Essentials of FrameMaker

FM 101: Essentials of FrameMaker and Other Basic Authoring Skills is a two-day course that teaches new FrameMaker users skills needed to create documents from existing templates.

Getting Started in FrameMaker 7

- Compare FrameMaker to other applications
- Understand the FrameMaker approach to creating documents
- Learn about Global Management of Styles and Formats
- Take a brief tour of the FrameMaker interface
- Learn the names and locations of FrameMaker's tools
- Set up application preferences and document viewing options

Creating a Document from a Template

- Understanding templates and what they can do
- Learn how templates are used
- Locate the FrameMaker Templates directory
- Explore ways to set up an efficient FrameMaker desktop
- Create a new document from a template
- Save the document to a working directory
- Use autonumber Paragraph Formats to number an outline

Formatting and Editing Text

- Select and deselect text in FrameMaker
- Cut, Copy, and Paste text in FrameMaker
- Format text using Paragraph Formats and Character Formats
- Remove Character Formatting
- Use Find/Change for many formatting and editing tasks

Formatting Tables

- Format tables using Table Formats
- Use Paragraph Formats and Character Formats in tables
- Use keyboard shortcuts to navigate through tables
- Select various parts of tables and entire tables
- Learn methods to add rows and columns
- Cut, Copy, and Paste table parts and entire tables
- Resize columns manually, numerically, and automatically

Reducing Manual Text Entry

- Using variables and cross-references to reduce manual text entry
- Insert cross-references
- Insert variables
- Create user variables

Graphics and Content Reuse

- Effective ways to put graphics in FrameMaker documents
- Good practices for file locations
- How to create files for use in multiple locations
- Methods to reuse content

Building Books

- Create a book
- Add FrameMaker documents to book
- Create table of contents (TOC) from template
- Insert index markers
- Create index (IX) from template
- Spell-check the book as one document
- Globally manage formats from the Local Template

FrameMaker Output Formats

- Add hypertext markers prior to PDF conversion
- Learn a simple method to create a PDF
- Add hypertext markers prior to HTML conversion

Self-Paced Review of Concepts

- Format text with paragraph formats and character formats
- Insert a table and a graphic
- Create cross-references and insert variables
- Build a book from separate files
- Insert index markers
- Generate a TOC and an IX
- Apply Master Pages
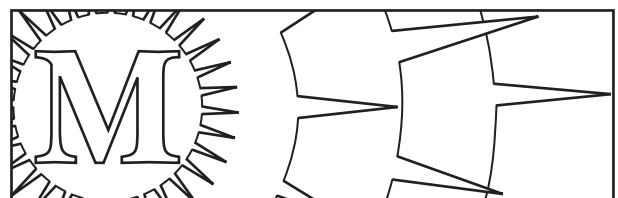- Spell-check and proof the document
- Create a PDF

On-site information

This course can also be taught at your site as a one or two-day course. Contact us for more information.

Can't attend the class? Purchase the courseware from us for only $45.00! For more information, go to our pricing page.

> "I am exceptionally pleased with the course and instructor! It far exceeded my expectations. It has greatly increased my skills. The approach used makes the sytem seem much more usable. Kudos!"
>
> Dana Merritt, MyHealthBank, Inc.

> "Doug is an excellent teacher. He does not just show you how the tool works by standing up in front of the class and completing the exercises — this is a hands-on approach peppered with insightful comments and observations taken/culled from experience. Great personality and presentation. Thanks, Doug!"
>
> Angela Ferrannini, Mentor Graphics

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