

Adobe FrameMaker 7.0: Working with Unstructured Documents and Books

Who	The course will give you the skills necessary to work with unstructured templates to produce well-organised, consistent documents including graphics, tables, footnotes, equations and cross-references. The course will also teach you how to produce fully-formatted books comprising multiple documents, including a table of contents and an index. You will become confident in the use of a full range of editing techniques to standardise information across multiple documents efficiently.
Why	This course does not require you to know FrameMaker at all. It is aimed at people who are new to the software or are only using it in the most basic of ways.
Length	2 days

Templates

Document types
 Templates and documents
 The benefits of a template-driven approach
 Template components
 Standard templates
 Creating a document from a template

The document environment

The document window
 The QuickAccess Bar and the Formatting Bar
 Using zoom
 Visual guides
 Navigation
 Save options

Recycling content

Import formats
 Importing a file

Applying styles

Paragraph styles
 The Paragraph Catalog
 The benefits of applying styles
 Methods of applying a style to a paragraph
 Character styles
 The Character Catalog
 Methods of applying a character style

Editing text

Inserting and deleting text
 Selecting and replacing text
 Clear and Undo commands
 Cutting, Copying and Pasting

Smart Spaces and Smart Quotes

Special Characters
 Context Menus
 Spelling Checker
 Find and Change
 Thesaurus

Adding graphics

Page-anchored graphics
 Text-anchored graphics
 Text-anchored frames
 Anchoring point
 Importing graphics
 Anchoring frames in other positions

Adding tables

Table structure
 Table styles
 Table Catalog
 Table anchor
 Adding a page break
 Selecting parts of a table
 Modifying the shape of a table
 Resizing selected columns
 Adding data to a table
 Moving around in a table
 Customising a table

Inserting cross-references

Cross-references
 Automatic links
 Updating Cross-references
 Unresolved Cross-references
 Identifying unresolved Cross-references
 Fixing unresolved Cross-references

Layout

Page layout
 Body pages
 Master pages
 Single-sided and double-sided documents
 Custom layout

Books

A FrameMaker book file
 Creating a book
 Updating a book

Adding a table of contents

Generated files
 Formatting a generated file
 Automatic links

Adding an index

Marking index entries
 Generated files
 Formatting the index using a template
 Automatic links

Finalising the book

Including other material in a book
 Updating user defined variables
 Importing variable definitions
 Preparing to publish

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.

Footnotes

Equations

Conditional Text

Creating PDF from FrameMaker