



Classroom Duration: 4 days Virtual Duration: 8 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
- Checking 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