

FrameMaker - The Essential Course

Classroom Duration: 4 Days

Virtual Duration: 16 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

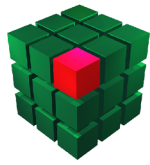
Chapter 8

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