



WORKING WITH FRAMEMAKER 8* (2 DAYS)

Who Should Attend: This course is appropriate for new (Standard) FrameMaker users who will be working in an environment with existing FrameMaker templates.

* Please note that FrameMaker 7 users can take this class as well. Although FrameMaker 8 has new features, the basic interface and menus (etc.) are the same.

Prerequisites: There is an assumption that you understand technical writing concepts or are currently working in the technical writing or related field.



Getting Started

- Exploring the FrameMaker interface
- Setting viewing options and preferences
- Opening, saving, printing, and closing documents
- Using FrameMaker Help

Editing

- Selecting and editing text and applying Character and Paragraph tags
- Using Find/Change, Spell Checker, and Thesaurus
- Using Track Text Edits—tracking and managing editing changes
- Using default and custom Master Pages
- Importing formats, adding footnotes, and using change bars
- Working with conditional text, including using boolean expressions to output selected multiple conditions
- Creating user variables
- Importing text (Text Insets)
- Comparing documents (revisions)

Importing Graphics

- Creating and editing anchored frames
- Importing graphics (methods) and setting resolution
- Generating a list of graphics imported by reference
- Graphics considerations—vector versus raster images

Working with Tables

- Understanding tables
- Inserting tables and adding content (text, graphics, footnotes)
- Manipulating tables (positioning, resizing, custom ruling/shading)
- Adding, deleting, rearranging, and merging/splitting rows and columns
- copying and pasting tables
- Working with multi-page tables and using table variables

Indexing

- Marking documents for indexing and generating an index
- Formatting an index using a template
- Using hypertext links in generated files

Working with Books

- Creating Books, adding and rearranging files, and printing from a Book
- Controlling numbering and pagination across Book files
- Generating the tables of contents and index for multiple files
- Importing formats across multiple files

Working with Cross-References

- Adding current and cross-document X-Refs
- Updating X-Refs and fixing unresolved X-Refs

Creating PDFs from FrameMaker

- Understanding and setting Distiller preferences and job options
- Creating a PDF from FrameMaker files and FrameMaker Books
- Creating tagged PDFs Directly From FrameMaker
- Optimizing files created in previous FrameMaker versions





DESIGNING WITH FRAMEMaker 8* (2 DAYS)

Who Should Attend: This course is for users who want to create and maintain FrameMaker document templates.

* Please note that FrameMaker 7 users can take this class as well. Although FrameMaker 8 has new features, the basic interface and menus (etc.) are the same.

Prerequisites: Students must have already taken the *Working with FrameMaker* class or have expertise with FrameMaker 6 or 7.



Designing Character and Paragraph Formats

- Understanding the Character and Paragraph designers
- Creating and modifying character formats
- Creating and modifying Paragraph formats, including:
 - Basic properties (spacing, alignment, indenting, and tabs)
 - Font properties
 - Pagination properties (start, keep, widow/orphan, and side-heads)
 - Autonumbering properties
 - Advanced properties (hyphenation and reference graphics)
 - Table cell properties

Creating Reference Graphics

- Understanding References pages and reference graphics
- Creating, applying, and updating Reference graphics
- Other Reference page functions

Creating Table Formats

- Using the Table Designer, including: basic, ruling, and shading properties
- Using single celled tables for anchoring figures
- Using tables to display paragraphs with reference graphics

Creating Conditional Text Documents

- Understanding conditional text
- Creating condition tags and editing conditional documents
- Creating boolean expressions to output selected multiple conditions

Creating Cross-Reference Formats

- Understanding "building blocks"
- Using Character tags, text, and building blocks to create X-Ref formats
- Updating X-Ref formats

Creating Color Definitions

- Using color models and color libraries
- Creating and updating color definitions

Designing Page Layouts

- Understanding FrameMaker templates
- Creating custom templates, including:
 - designing master page layouts and defining headers & footers
 - Adjusting existing document layouts
 - Reordering and renaming custom master pages
 - Automatically controlling the application of custom master pages

Creating Templates for Generated Files

- Creating templates for formatting generated files such as a table of contents and index
- Other generated file tips

Designing for PDF Output

- Completing the PDF setup for a FrameMaker template

Workshop

- Work on selected design projects or bring in your project

