

IDEAS TRAINING: INTRO TO ADOBE FRAMEMAKER UNSTRUCTURED

FrameMaker Overview

- Opening FM: Structured vs. Non-Structured
- Interface Overview
- Create a new document based on existing template
- Using predefined paragraph formats
- Using predefined character formats
- Creating a new, custom document
- Setting up rulers and the grid
- Creating a side-head area
- Saving file(s)

Defining Paragraph Formats

- Importing text
 - By Reference
 - Copying into file
- Displaying the Paragraph Designer
 - Creating new Paragraph Styles
 - Apply vs. Update All
- Formatting Body text
 - Basic Settings
 - Default Font Settings
 - Pagination Settings (Widow/Orphan)
 - Advanced Settings
- Formatting Subheads
 - Pagination Settings (Keep With)
- Formatting Chapter Titles
 - Pagination Settings (Start)
- Advanced Paragraph Settings
 - Formatting Bulleted lists
 - Numbering Settings
 - Formatting numbered lists
 - Numbering Settings
 - Using Tabs
- Deleting formats

Defining Colors Formats

- Defining custom colors and tints
 - Process Color vs. Spot Color
- Adding color to paragraph formats

Defining Character Formats

- Displaying the Character Designer
 - Creating new Character Styles
 - Understanding and using "As Is" settings
- Emphasizing words and phrases
- Adding color to Character formats
- Adding color to auto-numbers

Page Layout

- Viewing default Left/Right master pages
- Changing column layout
 - Using Side Head Layouts
- Working with Variables
 - Auto-numbering pages
 - Using running headers & footers
- Master Pages
 - Creating & Applying Custom Masters

Document Editing

- Viewing the document
- Smart Quotes and Spaces
 - (Format>Doc>Text Opt.)
- Turning graphic display on/off
- Finding and changing text
- Spell Checking
- Using the Thesaurus
- Using Change Bars
 - Setting options
 - Clearing Change Bars
- Comparing Documents (File>Utilities)
- Inserting variables
 - Defining a user variable
- Track Changes

Tables

- Inserting table
- Displaying the Table Designer
 - Creating new Table Styles
- Converting tabbed text into a table
- Formatting Tables
 - Body cells
 - Header cells
 - Titles
- Editing Tables
 - Resizing Columns
 - Adding Rows/Columns
 - Straddle
- Using tabs inside table cells
- Using custom ruling and shading

Footnotes

- Inserting footnotes
- Inserting footnotes in Tables
- Footnote formats

Saving as PDF

- Basic PDF settings for:
 - Print, Web, and eBook