



FrameMaker 9.x Introduction Training (3 days)

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| Chapter 1 | FrameMaker Overview <ul style="list-style-type: none">• Overview of FrameMaker |
| Chapter 2 | User Interface <ul style="list-style-type: none">• Quick Access Toolbar |
| Chapter 3 | Workspace Basics <ul style="list-style-type: none">• Workspace overview• Tabbed and Dockable Panels |
| Chapter 4 | Working With Documents <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Application Interface Help |
| Chapter 6 | Editing Text <ul style="list-style-type: none">• Opening, Editing and Saving Documents |
| Chapter 7 | Finding Text, Using the Spelling Checker and Thesaurus <ul style="list-style-type: none">• Finding and Changing Text• Checking Spelling• Using the FrameMaker Thesaurus |
| Chapter 8 | Using Templates <ul style="list-style-type: none">• Creating Documents Using Templates• Modifying Templates |
| Chapter 9 | Character Font Properties <ul style="list-style-type: none">• Untagged Font Properties• Character Formats |
| Chapter 10 | Default Font and Basic Properties <ul style="list-style-type: none">• 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 Autnumber Formats
- Text-only Autnumber Formats

Chapter 14

Multiple Autonumbers

- Resetting Autonumbered Paragraphs
- Using Series Labels in Autonumbered Paragraphs
- Using Multiple Counters in Autnumber 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 9.x Advanced Training (2 days)

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 Insets and Cross-References

- Insets Pod
- Using Text Insets
- 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
- Re-arranging 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 mistakes
- Creating Equations using Keyboard Shortcuts
- Creating a directory in Windows
- Answers to Review Questions