# Side Navigation and PDF Template



## Contents

Introduction	3
Changing Images	
Changing Colors	29
Changing Home Page Tiles	42
Changing Quick Links	45
Changing Variables	55
Changing the Layout	58

## Introduction

Welcome to the *Side Navigation and PDF Template Reference Guide*. This guide outlines quick custom changes that can be made to the templates to fit your brand. If you need assistance in implementing the templates in your project, please contact MadCap Technical Support at <a href="https://www.madcapsoftware.com/support/">https://www.madcapsoftware.com/support/</a>.

# **Changing Images**

The logo and other images can be changed in this project.

Tip: There are two placeholder logo images in this project—one using the .png (raster) format for online output and the other using the .eps (vector) format for PDF output. Vector images work well in print-based output for logos, because they do not lose clarity when resized.

Before selecting a new logo in the topic, you should save your image(s) at the desired size. The size of the **.png** placeholder logo is **229 x 55 pixels**. The size of the **.eps** placeholder logo is **244 x 58 pixels**. You do not need to match either of these sizes exactly, but your logo image(s) should be sized to look good both in the online and PDF output.

## How to Change the Logo in the Side-Navigation Skin File

Use the following steps to change the logo that is seen at the top of the online output.

1. Open the Project Organizer, expand **Skins**, and double-click **Side-Navigation**.



2. Select the Styles tab. Notice the placeholder logo in the preview to the right.



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3. On the left side of the editor, in the **Header** section, expand **Logo > Background**.

4. Next to the **Image** field, click .

Side-Navigation		
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6. In the dialog, locate and double-click your logo.

7. In the Insert Image dialog, click **OK**. You should now see your logo in the preview instead of the placeholder logo.



8. Save the file.

## How to Change the Logo in the Home Master Page

Use the following steps to change the logo that is seen at the bottom of the Home page in the online output.

 Open the Content Explorer, expand Resources > MasterPages, and double-click Home-Page.flmsp.



2. Right-click the placeholder logo and select **Image Properties**.



3. In the Image Properties dialog, select the **General** tab.

4. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).



- 5. Click OK.
- 6. Save the file.

## How to Change the Hero Image

The hero image is the large banner image that spans across the screen of the Home page in online output. The hero image used in this template is changed in **Styles.css**.

Tip: The hero image included in this template project is 1500 x 500 pixels. You don't need to have an image that is exactly this size, but for best results it is recommended that you have a very big one with an aspect ratio similar to the one in this template. That way, it is likely to have a good appearance on screens of all sizes. Otherwise, you might need to make other adjustments to make it look good on the Home page. Since this template includes white font color overlay on the hero image, a darker image will look best.



1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



2. In the Stylesheet Editor, make sure you are in **Advanced** view.



3. On the left side of the Stylesheet Editor, find and expand the **div** group. Then select **topic-hero**.



4. On the right side of the editor, next to **background-image**, click ---.

background-attachment:	scroll	
background-image:	url('/Images/Hero-Image.png')	
background-size:	cover	
padding:	5%	

Note: If you have group view enabled instead of alphabetical view, you will need to expand the **Background** group before making your changes.

5. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).

Select File	
Images in project:	
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Images         Backmatter-Heading-Backgrou         Hero-Image.png         Hero-Image-Print.png         Icon-Checkbox.png         Icon-Download.png         Icon-Forum.png	Use this area if the nage has already been added to the project.
<pre>Icon-Gears.png Icon-PDFs.png </pre>	
Pinned Images	
Recently Used Images	
file:///C:/Users/pstoecklein/Docun ~	Click here to add an external image to the project.

- 6. Click OK.
- 7. Save the file.

# How to Change the Logo for the Title Page

Use the following steps to change the logo that is seen on the title page of PDF output.

 Open the Content Explorer, expand Resources > PageLayouts, and double-click Frontmatter.flpgl.



2. Double-click the decoration frame with the dark background that is displaying the image.





3. In the Frame Properties dialog, select the **Background** tab.

4. In the **Image** section, click **Browse** to choose a new image. You can also use the other fields in this section to change the repeat and position properties.



5. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).



- 6. In the Insert Image dialog, click **OK**.
- 7. In the Frame Properties dialog, click **OK**.
- 8. Save the file.

# How to Change the Title Page Decoration Image

In addition to the logo, there is another image that is displayed at the bottom of the title page for PDF output. Like the logo, this image was inserted into the **Frontmatter.flpgl** page layout, which controls the structural format of the title page.

 Open the Content Explorer, expand Resources > PageLayouts, and double-click Frontmatter.flpgl.



2. Double-click the frame that is displaying the image.



3. In the Frame Properties dialog, select the **Background** tab. Then in the **Image** section, click **Browse**.

Ø Frame Properties			?	×
Frame Colums Background Borders Flow	Color (as is) (default) Solid Top to Bottom Bottom to Top Left to Right Right to Left Top Left to Bottom Right Bottom Left to Top Right Fill Start: $\underbrace{ arrow}{}$ • Fill End: $\underbrace{ arrow}{}$ •	Image Image Image/Hero-Image-Print.png Browse Repeat: (as is) (default) Repeat Repeat Horizontally Repeat Vertically No repeat Stretch	~  ~	

4. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).



- 5. In the Insert Image dialog, click **OK**.
- 6. In the Frame Properties dialog, click **OK**.

Note: If you need to resize an image so that it fits better, you will need to do so outside of Flare. Then repeat the steps above to select the updated image in the page layout. You can also experiment with the "Repeat" and "Position" fields in the Frame Properties dialog to adjust the image's appearance.

7. Save the file.

## How to Change the Glossary and Index Heading Background Image

Another image you can change in this template is a small gray square, which displays behind glossary and index headings in the PDF output.

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	С
	Consectetur Definition for consectetur.
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Unlike the decoration image used on the title page (which is inserted into a page layout), this image is controlled in the stylesheet.

1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



2. In the Stylesheet Editor, make sure you are in **Advanced** view.



3. On the left side of the Stylesheet Editor, find and expand the **div** group. Then select **GlossaryPageHeading**.



4. On the right side of the editor, next to **background-image**, click ---.

background-image:	url('/Images/Backmatter-Heading-Background.png'	
background-repeat:	no-repeat	
border-bottom-color:	var(Medium)	
border-bottom-style:	solid	

▶ Note: If you have group view enabled instead of alphabetical view, you will need to expand the **Background** group before making your changes.

5. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).



- 6. Click OK.
- 7. On the left side of the Stylesheet Editor, find and expand the **p** group. Then select **IndexHeading** and repeat the steps above to change the background image for the index.
- 8. Save the file.

# **Changing Colors**

To change the colors in the project, you need to edit multiple files. In all of these files, there are a couple of colors referred to as "Brand1" and "Brand2," which you probably want to replace with your own company or product colors. In addition, you may find black, white, and shades of gray in these files, which you can also change.

# How to Change Colors in the Regular Stylesheet

1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



2. In the Stylesheet Editor, make sure you are in **Advanced** view.



3. On the left side, expand (Variables) and select :root.



4. On the right side of the editor, next to --**Brand1** or --**Brand2** (or any of the other CSS variables) click ---, and use the dialog to choose a new color. These CSS variables are used for various styles throughout the stylesheet.

Black:	#000000		
Brand1:	#076685	┥	
Brand2:	#CDE0E7		
Dark:	#45494c		
Light:	#d0d3d5		
Medium:	#b9bec1		
White:	#ffffff		

▶ Note: If you have group view enabled instead of alphabetical view, you will need to expand the Custom group before making your changes.

5. Save the file.

# How to Change Colors in the Table Stylesheet

1. Open the Content Explorer, expand **Resources > TableStyles**, and double-click **Alternate-Row-Color.css**.



2. Use the tabs on the left to edit different parts of the table stylesheet, and edit the color in any of the appropriate fields. Most of the relevant fields are set to black, white, and gray, which you might decide to leave as is. If you want to change the "Brand1" color, select the **Header** tab, and in the **Background** section, edit the **Color** field.

<b>≣</b> Alternate-Row-Color						
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TableStyle Editor Medium	n: (default) 👻	Apply Style				
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For						
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	(not set)		•	Color:	*	-
	Font:			Image:		
	#ffffff		•	(default)		~

The new color will be reflected in the preview area at the bottom of the editor.

3. Save the file.

### How to Change Colors in the Skin

1. Open the Project Organizer, expand Skins, and double-click Side-Navigation.



2. On the left, select the **Styles** tab.



3. At the top of the editor, make sure **Web Medium** is selected.

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🚫 Side-Na	avigation 🛛 🗡 🔟 Start Page 🗡	
HTML5 Skin Ed	ditor Preview Web Medium Tablet Medium Mobile N	1edium Highl
Setup	Global	
Community	Main Page	
Styles	Header	$\langle \mathcal{R} \rangle$
UI Text	▶ Header	
	▶ Logo	
	D Search Bar	Getting
	Search Input	
	Search Filter	Featur
	Search Filter (hover)	Imaga

4. Expand any of the nodes and edit the color in the appropriate fields. Most of the relevant fields are set to black, white, and gray, which you might decide to leave as is.

If you want to change the "Brand1" color, edit any of the following:

#### Header > Background > Color

	Hea	der		
	4	Header		
	₽	Layout		
		Background	I	
		Gradient:	transparent Y 🙆 💆 transparent Y 🙆 🌌	
		Color:	#076685 🛛 🖌 🌺 🌌	
		Image:		~ 📰
		Repeat:	no-repeat Y	
	Þ	Padding		
	Þ	Size		

Search Suggestion Link > Font > Color Search Result Link > Font > Color Search Result Link (active) > Font > Color Search Result Link (focus) > Font > Color Search Result Link (visited) > Font > Color Search Result Path > Font > Color Search Micro Content Response Link > Font > Color Search Micro Content Response Link (Active) > Font > Color Search Micro Content Response Link (Focus) > Font > Color Search Micro Content Response Link (Hover) > Font > Color Search Micro Content Response Link (Hover) > Font > Color Search Micro Content Response Link (Visited) > Font > Color Search Micro Content Response Link (Visited) > Font > Color Search Micro Content Response Link (Visited) > Font > Color Search Micro Content Response Link (Visited) > Font > Color Search Micro Content Response Path > Font > Color Search Pagination Item (Selected) > Font > Color Search Pagination Item (Hover) > Font > Color

5. Save the file.

# How to Change the Background Color for the Title Page

 Open the Content Explorer, expand Resources > PageLayouts, and double-click Frontmatter.flpgl.



2. Double-click the light blue color in the page layout. Make sure you double-click near the edge of the page layout, instead of the middle where the main body frame is located. That way, the Page Properties dialog opens (instead of the Frame Properties dialog).



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General	Page: Title	~	
Background	Color	Image	
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	Bottom to Top	Repeat: Position:	
	Right to Left Top Left to Bottom Bight	(as is) X: (default) ~	
	Bottom Left to Top Right	Repeat Horizontally Y: (default) ~	
		Repeat Vertically No repeat	
	Fill Start: 82 -	Stretch	
	Fill End: 🥙 🗸		
	Preview		
	L		

3. In the Page Properties dialog, select the **Background** tab.

Page Properties			?	>
General	Page: Title	~		
Background	Color			
Print Marks	(as is) (default)	~		
	(default) Solid Top to Bottom			
	Bottom to Top Repeat:	Position:		
	Right to Left (as is) X: (default)	~		
	Bottom Left to Top Right Repeat Horizontally Y: (default)	~		
	Repeat Vertically No repeat			
	Stretch			
	Preview			
		OK	Cancel	

4. In the **Fill Start** field, click the down arrow and choose a new color.

- 5. In the Page Properties dialog, click **OK**.
- 6. Save the file.

## **Changing Home Page Tiles**

The tiles at the top of the Home page use the "Brand2" color for the background. In order to change this, you must edit the **Styles.css** file.

These are the "Home Tiles."



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## How to Change the Home Page Tiles

1. Open the Content Explorer, expand **Resources > Stylesheets**, and double-click **Styles.css**.



2. In the Stylesheet Editor, make sure you are in **Advanced** view.



3. On the left side, expand (Complex Selectors) and select div.home-tiles > div.



4. If you change the --Brand2 CSS variable to a different color in the stylesheet (see "Changing Colors" on page 29), the background color for the Home Tiles will automatically use that new color. However, if you want to use a different color than that, next to **background-color** you can click --- to choose it.

background-color:	var(Brand2)	
box-sizing:	border-box	
float:	left	
-moz-box-sizing:	border-box	
padding:	2%	

5. Save the file.

# Changing Quick Links

At the bottom of the Home page topic, there are a series of Quick Links, which you can adjust.

Quick Links				
		↓	×	
PDF Guides	Tutorial Videos	Downloads	Popular Topics	User Forum

Before making any modifications, you need to open the Home page topic and enable the structure bars in the XML Editor.

After this, you might want to make the following kinds of changes:

- Change the text hyperlinks
- Change the images
- Remove columns

# How to Open the Home Topic and Enable Structure Bars

1. Open the Content Explorer, and double-click Home.htm.



2. At the bottom of the XML Editor, make sure the two structure bar buttons are selected (borders will appear around the buttons when enabled). With these buttons enabled, you will see bars to the left or top of the XML Editor, depending on the location of your cursor in the topic.



### How to Change the Text Hyperlinks

1. Scroll to the bottom of the topic where the Quick Links are displayed. Click on any of the text hyperlinks that you want to change.



- 2. You can simply type to replace the text for any of the links.
- 3. To change the hyperlink destination, locate the "**a**" structure bar at the top of the XML Editor. This structure bar is related to the hyperlink where your cursor is located.



4. Right-click that structure bar, and from the context menu select **Edit Hyperlink**.

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Home.htm × 🕞 Start Page ×	411				
I I I I I I I I I I I I I I I I I I I					
Select Node Copy Unbind Ctrl+Shift+U Delete Edit Hyperlink Remove Hyperlink Opel_Edit the hyperlink Opel_Edit the hyperlink Opel_Linked File With Conditions Ctrl+Shift+C Name Paragraph Ctrl+Alt+B Font Ctrl+Shift+B Style Class					
Words: 294   Font Scale: Style ID XML Editor / Text Editor / Text Editor /					

- 5. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
- 6. Click OK.
- 7. Save the file.

### How to Change the Images

1. Scroll to the bottom of the topic where the Quick Links are displayed.

		$\checkmark$	*	
PDF Guides	<u>Tutorial Videos</u>	Downloads	Popular Topics	<u>User Forum</u>

2. If you want to replace an image with another one, right-click the image and select **Image Properties**.



3. In the Image Properties dialog, select the **General** tab.

4. In the **Select File** section, locate and choose your image. If you have already added your image to the project, you can select it from the top area. If you have not yet added it to the project, click .... and select it (the image will then be added to the project).



5. Click OK.

6. If you want to create a hyperlink on an image so that users can navigate to another location by clicking it, begin by right-clicking the image and selecting **Hyperlink Image**.



- 7. Use the Insert Hyperlink dialog to link to another file in the project or to an external location, such as a website.
- 8. Click OK.
- 9. Save the file.

## How to Remove Columns

The area holding the Quick Links is a responsive layout that will adjust the positions of the columns when the output screen size changes. Currently there are five columns (holding five images and hyperlinks) in this layout. You can remove any of these columns that you don't need.

- 1. Scroll to the bottom of the topic where the Quick Links are displayed.
- 2. Click in the rectangle representing the column you want to remove.



3. Locate the "**div**" structure bar at the top of the XML Editor. This structure bar is related to the area where your cursor is located.



4. Right-click the structure bar and select **Delete**.



- 5. Save the file.
  - ▶ Note: Depending on how many columns you remove, you might want to adjust the responsive layout styles that control the look of the Quick Link area. That is because the layout was originally designed to hold five columns of equal width, and removing columns might result in an uneven layout.

$\equiv$ Styles.css				
📓 Styles.css × 💽 Start Page ×				
Stylesheet Editor   👼 View: Advanced   🕏 Add S	elector 🛒 Re			
All Styles    Hide Inherited	az (- (+			
(Linked Stylesheets)				
Generic Classes)	_			
(Generic Pseudo Classes)	Add Property			
(Identifiers)				
▲ (Complex Selectors)	display:			
div.home-tiles > div				
div.home-tiles > div:nth-child(1)				
div.home-tiles > div:nth-child(2)				
div.home-tiles-layout > div				
div.home-tiles-layout > div:nth-child(1)				
div.home-tiles-layout > div:nth-child(2)				
div.home-tiles-layout p				
div.quick-links *				
div.quick-links > div				
div.quick-links > div:nth-child(1)				
div.quick-links > div:nth-child(2)				
div.quick-links > div:nth-child(3)				
div.quick-links > div:nth-child(4)				
div.quick-links > div:nth-child(5)				
dıv.Kow-4-4-4 > dıv				
div.Row-4-4-4 > div:nth-child(1)				
div.Row-4-4-4 > div:nth-child(2)				
div.Row-4-4-4 > div:nth-child(3)				

For more information about editing a responsive layout styles—including how to add more columns—please refer to the Flare online Help.

## **Changing Variables**

You might use variables for company information, social media URLs, product names, the date of publication, and more. To change the definitions for the variables used in this template, edit the **General** variable set file. You can also create and insert new variables for other purposes.

## How to Change Variables

1. Open the Project Organizer, expand Variables, and double-click General.



2. In the Variable Set Editor, click twice slowly in the **Definition** cell you want to change and type the new text.

ſ	General × 💽 Start Page ×					
Var	iabl	eSetEditor 🐒 🐘   🐂   🗙 👘 🚺	5 🗙   🖻 🗟   📐 👘 👘			
		Name 🔺	Definition			
►	×	CityStateZip	La Jolla, CA 92037			
	x	CompanyName	My Company Name, LLC			
	x	Email	info@yourcompany.com			
	x	PhoneNumber	858 123 4567			
	x	StreetAddress	1234 Lorem Ipsum Ave.			
	x	UserGuideTitle	Product User Guide			
	x	VersionNumber	1.0			
	1	Year	ууууу			

3. Press Enter on your keyboard.

- 4. Repeat these steps for each variable definition you want to change. (You can also use the buttons in the local toolbar to add new variables if you like.)
- 5. Save the file. When you open a file where a variable has been inserted (e.g., Company.htm, Home-Page.flmsp), you should see the new definition(s) displayed.

## Changing the Layout

There are two page layouts in this template—one for the title page and TOC, the other for the rest of the pages in the PDF output, including the chapters and backmatter (e.g., glossary, index). You can make adjustments to the page layouts if you want to alter things such as the page size, margins, body frames, or footers.

### How to Change the Page Layouts

1. Open the Content Explorer, expand **Resources > PageLayouts**, and double-click either the **Chapters.flpgI** or **Frontmatter.flpgI** page layout.



2. The Frontmatter page layout contains two pages, one for the title, the other for the TOC. Click the small rectangle on the right side of the editor to switch between these pages.

▶ Note: The structure for the auto-generated TOC can be changed on the second page of the Frontmatter page layout file. But the structure for the backmatter can be changed in the Chapters page layout file.

- 3. To make changes to the entire page:
  - a. Right-click in the Page Layout Editor and select Page Properties.
  - b. In the Properties dialog, select a tab (**General**, **Background**, **Print Marks**) on the left and edit the fields to change details such as the page size, margins, or background color/image.
  - c. Click OK.

- 4. To move or resize a frame within a page:
  - a. Click the frame.
  - b. To move the entire frame, click in the middle, then drag and drop it. To resize a frame, click and drag its edge.
- 5. To change properties for a frame within a page:
  - a. Double-click the frame.
  - b. In the Properties dialog, select a tab (Frame, Columns, Background, Borders, Flow) on the left and edit the fields to change details such as the frame size, padding, columns, or background color/image, and more.
  - c. Click OK.
- 6. To change the content within a frame, such as the text or page numbers in a footer:
  - a. Click the frame.
  - b. Press F2 on your keyboard.
  - c. Use the small editor at the bottom of the interface to enter text or insert different variables.
    - **▶** Note: If you want to change the look of the text or page numbers in the footer, you need to do so in the stylesheet. To change the look of the text shown on the left side of the footer, edit the **p.frame-footer-text** style class. To change the look of the page numbers shown on the right side of the footer, edit the **p.frame-footer-page-number** style class.
- 7. Save the file.

### How to Customize the Frontmatter and Backmatter Pages

If you want to customize your frontmatter or backmatter (e.g., TOC, glossary, index) so that they have different layouts than the regular chapters, there are some additional tasks you will need to do. This might include the following:

- 1. Disable the auto-generation of the TOC, glossary, and index in the target.
- 2. Create separate topics for each kind of frontmatter and backmatter, and inserting proxies into them.
- 3. Create unique page layouts for the frontmatter and backmatter.
- 4. Add the frontmatter and backmatter topics to the TOC file.
- 5. Associate each topic in the TOC file with the proper page layout.

Please refer to the Flare online Help for more information and detailed steps.