



### Prerequisites:

Basic Windows operation system knowledge; opening files, navigating to the desktop, saving files, selecting, copying, and pasting text. Also, a good working knowledge of a word processing program is a must.

### Who Should Attend:


This course is designed for users looking to use FrameMaker to author and publish documents.

### Course Duration:

4 days. Class time is 9:00 am – 4:30 pm.

There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

### Related Training:

 Adobe FrameMaker 10: Structured FrameMaker

 Adobe Acrobat 10

## Adobe FrameMaker 10: FrameMaker Fundamentals

This course is designed for people who need to create FrameMaker documents, use templates, and create templates. It is the foundation course for creating and formatting individual chapters in a book. Whether you are a beginner or have been using FrameMaker for years but have never had formal training, this class is designed to help you create documents using the most productive methods.

### Instructor

Our instructor, Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. In her twelve years of training at Digital Training & Designs, she has taught a variety of classes but currently teaches Adobe Dreamweaver, Cascading Style Sheets, Adobe FrameMaker, Adobe InDesign, and Adobe Acrobat. She also helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. Joan is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker and Macromedia Authorware. She is also Adobe certified to teach Adobe Dreamweaver and Dynamic Dreamweaver. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

*This outline is flexible and may change to accommodate student skills and interests.*



### Page Text

- Editing and formatting text
- Applying and modifying paragraph and character formats
- Creating paragraph and character formats
- Searching for and changing text and formats
- Using FrameMaker templates
- Importing text
- Using and formatting footnotes in text
- Using and properly setting tabs
- Autonumbering document sections
- Applying side heads, run-in heads, and straddles
- Flowing content
- Using color

### Image Content

- Adding illustrations to a document in an anchored frame
- Using anchored frames for specialized callouts and drop caps
- Adding illustrations to a document in an unanchored frame
- Running text around images

### Master Pages

- Adding content to a master page
- Applying and creating master pages
- Using variables for page numbers
- Changing the basic layout of a document (on master pages)
- Using variables for running headers and footers and repeated document information
- Working with reference pages and referenced art
- Designing custom pages

### Tables

- Creating tables
- Understanding table formats, row formats, and table variables
- Customizing table formats
- Formatting text in table cells

### Books and long documents

- Creating document templates
- Generating and formatting a table of contents
- Altering the TOC Reference page
- Generating and formatting an index
- Altering the Index Reference page
- Creating book files to manage books with multiple files
- Controlling the setup for files in a book
- Reformatting across an entire book
- Creating templates for documents, TOCs, and indexes
- Creating conditional documents
- Using cross-references and text insets

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