Datasheet:

Adobe FrameMaker 7.1 (Administrator)
Unstructured Template Design Workshop

Who should attend the course?

This course provides the definitive introduction to the design of templates using FrameMaker 7. It is aimed at "knowledge workers" and those with the responsibility for designing templates to a high standard. It is suitable for the designers of both unstructured and structured templates.

How long is the course?

3 Days (optional extra day).

What are the benefits of attending?

You will learn a design methodology for producing templates for documents and books, both structured and unstructured. The course incorporates good practice and provides advanced techniques to ensure documents and books can be maintained and updated efficiently in the future. It ensures that the power of FrameMaker 7 is fully utilised. At the end of the course you will possess an in-depth understanding of FrameMaker which will enable you to design templates for complex documents and books immediately.

What are the prerequisites?

You should have attended either the "Working with Unstructured Documents" or "Working with Structured Documents" course or have a similar level of knowledge of FrameMaker.

You need to be familiar with PCs and the Windows environment.

Course Outline

The Design Process
- Why templates are important
- The template design process
- Structured and unstructured documents
- The document environment

The Design Workshop
- Stage 1 Designing the initial page layout
- Stage 2 Setting document properties

Designing paragraph styles-basic and default font properties
- Paragraph Designer - Font properties
- Paragraph Designer-Basic properties
- Applying paragraph properties
- Creating a new paragraph style
- The Paragraph Catalogue
- Delete tags from the Paragraph Catalogue
- Basic properties-line spacing
- Basic properties-paragraph spacing

Refining paragraph styles-numbering properties
- Numbering properties
- Building Blocks
- Series labels

Refining paragraph styles-pagination and advanced properties
- Straddle across columns
- Control paragraph location
- Keep with
- Widow and orphan properties
- Adjust paragraph hyphenation
- Apply global update options

Designing character styles
- Character Designer
- Types of character style

Unstructured Template Design Workshop

- Creating a new character style
- The Character Catalog
- Deleting a tag from the Character Catalog

- Applying character style to an autonumber
- Special bulleted paragraphs
- Renaming character tags

Preparing for graphics

- Text-anchored graphics
- Text-anchored frames
- Anchoring strategy
- Straddling figures across columns

- Reference pages
- Reference frames
- Reference frame in a paragraph style

Designing table styles

- Table styles
- Table Designer-Basic properties
- Applying table properties
- Creating a new table style
- Naming conventions

- Anchoring strategy
- Ruling and Shading properties
- Preparing paragraph styles for the table
- Including a graphic into a table style
- Creating new table ruling styles

Designing cross-reference formats

- Cross-reference formats
- Defining a new format
- Unstructured building blocks

- Structured building blocks
- Deleting Cross-reference formats

Designing page layout

- Body pages
- Master pages
- Single-sided and double-sided documents
- Flow-tagged and untagged text frames
- Headers and footers

- Custom page layout
- Adding a text frame to a master page
- Connecting text frames
- Page-anchoring

Book Building

- Creating a book file
- Organising book files

- Setting up numbers for chapters in a book.

Tables of Contents

- Generating a Table of Contents
- Formatting a Table of Contents template

- Changing the form and content of the TOC

Indexes

- Generating an Index
- Formatting an Index

- Organisation and content of the Index

Training Locations

At M-AIS we have three options for the location of training courses:

- We host training courses at our training facility in Edniburgh, Scotland
- For EAD courses we can hold courses at the GroupEAD facility in Frankfurt
- We can also arrange for training to take place at the client site