

## FrameMaker - Introduction Training

**Classroom Duration: 3 Days**

**Virtual Duration: 6 x 2 hours**

### Chapter 1

#### FrameMaker Overview

- Overview of FrameMaker

### Chapter 2

#### User Interface

- Quick Access Toolbar

### Chapter 3

#### Workspace Basics

- Workspace overview
- Tabbed and Dockable Panels

### Chapter 4

#### Working With Documents

- Module Objectives
- Opening and Saving Files
- Window Guides and View Options
- Zooming and Printing the Document
- Changing Pages
- Closing and Saving Documents
- Deleting Documents

### Chapter 5

#### Using Help

- Application Interface Help

### Chapter 6

#### Editing Text

- Opening, Editing and Saving Documents

### Chapter 7

#### Finding Text, Using the Spelling Checker and Thesaurus

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

### Chapter 8

#### Using Templates

- Creating Documents Using Templates
- Modifying Templates

### Chapter 9

#### Character Font Properties

- Untagged Font Properties
- Character Formats

## Chapter 10

### Default Font and Basic Properties

- Setting Default Font Properties
- Basic Properties
- As Is and Global Update Options

## Chapter 11

### Tab Properties

- Positioning Tab Stops with the Formatting Bar
- Modifying Tab Properties

## Chapter 12

### Pagination and Advanced Properties

- Keeping Paragraphs and Lines Together
- Using Special Formats for Headings
- Setting Advanced Properties

## Chapter 13

### Numbering Properties

- Using Autonumbered Paragraph Formats
- Modifying Autonumbered Paragraph Formats
- Using Character Formats in Autonumber Formats
- Text-only Autonumber Formats

## Chapter 14

### Multiple Autonumbers

- Resetting Autonumbered Paragraphs
- Using Series Labels in Autonumbered Paragraphs
- Using Multiple Counters in Autonumber Formats

## Chapter 15

### Graphics

- Drawing Objects
- Editing, Re-sizing and Positioning Objects
- Using Visible Grid Lines, the Invisible Snap Grid and Gravity
- Filling Objects and Changing Their Pen Pattern
- Working with Lines
- Using Text Lines, Text Frames and Selection Tools
- Grouping, Ungrouping and stacking Objects
- Flipping and Rotating Objects
- Using FrameMaker Clip Art

## Chapter 16

### Graphic Frames and Text Runaround

- Graphics and Graphic Frames
- Text Runaround

## Chapter 17

### Anchored Frames

- Working with Anchored Frames
- Positioning Anchored Frames in the Margin
- Using Run Into Paragraph

- Chapter 18**                    **Track Text Edit**
- Turn On and Off Text Edit Tracking
- Chapter 19**                    **Working With Tables**
- Using Tables
  - Adjusting Tables
- Chapter 20**                    **Table Formats**
- Using Basic Properties
  - Using Ruling Properties
  - Using Shading Properties
  - Using the Paragraph Designer with Tables
- Chapter 21**                    **Footnotes**
- Using Document Footnotes
  - Footnote Properties
  - Using Table Footnotes
- Chapter 22**                    **Change Bars**
- Using Change Bars
- Chapter 23**                    **Master Pages**
- Background Graphics and Text on Master Pages
  - Single-sided and double-sided documents
  - Custom Master Pages
- Chapter 24**                    **Reference Pages**
- Using Reference Page Graphics on a Body Page
- Chapter 25**                    **Creating a Custom Document**
- Creating a Custom Document
  - Setting Up the Master Pages
  - Applying and Modifying Formats
  - Including Frames, Tables, Clip Art, Footnotes and Page Breaks

## FrameMaker Advanced Training

**Classroom Duration: 2 days**

**Virtual Duration: 4 x 2 hours**

### Chapter 1

#### Text Flow

- Identifying Flows in a Document
- Working with Disconnected Pages
- Creating parallel flows

### Chapter 2

#### Variables

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

### Chapter 3

#### Text Inserts and Cross-references

- Insets Pod
- Using Text Inserts
- Using Cross-references
- Creating and Editing Cross-reference Formats
- Updating and Resolving Cross-references

### Chapter 4

#### Conditional Text

- Working in a Conditional Document
- Modifying a Conditional Document

### Chapter 5

#### Hypertext

- Creating Hypertext Documents
- working with HTML documents
- Saving as HTML
- Refining the mappings
- Adding Hypertext links
- Splitting the document in multiple Web pages

### Chapter 6

#### Chapter Templates

- Creating Basic and Complex Templates

### Chapter 7

#### Table of Contents

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

### Chapter 8

#### Indexes

- Generating and Formatting an Index

## Chapter 9

### Books

- 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
- Rearranging and Deleting Files From a Book File
- Generating a Table of Contents for a Book

## Chapter 10

### Book Advanced Features

- Book Enhancements

## Chapter 11

### Import PDF Comments

- Importing PDF Comments

## Chapter 12

### Colour Definitions

- Assigning and Defining Colours
- Defining and Displaying Colour Views

## Chapter 13

### Equations

- The Equations Palette
- Putting equations in a document
- Positioning an Equation in a Paragraph
- Recovering from a mistake
- Creating Equations using Keyboard Shortcuts