

## Adobe FrameMaker Introduction

**Length:** 3 Days

**Course Objective:** You will learn to create, manage, and format documents as well as creating books using FrameMaker

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

- Learn to set up your work area and learn about FrameMaker's work area.
- Learn about master pages and text flows.
- Learn to apply master pages to body pages and work with text frames.
- Learn about character and paragraph tags.
- Learn to work with tables and table tags.
- Learn to use Framemaker's drawing tools.
- Learn to import graphics and SVG files.
- Learn to place graphics on reference and master pages.
- Learn to work with variables.
- Learn how to work with cross-references.
- Learn to build books.
- Learn to format your documents with tables of contents and page numbers.
- Learn to generate, format, and edit indexes.
- Learn to publish FrameMaker documents

## 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
- FrameMaker Templates

### 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
- Add a Template text Frame

### CHARACTER AND PARAGRAPH TAGS

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

### TABLES

- The Table Catalog
- Insert a Table
- Anchors
- Insert a Table in Your Document
- Adding Text to Your Table
- Rearranging Table Rows
- Sorting Table Rows
- Resizing Table Columns
- Add Rows or Columns

- Straddling Table Cells
- Aligning Text in a Table Cell
- Changing the Ruling and Shading
- The Table Designer
- Creating a New Table Tag

## **DRAWING TOOLS**

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

## **IMPORTED GRAPHICS**

- Anchored Frames
- Copying or Importing by Reference
- Importing a Graphic
- Importing SVG Files
- Working with Your Graphics
- Putting Graphics on Reference Pages
- Placing Graphics on Master Pages

## **SYSTEM AND USER VARIABLES**

- Understanding Variables
- The Variables Pod
- System Variables and Their Building Blocks
- Working with Variables
- User Variables
- Creating Dictionary Style Headings

## **CROSS-REFERENCES**

- How Cross-references Work
- The Cross-reference Panel
- Cross-reference Formats
- Creating a Cross-reference Format
- Creating Sport Cross-references
- Maintaining and Troubleshooting Cross-references
- Creating a List of References

## **BOOKS**

- Building Books
- Adding Page Numbers to Your Book

- Advanced Maintenance and Troubleshooting Books
- Book Error Log

## **TABLE OF CONTENTS**

- Preparing Your Documents
- Defining What Will Be Included
- Generating Your Table of Contents
- Formatting Your Table of Contents
- Modifying the TOC Reference Page
- Adding More to Your Book's Table of Contents
- Adding Page Numbers
- Other Types of Generated List
- Using Your TOC Template in Other Documents

## **INDEXES**

- What to Index
- FrameMaker's Index Markers
- Generate Your Index
- Formatting Your Index
- Editing Your Index

## **PUBLISHING**

- Printing Your FrameMaker Documents
- Creating PDF Files
- Publishing XHTML

## **CONDITIONAL TEXT**

- Understanding Conditional Text
- Planning Your Conditional Text
- The Conditional Text Pod
- Create a Conditional Tag
- Edit a Conditional Tag
- Apply a Conditional Tag
- Remove a Conditional Tag from an Item
- Show/Hide Conditional Text
- Sort Condition Tags
- Delete a Condition Tag

## **TEMPLATING**

- Planning a New Template
- Character and Paragraph Tags
- Cross-reference Formats
- Tables