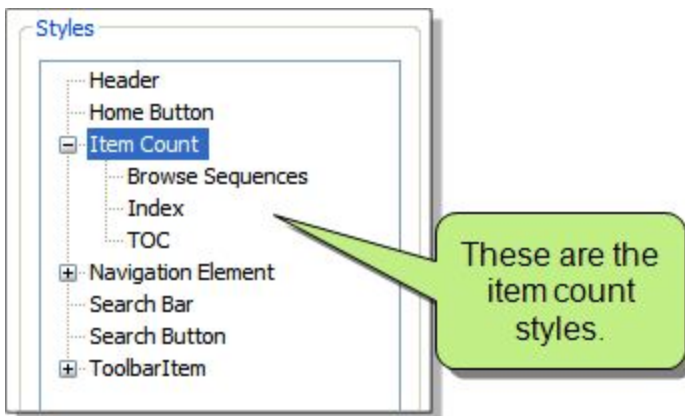
Specifying Style Settings For Item Counts

In WebHelp Mobile item counts are the numbers in parentheses that may be displayed next to items. They tell users how many sub-items will be seen if they click on the item. You can use a WebHelp Mobile skin to edit font settings for the item count elements.



How to specify style settings for item counts

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Item Count** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **ItemCount** node itself.

The items under this node represent the places where item counts occur—in browse sequences, indexes, and TOCs.

5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
6. In the **Properties** section, set the values for the properties that you want modify.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

7. Select **File>Save** or press **CTRL+S**.

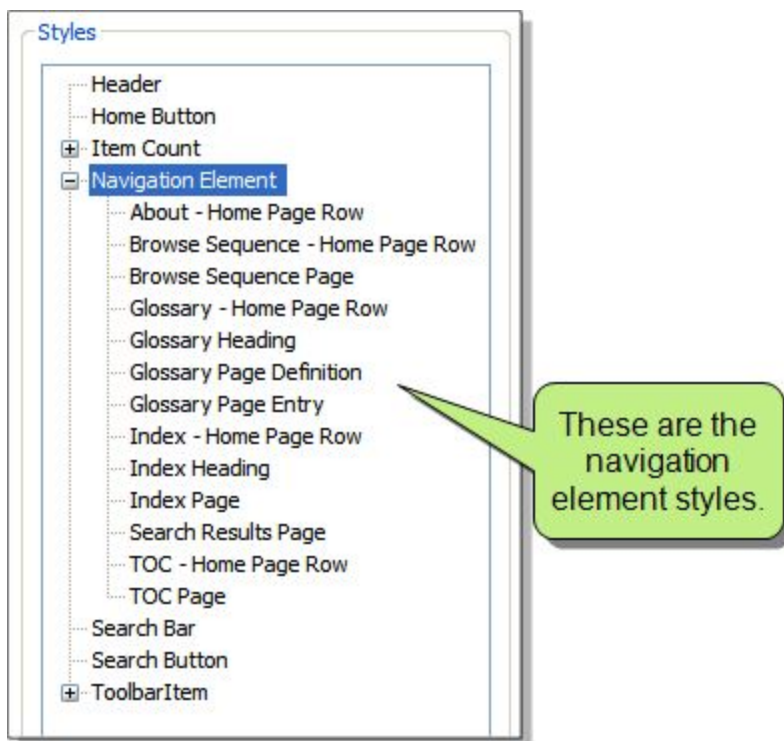
Specifying Style Settings For Navigation Elements

In WebHelp Mobile navigation elements are the areas that let users move around to find information. You can use a WebHelp Mobile skin to change their appearance.



How to specify style settings for navigation elements

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Navigation Element** node.



4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Navigation Element** node itself.

The items under this node represent the different kinds of navigation elements that may be found in your output.

**About -
Home
Page Row**

This is the row on the Home page that lets users open the "About" image.



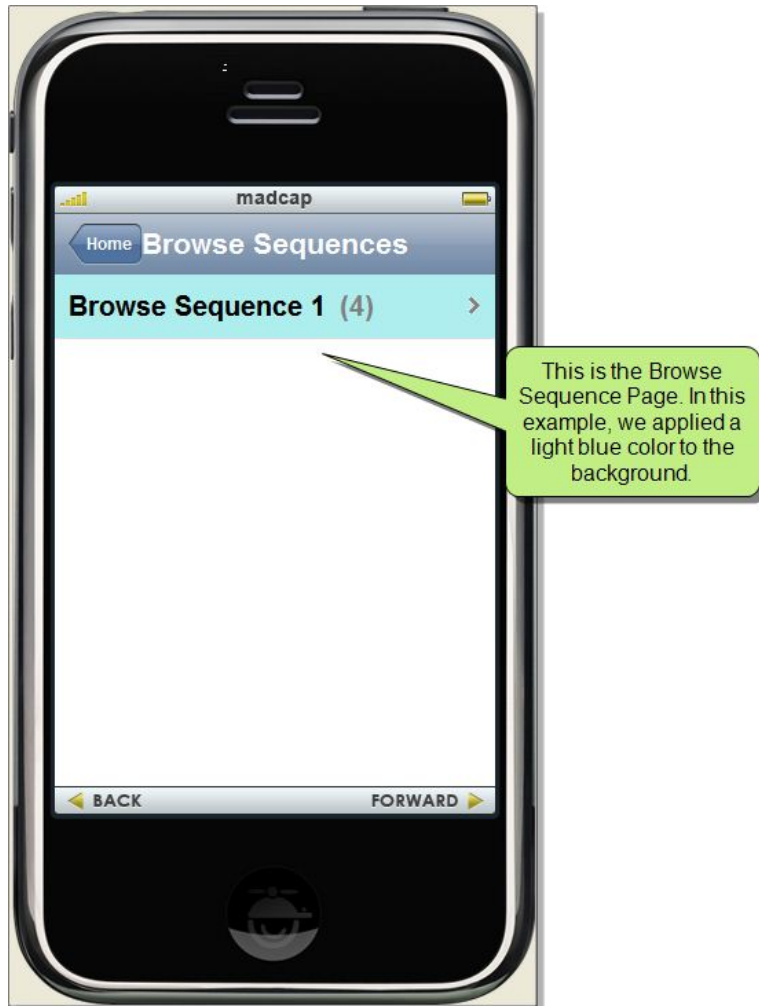
**Browse
Sequence
- Home
Page Row**

This is the row on the Home page that lets users open the browse sequence.



**Browse
Sequence
Page**

This is the page that displays the browse sequence.



Glossary - Home Page Row This is the row on the Home page that lets users open the glossary.



**Glossary
Heading**

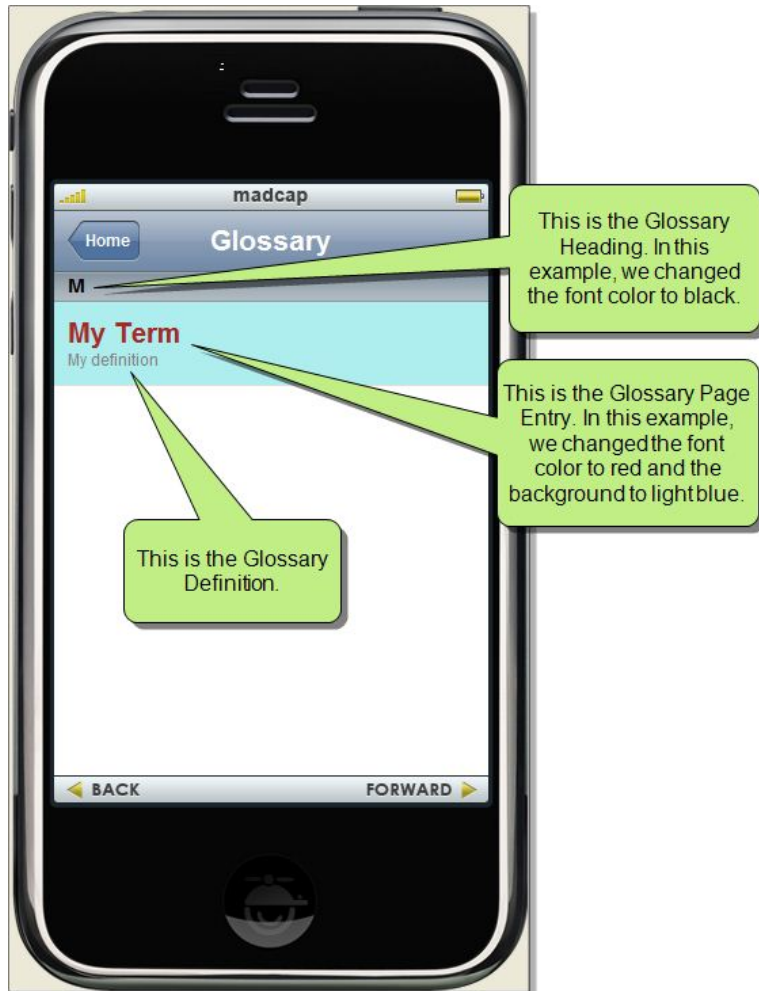
The Glossary Heading displays the letter of the alphabet for the entries that follow.

**Glossary
Page Entry**

The Glossary Page Entry is the area that displays each glossary term.

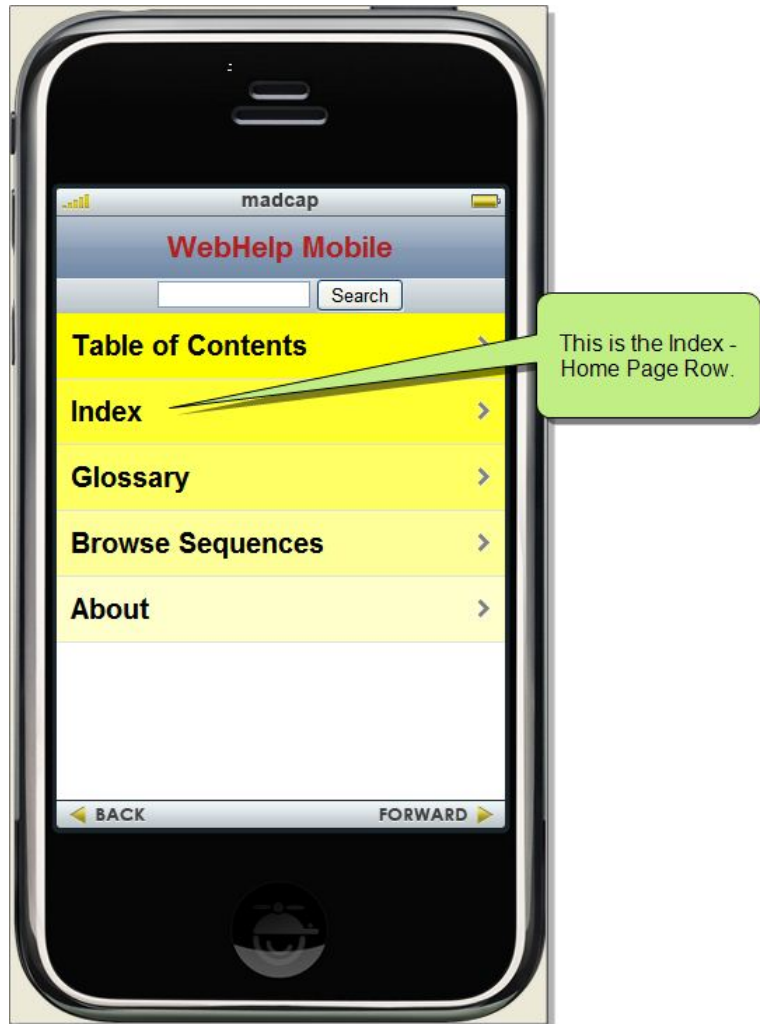
**Glossary
Page Def-
inition**

The Glossary Page Definition is the text describing each glossary term.



**Index -
Home
Page Row**

This is the row on the Home page that lets users open the index.



**Index
Heading**

The Index Heading displays the letter of the alphabet for the entries that follow.

Index Page

The Index Page is the area that displays each index term.



**Search
Results
Page**

This is the page that displays search results.

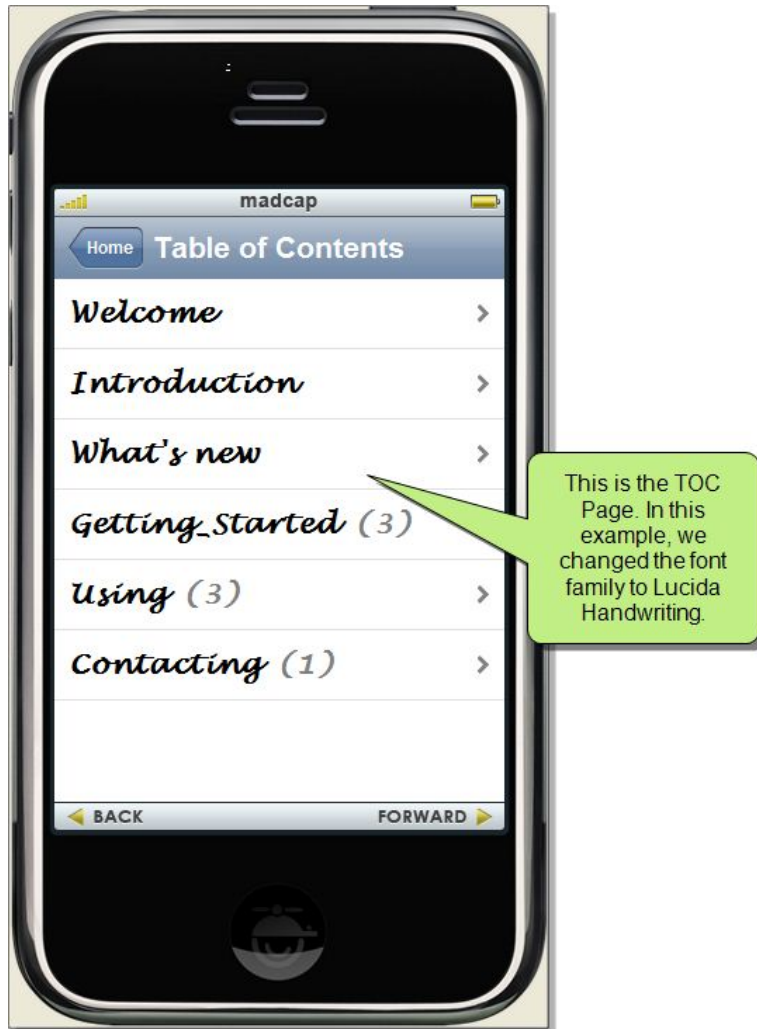


**TOC -
Home
Page Row**

This is the row on the Home page that lets users open the TOC.



TOC Page This is the page that displays the TOC.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.

6. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the header area using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background gradient To change the background color of the header area using a progression effect:

- Expand the **Background** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the header area:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click

More colors and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Height To change the height of the header area:

- Expand the **Position** property group on the right and change the value in the **Height** field. Click the down arrow to open a small window. In this window, you can enter the item height in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Icon—navigation arrow To select a different image to be used instead of the navigation arrow that appears at the end of each row:

- Expand the **Icons** property group on the right side of the editor and select an image from the **NavigationArrow** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

No results found string To change the text that appears when no search results are found.

- Expand the **General** property group on the right side of the editor and enter new text in the **NoResultsFoundString** field.

Padding To add or change padding (space around) the item:

- Expand the **Padding** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Search error string To change the text that appears when an error occurs during the search.

- Expand the **General** property group on the right side of the editor and enter new text in the **SearchErrorString** field.

See reference To change the text that appears on "See" index links:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **SeeReference** field.

See also reference To change the text that appears on "See Also" index links:

- Expand the **Labels** property group on the right side of the editor and enter new text in the **SeeAlsoReference** field.

7. Select **File>Save** or press **CTRL+S**.

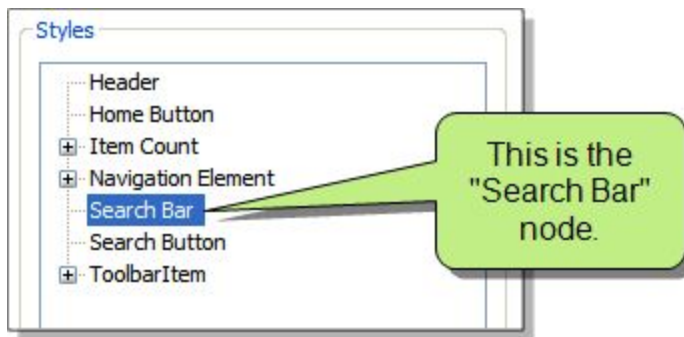
Specifying Style Settings For Search Bars

In WebHelp Mobile a search bar is the area that holds the search field and button. You can use a WebHelp Mobile skin to change its appearance.



How to specify style settings for search bars

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Search Bar** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item area using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Background image To add a background image to the item:

- Expand the **Background** property group on the right and select an image in the **BackgroundImage** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Borders To add or change borders for the item:

- Expand the **Borders** property group on the right and change the value in any of the fields. Click the down arrow to open a small window. In this window, you can enter the width of the border in the lower-left field. You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-left drop-down arrow. You can select a color for the border using the upper-right drop-down arrow. And you can select the type of line for the border (e.g., solid, dashed, dotted) using the lower-right drop-down arrow.

6. Select **File>Save** or press **CTRL+S**.

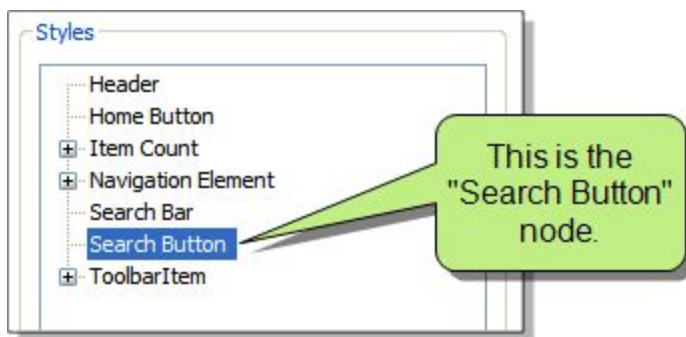
Specifying Style Settings For Search Buttons

In WebHelp Mobile the "Search" button lets users initiate a search for information. You can use a WebHelp Mobile skin to change its appearance.



How to specify style settings for Search buttons

1. Open a WebHelp Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, select the **Search Button** node.



4. Select the **Property Groups** or **Alphabetical List** option to display the properties for the node.
5. In the **Properties** section, set the values for the properties that you want modify.

Background color To change the background color of the item area using a solid color:

- Expand the **Background** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

6. Select **File>Save** or press **CTRL+S**.

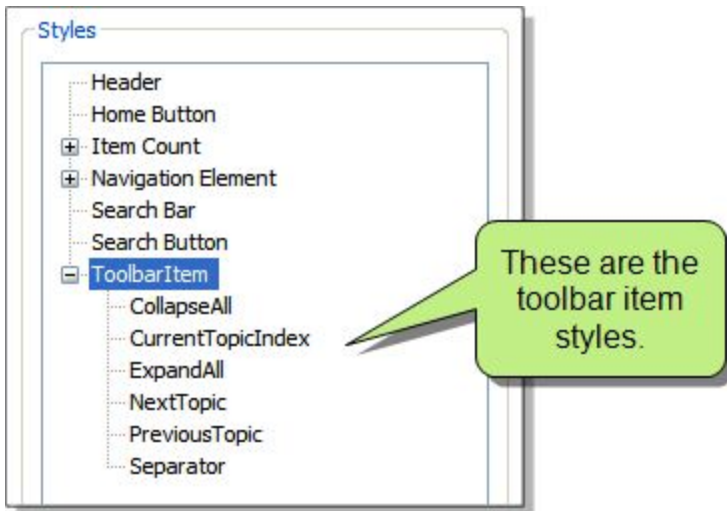
Specifying Style Settings For Toolbar Items—WebHelp Mobile

Using a skin, you can modify the appearance of topic toolbars that you include in your output.

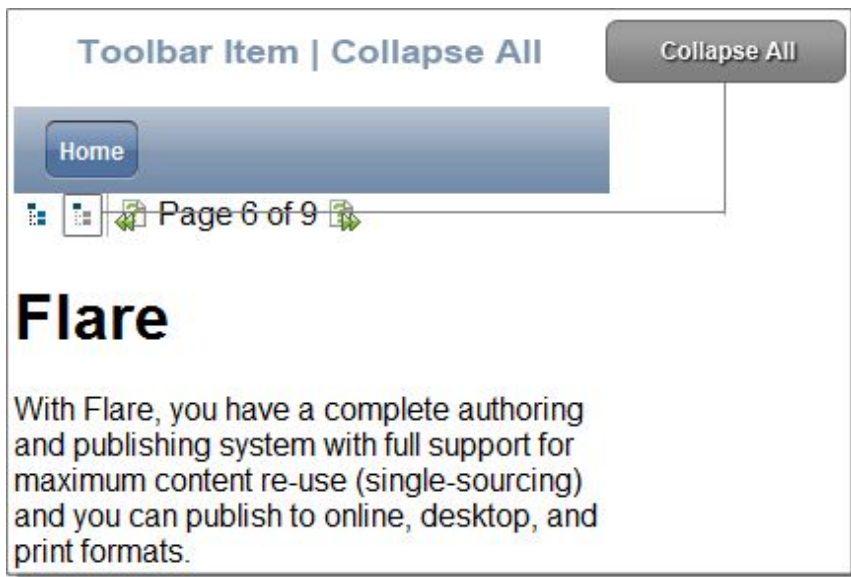


How to specify style settings for toolbar items in WebHelp Mobile

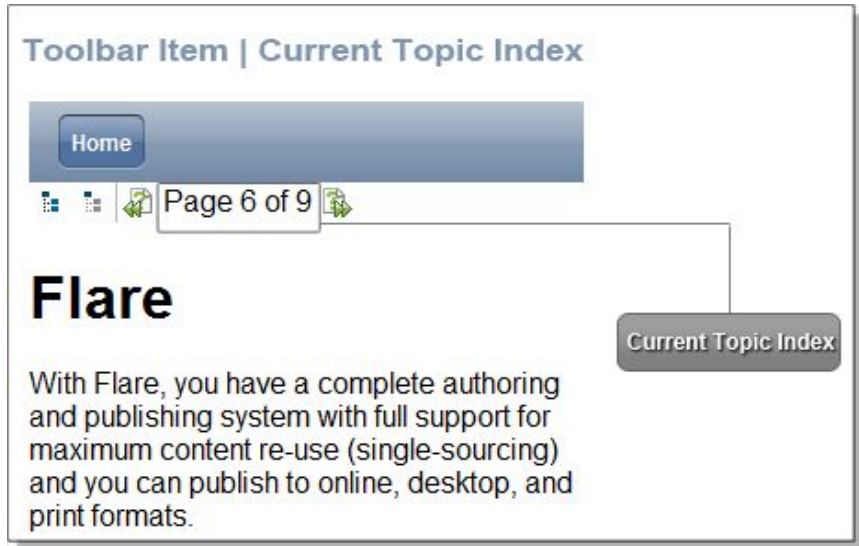
1. Open a Mobile skin.
2. Select the **Styles** tab.
3. In the **Styles** section, expand the **Toolbar Item** node.



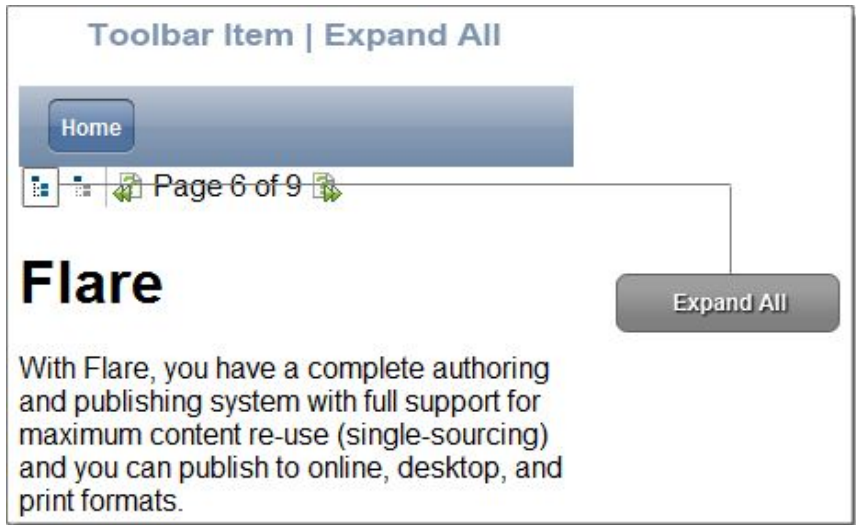
4. Select the item that you want to edit. If you want the setting(s) to be applied to all of the items, select the **Toolbar Item** node itself. The items under this node represent the different kinds of toolbar items that may be found in your output.
 - **Collapse All** Lets users collapse all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are expanded).



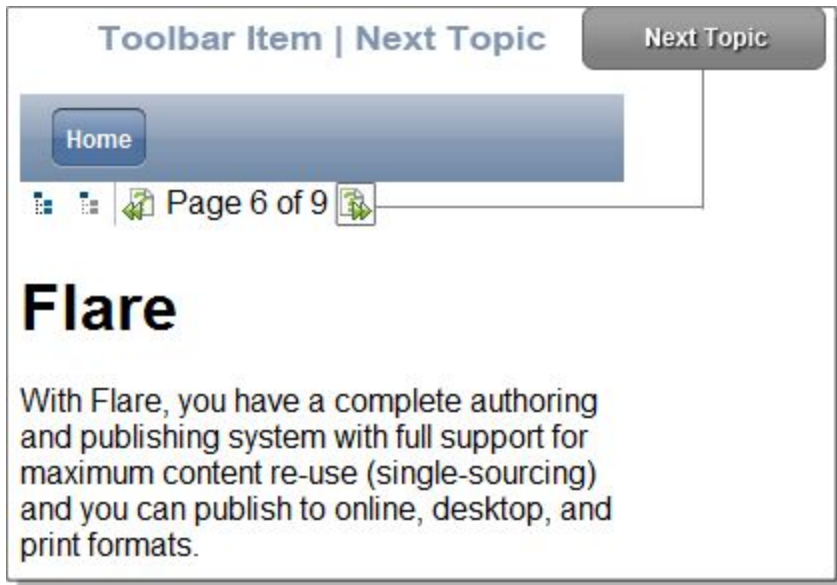
- **Current Topic Index** Lets users see the display for the current topic in the sequence. This label is typically used in conjunction with the "NextTopic" and "PreviousTopic" buttons when the topic in question exists in a browse sequence. Flare finds the current topic in a browse sequence and display its position in relation to the rest of the topics in that sequence. (The root node is used to determine the count; in other words, if there are "child" topics in the sequence structure under the current topic, they will be included in the count.)



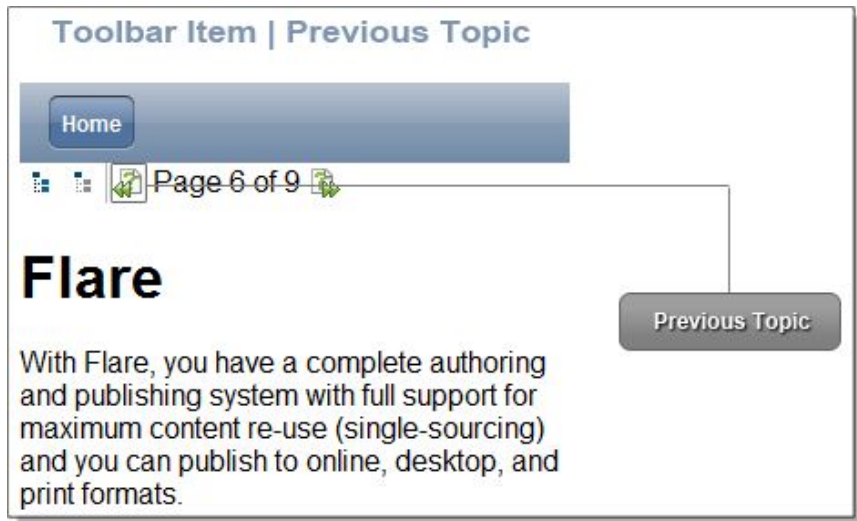
- **Expand All** Lets users expand all elements such as togglers, drop-down effects, and expanding text effects in a topic (if they are not yet expanded).



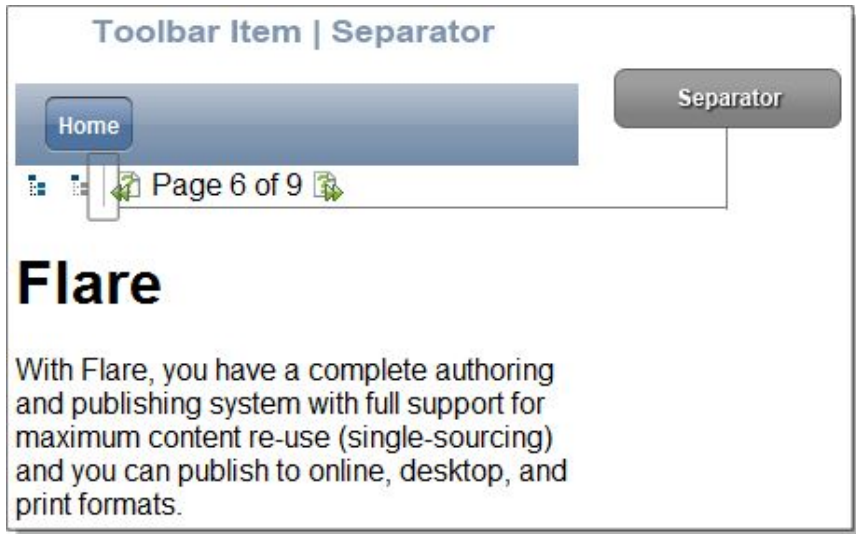
- **Next Topic** Lets users open the next topic in the sequence. First, Flare attempts to find the current topic in a browse sequence and navigate to the next topic from there. If you do not have a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the next topic after it.



- **Previous Topic** Lets users open the previous topic in the sequence. First, Flare attempts to find the current topic in a browse sequence and navigate to the previous topic from there. If you do not have a browse sequence, Flare looks at the position of the current topic in your table of contents (TOC) and opens the previous topic before it.



- **Separator** This is the divider between the toolbar buttons and the navigation pane.



5. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
6. In the **Properties** section, set the values for the properties that you want modify.

Control type To change the control type for the item (i.e., you can select any type of button that can be added to the toolbar):

- Expand the **Type** property group on the right and select an item in the **ControlType** field.

Font background color To change the color of the area behind the font:

- Expand the **Font** property group on the right and change the value in the **BackgroundColor** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font background gradient To change the background color of the item:

- Expand the **Font** property group on the right and change the value in the **BackgroundGradient** field to apply a color progression effect. The background changes from

one color to another. Click the down arrow to open a small window. In this window, click the down arrow next to the **Start** field and select a color to use at the beginning of the gradient. Then click the down arrow next to the **End** field and select the color to use at the end of the gradient. Finally, click the down arrow next to the **Style** field and select a direction for the gradient effect or choose "solid." Click **OK** to accept the settings. When you click off the properties field, a small icon is displayed in the field, showing how the effect will look. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font color To change the color of the font:

- Expand the **Font** property group on the right and change the value in the **Color** field. Click the down arrow to open a color palette window. You can click a color shown, or you can click **More colors** and select a different color or create a custom color. If you are change the color for a style item that also has a gradient, the gradient properties have precedence over the solid color.

Font family To select a specific font family (e.g., Arial, Tahoma, Verdana):

- Expand the **Font** property group on the right and change the value in the **FontFamily** field. After you click in the field, the Font Family Picker dialog opens. Use this dialog to select the font family and click **OK**.

Font size To change the size of the font:

- Expand the **Font** property group on the right and change the value in the **FontSize** field. Click the down arrow to open a small window. In this window, you can enter the size of the font in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Font style To change the style of the font (e.g., make it italic):

- Expand the **Font** property group on the right and change the value in the **FontStyle** field. Click the down arrow and select either **italic** or **normal**.

Font weight To change the weight of the font (e.g., make it bold):

- Expand the **Font** property group on the right and change the value in the **FontWeight** field. Click the down arrow and select either **bold** or **normal**.

Icon To select a different icon image:

- Expand the **General** property group on the right side of the editor and select an image from the **Icon** field. Click the down arrow in this field and then select **Browse for Image** to find and select an image file.

Label To change the text that appears on the item:

- Expand the **General** property group on the right side of the editor and enter new text in the **Label** field.

On click To provide a command for the item when it is clicked by the user:

- Expand the **Type** or **General** property group on the right and enter a command in the **OnClick** field.

EXAMPLE

Let's say you want to provide a command for an item (e.g., so that clicking the button opens a website). The following command opens the MadCap Software website when a user clicks the button:

```
window.open("http://www.madcapsoftware.com");
```

Padding To add or change padding (space around) the item:

- Expand the **Font** property group on the right and change the value in any of the "Padding" fields (e.g., **PaddingLeft**, **PaddingRight**). Click the down arrow to open a small window. In this window, you can enter the amount of padding in the lower-left field (either type a number or use the up and down arrows). You can select the unit of measurement (e.g., pixels, points, centimeters) using the lower-right drop-down arrow. You can return to the default setting by using the upper-right drop-down arrow.

Separator alternate text To change the alternate text for the separator:

- Expand the **General** property group on the right side of the editor and enter new text in the **SeparatorAlternateText** field.

TextImageRelation To select the location of a label in relation to the image used for the item:

- Expand the **General** property group on the right side of the editor and select an option from the **TextImageRelation** field. You can select any of the following:

- **ImageAboveText** This displays the button image on top of the label text.
- **ImageBeforeText** This displays the button image to the left of the label text.
- **Overlay** This displays the label text and the button image in the same space.
- **TextAboveImage** This displays the label text on top of the button image.
- **TextBeforeImage** This displays the label text to the left of the button image.

7. Select **File>Save** or press **CTRL+S**.

APPENDIX A PDF Guides



Getting Started Guide

<http://docs.madcapsoftware.com/FlareV8/FlareGettingStartedGuide.pdf>



What's New Guide

<http://docs.madcapsoftware.com/FlareV8/FlareWhatsNewGuide.pdf>



Accessibility Guide

<http://docs.madcapsoftware.com/FlareV8/FlareAccessibilityGuide.pdf>



Analyzer Guide

<http://docs.madcapsoftware.com/FlareV8/FlareAnalyzerGuide.pdf>



Auto-numbers Guide

<http://docs.madcapsoftware.com/FlareV8/FlareAutoNumbersGuide.pdf>



Condition Tags Guide

<http://docs.madcapsoftware.com/FlareV8/FlareConditionTagsGuide.pdf>



Context-Sensitive Help Guide

<http://docs.madcapsoftware.com/FlareV8/FlareCSHGuide.pdf>



DotNet Help Guide

<http://docs.madcapsoftware.com/FlareV8/FlareDNHGuide.pdf>



Global Project Linking Guide

<http://docs.madcapsoftware.com/FlareV8/FlareGlobalProjectLinkingGuide.pdf>



HTML Help Guide

<http://docs.madcapsoftware.com/FlareV8/FlareHTMLHelpGuide.pdf>



Images Guide

<http://docs.madcapsoftware.com/FlareV8/FlareImagesGuide.pdf>



Import Guide

<http://docs.madcapsoftware.com/FlareV8/FlareImportGuide.pdf>



Indexing Guide

<http://docs.madcapsoftware.com/FlareV8/FlareIndexingGuide.pdf>



Key Features Guide

<http://docs.madcapsoftware.com/FlareV8/FlareKeyFeaturesGuide.pdf>



Movies Guide

<http://docs.madcapsoftware.com/FlareV8/FlareMoviesGuide.pdf>



Navigation Links Guide

<http://docs.madcapsoftware.com/FlareV8/FlareNavigationLinksGuide.pdf>



Printed Output Guide

<http://docs.madcapsoftware.com/FlareV8/FlarePrintedOutputGuide.pdf>



Project Creation Guide

<http://docs.madcapsoftware.com/FlareV8/FlareProjectCreationGuide.pdf>



QR Codes Guide

<http://docs.madcapsoftware.com/FlareV8/FlareQRCodesGuide.pdf>



Reports Guide

<http://docs.madcapsoftware.com/FlareV8/FlareReportsGuide.pdf>



Reviews and Contributions Guide

<http://docs.madcapsoftware.com/FlareV8/FlareReviewsAndContributionsGuide.pdf>



Search Guide

<http://docs.madcapsoftware.com/FlareV8/FlareSearchGuide.pdf>



SharePoint Guide

<http://docs.madcapsoftware.com/FlareV8/FlareSharePointGuide.pdf>



Shortcuts Guide

<http://docs.madcapsoftware.com/FlareV8/FlareShortcuts.pdf>



Skins Guide

<http://docs.madcapsoftware.com/FlareV8/FlareSkinsGuide.pdf>



Snippets Guide

<http://docs.madcapsoftware.com/FlareV8/FlareSnippetsGuide.pdf>



Source Control Guide

<http://docs.madcapsoftware.com/FlareV8/FlareSourceControlGuide.pdf>



Styles Guide

<http://docs.madcapsoftware.com/FlareV8/FlareStylesGuide.pdf>



Tables of Contents Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTablesOfContentsGuide.pdf>



Tables Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTablesGuide.pdf>



Targets Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTargetsGuide.pdf>



Templates Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTemplatesGuide.pdf>



Topics Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTopicsGuide.pdf>



Touring the Workspace Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTouringTheWorkspaceGuide.pdf>



Transition From Framemaker Guide

<http://docs.madcapsoftware.com/FlareV8/FlareTransitionFMGuide.pdf>



Variables Guide

<http://docs.madcapsoftware.com/FlareV8/FlareVariablesGuide.pdf>



WebHelp Outputs Guide

<http://docs.madcapsoftware.com/FlareV8/FlareWebHelpOutputGuide.pdf>

INDEX

A

Accessibility

alternate text 678, 688, 691, 806

Accordions 593, 683

output window 595, 653

Alignment 326

lists 29, 286, 290
paragraphs 30, 323, 325
tables 113

Assorted relevant properties 101, 153

Auto-numbers 119

CH 127
chapters 127
examples of formats 126
figure captions 131
file commands 118
float left 124
float right 124
format commands 118
formats 25, 117
GH 126
inside head 124
inside tail 124
outside frame 124
outside frame left side 124

outside frame right side 124

outside head 124

outside tail 124

page commands 119

paragraphs 323

positioning 124

styles 25, 64

table headings 131

text commands 119

volumes 126

B

Background

color 27, 34, 36, 235, 237-238, 306,
329-330, 396, 473, 480,
517-518, 553, 618, 630,
664, 669, 710, 717, 720,
734, 744, 758, 764, 767,
788, 792, 795
gradient 597, 664, 710, 717, 720,
734, 745, 758, 764, 767,
788
image 27, 235-236, 240, 710, 717,
720, 768, 788
images 598, 665, 735, 745, 759,
764, 771, 792
lists 29, 286, 305
paragraphs 30, 323, 328

- QR code 31, 396
- styles 328
- tables 114
- text boxes 35, 514-516
- topics 27, 36, 235, 553
- Bold 34, 473, 475
 - fonts 475
 - Text 475
- Books
 - tables of contents 678, 749
- Borders 134, 551, 598, 630, 665, 688, 700, 710, 735, 745, 759, 768, 788, 793
 - color 104, 166, 244-245, 297, 332-333, 399, 412, 521-522
 - editing 177
 - equations 165
 - footnotes 25, 177
 - images 27, 235, 242
 - lists 29, 286, 296
 - paragraphs 30, 323, 331
 - QR code 31, 398
 - rounded 31, 334, 700, 710
 - styles 243, 331
 - tables 104
 - text boxes 35, 164, 514-515, 519
- Breadcrumbs 651
 - proxy 25, 133
 - skins 645
 - styles 133, 645
- Browse sequences 780
 - home page row 779
- Bulleted lists *See Lists*
- Buttons
 - styles 770, 794
- C**
- Capitalize 34, 473, 478
- Captions
 - auto-numbers 131
 - table 431, 433
 - tables 33, 455
- Cascading style sheets 3, 7-8, 11, 14, 25, 31, 73-74, 76, 78-79, 81, 83, 87, 97, 99, 334
 - embedded 11
 - external 12
 - inline 11
- Case 34, 473, 478
 - styles 478
- Cells
 - padding 104
 - styles 435
- CH 127
- Chapnum 127
- Chapters
 - auto-numbers 127
- Characters
 - styles 65
- CHM *See HTML Help*
- Classes *See Styles*
- Color
 - background 27, 34, 36, 235, 237-238, 306, 329-330, 396, 473, 480, 517-518, 553
 - border 104, 166, 244-245, 297, 332-333, 399, 412, 521-522
 - font 34, 112, 473, 482
 - highlighted search terms 32, 91, 423
 - rulers 112
 - search terms 32, 91, 423
 - selecting 670
 - separator 113
- Columns
 - breaks 29, 31, 286, 300, 323, 355
 - lists 300
 - tables 431, 433

Comments

- labels 630
- styles 25

Concepts

- editing 28, 211
- inserting 646
- links 651
- list of 276, 393
- styles 28, 232

Controls 593

- styles 67, 602
- type 688, 804

Converting

- glossary terms to links 210

Cross-references 647

- above and below 651
- editing 28, 136-137, 149
- formats 651
- language support 149
- printed output 651
- styles 137, 142, 145
- stylesheets 141

CSS file 7, 12, 78-79

D

DITA

- editing 150
- styles 25, 64, 150

DIV tag

- glossaries 204
- indenting 294, 349

DotNet Help

- styles 653, 681

Drop-down text

- editing 28, 159

Drop caps 30, 323, 339

Dynamic effects

- styles 66

E

Effects

- overline 496
- strikethrough 504

Elements

- list of 280
- styles 280

Endnotes 25, 175, 180, 183-184, 187, 190, 195, 197

- editing 180, 183, 187
- numbers 175, 190, 195
- proxies 393
- restart numbering 197
- styles 197

Equations 25, 163

- borders 165
- editing 163
- margins 167
- padding 169

Expanding text

- editing 28, 171

F

Feedback

- MadCap Feedback 595, 602, 626, 637, 653, 695, 702
- user profile items 593, 637

Figure captions

- auto-numbers 131

Firefox 135, 168, 170, 248, 251, 293, 304, 310, 350, 389, 401, 403, 422, 528, 532, 552

Floating

- images 27, 235, 253

- paragraphs 362
- text boxes 35, 255, 514, 533, 535

Fonts

- background color 34, 473, 480, 619, 668, 672, 679, 688, 804
- background gradient 689, 804
- bold 34, 473, 475
- case 34, 473, 478
- color 34, 112, 473, 482, 599, 618, 632, 665, 668, 672, 679, 690, 735, 745, 768, 771, 774, 788, 795, 805
- editing 473
- font family 34, 134, 277, 284, 315, 466, 473, 484, 599, 618, 632, 666, 669, 673, 679, 690, 735, 745, 768, 772, 775, 789, 796, 805
- hover 673
- italic 34, 473, 488, 491
- overline 34, 473, 496
- size 34, 134, 278, 284, 315, 466, 474, 500, 599, 618, 632, 666, 669, 673, 679, 690, 736, 746, 768, 772, 775, 789, 796, 805
- smallcaps 34, 474, 502
- spacing 34-35, 473-474, 491, 493, 510
- strikethrough 34, 474, 504
- styles 34, 484, 492, 500, 599, 618, 632, 666, 669, 673, 680, 690, 736, 746, 769, 772, 775, 789, 796, 805
- subscript 35, 474, 506
- superscript 35, 474, 507
- underline 35, 474, 508
- weight 599, 618, 632, 666, 669, 673, 680, 690, 736, 746, 769, 772, 775, 789, 796, 805

Footers

- master pages 322
- styles 322
- tables 106

- Footnotes 25, 175, 180, 183, 187, 190, 195, 197

- borders 25, 175, 177
- comments 175
- editing 180, 183, 187
- indentation 188
- numbers 175, 190, 195
- proxies 393
- restart numbering 197
- styles 25, 64, 180, 183, 187, 195, 197

Formatting

- auto-numbers 25, 117
- fonts 473
- lists 29, 286, 290, 292, 295-296, 298, 300, 303, 305, 307
- paragraph 386
- paragraphs 30-31, 323-325, 328, 331, 339, 342, 346, 351, 355, 376, 382, 390

Forms

- styles 67

Frames 593

- styles 653

G

- GH 126

Glossaries

- converting terms 210
- definitions 201-202
- div 204
- expanding text links 201, 203
- glossary term links 201-202, 208
- heading 782
- headings 201-202
- home page row 781
- hyperlinks 201, 203
- margins 204
- padding 204
- page definition 782
- page entry 782
- popup links 201, 203

- proxies 393
- styles 26, 200
- terms 201-202

Graphics *See Images*

Groups (tags) 349

H

Headers

- HTML5 skin 712
- master pages 322
- mobile skin 765
- styles 322, 766
- tables 106

Heading

- positioning 368
- side 31, 362, 368
- text boxes 368

Highlighted

- search terms 32, 91, 423

Home button 765

Horizontal rules

- color 112
- editing 26, 233

Hotspot

- toggler 28

HTML Help

- styles 602, 626, 637, 653, 677, 681

HTML5

- search 738
- styles 693, 695, 702, 712, 715, 718, 721, 726, 738, 747, 762

Hyperlinks 263

- editing 28, 538

Hyphenation 30, 323, 342

- styles 342, 523
- text boxes 35, 514, 523

I

Icons 599, 620, 690, 736, 789, 806

- tables of contents 679, 748

Images

- background 27, 235-238, 396, 517-518
- borders 27, 235, 242
- floating 27, 235, 253
- list bullets 29, 286, 295
- list of 29, 280, 393
- margins 27, 235, 246
- padding 27, 235, 249
- positioning 27, 235, 253
- resizing 27, 235, 258
- styles 27, 66, 235, 240, 253, 258, 262
- thumbnails 27, 235, 262
- topic background 240
- watermarks 240
- wraparound text 27, 235, 253

Importing

- style sheets 79
- styles 91

Indent

- div tag 294, 349
- footnotes 188
- indexes 30, 351
- leaders 278, 285, 315, 466
- lists 29, 286, 292
- mini-TOC 311
- mini-TOCs 30, 351
- paragraphs 30, 323, 346, 351
- tables of contents 33, 461
- TOCs 30, 351

Indexes

- entries 594, 667
- entry popups 594, 671
- heading 784
- indentation 30, 351
- index links 669, 790
- page 784
- page numbers 274

- page row 783
- proxies 27, 267, 275, 393
- styles 27, 267, 275

Inheritance 22

Initial caps 30, 323, 339

Internet Explorer 135, 168, 170, 248, 251,
293, 304, 310, 350, 389, 401, 403,
422, 528, 532, 552

Italic 34, 473, 488

- correction 34, 473, 491-492
- fonts 488
- styles 488, 492
- text 488

Item counts 765

- styles 773

K

Keyword links 651

- editing 28, 218
- inserting 648
- styles 232

L

Labels 600, 620, 639, 666, 691, 772, 790,
796, 806

- gender 632

Language support

- cross-references 149
- skins 149

Leaders 278, 285, 315-316, 466-467

Letter spacing 34, 473, 493

Line spacing 29-30, 286, 298, 323, 382

Lines *See Horizontal rules*

Linking

- pseudo classes 68
- style sheets 80, 83
- styles 28, 66

Lists

- alignment 29, 286, 290
- background 29, 286, 305
- borders 29, 286, 296
- columns 300
- formatting 300, 307
- images 29, 286, 295
- indentation 29, 286, 292
- line spacing 298
- margins 29, 286, 303
- page and column breaks 29, 286, 300
- proxies 29, 276, 280, 393
- spacing 29, 286, 298, 303
- styles 29, 66, 286, 292, 295-296, 298,
300, 303, 305, 307
- types 29, 286, 307

Localization *See Language support*

Logo 715

Lowercase 34, 473, 478

M

MadCap Feedback 595, 602, 626, 637, 653,
695, 702

Margins

- equations 167
- glossaries 204
- images 27, 235, 246
- lists 29, 286, 303
- paragraph 386
- paragraphs 31, 324
- QR code 31, 400-401
- styles 247, 278, 284, 315, 466
- tables 104
- text boxes 35, 164, 514-515, 525

Master pages

- headers and footers 322

Master stylesheets 46, 81

- applying 81

MathML 25, 163

Mediums 5, 91, 575

- associating with targets 579
- creating 579, 583
- non-print 577
- online 577
- print 577
- selecting 579-580
- styles 580
- targets 579, 584, 586

Microsoft HTML Help See *HTML Help*

Microsoft Windows 7 91

Microsoft Windows Vista 91

Mini-TOC

- indentation 30, 311, 351
- proxies 29, 308, 311, 317, 393
- styles 29, 311, 317

N

Navigation elements 765

- styles 776

Navigation links

- concept links 211
- concepts 28, 232, 646
- cross-references 28, 136-137, 149, 647
- drop-down text 28, 159
- expanding text 28, 171
- keyword links 28, 218, 232, 648
- related topics links 28, 225, 232, 649
- text hyperlinks 28, 538
- togglers 28, 543
- topic popups 28, 545

Next style 30, 323, 353

Nonscrolling region 36, 557

Numbered lists See *Lists*

Numbers

- footnotes 197

O

Object positioning

- floating 253, 362, 533

Objects

- styles 66

Orphans 31, 324, 355, 390

Output

- accordions 595, 653
- DotNet Help 653, 681
- HTML Help 602, 626, 637, 653, 677, 681
- HTML5 693, 695, 702, 712, 715, 718, 721, 726, 738, 747, 762
- proxies 393
- toolbars 681, 750
- WebHelp 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- WebHelp Mobile 766, 770, 773, 776, 791, 794, 797
- WebHelp Plus 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- WebHelpAIR 595, 602, 644, 653, 667, 671, 675, 677, 681

Overline 34, 473, 496

P

Padding 134, 250, 551, 691, 701, 736, 760, 769, 790, 806

- equations 169
- glossaries 204
- images 27, 235, 249
- QR code 31, 402
- table styles 104
- text boxes 35, 164, 514-515, 529

Page breaks 355

- lists 29, 286, 300
- paragraphs 31, 323, 355
- styles 355
- tables 33, 429, 439

Page numbers 317, 468

- aligning 279, 285, 316, 467
- indexes 274
- printed output 30, 33, 322, 458

Page row 778

Paragraphs

- alignment 30, 323, 325
- auto-numbers 323
- background 30, 323, 328
- borders 30, 323, 331
- drop caps 30, 323, 339
- floating 362
- formatting 323, 331, 376, 386, 390
- hyphenation 30, 323, 342
- indentation 30, 323, 346, 351
- initial caps 30, 323, 339
- margins 31, 324, 386
- orphans 31, 324, 390
- page and column breaks 31, 323, 355
- positioning 31, 324, 362
- psuedo class 340
- short line elimination 31, 324, 376
- spacing 30-31, 323-324, 382, 386
- styles 30, 64, 362, 387
- widows 31, 324, 390

Patterns

- table columns 106
- table footer rows 106
- table header rows 106
- table rows 106
- tables 114

Pictures See *Images*

Popups 263

- editing 28, 541, 545, 548

Positioning

- auto-numbers 124
- headings 368
- images 27, 235, 253
- paragraphs 31, 324, 362
- text boxes 35, 255, 514, 533, 535

Print-based output

- endnotes 393
- glossaries 393
- indexes 27, 267, 274-275, 393
- leaders 278, 285, 315, 466
- lists of concepts 276, 393
- lists of elements 280, 393
- page numbers 30, 33, 322, 458
- proxies 27, 267, 275-276, 280, 393
- table styles 587
- tables of contents 33, 458-459, 461, 468
- topic styles 585

Print mediums

- Targets 586

Projects

- master style sheets 46, 81

Properties

- assorted relevant 101, 153
- groups 101, 153
- set 101, 153
- set locally 101, 153
- styles 59

Proxies

- breadcrumbs 25, 133
- endnotes 393
- glossaries 393
- indexes 27, 267, 275, 393
- lists 29, 276, 280, 393
- mini-TOC 29, 308, 311, 317, 393
- output 393
- relationship 393
- styles 393
- tables of contents 393
- topic toolbars 36, 550

Pseudo classes 68

- active 68, 538, 540
- drop caps 70
- first-child 70
- first-letter 70
- focus 68, 538, 540
- hover 68, 538, 540

- initial caps 70
- link 68, 538, 540
- paragraphs 340
- visited 68, 538, 540

Q

QR codes

- background 31, 396
- borders 31, 398
- margins 31, 400
- padding 31, 402
- resizing 404
- size 31, 404
- styles 399, 403-404

R

Redacted text 32, 474, 498

- styles 498

Related topics links 652

- editing 28, 225
- inserting 649
- styles 232

Relationship links 393

- editing 409
- styles 675

Relationship tables 393, 594, 675

- styles 28, 409

Resizing

- images 27, 235, 258

Rounded borders 31, 334, 700, 710

S

Screen captures *See Images*

Search

- bar 765, 791
- button 765, 794
- error string 790
- highlighted terms 32, 91, 423

- HTML5 738
- results page 785

See Also links *See Concepts*

Selectors *See Styles*

Separator 687

Server

- MadCap Feedback 595, 602, 626, 637, 653, 695, 702

Set properties 101, 153

Short line elimination 31, 324, 376

Side headings 31, 362, 368

Size

- fonts 34, 474, 500
- images 27, 235, 258, 262
- QR code 31, 404
- text boxes 35, 514, 537

Skins

- accordions 595, 653
- breadcrumbs 645
- DotNet Help 653, 681
- HTML Help 602, 626, 637, 653, 677, 681
- HTML5 693, 695, 702, 712, 715, 718, 721, 726, 738, 747, 762
- language 149
- Standard 593, 765
- styles 72, 591-592, 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681, 693, 695, 702, 712, 715, 718, 721, 726, 738, 747, 762, 766, 770, 773, 776, 791, 794, 797
- toolbars 681, 750
- WebHelp 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- WebHelp AIR 595, 602, 644, 653, 667, 671, 675, 677, 681
- WebHelp Mobile 766, 770, 773, 776, 791, 794, 797
- WebHelp Plus 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681

- Smallcaps 34, 474, 502
 - styles 502
- Spacing
 - fonts 34-35, 473-474, 491, 493, 510
 - letter 493
 - lines 382
 - lists 29, 286, 298, 303
 - paragraph 386
 - paragraphs 30-31, 323-324, 382
 - styles 511
- Spell check
 - styles 32, 428
- Standard skins 593, 765
- Strikethrough 34, 474, 504
- Style classes
 - Styles window pane 89
 - Stylesheet Editor 88
- Styles 1, 3, 7-9, 11, 14, 24, 47, 71
 - aligning lists 29, 286, 290
 - aligning paragraphs 30, 325
 - auto-numbers 25, 64, 117
 - background 30, 328
 - borders 30, 331
 - breadcrumbs 133, 645
 - buttons 770, 794
 - CAPTION tag 431, 433
 - case 478
 - character 65, 71, 566
 - classes 15, 87, 93
 - COL tag 431, 433
 - color 553
 - column breaks 29, 31, 286, 300, 355
 - concept links 28, 211, 232
 - concepts 28
 - controls and forms 67
 - correction 492
 - creating 24, 87
 - cross-references 137, 142, 145
 - deleting 96
 - dialogs 626
 - disabling 94, 153
 - DITA 25, 64, 150
 - DotNet Help 653, 681
 - drop-down text 28, 159
 - dynamic effects 66
 - editing 97
 - expanding text 28, 171
 - font family 484
 - fonts 34, 473, 492, 500
 - footnotes 25, 64, 175
 - frames 653
 - generated content 67
 - glossaries 26, 200, 208, 210
 - headers 766
 - heading 65
 - highlighted search terms 32, 91, 423
 - HTML Help 602, 626, 637, 653, 677, 681
 - HTML5 693, 695, 702, 712, 715, 718, 721, 726, 738, 747, 762
 - hyphenation 30, 342, 523
 - images 27, 66, 235, 240, 253, 258, 262
 - importing 79, 91
 - indenting 30, 351
 - indenting lists 29, 286, 292
 - indenting paragraphs 30, 346
 - index headings 275
 - indexes 27, 267, 275
 - inheritance 22, 216, 223, 230
 - italic 488, 492
 - keyword links 28, 218, 232
 - leaders 278, 285, 316, 467
 - letter 494
 - links 28, 66
 - lists 29, 66, 286, 292, 295-296, 298, 300, 303, 305, 307
 - lists of concepts 276
 - lists of elements 29, 280
 - master style sheets 5, 46, 81
 - mediums 575, 580, 583
 - mini-TOCs 29, 308, 311, 317
 - next 30, 323, 353
 - nonscrolling region 36, 557
 - objects 66
 - opening style sheets 78
 - orphans 31, 390

- page breaks 29, 31, 33, 286, 300, 355, 429, 439
- page footers 322
- page headers 322
- paragraph 30, 64, 71, 362, 387, 566
- properties 15
- proxies 393
- pseudo classes 5, 68
- redacted text 32, 474, 498
- related topics links 28, 225, 232
- relationship 675
- relationship links 28, 409
- renaming 93
- renaming classes 93
- reusable content 67
- rulers 26, 233
- search bar 791
- search terms 32, 91, 423
- short line elimination 31, 376
- skins 5, 72, 591-592
- smallcaps 502
- spacing 511
- spell check 32, 428
- style sheets 1, 3, 7-9, 11, 14, 24-25, 30-31, 36-37, 47, 71, 73-74, 76, 78-81, 83, 87, 97, 99, 323, 334, 353, 557, 563, 587
- subscript 506
- superscript 507
- tables 5, 32, 65, 104, 106, 429-431, 433, 435, 563, 570, 572
- tables of contents 33, 461, 468, 677, 747
- tag groups 349
- tags 15
- TBODY tag 431, 433
- TD tag 431, 433
- text 34
- text boxes 35, 523, 537
- text hyperlinks 28, 538
- text popups 28, 541
- TFOOT tag 431, 433
- TH tag 431, 433
- THEAD tag 432, 434
- TOC headings 33, 458-459
- togglers 28, 543

- toolbars 681, 750
- topic popups 28, 545, 548
- topic toolbars 36, 550
- topics 24, 64, 553, 563, 585
- TR tag 432, 434
- types 63
- underlined text 508
- values 15
- WebHelp 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- WebHelp Mobile 766, 770, 773, 776, 791, 794, 797
- WebHelp Plus 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- WebHelpAIR 595, 602, 644, 653, 667, 671, 675, 677, 681
- widows 31, 390

Stylesheet Editor 41, 63

Stylesheets

- applying 83
- multiple topicss 85
- single topic 83

Subscript 35, 474, 506

- styles 506

Superscript 35, 474, 507

- styles 507

T

Table styles

- Editor 44
- mediums 588
- page layout breaks 453

Tables

- alignment 113
- auto-numbers 131
- background 114
- borders 104
- captions 33, 431, 433, 455
- cells 104
- COL tag 431, 433

- COLGROUP tag 431, 433
- columns 106, 431, 433
- editing 429-430
- footer rows 106
- footers 431, 433
- header rows 106
- headers 432, 434
- list of 29, 280, 393
- margins 104
- padding 104
- page breaks 33, 429, 439
- patterns 114
- relationship 28, 393, 409, 675
- rows 106
- style sheets 37, 73, 76, 78, 587
- styles 32, 65, 104, 429-431, 433, 435, 439, 563, 570, 572
- summary 623
- TABLE tag 431, 433
- TBODY tag 431, 433
- TD tag 431, 433
- TFOOT tag 431, 433
- TH tag 431, 433
- THEAD tag 432, 434
- TR tag 432, 434
- Tables of contents
 - home page row 786
 - indentation 30, 33, 351, 461
 - page numbers 468
 - pages 787
 - printed output 33, 458-459, 461, 468
 - proxies 393
 - styles 33, 458-459, 461, 468, 677, 747
- Tabs 349
- Targets
 - master style sheets 46, 81
 - mediums 584
 - print mediums 586
- Templates
 - factory 74, 76
- Text
 - background color 480
 - bold 475
 - case 478
 - font family 484
 - italic 488
 - overline 496
 - redacted 32, 474, 498
 - smallcaps 502
 - strikethrough 504
 - styles 34
 - subscript 506
 - superscript 507
 - underline 508
 - wraparound 27, 235, 253
- Text-only popups *See Popups*
- Text boxes 513
 - background 35, 514-516
 - borders 35, 164, 514-515, 519
 - floating 35, 255, 514, 533, 535
 - headings 368
 - hyphenation 35, 514, 523
 - margins 35, 164, 514-515, 525-526
 - padding 35, 164, 514-515, 529
 - positioning 35, 255, 514, 533, 535
 - size 35, 514, 537
 - styles 35, 513, 520, 523, 530, 537
 - wraparound text 35, 255, 514, 533, 535
- Text hyperlinks
 - editing 28, 538
- Text popups
 - editing 28, 541
- Thumbnails
 - images 27, 235, 262
- Time stamp 623
- TOCs *See Tables of contents*
- Togglers
 - editing 28, 543
 - hotspot 28
- Tool tip 624, 692

Toolbars

- items 594, 765
- styles 550, 681, 750, 797
- topic 36, 550, 681, 750
- WebHelp 681, 750
- WebHelp Plus 681, 750

Topic popups

- editing 28, 545, 548
- size 548

Topics

- background 27, 36, 235, 553
- background image 240
- mediums 585
- style sheets 24, 81, 83
- styles 24, 32, 64, 429, 553, 563, 585

U

Underline 35, 474, 508

Uppercase 34, 473, 478

V

Volnum 126

Volumes

- auto-numbers 126

W

W3C 3, 7

Watermarks 240

WebHelp

- styles 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- toolbars 681, 750

WebHelp 2.0 See *HTML5*

WebHelp AIR

- styles 595, 602, 644, 653, 667, 671, 675, 677, 681

WebHelp Mobile

- styles 766, 770, 773, 776, 791, 794, 797

WebHelp Plus

- styles 595, 602, 626, 637, 644, 653, 667, 671, 675, 677, 681
- toolbars 681, 750

Widows 31, 324, 355, 390

Word spacing 35, 474, 510

World Wide Web Consortium See *W3C*

Wraparound text

- images 27, 235, 253
- text boxes 35, 255, 514, 533, 535