

Adobe FrameMaker 7.0: Template Design Workshop

Who	This course provides the definitive introduction to the design of templates using FrameMaker 7. It is aimed at “knowledge workers” and those with the responsibility for designing templates to a high standard. It is suitable for the designers of both unstructured and structured templates.
Why	You will learn a design methodology for producing templates for documents and books, both structured and unstructured. The course incorporates good practice and provides advanced techniques to ensure documents and books can be maintained and updated efficiently in the future. It ensures that the power of FrameMaker 7 is fully utilised. At the end of the course you will possess an in-depth understanding of FrameMaker which will enable you to design templates for complex documents and books immediately.
Length	3 days

The Design Process

Why templates are important
The template design process
Structured and unstructured documents
The document environment

The Design Workshop

Stage 1 Designing the initial page layout
Stage 2 Setting document properties

Designing paragraph styles-basic and default font properties

Paragraph Designer-Default Font properties
Paragraph Designer-Basic properties
Applying paragraph properties
Creating a new paragraph style
The Paragraph Catalog
To delete a tag from the Paragraph Catalog
Basic properties-line spacing
Basic properties-paragraph spacing

Refining paragraph styles-numbering properties

Numbering properties
Building Blocks
Series labels

Refining paragraph styles-pagination and advanced properties

Straddle across columns
Control paragraph location
Keep with
Widow and orphan properties
Adjust paragraph hyphenation
Apply global update options

Designing character styles

Character Designer
Applying character properties
Creating a new character style
The Character Catalog
Deleting a tag from the Character Catalog
Types of character style
Applying a character style to an autonumber
Special bulleted paragraphs
Renaming character tags

Preparing for graphics

Text-anchored graphics
Text-anchored frames
Anchoring strategy
Straddling figures across columns
Reference pages
Reference frames
Including a reference frame in a paragraph style

Designing table styles

Table styles
Table Designer-Basic properties
Applying table properties
Creating a new table style
Naming conventions
Anchoring strategy
Table Designer-Ruling properties
Table Designer-Shading properties
Preparing paragraph styles for the table
Including a graphic into a table style
Creating new table ruling styles

Designing cross-reference formats

Cross-reference formats
Defining a new format
Unstructured building blocks
Structured building blocks
Deleting Cross-reference formats

Designing page layout

Body pages
Master pages
Single-sided and double-sided documents
Flow-tagged and untagged text frames
Headers and footers
Custom page layout
Adding a text frame to a master page
Connecting text frames
Page-anchoring

Book Building

Creating a book file
Organising book files
Setting up numbering for chapters in a book.

Tables of Contents

Generating a Table of Contents
Formatting a Table of Contents template
Changing the form and content of the Table of Contents

Indexes

Generating an Index
Formatting an Index
Changing the organisation and content of the Index

Optional Modules

All these modules can be substituted for modules in the standard list or they can all be taken in an optional extra day.
Colour Definitions
Conditional Text Options
Customising Footnotes
Change Bars and Version Control
Advanced Page Layout