



# Adobe FrameMaker 7.2

## Overview

Adobe FrameMaker 7.2 software offers a powerful, enterprise-class authoring and publishing solution. With its WYSIWYG, template-based environment, extensive long-document support, and new multiple undo capabilities, this tool enables scalable, single-source authoring and multi-channel publishing. Publish short documents, multi-volume books, and more in print, Adobe PDF, HTML, SGML, XML and other formats.

## Prerequisites

This training is a fast-paced, hands-on class. It is intended for individuals who meet one or more of the following prerequisites:

- Sound knowledge of a desktop publishing application
- Intermediate or advanced knowledge of a word processor (such as WordPerfect or Word)
- Beginner-level knowledge of FrameMaker

## Who should attend?

Whether you are new to FrameMaker or would just simply like to consolidate your skills, this course will teach you the fundamental concepts, features, advanced features, along with handy hints and techniques to enable you to use FrameMaker to its full potential.

<b>Course tool:</b>	Adobe FrameMaker 7.2
<b>Duration:</b>	3 days
<b>Fee:</b>	\$1,600 + GST

## Unstructured FrameMaker 7.2 (2 days)

### Topics include:

- Defining paragraph formats
- Defining character formats
- Page layouts
- Graphics
- Document editing
- Tables
- Anchored frames and graphics
- Cross-References and footnotes
- Books
- Table of Contents
- PDF creation

### Optional topics:

- Indexing
- Conditional text

## Structured FrameMaker: Authoring(1 day)

### Topic include:

#### Structure view pane:

- Element balloons
- Parent and child elements
- New Element Options (prompt for attributes, automatic insertion of children)
- Expanding and collapsing elements
- Selecting multiple elements
- Moving elements
- Correct location of elements
- Incorrect location of elements

#### Elements pane:

- Change elements
- Insert elements
- Wrap elements
- Elements Options (valid only, customize)
- Keyboard shortcuts
- Utilities: Export Element Catalogue as EDD

#### Attributes pane:

- Show choices (Required and Specified)
- Attribute values (Choices)

#### Validation of structured document:

- Correction of element position
- Adding required attributes

#### Authoring a document:

- Insert correct element
- Add table and content
- Modify table (column width etc)
- Add Anchored Frame and content
- Modify Anchored Frame (position etc)
- Typing text
- Page Breaks
- Dangers of changing formatting
- Special Characters (Em dashes etc)
- View Options (Page scrolling etc)
- Document Text Options (Smart Spaces etc)
- Automatic Change Bars
- Utilities (Compare Documents, Convert Structured Docs etc)
- Inserting variables (system and user)
- Inserting cross-references (format choices)
- Automatic Footnotes
- Index entries
- Character Formatting (bold, italic etc)
- Graphics in Anchored Frames (types and 'shrink-wrapping')
- Creating a FrameMaker 'book' file
- Adding 'generated' front matter (TOC etc)
- Adding Chapters
- Adding 'generated' rear matter (Index etc)