

# Print-Based Output

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## Concepts

**Autonumber** A feature where content is numbered automatically (often used for chapter titles, table captions, image captions, etc.). Recommend setting this on a style. Page numbers typically use variables, not autonumbers.

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**Break** A way to designate a particular place to start new content.

- **Chapter Break** Tells Flare to begin a new chapter. Set this in an outline TOC (Properties dialog > Printed Output tab).
- **Page Break** Tells Flare to begin the selected content on a new page. Recommend setting this on a style (e.g., h1 style has page-break-before set to "always").
- **Frame Break** Tells Flare to begin selected content in the next frame of a page layout. Recommend setting this on a style.
- **Column Break** Tells Flare to begin selected content in the next column of a page layout. Recommend setting this on a style.
- **Independent Break** Lets you manually insert a page break independent of an HTML element.

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**Outline TOC** A TOC file from the Project Organizer that acts as an outline for print-based output. Does not create the generated TOC in print output (a proxy is used for that).

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**Page Layout** A file used to determine page specifications and apply certain content (e.g., headers, page numbers) to many (or all) topics in a printed manual. Stored in Content Explorer (usually in Resources/PageLayouts).

- **Page** Each page layout can consist of several pages (if you want different settings to be applied to different pages). Many page types are available (e.g., Title, First, First Right, Left, Right, Empty).
- **Frame** Each page can contain multiple frames—used to hold content and determine where that content is positioned (e.g., Body, Header, Footer).

## Concepts

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<b>Proxy</b>	A placeholder for auto-generated content. Appears as a gray bar in the XML Editor. Used to create TOC, index, glossary, and other content in print-based output.
<b>Widows and Orphans</b>	Settings that let you avoid instances where "leftover" lines from a paragraph are shown at the top or bottom of a page or column. Recommend setting this on a style.

## Process

### 1. Create, Edit, and Design Content

1. Create regular topics, as well as any special ones used for generated TOC, glossary, index, etc. For special topics, insert proxies from Insert ribbon.
2. Add optional content and features, including images, tables, index markers, cross-references, text boxes, footnotes, and anything else detailed in the online Help.
3. Create styles and apply them to content.
4. Create page layouts.
5. Create outline TOC.

### 2. Develop Target

1. In Project Organizer, add print-based target (e.g., PDF, Word).
2. Open target and edit settings in Target Editor.

### 3. Build and Distribute Output

Open target, click **Build**. When finished, click **Open Output Folder** to retrieve final file(s).

## Separation From Online Output

### Conditions

1. Create conditions in Project Organizer—some for use with online targets, others for use with print targets.
2. Apply online conditions to content to be included only in online outputs. Apply print conditions to content to be included only in print outputs. Also apply print conditions to files intended only for print output (otherwise, they may show up in online searches).
3. Open target and select **Conditional Text** tab. For online targets, include online conditions and exclude print conditions. For print targets, include print conditions and exclude online conditions.

### Print Medium

Print-based targets are automatically associated with print medium (in Advanced tab of Target Editor). Print medium in stylesheet inherits settings from default medium. For settings that should be unique to print-based outputs, choose the print medium when editing a style.

## How To

### Create Page Layout

1. Select **Project > New > Add Page Layout**.
2. In Page Layout Editor, use options to add pages, create frames, and more.

### Create Outline TOC

1. Select **Project > New > Add Table of Contents**.
2. Drag topics from Content Explorer to TOC Editor, placing them in order you want them to appear in output (e.g., title page topic, copyright page topic, generated TOC topic, chapter topics, back matter topics).

### Create Title Page

1. Create regular topic and enter title page content into it (might be as simple as a few words and/or variables) with styles applied.
2. Create page layout for use by title topic. Design can be done either in topic or in page layout, or both.
3. In outline, make sure link to title page topic is at top (or near top).
4. Double-click outline entry, select **Printed Output** tab, and choose page layout.

## How To

### Create Generated TOC

1. Create regular topic for use as generated TOC.
2. Create page layout for use by generated TOC topic.
3. With cursor in topic, select **Insert > Proxy > Insert TOC Proxy**.
4. Drag topic to outline TOC, placing it near top (after title page).
5. Double-click outline entry for generated TOC topic, select **Printed Output** tab, and choose appropriate page layout.

### Create Autonumbers

1. Open stylesheet and select **print** medium.
2. Double-click style (if Simplified view) or select it (if Advanced view).
3. Select **Auto-number** tab (if Simplified view) or expand **AutoNumber** property group (if Advanced view).
4. Use fields (**mc-auto-number-format** in Advanced view) to create autonumber format. See online Help for examples of autonumber formats.

## How To


### Create Chapter Breaks

1. Open outline TOC.
2. Double-click entry where new chapter should start.
3. In Properties dialog, select **Printed Output** tab.
4. In **Break Type** field, select **Chapter Break**.
5. In **Page Layout** field, select appropriate page layout.
6. (Optional) Can also choose page type, page number starting point and format.
7. (Optional) Can also select **Auto-numbers** tab (if using autonumbers for chapter headings) and choose to reset or increment number. Chapter 1 usually set to reset at 1, others usually set to increment.

### Create Column, Frame, and Page Breaks

1. Open stylesheet and select **print** medium.
2. Double-click style (if Simplified view) or select it (if Advanced view).
3. Select **Breaks** tab (Simplified) or expand **PrintSupport** group (Advanced).
4. Use fields to set column, frame, and/or page breaks for style.

### Insert Independent Break


1. In XML Editor, place cursor at break location.
2. Select **Insert** ribbon. In **Text** section, select **Page Break** .
3. (Optional) Place condition on page break bar.

### Insert Page

1. Open page layout.

## How To

### Numbers

2. Click Header or Footer frame and press **F2**.
3. Place cursor in Frame Contents window pane and click .
4. Select **System** variable set, and choose **Page Number**.

## Tips

### Auto Glossary, Index, TOC

Instead of creating topics for auto-generated glossaries, indexes, and TOCs (and inserting proxies), you can auto-generate them. Open print-based target, select **Advanced** tab, and select **Generate TOC proxy**, **Generate index proxy**, **Generate glossary proxy**.

### Breaks on Table Rows

Breaks can also be set on table rows, either in a regular stylesheet or table stylesheet.

In regular stylesheet, select **tr** style and set **page-break-inside** to **avoid**.

In table stylesheet, select **Rows** tab. Choose **Print Options** and use break options in dialog.

### Collapse Top Margins

When elements with top margins appear on top of page or column, collapsing margin maintains consistent look from page to page. Open print target, select **Advanced** tab, and select **Collapse top margin at top of page/column**.

### Override Variables

Effective way to reuse content for print output is to create variable and override at target level. For example, create one topic for the title page in all PDF outputs. Create variable with one PDF manual title and insert it into title page topic. In each PDF target, select **Variables** tab and change definition for that variable.

### Preserve Tracked Changes

If using PDF or Word output for internal reviews, track your changes (select **Review** ribbon and choose **Track Changes**). Then open target, select **Advanced** tab, and choose **Preserve tracked changes**.

### Styles to Resize Images

To keep large images from appearing beyond page margins, open stylesheet and create classes of the **img** style. In print medium, set maximum width on **img** class (in Simplified view, this is on **Size** tab; in Advanced view, **max-width** is in **Unclassified** group). For example, set value to maximum width of 100%. Apply style class to affected images, which are automatically resized in output.

### TOC Depth

Use TOC depth setting to automatically change heading levels based on structure of outline TOC (e.g., a topic with an h1 might change to an h3 in output if it is on third level of outline TOC). Open print target, select **Advanced** tab, and choose **Use TOC depth for heading levels**.