



FrameMaker 9.x - The Essential Course

4 Days

- | | |
|------------------|--|
| Chapter 1 | User Interface <ul style="list-style-type: none">• Quick Access Toolbar |
| Chapter 2 | Workspace Basics <ul style="list-style-type: none">• Workspace overview• Tabbed and Dockable Panels |
| Chapter 3 | 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 4 | Using Help <ul style="list-style-type: none">• Application Interface Help |
| Chapter 5 | Editing Text <ul style="list-style-type: none">• Opening, Editing and Saving Documents |
| Chapter 6 | 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 7 | Using Templates <ul style="list-style-type: none">• Creating Documents Using Templates• Modifying Templates |
| Chapter 8 | Character Font Properties <ul style="list-style-type: none">• Untagged Font Properties• Character Formats |
| Chapter 9 | Default Font and Basic Properties <ul style="list-style-type: none">• Setting Default Font Properties• Basic Properties• As Is and Global Update Options |



ADG

Absolute Data Group

Email: Training@absolutedata.com

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
- Adjusting 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

- 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