



Adobe FrameMaker 7.0: Working with Structured Documents and Books

Who should attend the course?

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.

How long is the course? 2 Days
(optional extra day).

What are the benefits of attending?

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.

What are the prerequisites?

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

Course Outline

~ 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 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

Related Courses

FrameMaker 7.0: Template Design Workshop
FrameMaker 7.0: Element Definition Documents (EDDs)
FrameMaker 7.0: Importing and exporting XML/SGML.
Adobe Acrobat 5.0