Adobe Frame Maker 10 Introduction

Length: One Day

Course Objective: You will use FrameMaker to create and export simple documents to XML, HTML and PDF formats

Prerequisites: Students must be familiar with Microsoft Windows XP, 2000 or Vista, and with word processing software such as Microsoft Word.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Get familiar with Adobe® FrameMaker®.
- Create a layout.
- Manipulate text in layouts.
- Work with graphics.
- Work with page layouts.
- Create page layouts from master pages.
- Output FrameMaker documents in different formats.

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Course Content

INTRODUCTION

- Setting up Your Work Area
- FrameMaker's Work Area
- Getting Familiar with the Work Area
- Panels and Pods
- Setting Your Interface Preferences
- Create a New Paragraph Tag
- A Quick Look at Templates
- Opening a Document Based on a FrameMaker Template

MASTER PAGES AND TEXT FLOWS

- Create a New Document
- Create a Custom Master Page
- Create Headers and Footers
- Applying Master Pages to Body Pages
- Text Frames

CHARACTER AND PARAGRAPH TAGS

- Character Tags
- Paragraph Tags
- Paragraph Designer
- Creating Paragraph Tags
- Tips for Working with Character and Paragraph Tags

TABLES

- Insert a Table in Your Document
- The Table Designer
- Creating a New Table Tag
- Tips for Working with Tables

DRAWING GRAPHICS

- FrameMaker's Drawing Tools
- Selection Tools
- Drawing Tools
- Drawing Properties Tools
- Grids
- Drawing Shapes
- Using the Tools

OPERATOR MANUAL (MASTER DOCUMENT)

- Instructor Guide - Topic Outline from the Operator Manual
- Student Guide
- Job Aids Procedures
- Practice Exercises Workbook
    1. Task Outline of procedures in the Operator Manual
    2. Exercises