Datasheet:

Adobe FrameMaker 7.1 (Author)
Structured FrameMaker Author Course

Who should attend the course?

This intensive course is aimed at technical authors, typesetters, engineers, administrative personnel, and knowledge workers who need to prepare documents and manuals to a high standard. You will benefit from comprehensive instruction that will enable you to become productive immediately

How long is the course?

2 Days (optional extra day).

What are the benefits of attending?

The course will equip you with the skills necessary to work with structured templates to produce valid documents conforming to an EDD or an SGML DTD. It introduces the use of container elements and object elements. It explains how to identify attribute types and how to set appropriate values. It describes ways of manipulating structure. It demonstrates how structural errors are located and fixed. The course will also teach you how to produce structured books comprising multiple documents, which are fully cross-referenced, including a table of contents and an index.

What are the prerequisites?

This course does not require you to know FrameMaker at all. It is aimed at people who are new to the software or are only using it in the most basic of ways. You need to be familiar with PCs and the Windows environment.

Course Outline

Templates

- FrameMaker templates
- Saving documents
- Deleting documents
- Saving documents

The document environment

- The document window
- The Quick Access Bar and Formatting Bar
- Zoom controls
- Visual guides
- Navigation techniques
- The structure view window
- Attribute display
- The element catalogue
- how to work with elements
- Save options

Container elements-editing structure

- Working with structure
- Structural errors
- Types of element
- Formatting
- Working with structure
- Adding structure
- Importing a structured flow
- Moving elements
- Wrapping and unwrapping elements
- Merging, nudging and splitting elements
- Element Catalog options

Attributes

- Types of attribute
- Working with Attributes
- Setting attribute values
- Inserting new elements with attributes
- Attribute errors

Structured FrameMaker Author Course:

Editing text

- Adding and deleting text
- Selecting and changing text
- Using the Clear and Undo commands
- Cutting, Copying and Pasting text
- Adding special characters
- Smart Spaces and Smart Quotes
- Context-sensitive menus
- Spell Checker
- Find/Change
- Thesaurus

Adding graphics

- Page-anchored graphics
- Text-anchored graphics
- Text-anchored frames
- Anchoring point
- Importing graphics
- Anchoring frames in other positions

Attributes

- Types of attribute
- Working with Attributes
- Setting attribute values
- Inserting new elements with attributes
- Attribute errors

Object Elements-Tables

- Table structures
- Table styles
- Moving around in a table
- Selecting parts of a table
- Modifying the shape of a table
- Resizing selected columns
- Adding data to a table
- Formatting data in cells
- Customising a table
- Resizing selected columns

Object Elements - Cross-references

- Cross-reference formats
- Updating of Cross-references
- Automatic links
- Fixing unresolved cross-references

Layout

- Generated files
- Formatting a generated file
- Automatic links

Books

- Adding a Table of Contents using a template
- Validating book structure
- Object elements-Footnotes
- Object elements-Equations
- System variables and user-defined variables
- Object elements-Index markers
- Adding an Index using a template

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