



WORKING WITH FRAMEMAKER 9* (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 8 users can take this class as well. Although FrameMaker 9 has a new interface and some new features, the core functions are the same. We have both versions available in the training center, so you will train on the version you have.

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 9* (2 DAYS)

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

* Please note that FrameMaker 8 users can take this class as well. Although FrameMaker 9 has a new interface and some new features, the core functions are the same. We have both versions available in the training center, so you will train on the version you have.

Prerequisites: Students must have already taken the *Working with FrameMaker* class or have expertise with FrameMaker 7 or 8.



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

