

Course duration

- 3 days

Course Benefits

- Learn to set up your work area and learn about Framemaker's work area.
- Learn about master pages and text flows.
- Learn to apply master pages to body pages and work with text frames.
- Learn about character and paragraph tags.
- Learn to work with tables and table tags.
- Learn to use Framemaker's drawing tools.
- Learn to import graphics and SVG files.
- Learn to place graphics on reference and master pages.
- Learn to work with variables.
- Learn how to work with cross-references.
- Learn to build books.
- Learn to format your documents with tables of contents and page numbers.
- Learn to generate, format, and edit indexes.
- Learn to publish FrameMaker documents.

Course Outline

1. FrameMaker Strengths
 1. Advantages of Creating Content with FrameMaker
 2. Uses of FrameMaker
2. Creating Your First Document
 1. Starting FrameMaker
 2. Welcome Screen
 3. Setting Up a New Document
 4. Opening, Saving, Closing, and Printing Documents
 5. Understanding the Document Window
 6. FrameMaker Interface Options
 7. Understanding File Configuration and Preferences
 8. The Project Manager
 9. Choosing between Structured and Unstructured Content
 10. Switching between Structured and Unstructured Interfaces
 11. File Naming Best Practices
3. Word Processing Features
 1. Standard Word Processing Features
 2. Configuring Default Text Options
 3. Tracking Changes

- 4. Working with Footnotes
- 5. Importing Text from Other Applications
- 4. Establishing a Workflow in FrameMaker
 - 1. Workflow Considerations
 - 2. Planning
 - 3. Creating and Editing Content
 - 4. File Organization
 - 5. Illustrations and Images
 - 6. Editing/Reviewing
 - 7. Production Editing
 - 8. Indexing
 - 9. Printing
 - 10. Single Sourcing and Digital Publishing
 - 11. Online and Mobile Publishing Workflows
 - 12. Language Support
- 5. Templates
 - 1. User Roles
 - 2. Definition of a FrameMaker Template
 - 3. Why You Should Care about Templates
 - 4. Getting Started with Templates
 - 5. Importing Settings from a Template File
 - 6. Characteristics of a Solid Template
 - 7. Understanding Template Interactions
 - 8. Tips and Tricks
 - 9. Naming Conventions
 - 10. Documenting Your Template
- 6. Formatting Text with Paragraph Tags
 - 1. The Purpose of Paragraph Tags
 - 2. Applying a Paragraph Tag
 - 3. Avoiding Formatting Overrides
 - 4. Modifying Paragraph Tags
 - 5. Creating Paragraph Tags
 - 6. Deleting Paragraph Tags
 - 7. Autonumbering Details
- 7. Formatting Text with Character Tags
 - 1. Maintaining Consistency with Character Tags
 - 2. Applying Character Tags
 - 3. Modifying Character Tags
 - 4. Creating Character Tags
 - 5. Removing Character Tag Formatting
 - 6. Deleting Character Tags
 - 7. Additional Character Tag Tips
- 8. Understanding Table Design
 - 1. Table Tag Advantages
 - 2. Inserting Tables
 - 3. Changing the Assigned Table Tag
 - 4. Modifying a Table Tag

- 5. Creating a Table Tag
- 6. Customizing Tables Outside the Table Designer
- 7. Customizing Cell Ruling and Shading
- 8. Merging Table Cells
- 9. Rotating Table Cells
- 10. Sorting Table Data
- 11. Deleting Table Tags
- 12. Creating Text into Tables
- 13. Converting a Table to Text
- 9. Cross-references
 - 1. Advantages of Cross-references
 - 2. How Cross-references Differ from Text
 - 3. Inserting Cross-references
 - 4. Setting Up Cross-reference Formats
 - 5. Updating Cross-references
 - 6. Correcting Unresolved (Broken) Cross-references
 - 7. Converting Cross-references to Text
- 10. Storing Content in Variables
 - 1. Advantages of Variables
 - 2. Inserting Variables
 - 3. System Variable Definitions
 - 4. Creating User Variables
- 11. Understanding Page Layout
 - 1. Advantages of Master Pages
 - 2. Displaying Master Pages
 - 3. Assigning Master Pages to Body Pages
 - 4. Creating and Managing Master Pages
 - 5. Modifying Master Pages
 - 6. Removing Master Page Overrides
 - 7. Deleting Master Pages
- 12. Text Flows
 - 1. Text Flow Considerations
 - 2. Understanding Text Flows
 - 3. Customizing Text Flows
 - 4. Switching from Single- to Double-sided Pages
- 13. Importing Graphic Content
 - 1. Advantages of Using External Graphics
 - 2. Choosing Whether to Import into Text Flow
 - 3. Using the New Insert > Image Workflow
 - 4. Anchoring Graphics
 - 5. Graphic Formats
 - 6. Placing Graphics on the Reference Pages
- 14. Object Styles
 - 1. A Case for Using Object Styles
 - 2. Create an Object Style
 - 3. Display the Object Style Pod with a Shortcut
 - 4. Using Object Styles in a Regular Workflow

15. Placing Rich Media

1. Supported Formats
2. Anchoring Position for Multimedia
3. Full-motion Video
4. Interactive Simulations
5. 3D Objects
6. QR Codes

16. FrameMaker's Graphic Tools

1. Advantages of FrameMaker Graphics Tools
2. Drawing Basic Shapes
3. Draw an Object
4. Modifying Objects
5. Rearranging Objects
6. Changing the Orientation
7. Transparency in FrameMaker Graphics
8. Image Hotspots

17. Setting Up Book Files

1. Advantages of Using Book Files
2. Creating a Book File
3. What the Book Window Tells You
4. Managing Files in a Book
5. Updating a Book
6. Managing Numbering
7. Printing a Book
8. Modifying Files from the Book

18. Creating Tables of Contents

1. Setting Up Table of Contents File
2. Customizing the Table of Contents
3. Mini TOC

19. Creating Indexes

1. The Mechanics of a Generated Index
2. Creating the Index File
3. Creating Index Entries
4. Formatting the Index

20. Creating Glossaries

1. Generated versus Static Glossary Files

21. Creating Other Generated Files

1. Examples of Other Generated Files
2. Creating Paragraph-based Lists
3. Creating Lists of Other Items
4. Generated Indexes

22. Print, PDF Output, and Package

1. A Comparison of Print and PDF Files
2. Setting Up a FrameMaker PDF Review
3. Printing Your Documents
4. Advanced Printing Options
5. Setting Adobe PDF Document Properties

- 6. Creating PDF Files
- 7. Adobe PDF Printer Setup
- 8. Custom PDF File View Options
- 9. Package
- 23. Digital Publishing
 - 1. Accessing the Publish Pod
 - 2. Exploring the Publish Pod
- 24. Color Output
 - 1. Advantages of Defining Custom Colors
 - 2. Understanding Types of Color
 - 3. Applying Color to Text and Objects
 - 4. Managing Color Definitions
 - 5. Viewing Colors
 - 6. Deleting Colors
 - 7. Controlling Colors for Output
- 25. Setting Up Conditional Text
 - 1. How Conditional Text Works
 - 2. Conditional Text Examples
 - 3. Using Conditional Text in Mobile/Outline Publishing
 - 4. Applying Condition Tags
 - 5. Removing a Single Condition Tag
 - 6. Removing All Condition Tags from Text
 - 7. Using Condition Indicators
 - 8. Planning Conditional Text
 - 9. Creating Condition Tags
 - 10. Modifying Condition Tags
 - 11. Deleting a Condition Tag
 - 12. Showing and Hiding Conditional Text
 - 13. Applying Condition Tags to Tables and Graphics
- 26. Automation with ExtendScript
 - 1. Advantages of Using ExtendScript
 - 2. A Brief History of FrameMaker Automation
 - 3. Getting Started with Scripting
 - 4. Interacting with FrameMaker ExtendScript
 - 5. Creating and Editing Scripts
 - 6. Finding the Correct Objects, Properties, and Methods
 - 7. Principles of Successful Script Writing
- 27. Creating Interactive Content with Hypertext
 - 1. Advantages of Hypertext Interactivity
 - 2. Setting Up a Basic Hypertext Link
 - 3. Creating Hotspots
 - 4. Creating a Text Link to a Web Address
 - 5. Creating an Email Link
 - 6. Using Markers to Create Notes in PDF Files
 - 7. Locking and Unlocking View-only Documents
 - 8. Hypertext Command Reference
- 28. Writing Equations

1. Using Native FrameMaker Equation Editor
2. Understanding the Equations Pod
3. Inserting Equations
4. Modifying Equations
5. Formatting Equations
6. Evaluating Equations
7. Working with MathML
29. Content Reuse with Text Insets
 1. Advantages of Using Text Insets
 2. A Text Inset Example
 3. Working with Text in Insets
 4. Considering Text Insets and Other Reuse Options
 5. Planning Modular Text
 6. Creating a Text Inset
 7. Managing Text Insets
30. Dropbox and Cloud Collaboration
 1. Configure Dropbox
31. Using a Content Management System (CMS)
 1. Default Connectors
 2. Creating a Custom Connection to a CMS
 3. Working with WebDAV
 4. Managing Workgroups

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this FrameMaker class:

- Experience with basic software programs such as Microsoft Word

Experience in the following *would be useful* for this FrameMaker class:

- Experience surfing the Web
- HTML