



# Adobe FrameMaker

## **Introduction**

- FrameMaker overview
- Understanding structured and unstructured documents
- Creating and working with documents in FrameMaker 7.0
- Creating New Documents
- Working with predefined formats
- Converting a Word documents
- Saving formats
- Word processing
- Formatting text
- Printing
- Colour and the different models
- Working with service partners

## **Intermediate**

- Custom documents
- Working with type
- Rulers and grid
- Creating a side-head area
- Paragraph designer
- Headings and body copy
- Numbered and bulleted lists
- Chapter titles
- Character Designer
- Format Overrides
- Font Properties
- Understanding Typography
- Importing Graphics
- Colours and tints

- Page Layout
- Adjusting column layout
- Master Pages
- Autonumbering
- Running headers and footers
- Custom master pages

Graphics  
In header and footer frames  
Masking  
Drawing lines and rectangles  
Align and distribute  
Editing documents

### **Advanced**

Variables  
Inserting variables  
Variable definition  
Find and change  
Thesaurus  
Spelling

Tables  
Inserting a table  
Placing Data  
Nested Tables  
Formatting tables  
Converting Text To a Table  
Inline Graphics  
Table Designer  
Tables to Text  
Straddling table cells

Anchored Frames and Graphics  
Drop caps  
Movies  
Run-ins

Cross-References and Footnotes  
Inserting Paragraph cross-references  
Displaying cross-references  
External and spot cross-references  
Footnote formatting

Books  
Creating a book file  
Adding documents  
Table of contents  
Paginations  
Titles  
Preface.fm file

Indexes  
Adding an index to a book  
Layout of the index  
Entries  
Page Numbers  
Editing entries  
Generating indexes

Conditional text  
Hypertext and PDF  
HTML and web publishing

We also offer a FrameMaker super-user course covering Structured documents and authoring XML. Delegates have to write a pre-qualifier test.