

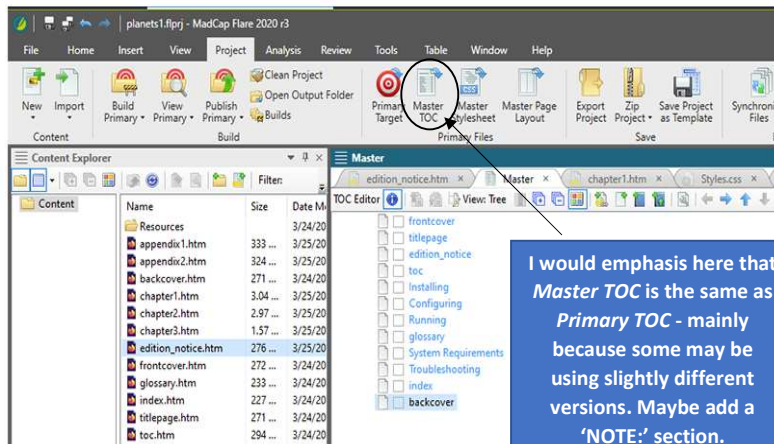
MadCap Flare: Apply Settings to the Primary TOC

https://mcmassociates.io/flare_course/guides/flare_mastertoc.html

Add the Primary TOC

In case you didn't set up the primary TOC in an earlier tutorial, here it is again.

1. Click **Project > Primary TOC**.
2. Drag the topics over into the primary TOC so that they look like this:



Use those up and down arrows in the Primary TOC toolbar to position the TOC items correctly.

3. Save!

1. Set **Chapter Break** in each of the files in this project.

In the following, you will use lowercase roman numerals in the front matter, including the title page, edition notice, and TOC. The page number will be displayed only on the edition notice and on the second page of the TOC.

2. In primary TOC, right-click titlepage.htm, select **Properties** and:
 - o In the Printed Output tab, leave Page Layout set at **(default)**.
 - o In the Printed Output tab, leave Page Type set at **Normal**.

Note: If Normal (N) is not available, go to your page layouts and in the page types column, click **Add Page**, and select **Normal Page**. Add a body frame.

- o In the Printed Output tab, set Auto-end on left page to **Disabled**.

- In the Printed Output tab, under Page Number, enter **1**, select **roman (i, ii, iii)**.
 - Click **OK**.
3. Also in primary TOC, right-click edition_notice.htm, select **Properties**, and:
- In the Printed Output tab, leave Page Layout set at **(default)**.
 - In the Printed Output tab, leave Page Type set at **Normal**. (See above.)
 - In the Printed Output tab, under Page Number, set Auto-end on left page to **Disabled**
 - In the Printed Output tab, under Page Number, click the **Increment number** radio button, and select **Roman (i, ii, iii)**.
 - Click **OK**.
4. Still in primary TOC, right-click toc.htm, select **Properties**, and:
- In the Printed Output tab, leave Page Layout set at **(default)**.
 - In the Printed Output tab, leave Page Type set at **Normal**. (See above.)
 - In the Printed Output tab, under Page Number, leave Auto-end on left page **Enabled**.
 - In the Printed Output tab, under Page Number, click the **Increment number** radio button, and select **Roman (i, ii, iii)**.
 - Click **OK**.
5. Once again in primary TOC, right-click chapter1.htm, select **Properties**, and:
- For chapters 2 and 3, follow the same steps as in the preceding
 - In the Printed Output tab, under Page Number, click the **Increment number**.
 - In the Printed Output tab, under Page Number, leave Auto-end on left page **Enabled**.
 - Click **OK**.
6. For appendix 1, select **Properties**, and:
- In the Printed Output tab, under Page Number, click the **Increment Number** radio button.
 - In the Auto-number tab, under Chapter Number, click the **Reset** button, specify 1, set Format to **ALPHA (A, B, C)**.
 - In the Printed Output tab, under Page Number, leave Auto-end on left page **Enabled**.
 - Click **OK**.
7. For appendix 2, select **Properties**, and:
- In the Printed Output tab, leave Page Number set at **Increment Number**.

Commented [MK1]: Page number was set to "Default" in the video. May need updating.

Commented [MK2]: Need to add that *Page Number* in Chapter 1 should say: Reset to: 1, Format: decimal (or whichever format we are using).

- In the Auto-number tab, under Chapter Number, click the **Increment number** radio button, and set Format to **ALPHA (A, B, C)**.
 - In the Printed Output tab, under Page Number, leave Auto-end on left page **Enabled**.
 - Click **OK**.
8. If by now you have not collapsed, for both glossary.htm and index.htm:
- In the Printed Output tab, leave Page Number set at **Increment Number**.
 - In the Printed Output tab, under Page Number, leave Auto-end on left page **Enabled**.
 - Click **OK**.
1. To build PDF, click **Project > Build Primary** and select **Build "PDF"**.
2. To send the Flare project to your instructor, click **Zip Project** in Flare and enter your instructor's e-mail address. Your instructor will build your PDF and check it out.