

# Adobe FrameMaker: Working with Structured Documents and Books

<b>Who</b>	This intensive course is aimed at technical authors, typesetters, engineers, administrative personnel, and knowledge workers who need to prepare documents and manuals to a high standard. You will benefit from comprehensive instruction that will enable you to become productive immediately.
<b>Why</b>	The course will equip you with the skills necessary to work with structured templates to produce valid documents conforming to an EDD or an SGML DTD. It introduces the use of container elements and object elements. It explains how to identify attribute types and how to set appropriate values. It describes ways of manipulating structure. It demonstrates how structural errors are located and fixed. The course will also teach you how to produce structured books comprising multiple documents, which are fully cross-referenced, including a table of contents and an index.
<b>Length</b>	2 days

## Templates

FrameMaker templates  
Saving documents  
Deleting documents  
Saving documents

## The document environment

The document window  
The QuickAccess Bar and the Formatting Bar  
Zoom controls  
Visual guides  
Navigation techniques  
The structure view window and how to work with elements  
Attribute display  
The element catalog and how to set available elements  
Save options

## Container elements-editing structure

Working with structure  
Structural errors  
Types of element  
Formatting  
Working with structure  
Adding structure  
Importing a structured flow  
Moving elements  
Wrapping and unwrapping elements  
Merging, nudging and splitting elements  
Element Catalog options

## Editing Text

Adding and deleting text  
Selecting and changing text  
Using the Clear and Undo commands  
Cutting, Copying and Pasting text

Adding special characters  
Smart Spaces and Smart Quotes  
Context-sensitive menus  
Spell Checker  
Find/Change  
Thesaurus

## Attributes

Types of attribute  
Working with Attributes  
Setting attribute values  
Inserting new elements with attributes  
Attribute errors

## Validation

Validation errors  
Ignore options

## Object Elements-Graphics

Text anchored frames for graphics  
Importing graphics by reference or copying  
Anchoring frames in other positions

## Object Elements - Tables

Table structures  
Table styles  
Moving around in a table  
Selecting parts of a table  
Modifying the shape of a table  
Resizing selected columns  
Adding data to a table  
Formatting data in cells  
Customising a table

## Object Elements - Cross-references

Cross-reference formats  
Manual and automatic updating of Cross-references  
Automatic links  
Fixing unresolved Cross-references

## Layout

Page layout  
Body pages  
Master pages  
Single-sided and double-sided documents  
Custom layout

## Books

Adding a Table of Contents using a template  
Validating book structure  
Object elements-Footnotes  
Object elements-Equations  
System variables and user-defined variables  
Object elements-Index markers  
Adding an Index using a template

## Optional Modules

All these modules can be substituted for modules in the standard list or they can all be taken as part of an extended day.

## Using Conditional Text

## Creating PDF from FrameMaker