FrameMaker 10.0 Advanced

Length: 2 Days

Prerequisites: Introduction to FrameMaker

Summary: This class provides you with the concepts and skills to use Adobe FrameMaker effectively. You get hands-on practice working with advanced techniques in FrameMaker in order to get the most out of your experience. You will learn the skills that will allow you to take advantage of long-document support that includes book management features, sophisticated tables, and rich formatting options offered by FrameMaker.

What you will learn in this FrameMaker advanced training course:

- Advanced System Variables
- Using Templates
- Advanced Numbering
- Advanced Cross-References
- Conditional Text
- Inserting New Elements
- Validating a Document
- Building Books
- Chapter Templates

COURSE CONTENT

DEFINING PARAGRAPH FORMATS

- Creating a custom document
- Copying text
- Setting up rulers and the grid
- Creating a side-head area
- Displaying the Paragraph Designer
- Formatting headings
- Formatting body text
- Formatting numbered lists
- Formatting bulleted lists
- Creating a chapter title
- Deleting formats

DEFINING COLORS AND CHARACTER FORMATS

- Defining custom colors and tints
- Adding color to paragraph formats
- Adding color to auto numbers
- Emphasizing words and phrases

PAGE LAYOUT

- Changing column layout
- Displaying master pages
- Numbering pages
- Creating a running footer
- Finishing the footers
- Custom master pages
- Create a new paragraph format

VIEWING CONDITIONAL TEXT

- Setting up your document
- Creating condition tags
- Adding conditional text
- Tagging text as you type
- Adding a conditional graphic
- Adding conditional table rows
- Saving versions of a conditional document

USING TEXT INSETS

- Importing a text inset
- Updating a text inset
- Using Cross-References
- Inserting a paragraph cross-reference
- Customizing a cross-reference format
- Creating and Editing Cross-Reference
- Formats
- Creating a cross-reference format
- Adding a Character format to a cross-reference
- FrameMaker Cross-Reference
- Building Blocks

RESETTING AUTONUMBERED PARAGRAPHS

- Automatically resetting auto numbered
- paragraphs
- Using Series Labels in auto numbered
- paragraphs
- Using Multiple Counters in auto number
- formats
- Planning a Complex Numbering Series
- Figuring out building blocks for a complex
- Auto numbering scheme

WORKING IN A CONDITIONAL DOCUMENT

- Viewing a conditional document
- Examining condition tags and condition
- indicators
- Modifying condition indicators
- Viewing different versions of a document
- Preparing separate versions for distribution
- Modifying a Conditional Document
- Creating a new condition tag
- Applying a condition tag
- Assigning a condition tag before typing
- Making text unconditional
- Using additional keyboard shortcuts
- Finding conditional text

CREATING A TEMPLATE

- Creating the document
- Setting up the Character Catalog
- Setting up the Paragraph Catalog
- Right master page
- Setting up the Right master page
- Left master page
- Setting up the Left master page
- First master page
- Creating the First master page
- Creating a document using the template
- Importing template formats into another document

CUSTOMIZING TABLES

- Viewing a sample table
- Importing text into a table
- Formatting body cells
- Formatting the table title
- Setting basic table properties
- Resizing columns
- Using tabs in table cells
- Defining ruling styles
- Setting table ruling
- Using custom ruling and shading