



FrameMaker Outline

1. Explore FrameMaker

- a. Explore the document window
- b. Set up a workspace
- c. Apply predefined paragraph formats
- d. Apply predefined character formats
- e. Write a short memo

2. Define Paragraph Formatting

- a. Create a custom document
- b. Display the Paragraph Designer
- c. Format headings
- d. Work with bullet lists
- e. Create numbered lists
- f. Create a chapter title

3. Define Colors and Character Formats

- a. Define custom colors and tints
- b. Add color to paragraph formats
- c. Emphasize words and phrases
- d. Add color to autonumbers

4. Page Layout

- a. Change column layout
- b. Display master pages
- c. Number pages
- d. Create a running footer
- e. Finish the footers
- f. Custom master pages
- g. Assign master pages to paragraph tags

5. Graphics

- a. Adjust header and footer frames for graphics
- b. Import a graphic
- c. Mask part of a graphic
- d. Copy the header graphics
- e. Draw lines and rectangles
- f. Align multiple objects
- g. Copy the footer graphics

6. Document Editing

- a. View the document
- b. Turn off the display of graphics
- c. Define a user variable
- d. Insert variables
- e. Find and changing text
- f. Change a variable definition
- g. Use the Thesaurus
- h. Check spelling

7. Tables

- a. Insert a table
- b. Fill in the table
- c. Add rows and columns
- d. Rearrange information
- e. Format text in table cells
- f. Resize columns
- g. Change the table format
- h. Straddle table cells
- i. Reuse a table format

8. Customize Tables

- a. View a sample table
- b. Import text into a table
- c. Format body cells
- d. Format the table title
- e. Set basic table properties
- f. Resize columns
- g. Use tabs in table cells
- h. Define ruling styles
- i. Set table ruling
- j. Use custom ruling and shading



9. Anchored Frames and Graphics

- a. Edit text containing anchored frames
- b. Import a graphic
- c. Import a second graphic
- d. Anchor graphics in the column
- e. Use art in the margin
- f. Create an object style
- g. Use inline graphics
- h. Reuse anchored frames
- i. Use run-in art
- j. Create a drop cap
- k. Use rich media in technical documents

10. Cross-References and Footnotes

- a. Insert a paragraph cross-reference
- b. Display the source of a cross-reference
- c. Insert an external cross-reference
- d. Create a cross-reference format
- e. Use the new cross-reference format
- f. Insert a spot cross-reference
- g. Resolve cross-references
- h. Insert footnotes
- i. Change how footnotes look

11. Books and Tables of Contents

- a. View the finished book file
- b. Create a book file
- c. Add documents to the book
- d. Open files from the book window
- e. Add a table of contents
- f. Generate the table of contents
- g. Set up chapter numbering
- h. Fix the pagination
- i. Change the layout
- j. Add a title
- k. Format the entries
- l. Change the contents of entries

12. Indexes

- a. Add an index to the book
- b. Change the layout
- c. Add a title
- d. Update the page footer
- e. Format the entries
- f. Format page numbers
- g. Fix bad line breaks
- h. Add index entries
- i. Edit index entries

13. Conditional Text

- a. View conditional text
- b. Set up your document
- c. Create condition tags
- d. Add conditional text
- e. Tag text as you type
- f. Add a conditional graphic
- g. Add conditional table rows
- h. Save versions of a conditional document

14. Hypertext and PDF

- a. Create a hypertext TOC and index
- b. Use cross-references as hypertext links
- c. Test hypertext links
- d. Add navigation buttons
- e. Save as PDF