

## Adobe FrameMaker 7.1 (Author)

### Working with Unstructured Documents and Books

#### Who should attend the course?

This intensive course is aimed at technical authors, typesetters, engineers, administrative personnel, and knowledge workers who need to prepare documents and manuals to a high standard. You will benefit from comprehensive instruction that will enable you to become productive immediately.

#### How long is the course?

2 Days (optional extra day).

#### What are the benefits of attending?

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.

#### What are the prerequisites?

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. You need to be familiar with PCs and the Windows environment.

### Course Outline

#### 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 and Formatting Bars
- 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
- Modifying the shape of a table

## Inserting cross-references

- Cross-references
- Automatic links
- Updating Cross-references

- Unresolved Cross
- Identifying unresolved Cross
- Fixing unresolved Cross

## 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

# Training Locations

At M-AIS we have three options for the location of training courses:

- We host training courses at our training facility in Edninburgh, Scotland
- For EAD courses we can hold courses at the GroupEAD facility in Frankfurt
- We can also arrange for training to take place at the client site