

**MADCAP FLARE 2024**

# Print-Based Output

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**CHAPTER 1**

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# Introduction

You can create print-based output in Flare by generating a target based on PDF or Word.

The purpose of this guide is not to cover every single aspect of Flare, but rather to focus on the primary features and procedures revolving around the development of print-based output. For information not covered in this guide, please refer to the online Help or one of the other PDF guides (see "PDFs" on page 207).

**This chapter discusses the following:**

- Step 1: Create, Edit, and Design Content ..... 8
- Step 2: Develop Print-Based Targets .....10
- Step 3: Build and Distribute Output ..... 10
- What’s Noteworthy? ..... 10

# I Step 1: Create, Edit, and Design Content

Creating and editing content for print-based output typically consists of the following tasks:


1. **Create Regular Topics** Some of the content in topics that you create might be used for both print-based and online output, some might be used only for print output, and some might be used only for online output. In a later step in this process, you'll use condition tags to separate which content is used for which type of output.

**Create Special Topics** In addition to the regular topics that make up your chapter content, you can create special topics with a proxy (placeholder) for displaying generated content. These special topics are often used for your manual's front matter and back matter. The most common type of generated content is a table of contents. Other kinds of output for which you can create topics include indexes, glossaries, endnotes, lists of elements, and lists of concepts. For more information see the online Help.

- **(Optional) Topic for a Print TOC** If you want your print-based output to include a table of contents (TOC), create a topic specifically for this purpose and insert a TOC proxy into it. Please note that you do not create the TOC itself in your project. Instead, the TOC is automatically generated in the output based on the heading styles that you apply to the content in your topics, or it can be based on the structure or your outline.
- **(Optional) Topic for a Print Index** If you want your print-based output to include the index from your Flare project, create a topic specifically for this purpose and insert an Index proxy into it.
- **(Optional) Topic for a Print Glossary** If you want your print-based output to include the glossary from your Flare project, create a topic specifically for this purpose and insert a Glossary proxy into it.
- **(Optional) Topic for Collection of Endnotes** If you have inserted footnotes throughout your project and want the print-based output to display all of them in one location (as opposed to, say, the bottom of each page), create a topic specifically for this purpose and insert an Endnotes proxy into it.
- **(Optional) Topic for a List of Elements** If you want your print-based output to include a list of certain elements that you have inserted in the project (e.g., images, tables), create a topic specifically for this purpose and insert a List-Of proxy into it.



- **(Optional) Topic for a List of Concepts** If you want your print-based output to include a list of the concepts that you have inserted in the project, create a topic specifically for this purpose and insert a Concepts proxy into it.

 **NOTE** Options in the Advanced tab of print-based targets let you automatically add glossary, index, and TOC proxies to output. This means you do not need to create unique topics and insert proxies into them manually. The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method.

2. **Include Print Topics in "Outline Table of Contents"** You need to make sure that all of the topics for your print-based output are added to an "outline table of contents" (TOC). The outline TOC is used to determine which topics from the project are to be included in a particular manual (i.e., target), as well as their sequence in the output. See "Adding Print Topics to an Outline TOC" on page 11.

An outline TOC is also used for specifying chapter breaks and autonumbering flow in output.

3. **Add Optional Content and Features** In addition to topics (which are required), there are many optional features that you can add to your project to suit your needs, such as condition tags, images, tables, snippets, variables, index markers, cross-references, text boxes, and footnotes. For more information see the online Help.
4. **Design** There are numerous features for designing print-based output. Styles are always preferred over local formatting. It is recommended that you use the print medium when setting style properties that are intended specifically for print-based output. For more information see "Styles for Print Output" on page 117 and the online Help.
5. **Create Page Layouts** A page layout is used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. You might create multiple page layouts for different purposes (e.g., title page, TOC, chapters, appendix). See "Page Layouts" on page 131.

## I Step 2: Develop Print-Based Targets

Before generating your output, you need to develop a target:

1. Create a PDF or Word target.
2. Open the target and edit the settings, including any condition tags you want to include or exclude from the output. The target settings provide Flare with the information it needs to produce the kind of output you want.


For PDF targets, there are special options that you can choose in addition to the general settings.

For more information see the online Help.

## I Step 3: Build and Distribute Output

Now you need to generate the appropriate print target and distribute it to your end users. For more information see the online Help.

## I What's Noteworthy?

 **NOTE** You can follow many of the same steps to create EPUB output that you use to create print-based output types. EPUB is sort of a hybrid format. The output is designed to be viewed electronically; in that way, it is like an online format. On the other hand, its structure is like a book or manual; in that way, it is like a print-based format.


# Adding Print Topics to an Outline TOC


You need to make sure that all of the topics to be included in your printed output are added to an outline table of contents (TOC). We refer to it as an "outline TOC" because for print-based output it really serves more as an outline than a TOC. You have a couple of options.

This chapter discusses the following:


How to Create a TOC (Intended for Print-Based Output Only) .....	12
How to Incorporate Print Topics Into a TOC (Shared With Other Outputs) .....	13

# I How to Create a TOC (Intended for Print-Based Output Only)

1. Add a new TOC file to the project.
2. Open the Content Explorer.
3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps.
  - a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.
  - b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.


4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.


 **EXAMPLE** Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an Index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

Also, you can use the buttons in the TOC Editor local toolbar to add elements (e.g., books, topic pages) to the TOC and to determine how they behave (e.g., link them to topics).


5. Click  to save your work.

# I How to Incorporate Print Topics Into a TOC (Shared With Other Outputs)

1. Open the TOC.
2. Open the Content Explorer.
3. (Optional) If you want to select and add multiple topics to the TOC at the same time (as opposed to one topic at a time), complete these steps:
  - a. In the local toolbar of the Content Explorer, click the **Show Files** button . The Content Explorer splits into two halves.
  - b. On the right half of the Content Explorer, find and select the folder and topic files that you want to include in the TOC. You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE** Make sure you do not select the Resources folder in the Content Explorer, which holds your ancillary content files (e.g., images, stylesheets). If you do, that folder and its contents will also be included in the TOC.

4. Drag the topics that are to be included in the printed manual from the Content Explorer to the appropriate locations in the TOC Editor.

 **EXAMPLE** Drag the topic that contains a TOC proxy (for displaying a generated TOC) near the top of the TOC (since you will want the TOC in your printed output to be placed near the front of it). Drag the topic that contains an Index proxy (for displaying a generated index) near the bottom of the TOC (since you will want the index to be placed at the end of your printed manual).

5. Create condition tags for your topics.
6. Apply these condition tags to the appropriate entries in your print TOC. The easiest way to do this is to double-click an entry in the TOC and use the Conditional Text tab in the Properties dialog to choose the condition tag(s) to be associated with that entry. For more details, see the online Help.
7. Associate the condition tags with your print target.

## CHAPTER 3

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# Breaks

When developing print-based output, you can perform various tasks related to breaks.

This chapter discusses the following:

Setting Page Breaks and Column Breaks .....	15
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Setting Page and Column Breaks for Lists .....	42
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Setting Frame Breaks on Paragraphs and Headings .....	63
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# Setting Page Breaks and Column Breaks

Supported In:

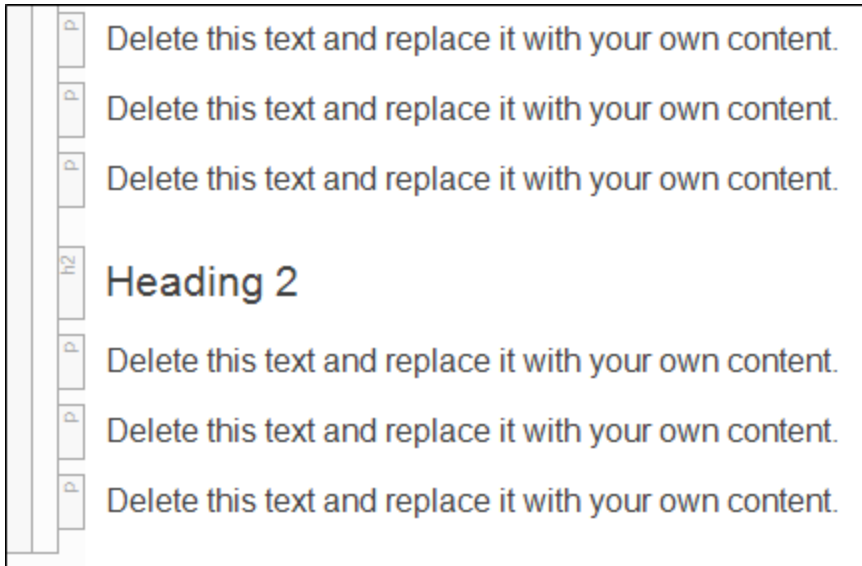


For print-based output, you can apply a page or column break to a paragraph or heading (either via styles or local formatting). For example, you might do this if you want the paragraph or heading to start at the beginning of the next page or column. Alternatively, you can insert a manual page break on a line by itself, independent of any HTML element.

# Manual vs. Style Page Breaks

Placing a page break on a style may be the preferred method in many cases, but there may be times when you find that it makes more sense to use an independent page break directly in the content file. This might be the case, for example, if you need a page break to occur after a paragraph and just before a heading, but only in some outputs.

☆ **EXAMPLE** You have a heading in the middle of a file that looks like this:





☆ All by itself, this heading is not too difficult to deal with. However, suppose you are producing several outputs that include this content, and in some PDFs this heading should be an H2, in others an H3, and yet in others an H4.

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

**Heading 2**

**Heading 3**

**Heading 4**

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

☆ Then, to make things even more complicated, let's say that you want there to be a page break before some of these headings (at each level) and no page break before others. If you relied solely on page breaks placed on styles, you might end up with two styles for each heading level and multiple conditions placed on each heading.

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

**Heading 2 (No Page Break)**

**Heading 2 (Page Break)**

**Heading 3 (No Page Break)**

**Heading 3 (Page Break)**

**Heading 4 (No Page Break)**

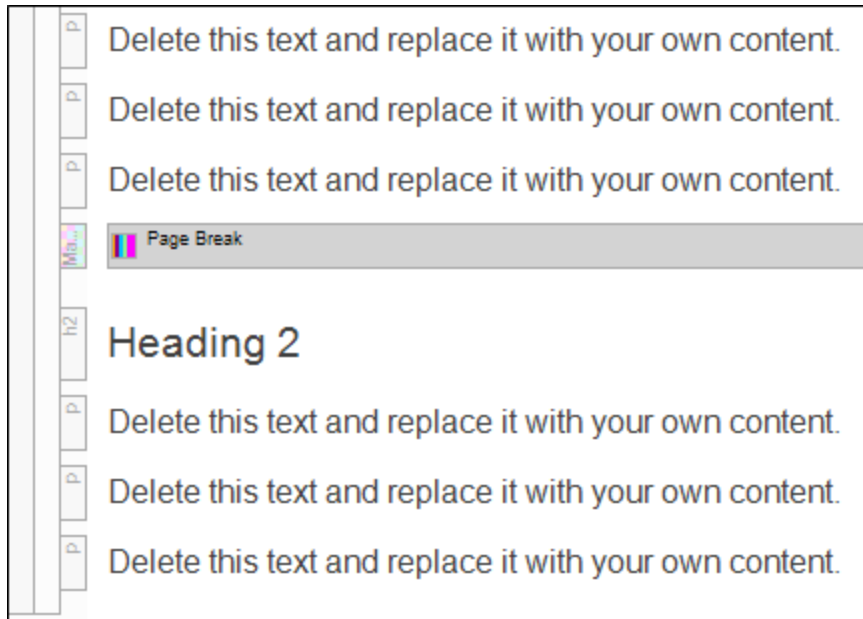
**Heading 4 (Page Break)**

Delete this text and replace it with your own content.


Delete this text and replace it with your own content.

Delete this text and replace it with your own content.

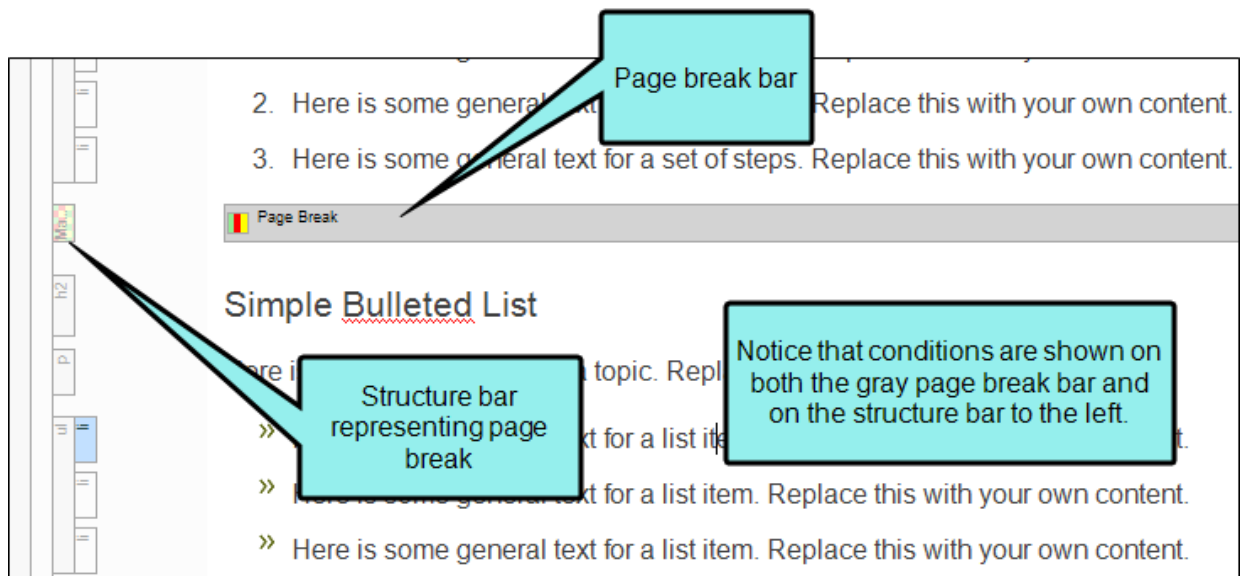
- ☆ You can see how this might get very difficult to manage over time. So instead of relying on page breaks placed on styles, you might decide to simplify the content by inserting an independent page break and putting conditions on it that are appropriate for your various PDFs. Also, if you use Flare's TOC Depth setting for PDF targets, you only need one heading, and when the output is generated, Flare will automatically convert it to H3 or H4 as necessary.



## How to Insert a Manual Page Break

1. Open the content file.
2. Place your cursor on an empty line where you want to insert the page break. When you generate print-based output, the break occurs *after* this insertion point.
3. Select **Insert > Page Break**. If your application is resized so that you cannot see the text, look for the **Page Break** icon .

A gray bar is displayed in the XML Editor, and it is also represented by a structure bar on the left side of the XML Editor. You can apply conditions to the break, in case it should be used in some outputs but not others.





In the code, Flare uses the `MadCap:pageBreak` element where a page break is inserted.


```


5. Replace this with your own content.</p>
  <MadCap:snippetBlock src="../../../Resources/Snippets/MiniTOC.flslnp" MadCap:condit
  <h2>
    <MadCap:keyword term="Lists:numbered;Numbered lists" />Simple Numbered L
  <p>Here is some general text for a topic. Replace this with your own content
  <ol>
    <li>Here is some general text for a set of steps. Replace this with your
    <li>Here is some general text for a set of steps. Replace this with your
    <li>Here is some general text for a set of steps. Replace this with your
  </ol>
  <MadCap:pageBreak />
  <h2>Simple Bulleted List</h2>
  <p>Here is some general text for a topic. Replace this with your own content
  <ul>
    <li>Here is some general text for a list item. Replace this with your ow
    <li>Here is some general text for a list item. Replace this with your ow
    <li>Here is some general text for a list item. Replace this with your ow
  </ul>
  <h2>Lists With Paragraphs Between Items</h2>
  <p>Here is some general text for a topic. Replace this with your own content

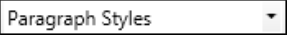

```

# How to Use a Style to Set a Page or Column Break

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

 **NOTE** For steps using the Advanced view, see the online Help.

 **NOTE** With the Advanced view, you can set page breaks only. With the Simplified view, you can set both page and column breaks.

3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. 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).
5. In the local toolbar of the editor, click . The Properties dialog opens.
6. Select the **Breaks** tab.
7. 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 break will neither be forced nor prevented before the element.
- **Always** A break will always occur before the element.
- **Avoid** A break will not occur before the element.
- **Force to 'left page'** One or two 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 break will neither be forced nor prevented after the element.
- **Always** A break will always occur after the element.
- **Avoid** A break will not occur after the element.
- **Force to 'left page'** One or two breaks will occur after the element so that the next page is formatted as a left page.
- **Force to 'right page'** One or two breaks will occur after the element so that the next page is formatted as a right page.

## INSIDE

To the right of the property, click  and set a page break *inside* the "rendering box" of the element.

- **Automatic** A break will neither be forced nor prevented inside the rendering box of the element.
- **Avoid** A break will not occur inside the rendering box of the element.

8. In the Properties dialog, click **OK**.
9. Click  to save your work.

# Icon Types

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.

---

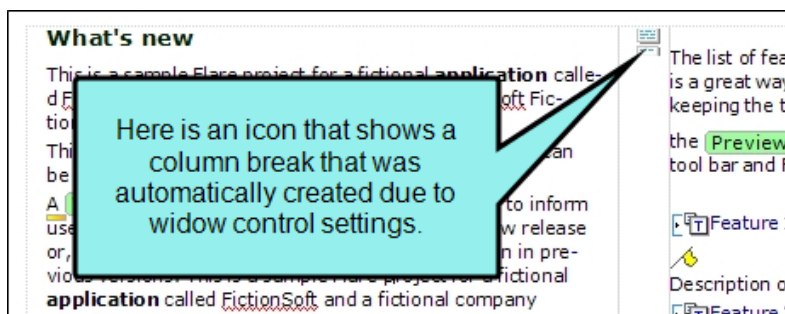


**Orphan Controlled** This icon displays if a paragraph has been adjusted due to orphan control.


---




**Widow Controlled** This icon displays if a paragraph has been adjusted due to widow control.




# What's Noteworthy?

 **NOTE** In online outputs, page breaks are ignored.

 **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 use styles to set breaks on lists and tables. For more information see the online Help or the *Flare Styles Guide*.

 **NOTE** The method to insert page breaks independent of an HTML element is not supported for lists or tables. However, you can split a list or table into two separate lists or tables and then insert an independent page break in an empty paragraph between the two.



# Setting Page, Column, and Frame Breaks on Tables

Supported In:



You can set page, column, and frame breaks on tables using a couple of different options. For additional information about frame breaks and why you might use them, see the online Help.

In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach for page breaks is to set them on table rows through the `tr` style. 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.

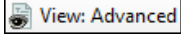

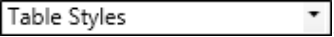
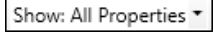



You might use standard HTML table tags in a regular stylesheet if you want all tables to follow the same behavior when it comes to breaks. On the other hand, you might use table style settings if you have complex tables and patterns requiring some table elements to break in a certain way and other elements to behave differently.

# How to Set Breaks for Tables in a Regular Stylesheet

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. 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 and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that 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.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. From the list below, select the appropriate style. Usually you want to put a break on table (which sets the break on the entire table) or tr (which sets the break on rows, allowing you to easily end a page with one row due to the amount of content, and begin the next page with the following row).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **PrintSupport** group.
9. Select the appropriate property and set a value for it. For example, you can click  to the right of **page-break-inside**, and select **avoid**. If you do this for the tr style, Flare will automatically create a break between rows so that row content does not continue from one page to another.

## COLUMN-BREAK-BEFORE

To the right of the property, click  and set a column break *before* the element.


- **always** A break will always occur before the element.
- **auto** A break will neither be forced nor prevented before the element.
- **avoid** A break will not occur before the element.
- **inherit** The break setting of the parent tag is used.

## COLUMN-BREAK-AFTER

To the right of the property, click  and set a column break *after* the element.

- **always** A break will always occur after the element.
- **auto** A break will neither be forced nor prevented after the element.
- **avoid** A break will not occur after the element.
- **inherit** The break setting of the parent tag is used.

## COLUMN-BREAK-INSIDE

To the right of the property, click  and set a column break *inside* the "rendering box" of the element.


- **auto** A break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A break will not occur inside the rendering box of the element.
- **inherit** The break setting of the parent tag is used.

## FRAME-BREAK-BEFORE

To the right of the property, click  and set a frame break *before* the element.


- **always** A break will always occur before the element.
- **auto** A break will neither be forced nor prevented before the element.
- **avoid** A break will not occur before the element.
- **inherit** The break setting of the parent tag is used.

## FRAME-BREAK-AFTER

To the right of the property, click  and set a frame break *after* the element.

- **always** A break will always occur after the element.
- **auto** A break will neither be forced nor prevented after the element.
- **avoid** A break will not occur after the element.
- **inherit** The break setting of the parent tag is used.

## FRAME-BREAK-INSIDE

To the right of the property, click  and set a frame break *inside* the "rendering box" of the element.

- **automatic** A break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A break will not occur inside the rendering box of the element.
- **inherit** The break setting of the parent tag is used.

## PAGE-BREAK-BEFORE

To the right of the property, click  and set a page break *before* the element.


- **always** A break will always occur before the element.
- **auto** A break will neither be forced nor prevented before the element.
- **avoid** A break will not occur before the element.
- **inherit** The break setting of the parent tag is used.
- **left** One or two 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

To the right of the property, click  and set a page break *after* the element.

- **always** A break will always occur after the element.
- **auto** A break will neither be forced nor prevented after the element.
- **avoid** A break will not occur after the element.
- **inherit** The break setting of the parent tag is used.
- **left** One or two breaks will occur after the element so that the next page is formatted as a left page.
- **right** One or two breaks will occur after the element so that the next page is formatted as a right page.

## PAGE-BREAK-INSIDE

To the right of the property, click  and set a page break *inside* the "rendering box" of the element.

- **auto** A break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A break will not occur inside the rendering box of the element.
- **inherit** The break setting of the parent tag is used.

10. Click  to save your work.

# How to Set Breaks in a Table Stylesheet

1. From the Content Explorer, open the stylesheet that you want to modify.
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 breaks for the entire table.
  - **Rows tab** This tab lets you set 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 **Print Options** button. (You may need to use the scroll bar to view this button.) The Breaks dialog opens.
5. Use the **Page Break**, **Column Break**, and **Frame Break** sections in the dialog to specify the settings for a page, column, or frame break, respectively.

## BEFORE

You can select one of the options for setting a page or column break before the element.

- **Automatic** A break will neither be forced nor prevented before the element.
- **Always** A break will always occur before the element.
- **Avoid** A break will not occur before the element.
- **Force to 'left page'** One or two 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 break will neither be forced nor prevented after the element.
- **Always** A break will always occur after the element.
- **Avoid** A break will not occur after the element.

- **Force to 'left page'** One or two breaks will occur after the element so that the next page is formatted as a left page.
- **Force to 'right page'** One or two 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 break inside the "rendering box" of the element.

- **Automatic** A break will neither be forced nor prevented inside the rendering box of the element.
  - **Avoid** A break will not occur inside the rendering box of the element.
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. Click  to save your work.

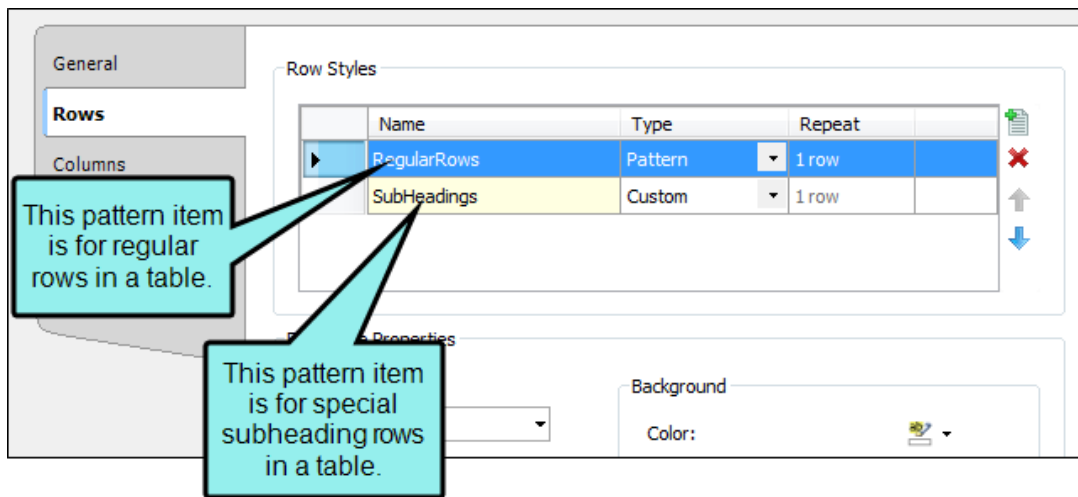
### ☆ EXAMPLE — Page Break in Regular Stylesheet

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 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** – Page Break in Table Stylesheet

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 subheadings; 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.





The "RegularRows" item has a "Pattern" type.

Name	Type	Repeat
RegularRows	Pattern	1 row
SubHeadings	Custom	1 row

The "SubHeadings" item has a "Custom" type.

As mentioned, subheading rows should have a blue background, so that's what you set in the **Background** area.

With the "SubHeadings" item selected...

... you set the background color to blue.

- ☆ With the "SubHeadings" item still selected, you can click the **Print Options** button at the bottom of the tab.

The screenshot displays a software interface with a left-hand navigation pane and a main content area. The navigation pane includes 'General', 'Rows', 'Columns', 'Header', and 'Footer'. The 'Rows' tab is active, showing a 'Row Styles' table with one row: 'Row1' of type 'Pattern' repeated '1 row'. Below this is the 'Row Style Properties' section, which contains various settings for the row style, including Height, Font, Ruler, Separator, Alignment, Vertical Alignment, Background (Color, Image, Repeat, X, Y), Cell Padding (Left, Right, Top, Bottom), and Cell Content Style (Tag, Class). A callout box with a black border and white text points to the 'Print Options...' button at the bottom of the 'Row Style Properties' section. The callout text reads: 'Click this button to set page layout breaks.'

☆ In the Breaks dialog you select **Always** in the **Before** field in the **Page Break** section.

In this case, we have set the rows to always create a page break before them.

The screenshot shows a dialog box with three sections: Page Break, Column Break, and Frame Break. Each section has three dropdown menus: Before, After, and Inside. In the Page Break section, the 'Before' dropdown is set to 'Always', while 'After' and 'Inside' are set to '(default)'. In the Column Break and Frame Break sections, all three dropdowns are set to '(default)'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

After you are finished designing your table stylesheet, you insert a table into a topic and apply the table stylesheet to it. But because the "SubHeading" pattern item was set to "Custom," none of the rows initially have the blue background or the page break setting.



html  
body  
h1  
p  
table  
tbody  
thead  
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 stylesheet 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**

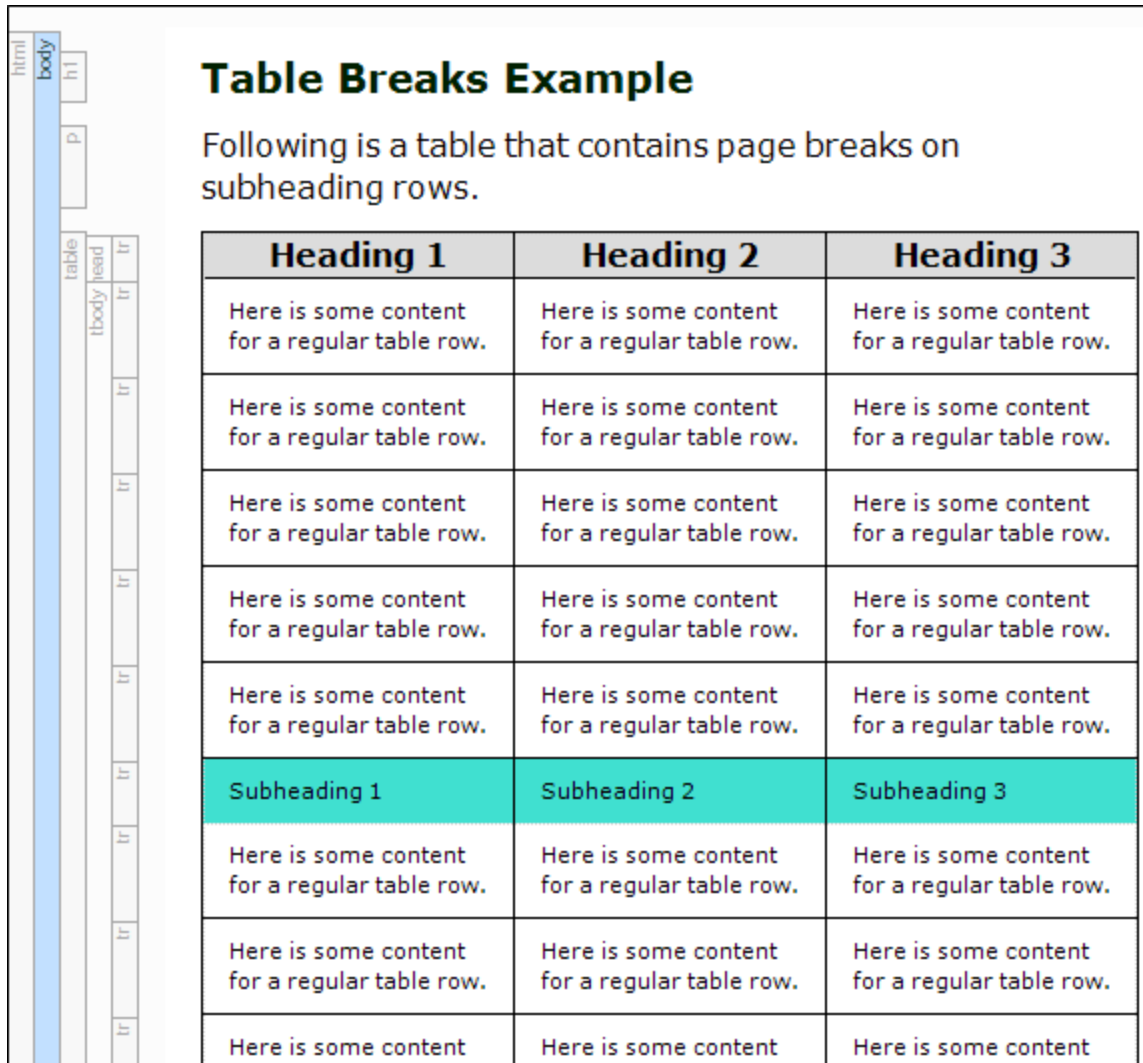
Following is a table that contains page breaks on subheading rows.

<b>Heading 1</b>	<b>Heading 2</b>	<b>Heading 3</b>
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.

- 1 -



☆ 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):



The screenshot shows the XML Editor interface. On the left, a vertical pane displays the document structure with nodes: `html`, `body`, `h1`, `p`, `table`, `tbody`, and `thead`. The `tbody` node is expanded to show a series of `tr` elements. The main content area displays the rendered table. The table has three columns: **Heading 1**, **Heading 2**, and **Heading 3**. The first five rows contain regular content. The sixth row is a subheading row, highlighted in teal, with **Subheading 1**, **Subheading 2**, and **Subheading 3**. The following three rows return to regular content.

## 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.
<b>Subheading 1</b>	<b>Subheading 2</b>	<b>Subheading 3</b>
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.



 **NOTE** Because you can often control the look of a table in multiple ways—(1) local formatting tools, (2) local table properties, (3) a table stylesheet, (4) a regular stylesheet, or (5) branding stylesheet—it's possible that you might encounter conflicting settings from time to time. When this happens, the settings closest to the content typically has precedence. So precedence works like this: Local Formatting > Table Stylesheet > Regular Stylesheet > Branding Stylesheet.

You open a regular stylesheet and specify that the outer borders of the table should be green. Then you open the table stylesheet and specify that the outer borders should be red. And then you open the Table Properties dialog and specify that the outer borders should be blue. You've told Flare to do three different things to the same table. So in this case, the table would display blue borders, because the local properties rule over the other settings. But if you remove that setting from the Table Properties dialog and use the default setting, the table would then display red borders, because the table stylesheet has precedence over the regular stylesheet. And finally, if you remove the settings from both the Table Properties dialog and table stylesheet, using the default setting in both, the table would take its command from the regular stylesheet and display green borders.

 **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** Frame breaks are supported only in PDF output.

# I 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, without interrupting the flow of the list. You can do this by setting manual page breaks (**Insert > Page Break**) or by using style settings. For example, you could create a class of the li style and you could call it something like "PageBreakBefore" (li.PageBreakBefore). For most items in a list, you could use the parent li style, 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 Insert a Manual Page Break for a List

1. Place your cursor on an empty line in the list where you want to insert the page break. When you generate print-based output, the break occurs *after* this insertion point.

If this is between list items, you will initially see a number or bullet next to that empty line.



2. If there is a `<p>` tag within the `<li>` tag, remove the `<p>` tag by making it a simple list item. To do this, right-click the li structure bar and select **Make Simple Item(s)**.
3. Select **Insert > Page Break**.

A gray bar is displayed in the XML Editor, and the number or bullet is removed. The gray bar is also represented by a structure bar on the left side of the XML Editor. You can apply conditions to the break, in case it should be used in some outputs but not others.



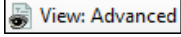
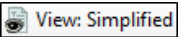
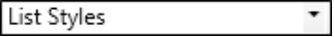



In the code, Flare uses the `MadCap:pageBreak` element where a page break is inserted.

# How to Use a Style to Set a Page or Column Break for Lists

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. 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 and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.


Please note that 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.


3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. Select a list style. For example, you can select **ol** for ordered (numbered) lists, **ul** for unordered (e.g., bullet) lists, or **li** for individual list items. You can select the parent style (e.g., li), or you can select a class that you may have created for that tag (e.g., li.Bold, li.Italic).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **PrintSupport** group.

9. Do any of the following:

- To the right of **page-break-before**, click  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.
- To the right of **page-break-after**, click  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.
- To the right of **page-break-inside**, click  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.

10. Click  to save your work.
11. In the content file where you have inserted a list, click the structure bar where you want to apply the style. In other words, if you want to apply it to the entire list, click the **ol** or **ul** bar. If you want to apply it to a list item, click the **li** bar. Then select the style class (e.g., from the Home ribbon or Styles window pane).

 **NOTE** Let's say you've created a class for the li style (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 afterward.

 **NOTE** It is also possible to use styles to set breaks on tables. For more information see the online Help or the *Flare Styles Guide*.

# Editing the Wrap Behavior on Line Breaks

Supported In:



You can apply line breaks and then determine the wrap behavior on line breaks using styles.

The line break tag in XHTML is `<br/>`. Line breaks end the current line and the text or image after it will be moved to the very next line, in a way similar to pressing the Return key in a word processor.

However, there is a difference. Pressing the Return key will start a new paragraph with a `<p>` tag. Using the line break tag will start a new line without creating a new paragraph tag.

You might want to use line breaks for adjusting particular areas of a topic or for placing text immediately below images. You can use the line break tag inside many other XHTML elements such as tables, lists and headings.

Line breaks are best used for solving minor formatting issues on individual cases. Large formatting issues across many topics are best handled by using styles.

## How to Insert Line Breaks

1. Open a topic.
2. At the bottom of the XML Editor, click the **Text Editor** tab to see the markup. You can also use split the editor between the XML Editor and the Internal Text Editor.
3. With the topic open in the Internal Text Editor, identify the location in the code where you want the line break to be. This will usually be in a paragraph element. Then type the following.

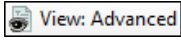
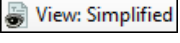
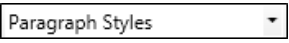




```
<br/>
```

This is the line break tag.

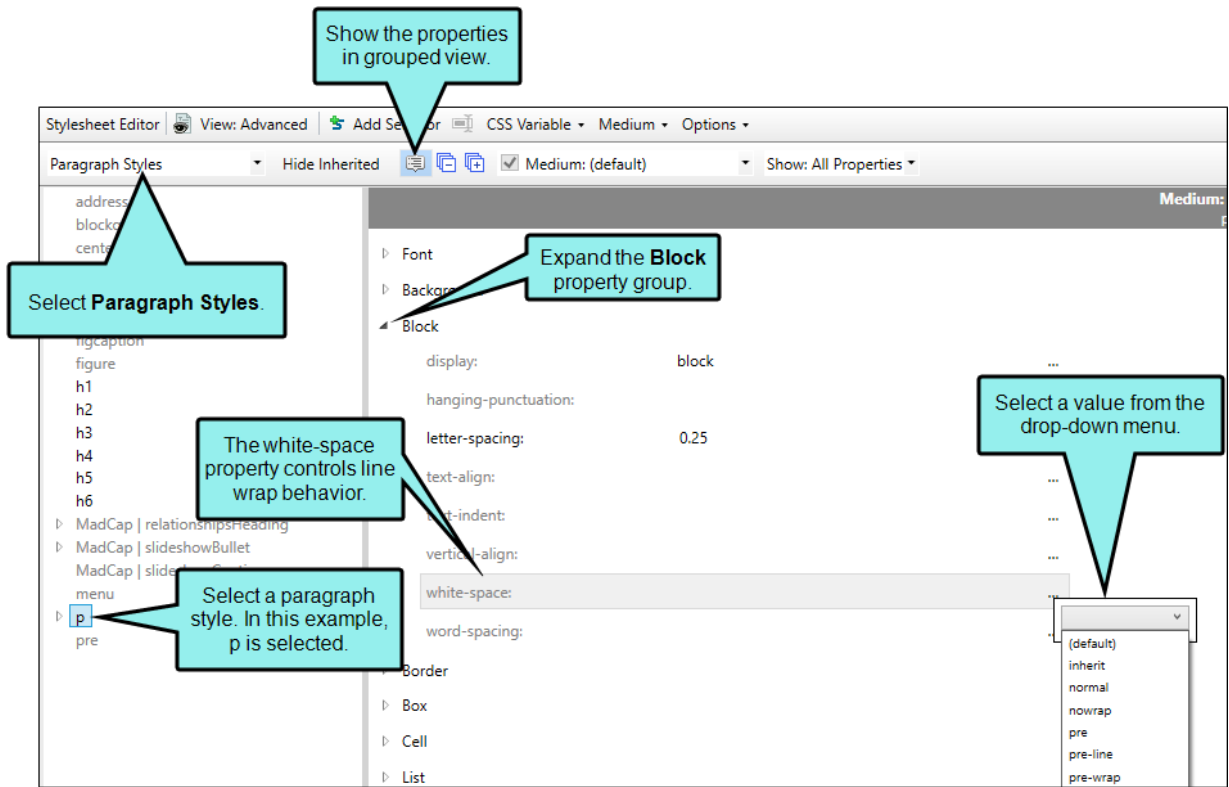
4. Click  to save your work.

# How to Use a Style to Determine Wrap Behavior on Line Breaks

Wrap behavior on line breaks determines how and when the line ends and begins (or "wraps") on `<br/>` tags from one line to the next. It also determines how white space is treated when the line wraps. Wrap behavior is controlled by the **white-space** property.

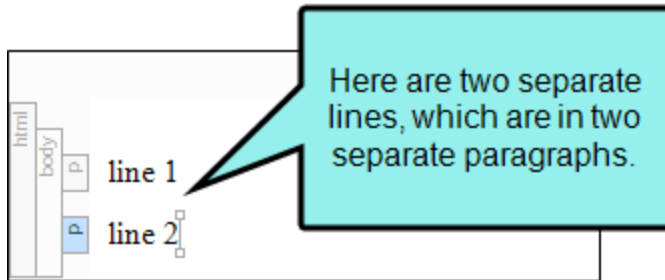
1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. Select the appropriate 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`).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Block** group.
8. To the right of **white-space**, click , and select one of the following:
  - **default** Sets the property to the default value, which is "normal." See below.
  - **inherit** The value for line breaks will be inherited from the parent element.
  - **normal** Any sequences of white-space will be converted to a single white-space. The text will wrap on line breaks when necessary.
  - **nowrap** Any sequences of white-space will be converted to a single white-space. The text will never wrap to the next line and will continue on the same line until a `<br/>` tag appears.
  - **pre** The white-space will be preserved by the browser. The text will only wrap on line breaks.
  - **pre-line** Any sequences of white-space will be converted to a single white-space. The text will wrap on line breaks when necessary.
  - **pre-wrap** The white-space will be preserved by the browser. The text will wrap on line breaks when necessary.



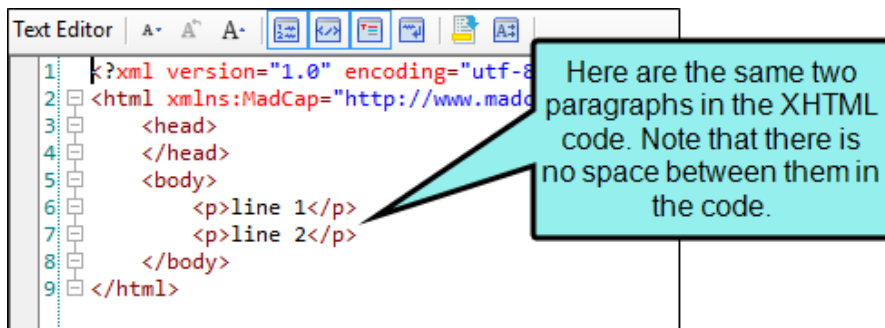


9. Click  to save your work.

☆ **EXAMPLE** Below are two lines that were created by pressing Return. Notice that they are contained in separate paragraph `<p>` tags.



Here is what these lines look like when viewing the XHTML code in the Internal Text Editor.



☆ If you insert the line break tag into the XHTML code, it might look like this.

Here is the line break tag inserted into the code. The text "line 2" will now appear directly below "line 1."

```
1: <?xml version="1.0" encoding="UTF-8"?>
2: <html xmlns:MadCap="http://www.madcapsoftware.com/>
3:   <head>
4:   </head>
5:   <body>
6:     <p>line 1<br/>line 2</p>
7:     <p>line 3</p>
8:   </body>
9: </html>
```

There is no line break in the second paragraph.

Here is how that code will appear in the XML Editor. Notice that the first two lines are in the same paragraph, even though they are on separate lines.

Notice that the line break inserted in the Internal Text Editor is represented in the XML Editor with this span bar.

Note that both lines are contained within one <p> tag.

```
line 1
line 2
line 3
```

# I Specifying Chapter and Page Layout Breaks

Supported In:




After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

Following are steps for creating chapter breaks and associating page layouts with TOC entries. Before completing these steps, you must first create an outline TOC. See "Adding Print Topics to an Outline TOC" on page 11.

In addition to specifying page layouts, chapter breaks also allow you to generate output in multiple files (as opposed to just one file), although a "multi-chapter" output can also be contained in a single file, depending on the output type. With chapter breaks, you can also take advantage of autonumbering at the chapter level and automatically include endnotes at the end of each chapter. Finally, setting a chapter break can have an effect on whether a generated TOC can be included in the output (if you are producing Word output).

# How to Specify Chapter Breaks and Page Layouts

1. Open the Project Organizer.
2. Double-click the TOCs folder.
3. Double-click the TOC that you plan to use for the printed output. The TOC Editor opens to the right.
4. Select the entry in the TOC where you want to insert a chapter or page layout break.
5. In the local toolbar, click .
6. Click the **Printed Output** tab.
7. In the **Break Type** field, select one of the following.
  - **None** This prevents a break from being used for the outline TOC entry.
  - **Chapter Break** This creates a chapter break on the outline TOC entry. You can then select the page layout to be used until another break occurs in the outline TOC. The chapter break also allows chapter autonumber settings to be applied.
  - **Page Layout Break** This lets you change the page layout used, starting at a certain outline TOC entry, without creating a new chapter. You might use this option, for example, if you have a wide table in the middle of a chapter and need to switch to a landscape page layout on the pages displaying that table.

☆ EXAMPLE You have an outline TOC for print-based output that looks like this.

The image shows a screenshot of an outline TOC with several entries. Three callout boxes provide explanations for specific entries:

- CH 3 Conditions and Notes**: A callout box points to this entry, stating: "A chapter break has been placed on this entry, and a portrait page layout is being used."
- A Topic with a Big Table**: A callout box points to this entry, stating: "This entry links to a topic containing a wide table. We do not want a new chapter to begin at this point, but we do want to use a different page layout. Therefore, we place a page layout break on this entry and select a landscape page layout."
- CH 4 Images**: A callout box points to this entry, stating: "Another page layout break has been placed on this entry, so that a portrait page layout is used once the table ends."

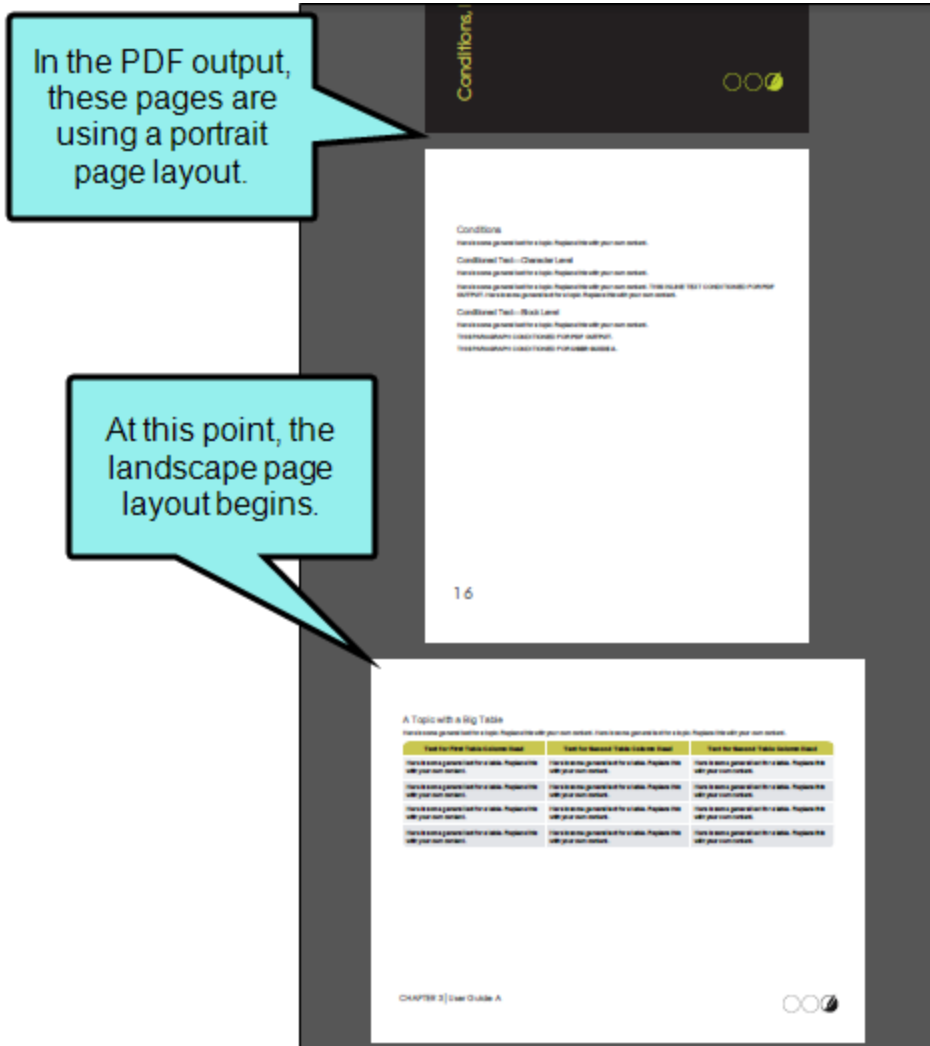
The TOC entries are as follows:

- Title
- Copyright
- PrintTOC
- CH 1 Welcome
- CH 2 Links and Lists
- CH 3 Conditions and Notes
  - Conditions
  - A Topic with a Big Table
  - Notes, Examples, and Blockq
- CH 4 Images
- Appendix
- Glossary
- Ind

- ☆ This is actually easier to see in Grid View (click the toggle button in the local toolbar of the TOC Editor to switch views), and by customizing the columns to remove those you don't want to display.

Or...	Icon	Title	Break Type	Page Layout
1		Title	Chapter	/Content/.../Title7X9.flpgl
2		Copyright	Page Layout	/Content/.../Copyright7X9.flpgl
3		PrintTOC	Chapter	/Content/.../TOC7X9.flpgl
4		CH 1 Welcome	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
5		Headings	None	
6		Drop-Downs	None	
7		CH 2 Links and ...	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
8		Links	None	
9		Lists	None	
10		CH 3 Condition...	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
11		Conditions	None	
12		A Topic with a ...	Page Layout	/Content/Resources/PageLayouts/7X9/ChaptersLandscape9X7.flpgl
13		Notes, Example...	Page Layout	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
14		CH 4 Images	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
15		ositioned Left	None	
16		ositioned Right	None	
17		... Within a ...	None	

☆ If you build print-based output such as PDF, the results would look something like this.




8. If you selected a chapter or page layout break type, click in the **Page Layout** field and select the layout that you want to use.




9. (Optional) If you want a particular page type from the layout to be used for the *first* page that is displayed, select it from the **Page Type** field. Depending on the pages that have been included in the selected page layout, any of the following may be available in this drop-down field.

For details and graphics that show how breaks and page types work together to create output that flows the way you want, see the online Help.

- **(default)** This lets Flare choose the default page type for you, depending on the type of break.
- **(continue L/R)** Select this option to specify a Left/Right page sequence, using whichever page comes next in the normal flow.
- **(continue FL/FR)** Select this option to continue the First Left/First Right page sequence, using whichever page comes next in the normal flow.
- **Title** Select this type if you want the settings to be applied to the first page in your output, which typically displays the manual title. If you include an Empty page type in your page layout, the title page in the output will be followed by the empty page. It is not mandatory that you use this page type for a title. Instead, you can use one of the other types, such as Normal.
- **First** Select this type for the first page of a new chapter. This page type can be used in a situation where you are creating a simple configuration and you are not concerned with left and right pages (e.g., a document for electronic distribution only). In most cases, a First page type would be followed by Normal pages.
- **First Left** Select this page type if you want chapters to begin on left-sided pages, and you need a different look for those pages than would be used for a regular left page.
- **First Right** Select this page type if you want chapters to begin on right-sided pages, and you need a different look for those pages than would be used for a regular right page.
- **Left** Select this type if you want the settings to be applied to a page in the output when it appears on a left (or even) page (e.g., page 42).
- **Right** Select this type if you want the settings to be applied to a page in the output when it appears on a right (or odd) page (e.g., page 43).
- **Normal** Select this type if you do not want a Left/Right type of page flow, but instead just want the same layout on every page, perhaps like a screenplay.

 **NOTE** It is recommended that you do not use more than one of each kind of page type in a page layout. If you have more than one instance of a page type, you will not be able to specify which type to use for a particular entry in the TOC Editor.

 **NOTE** When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option. For more information see the online Help.


10. (Optional) If you want to specify a particular file name for the chapter being created, enter it in the **Chapter File Name** field.

When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option.


For PDF and Word outputs, the default setting is to create a single file for the entire output. However, you can use an option in the Advanced tab of the Target Editor to generate a new PDF or Word file for each chapter break. The Chapter File Name field in the Properties dialog would be applicable if you decide to generate multiple PDF or Word files instead of just one.


11. (Optional) In the **Page Number** section, you can specify how you want page numbers treated (if you have inserted them into the page layout).
  - **Reset to** To set the first page number in the chapter to begin at a specific number, select this option and enter the number in the field. Select the "text" option from the Format field, to type any kind of text into this field. That text will be used instead of numbering.
  - **Format** For a particular format of numbering to be used (e.g., decimal, upper Roman, lower alpha, text), select it from this drop-down. Select the "text" option to type any kind of text into the "Reset to" field. That text will be used instead of numbering.

- **Increment number** If you want the first page number in the page layout to continue from the previous layout, you can select this option.

 **NOTE** If you want to include autonumbers in the page numbering (e.g., the chapter autonumber followed by a period and then the page number), you can do so using a couple of different methods. With the first method, you can insert the appropriate autonumber variable next to the page number variable in a page layout. With the second method, you can use the "Reset to" and "Format" fields on this tab. First, you can select "text" from the Format field. Then in the "Reset to" field, you can enter the appropriate codes for the autonumbering. For example, if you want each page to show the chapter autonumber followed by a period and the page number, you would type {chapnum}.{n} in the "Reset to" field. Using this second method ensures that your page autonumbers are also displayed accurately in a print index. For more information see the online Help.

12. Click **OK**.
13. Repeat these steps for each area in the content where you want to specify a new chapter or page layout break.

 **TIP** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

 **NOTE** You do not have to follow these steps for every single TOC entry within that chapter—only for the TOC entries where you want a chapter or page layout break. The page layout will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another chapter or page layout break.

14. Click  to save your work.

# How Chapter Breaks Affect the Output Types

When creating chapter breaks, you should keep the following in mind.

## Word Output

The following points are relevant if you are sending output to Word.

### IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- It determines where a new chapter will be created at this point in the output TOC. However, it will not necessarily create a new Word file in the output for each chapter. If you want multiple Word documents in the output, you must also select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor. If you do not select the "Generate multiple documents for native PDF output" option, only one Word document will be created in the output (but it will contain chapter breaks).
- You will *not* be able to include a generated TOC in the Word output (if you also select the "Generate multiple documents for native PDF output" option in the Target Editor). However, if you create a chapter break in the Properties dialog but do not select the "Generate multiple documents for native PDF output" option in the Target Editor, you will be able to include a generated TOC in the Word output. In other words, you must have only a single Word document in order to have a generated TOC.
- You will be able to use chapter autonumbering, even if you only have one Word document as a result of the output.
- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

### IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one Word file will be created when you build your output. Even if you select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor, only one Word file will be created, because you must create a chapter break in the Properties dialog to tell Flare where you want new documents to start.
- You will be able to include a generated TOC in the Word output (because only one Word document will be generated).
- You will *not* be able to use chapter autonumbering (because no chapter breaks exist).

# EPUB Output

The following points are relevant if you are sending output to EPUB.


## IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK


- A new HTML file is created at each point where a chapter break occurs. This can be seen if you extract the EPUB file using another tool


## IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES


- The EPUB contains just one HTML file.

# What's Noteworthy?

 **NOTE** Some aspects of this feature (e.g., page layouts) are used only in the print-based outputs. EPUB supports this feature only in the sense that it uses chapter breaks to determine how many HTML files are created as a result.

 **NOTE** There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. So if you've got a page layout set at the project or target level and it doesn't seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

 **NOTE** When it comes to associating page layouts with entries in an outline TOC, it is important to understand the meaning of the word "chapter" in the Properties dialog. In that dialog, a "chapter" is simply the designation for a new portion of content that will use a particular page layout. It does not mean a chapter in the traditional sense of a manual. For example, if you have a title page, a TOC, 10 chapters, and an index in your manual, each one of those might be considered a separate chapter as far as the dialog is concerned, because you are creating a chapter break with a particular page layout specified at each of those locations in the outline TOC. Therefore, although you only have 10 chapters in the traditional meaning of the word, you might have 13 chapters as far as the dialog is concerned (one for the title page, one for the TOC, one for each traditional chapter, and one for the index).

 **NOTE** If you extract the EPUB file using another tool, you will find that it contains one or more HTM files. If you have used chapter breaks in the outline TOC, a new HTM file is created at each point where a chapter break occurs. If you do not use chapter breaks, the EPUB contains just one HTM file.

# Setting Frame Breaks on Paragraphs and Headings

Supported In:





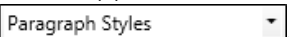



For PDF output, you can apply breaks to page layout frames, similar to the way you can apply page breaks to content such as headings or paragraphs.

In a stylesheet, the following properties are used: `frame-break-before`, `frame-break-after`, `frame-break-inside`. These are not part of the W3C's CSS specification. Instead, they were created by MadCap Software specifically to support this functionality.


By applying these style properties, you can automatically move content to the next frame on the current page in a layout. If no more frames are available on the current page, a page break occurs instead.

This feature can be especially useful when you want to make sure that heading text is the only content in a particular body frame.

# How to Use a Style to Set a Frame Break

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. Select the appropriate style. In most cases, this will be a heading style (e.g., h1, h2, h3). But you can also place a frame break on other block-level styles, such as paragraphs.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **PrintSupport** group.
8. Select the appropriate property and set a value for it.

## FRAME-BREAK-BEFORE

To the right of the property, click  and set a frame break *before* the element.

- **always** A break will always occur before the element.
- **auto** A break will neither be forced nor prevented before the element.
- **avoid** A break will not occur before the element.
- **inherit** The break setting of the parent tag is used.


## FRAME-BREAK-AFTER


To the right of the property, click  and set a frame break *after* the element.

- **always** A break will always occur after the element.
- **auto** A break will neither be forced nor prevented after the element.
- **avoid** A break will not occur after the element.
- **inherit** The break setting of the parent tag is used.




## FRAME-BREAK-INSIDE

To the right of the property, click  and set a frame break *inside* the "rendering box" of the element.

- **automatic** A break will neither be forced nor prevented inside the rendering box of the element.
  - **avoid** A break will not occur inside the rendering box of the element.
  - **inherit** The break setting of the parent tag is used.
9. Click  to save your work.

# How to Use Local Formatting to Set a Frame Break

1. Open the content file.
2. Click on the paragraph that you want to modify.
3. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Home** > .
  - **Keyboard Shortcut** Press **CTRL+ALT+B**.
  - **Right-Click** Right-click on the paragraph and from the context menu choose **Paragraph**.

The Paragraph Properties dialog opens.

4. Select the **Breaks** tab.
5. Use the **Frame Break** section to specify the settings.

## BEFORE

You can select one of the options for setting a frame break before the element.

- **Automatic** A break will neither be forced nor prevented before the element.
- **Always** A break will always occur before the element.
- **Avoid** A break will not occur before the element.

## AFTER

You can select one of the options for setting a frame break after the element.

- **Automatic** A break will neither be forced nor prevented after the element.
- **Always** A break will always occur after the element.
- **Avoid** A break will not occur after the element.

## INSIDE

You can select one of the options for setting a frame break inside the "rendering box" of the element.

- **Automatic** A break will neither be forced nor prevented inside the rendering box of the element.
- **Avoid** A break will not occur inside the rendering box of the element.

6. In the Paragraph Properties dialog, click **OK**.

7. Click  to save your work.

 **NOTE** You can also set frame breaks on tables. For more information see the online Help.


# Specifying Section Breaks and Template Pages

Supported In:



In Flare, you can specify section breaks for print-based output. Doing this lets you accomplish the following:

- **Add Section Breaks** You can add actual section breaks into Microsoft Word output. Section breaks are a feature unique to Word.
- **Autonumber Sections** You can take advantage of section autonumbering.
- **Start a New Section Using Template Pages** You can use a section break to apply a template page to Microsoft Word output, starting at that location in the content. Template pages can be used to add header and footer content, insert page numbers, and specify the page size and orientation. The rest of this topic deals with using section breaks to apply template pages.

 **NOTE** As an alternative to template pages, you can use page layouts for print-based output. Whereas template pages are used only for Word output, page layouts can be used for all print-based outputs. For more information see the online Help.


If you create one or more template pages for Word output, you need to specify how those template pages will be used. You have a couple of options:

# How to Specify Section Breaks and Template Pages for Print-Based Output


If you are producing Microsoft Word output, you can specify places in your outline TOC where you want to create section breaks for your print-based output. A primary reason for using a section break is to specify that a particular chunk of Word output should use a certain print template page. The output uses the specified template page for the rest of the document, or until it comes across another section break/template page that you have included in the outline TOC.


☆ **EXAMPLE** You are producing a print-based document that includes a title page, a TOC, 15 chapters, and an index. If you want to include page numbering in the printed document, starting with the first chapter (i.e., no page numbers on the title page or TOC) and continuing to the end of the document, you can create a print template page for this purpose. You can specify in the print template page that the even numbers are placed at the bottom-left of those pages and the odd numbers are placed at the bottom-right of those pages. Then, in your outline TOC, you can create a section break where the first page of the first chapter occurs and associate the template page with that section.

Use these steps if you want to use this method:

1. Open the Project Organizer.
2. Double-click the **TOCs** folder.
3. Double-click the TOC that you plan to use for the print-based output. The TOC Editor opens to the right.
4. Select the entry in the TOC where you want to insert a section break, and where you want a print template page to start being displayed in the print-based output.
5. In the local toolbar, click . The Properties dialog for the TOC entry opens.
6. Click the **Printed Output** tab.
7. Click **Start a new section**.
8. Click the down arrow in the field **Configure section using this template page**, and select the print template page that you want to use.
9. Click **OK**.

- Repeat steps 4-9 for each print template page that you want to associate with a particular section.


 **TIP** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

 **NOTE** You do not have to follow these steps for every single TOC entry within that section—only for the first TOC entry in that section. The template page will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another section break/template page that you have designated.

- Click  to save your work.

# How to Associate a Template Page With a Print Target

Use the following steps if you want to include only one template page in your Word output, displaying that template page on every page of the output.

1. Open the Word target that you are using to create the output.
2. Click the **Advanced** tab.
3. Click the drop-down arrow in the **Template Page** field, and select the print template page that you want to associate with the target.
4. Click  to save your work.

# Conditions

Condition tags can be used to tell Flare which content is to be used for some outputs and which is to be used for other outputs. Flare provides you with some initial condition tags that are ideal for this purpose. However, if you want, you can always create additional condition tags or rename the default tags provided to meet your needs.

**This chapter discusses the following:**

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# I Creating Conditions

Within a condition tag set, you can create as many condition tags as you need.

## How to Create a Condition

1. In the Project Organizer, expand the **Conditional Text** folder and double-click a condition tag set.

If it is a new condition tag set, some condition tags may already be provided for you. Each condition tag is associated with a color, making it easy to identify conditioned content in the Flare interface.

2. In the Condition Tag Set Editor, click .
3. On the **NewTag** row, press **F2** and give the condition a name.

You can also do any of the following:

### RENAME A TAG


- a. Click the tag row and press **F2**.
- b. Type a new name and press **ENTER**.

### CHANGE THE COLOR OF A TAG

- a. Click the **Background** drop-down arrow and select **Pick Color**.
- b. Select a new color and click **OK**.

### ADD COMMENTS TO A TAG

You can add internal comments to indicate the purpose of a tag. Comments will not be displayed in the output.

- a. Click in the **Comment** cell of the tag row.
  - b. Press **F2**.
  - c. Type the comment and press **ENTER**.
4. Click  to save your work.

# I Applying Conditions for Print-Based Output

By applying condition tags to content, you can separate what is intended for printed output and what is not. That way, content intended for online output does not show up in your printed manuals, and content intended for print is left out of the online documentation.

Keep in mind that condition tags are not used only to separate online from print-based output. That's simply a very common use for condition tags. You could have 12 print-based targets and you might use condition tags in all of them so that they each have some unique content.

## Applying Conditions

After you create your condition tags (or determine that you will use the tags provided by Flare, you need to apply them to the appropriate portions of content in your topics (e.g., text, blocks of content, tables). For example, the content to be included only in the printed output could be assigned a "PrintOnly" condition tag, the content to be included only in the online output could be assigned a "ScreenOnly" condition tag, and the content to be included in both outputs would be left alone. For more information see the online Help or the *Condition Tags Guide*.


# Using Conditions to Unbind Hyperlinks


In addition to applying condition tags to various content in your project, you may want to use them to unbind links from print-based output, displaying the text only.

☆ **EXAMPLE** You are creating both online and PDF output from your project. You might have some content where you have inserted hyperlinks, and you want this content to be included in both the online and PDF output. However, let's say that a particular hyperlink connects to another topic that you are not including in the PDF. When you generate the online output, everything is fine. But when you generate the PDF, an error is displayed in the log because the compiler cannot find the topic referenced in the hyperlink.

The way to avoid seeing the error (and to avoid users experiencing a broken link in the output) is to apply a condition tag (e.g., "OnlineOnly") to the hyperlink and select the option in the dialog to unbind the link. If you then exclude that condition tag from your print target, you will still see the hyperlink text in the PDF, but the link will be removed. Therefore, you will no longer receive an error and the link will not be broken.

# How to Use a Condition to Unbind a Link


1. Open the content file.
2. Make sure the span bars are visible at the top of the XML Editor. If they are not, click  in the local toolbar at the bottom of the editor to show them.
3. Right-click on the span bar above the topic that corresponds with the link.

 **NOTE** If you first click on the link in the topic, the corresponding span bar is highlighted above. For hypertext links, the span bar is labeled "a." For cross-references, the span bar is labeled "MadCap:xref."

4. In the context menu, select **Conditions**. The Condition Tags dialog opens, with the first condition tag set selected and the associated condition tags shown on the right.
5. If you want to see condition tags for a different condition tag set, select it.
6. Click the check box next to the tags where you want the hyperlink to remain. A check mark appears in the box.
7. In the **Exclude Action** section, select **Unbind**.

In other words, you are telling Flare this: Keep the hyperlink in the targets that are associated with the tags that I selected. For the targets not associated with those tags, get rid of the hyperlink, but do not remove the text.

On the other hand, if you had selected the "Remove" option, you would have been telling Flare this: Keep the hyperlink in the targets that are associated with the tags that I selected. For the targets not associated with those tags, remove both the hyperlink *and* the text.

8. Click **OK**.
9. Click  to save your work.

# I Associating Conditions With a Print Target

After you apply the condition tags to the appropriate content for print-based output, you'll need to specify in a target (based on one of the print-based output types) which condition tags to include in the output and which to exclude.

## How to Associate Conditions With a Print Target

1. Open the target that you plan to build for your printed output. The Target Editor opens.
2. Click the **Conditional Text** tab.
3. In the **Condition Tag Sets** area, you can choose to view tags for all condition tag sets or you can select a specific set. The tags associated with the selected set are shown to the right, with their associated colors. An Action cell appears next to each condition tag. When Basic is selected, the Action cell is shown and the Advanced section below is disabled. In the Tags area, select a condition tag in the grid to set its action. (You can also hold down the SHIFT or CTRL key and choose multiple rows to set the same action on all of them at once.)
4. The Action cell in the grid indicates the current setting for the condition. The text is gray if you have not explicitly chosen an option. To change the setting, choose one of the options in the area to the right.

By default, all tags will be included in the target unless you specify otherwise. If you want to exclude a condition from the output for this target, select the condition row and choose **Exclude**. If you want to make sure a condition is included in the output for this target, select **Include**.

☆ **EXAMPLE** If you use the default condition tags provided by Flare, you might select Include for the PrintOnly tag, and you might select Exclude for the Mobile, ScreenOnly, Tablet, and Web tags.

5. Click  to save your work.

# Footnotes and Endnotes

Supported In:



A footnote is a comment that is used to explain a specific area of the text. It is used primarily for print-based output. Both the area in the text and the comment contain a number or symbol that ties the two together. A footnote comment is typically placed at the end of a page where the corresponding number or symbol is placed in the text. Otherwise, you can place a comment later in the manual, such as at the end of a document, chapter, section, or book; in this case, the comment is usually referred to as an endnote.

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# I Inserting Footnotes and Endnotes

You can insert a footnote or endnote marker at any spot in a topic. When doing this, you can specify where the accompanying footnote or endnote text should be placed.


## How to Insert a Footnote or Endnote

1. Open the content file.
2. Place your cursor where you want to insert the footnote marker.
3. Select **Insert > Footnote**.

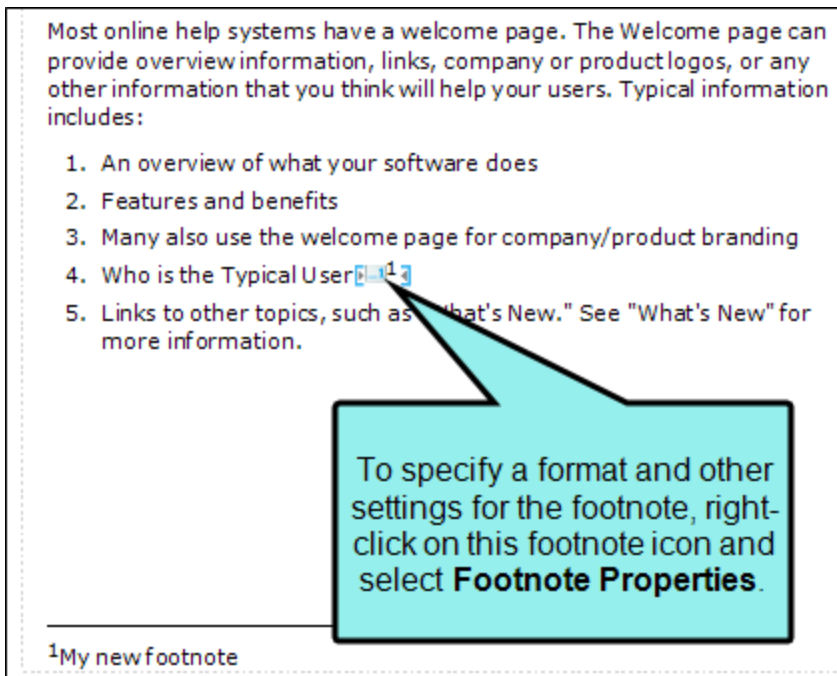
The Insert Footnote/Endnote dialog opens.

4. In the first part of the dialog, you can select the location where the accompanying footnote or endnote will be placed in the output. However, there is an alternative to selecting a location from this list. In Step 5, you can select a style that can already have the footnote position specified. If you select a style that has the footnote position specified, you do not need to make a selection from this list.
  - **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.


5. In the next area, you can select a style class for the footnote to determine its look and placement. The MadCap|footnote style is the default option.
6. Click **OK**. The footnote marker is added in the topic. The footnote comment area is added at the bottom of the page or topic, depending on the footnote type you select.

 **NOTE** Like other markers, a footnote marker can be hidden in the editor so that only the number can be seen. The marker is not shown in the output, whether you hide or show it in the editor when you are working.

7. Click in the footnote area at the bottom of the page or topic and change the text as necessary.
8. (Optional) You can add other elements (e.g., images) and provide formatting for the content, just as you would in a topic. If you have markers turned on, you can right-click the footnote icon and select **Footnote Properties** from the context menu. This lets you select a format for the footnote number (e.g., uppercase alpha, lowercase Roman), as well as specify other settings in the Footnote Properties dialog.



Most online help systems have a welcome page. The Welcome page can provide overview information, links, company or product logos, or any other information that you think will help your users. Typical information includes:

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.

To specify a format and other settings for the footnote, right-click on this footnote icon and select **Footnote Properties**.

---

<sup>1</sup>My new footnote

9. Click  to save your work.



# I Editing Footnotes

After inserting a footnote, you can edit it in various ways, such as changing the text or modifying the look of the footnote number. You can also specify whether footnote numbering should be restarted at a certain section or chapter.

## 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|footnotesBlock** 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


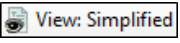
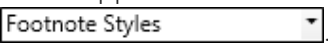



You can modify the default border that is added above footnote comments. You can change the border thickness, color, style, and other settings. You can also remove the border altogether.

## How to Edit the Border Above Footnotes

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. 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 and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that 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.


3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. Select **MadCap|footnotesBlock**.
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .

8. Do any of the following;


### TO CHANGE THE BORDER COLOR

- a. If you are using the grouped view, expand the **Border** group.
- b. To the right of **border-top-color**, click , and select a color. For advanced color options, click  and use the fields in the Color Picker dialog, or click  to select a color already used elsewhere on your screen. You can use the Color Picker to select a CSS variable.

### TO CHANGE THE BORDER STYLE (E.G., DASHED, DOTTED, DOUBLE, SOLID)


- a. If you are using the grouped view, expand the **Border** group.
- b. To the right of **border-top-style**, click , and select a style.

### TO CHANGE THE BORDER THICKNESS

- a. If you are using the grouped view, expand the **Border** group.
- b. To the right of **border-top-width**, click , enter a number and a unit of measurement, and click **OK**.


### TO CHANGE THE BORDER ALIGNMENT

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



- a. If you are using the grouped view, expand the **Border** group.
- b. To the right of **border-top-align**, click , and select one of the options.

### TO 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. If you are using the grouped view, expand the **Border** group.
- b. To the right of **border-top-length**, click , 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.

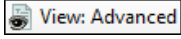
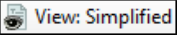
## TO REMOVE THE BORDER

- a. If you are using the grouped view, expand the **Border** group.
  - b. To the right of **border-top-width**, click , enter **0**, and click **OK**.
9. Click  to save your work.

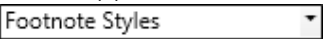



# Editing Footnote Comment Font Settings



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

## How to Use a Style to Edit Footnote Font Settings

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

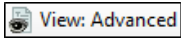
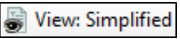
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, select the appropriate footnote style. If you used the default style when inserting the footnotes, select **MadCap|footnote**. Otherwise, if you have used a class of that style (e.g., MadCap|footnote.BeginnersManual) that you created previously, then select it instead.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **Font** group.
8. Locate and select 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.
9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.
10. Click  to save your work.

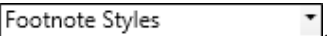




# Editing Footnote Comment Position

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 Use a Style to Edit Footnote Comment Positions

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, 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.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **Unclassified** group.
8. To the right of **mc-footnote-position**, click , 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.

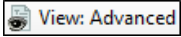
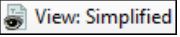
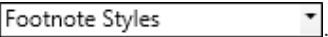



9. Click  to save your work.




# 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 Use a Style to Edit Footnote Comment Spacing (Advanced View)

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side 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. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. Do any of the following:



### TO ADD SPACE (INDENTATION) IN FRONT OF COMMENT NUMBER AND TEXT


- a. If you are using the group view, expand the **Box** (for indenting all lines in the comment) or **Block** (for indenting the first line in the comment) group.
- b. Click  to the right of **margin-left** in the "Box" group (for indenting all lines in the comment), or **text-indent** in the "Block" group (for indenting the first line in the comment).
- c. In the popup, enter a number and a unit of measurement, and click **OK**.

## TO ADJUST SPACE ABOVE AND/OR BELOW COMMENT

- a. If you are using the group view, expand the **Box** group.
- b. To the right of **margin-bottom** and **margin-top** (for setting the space below or the space above, respectively), click , enter a number and a unit of measurement, and click **OK**.

## TO ADJUST SPACE BETWEEN CHARACTERS OR WORDS IN COMMENT



- a. If you are using the grouped view, expand the **Block** group.
  - b. To the right of **letter-spacing** and **word-spacing** (for setting the space between characters or words, respectively), click , enter a number and a unit of measurement, and click **OK**.
8. Click  to save your work.

 **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 page 92.

# Editing Footnote Comment Text

You can modify the text and other content contained in the footnote comment.


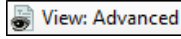
## How to Edit Footnote Text and Content


1. Open the content file.
2. Make sure markers are turned on. To turn markers 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 **Edit Footnote**. The cursor moves to the footnote comment text at the end of the page or topic.
4. Edit the text as necessary.
5. Click  to save your work.

# Editing Footnote Number Formats

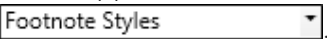

By default, a decimal number (e.g., 1, 2, 3) is used when you insert a footnote. However, you can select a different format. For example, you can change the format to uppercase alpha (e.g., A, B, C) or lowercase Roman (e.g., i, ii, iii). You can also replace the number with a symbol, such as an asterisk.

## How to Use a Style to Edit a Footnote Number Format

1. From the Content Explorer, open the stylesheet that you want to modify.
2. 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.

 **NOTE** 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.

 **NOTE** For steps using the Advanced view, see the online Help.

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. 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.
5. In the local toolbar of the editor, click . The Properties dialog opens.
6. Select the **Footnote** tab.

7. 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.


☆ **EXAMPLE** 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}`




8. In the Properties dialog, click **OK**.
9. Click  to save your work.

# 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 span 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 span 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.


## How to Create and Edit a Span Class for Footnote Numbers

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the upper-left of the editor, make sure the drop-down field is set to .
3. On the left side of the editor, find and select the **span** tag.
4. In the local toolbar, click . The New Selector dialog opens.
5. In the **Class Name** field, 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.
8. Click  to save your work.
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.
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).

 **NOTE** The span class can also be set on a style in the Advanced view of the Stylesheet Editor using the **mc-footnote-style** and **mc-footnote-comment-style** properties. The **mc-footnote-style** property will select the span class for footnotes and the **mc-footnote-comment-style** will select the span class for footnote comments.

6. In the Properties dialog, click **OK**.
7. Click  to save your work.

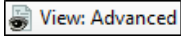
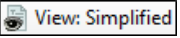
## What's Noteworthy?

 **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 85.

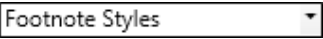



# Restarting Footnote Numbering

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 Use a Style to Restart Footnote Numbering

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, 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.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **Unclassified** group.



8. To the right of **mc-footnote-number**, click , 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.
9. Click  to save your work.

# I Viewing Footnotes in Topics

You can use the Footnotes window pane to see all of the footnotes that have been inserted into the open topic. See "Footnotes and Endnotes" on page 78.

## How to View All Footnotes in a Topic

1. Open a topic.
2. Select **View > Footnotes**.

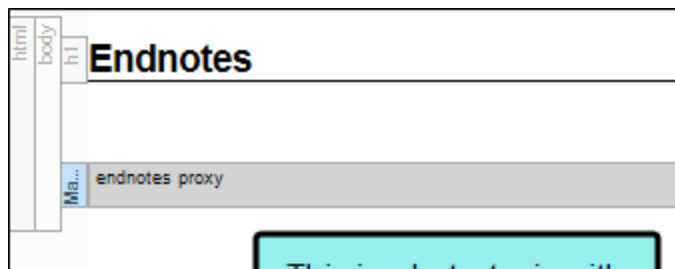
The Footnotes window pane opens, listing each footnote in the topic, with information about the position, sequence, and comment text of each. You can also change the position or sequence of any of the footnotes by using the drop-down fields in the local toolbar. See "Editing Footnote Comment Position" on page 87 and "Restarting Footnote Numbering" on page 96.

# Creating an Endnotes Proxy

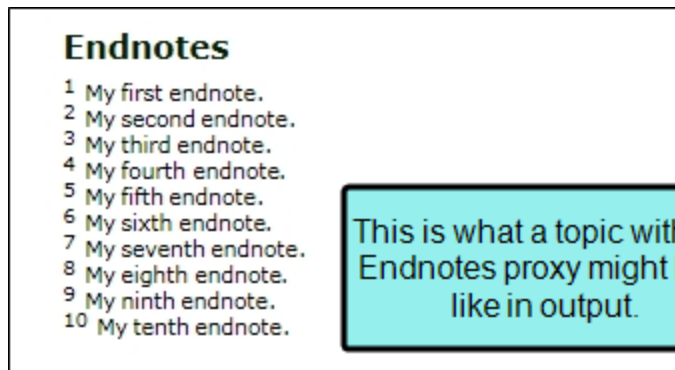
Supported In:



If you intend to consolidate your endnotes at the end of a manual, you can use an Endnotes proxy. This proxy lets you start the list of endnotes on a new page.



This is what a topic with an Endnotes proxy might look like in a project.



This is what a topic with an Endnotes proxy might look like in output.


# How to Use an Endnotes Proxy

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your endnotes section. If you apply any of the h1 through h6 styles to it, the endnotes title will be displayed in the print TOC (if you create one).
3. Select **Insert > Proxy > Insert Endnotes Proxy**. The Endnotes Proxy dialog opens.
4. (Optional) From the **Stylesheet class for proxy** field, you can select a style for the endnotes.

You might create and use style classes if you want to generate multiple endnotes sections with different looks for each output. Otherwise, the endnotes section will use the style settings from the parent MadCap|endnotesProxy style. You can create a style class for this purpose in the Stylesheet Editor. To do this, select the **MadCap|endnotesProxy** style and in the local toolbar click **Add Selector** to create a class. The class will then be available from this field. For more information see the online Help or the *Flare Styles Guide*.




**NOTE** You can also use the MadCap|endnoteBlock and MadCap|endnotesBlock styles in the Stylesheet Editor.

5. Click **OK**. The proxy is added to the topic.
6. Click  to save your work.

# Proxies

A proxy acts as a placeholder for auto-generated content or content that you have created elsewhere. When you build output, the content takes the place of that proxy. Proxies can be added to regular topics, as well as to template pages. The difference is that a proxy added to a topic will display that information in the output only once (wherever the topic occurs), but if a proxy is added to a template page, the content will show up everywhere that the template page has been applied. Proxies are quite often used for print-based outputs, especially to create navigation-like elements, such as TOCs, indexes, and glossaries. However, proxies can be used in online output as well. They can be especially useful if you are creating HTML5 Top Navigation output, where the traditional Tripane format is replaced by a more modern design that relies heavily on proxies.

For a list of proxies and details on using each one, see the online Help.

 **NOTE** Options in the Advanced tab of print-based targets let you automatically add glossary, index, and TOC proxies to output. This means you do not need to create unique topics and insert proxies into them manually. The auto-generate method is much quicker and easier than the manual method. The manual method is more flexible but requires you to perform a number of extra steps, such as creating topics, inserting proxies, and adding files to the outline TOC. So if you simply want to quickly create print output with generated TOCs, glossaries, or indexes, the auto-generate option might be best for you. But if you want more control over the placement and look of the generated TOCs, glossaries, and indexes, you should use the manual method. For more information see the online Help.



**NOTE** When you generate content from a proxy (e.g., list-of, mini-TOC proxies), keep in mind that some content may not show up in the output if you have used an option in the target to include only certain content based on links. For more information see the online Help.

## CHAPTER 7

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# Numbering

When developing print-based output, you can work with autonumbers and page numbers.

This chapter discusses the following:

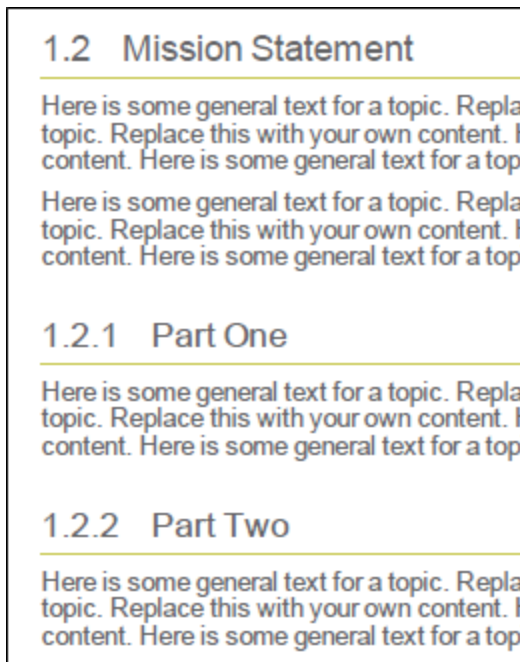
Autonumbers .....	104
Inserting Page Numbers into Frames .....	105
Suppressing Page Numbers in a Print Mini-TOC .....	107
Suppressing Page Numbers in a Print TOC .....	112

# I Autonumbers

Supported In:



Autonumbering is a feature where content is numbered automatically. It is often used to place numbers on headings, chapter titles, table captions, image captions, and so on.



For details, see the online Help or the *Autonumbers Guide*.



# Inserting Page Numbers into Frames


Supported In:





One type of content that you are likely to add to a frame is a page number, which is actually a snippet that serves as a placeholder for a page number in the output.


## How to Insert a Page Number Into a Frame


1. Open a page in a page layout.
2. Click on the header, footer, or decoration frame to which you want to add a page number.


 **NOTE** You cannot insert a page number into a body frame (which automatically displays content from your topics).

3. In the local toolbar, click , or right-click the frame and select **Select Frame Text**.
4. In the **Templates** section, select one of the page number snippets.
  - **- page -.flsnp** Displays a page number surrounded by dashes (e.g., - 53 -).
  - **page (pagecount).flsnp** Displays the current page number, followed by the total number of pages in parentheses.
  - **Page n of N.flsnp** Displays the current page number and the total number of pages in the document (e.g., Page 13 of 70).

 **TIP** You can change the look of the page number (e.g., remove the dashes or parentheses). To edit the text or content around a page number, continue inserting the page snippet as it is. After it is added to the frame, click on the frame and press **F2**. In the Frame Contents window pane, modify it as necessary.

5. Click **OK**.
6. Click  to save your work.

 **NOTE** In addition to inserting page numbers, you can add regular text, Heading variables, and Running Head variables into frames. For more information see the online Help.

 **NOTE** If you are using chapter or volume autonumbers and want them to be reflected in a print index, you can do so by specifying the autonumbers at the appropriate locations in your outline TOC (instead of inserting Chapter or Volume Number variables in a page layout). For more information see the online Help.

## What's Next?

After you insert a page number into a frame, you can specify the format of the number (e.g., decimal, lowercase Roman, uppercase alpha). You can also specify whether the numbering should begin at a certain number. Both of these tasks can be accomplished when you associate the page layout with a TOC entry. For more information see the online Help.

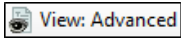
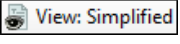

# Suppressing Page Numbers in a Print Mini-TOC

Supported In:

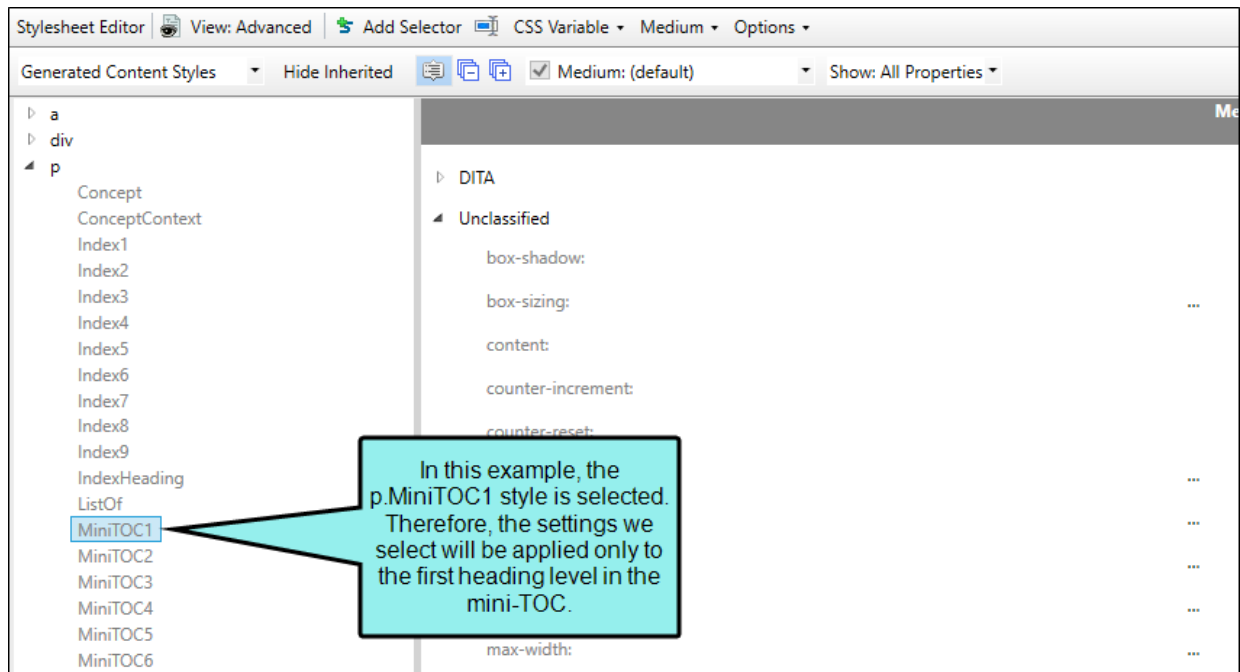




If you are generating PDF output, you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MinITOC1) and selecting an option in the mc-pagenum-display property.

## How to Suppress Page Numbers in a Print Mini-TOC

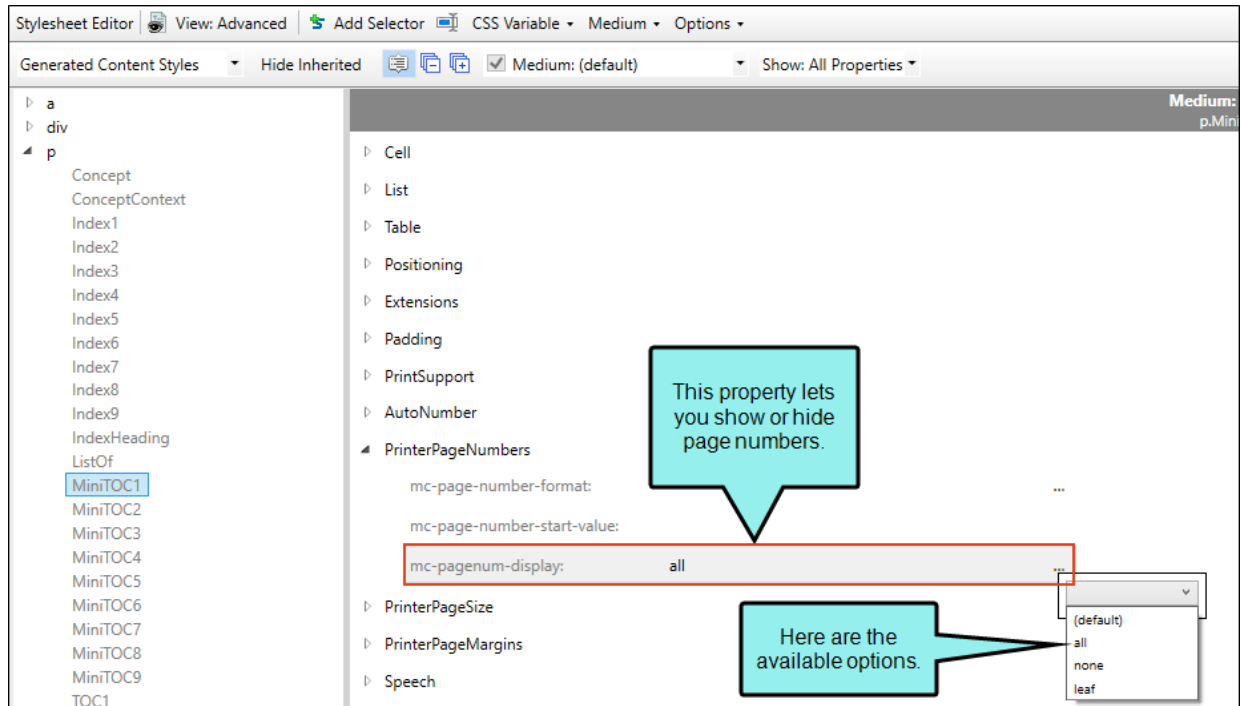
1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, expand the **p** style. Classes of the style 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** drop-down list on the upper-right side of the editor, select **Show: All Properties**.
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the group view, expand **PrinterPageNumbers** to see the properties within it.

9. To the right of `mc-pagenum-display`, click `...` and select one of the following:



- (default)/all This displays the page number, just as it has for previous versions of Flare.

<b>Preface</b> .....	<b>v</b>
<b>CH1 Title Here</b> .....	<b>1</b>
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b> .....	<b>5</b>
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b> .....	<b>9</b>
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b> .....	<b>13</b>
<b>Index</b> .....	<b>15</b>

A callout box points to the page numbers in the table with the text: '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.

<b>Preface</b> .....	v
<b>CH1 Title Here</b>	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b>	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b>	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b> .....	13
<b>Index</b> .....	15

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.

- **none** This does not display the page number for that heading level.

<b>Preface</b>	
<b>CH1 Title Here</b>	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b>	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b>	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b>	
<b>Index</b>	

In this example, p.MinITOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

<b>Preface</b> .....	<b>v</b>
<b>CH1 Title Here</b> .....	<b>1</b>
CH1 Sub-Topic 1.....	
CH1 Sub-Topic 2.....	
<b>CH2 Title Here</b> .....	<b>5</b>
CH2 Sub-Topic 1.....	
CH2 Sub-Topic 2.....	
<b>CH3 Title Here</b> .....	<b>9</b>
CH3 Sub-Topic 1.....	
CH3 Sub-Topic 2.....	
<b>Glossary</b> .....	<b>13</b>
<b>Index</b> .....	<b>15</b>

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.

10. Click  to save your work.

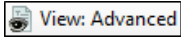

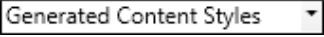
# Suppressing Page Numbers in a Print TOC

Supported In:

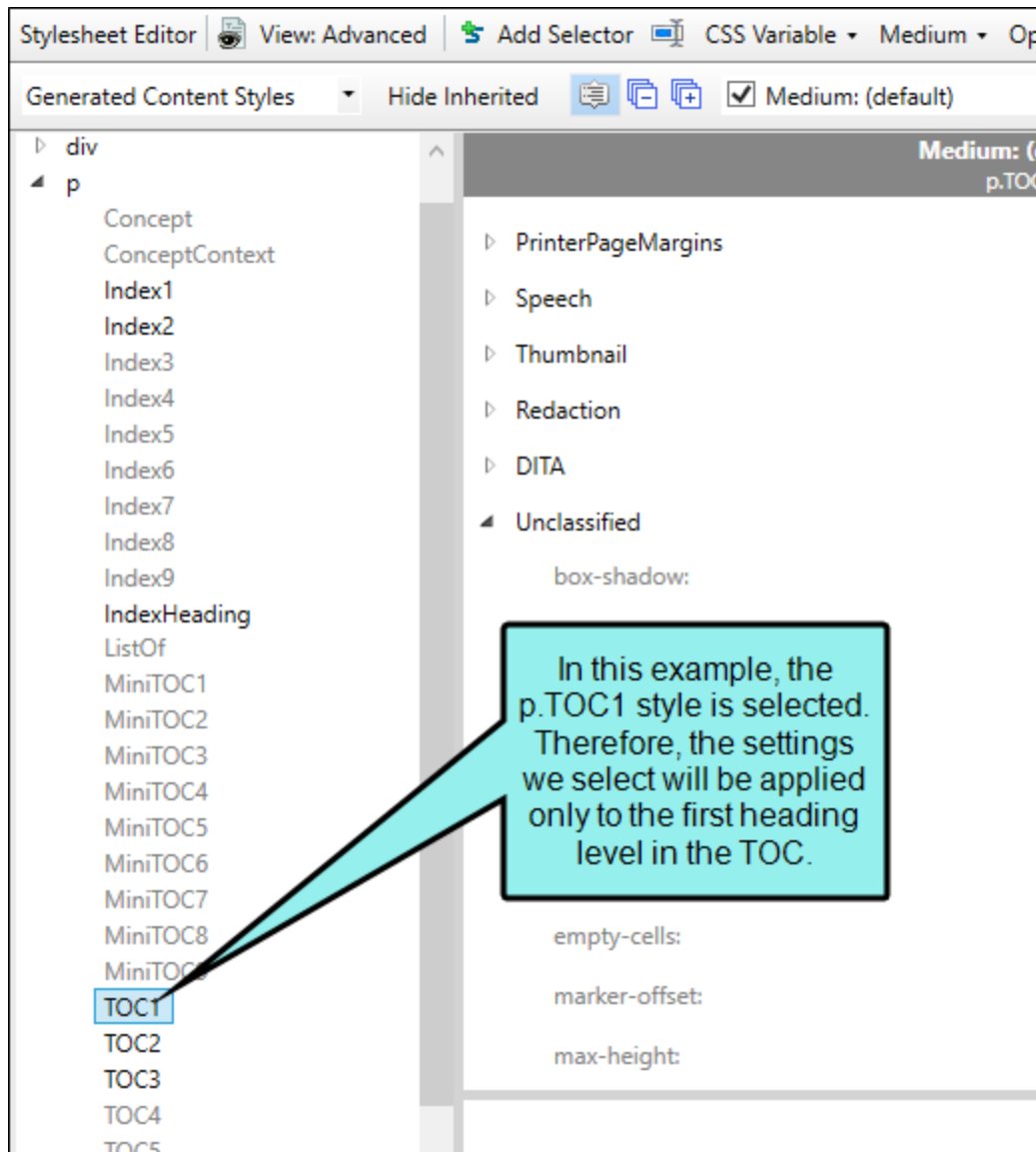




If you are generating PDF output, you can suppress page numbers for specific levels in the table of contents (TOC) or mini-TOC. This can be done by modifying the TOC or mini-TOC style (e.g., p.TOC1, p.TOC2, p.MiniTOC1) and selecting an option in the mc-pagenum-display property.

## How to Suppress Page Numbers in a Print TOC

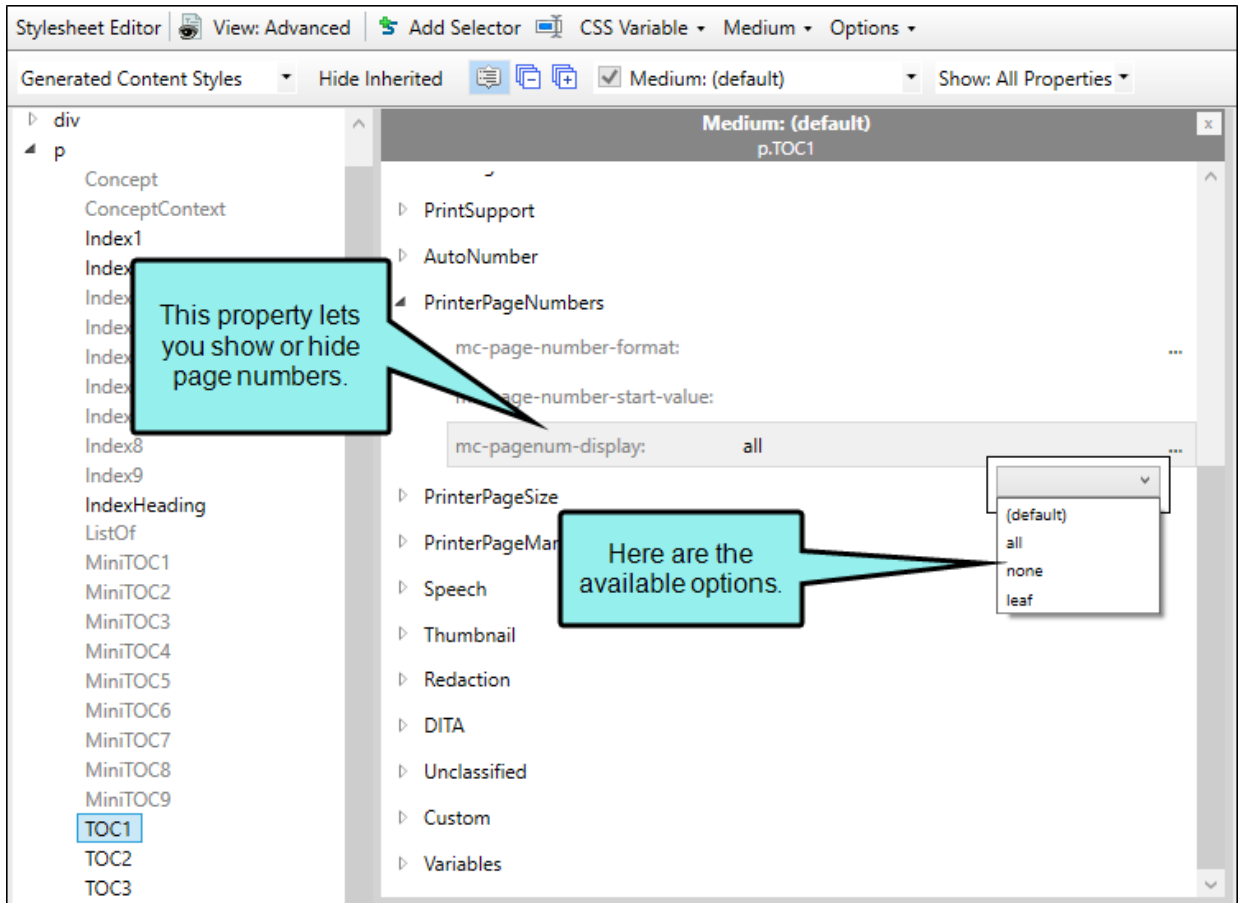
1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, expand the **p** style. Classes of the style 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** drop-down list on the upper-right side of the editor, select Show: All Properties ▾.
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the group view, expand **PrinterPageNumbers** to see the properties within it.

9. To the right of `mc-pagenum-display`, click `...` and select one of the following:



- (default)/all This displays the page number, just as it has for previous versions of Flare.

<b>Preface</b> .....	<b>v</b>
<b>CH1 Title Here</b> .....	<b>1</b>
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b> .....	<b>5</b>
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b> .....	<b>9</b>
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b> .....	<b>13</b>
<b>Index</b> .....	<b>15</b>

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.

<b>Preface</b> .....	<b>v</b>
<b>CH1 Title Here</b> .....	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b> .....	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b> .....	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b> .....	<b>13</b>
<b>Index</b> .....	<b>15</b>

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.

- **none** This does not display the page number for that heading level.

<b>Preface</b>	
<b>CH1 Title Here</b>	
CH1 Sub-Topic 1.....	2
CH1 Sub-Topic 2.....	3
<b>CH2 Title Here</b>	
CH2 Sub-Topic 1.....	6
CH2 Sub-Topic 2.....	7
<b>CH3 Title Here</b>	
CH3 Sub-Topic 1.....	10
CH3 Sub-Topic 2.....	11
<b>Glossary</b>	
<b>Index</b>	

In this example, p.TOC1 has been set to "none." Therefore, none of the first-level headings have page numbers.

<b>Preface</b> .....	v
<b>CH1 Title Here</b> .....	1
CH1 Sub-Topic 1	
CH1 Sub-Topic 2	
<b>CH2 Title Here</b> .....	5
CH2 Sub-Topic 1	
CH2 Sub-Topic 2	
<b>CH3 Title Here</b> .....	9
CH3 Sub-Topic 1	
CH3 Sub-Topic 2	
<b>Glossary</b> .....	13
<b>Index</b> .....	15

In this example, p.TOC1 has been set to "all," but p.TOC2 has been set to "none." Therefore, the first-level headings have page numbers, but the second-level headings do not.


10. Click  to save your work.

# Styles for Print Output

When it comes to styling your content for print-based output, there are some unique aspects to consider. This is especially true if you are generating online output from the same content files, because you likely want your online output to look one way and your print output to look another way.

This chapter discusses the following:

Setting Styles for Print Output in a Regular Stylesheet .....	118
Setting Table Styles for Print Output .....	121
Print Medium in Skins for a Printed Page .....	125


 **NOTE** If you are interested in your project's look and feel from a branding perspective, consider the `Branding.css` file. This stylesheet groups together common branding elements (e.g., logo, hero image, font, color palette) to match the output with your company's brand.


# I Setting Styles for Print Output in a Regular Stylesheet

A regular stylesheet lets you 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 Set Styles for Print Output in a Regular Stylesheet

1. From the Content Explorer, open the stylesheet that you want to modify.
2. Set the style properties to be used for your online output as follows:
  - a. In the local toolbar of the Stylesheet Editor, click in the **Medium** field and make sure the medium for your online output is selected.
  - 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 as follows:
  - 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"), specifying page breaks in that medium, and using it for your print output (instead of using the "print" medium provided by Flare). For more information see the online Help.

- 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. Click  to save your work.
4. Apply the styles to the content throughout your project.

For more information see the online Help or the *Flare Styles Guide*.


5. Associate the online medium with your online target as follows:
  - a. Open the target to be used for online output (HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, 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.
6. Associate the print medium with your print target as follows:
  - a. Open the target to be used for print output (Adobe PDF, Microsoft Word).
  - 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. Click  to save all files.




# I Setting Table Styles for Print Output

A table stylesheet lets you single-source your formatting by setting the properties in one place and reusing them wherever you insert tables. 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 recommended. 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 two table stylesheets—one for online and one for print.


# How to Create a Table Style for Print-Based 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, click in the **Medium** field and make sure the medium for the your online output is selected.
  - 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 as follows:
  - 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. Click  to save your work.
4. Apply that table style to the appropriate tables throughout your project as follows:

For more information see the online Help or the *Flare Styles Guide*.
5. Associate the online medium with your online target as follows:
  - a. Open the target to be used for online output (based on either the HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, 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.
6. Associate the print medium with your print target as follows:
  - a. Open the target to be used for print output (Adobe PDF, Microsoft Word).
  - 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. Click  to save all files.

# How to Create a Table Style for Print-Based 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. Click  to save all files.

☆ **EXAMPLE** 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 (HTML5, Clean XHTML, Eclipse Help, Microsoft HTML Help, WebHelp, WebHelp Plus), the end user will see green rows in the table. However, if you generate any targets based on a print format (Adobe PDF, Microsoft Word), the end user will see light gray rows in the table.

📄 **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.

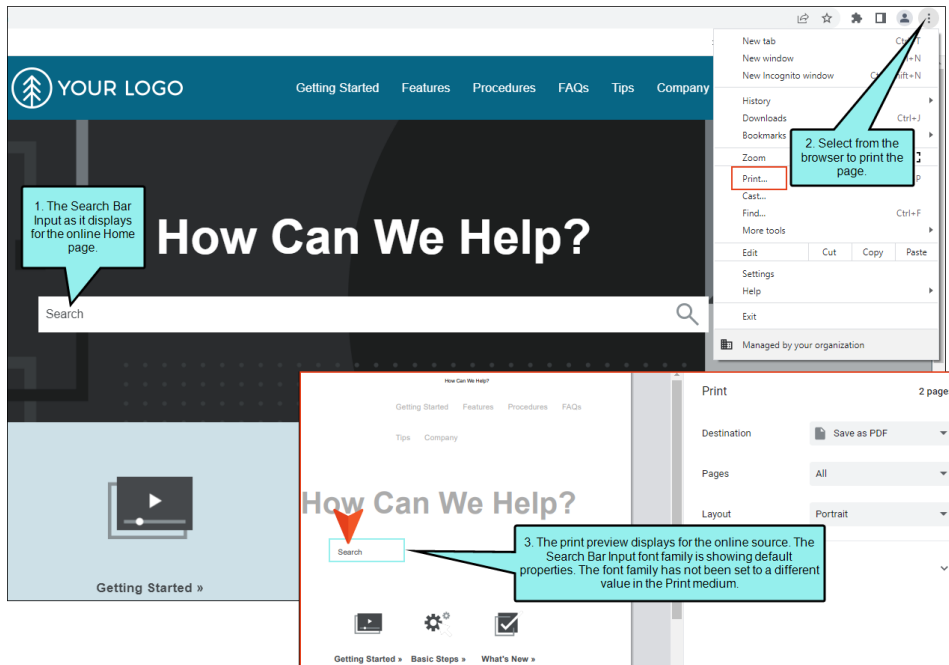
# I Print Medium in Skins for a Printed Page

In the HTML5 Skin Editor, the user interface displays a Print medium button next to the Web, Tablet, and Mobile mediums. The main purpose of the Print medium is for controlling how the skin looks when printed from an online source. The Print medium in the skin is its own entity, separate from the other mediums, and it does not share the same purpose as mediums in the stylesheet or in responsive output.

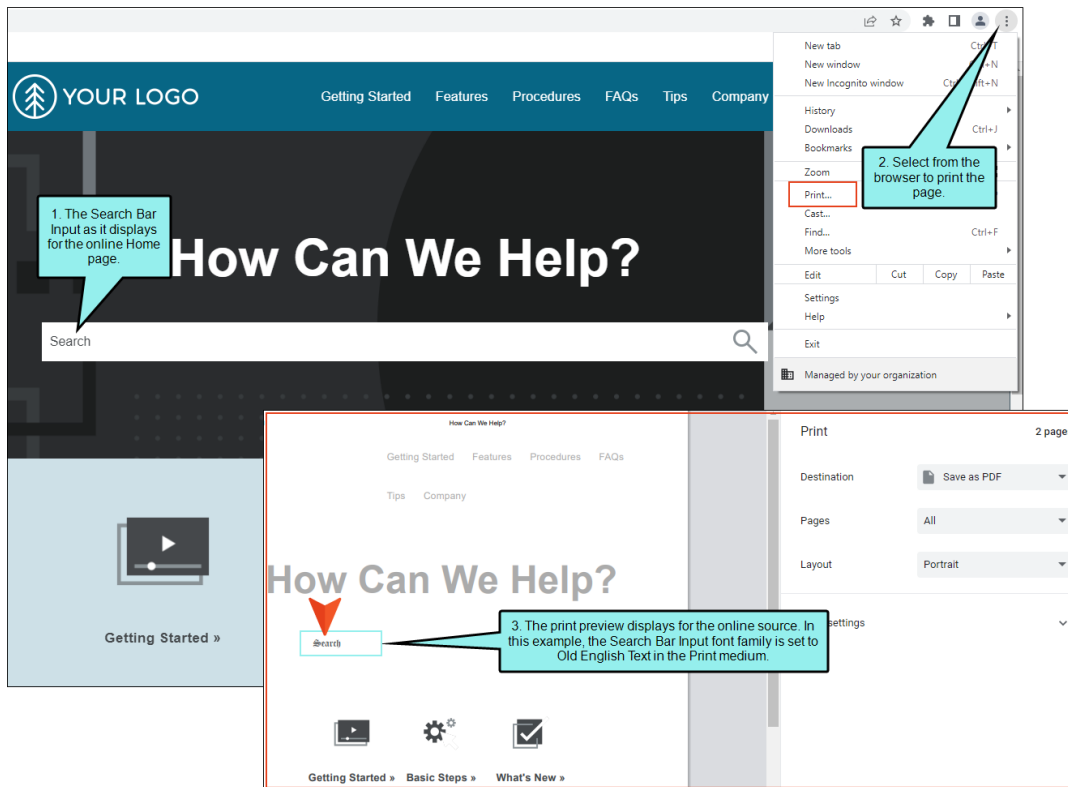
When you have HTML5 output in a browser, you can send an online page to print. The Print medium lets you adjust style properties to control how the printed output looks for skin elements; otherwise the styles default to the Web medium. This is true for main HTML5 skins (e.g., Side Navigation, Top Navigation) or for some smaller skin components.

☆ **EXAMPLE** You have a project created using the HTML5 Top Navigation skin. From the HTML5 Skin Editor's local toolbar, select the **Print medium** button.

From the **Styles** tab, expand the **Header > Search Bar** style group, and select **Input**. When you build the HTML5 target, and you select to print from the browser the Home page (containing the Search Bar), the output looks something like this with default property values:

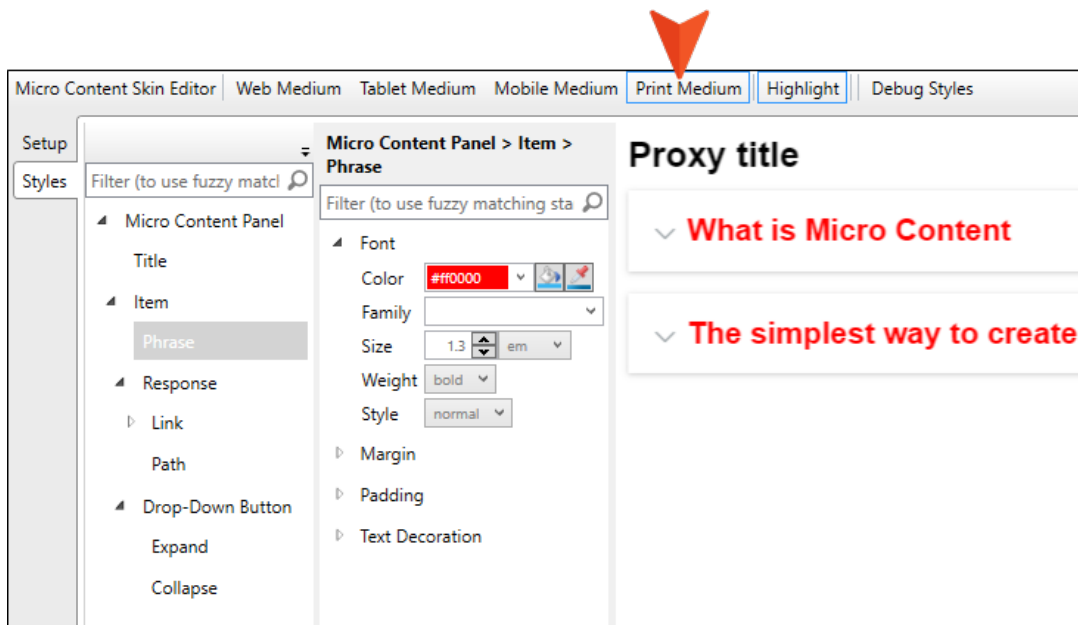


- ☆ Now, in the Skin Editor (with the Print medium in focus), you decide to change the font family property for the Search Bar Input element to Old English Text. When you build the HTML5 target, the preview for the printed output looks like this:

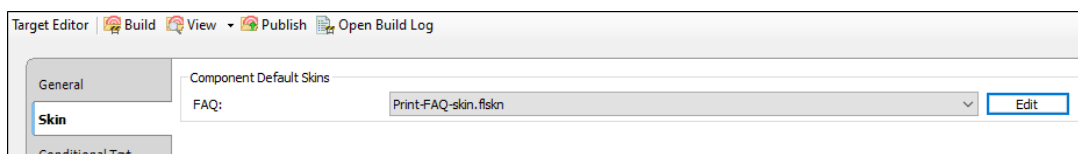


☆ **EXAMPLE** You want to make the FAQ section in your PDF output stand out. You have already created a micro content file with FAQs in it, and have inserted the FAQ proxy into a topic.

You add a Micro Content – FAQ skin to your project. From the Micro Content Skin Editor's local toolbar, select **Print Medium**, and edit the phrase and response font to display in a red color.

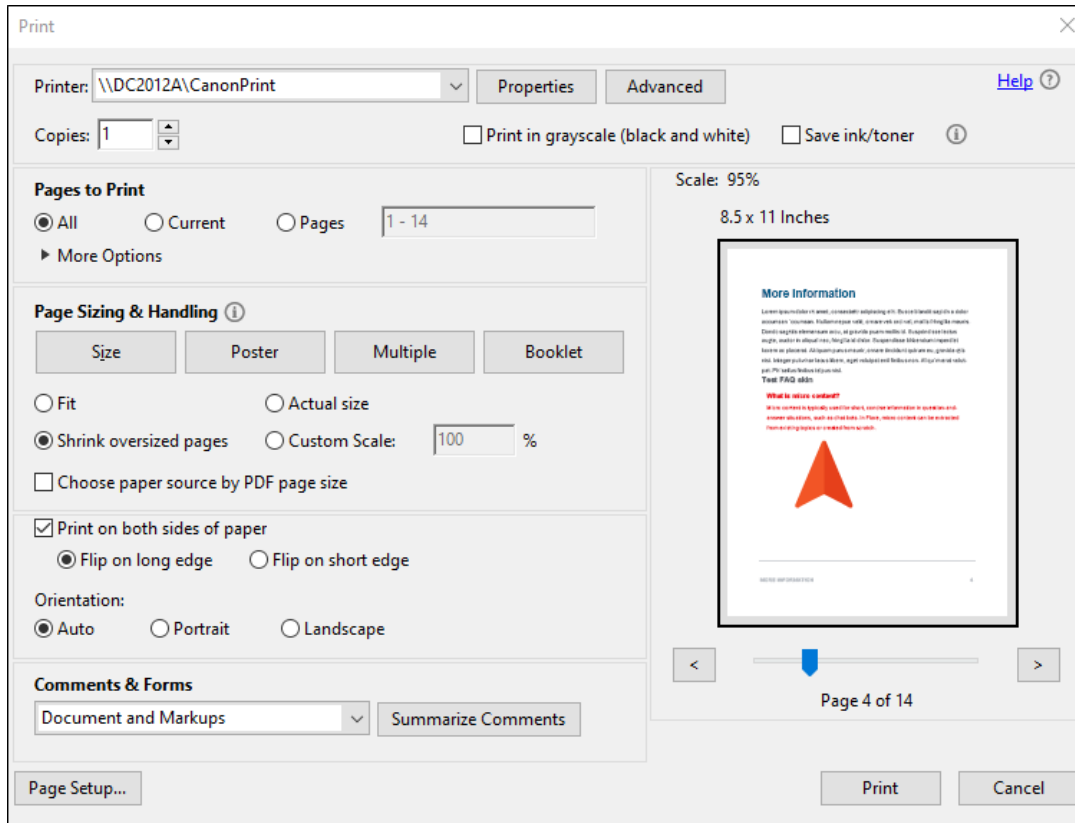


You add a PDF target to your project. From the Target Editor's **Skin** tab, select the edited skin file for the FAQs. Then build the PDF target.

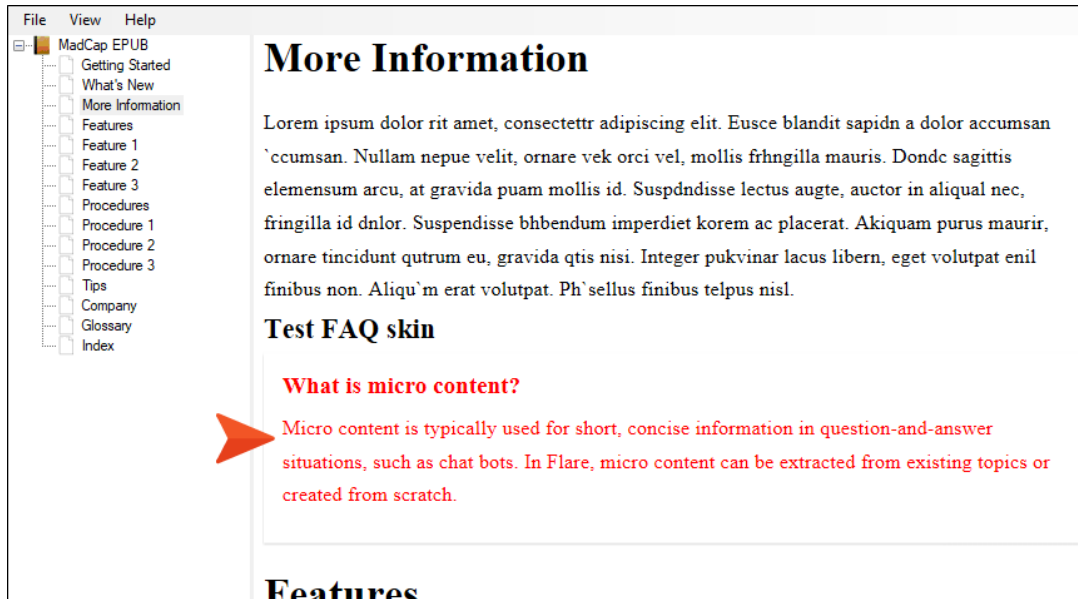




- ☆ In the PDF output, click to print the file. You can see a preview of the printed pages with your skin styles.



☆ (This is what the output would look like in an EPUB reader if you applied the same steps to an EPUB target.)



# Page Layouts

Supported In:



A page layout is used for page specifications (e.g., size, margins) and to apply certain content (e.g., headers, footers, page numbers) to many (or all) topics in print-based output. It allows for easy configuration through the use of content frames, bleeds, crop marks, registration marks, margins, padding, alignment features, and more. You might create multiple page layouts for different purposes (e.g., title page, TOC, chapters, appendix). Page layouts are similar to template pages, but are more flexible and easier to use. The general rule is that page layouts are recommended for *print-based output*, and template pages continue to be the best method for automatically adding headers, footers, breadcrumbs, and more in multiple topics for *online output*. Another difference between page layouts and template pages is that page layouts can be used for either Adobe PDF or Microsoft Word), whereas template pages can be used only for Microsoft Word when creating print-based output.

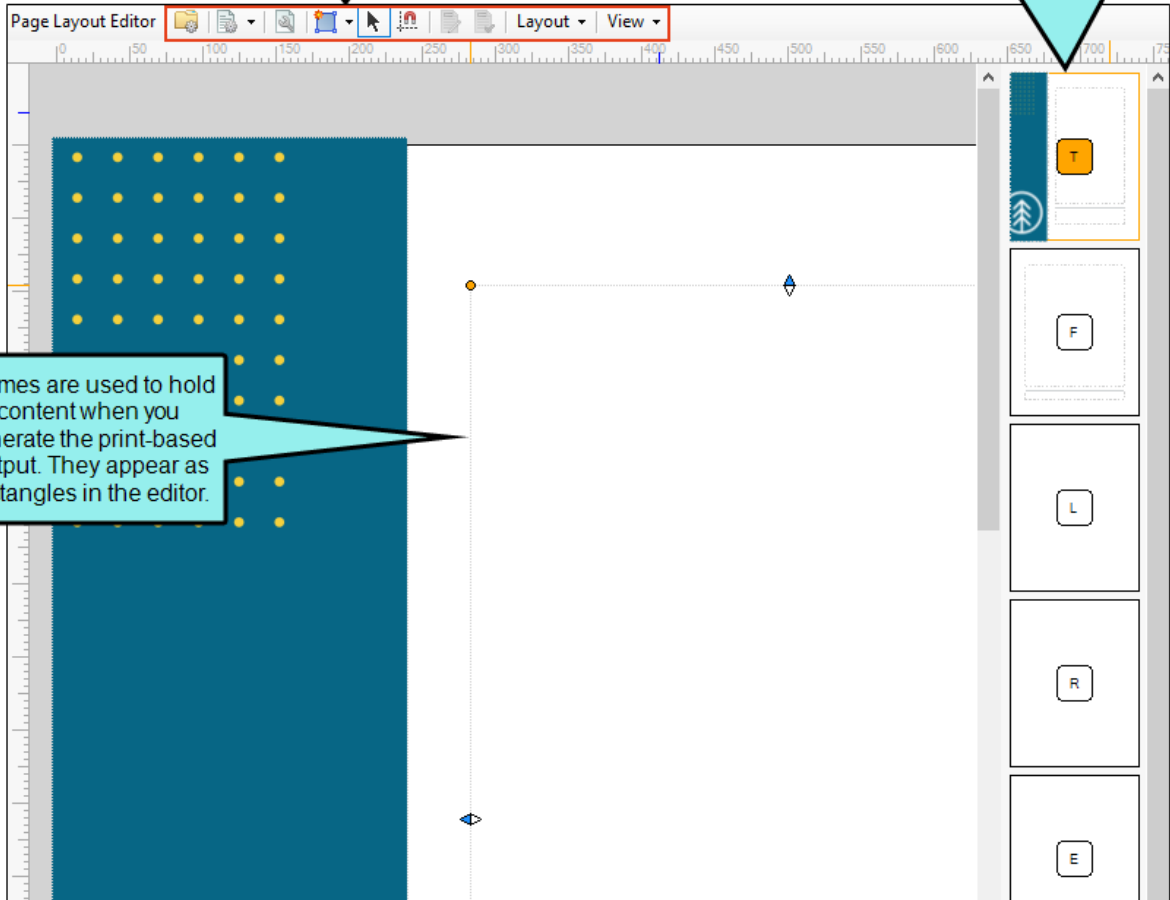
	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Page Layouts Supported	✗	✓	✓	✗	✓	✗	✗
Template Pages Supported	✓	✗	✓	✓	✓	✗	✓

Like all other files in Flare, a page layout is an XML file. It has an .flpgl extension. The traditional location to store a page layout in the Content Explorer is in the Resources > PageLayouts folder. However, you can store it anywhere in the Content Explorer that you like.

Use these buttons to create pages and frames, as well as choose other settings for the layout.

Each layout can have multiple pages (e.g., title, first, left, right, empty). From this area, click the page you want to work on. It then opens to the left.


Frames are used to hold content when you generate the print-based output. They appear as rectangles in the editor.




☆ **EXAMPLE** – Frontmatter/Chapters/Index

You are creating a manual that consists of front matter (e.g., title page, copyright page, and table of contents), 10 chapters, and an index. Perhaps you want all of the pages in the manual to measure 8 inches in height and 6 inches in width. Furthermore, you might want some pages (e.g., title and copyright pages) to contain no headers or footers, while you want the other parts of the manual to contain header text and page numbers at the bottom.

In a situation such as this, you might create one page layout for your title and copyright pages, a second page layout for your TOC, a third page layout to be used by all of the chapters, and a fourth page layout to be used by the index. Each page layout might contain the same page size settings, but different page headers and footers.

 **NOTE** There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. So if you've got a page layout set at the project or target level and it doesn't seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

 **NOTE** In order to apply styles to content that you add in a page layout, you need to apply a primary stylesheet at either the target or project level. Stylesheets cannot be applied to individual page layouts (as they can with topics). For more information see the online Help or the *Flare Styles Guide*.

This chapter discusses the following:

General Information for Page Layouts .....	135
Process for Page Layouts .....	147
Other Activities for Page Layouts .....	171

# I General Information for Page Layouts


There are various pieces of general information you should know if you plan to use this feature.

## Page Layouts or Template Pages for Print Output?

For print-based output, there are two ways to set the configuration (e.g., page size, margins, headers, footers) for pages in the output: page layouts and template pages. Page layouts are newer and are recommended over template pages. One reason for this is that page layouts are easier to use. Another reason is that page layouts can be used with either Adobe PDF or Microsoft Word), whereas template pages can be used only for Microsoft Word targets.

# Page Types

Each page layout can consist of several pages. Why would you want more than one page? If you want different settings to be applied to the various pages in your final output—depending on their position in the document—you will want multiple pages. For each page in a page layout, you can designate one of the following types, which determines the behavior of the page.

 **NOTE** It is recommended that you do not use more than one of each kind of page type in a page layout. If you have more than one instance of a page type, you will not be able to specify which type to use for a particular entry in the TOC Editor (see "Specifying Chapter and Page Layout Breaks" on page 158).

- **Title** First page in the output, which typically displays the manual title. If you include an Empty page type in your page layout, the title page in the output will be followed by the empty page. It is not mandatory that you use this page type for a title. Instead, you can use one of the other types, such as Normal.
- **First** First page of a new chapter. This page type can be used in a situation where you are creating a simple configuration and you are not concerned with left and right pages (e.g., a document for electronic distribution only). In most cases, a First page type would be followed by Normal pages.
- **First Left** For chapters beginning on left-sided pages, using a different look than regular left pages.
- **First Right** For chapters beginning on right-sided pages, using a different look than regular right pages.
- **Left** Regular pages appearing on a left (or even) page (e.g., page 42).
- **Right** Regular pages appearing on a right (or odd) page (e.g., page 43).
- **Normal** For output not using a Left/Right type of page flow. Instead, the same layout is used on every page, like a screenplay.
- **Empty** For empty pages appearing in the output, regardless of the side (left or right). You might use this page type after Title pages.
- **Empty Left** Used in conjunction with the First Right page type. This page type is used for empty pages to be injected before First Right pages when necessary (i.e., to force a new chapter to begin on the right side).



- **Empty Right** Used in conjunction with the First Left page type. This page type is used for empty pages to be injected before First Left pages when necessary (i.e., to force a new chapter to begin on the left side).



**NOTE** The empty page types are not supported in Microsoft Word output.



**EXAMPLE** You are creating a page layout to be used only for the title page that occurs at the very first page of your manual. In that case, your page layout might have one page that uses the Title page type. In addition, you can add an Empty page type to that layout. In the output, the Title page will automatically be followed by an empty page.

Now let's say that you are creating a second page layout to be used for the chapters in your document. Suppose that on the first page of each chapter, you do not want any header, but you want a page number at the bottom-right of the page. You also want each chapter to begin on a right page. Therefore, you create one page with a page type of First Right.

Next, suppose you want the pages that appear on the left side of the document to have the name of the manual in the upper-left corner and a page number in the lower-left corner. Therefore, you create another page with a page type of Left.

Perhaps you want the pages that appear on the right side of the document to have the chapter name of the manual in the upper-right corner and a page number in the lower-right corner. Therefore, you create another page with a page type of Right.

Finally, in order to ensure that the first page of each chapter starts on the right side of the manual, you create a fourth page with a page type of Empty Left. This allows an empty page to be forced (if necessary) on the left side immediately before the beginning of the next chapter.

# Frames

Each page in a layout can contain multiple frames, which are used to hold content (such as page numbers and chapter titles) and determine where that content is positioned. When you add a new page, make sure the page contains at least a body frame (unless that page is using one of the empty page types). By default, certain frames may already be included in a page, depending on the template you select when adding a page layout. Frames are typically displayed as large, clear rectangles or squares on a page.



**Body Frame** This frame, usually the largest on the page, is basically a placeholder for the content that you add to topics. You cannot add content directly to a body frame. If necessary, you can have multiple body frames on a page. This lets you customize the flow of text from one frame to another on a page.

☆ **EXAMPLE** You want the body text be displayed in one column on the top quarter of each page, but then you want the text to continue below in two columns. In order to accomplish this, you can create two body frames on a page—one with a single column and the other with two columns.




**Header Frame** This frame is designed to hold content from the topic (e.g., chapter title, page number). The frame is usually positioned at the top of a page, above the body text.

**Footer Frame** This frame is designed to hold content from the topic (e.g., chapter title, page number) or text that you add. The frame is usually positioned at the bottom of a page, below the body text.

**Decoration Frame** This frame can be used to display content for aesthetic purposes on a page. You can add color, a border, text, and images to a decoration frame.

 **NOTE** Decoration frames are not supported in Word output.

**Image Frame** This frame opens the Insert Image dialog, prompting you to provide an image file. The image is added to a frame of the same size, which you can place on the page as necessary. If you do not want to use an image frame, you can use a decoration frame instead to display a picture.

 **NOTE** Image frames are not supported in Word output.

To position frames on a page, you can simply click on the edge and drag to resize. You can also click in the middle of a frame and drag to move it. In addition, there are various options available from the Layout drop-down button for aligning and positioning frames, as well as for rotating text within a frame.

# Page Layout Templates

When you add a new page layout to your project, you select a page layout template as the basis for the new layout. Flare lets you choose from various factory templates, each of which is useful for different circumstances. After adding a new page layout based on a template, you are free to change it in any way you see fit. See "Adding Page Layout Files" on page 148 and "Editing Pages" on page 157.

Following are the factory page layout templates provided by Flare. Many of these layouts already contain multiple page types. And many of the pages already contain content or variables in header or footer frames (e.g., page numbers, Chapter Number variables, Heading variables).

- **ChapterA4** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the international standard (ISO) A4 size (21 cm x 29.7 cm).
- **ChapterLegal** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the legal size (8.5 inches x 14 inches).
- **ChapterLetter** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the letter size (8.5 inches x 11 inches).
- **ChapterResizable** This template can be used for the main chapters in your manual. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **Default** This template is a very simple page layout consisting of only one Normal page, with a header frame, body frame, and footer frame. The page is already initially specified to use the letter size (8.5 inches x 11 inches).
- **FrontMatterResizable** This template can be used for pages that precede the main chapters in your manual. For example, if you include a generated table of contents at the beginning of your manual, you might use this template to display those pages. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **GlossaryResizable** This template can be used for pages that hold a generated glossary. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.

- **IndexResizable** This template can be used for pages that hold a generated index. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **NormalResizable** This template is a very simple page layout consisting of only one Normal page, with a header frame, body frame, and footer frame. The page is already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.

Why are some templates called "Resizable"? It's not because only those page layouts contain pages that can be resized. You can resize the pages in any of these templates. The difference is that the resizable templates contain frames that have been anchored to the edges. This means that those frames maintain the same distance from the edges of the page if you choose to resize the page. The frames in other templates are not yet anchored (but they can be), which means that those frames will not automatically be resized if you decide to enlarge or reduce the page.

You can also create your own page layout templates, which can be used in the future when you create new page layouts. See [.See the online Help for more information.](#)

# Default Page Layout

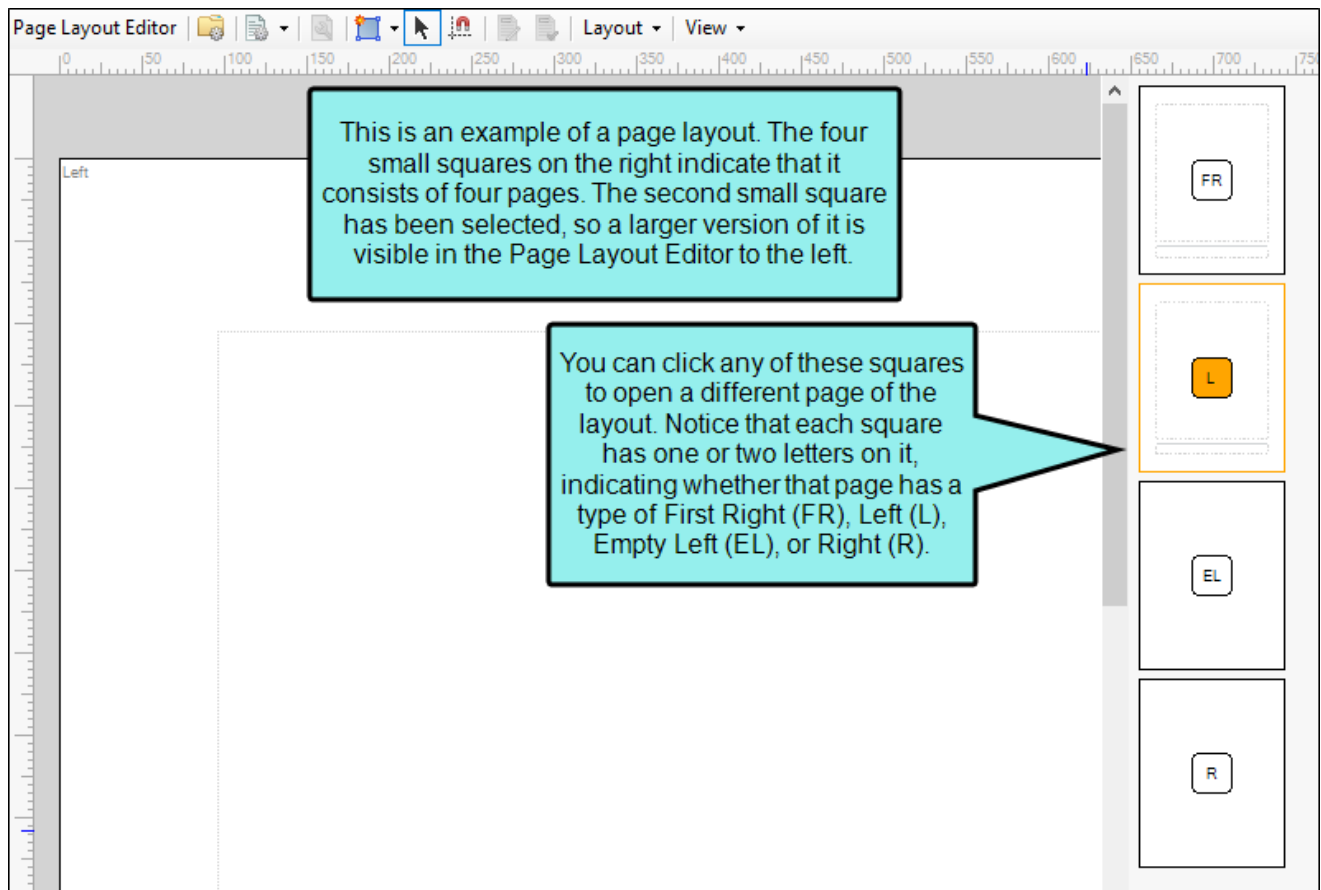
You might notice a page layout in your project called "Default." This is a very basic page layout provided by Flare when you first create a project, depending on the template you select. Most people want to create their own page layouts, but if you don't, this page layout will be used instead.

# Page Layout Editor

When you create and work on a page layout, you use the Page Layout Editor. This editor contains a few specific areas that let you do your work.

At the top of the editor is the local toolbar, with options that let you perform tasks such as creating new pages and frames, access properties for pages and frames, adjust the layout of frames, and show the bleed, crop marks, registration marks, margins, and padding.

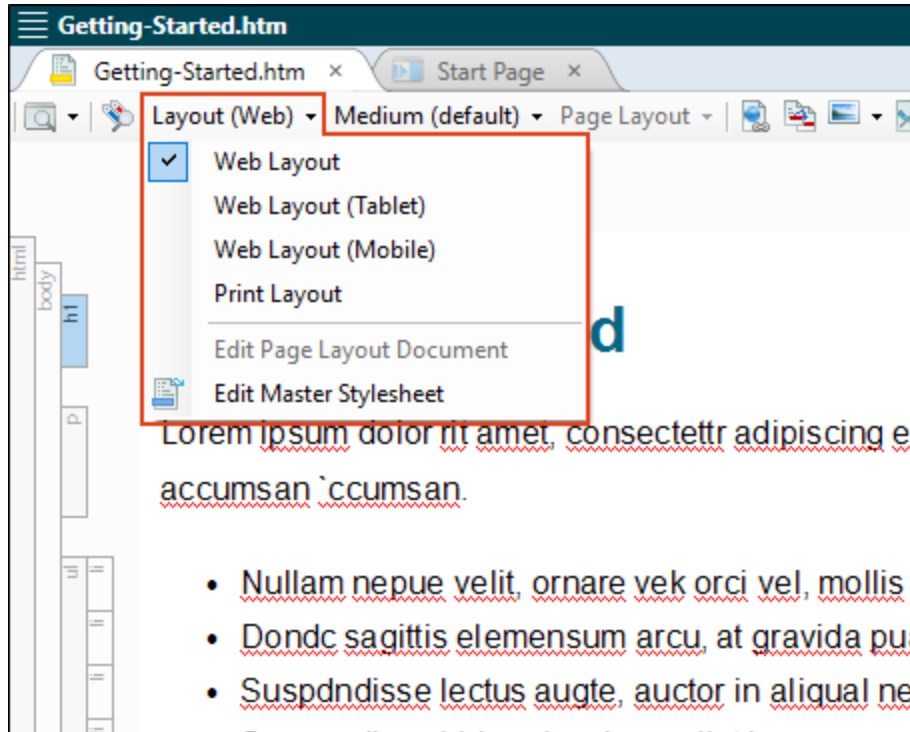
On the right side of the editor are small rectangles that represent each page that has been added to the page layout. When you click on one of these small rectangles a larger version of that page is shown to the left. This large area is where you draw and adjust frames.





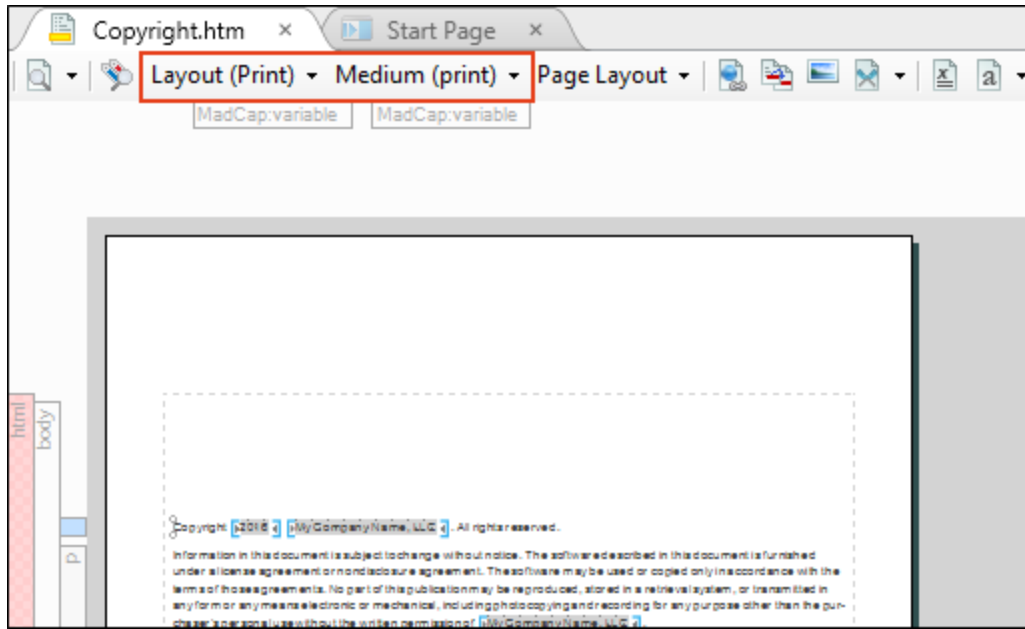
# Page Layouts in the XML Editor

Flare provides multiple layout modes when working in the XML Editor: Web Layout, Web Layout (Tablet), Web Layout (Mobile), and Print Layout. This lets you see your content in the format that you are most likely concerned about at the moment.



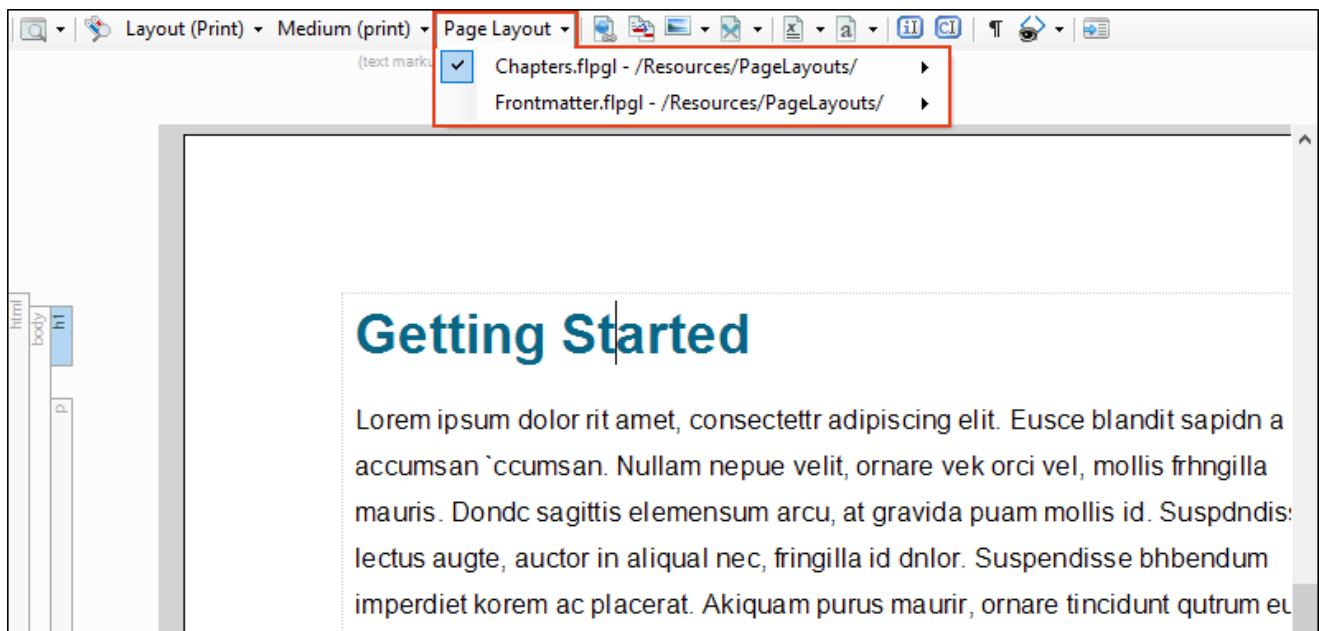
The Print Layout mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content.

The default and print mediums are tied to the Web Layout and Print Layout modes, respectively. The tablet and mobile media queries are tied to the Web Layout (Tablet) and Web Layout (Mobile) modes, respectively.



For more information about these features, see the online Help.

If you are viewing content using the Print Layout mode in the XML Editor, you can use another dropdown in the local toolbar to choose a specific page layout. See "Selecting a Page Layout to View Content in the XML Editor" on page 173.



# I Process for Page Layouts

Certain tasks must be completed in order when using this feature.

1. "Adding Page Layout Files" on the next page
2. "Opening Page Layouts" on page 152
3. "Adding Pages" on page 154
4. "Adding Page Layout Frames" on page 155
5. "Editing Pages" on page 157
6. "Editing Frames" on page 157
7. "Specifying Chapter and Page Layout Breaks" on page 158
8. "Associating Primary Page Layouts With Targets" on page 169 or "Associating Primary Page Layouts With Projects" on page 170

# Adding Page Layout Files

You can add as many page layouts to a project as you need for generating print-based output. If you want to create a manual where the page headers and footers, orientation, page size, and margins are different for various parts of the manual, you will need multiple page layouts. If the page header and footer content, as well as the configuration, are the same for all pages in the manual, you only need one page layout.

## How to Add a Page Layout File


1. Do one of the following, depending on the part of the user interface you are using:
  - **(Recommended) Right-Click** In the Content Explorer, right-click on a folder and from the context menu select **New > Page Layout**.

✔ **TIP** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the **New** menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

- **Ribbon** Select **Project > New > Page Layout**.

The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Page Layout** is selected.
3. In the **Source** area, choose to create the new file based on a template or an existing file.
  - **New From Template** Choose either a factory template file or one of your own custom 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 the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

- **New From Existing** Choose an existing file of the same type 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 , use the Open File dialog to find a file, and double-click it.


Following are the factory page layout templates provided by Flare. Many of these layouts already contain multiple page types. And many of the pages already contain content or variables in header or footer frames (e.g., page numbers, Chapter Number variables, Heading variables).


- **ChapterA4** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the international standard (ISO) A4 size (21 cm x 29.7 cm).
- **ChapterLegal** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the legal size (8.5 inches x 14 inches).
- **ChapterLetter** This template can be used for the main chapters in your manual. The pages in the template are already specified to use the letter size (8.5 inches x 11 inches).
- **ChapterResizable** This template can be used for the main chapters in your manual. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **Default** This template is a very simple page layout consisting of only one Normal page, with a header frame, body frame, and footer frame. The page is already initially specified to use the letter size (8.5 inches x 11 inches).
- **FrontMatterResizable** This template can be used for pages that precede the main chapters in your manual. For example, if you include a generated table of contents at the beginning of your manual, you might use this template to display those pages. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **GlossaryResizable** This template can be used for pages that hold a generated glossary. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.

- **IndexResizable** This template can be used for pages that hold a generated index. The pages in the template are already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.
- **NormalResizable** This template is a very simple page layout consisting of only one Normal page, with a header frame, body frame, and footer frame. The page is already initially specified to use the letter size (8.5 inches x 11 inches). However, you can easily resize the pages in this layout without having to also resize the frames within them.



Why are some templates called "Resizable"? It's not because only those page layouts contain pages that can be resized. You can resize the pages in any of these templates. The difference is that the resizable templates contain frames that have been anchored to the edges. This means that those frames maintain the same distance from the edges of the page if you choose to resize the page. The frames in other templates are not yet anchored (but they can be), which means that those frames will not automatically be resized if you decide to enlarge or reduce the page.

You can also create your own page layout templates, which can be used in the future when you create new page layouts. See .See the online Help for more information.

4. (Optional) The Folder field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click  and select the subfolder. Otherwise, keep the default location.

 **NOTE** If you want to place non-topic files in a recommended folder, first make sure that folder exists in the Content Explorer. If it does not exist, you can easily add it.

Non-Topic File Type	Recommended Default Folder in Content Explorer
Branding	Resources > Branding
Image	Resources > Images
Micro Content	Resources > MicroContent
Multimedia	Resources > Multimedia
Page Layout	Resources > PageLayouts
Snippet	Resources > Snippets
Stylesheet	Resources > Stylesheets
Table Stylesheet	Resources > TableStyles
Template Page	Resources > TemplatePages

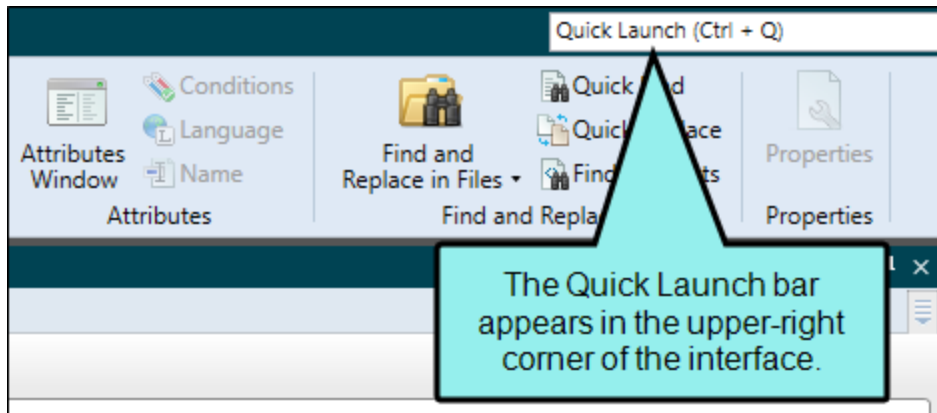
5. In the **File Name** field, type a new name for the page layout.
6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
8. Click **Add**. The page layout is added to the Content Explorer. The Page Layout Editor opens to the right, displaying the page layout.

# Opening Page Layouts

There are multiple ways to open page layouts that you have added to your project. You can open layouts from the Content Explorer or from an open topic associated with a page layout.

## How to Open a Page Layout From the Quick Launch Bar


The Quick Launch bar lets you search for any Flare file or command. It is located in the upper-right corner of the interface. You can press **CTRL+Q** on your keyboard to move focus to the Quick Launch bar so you can begin typing.



1. In the Quick Launch bar, type a few letters of the name of the file you want to open. Any available results appear in a drop-down list.
2. From the list, click the name of the file.



# How to Open a Page Layout From the Content Explorer

1. Open the Content Explorer.
2. Expand the **Resources** folder, and double-click the **PageLayouts** subfolder to open it (unless you have stored these files in a custom folder).
3. Do one of the following:
  - Locate and double-click the page layout file (e.g., NameOfPageLayout.flpgl) that you want to open.
  - Locate and click the page layout file (e.g., NameOfPageLayout.flpgl) that you want to open. In the local toolbar, click .

The page layout opens in the Page Layout Editor.


# How to Open a Page Layout From an Open Topic

1. Open a topic.
2. In the XML Editor, make sure you are working in Print Layout mode. In the local toolbar, if **Layout (Web)**, **Layout (Tablet)**, or **Layout (Mobile)** is displaying, click the down arrow next to the current layout and select **Print Layout** from the drop-down. This changes the button display to **Layout (Print) ▾**, which means the topic is shown in Print Layout mode.
3. Double-click on the margin of the page (i.e., not on a frame). Alternatively, you can right-click on the margin of the page (i.e., not on a frame). Then in the menu, select **Edit Page Layout Document**.

The page layout opens in the Page Layout Editor.

# Adding Pages

In each page layout, you need to decide how many pages you need and add them to the layout. The number of pages that you add depends on the differences that may occur on the various pages. For example, you might add a First Right page to be used only for the first page of the chapter. You also might add a Left page for even pages (e.g., 12, 14, 16, 18) and a Right page for odd pages (e.g., 11, 13, 15, 17). Each of those page types might display header or footer content differently. You also might want to add an Empty Left page to make sure that new chapters start on a right page. In the Page Layout Editor, only one page will be visible at any one time, but you can navigate to the other pages quickly by using the small squares to the right of the editor (one for each page in the page layout).


Using the **Page Properties** drop-down button  in the local toolbar of the Page Layout Editor, you can add a new page to a layout in any of the following ways:

- **Duplicate or Copy a Page** Use one of these methods if you have already created and configured a page and want the new page to share some of the same settings. After the new page is created (which is exactly like the original page, except for the page name), you can change any of the frame content or other settings as needed. The only difference between the duplicate and copy method is that duplicating a page requires one less step.
- **Insert a Page** Use this method if you want to add a new page that initially is completely blank. After inserting a page, it takes on the size and margins of the previous page in the layout. However, you must add frames, content, and other settings to the new page as needed (unless you want to use it as a completely blank "empty page").
- **Mirror a Page** Use this method if you have already created and configured a page and want the new page to share the same settings, with the page setup "mirrored" (i.e., the left and right margin settings will be reversed). For example, if the left margin on the original page is 1.5 inches and the right margin is .75 inches, the mirrored page will have a left margin of .75 inches and a right margin of 1.5 inches. This feature is typically used if you plan to create a Left page (for even pages) and a Right page (for odd pages). Most of the time, you would want a greater margin on the side of the page closest to any binding (to compensate for the extra space consumed by the binding).

# Adding Page Layout Frames

Each page in a layout can contain multiple frames, which are used to hold content (such as page numbers and chapter titles) and determine where that content is positioned. When you add a new page, make sure the page contains at least a body frame (unless that page is using one of the empty page types). By default, certain frames may already be included in a page, depending on the template you select when adding a page layout. Frames are typically displayed as large, clear rectangles or squares on a page. You can add the following types of frames: Body, Header, Footer, Decoration, Image.

## How to Add a Page Layout Frame

1. Open the page layout. The Page Layout Editor displays.
2. Open the page where you want to insert the frame.
3. In the local toolbar, click the **New Frame** button .
4. Select one of the following options.
  - **New Frame Mode** The first time you select this option, it will allow you to draw a body frame. The second time, it will allow you to draw a header frame. The third time, it will allow you to draw a footer frame. And the fourth time, it will allow you to draw a decoration frame.
  - **New Header Frame Mode** This lets you draw a header frame. This frame is designed to hold content from the topic (e.g., chapter title, page number). The frame is usually positioned at the top of a page, above the body text.

 **NOTE** You can have only one header frame per page.

- **New Footer Frame Mode** This option lets you draw a footer frame. This frame is designed to hold content from the topic (e.g., chapter title, page number) or text that you add. The frame is usually positioned at the bottom of a page, below the body text.

 **NOTE** You can have only one footer frame per page.


- **New Body Frame Mode** This option lets you draw a body frame. This frame, usually the largest on the page, is basically a placeholder for the content that you add to topics. You cannot add content directly to a body frame. If necessary, you can have multiple body frames on a page. This lets you customize the flow of text from one frame to another on a page.
- **New Decoration Frame Mode** This option lets you draw a decoration frame. This frame can be used to display content for aesthetic purposes on a page. You can add color, a border, text, and images to a decoration frame.

 **NOTE** Decoration frames are not supported in Word output.

- **New Image Frame** This option lets you draw an image frame. This frame opens the Insert Image dialog, prompting you to provide an image file. The image is added to a frame of the same size, which you can place on the page as necessary. If you do not want to use an image frame, you can use a decoration frame instead to display a picture.

 **NOTE** Image frames are not supported in Word output.

5. Click on the page and drag the mouse to draw a rectangle or square. Release the mouse button when you are finished. (For image frames, you do not need to draw on the page; the frame is automatically added at the same size as the image.)

If you have drawn two frames of the same type on a page (e.g., two body frames) an arrow  connects the frames, showing the direction that content flows from one frame to the other. If you right-click on a frame, you can choose **Select Next Frame** to activate the next frame in the flow. If you click directly on the arrow, the direction of the content flow changes from frame to the other.

The frame is added, with a label that indicates the type of frame.

6. Click  to save your work.

# Editing Pages

After you have the pages and frames that you need in a page layout, you can modify them to affect the content, as well as the look of the pages in the output.

For more details, see the online Help.

# Editing Frames

After you have the pages and frames that you need in a page layout, you can modify them to affect the content, as well as the look of the pages in the output.

For more details, see the online Help.

# Specifying Chapter and Page Layout Breaks

Supported In:




After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

Following are steps for creating chapter breaks and associating page layouts with TOC entries. Before completing these steps, you must first create an outline TOC. See "Adding Print Topics to an Outline TOC" on page 11.

In addition to specifying page layouts, chapter breaks also allow you to generate output in multiple files (as opposed to just one file), although a "multi-chapter" output can also be contained in a single file, depending on the output type. With chapter breaks, you can also take advantage of autonumbering at the chapter level and automatically include endnotes at the end of each chapter. Finally, setting a chapter break can have an effect on whether a generated TOC can be included in the output (if you are producing Word output).

# How to Specify Chapter Breaks and Page Layouts

1. Open the Project Organizer.
2. Double-click the TOCs folder.
3. Double-click the TOC that you plan to use for the printed output. The TOC Editor opens to the right.
4. Select the entry in the TOC where you want to insert a chapter or page layout break.
5. In the local toolbar, click .
6. Click the **Printed Output** tab.
7. In the **Break Type** field, select one of the following.
  - **None** This prevents a break from being used for the outline TOC entry.
  - **Chapter Break** This creates a chapter break on the outline TOC entry. You can then select the page layout to be used until another break occurs in the outline TOC. The chapter break also allows chapter autonumber settings to be applied.
  - **Page Layout Break** This lets you change the page layout used, starting at a certain outline TOC entry, without creating a new chapter. You might use this option, for example, if you have a wide table in the middle of a chapter and need to switch to a landscape page layout on the pages displaying that table.

☆ EXAMPLE You have an outline TOC for print-based output that looks like this.

The image shows a screenshot of an outline TOC with several entries. Three callout boxes provide explanations for specific entries:

- CH 3 Conditions and Notes**: A callout box points to this entry, stating: "A chapter break has been placed on this entry, and a portrait page layout is being used."
- A Topic with a Big Table**: A callout box points to this entry, stating: "This entry links to a topic containing a wide table. We do not want a new chapter to begin at this point, but we do want to use a different page layout. Therefore, we place a page layout break on this entry and select a landscape page layout."
- CH 4 Images**: A callout box points to this entry, stating: "Another page layout break has been placed on this entry, so that a portrait page layout is used once the table ends."

The TOC entries are as follows:

- Title
- Copyright
- PrintTOC
- ▷  CH 1 Welcome
- ▷  CH 2 Links and Lists
- ▲  CH 3 Conditions and Notes
  - Conditions
  - A Topic with a Big Table
  - Notes, Examples, and Blockq
- ▷  CH 4 Images
- Appendix
- Glossary
- Ind



- ☆ This is actually easier to see in Grid View (click the toggle button in the local toolbar of the TOC Editor to switch views), and by customizing the columns to remove those you don't want to display.

The screenshot shows the TOC Editor interface in Grid View. The table below represents the data shown in the grid. Callouts provide additional context for specific rows.

Or...	Icon	Title	Break Type	Page Layout
1	[Icon]	Title	Chapter	/Content/.../Title7X9.flpgl
2	[Icon]	Copyright	Page Layout	/Content/.../Copyright7X9.flpgl
3	[Icon]	PrintTOC	Chapter	/Content/.../TOC7X9.flpgl
4	[Icon]	CH 1 Welcome	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
5	[Icon]	Headings	None	
6	[Icon]	Drop-Downs	None	
7	[Icon]	CH 2 Links and ...	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
8	[Icon]	Links	None	
9	[Icon]	Lists	None	
10	[Icon]	CH 3 Condition...	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
11	[Icon]	Conditions	None	
12	[Icon]	A Topic with a ...	Page Layout	/Content/Resources/PageLayouts/7X9/ChaptersLandscape9X7.flpgl
13	[Icon]	Notes, Example...	Page Layout	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
14	[Icon]	CH 4 Images	Chapter	/Content/Resources/PageLayouts/7X9/Chapters7X9.flpgl
15	[Icon]	ositioned Left	None	
16	[Icon]	ositioned Right	None	
17	[Icon]	... Within a ...	None	

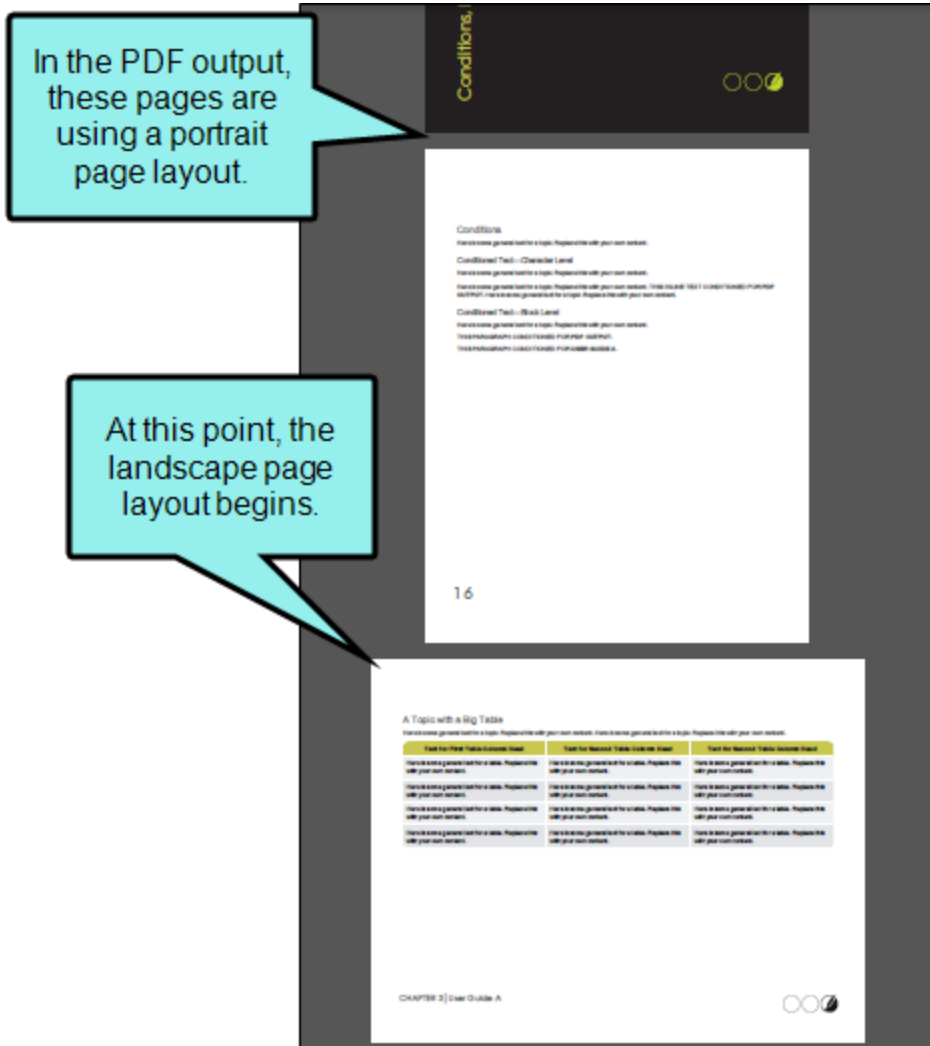
Callout 1 (top right): Make sure you are in Grid View.

Callout 2 (bottom left): These are the topics discussed in the previous image.

Callout 3 (bottom center): Notice that the first topic has a chapter break, and the other two have page layout breaks.

Callout 4 (bottom right): The topic with the wide table is using a landscape page layout.

☆ If you build print-based output such as PDF, the results would look something like this.





8. If you selected a chapter or page layout break type, click in the **Page Layout** field and select the layout that you want to use.

9. (Optional) If you want a particular page type from the layout to be used for the *first* page that is displayed, select it from the **Page Type** field. Depending on the pages that have been included in the selected page layout, any of the following may be available in this drop-down field.

For details and graphics that show how breaks and page types work together to create output that flows the way you want, see the online Help.

- **(default)** This lets Flare choose the default page type for you, depending on the type of break.
- **(continue L/R)** Select this option to specify a Left/Right page sequence, using whichever page comes next in the normal flow.
- **(continue FL/FR)** Select this option to continue the First Left/First Right page sequence, using whichever page comes next in the normal flow.
- **Title** Select this type if you want the settings to be applied to the first page in your output, which typically displays the manual title. If you include an Empty page type in your page layout, the title page in the output will be followed by the empty page. It is not mandatory that you use this page type for a title. Instead, you can use one of the other types, such as Normal.
- **First** Select this type for the first page of a new chapter. This page type can be used in a situation where you are creating a simple configuration and you are not concerned with left and right pages (e.g., a document for electronic distribution only). In most cases, a First page type would be followed by Normal pages.
- **First Left** Select this page type if you want chapters to begin on left-sided pages, and you need a different look for those pages than would be used for a regular left page.
- **First Right** Select this page type if you want chapters to begin on right-sided pages, and you need a different look for those pages than would be used for a regular right page.
- **Left** Select this type if you want the settings to be applied to a page in the output when it appears on a left (or even) page (e.g., page 42).
- **Right** Select this type if you want the settings to be applied to a page in the output when it appears on a right (or odd) page (e.g., page 43).
- **Normal** Select this type if you do not want a Left/Right type of page flow, but instead just want the same layout on every page, perhaps like a screenplay.

 **NOTE** It is recommended that you do not use more than one of each kind of page type in a page layout. If you have more than one instance of a page type, you will not be able to specify which type to use for a particular entry in the TOC Editor.

 **NOTE** When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option. For more information see the online Help.


10. (Optional) If you want to specify a particular file name for the chapter being created, enter it in the **Chapter File Name** field.

When setting chapter breaks and page layouts, empty page types are not shown in the Page Type field. If you are using empty pages in your PDF output, make sure your page layout has an empty page type and the target is set to automatically apply empty pages when necessary. To do this, open the target. On the **Advanced** tab, click **Inject empty pages as needed to ensure TOC nodes start on their selected pages**. This is recommended over the older "Auto-end on left page" option.


For PDF and Word outputs, the default setting is to create a single file for the entire output. However, you can use an option in the Advanced tab of the Target Editor to generate a new PDF or Word file for each chapter break. The Chapter File Name field in the Properties dialog would be applicable if you decide to generate multiple PDF or Word files instead of just one.


11. (Optional) In the **Page Number** section, you can specify how you want page numbers treated (if you have inserted them into the page layout).
  - **Reset to** To set the first page number in the chapter to begin at a specific number, select this option and enter the number in the field. Select the "text" option from the Format field, to type any kind of text into this field. That text will be used instead of numbering.
  - **Format** For a particular format of numbering to be used (e.g., decimal, upper Roman, lower alpha, text), select it from this drop-down. Select the "text" option to type any kind of text into the "Reset to" field. That text will be used instead of numbering.


- **Increment number** If you want the first page number in the page layout to continue from the previous layout, you can select this option.

 **NOTE** If you want to include autonumbers in the page numbering (e.g., the chapter autonumber followed by a period and then the page number), you can do so using a couple of different methods. With the first method, you can insert the appropriate autonumber variable next to the page number variable in a page layout. With the second method, you can use the "Reset to" and "Format" fields on this tab. First, you can select "text" from the Format field. Then in the "Reset to" field, you can enter the appropriate codes for the autonumbering. For example, if you want each page to show the chapter autonumber followed by a period and the page number, you would type {chapnum}.{n} in the "Reset to" field. Using this second method ensures that your page autonumbers are also displayed accurately in a print index. For more information see the online Help.

12. Click **OK**.
13. Repeat these steps for each area in the content where you want to specify a new chapter or page layout break.

 **TIP** If you want to apply the same settings to many TOC entries, you can hold down the CTRL or SHIFT key and select those entries. Then open the Properties dialog and specify the settings.

 **NOTE** You do not have to follow these steps for every single TOC entry within that chapter—only for the TOC entries where you want a chapter or page layout break. The page layout will be used in the print-based output starting at that location in the content and continuing to the end of the document, or until it comes across another chapter or page layout break.

14. Click  to save your work.

# How Chapter Breaks Affect the Output Types

When creating chapter breaks, you should keep the following in mind.

## Word Output

The following points are relevant if you are sending output to Word.

### IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK

- It determines where a new chapter will be created at this point in the output TOC. However, it will not necessarily create a new Word file in the output for each chapter. If you want multiple Word documents in the output, you must also select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor. If you do not select the "Generate multiple documents for native PDF output" option, only one Word document will be created in the output (but it will contain chapter breaks).
- You will *not* be able to include a generated TOC in the Word output (if you also select the "Generate multiple documents for native PDF output" option in the Target Editor). However, if you create a chapter break in the Properties dialog but do not select the "Generate multiple documents for native PDF output" option in the Target Editor, you will be able to include a generated TOC in the Word output. In other words, you must have only a single Word document in order to have a generated TOC.
- You will be able to use chapter autonumbering, even if you only have one Word document as a result of the output.
- You will be able to insert footnotes in your topics that are consolidated and placed at the end of each chapter.

### IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES

- Only one Word file will be created when you build your output. Even if you select the "Generate multiple documents for native PDF output" option in the Advanced tab of the Target Editor, only one Word file will be created, because you must create a chapter break in the Properties dialog to tell Flare where you want new documents to start.
- You will be able to include a generated TOC in the Word output (because only one Word document will be generated).
- You will *not* be able to use chapter autonumbering (because no chapter breaks exist).

## EPUB Output

The following points are relevant if you are sending output to EPUB.


### IF YOU SELECT THE OPTION TO CREATE A CHAPTER BREAK


- A new HTML file is created at each point where a chapter break occurs. This can be seen if you extract the EPUB file using another tool


### IF YOU DO NOT SELECT THIS OPTION FOR ANY OF YOUR TOC ENTRIES


- The EPUB contains just one HTML file.

## What's Noteworthy?

 **NOTE** Some aspects of this feature (e.g., page layouts) are used only in the print-based outputs. EPUB supports this feature only in the sense that it uses chapter breaks to determine how many HTML files are created as a result.

 **NOTE** There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. So if you've got a page layout set at the project or target level and it doesn't seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

 **NOTE** When it comes to associating page layouts with entries in an outline TOC, it is important to understand the meaning of the word "chapter" in the Properties dialog. In that dialog, a "chapter" is simply the designation for a new portion of content that will use a particular page layout. It does not mean a chapter in the traditional sense of a manual. For example, if you have a title page, a TOC, 10 chapters, and an index in your manual, each one of those might be considered a separate chapter as far as the dialog is concerned, because you are creating a chapter break with a particular page layout specified at each of those locations in the outline TOC. Therefore, although you only have 10 chapters in the traditional meaning of the word, you might have 13 chapters as far as the dialog is concerned (one for the title page, one for the TOC, one for each traditional chapter, and one for the index).

 **NOTE** If you extract the EPUB file using another tool, you will find that it contains one or more HTM files. If you have used chapter breaks in the outline TOC, a new HTM file is created at each point where a chapter break occurs. If you do not use chapter breaks, the EPUB contains just one HTM file.



# Associating Primary Page Layouts With Targets


Supported In:



After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

The following steps show how to associate a primary page layout at the target level.

## How to Associate a Primary Page Layout With a Target

1. Open the target. The Target Editor opens.
2. Select the **General** tab.
3. Click in the **Primary Page Layout** field, and from the drop-down select the page layout that you want to use for all topics in the target.
4. Click  to save your work.

# Associating Primary Page Layouts With Projects


Supported In:




After you create a page layout and configure its frames and settings as necessary, you need to associate the page layout with the appropriate content. In most cases, you will probably want to associate different page layouts with various entries in your outline TOC (so that different page layouts can be used for different parts or chapters in a manual). Otherwise, you would associate a single "primary" page layout with an entire target or project; in that case, the same page layout will be applied to all topics in that target or project. You can associate a page layout with an outline TOC entry with or without creating a chapter break at the same time.

The following steps show how to associate a primary page layout at the project level.

## How to Associate a Primary Page Layout With a Project

1. Select **Project > Project Properties**.
2. Select the **Defaults** tab.
3. Click in the **Primary Page Layout** field, and from the drop-down, select the page layout that you want to use for all topics in the project.
4. Click **OK**.
5. Click  to save your work.

 **NOTE** There is an order of precedence with the three levels where you can specify a page layout. Specific entries in an outline TOC have the highest precedence, followed by page layouts at the target level, followed by page layouts at the project level. So if you've got a page layout set at the project or target level and it doesn't seem to be working the way you think it should, you might check to see if you have any page layouts set on specific TOC entries that are overriding the target- or project-level setting.

# I Other Activities for Page Layouts

In addition to the main activities, there are some other tasks you might perform regarding this feature.

## Copying and Renaming Page Layouts

After determining the number of page layouts that are needed to produce the kind of output you want, you can add the page layout files to the project. The best course of action is usually to use the factory templates provided by Flare and edit them as necessary. Another approach is to make copies of finished page layouts. After you configure a page layout as needed (adding pages, frames, page size settings, content), you can copy that page layout to create the additional ones that you need. That way, much of the work may already be completed in the subsequent page layouts, with only some tweaking necessary.

## How to Copy and Rename a Page Layout

1. Open the Content Explorer.
2. Expand the **Resources** folder, and double-click the **PageLayouts** subfolder (unless you have stored these files in a custom folder).
3. Click on the page layout that you want to copy.
4. Press **CTRL+C** on your keyboard.
5. Press **CTRL+V** on your keyboard. Another page layout is added, with the same name and the words "Copy of" before it. The settings in that page layout are identical to the settings of the page layout that you copied.
6. Click once on the new page layout name, so that the main name is highlighted but the file extension is not.
7. Type a new name for the page layout and press **ENTER**.




# Importing Page Layouts

You can import individual page layout (FLPGL) files (such as those from another Flare project or those sent to you by a contributor).

## How to Import a Page Layout

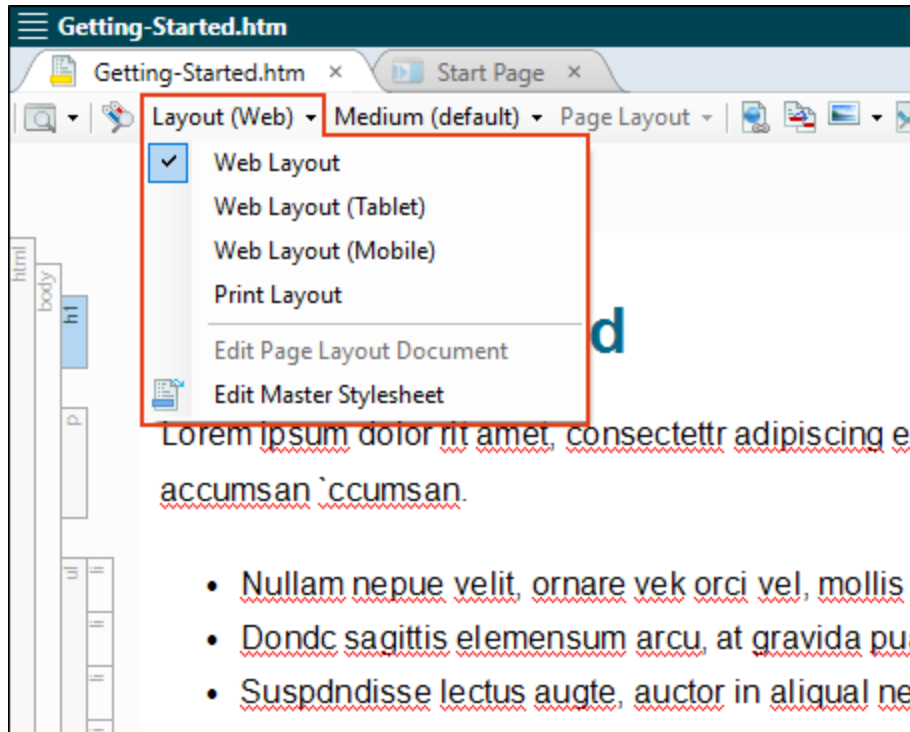
1. Select **Project > New > Page Layout**.

The Add File dialog opens.

2. Select **New from existing** and click .
3. In the Open dialog, navigate to the FLPGL file that you want to import. Then select it and 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.
4. In the **File name** field, type a new name for the page layout.
5. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click  and select the conditions you want to apply. Click **OK**.
6. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click  and select the file tags you want to apply. Click **OK**.
7. Click **Add**. The page layout is added to the Resources\PageLayouts subfolder in the Content Explorer. The Page Layout Editor opens, displaying the page layout.

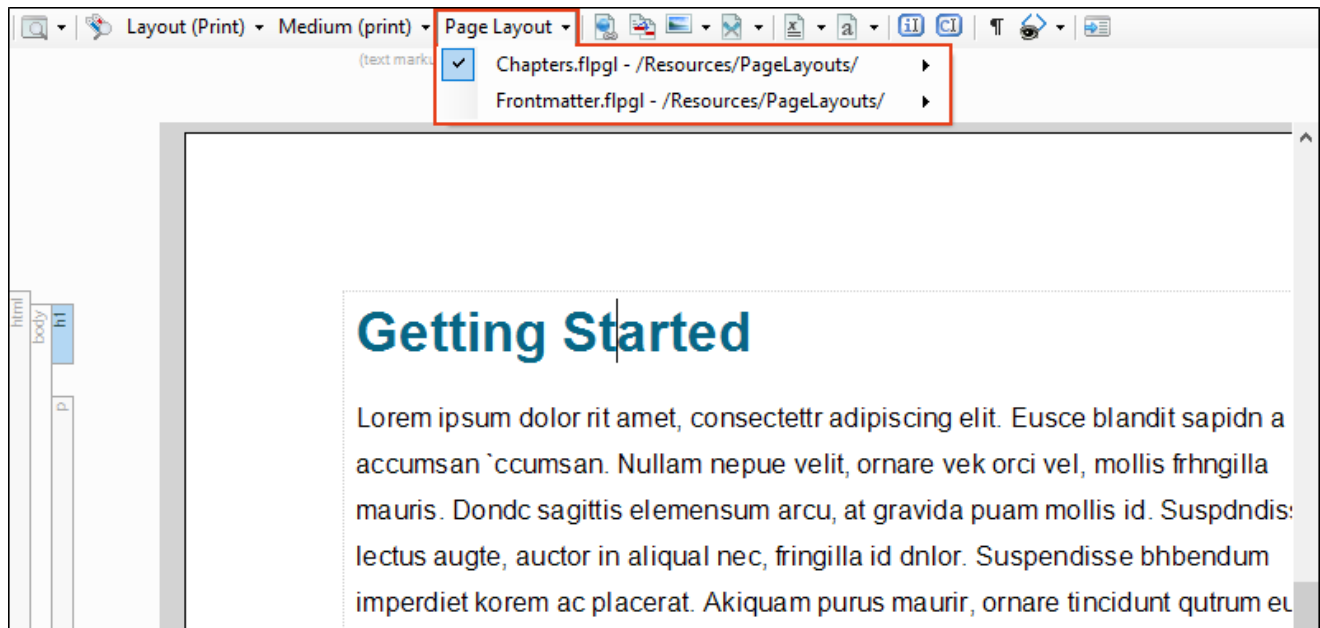
# Selecting a Page Layout to View Content in the XML Editor

Flare provides multiple layout modes when working in the XML Editor: Web Layout, Web Layout (Tablet), Web Layout (Mobile), and Print Layout. This lets you see your content in the format that you are most likely concerned about at the moment.



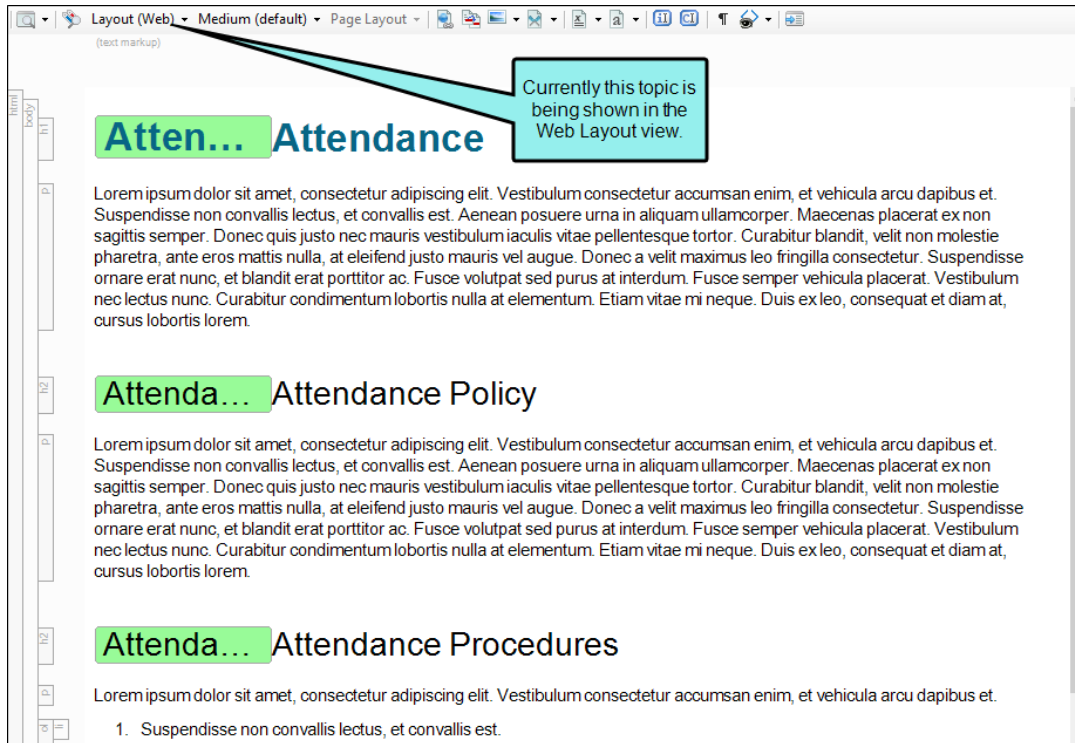
The Print Layout mode lets you see how the pages will look with a page layout applied to it. In other words, it lets you see how the page will look when you generate print-based output. This means that you will be able to view the actual page size and orientation, as well as the margins and any header or footer content.

If you are viewing content using the Print Layout in the XML Editor, you can use another drop-down in the local toolbar to choose a specific page layout.

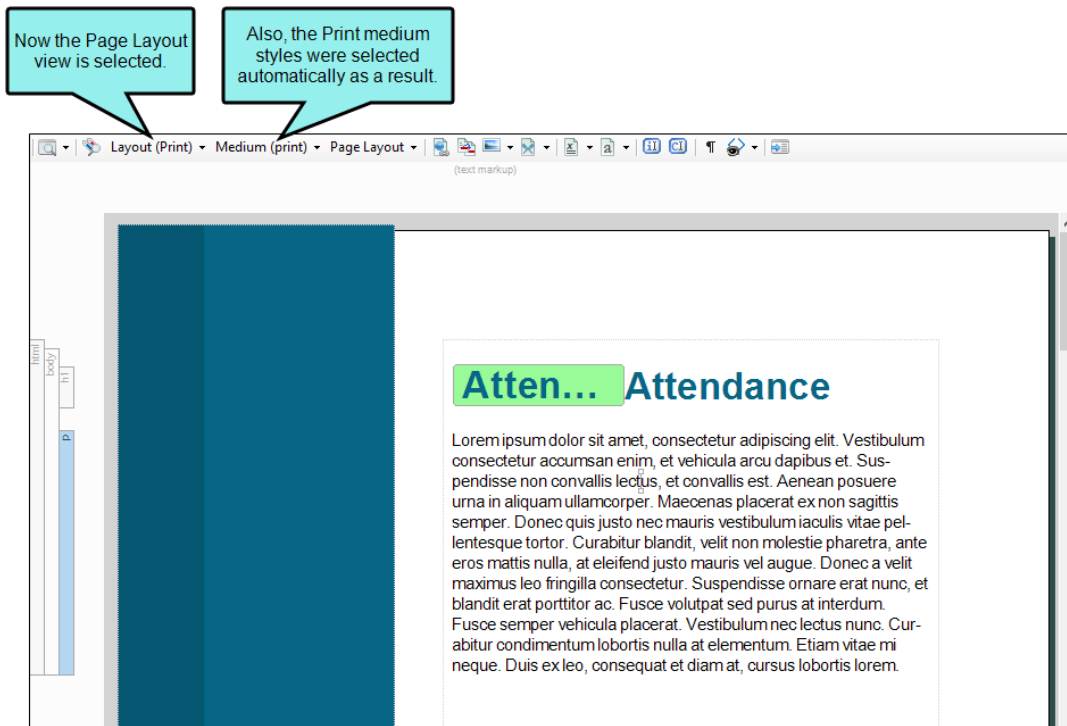


Not only can you select a certain page layout to display a topic in the XML Editor, but you can also choose a specific page type within that layout. This can be especially useful when you know for certain that a particular topic will display on the first page of a chapter, a left page, a right page, etc. The reason Flare does not automatically show a topic in the appropriate page type is because it won't assign page types to content until you generate the output. However, sometimes you may know in advance which page type will be used because of its placement in the outline TOC, so you can choose any page type contained in the layout to display the topic in the XML Editor.

☆ **EXAMPLE** You have a project where you will be producing both online and PDF output using the same topics. You open one of your topics and in the Web Layout view in the XML Editor, it might look something like this.



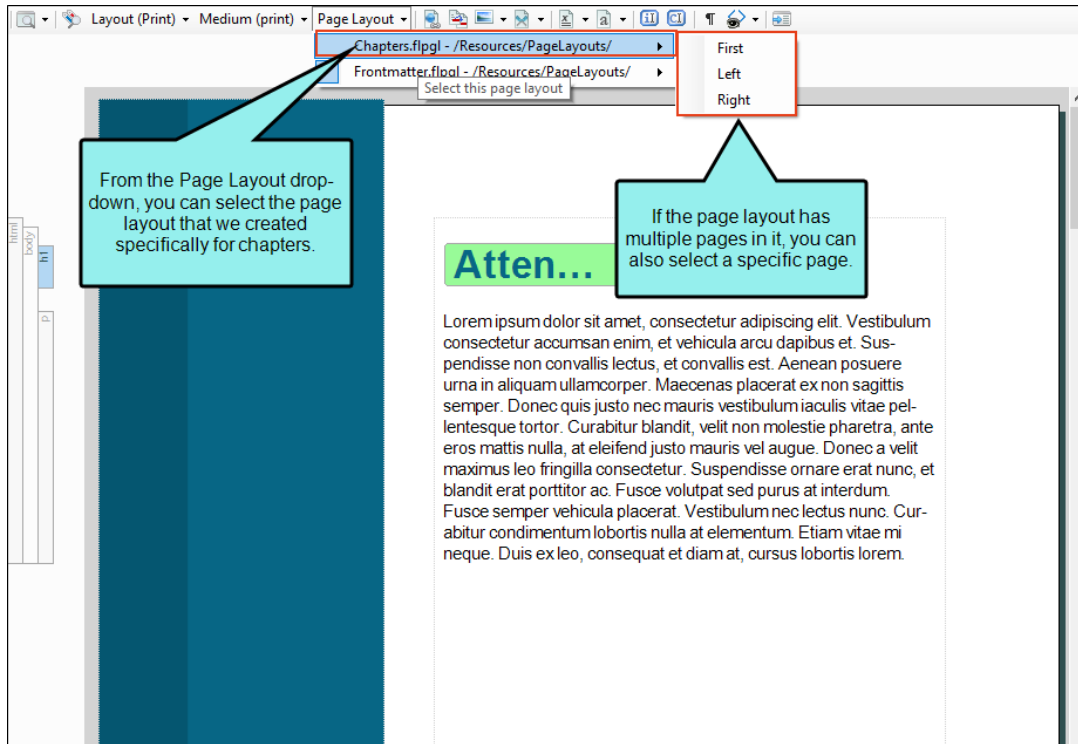
☆ Now you want to see how it will look in the PDF output, so you switch to the Page Layout view.



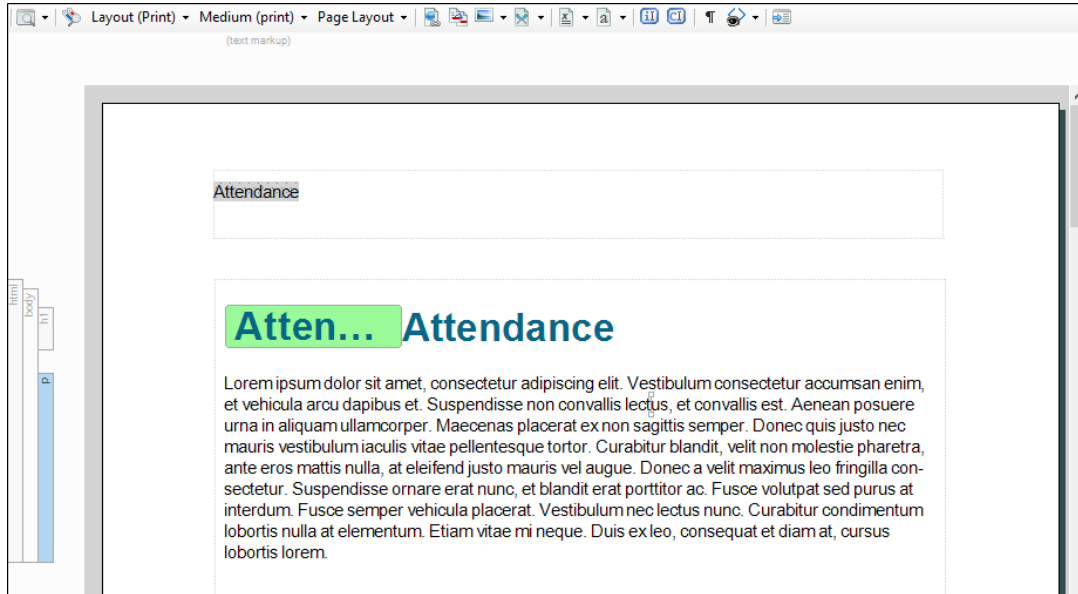
But just because the topic is being displayed in Print Layout view with print styles, this does not mean the specific page layout intended for this topic in the output is being used here. In this case, you notice that the XML Editor is using a page layout that is intended for your PDF guide title page. This particular topic should be using your Chapters page layout instead.



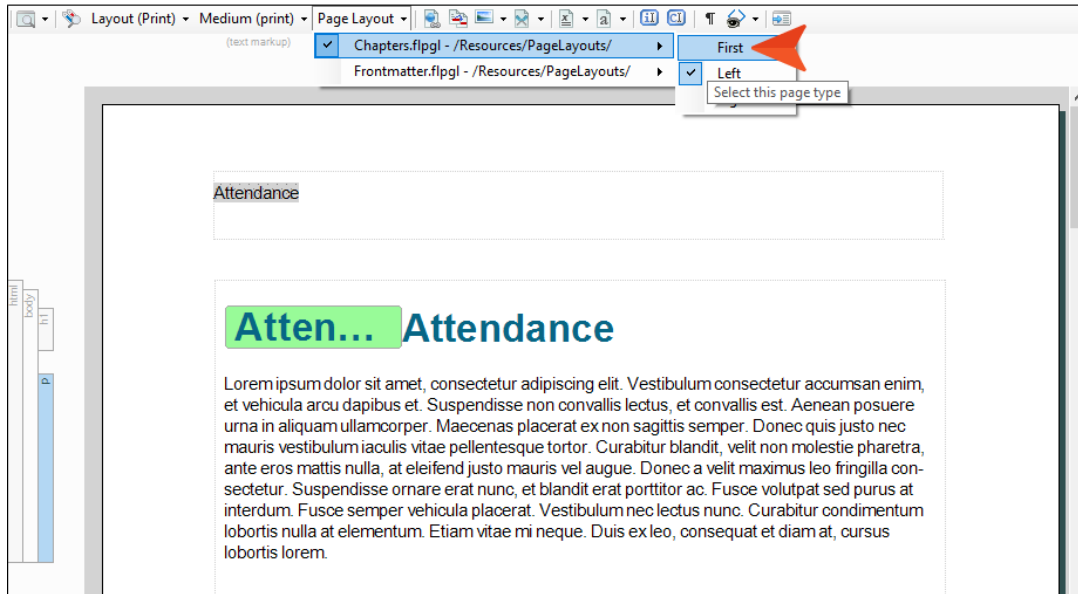
- ☆ To get a more accurate preview of how the topic will look in the output, you switch to the page layout that will be used for chapters. You also select a specific page type.



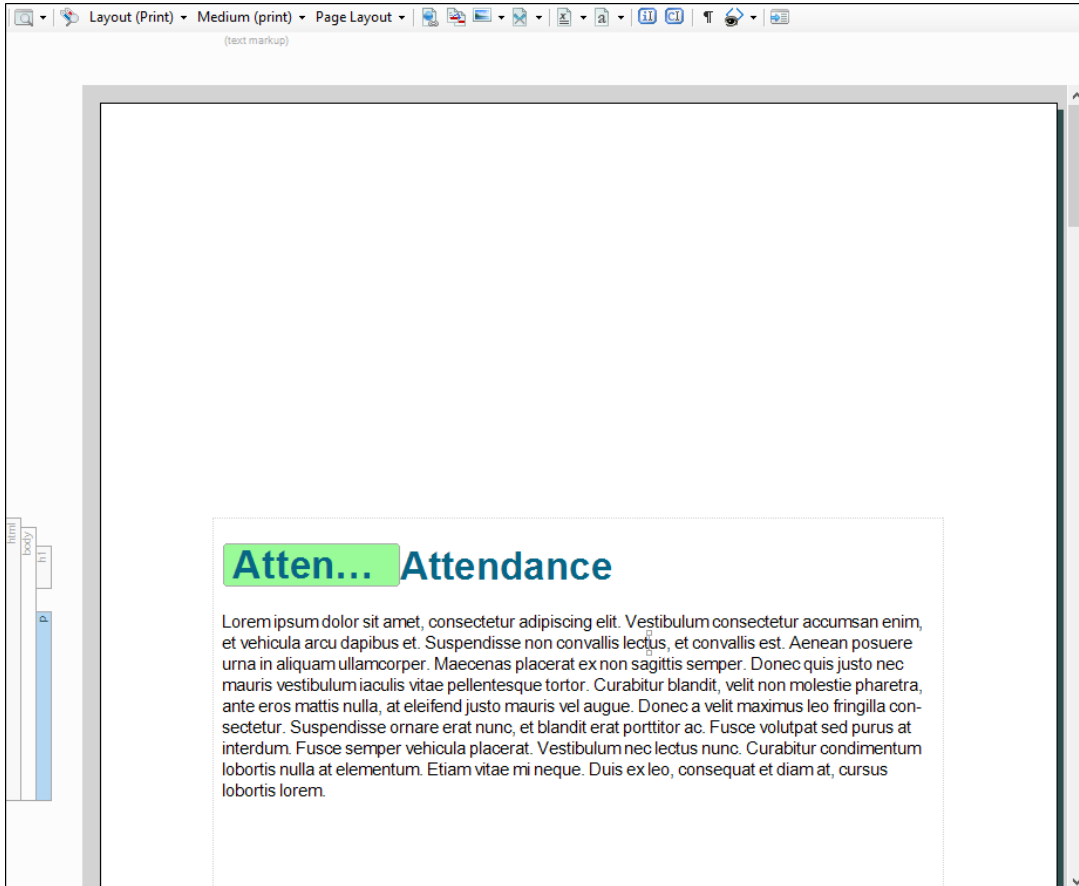
☆ The result of your selection might make the topic look something like this:



- ☆ This particular view happens to be using the Left page type from your Chapters page layout. But then you realize that this topic is actually going to be used at the very beginning of a chapter. So you once again select the drop-down and choose the First page type.





- ☆ As a result, the view changes, showing the topic with the heading appearing part way down the page, with no header. This is how you want the first page of a chapter to look, so you know you're looking at the correct view.



# How to Select a Page Layout and Page Type to View Content

1. Open the content file.
2. If the Print Layout mode is not already being used, click the down arrow next to **Layout (Web)** in the local toolbar. From the drop-down, select **Print Layout** to switch to the Print Layout view.
3. In the local toolbar, click the **Page Layout** drop-down and select a page layout. If you want to select a particular page type included in that layout, select it from the submenu.

 **NOTE** Because topics can end up anywhere in your output, based on your settings, Flare won't know exactly how a particular page will look until you generate the output. Once you generate the output, Flare takes all of the information that you've given it in different places (e.g., Target Editor, outline TOC) and puts it all together according to your rules.

 **NOTE** You can get an even more accurate look at how a topic will look in the output by associating conditions with it while you are editing. This is similar to the feature that you can use to preview a document with certain conditions set. The difference is that this associates the conditions to the document as you edit it in the XML Editor.

# Other Activities for Print-Based Output

In addition to the main activities, there are some other tasks you might perform regarding this feature.

This chapter discusses the following:

Creating Hanging Punctuation .....	183
Creating Multiline Indentation .....	189
Specifying How Online Features are Converted in Printed Output ...	192
Editing the Page Type for Page Footers and Headers .....	195
Redacted Text .....	196
Repeating Table Captions and Header Rows .....	201
Setting Widow and Orphan Control .....	205

# Creating Hanging Punctuation

Supported In:



You can use styles to create hanging punctuation on block items such as paragraphs in Flare. Hanging punctuation lets you "hang" certain punctuation characters outside the block element, allowing the text to align.

The diagram consists of a central white box with a black border, divided into two sections. The top section is titled "Without Hanging Punctuation" and contains a paragraph of text where the opening quotation mark is indented. The bottom section is titled "With Hanging Punctuation" and contains the same paragraph of text, but the opening quotation mark is aligned with the left edge of the text block. To the left of the central box is a light blue callout box with a black border and a pointer to the top section, containing text explaining that the opening quotation mark is hanging outside the container. Below the central box is another light blue callout box with a black border and a pointer to the bottom section, explaining that the "H" at the beginning of the paragraph is aligned with the characters below it on the left edge.

**Without Hanging Punctuation**

"Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content."








**With Hanging Punctuation**

"Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content."

With hanging punctuation, notice that the opening quotation mark in this example is hanging outside the container holding the paragraph.

Therefore, the "H" at the beginning of the paragraph is aligned with the characters below it on the left edge.

# How to Use a Style to Create Hanging Punctuation

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. Select the style you want to edit.
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **Block** group.
8. To the right of **hanging-punctuation**, click , and select one of the options.
  - **allow-end** A stop (e.g., period) or comma at the end of a line hangs if it does not otherwise fit prior to justification. This value works in conjunction with text that is justified.

**allow-end (with justify)**

Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Here is other general text for a topic. Replace this text with your own content.

Using the value "allow-end," you can allow periods and commas to hang outside the container when the paragraph is using justified alignment.



- **first** An opening bracket or quote at the start of the first formatted line of an element hangs. This applies to all characters in the Unicode categories Ps, Pf, Pi (e.g., brackets, parentheses, and quotation marks).

Using the value "first," you can force opening punctuation, such as a quotation mark, to hang outside the container.

**first**

"Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content. Here is some general text for a topic. Replace this with your own content."

- **force-end** A stop (e.g., period) or comma at the end of a line hangs.

**force-end**

Here is some general text for a topic. Here is some general text for a topic. Replace this with your own content. Here is other general text for a topic. Replace this text with your own content.

Using the value "force-end," you can ensure that periods and commas hang outside the container.

- **inherit** The parent element's property is inherited.

- **last** A closing bracket or quote at the end of the last formatted line of an element hangs. This applies to all characters in the Unicode categories Pe, Pf, Pi (e.g., brackets, parentheses, and quotation marks).

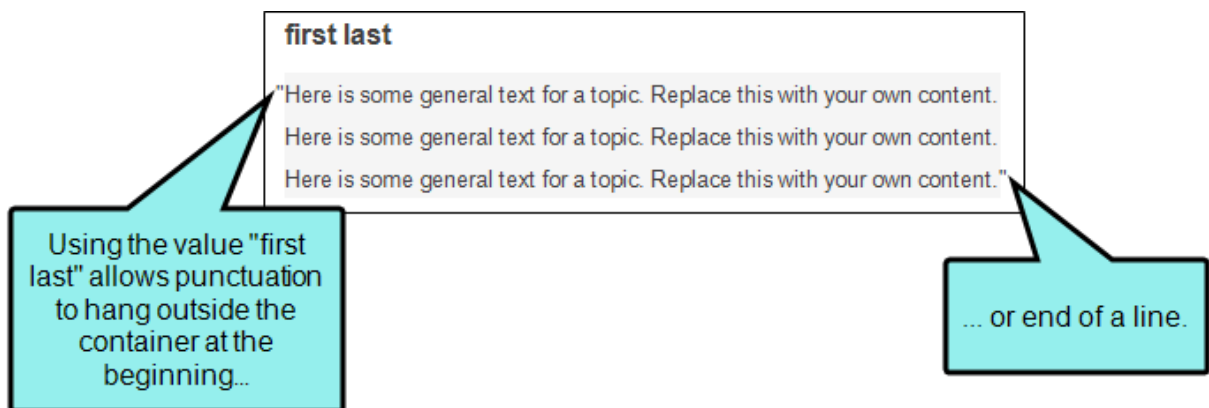
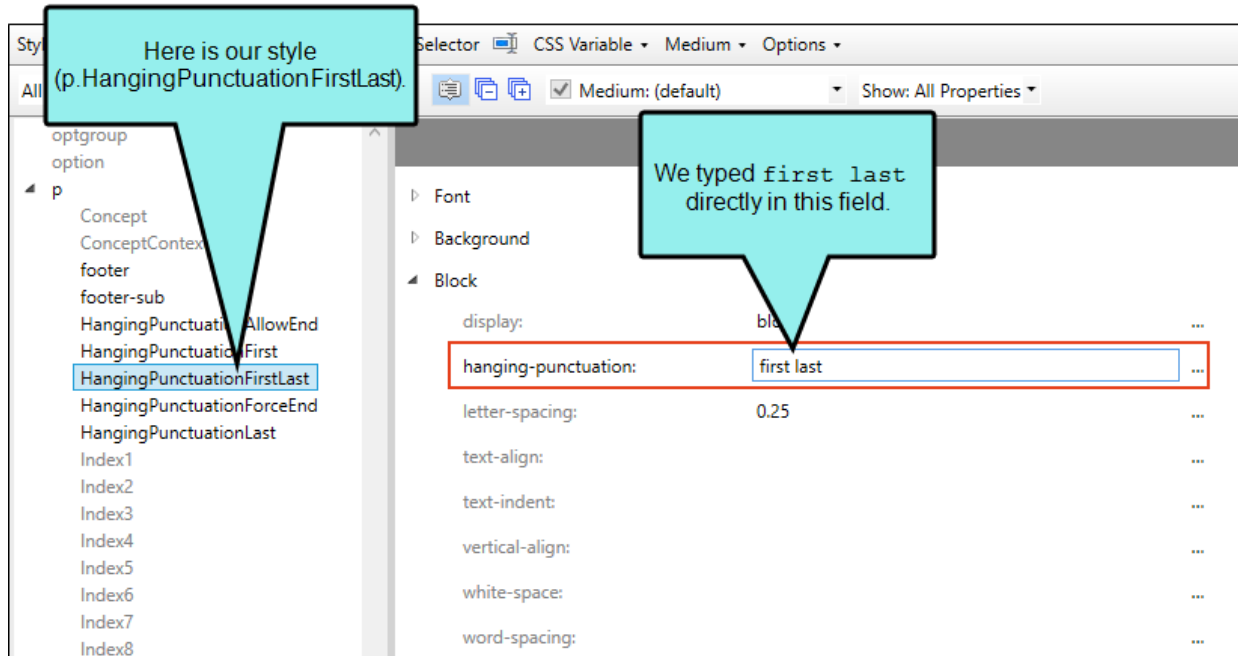
**last**

"Here is some general text for a topic. Replace this with your own content.  
Here is some general text for a topic. Replace this with your own content.  
Here is some general text for a topic." (Replace this with your own content.)

Using the value "last," you can force punctuation, such as this parentheses, to hang outside the container.

- **none** No character hangs.


It is significant to note that the "first" and "last" property values apply to one specific set of punctuation symbols, while "force-end" and "allow-end" apply to a separate set. Therefore, combinations of these properties are also allowed. Valid combinations would be: "first last," "first force-end," "first allow-end," "first force-end last," "first allow-end last," "force-end last," and "allow-end last." These combinations are not available from the drop-down list in the Stylesheet Editor, but you can type the value directly into the field.



9. Click  to save your work.

 **NOTE** For more information about the hanging punctuation CSS property, see:

<http://www.w3.org/TR/css3-text/#hanging-punctuation>

 **NOTE** The hanging punctuation property is available only in the Advanced view of the Stylesheet Editor.

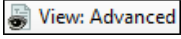
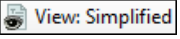
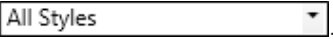





# Creating Multiline Indentation

Supported In:

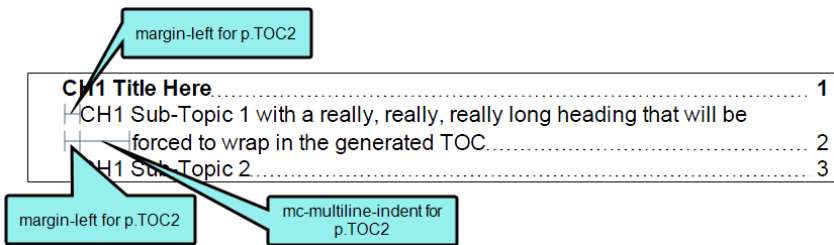
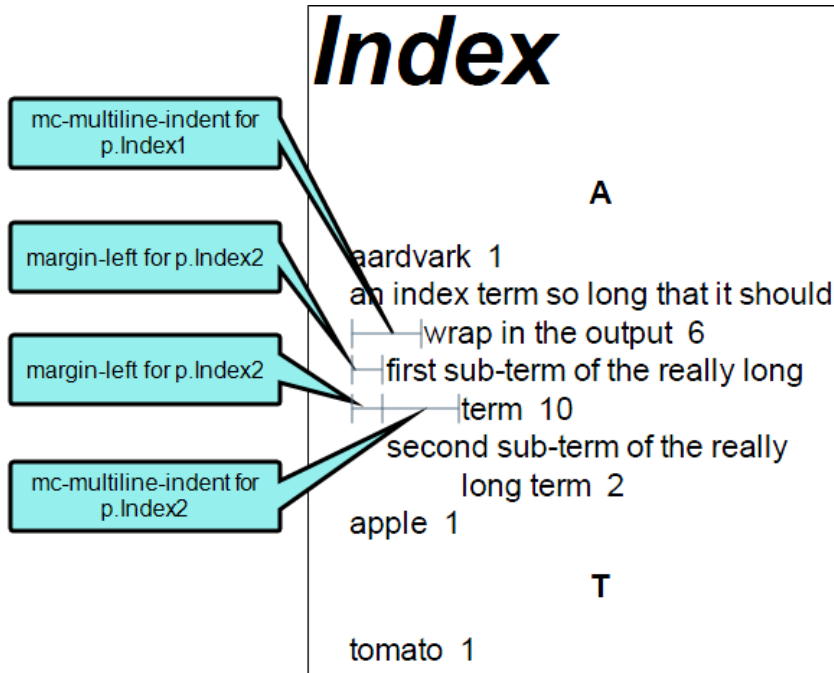


Using a style property called "mc-multiline-indent" you can specify additional indentation for content that wraps to more than one line. Although this property can be used for any block-level element (such as paragraphs), it is most useful when applied to print index, table of contents (TOC), and mini-TOC entries.

# How to Use a Style to Create Multiline Indentation

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left of the editor, make sure the drop-down field is set to .
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** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Unclassified** group.
8. To the right of **mc-multiline-indent**, click .
9. Use the lower-left area of the popup to enter a number.
10. Use the lower-right area to select a unit of measurement.
11. Click **OK**.
12. Click  to save your work.

☆ **EXAMPLE** The following images show how the mc-multiline-indent style property works alongside the margin-left property in a print index and TOC.



# I Specifying How Online Features are Converted in Printed Output

The online features from your project (e.g., text hyperlinks, expanding text, Help controls) are converted to print-based output in various ways, as described in the following table.

## Default Behavior of Online Features in Print-Based Output


Online feature	How it is converted in print-based output
Breadcrumbs	Not included in the document
Browse sequences	Not included in the document
Context-Sensitive Help	Not included in the document
Cross-references	You can convert the cross-references to page number references (e.g., "See My Topic" can become "See page 36"). This is done by using a stylesheet medium and changing the property settings for the cross-reference style for the print medium. You also need to make sure the print medium is associated with the target you want to build.
Drop-down text	Hotspot converted to text; body expanded inline
Expanding text	Hotspot converted to text; body can be converted (in the Target Editor) to (1) footnotes, (2) inline text, or (3) removed. See steps below.
Favorites	Not included in the document



Online feature	How it is converted in print-based output
Glossary term links	Converted to footnotes at the bottom of pages
Help controls (related topics, concept links, keyword links)	Not included in the document
Popups	Hotspot converted to text; body can be converted (in the Target Editor) to (1) footnotes, (2) inline text, or (3) removed. See steps below.
Rules (horizontal lines)	Not included in the document
Scripts	Not included in the document
Search	Not included in the document
Text hyperlinks	Converted; for some outputs (e.g., Word), users can press CTRL key and click link to go to destination
Togglers	Hotspot converted to text; destination converted to inline text
Topic popups	Converted to text with link removed

# How to Specify the Way Online Features are Converted in Print-Based Output

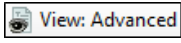
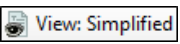
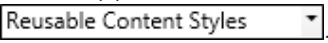
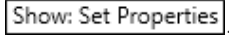


Some online features in your project are automatically handled in one way or another when you produce printed output. However, there are some features (expanding text and popup effects) where you can specify how you'd like them to be treated in the printed output.

1. Open the target that you plan to build for your printed output. The Target Editor opens.
2. Click the **Advanced** tab.
3. In the **Expanding Text Effects** and **Text Popup Effects** sections, select an option for each type of online feature:
  - **Convert to footnote** The body for the expanding text or popup effect is displayed as a footnote in the printed output.
  - **Expand text inline** The body for the expanding text or popup effect is displayed as a text (after the "hotspot" text) in the printed output.
  - **Remove the "body"** The body for the expanding text or popup effect is not included in the printed output.
4. Click  to save your work.

# I Editing the Page Type for Page Footers and Headers

When you add page footer and header proxies for 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 Edit the Page Type for Page Footers and Headers

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. In the **Styles** section on the left of the editor, find and select either **MadCap|pageFooter** or **MadCap|pageHeader** (or a style class you have created within either style).
5. From the **Show** drop-down list on the upper-right side of the editor, select . This displays only the properties that have been set for that particular selector.
6. From the **Properties** section, expand the **Unclassified** property group.
7. To the right of **mc-feader-type** click  and select one of these options:
  - **all** Displays the footer or header on all pages in the output.
  - **even** Displays the footer or header only on even pages in the output.
  - **first** Displays the footer or header only on the first page of each section.
  - **odd** Displays the footer or header only on the odd pages in the output.
8. Click  to save your work.

# I Redacted Text

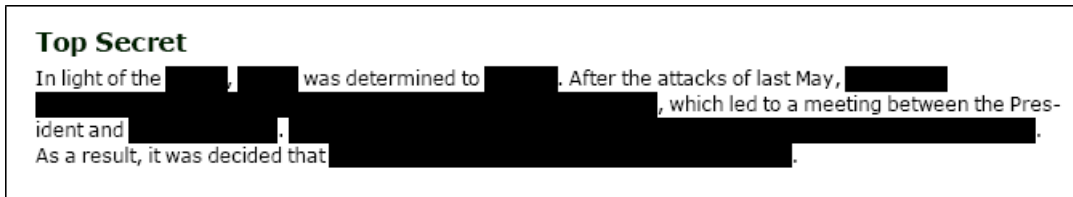
Supported In:



Flare supports redacted text, which is text that is "blacked out" in Adobe PDF output. This is much more efficient than attempting to black out text or other content after the document has been printed. 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.

☆ **EXAMPLE** You are generating a sensitive legal document, and the names of individuals and other personal information need to be hidden. In that case, you can perform redaction for those areas so that they are blacked out when you build the output.

Here is what a topic with redacted text might look like in the output:




## General Information

- "Purpose of Redacted Text" on the next page
- "Types of Content for Redaction" on the next page
- "Redacted Text vs. Conditions" on the next page

## Process

1. "Setting Redacted Text on Content" on page 199
2. "Setting Redacted Text on Targets" on page 200

 **IMPORTANT** When you use this feature, the text in the generated output is truly gone. There is no way a user can peek into the output and find it.

# Purpose of Redacted Text

Redaction is useful for distributing or selectively releasing classified, sensitive, or private information. You might want to redact your output so that hackers cannot extract certain information in it that needs to remain hidden.

The consequences of failing to completely redact text in a document can range from the inadvertent release of sensitive information to legal liability, unwanted media exposure, or in the worst case, material harm to property or personnel.

## Types of Content for Redaction

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.

☆ **EXAMPLE** You plan to redact both individual words, as well as entire paragraphs. In that case, you might open your stylesheet and create a class of the span character style, calling it "Redacted." You also might create a class of the p style, naming it "Redacted." After specifying the redaction value for each of those style classes, you can then apply those classes to your content as needed. If you highlight a few words within a paragraph, you can select **span.Redacted** to black out those words. If you want to redact an entire paragraph, you can click the tag bar to the left of that paragraph and select the **p.Redacted** style class.



## Redacted Text vs. Conditions

Whereas condition tags allow you to remove text from output, redacting text lets you black out the necessary information but show that the original document once contained that information. If necessary, you could retrieve the redacted content in your project. This may be important for legal purposes.








# 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 Use a Style to Set Redacted Text on Content

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left of the editor, make sure the drop-down field is set to .
4. Select a style (e.g., character, heading, paragraph).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **Redaction** group.
8. To the right of **mc-redacted**, click  and select **redacted**.
9. Click  to save your work.
10. After editing a style, you can apply it to content in a topic or snippet.  
The text becomes shaded in the editor, letting you know that it will be redacted when the output is generated.
11. Click  to save your work.

# Setting Redacted Text on Targets

For each PDF document that needs to include redacted content, you can open the target. Then you can use the Advanced tab to specify how the content marked as "redacted" should be treated in the output.

## How to Set Redacted Text on a Target

1. Open the appropriate PDF target.
2. In the Target Editor, select the **Advanced** tab.
3. In the **Redacted text** section, select one of the following.
  - **Black out** Displays black rectangles in places of content that has been redacted.
  - **Highlight** Displays content that has been redacted with a highlighted background.
  - **Display as normal text** Displays content that has been redacted in the same way that it displays other content.

Why are there choices other than "black out"? Those options are available in case you need to generate another output that shows the redacted text.

☆ **EXAMPLE** You need to generate one PDF that blacks out the redacted text (e.g., the version being released to the public) and another PDF that shows the text rather than hiding it (e.g., the version being distributed to authorized individuals). In that case, you can open the target to be used for public release and set the redacted text option to "Black out." For the target to be used for authorized individuals, you can set the redacted text option to either "Highlight" or "Display as normal text."

4. Click  to save your work.



# Repeating Table Captions and Header Rows

For print-based output, table captions and header rows can be repeated so at the top of pages when a table covers more than one page. Repeating table captions is supported in PDF output only. Repeating table header rows is supported in PDF and Word outputs.

The diagram shows two pages of a document. The left page contains a table with a caption 'My Table Caption' at the top. The table has two columns, both with 'Table Heading' as their header. The table content consists of several rows of placeholder text. A callout box points to the caption, stating: 'In this example, a caption has been added to the top of this long table.' The right page shows the same table continuing from the previous page. The caption 'My Table Caption' is repeated at the top of this page. A callout box points to the first row of the table, stating: 'The header row is also repeated.' Another callout box points to the caption on the right page, stating: 'The table spans multiple pages. Therefore, the caption is repeated at the top of each page where the table appears.'

# How to Repeat Captions in a Single Table

1. Insert a new table, or right-click inside an existing table and select **Table Properties**.
2. On the **General** tab, in the **Table Caption** section, enter a caption in the **Text** field.
3. Select **Repeat**.
4. (Optional) In the **Continuation** field, you can add text to the end of captions that repeat on subsequent pages (e.g., Continued)."






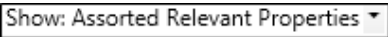




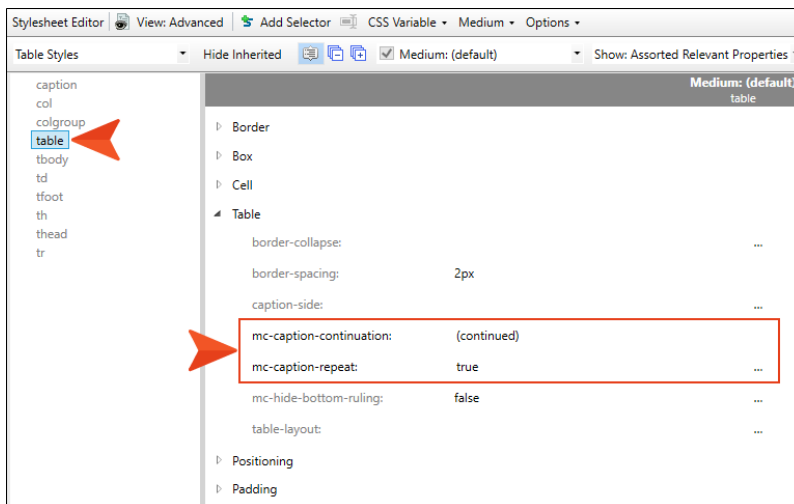
Table Heading	Table Heading
adipiscing elit.	puam mollis id.
Eusce blandit sapidn a dolor accumsan `ccumsan.	Suspndisse lectus augte, auctor in aliquat nec, fringilla id dnlor.

Lorem ipsum dolor rit amet, consectetr adipiscing elit. Eusce blandit sapidn a dolor accumsan `ccumsan. Nullam nepue velit, ornare vek orci vel, mollis fhngilla mauris. Dondc sagittis elemensum arcu, at gravida puam mollis id. Suspndisse

5. Click **OK**.
6. Click  to save your work.

# How to Repeat Captions in All Tables

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. On the left side of the editor, select **table**.
5. From the **Show** drop-down list on the upper-right side of the editor, select . The most relevant properties for that style are shown on the right side of the editor.
6. If you are using the group view , expand the **Table** group.
7. Locate the property you want to change.
  - **mc-caption-repeat** If you want captions to repeat on tables that span multiple pages in print-based output, click  and select **true**.
  - **mc-caption-continuation** You can add text to the end of captions that repeat on subsequent pages (e.g., continued)."



8. Click  to save your work. Captions are repeated for any tables where you have added them in the table properties.



# How to Repeat Table Header Rows

1. Insert a new table, or right-click inside an existing table and select **Table Properties**.
2. On the **General** tab, in the **Table Size** section, enter a number in the **Number of header rows** field. Usually this is 1. These rows will automatically be repeated at the top of pages in print-based output.

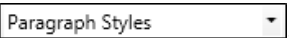






# Setting Widow and Orphan Control

You can use widow and orphan control to avoid instances where "leftover" lines from a paragraph are shown at the top (widow) or bottom (orphan) of a page or column. For more about widows and orphans, see the online Help.

## How to Use a Style to Set Widow and Orphan Control

1. From the Content Explorer, open the stylesheet that you want to modify.
2. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.

 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select .
4. 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).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the grouped view, expand the **PrintSupport** group.
8. To the right of **orphans**, click  and enter the number of leftover lines that you want to allow at the bottom a page or column.
9. To the right of **widows**, click  and enter the number of leftover lines that you want to allow at the top of a page or column.
10. Click  to save your work.



**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.

## APPENDIX A

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# PDFs

The following PDFs are available for download from the online Help.

## I Tutorials

*Getting Started Tutorial*

*Autonumbers Tutorial*

*Back-to-Top Button Tutorial*

*Context-Sensitive Help Tutorial*

*Custom Toolbar Tutorial*

*eLearning Tutorial—Basic*

*eLearning Tutorial—Advanced*

*Image Tooltips Tutorial*

*Lists Tutorial*

*Meta Tags Tutorial*

*Micro Content Tutorial—Basic*

*Micro Content Tutorial—Advanced*

*Responsive Output Tutorial*

*Single-Sourcing Tutorial*

*Snippet Conditions Tutorial*

*Styles Tutorials*

*Tables Tutorial*

*Word Import Tutorial*

# | Cheat Sheets

*Context-Sensitive Help Cheat Sheet*

*Folders and Files Cheat Sheet*

*Learning & Development Cheat Sheet*

*Lists Cheat Sheet*

*Micro Content Cheat Sheet*

*Print-Based Output Cheat Sheet*

*Search Cheat Sheet*

*Shortcuts Cheat Sheet*

*Structure Bars Cheat Sheet*

*Styles Cheat Sheet*



# I User Guides

*Accessibility Guide*

*Analysis and Reports Guide*

*Architecture Guide*

*Autonumbers Guide*

*Branding Guide*

*Condition Tags Guide*

*Context-Sensitive Help Guide*

*Eclipse Help Guide*

*eLearning Guide*

*Getting Started Guide*

*Global Project Linking Guide*

*HTML5 Guide*

*Images Guide*

*Import Guide*

*Indexing Guide*

*Key Features Guide*

*Lists Guide*

*MadCap Central Integration  
Guide*

*Meta Tags Guide*

*Micro Content Guide*

*Navigation Links Guide*

*Plug-In API Guide*

*Print-Based Output Guide*

*Project Creation Guide*

*QR Codes Guide*

*Reviews & Contributions With  
Contributor Guide*

*Scripting Guide*

*Search Guide*

*SharePoint Guide*

*Skins Guide*

*Snippets Guide*

*Source Control Guide: Git*

*Source Control Guide:  
Perforce Helix Core*

*Source Control Guide:  
Subversion*

*Source Control Guide: Team  
Foundation Server*

*Styles Guide*

*Tables Guide*

*Tables of Contents Guide*

*Targets Guide*

*Template Pages Guide*

*Templates Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Transition From FrameMaker  
Guide*

*Translation and Localization  
Guide*


*Variables Guide*

*Videos Guide*

*What's New Guide*

# Output Type Comparison Tables

Following are tables that show the various output types available, with the distinguishing features of each.

 **NOTE** If an item does not have a check mark, that does not necessarily mean the feature is unavailable in the output. Rather, it means that the feature cannot be added in Flare. For example, search cannot be added in Flare for EPUB output, but some ebook readers may have search built in.

This chapter discusses the following:

Accessibility Features Per Output Type .....	212
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Generated Content Features Per Output Type .....	215
Glossary Features Per Output Type .....	219
Image Features Per Output Type .....	220
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List Features Per Output Type .....	223
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Miscellaneous Features Per Output Type .....	225
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Navigation Link Features Per Output Type .....	233
TOC and Mini-TOC Features Per Output Type .....	235
Translation and Localization Features Per Output Type .....	237
Variable Features Per Output Type .....	239

# Accessibility Features Per Output Type

Following are accessibility features (e.g., Section 508, WCAG) supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Accessibility Supported	✓	✓	✗	✓	✓	✓	✓
Alt Text and Title Attributes	✓	✓	✗	✓	✓	✗	✓
ARIA Tags	✓	✗	✗	✗	✗	✗	✗
Compiler Warnings	✓	✓	✗	✓	✓	✗	✓
Empty Alt Text for Images	✓	✓	✗	✓	✓	✗	✓
Keyboard Navigation	✓	✗	✗	✗	✗	✗	✗
Scrolling for Toolbars and Navigation Frames (Enable)	✗	✗	✗	✗	✗	✗	✗

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Search Results	✓	✗	✗	✗	✗	✗	✗
Skip to Main Content	✓	✗	✗	✗	✗	✗	✗
User Interface Text	✓	✗	✗	✗	✗	✗	✗

# eLearning Content Features Per Output Type

Following are eLearning features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
eLearning Content Reuse	✓	✓	✗	✗	✗	✗	✗
eLearning Templates	✓	✓	✗	✗	✗	✗	✗
Interactive Question Sections	✓	✗ <sup>1</sup>	✗	✗	✗	✗	✗
LMS Packages	✓	✗	✗	✗	✗	✗	✗
Multiple Types of Courses	✓	✓	✗	✗	✗	✗	✗
Skin Customization	✓	✗ <sup>2</sup>	✗	✗	✗	✗	✗

<sup>1</sup>PDF output is not interactive, but there is an option to show or hide answers to course questions.

<sup>2</sup>The PDF can be customized, but not using skins.

# Generated Content Features Per Output Type

Following are generated content features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Autonumbers <sup>1</sup>	✓	✓	✓	✓	✓	✓	✓
Breadcrumbs	✓	✗	✗	✗	✗	✗	✓
Browse Sequences	✓ <sup>2</sup>	✗	✗	✗	✗	✗	✓
Central Account Links	✓	✗	✗	✗	✗	✗	✗
Concept Links	✓	✗	✗	✗	✓	✓	✓
Glossaries From Proxies	✗	✓	✓	✗	✗	✓	✗
Indexes From Proxies	✗	✗	✗	✗	✗	✓	✗

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Keyword Links	✓	✓	✓	✗	✓	✓	✓
List of Concepts	✓	✓	✓	✗	✓	✓	✓
List of Elements	✓	✓	✓	✓	✓	✓	✓
List of Endnotes	✗	✓	✓	✗	✗	✓	✗
Lists (Numbered and Bulleted)	✓	✓	✓	✓	✓	✓	✓
Menus From Proxies	✓	✗	✗	✗	✗	✗	✗
Mini-TOCs From Proxies	✓	✓	✓	✓	✓	✗	✓
Page Numbers	✗	✓	✓	✗	✗	✗	✗



	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Related Topics Links	✓	✗	✗	✗	✓	✓	✓
Relationship Links	✓	✓	✓	✓	✓	✓	✓
Scripts	✓	✗	✗	✓ <sup>3</sup>	✓	✗	✓
Search Bars From Proxies	✓ <sup>4</sup>	✗	✗	✗	✗	✗	✗
Search Results From Proxies	✓ <sup>4</sup>	✗	✗	✗	✗	✗	✗
Shortcut Controls	✗	✗	✗	✗	✗	✗	✓
TOCs From Proxies	✓	✓	✓	✗	✓	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Topic Toolbars From Proxies	✓	✗	✗	✗	✗	✗	✓

<sup>1</sup>It is possible to use autonumbering in online outputs, but only in a limited way. For example, if you have notes throughout your project, you can create an autonumber format on a paragraph style class that simply has the text "Note:" followed by a space. Then whenever you want to apply that style class to note content, it will automatically start with "Note:" so that you don't have to type it each time. However, in the traditional sense where autonumbering is used to increment numbers for elements such as chapters, figures, and tables, it is really only intended for print-based outputs. If you are creating both online and print output and want the autonumbering to be used only for content in the print output, you can use a print medium to specify the autonumbering settings for the print output.

<sup>2</sup>In most cases, browse sequences are generated via a skin. This method is supported in HTML5 Tripane output, but not in HTML5 Side Navigation, Top Navigation, or skinless output. However, another way to use a browse sequence is by associating it with a menu proxy. With this method, browse sequences are supported in all HTML5 output formats.

<sup>3</sup>For Clean XHTML output, MadCap-injected JavaScript is removed. In other words, features such as drop-downs, Help controls, text popups, and footnotes rely on JavaScript to work. Therefore, with Clean XHTML output, these elements are converted to text. However, custom scripts that you might have added to topics will not automatically be removed when you generate Clean XHTML; if you want to exclude these custom scripts, you must do so manually (i.e., by deleting them or using conditions).

<sup>4</sup>In HTML5, the proxies and related skin components for search bars and search results are supported only in Side Navigation, Top Navigation, and skinless outputs. They are not supported in Tripane output.

# Glossary Features Per Output Type

Following are glossary features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Glossaries Supported(via Proxy) <sup>1</sup>	✓	✓	✓	✓	✓	✓	✓
Glossaries Supported(via Skin)	✓	✗	✗	✗	✗	✗	✓
Auto-Generate	✗	✓	✓	✗	✗	✓	✗
Glossary Term Links	✓	✓	✓	✗	✓	✓	✓
Sorting	✓	✓	✓	✓	✓	✓	✓

<sup>1</sup>For most online outputs, creating a glossary via a skin is the preferred method. However, it is possible to use a proxy to include glossaries in these outputs as well.

# Image Features Per Output Type

Following are image features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Absolute Positioning	✓	✓	✗	✓	✓	✗	✓
Image Hyperlinks	✓	✗	✗	✓	✓	✓	✓
Image Maps	✓	✓	✗	✓	✓	✗	✓
Thumbnail Images	✓	✗	✗	✓ <sup>1</sup>	✓	✗	✓
Web-Safe (Convert From Non-Web-Safe)	✓	✗	✗	✓	✓	✗	✓

<sup>1</sup>For Clean XHTML output, thumbnail images that are set as popups are converted to linked thumbnail images (i.e., the enlarged image opens in a new window instead of in a popup).

# Index Features Per Output Type

Following are index features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Indexes Supported (via Proxy) <sup>1</sup>	✗	✓	✓	✗	✓	✓	✗
Indexes Supported(via Skin)	✓	✗	✗	✗	✗	✗	✓
Auto-Generate	✗	✓	✓	✗	✗	✓	✗
Binary Indexes	✗	✗	✗	✗	✗	✗	✓
Bookmarks in Index Entries	✗	✗	✗	✗	✗	✗	✓
Index Links	✓	✓	✓	✗	✓	✓	✓
Search (Can Exclude Index Entries From Search)	✓	✗	✗	✗	✗	✗	✗

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Sorting (Index Links)	✓	✓	✗	✗	✗	✓	✗

<sup>1</sup>For online outputs, creating an index is typically done via a skin. By default, the MadCap style that controls index proxies is set to support only print-based outputs. However, you can change this. To do so, open your stylesheet, select the **MadCap|indexProxy** style, and set the **mc-output-support** property to **all** (all-print is the default setting). By doing this, you can use the index proxy method to generate an index in some online outputs as well.

# List Features Per Output Type

Following are list features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Breaks (Page and Column)	✗	✓	✓	✗	✗	✗	✗
Custom List Formats	✗	✓	✗	✗	✗	✗	✗
Definition Lists	✓	✓	✓	✓	✓	✓	✓
Numbered and Bulleted Lists	✓	✓	✓	✓	✓	✓	✓
Styles	✓	✓	✓	✓	✓	✓	✓

# MadCap Central Features Per Output Type

Following are MadCap Central features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Analytics	✓	✗	✗	✗	✗	✗	✗
Build Output From Central	✓	✓	✓	✓	✓	✓	✓
Private Ouptut	✓	✗	✗	✗	✗	✗	✗
Publish Directly to Central	✓	✓	✓	✓	✓	✓	✓
View Output From Central	✓	✓	✓	✓	✓	✓	✗



# Miscellaneous Features Per Output Type

Following are miscellaneous features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Code Snippets	✓	✓	✓	✓	✓	✓	✓
Equations	✓	✓	✓	✓	✓	✓	✓
Footnote <sup>1</sup>	✓	✓	✓	✗	✓	✓	✓
Horizontal Rules	✓	✓	✗	✓	✓	✓	✓
IFrame	✓	✗	✗	✓	✗	✗	✗
Meta Tags	✓	✓	✓	✓	✓	✓	✓
Object Positioning	✓	✓	✗	✓	✓	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Preview Topics in Output Type	✓	✓	✓	✓	✓	✓	✓
QR Codes	✓	✓	✗	✓	✓	✓	✓
Redacted Text	✗	✓	✗	✗	✗	✗	✗
Salesforce® Publishing	✗	✗	✗	✓	✗	✗	✗
ServiceNow® Publishing	✗	✗	✗	✓	✗	✗	✗
Slideshow	✓	✗	✗	✗	✗	✓	✓
Snippets	✓	✓	✓	✓	✓	✓	✓
Tables	✓	✓	✓	✓	✓	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Text Boxes	✓	✓	✓	✓	✓	✗	✓
Zendesk Publishing	✓ <sup>3</sup>	✗	✗	✓	✗	✗	✗

<sup>1</sup>For online outputs, footnotes are converted to popups.

<sup>2</sup>This is supported only if you are using Elasticsearch or MadCap Search, but not Google Search.

<sup>3</sup>If you publish output to Zendesk, you should use HTML5 skinless output, instead of HTML5 Side Navigation, Top Navigation, or Tripane outputs.

# Multimedia Features Per Output Type

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB <sup>1</sup>	HTML Help
3D Models (U3D)	✓	✓ <sup>2</sup>	✗	✓	✓	✗	✓ <sup>3</sup>
Audio/Video							
ASF	✓	✗	✗	✓	✓	✗	✓
ASX	✓	✗	✗	✓	✓	✗	✓
AU	✓	✗	✗	✓	✓	✗	✓
AVI <sup>4</sup>	✓	✓	✗	✓	✓	✗	✓
M4V <sup>4</sup>	✓	✓	✗	✓	✓	✗	✗
MID	✓	✓	✗	✓	✓	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB <sup>1</sup>	HTML Help
MIDI	✓	✓	✗	✓	✓	✗	✓
MP3	✓	✓	✗	✓	✓	✓	✓
MP4 <sup>4</sup>	✓	✓	✗	✓	✓	✓	✗
MPA	✓	✓	✗	✓	✓	✗	✓
MPE	✓	✓	✗	✓	✓	✗	✓
MPEG	✓	✓	✗	✓	✓	✗	✓
MPG	✓	✓	✗	✓	✓	✗	✓
OGG <sup>4</sup>	✓	✗	✗	✓	✗	✓	✗

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB <sup>1</sup>	HTML Help
OGV <sup>4</sup>	✓	✗	✗	✓	✗	✓	✗
OPUS	✓	✗	✗	✓	✗	✗	✗
SWF	✓	✓	✗	✓	✓	✗	✓
WAV	✓	✓	✗	✓	✓	✗	✓
WEBM <sup>4</sup>	✓	✗	✗	✓	✗	✗	✗
WMA	✓	✗	✗	✓	✓	✗	✓
WMV	✓	✗	✗	✓	✓	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB <sup>1</sup>	HTML Help
Web Videos							
Vimeo Embedded Videos	✓	✗	✗	✓	✓	✗	✓ <sup>4</sup>
YouTube Embedded Videos	✓	✗	✗	✓	✓	✗	✓ <sup>4</sup>
MadCap Mimic Movie Links							
Flash (SWF) Format	✓	✗	✗	✓	✓	✗	✓
HTML5 Format (Depending on Browser) <sup>5</sup>	✓	✗	✗	✓	✓	✗	✓
Mimic Movie Format	✗	✗	✗	✗	✓	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB <sup>1</sup>	HTML Help
Silverlight Format	✓	✗	✗	✓	✓	✗	✓

<sup>1</sup>EPUB support for each element or file type depends on if a particular reader supports it.

<sup>2</sup>PDF support for 3D Models requires Adobe Reader 7.0+.

<sup>3</sup>For this output, the 3D Model opens in a separate window.

<sup>4</sup>If you generate Microsoft HTML Help, YouTube videos are rendered smaller than in other outputs and Vimeo Advanced settings are not supported.

<sup>5</sup>To view HTML5 movie output, end users must have a newer browser that supports these types of videos.



# Navigation Link Features Per Output Type

Following are navigation link features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Cross-References Supported	✓	✓	✓	✓	✓	✓	✓
Cross-References (Context-Sensitive)	✗	✓	✓	✗	✗	✓	✗
Drop-Down Text	✓	✗	✗	✗	✓	✗	✓
Expanding Text	✓	✗	✗	✗	✓	✗	✓
Text Hyperlinks	✓	✓	✓	✓	✓	✓	✓
Text Popups	✓	✗	✗	✗	✓	✗	✓
Togglers	✓	✗	✗	✗	✓	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Topic Popups	✓	✗	✗	✗	✓	✗	✓
Topic Toolbars	✓	✗	✗	✗	✗	✗	✓
Web Toolbars	✓ <sup>1</sup>	✗	✗	✗	✗	✗	✓

<sup>1</sup>This is available in the Tripane output only. It is not available in Side or Top Navigation outputs.

# TOC and Mini-TOC Features Per Output Type

Following are table of contents (TOC) and mini-TOC features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
TOCs (via Proxy)	✗	✓	✓	✗	✓	✓ <sup>1</sup>	✗
TOCs (via Skin)	✓	✗	✗	✗	✗	✗	✓
Auto-Generate	✗	✓	✓	✗	✗	✓	✗
Binary TOCs	✗	✗	✗	✗	✗	✗	✓
Mark as New	✓	✗	✗	✗	✓	✗	✓
Mini-TOCs	✓	✓	✓	✓	✓	✓	✓
Skin (Select for TOC Entry)	✗	✗	✗	✗	✗	✗	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Synchronize With Topics	✓	✗	✗	✗	✗	✗	✓

<sup>1</sup>Some ebook readers have a built-in TOC.

# Translation and Localization Features Per Output Type

Following are translation features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Author and Generate Output in Left-to-Right (LTR) and Right-to-Left (RTL) Languages	✓	✓	✓	✓	✓	✓	✓
Invert Image Callouts to RTL	✓	✓	✓	✓	✓	✓	✓
Invert Page Layouts to RTL	✗	✓	✓	✗	✗	✗	✗
Invert Styles to RTL	✓	✓	✓	✓	✓	✓	✓
Language Skins	✓ <sup>1</sup>	✓	✓	✗	✗	✓	✓
Multilingual Output (Link to External Projects in Target)	✓	✓	✓	✓	✓	✓	✓

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Output Interface (Display in LTR and RTL)	✓ <sup>2</sup>	✗	✗	✗	✓	✗	✗
PDF Stitching <sup>3</sup>	✓	✓	✗	✗	✗	✗	✓
Separate UI Text Tab in Skin Editor for Localization	✓	✗	✗	✗	✗	✗	✗

<sup>1</sup>As an alternative to using language skins, you can use the UI Text tab in the Skin Editor to perform all of the localization tasks for HTML5 targets. Be aware that translations in the Skin Editor are prioritized over translations in a language skin, so you should try to perform your localization tasks in one place to avoid conflicts.

<sup>2</sup>This is controlled on the UI Text tab in a regular HTML5 skin.

<sup>3</sup> PDF stitching allows you to add PDFs to Flare output, but you cannot link to content in that PDF. In online outputs, the PDF is simply added to the TOC and can be opened from there; it is not technically "merged" into the output.

# Variable Features Per Output Type

Following are variable features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help
Basic Variables	✓	✓	✓	✓	✓	✓	✓
Date & Time Variables	✓	✓	✓	✓	✓	✓	✓
Heading Variables	✓	✓	✓	✓	✓	✗	✓
Running HF Variables	✗	✗	✓	✗	✗	✗	✗
Snippet Variables	✓	✓	✓	✓	✓	✓	✓
System Variables	✓	✓	✓	✓	✓	✓	✓

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