



# FrameMaker Introduction Training

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Classroom Duration: 3 days Virtual Duration: 6 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



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## 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 Format

## 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



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## 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