

## Welcome

- Teacher intro
- Learning objective – By the end of this class, you should be able to navigate the platform and create your own full Flare project.
- About writing online help - How is it the same or different from creating a pdf guide and what are typical requirements?
- Examples of how Flare is used in real life.

## Getting started

- What is Madcap Flare?
- Important words
- Open Flare and start or augment a project
- New from a template for a triplane basic
- Review the interface-Content, Project Organizer and menus
- Find the Target, then build and view the sample project

## Editing template structure and content

- What is the TOC?
- Navigation through menus
  - Removing and deleting Books / Topics
- What is the Content Folder?
  - Creating topics and entering text (name conventions)
- What is the Resources Folder?
  - Stylesheet Basics and menus
  - MasterPages are picked up in Target
- How do you change text and add information within Topics?
  - Basic formatting in Flare
  - Inserting graphics
  - Creating a hyperlink from one topic to another
- Building the Table of Contents
  - Linking a book to a topic
- Using Targets
  - Build and view

## LUNCH (12 to 1 pm)

- How to change your project's look by editing styles
  - What is a style?
  - Style.css file
- Navigate the Stylesheet Editor
  - Simple view versus Advanced view
  - Inherited qualities
  - Mediums

- CSS text editor
- Example Changes: Body text (font and size); H1, H2, H3; Changing the link colour
- Navigate the Skin Editor
  - Copy and create your own skin
  - Editing skins
    - Main Page
    - Headers
    - Changing colours, shading, gradients
    - Adding a logo upper left
    - Changing icons: open and closed book, topic page
    - Linking your Skin to your Target and updating settings

### Assignment

- With instructor help, build a Big Bank Triplane online help system from scratch
- Text and graphics supplied via network drive or usb

### Conclusion

- Review of what we covered & question period
- Completion certificates