

Big Docs Made Easy

Big Docs Made Easy: Implementing Easy Maintenance Documentation using FrameMaker: is a five-day course for template designers or expert users who need to know how to design and create robust FrameMaker templates and deploy them across the enterprise, as well as learn insider tips and tricks.

Prerequisite(s) to this course: FM 001 and FM 002, or equivalent experience with FrameMaker.

Part 1: The EMD environment

Building a Business Case for EMD

- Reason one: to save time
- Reason two: ensure adherence to enterprise styles
- Reason three: improved morale

Understanding the EMD mindset

- The “disposable documentation” mindset
- The Easy Maintenance Documentation mindset



Part 2: The Seven Tenets of Easy Maintenance Documentation (EMD)

The 1st Tenet: Single Sourcing in FrameMaker

- Creating and maintaining formats as Source
- Using conditionally tagged text insets
- X-Refs to conditionally tagged source paragraphs
- Using autonumbers and x-refs to eliminate repetitive text
- Other types of source files

The 2nd Tenet: Global Control of Formatting

- The Master Template compared to the Local Template
- Standardize nomenclature
- Document analysis prior to template planning
- Complex autonumber format Paratags
- Master Page layouts and other complex page number issues
- Chapter-level tables of contents
- Creating and maintaining Reference Pages and flows
- Building the Master Template

The 3rd Tenet: Standard Solution Set and Style Guides

- Describe to template users how to use each type of format
- Revising formats across documents
- Globally managing graphic standoff
- Creating an appendix
- Building a book
- Generated file formatting solutions
- Hidden Anchored Frame
- Graphics solutions
- Changing format names from the Local Template



CERTIFIED INSTRUCTOR
FrameMaker®

The 4th Tenet: Documenting Document Construction

- Reasons to do this
- Processes to encourage documenting document construction

The 5th Tenet: Be efficient and the efficient mindset

- Maximizing a desktop for efficiency
- Using shortcuts to increase efficiency

The 6th Tenet: Design maintainable documents

The 7th Tenet: Communicate Within the Workgroup

- Give users a voice in the creation/modification of any formats
- Communicate new formats
- Communicate format changes

Part 3: Tips and Tricks

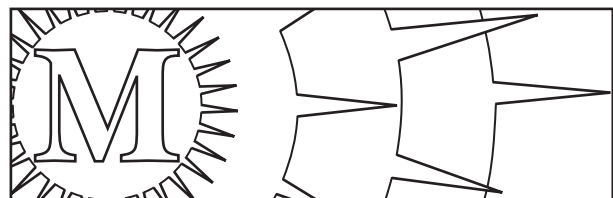
- Generated Files Tricks
- Electronic Review of Documents
- Nearly Automatic Endnotes
- Flow Tags
- Fixing Problem Documents and Importing Word Documents

Course Code: FM 551

“I very much appreciated Doug’s energy, enthusiasm, patience and sense of humor. He obviously loves what he does and that went a long way towards making the learning experience more enjoyable for me. Definitely worth the investment of my time and money.” Liza Bauman

“Doug was clear, didn’t belabor points unless asked for clarification, has great presentation skills and knowledge of content. He is very enthusiastic about FrameMaker and willing to help with individual needs.” Delorie Dutcher, Fred Meyer

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