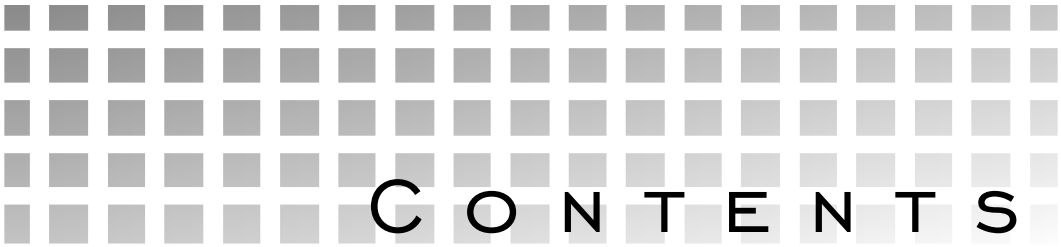
Example Document

Copyright information etc., etc.



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CHAPTER 1

The first

This is my first paragraph

HOMEWORK FOR WEEK 8

Document something using FrameMaker and the Example Template.

Your homework should include the following:

- A book file
- A cover page
- A table of contents
- At least two chapters

The content should contain:

- Paragraphs
- Lists
- At least one procedure
- At least one table
- At least one image
- Some inline formatting.
- Cross-references

Extra credit

- Include a variable
- Set up an index

- Get conditional text to work

IF YOU HAVE A MAC

FrameMaker requires Windows.

If you can't make arrangements to have access: Watch tutorials and things and write up what you would do using a tool of your choice.

CHAPTER 2
A few instructions

I have actually remembered how to do a few things.

- *Update the template to the new version* on page 2-1
- *Setting up a book* on page 2-1
- *Setting up TOC* on page 2-2

UPDATE THE TEMPLATE TO THE NEW VERSION

Most likely, you need to update the template files to the new version of FrameMaker.

Open all the files in the template with your version of FrameMaker and save them.

SETTING UP A BOOK

You have two options:

- Copy the book from the ExampleHomework folder.
- Make a new book.

If you make a new book, you have to set up everything.

If you copy the book, you will have a bunch of errors until you remove the old files and add your new files.

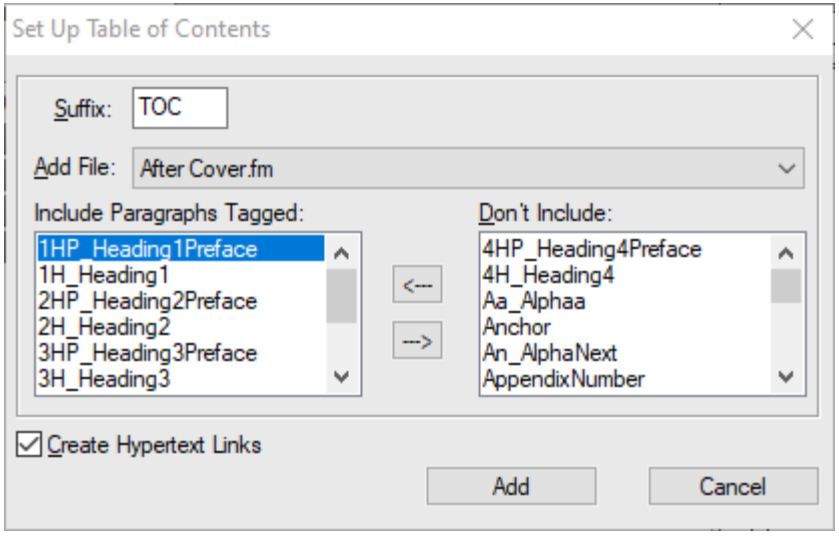
SETTING UP TOC

If you do not copy the TOC file, you will have to set up a new Table of Contents.

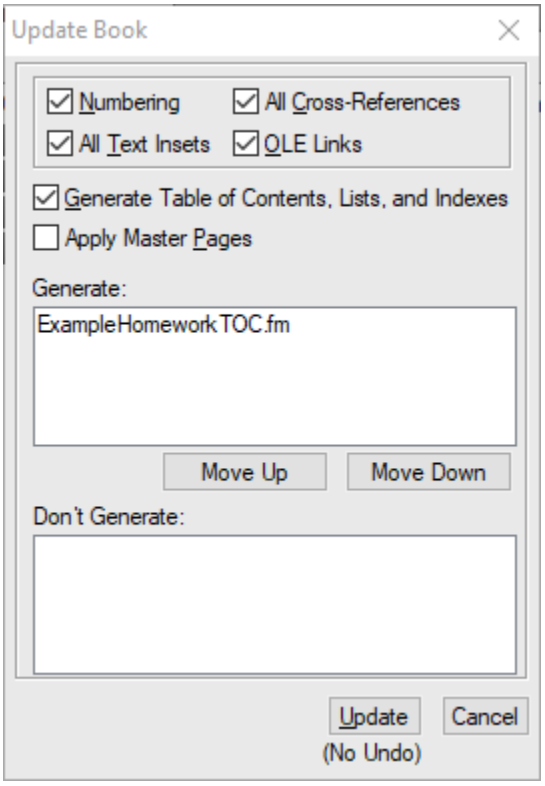
NEW TABLE OF CONTENTS

Step 1. With the book active, select **Add > Table of Contents.**

Step 2. Select the paragraph styles to include in the table of contents.



Step 3. Click **Add**.



Step 4. Click **Update**.

This creates your TOC file, and there will be lots of errors. It will also look terrible.

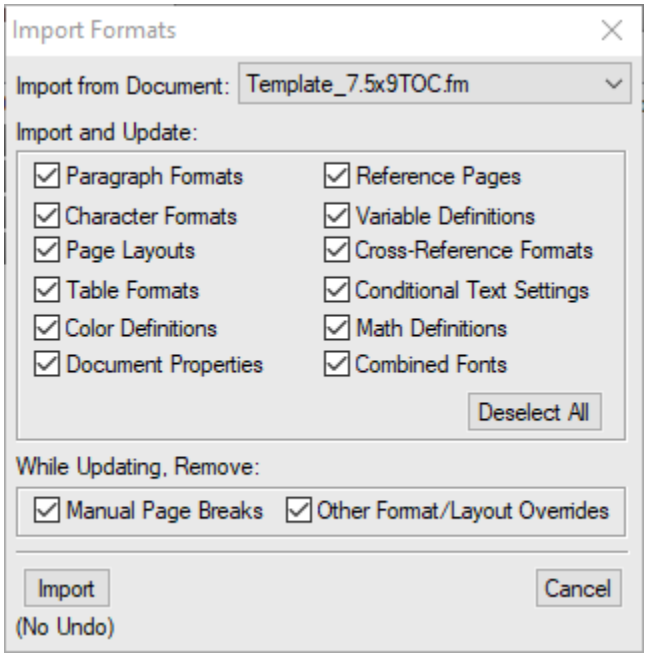
Therefore, you need to import the TOC template file.

IMPORT A TEMPLATE

Step 1. Open the template file in FrameMaker.

Step 2. Open the file you want to import the template into.

Step 3. Select the template file and all of the items.



Step 4. Click **Import**.

You now have the styles, but you're starting on a right page, not the TOC title page. Therefore, you need to apply a Master Page.

APPLY A MASTER PAGE

Step 1. Select **Format > Page Layout > Master Page Usage**.

Step 2. Select **First** for the Custom layout.

Step 3. Click **Apply**.

You're almost there.You still don't have the title in the right place.

FIX THE TOC TITLE

Step 1. Place your cursor at the very beginning of the file.

Step 2. Press **Enter** to insert a new paragraph.

Step 3. Go to this new paragraph and enter **Contents** (or whatever you want to call your table of contents)

Step 4. Apply the ContentsTitle paragraph style.

UPDATING A COPIED TOC

If you copied files over from the template, you don't have to do as many steps to set up the TOC.

Note: Do not rename the TOC file until after you update it.

UPDATE A COPIED TOC

Step 1. Open the copied TOC file in FrameMaker.

This ensures you don't run into trouble with missing fonts, etc.

Step 2. Select the book in the left-side book navigation pane.

You need to select the actual book, the top node of the tree.

Step 3. Select **Edit > Update Book**.

Step 4. Select **Update**.