

# FrameMaker Basics

**FM 001: FrameMaker Basics and Intermediate Features Training** is a three-day course that teaches users how to use the basic tools in FrameMaker. Students learn how to create documents from existing templates and how to create their own custom documents.

## Working with Documents

- Open and Save files
- Use Backup and Save/Save As commands
- Use View and Zoom settings
- Print, delete, and close a document

## Editing Text

- Enter text and special characters
- Select/deselect text
- Undo changes
- Cut, copy, paste, move, and delete text
- Use Smart Quotes and Smart Spaces
- Use Revert to saved

## Using Find/Change and Spelling Checker

- Use Find/Change to search for and change text
- Use wildcards in a search
- Find and correct spelling errors
- Add words to document and personal dictionaries

## Using Templates

- Create new documents from a template
- Add and modify text in a template
- Apply paragraph and character formats
- Copy and paste paragraph formats
- Import paragraph and character formats

## Creating and Modifying Character Formats

- Create and modify character formats
- Apply character formats

## Creating and Modifying Paragraph Formats

- Set paragraph spacing, set tab stops
- Define Font properties
- Control pagination, hyphenation, and graphics as part of a paragraph's definition
- Set properties for simple and multiple autonumber series

## Creating Graphics

- Create simple graphics
- Use Copy and Paste to create graphics
- Learn graphics tools: line, rectangle, oval, polyline, polygon, text frame, freehand
- Manipulate graphics using align, distribute, group, rotate, snap, gravity



## Using Graphic Frames and Text Runaround

- Identify graphic frames
- Use graphic frames to crop graphics
- Adjust text runaround properties

## Using Anchored Frames

- Create anchored frames and control position in text
- Place graphics in anchored frames
- Globally control space above and below graphics

## Working with Tables

- Add and delete text in table cells
- Select cells, rows, columns, and entire tables
- Add, delete, cut, copy, and paste rows and columns
- Resize rows and columns
- Create and modify tables and table formats

## Footnotes

- Insert, move, format, and delete footnotes

## Using Master Pages and Reference Pages

- Control a document's appearance using Master Pages and Reference Pages

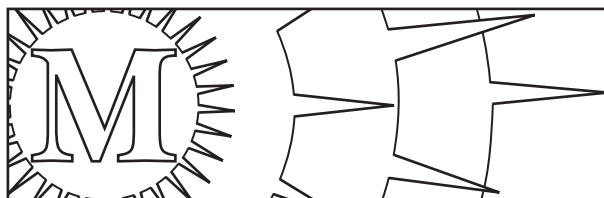
## Final Review: Custom Document Creation

- Create a custom document using all the tools learned in the class

## Course Code: FM 001



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