

# Adobe FrameMaker: Working with Unstructured Documents and Books

<b>Who</b>	The course will give you the skills necessary to work with unstructured templates to produce well-organised, consistent documents including graphics, tables, footnotes, equations and cross-references. The course will also teach you how to produce fully-formatted books comprising multiple documents, including a table of contents and an index. You will become confident in the use of a full range of editing techniques to standardise information across multiple documents efficiently.
<b>Why</b>	This course does not require you to know FrameMaker at all. It is aimed at people who are new to the software or are only using it in the most basic of ways.
<b>Length</b>	2 days

## Templates

Document types  
 Templates and documents  
 The benefits of a template-driven approach  
 Template components  
 Standard templates  
 Creating a document from a template

**The document environment**  
 The document window  
 The QuickAccess Bar and the Formatting Bar  
 Using zoom  
 Visual guides  
 Navigation  
 Save options

## Recycling content

Import formats  
 Importing a file

## Applying styles

Paragraph styles  
 The Paragraph Catalog  
 The benefits of applying styles  
 Methods of applying a style to a paragraph  
 Character styles  
 The Character Catalog  
 Methods of applying a character style

## Editing text

Inserting and deleting text  
 Selecting and replacing text  
 Clear and Undo commands  
 Cutting, Copying and Pasting

## Smart Spaces and Smart Quotes

Special Characters  
 Context Menus  
 Spelling Checker  
 Find and Change  
 Thesaurus

## Adding graphics

Page-anchored graphics  
 Text-anchored graphics  
 Text-anchored frames  
 Anchoring point  
 Importing graphics  
 Anchoring frames in other positions

## Adding tables

Table structure  
 Table styles  
 Table Catalog  
 Table anchor  
 Adding a page break  
 Selecting parts of a table  
 Modifying the shape of a table  
 Resizing selected columns  
 Adding data to a table  
 Moving around in a table  
 Customising a table

## Inserting cross-references

Cross-references  
 Automatic links  
 Updating Cross-references  
 Unresolved Cross-references  
 Identifying unresolved Cross-references  
 Fixing unresolved Cross-references

## Layout

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

## Books

A FrameMaker book file  
 Creating a book  
 Updating a book

## Adding a table of contents

Generated files  
 Formatting a generated file  
 Automatic links

## Adding an index

Marking index entries  
 Generated files  
 Formatting the index using a template  
 Automatic links

## Finalising the book

Including other material in a book  
 Updating user defined variables  
 Importing variable definitions  
 Preparing to publish

## 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.

## Footnotes

## Equations

## Conditional Text

## Creating PDF from FrameMaker