



Adobe FrameMaker 7.0: Template Design Workshop

Who should attend the course?

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.

How long is the course? 3 Days
(optional extra day).

What are the benefits of attending?

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.

What are the prerequisites?

You should have attended either the “Working with Unstructured Documents” or “Working with Structured Documents” course or have a similar level of knowledge of FrameMaker.

You need to be familiar with PCs and the Windows environment.

Course Outline

~ 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

~ 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 organization and content of the Index

Related Courses

- FrameMaker 7.0: Working with Unstructured Documents and Books
- FrameMaker 7.0: Working with Structured Documents and Books
- FrameMaker 7.0: Element Definition Documents (EDDs)
- FrameMaker 7.0: Importing and exporting XML/SGML.
- Adobe Acrobat 5.0
- Quadralay WebWorks 7.0