



FrameMaker - Introduction Training

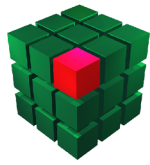
Classroom Duration: 3 Days

Virtual Duration: 12 x 2 hours

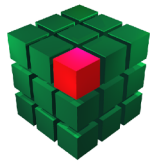
Chapter 1	FrameMaker Overview • Overview of FrameMaker
Chapter 2	User Interface • Quick Access Toolbar
Chapter 3	Workspace Basics • Workspace overview • Tabbed and Dockable Panels
Chapter 4	Working With Documents • Module Objectives • Opening and Saving Files • Window Guides and View Options • Zooming 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: 8 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