

FrameMaker - The Essential Course

Classroom Duration: 4 Days

Virtual Duration: 8 x 2 hours

Chapter 1

User Interface

- Quick Access Toolbar

Chapter 2

Workspace Basics

- Workspace overview
- Tabbed and Dockable Panels

Chapter 3

Working With Documents

- Opening and Saving Files
- Using View Menu Commands
- Touring the Document Window
- Zooming the Document
- Changing the Pages
- Printing Documents
- Closing and Saving Documents
- Deleting Documents

Chapter 4

Using Help

- Application Interface Help

Chapter 5

Editing Text

- Opening, Editing and Saving Documents
- Adding Special Characters

Chapter 6

Finding Text, Using Spell Checker and Thesaurus

- Finding and Changing Text
- Check Spelling
- Using the FrameMaker Thesaurus

Chapter 7

Using Templates

- Creating Documents Using Templates
- Modifying Templates

Chapter 8

Character Font Properties

- Untagged Font Properties
- Character Formats

- Chapter 9** **Default Font and Basic Properties**
- Setting Default Font Properties
 - Basic Properties
 - As Is and Global Update Options
- Chapter 10** **Tab Properties**
- Positioning Tab Stops with the Formatting Bar
 - Modifying Tab Properties
- Chapter 11** **Pagination and Advanced Properties**
- Keeping Paragraphs and Lines Together
 - Using Special Formats for Headings
 - Setting Advanced Properties
- Chapter 12** **Numbering Properties**
- Using Autonumbered Paragraph Formats
 - Modifying Autonumbered Paragraph Formats
 - Using Character Formats in Autonumber Formats
 - Text-only Autonumber Formats
- Chapter 13** **Anchored Frames**
- Working with Anchored Frames
 - Positioning Anchored Frames in the Margin
 - Using Run Into Paragraph
- Chapter 14** **Track Text Edit**
- Turn On and Off Text Edit Tracking
- Chapter 15** **Working With Tables**
- Using Tables
 - Adjust Tables
- Chapter 16** **Table Formats**
- Using Basic Properties
 - Using Ruling Properties
 - Using Shading Properties
 - Using the Paragraph Designer with Tables
- Chapter 17** **Footnotes**
- Using Document Footnotes
 - Footnote Properties
 - Using Table Footnotes
- Chapter 18** **Change Bars**
- Using Change Bars

Chapter 19

Master Pages

- Background Graphics and Text on Master Pages
- Single-sided and Double-sided Documents
- Custom Master Pages

Chapter 20

Reference Pages

- Using Reference Page Graphics on a Body Page

Chapter 21

Variables

- Variables Pod
- Using System Variables
- Adding User Variables
- Using Table Variables

Chapter 22

Cross-references

- Using Cross-references
- Creating and Editing Cross-reference Formats
- Updating and Resolving Cross-references

Chapter 23

Table of Contents

- Generating a Table of Contents From a Document
- Formatting a Table of Contents Template

Chapter 24

Indexes

- Generating and Formatting an Index

Chapter 25

Books

- Creating Book Files
- Opening, Saving and Closing All Files in a Book
- Setting Up Numbering and Pagination in a Book
- Generating/updating Files in a Book
- Including Chapter Numbers in Headers and Footers
- Re-arranging and Deleting Files From a Book File
- Generating a Table of Contents for a Book

Chapter 26

Import PDF Comments

- Importing PDF Comments