

## Adobe FrameMaker

Length: 1 Day

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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
- Task Outline of procedures in the Operator Manual
- Exercises