

# Adobe FrameMaker: Template Design Workshop

<b>Who</b>	This course provides the definitive introduction to the design of templates using FrameMaker 7. It is aimed at “knowledge workers” and those with the responsibility for designing templates to a high standard. It is suitable for the designers of both unstructured and structured templates.
<b>Why</b>	You will learn a design methodology for producing templates for documents and books, both structured and unstructured. The course incorporates good practice and provides advanced techniques to ensure documents and books can be maintained and updated efficiently in the future. It ensures that the power of FrameMaker 7 is fully utilised. At the end of the course you will possess an in-depth understanding of FrameMaker which will enable you to design templates for complex documents and books immediately.
<b>Length</b>	3 days

## The Design Process

Why templates are important  
The template design process  
Structured and unstructured documents  
The document environment

## The Design Workshop

Stage 1 Designing the initial page layout  
Stage 2 Setting document properties

## Designing paragraph styles-basic and default font properties

Paragraph Designer-Default Font properties  
Paragraph Designer-Basic properties  
Applying paragraph properties  
Creating a new paragraph style  
The Paragraph Catalog  
To delete a tag from the Paragraph Catalog  
Basic properties-line spacing  
Basic properties-paragraph spacing

## Refining paragraph styles-numbering properties

Numbering properties  
Building Blocks  
Series labels

## Refining paragraph styles-pagination and advanced properties

Straddle across columns  
Control paragraph location  
Keep with  
Widow and orphan properties  
Adjust paragraph hyphenation  
Apply global update options

## Designing character styles

Character Designer  
Applying character properties  
Creating a new character style  
The Character Catalog  
Deleting a tag from the Character Catalog  
Types of character style  
Applying a character style to an autonumber  
Special bulleted paragraphs  
Renaming character tags

## Preparing for graphics

Text-anchored graphics  
Text-anchored frames  
Anchoring strategy  
Straddling figures across columns  
Reference pages  
Reference frames  
Including a reference frame in a paragraph style

## Designing table styles

Table styles  
Table Designer-Basic properties  
Applying table properties  
Creating a new table style  
Naming conventions  
Anchoring strategy  
Table Designer-Ruling properties  
Table Designer-Shading properties  
Preparing paragraph styles for the table  
Including a graphic into a table style  
Creating new table ruling styles

## Designing cross-reference formats

Cross-reference formats  
Defining a new format  
Unstructured building blocks  
Structured building blocks  
Deleting Cross-reference formats

## Designing page layout

Body pages  
Master pages  
Single-sided and double-sided documents  
Flow-tagged and untagged text frames  
Headers and footers  
Custom page layout  
Adding a text frame to a master page  
Connecting text frames  
Page-anchoring

## Book Building

Creating a book file  
Organising book files  
Setting up numbering for chapters in a book.

## Tables of Contents

Generating a Table of Contents  
Formatting a Table of Contents template  
Changing the form and content of the Table of Contents

## Indexes

Generating an Index  
Formatting an Index  
Changing the organisation and content of the Index

## Optional Modules

All these modules can be substituted for modules in the standard list or they can all be taken in an optional extra day.  
Colour Definitions  
Conditional Text Options  
Customising Footnotes  
Change Bars and Version Control  
Advanced Page Layout