Work with master pages

Learn how you can use a master page in RoboHelp to quickly customize the layout of your topic.

What is a master page

An HTML page comprises three elements: content, layout, and styling. For single sourcing, it is best to separate content from layout and styling. Although CSS files separate styling from content, layout remains embedded in the HTML code. By using master pages, you can separate layout and styling from content.

A master page contains layout information and is associated with a CSS file. A master page is a template for HTML topics. You can define the placeholders for header, footer, and topic. You can include breadcrumbs, Mini TOC, snippets, variables, fields, and symbols. You can also apply condition tags to a master page.

You can create a topic using a master page or associate an existing topic with a master page. When you create a topic using a master page, the topic placeholder content is placed in the resulting topic. If you apply a master page to an existing topic, the topic placeholder content is ignored. In this case, actual content of the topic replaces the topic placeholder in the master page at the time of preview and generation.

The layout information defined in master pages is not visible in Author view. You can see the layout when you generate output or preview an associated topic. The topic content is placed in the topic placeholder, and the layout is inherited from the master page. All placeholders defined in the master page are also populated with relevant information when you generate output.

You can also import and export master pages to use across projects.

Add a master page

You can add a master page in two ways:

* From the **Master Pages** panel:  
  When you add a master page using the **Master Pages** panel or upgrade to RoboHelp 2019 from a previous version, by default, the master page files are stored in the **assets/masterpages** folder in the **Contents** panel.
* From the **Contents** panel:  
  When you add a master page to a different project folder in the **Contents** panel, the master page files are stored in that project folder.

Irrespective of the location in which you add a master page, access and manage all master pages in your project from the **Master Pages** panel.

To add a master page:

1. Click the **Author** tab at the left side of the Standard toolbar.

The Author view opens.

1. To add a master page through the **Master Pages** panel:
   1. In the Author toolbar, click **Master Pages**. The **Master Pages** panel opens.
   2. Click    in  the upper-right corner of the panel.   
      The **New Master Page** dialog box opens.

To add a master page through the **Contents** panel:

* 1. In the Author toolbar, click **Contents**. The **Contents** panel opens.
  2. In the **Contents** panel, right-click a folder, or click **Options** (), and choose **New > New Master Page**.  
     The **New Master Page** dialog box opens.

1. In the **New Master Page** dialog box, specify the name of the master page and click **Done**.

The new master page is added to the **Master Pages** panel and placed in alphabetical order.

1. Click the **Save All** icon  at the left side of the standard toolbar.

Edit a master page

You can easily customize a master page to suit your liking. To edit a master page:

1. Click the **Author** tab at the left side of the Standard toolbar.

The Author view opens.

1. In the Author toolbar, click **Master Pages**. The Master Pages panel opens.
2. In the Master Pages panel, against the master page you want to customize, choose **Options** () > **Edit**.

The master page opens as a tab, displaying the header, topic, and footer placeholders.

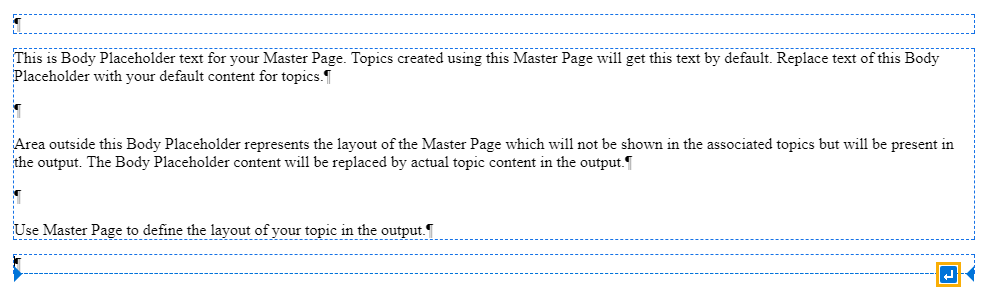
When you create a topic from a master page, the topic includes content from the master page. Copyright information is an example. When you apply a master page to a topic, actual content of the topic replaces the topic placeholder in the master page at the time of preview and generation.

1. Customize the header, topic, and footer placeholders as required by inserting breadcrumbs, variables, snippets, Mini TOC, fields, and symbols. You can also apply condition tags to the master page.

For more information, see the following resources:

* + [Insert breadcrumbs](https://helpx.adobe.com/robohelp/using/master-pages.ug.html#breadcrumbs)
  + [Insert variables](https://helpx.adobe.com/robohelp/using/variables-fields.html#Insertavariable)
  + [Insert and customize a Mini TOC](https://helpx.adobe.com/robohelp/using/master-pages.ug.html#mini_toc)
  + [Insert special characters](https://helpx.adobe.com/robohelp/using/master-pages.ug.html#special_characters)
  + [Insert snippets](https://helpx.adobe.com/robohelp/using/snippets.html#Insertasnippet)
  + [Insert fields](https://helpx.adobe.com/robohelp/using/fields.ug.html#Insertafield)
  + [Apply condition tags](https://helpx.adobe.com/robohelp/using/create-apply-condition-tags.html#master_page)

1. To insert a paragraph between placeholders, hover the pointer above the appropriate placeholder and click the **Insert paragraph** indicator.

Insert paragraph indicator

1. Click the **Save All** icon  at the left side of the standard toolbar.

**Insert breadcrumbs**

Breadcrumbs appear in a horizontal line showing the trail from the highest level page (home) to the current page the user is on. You can insert breadcrumbs placeholder in a master page. The placeholder shows the automatically generated breadcrumbs  based on the TOC.

1. In the standard toolbar, click the **Insert Placeholder** icon  and then select the**Breadcrumbs** icon . The breadcrumbs placeholder is inserted at the location of the cursor.

Breadcrumbs placeholderBreadcrumbs placeholder

1. Click the breadcrumbs placeholder to set its properties.

The **Properties** panel > **General** tab displays the **Type** as **Breadcrumbs**.

1. In the **General** tab, do the following:

**Home Page Name** Specify the name of the home page of your Help.

**Separator** Specify or select a separator to separate the elements in breadcrumbs. The default is **>**.

**Prefix Label** Specify a label that is prefixed to the breadcrumbs. For example, **Navigate to:**.

1. Click the **Save All** icon  at the left side of the standard toolbar.

**Insert and customize a Mini TOC**

You can insert a Mini TOC in a topic or a master page. The Mini TOC placeholder shows the automatically generated Mini TOC at the time of generation or preview of a topic. You can define the exact location and format of the Mini TOC while designing the layout of the master page. You can also customize the heading levels as required.

To insert a Mini TOC in an open topic or master page:

1. In the standard toolbar, click the Insert Placeholder icon  and then select the Insert Mini TOC Placeholder icon . The Mini TOC placeholder is inserted at the location of the cursor.

Mini TOC placeholder

1. Click the Mini TOC placeholder to set its properties.

The **Properties** panel > **General** tab displays the **Type** as **Mini TOC Caption** or **Mini TOC List**, depending on the location of the pointer.

You can apply inline formatting using the **General** tab or a style from your style sheet using the **Styles** tab.

1. To apply inline formatting, in the **General** tab, do the following:

For **Type: Mini TOC Caption**

* + Select **Make list collapsible** to toggle the Mini TOC between expanded and collapsed states. You can then specify a different caption for each state in the **Caption when Expanded** and **Caption when Collapsed** fields. By default, the mini TOC is in the expanded state initially, you can choose to collapse it by deselecting the **Show TOC in expanded form** field.
  + If you do not select **Make list collapsible**, you can specify a default caption in the **Caption** field.
  + Use various **Font** options to change the font family, style, size, color, and more.
  + Use the **Background** options to change the background shade, and add and customize the dimensions of the background image.

For **Type: Mini TOC List**

* + In the **Use Headings** field, use the **from** and **to** drop-downs to customize the heading levels. The default range of heading levels is 2 – 4. You can include heading 1 also.
  + Use various **Font** options to change the font family, style, size, color, and more.
  + Use the **Background** options to change the background shade, and add and customize the dimensions of the background image.

1. To apply a style from your style sheet, in the **Styles** tab, do the following:

For **Type: Mini TOC Caption**

* + Select **Paragraph Styles** or **Hyperlink Styles** from the styles drop-down list. If the Mini TOC list is not collapsible, the default caption style is paragraph. If the list is collapsible, the default caption style is hyperlink.
  + From the list of styles, select a style to apply it.

**Note:**

By default, the following styles are applied to different parts in a Mini TOC placeholder:

* + minitoc-caption to a caption
  + minitoc-list to a list
  + minitoc-list-item to each list item

These styles are defined in your project's default style sheet (default.css). In a new project, you can control all aspects of Mini TOC styling by copying new classes from default.css. You can also [add twisty images](https://helpx.adobe.com/robohelp/using/format-content.ug.html#twisties) to Mini TOC Caption when it is collapsible.

For **Type: Mini TOC List**

* + Select **List Styles** from the styles drop-down list.
  + From the list of styles, select a style to apply it.

1. Click the **Save All** icon  at the left side of the standard toolbar.

**Insert special characters**

You can insert common characters such as em dashes and en dashes, quotation marks, and much more in an open topic or master page.

To do so, click the **Insert Special Character** icon  in the standard toolbar, and select a character by browsing character categories or searching for keywords. For each special character, you will see its Name and Hex code at the bottom-left corner of the window. The selected character is inserted at the location of the pointer.

Create a topic with a master page

While creating a topic, you can associate it with a master page. For more information, see [Create a topic](https://helpx.adobe.com/robohelp/using/work-with-topics-folders.html#Createatopic).

Associate a topic with a master page

You can associate an existing topic with a master page by editing the topic's properties. For more information, see [Set topic properties](https://helpx.adobe.com/robohelp/using/topic-properties.html).

Create a duplicate master page

You can create a duplicate copy of a master page with a different name and modify it to suit your requirements.

1. Click the **Author** tab at the left side of the Standard toolbar.

The Author view opens.

1. In the Author toolbar, click **Master Pages**. The Master Pages panel opens.
2. In the Master Pages panel, against the master page you want to duplicate, choose **Options** () > **Duplicate**.
3. In the **Duplicate Master Page** dialog box, specify the name of the duplicate copy and click **Done**.

The duplicate master page is added to the **Master Pages** panel and placed in alphabetical order.

1. Customize the duplicate master page if necessary. For more information, see [Edit a master page](https://helpx.adobe.com/robohelp/using/master-pages.ug.html#Editamasterpage).
2. Click the **Save All** icon  at the left side of the standard toolbar.

Delete a master page

To delete a master page:

1. Click the **Author** tab at the left side of the Standard toolbar.

The Author view opens.

1. In the Author toolbar, click **Master Pages**. The Master Pages panel opens.
2. In the Master Pages panel, against the master page you want to delete, choose **Options** () > **Delete**.
3. In the **Confirm** dialog box, click **Yes** to confirm the deletion.

The master page is deleted.

1. Click the **Save All** icon  at the left side of the standard toolbar.

Locate a master page file in your computer

To see the location of a master page file in your computer:

1. Click the **Author** tab at the left side of the Standard toolbar.

The Author view opens.

1. In the Author toolbar, click **Master Pages**. The Master Pages panel opens.
2. In the Master Pages panel, against the master page you want to locate, choose **Options** () > **Show in Explorer**.

Windows Explorer opens to display the master page file and its location.

Create a project

Learn about project basics and how to create your project in Adobe RoboHelp.

**Note:**

If you are a RoboHelp Classic user, upgrade your projects in a few simple steps. For more information, see [Upgrade a RoboHelp Classic project](https://helpx.adobe.com/robohelp/using/create-project.ug.html#upgrade_RoboHelp_Classic_project).

A project is the core entity that you work with in Adobe RoboHelp. The basic element of a project is a topic. To start authoring your content, add topics to a project. Then, add navigation, configure project properties, and generate the desired output. A typical output of RoboHelp is a Help system in one or more formats, such as Responsive HTML5 and PDF. A RoboHelp project file has the **.rhpj** extension.

Besides the project file, RoboHelp maintains various project components, such as topics, Table of Contents, variables, skins, and master pages, in separate files. As an author, you need not manipulate the project file or the component files directly. Whenever you edit a project from within RoboHelp, the project file and any other affected project component file are updated automatically.

**Project components**

The following table lists the various components of a RoboHelp project:

|  |  |
| --- | --- |
| **Project component** | **Description** |
| Topic | The basic element of your content structure in RoboHelp. A topic can contain text, multimedia such as images and videos, navigation links, and more. When you plan a topic, make sure that it is easy to consume and reuse. Avoid creating topics that are very long or very short.  From the Author toolbar, click the Contents icon to work with topics. For more information, see [Work with topics and folders](https://helpx.adobe.com/robohelp/using/work-with-topics-folders.html). |
| Folder and subfolder | The components that help you organize the contents of your project. You can create folders and subfolders to organize topics and assets, such as images, videos, and style sheets.  From the Author toolbar, click the Contents icon to create, rename, or delete folders and subfolders. For more information, see [Work with topics and folders](https://helpx.adobe.com/robohelp/using/work-with-topics-folders.html). |
| Image and multimedia | Graphics, audio, video, animation, and other audiovisual assets that you can add to a topic to enhance your content.  In an open topic, you can find the Insert Image and Insert Multimedia icons in the toolbar on top of the authoring area. For more information, see [Work with image and multimedia content](https://helpx.adobe.com/robohelp/using/add-image-multimedia.html). |
| Table of Contents (TOC) | A TOC helps present a hierarchical outline of the content in a Help system. During authoring, you can browse the TOC and select folders or topics to view and edit. In the published output, end users can use the TOC to quickly view the scope and coverage of content in the Help system. A TOC also allows the end user to quickly jump to a topic of choice.  From the Author toolbar, click the Table of Contents icon to work with TOC. For more information, see [Create and manage a Table of Contents](https://helpx.adobe.com/robohelp/using/table-of-contents.html). |
| Index | Allows the end user to navigate through a Help system using keywords or phrases that you've specified. These keywords or phrases require to be associated with specific topics. An index can include multiple levels of keywords and cross-references to other keywords.  From the Author toolbar, click the Index icon to work with indexes. For more information, see [Create and manage an index](https://helpx.adobe.com/robohelp/using/index.ug.html). |
| Glossary | Displays the list of definitions for terms or phrases in a Help system. You can filter glossary terms with the help of conditions, link to a glossary file external to the project, and maintain multiple glossary files in a Help system.  From the Author toolbar, click the Glossary icon to work with glossaries. For more information, see [Create and manage a glossary](https://helpx.adobe.com/robohelp/using/glossary.ug.html). |
| Condition tags | Allow you to define subsets of content and generate multiple Help systems from the same project. Condition tags help you manage your content for different needs, such as different target audiences and delivery formats.  From the Author toolbar, click the Condition Tags icon to work with condition tags. For more information, see [What is conditional content](https://helpx.adobe.com/robohelp/using/basics-of-conditional-content.ug.html). |
| Variables | Allow you to store text or a phrase that you can update in one place but use in many places across the project. Variables help you make quick global updates and ensure consistency. A good use case of variables is to store information such as product names and release dates.  From the Author toolbar, click the Variables icon to work with variables. For more information, see [Create and use variables for easy updates](https://helpx.adobe.com/robohelp/using/variables-fields.ug.html). |
| Snippets | Allow you to create and manage reusable content. Global snippets help you to identify content and replace it across several topics in a single step, which saves times and facilitates efficient content changes.  From the Author toolbar, click the Snippets icon to work with snippets. For more information, see [Single-source with snippets](https://helpx.adobe.com/robohelp/using/snippets.ug.html). |
| Master pages | Provide templates for the layout of a topic and help control the styling of content. You can apply a master page to a topic during topic creation or to an existing topic, and see the master page applied to the topic in preview.  From the Author toolbar, click the Master Pages icon to work with master pages. For more information, see [Work with master pages](https://helpx.adobe.com/robohelp/using/master-pages.html). |
| Browse sequences | A browse sequence is a linear list of files that helps you logically navigate to the next relevant topic. You can add, edit, and delete browse sequences. In a browse sequence, you can drag-and-drop topics from the Contents panel and TOC, change the sequence of topics, and delete topics.  From the Author toolbar, click the Browse Sequences icon to work with browse sequences. For more information, see [Create and manage browse sequences](https://helpx.adobe.com/robohelp/using/Create-manage-browse-sequences.html). |
| Reports | You can generate various reports using the Reports icon on the Author toolbar. You can then view and share reports of broken links, unused files, missing topics, and more.  From the Author toolbar, click the Reports icon to work with reports. For more information, see [Generate Reports](https://helpx.adobe.com/robohelp/using/generate-reports.ug.html). |
| Output presets | Allow you to define your preferred output format and content layout. You can also assign search-related settings for your output, such as Enable autocorrect in search box, Show definitions from glossary, and more.  From the Output toolbar, click the Output Presets icon to work with output presets. For more information, see [Generate output](https://helpx.adobe.com/robohelp/using/generate-output.ug.html). |
| Skins | Allow you to define the appearance of your HTML output. Just as a website template comes with a unique appearance, a RoboHelp skin can add a unique appearance to your output. You can add a logo, choose the color of borders and headings, and do more to make your output look good. You can preview the output in a skin of your choice.  From the Output toolbar, click the Skins icon to work with skins. For more information, see [Work with skins](https://helpx.adobe.com/robohelp/using/skin.html). |
| Labels | Allow you to edit and delete language-specific labels, and undo or redo the edits. You can also export languagewise labels as XML for localization, and import a translated copy for a specific language.  From the Output toolbar, click the Labels icon to work with labels. |
| Variable sets | A variable set enables you to customize variables (added using the Variables icon in the Author toolbar) for a specific output by overriding the values of the variables. In a newly created variable set, all the variables from the project are listed. From this list, you can override the values of the variables that you want to customize for a specific output. You can create different variable sets to customize the variables for different outputs.  From the Output toolbar, click the Variable Sets icon to work with variable sets. |
| Condition expressions | A condition expression controls the inclusion of tagged source content or its exclusion from the output. Depending on the condition tags used in an expression, the corresponding source content is included in the output. You can define various tag combinations in the expression using OR, AND, and NOT operators to customize the inclusion or exclusion of content in the output. Condition expressions are not published along with the source content and do not appear in the output.  From the Output toolbar, click the Condition Expressions icon to work with condition expressions. For more information, see [Configure condition expressions and dynamic content filters](https://helpx.adobe.com/robohelp/using/configure-presets-conditional-content.html#Configureconditionexpressionsanddynamiccontentfilters). |
| Dynamic content filters | A dynamic content filter controls the display of content in the output. Add a dynamic content filter and then customize it by adding condition tags. The filters are published along with the tagged source content. From the published filters displayed in the output, your end-users can select specific filters to view selective content and hide the rest of the content. Dynamic content filters facilitate quick retrieval and consumption of specific information, instead of having to go through the entire published content.  From the Output toolbar, click the Dynamic Content Filters icon to work with dynamic content filters. For more information, see [Configure condition expressions and dynamic content filters](https://helpx.adobe.com/robohelp/using/configure-presets-conditional-content.ug.html#Configureconditionexpressionsanddynamiccontentfilters). |
| Stop words | Stop words add common (minor) words, such as “a” or “the” in the stop list file. During search, RoboHelp ignores the words listed in the stop list file to display optimal and relevant search results. You can add, edit, and delete stop words for different languages. RoboHelp creates a stop list file for each language, for example **English (US).stp**.  From the Output toolbar, click the Stop Words icon to work with stop words. |
| Synonyms | You can define multiple synonyms for a word to allow for variations in search terminologies. For example, you can define "cursor," "pointer," and "mouse" as synonymous terms. If the search term is "mouse," RoboHelp returns all topics containing the word "cursor," with that term highlighted. You can add, edit, and delete synonyms for different languages. RoboHelp creates a synonyms file for each language, for example **English (US).syn**.  From the Output toolbar, click the Synonyms icon to work with synonyms. |
| Style sheets | Stores styles defined to control the appearance of your content. Instead of formatting content locally, create styles for different elements of your content (for example, the different heading levels) and apply a style sheet at a project- or topic-level.  To apply a style sheet provided by RoboHelp to an open topic, go to the **Properties** panel > **Topic** tab > **Style Sheets**. |

**Start a project**

Do one of the following to start a project in RoboHelp:

* [Create a project](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Create_a_project)
* [Upgrade a RoboHelp Classic project](https://helpx.adobe.com/robohelp/using/create-project.ug.html#upgrade_RoboHelp_Classic_project)

**Create a project**

Once you've launched RoboHelp, follow these steps to create a project from scratch:

1. Choose **File > New Project** or press **Alt+Ctrl+N**. The **New Project** dialog box appears.
2. In the **New Project**dialog box, do the following:
   * **Title** Enter the name of the project.
   * **Language** From the drop-down list, select your preferred language for the project's content.
   * **Save Location** Specify the location to save your project. Click  to browse your computer and select your preferred folder to save your project in that folder.
3. Click **Create**.

To add topics and start authoring content in your project, see [Work with topics and folders](https://helpx.adobe.com/robohelp/using/work-with-topics-folders.html).

When a new project is created, or any classic or RoboHelp 2019 project is upgraded, a uniquely defined value is automatically generated referred as **Project ID**. It is defined in the **.rhpj**file.

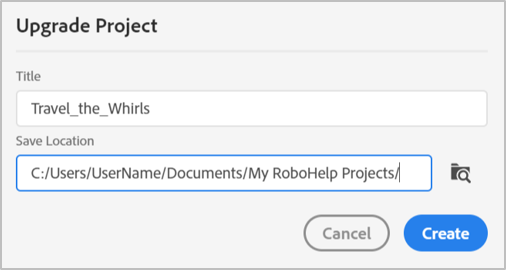
To check how to track the translation files using the Project ID, see [Translating content to multiple languages](https://helpx.adobe.com/robohelp/using/translation.ug.html#UsingProjectIDasparentchildassociation).

**Upgrade a RoboHelp Classic project**

To open a RoboHelp Classic project (**.xpj** file) in RoboHelp, follow these steps:

1. Choose **File > Upgrade RoboHelp Classic Project**.
2. In the **Open** dialog box that appears, browse your computer, select the desired **.xpj** project file, and click **Open**.
3. In the **Upgrade Project** dialog box, click **Create**.

The RoboHelp project is now saved as a **.rhpj** file.



**Note:**

The Project ID is automatically assigned to all the projects upgraded from Classic and RH2019.

**Note:**

On upgrade, all the files will remain in the folders where they were in Classic. Only the files present in root folder will move to the**"assets"** folder.

**Note:**

After upgrade, all the known document extension files like .DOCX , .XLSX, etc. go in **assets > docs** folder. Rest all other files go into **assets > misc** folder. For example, .MSG file.

**Add & Manage Images and other files**

While upgrading a project, only images and multimedia from the root folder are moved to Assets folder, rest all the files remain where they are placed in the Classic project.

**Import Baggage files folder**

All the baggage files, whether used or not, are now imported into the upgraded project.

**Upgrade from RoboHelp 2019**

Select Import Settings from the home screen to import application-wide settings if you are upgrading from Adobe RoboHelp 2019 (New UI).

On importing, the file includes the following settings:

* Application Preferences
* Connection Profiles
* Publish Profiles
* Dialog and Panel Sizes
* Scripts
* User Dictionaries

**Note:**

This is applicable only to the users who are moving from RoboHelp 2019.

**Save a project**

To save your project or file in RoboHelp, you can do the following:

* To save your project, choose **File > Save All** or press **Ctrl+S**.
* To save your topic, choose **File > Save** or press **Alt+Ctrl+S**.

Alternatively, you can click  in the upper-left corner of the standard toolbar to save your work.

**Configure project settings**

You can specify and edit the title and language of the project, along with settings such as topic status, colors, tag groups, and version control.

To access the **Project Settings** dialog box, follow these steps:

1. Once you've launched RoboHelp and opened your project, choose **File > Project settings** or press **Ctrl+Shift+/**.
2. In the **Project Settings** dialog box, you can specify settings in tabs such as **General, Topic Status, Colors**, and more.

See [Project Settings](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Project_Settings) for more details.

1. Once you've entered your desired settings, click **Done**.

**Project Settings**

You can find the following tabs in the left panel of the **Projects Settings** dialog box.

* [General](https://helpx.adobe.com/robohelp/using/create-project.ug.html" \l "General)
* [Colors](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Colors)
* [Font List](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Font_List)

* [Topic Status](https://helpx.adobe.com/robohelp/using/create-project.ug.html" \l "Topic_Status)
* [Tag Groups](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Tag_groups)
* [Panels](https://helpx.adobe.com/robohelp/using/create-project.ug.html#Panels)

**General**

In the **Project Settings** dialog box, the **General** tab is selected by default. To configure the **General** tab, do the following:

1. Specify or edit the name of the project in **Project Title**.
2. In **Language**, click to select the desired language for your project.
3. In **Default Stylesheet**, click  to select a desired style sheet for your project. When you create a topic in your current project, this style sheet is automatically applied to the topic.
4. In **Default Word Import Settings**, choose the file that contains the default settings for converting Word files to HTML files.

To edit this file, choose **File > Import > Word Document** and configure the settings in the **General** tab of the **Word Import Settings** dialog box. For information about the **General** tab, see [General](https://helpx.adobe.com/robohelp/using/import-word-documents.html#General).

1. Select **Do not allow inline formatting** to avoid applying new inline formatting. Previously applied inline formatting remains unchanged.

**Topic Status**

You can select a topic status such as **Draft**, **In Progress**, and **Ready for Review** to indicate the current stage of authoring of your topic. You can also add a custom status, rename and delete an existing status, and reorder the statuses.

**Note:**

The topmost status in the list of statuses is considered as the default status for new topics.

1. Select the **Topic Status** tab from the left panel of the **Project Settings** dialog box.
2. To create your own status, specify the name of the status in **Add a new status** and click  against it.

The new status is added to the list of statuses.

1. To rename a status, click its name and modify it.
2. To reorder statuses, click  against a status and drag-and-drop it at the desired position.
3. To delete a status, click  against it.

**Note:**

If you delete a status, all topics that are in the deleted status move to the default status. For example, the default (topmost) status in the **Topic Status** tab is **Draft** and some of your topics are in the **Review** status. If you delete the **Review** status, all topics that were previously in the **Review** status move to the **Draft** status.

**Colors**

You can add or edit a color and maintain a list of specified colors for your project. You can also rename or delete existing colors.

1. Select the **Colors** tab from the left panel of the **Project Settings** dialog box.
2. To add a color, click  to choose a color, specify a name in **Color Name**, and click .

The new color is added to the list of colors. The list of colors are shown as swatches in Color Picker dialog.

1. To rename a color, click its name and modify it.
2. To reorder colors, click  against a color and drag-and-drop it at the desired position.
3. To delete a color, click  against it.

**Note:**

To know more about Color Picker, see [Use the Color Picker dialog box](https://helpx.adobe.com/robohelp/using/format-content.ug.html#color-picker).

**Tag Groups**

Tag groups help you group multiple related [condition tags](https://helpx.adobe.com/robohelp/using/basics-of-conditional-content.html) to provide relevant content to a focus group. You can add a tag group to the list of default tag groups. You can also rename and delete existing tag groups.

1. Select the **Tag Groups** tab from the left panel of the **Project Settings** dialog box.
2. To add a tag group, specify its name in **Add a new tag group** and click  against it.

The new group is added to the list of tag groups.

1. To rename a tag group, click its name and modify it.
2. To delete a tag group, click  against it.

**Note:**

A tag group cannot be deleted if it contains tags. Before you delete a tag group, ensure that all the tags grouped under that tag group are deleted. To delete a tag, in the **Condition Tags** panel, right-click the tag and click **Delete**.

**FONT LIST**

Fonts are essential for the look and feel of your publication, maintaining consistency through all your topics. For the fonts to work, they must be installed on the computer building the output.

1. Select the **Font List** tab from the left panel of the **Project Settings** dialog box.
2. To add fonts, specify the name in Add Fonts group and click  against it. You can also add multiple fonts to one line separated by a comma.

The new fonts are added to the list of fonts.

**Note:**

If multiple fonts are added to one line, the browser will select the first one it finds installed in your system.

1. To rename a font, click its name and modify it.
2. To reprioritize the fonts, click  against a font and drag-and-drop it at the desired position.
3. To delete a tag group, click  against it.
4. Select the **Do not include system fonts**check box to limit the listed fonts. Selecting this option will exclude the list of system fonts from the font list.

Using file explorer, you will find the **FontList.xml**in**Project > Settings**.  You can use this file to copy the fonts to another project.

**PANELS**

With a large number of panels available in RoboHelp, your workspace can become cluttered very quickly. To optimize the display of the left toolbar in the Author and Publish view, show/hide button associated with the panels can be used, thus maximizing your working view, as needed.

1. Select the Panels tab from the left panel of the Project Settings dialog box.
2. You can switch on or off  the toggle button associated with individual panels, as required.
3. Click Done.