Introduction to Adobe FrameMaker

Training course outline

FrameMaker has long been many professional technical authors' tool of choice for writing and editing large or complex documents.

This course provides a thorough grounding in using FrameMaker in unstructured mode.
On completion, you will be able to use FrameMaker's most popular features to produce a high quality printed documentation.



Course summary

Provides newcomers with a thorough grounding in standard FrameMaker (unstructured mode), teaching how to use the powerful page layout and text features to generate printed documentation of a high standard.

Sessions include:

- Master pages.
- Graphics.
- Tables.
- FrameMaker's document revision features.

Duration

Two days.

Who should attend?

Newcomers to FrameMaker and novice FrameMaker users.

Pre-requisites

Delegates should have basic Windows skills.
No prior Framemaker knowledge is necessary.

About Armada

Armada has been involved in technical authoring for over 20 years. We carry out regular consultancy work and have an in-house authoring team that carries out projects for clients.

Armada is an Adobe Authorised Training Centre (AATC). Our FrameMaker courses are hosted by Adobe Certified Instructors (ACIs), who are Adobe Certified Experts in FrameMaker.

This combination industry knowledge and application expertise is reflected in our *Introduction to Adobe FrameMaker* courses. Not only do we cover the use of FrameMaker, but we also teach techniques that will be useful in authoring scenarios you are likely to encounter.

Course fees can be paid by bank transfer or card.

Courseware and certificate

Delegates receive:

- Relevant training documentation and materials.
- An e-certificate (PDF) confirming successful completion of an Adobe-accredited FrameMaker course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

Dates and price

For forthcoming dates and prices see armada.co.uk/framemaker-training-course.

After course support

Following FrameMaker training, delegates are entitled to 30 days' email support from their trainer to help with any post-course issues.

Course syllabus

See over.

armada

Adobe AUTHORISED Training Centre

Course syllabus

Topics	Sub-topics
An overview of FrameMaker	Overview of FrameMaker and its UI Navigation techniques Keyboard shortcuts Setting preferences Output to PDF Using find and change Running the spell checker
Working with Frame documents	Creating, opening and editing documents Using Save and Save-As
Find/change, spell checker and thesaurus	Searching for any item Changing items Managing dictionaries Customising the spell checker and using the thesaurus
Templates	Creating a document based on a template Understanding the difference between character and paragraph formats Applying paragraph and character formats
Creating and modifying formats	Creating and applying predefined paragraph and character formats Using the character and paragraph designers to design new formats Discussing format overrides, indents and alignments Tabs, spacing and hyphenation Pagination Special heading formats Numbered and bulleted lists Multiple autonumbers Renaming and deleting formats Importing and updating formats across files
The graphics editor	Creating simple line art The tools palette Drawing and selecting objects Applying and changing properties Grouping and ungrouping objects
Importing graphics and anchored frames	Graphic formats and importing techniques Creating/positioning/editing anchored frames

Topics	Sub-topics
Tables	Inserting tables Using the table catalogue Filling tables with text and graphics Copying and removing tables Positioning tables Adjusting rows and columns Rotating cells Controlling page breaks Ruling and shading Creating table formats and converting between text and tables
Using footnotes and table footnotes	Inserting footnotes and table footnotes Changing footnote formats
Master pages	Displaying master pages Creating headers and footers Creating and editing custom master pages Assigning master pages to document body pages
Reference pages	Using references pages to attach artwork to paragraphs
Revising Documentation	Using Change Bars to indicate modifications made to a document. Setting automatic change bars. Comparing two versions of a document.
Page layout	Understanding the important role the Master Pages play in a FrameMaker document. Creating, modifying and applying master pages to control a document's layout.
Reference Pages:	Discover one of the roles the reference pages play by creating referenced art and linking to a Paragraph Format.
Revision - create a custom template	Consolidate all the knowledge gained over the two days and build a template from scratch.