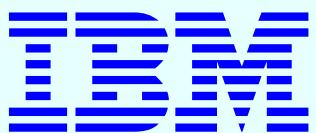
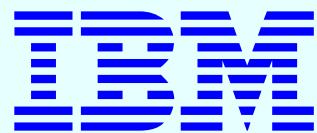


# Generating BookMaster Style Documents using Adobe® FrameMaker® 7.1

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*Version 4 Release 0d*





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21<sup>st</sup> January, 2008

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## Twenty Third Edition, January 2008

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## Preface

This book is a guide to producing BookMaster style documents using FrameMaker 7.1 on Windows platforms, such as Windows XP. This document is not a complete guide to either BookMaster or FrameMaker - for full details, see the appropriate manuals for those products, notably *IBM BookMaster User's Guide, Release 4* (IBM document number SC34-5009), and the *User's Guide* issued with FrameMaker.

This package provides only a small subset of the power and flexibility of the BookMaster product; it does not supply a complete implementation of BookMaster - indeed I suspect that would be impossible to do with FrameMaker. However, there are plenty of tags available to produce manuals that look sufficiently like the BookMaster User's Guide document for senior managers to accuse the author of producing his documentation on the mainframe ☺.

While little explicit mention is made of PostScript in this document, this package has been tested only on PostScript printers, notably

- ✓ Lexmark Optra
- ✓ IBM Network Printer 24
- ✓ IBM 1145
- IBM 1464

It is possible that satisfactory output can be generated on any high function printer supported by the Windows platform, for example a printer that supports PCL 4 or PCL 5; however, this has not been tested.

Chapter 1. "BookMaster and FrameMaker" gives an introduction to this package of templates to generate BookMaster documents using Adobe FrameMaker.

Chapter 2. "Paragraphs and Headings" describes the concepts of paragraphs, and the use of paragraph types for headings.

Chapter 3. "Text Formatting" describes the use of character formats to format text, and also covers other formatting topics such as tabs and the control of page breaks.

Chapter 4. "Lists, Notes and Footnotes" describes the generation of different types of lists, notes and footnotes.

Chapter 5. "Tables and Figures" describes the facilities to create and manipulate tables and figures.

Chapter 6. "Cross-References" describes the facilities for the creation and manipulation of cross references within and between documents, and also hypertext links, for example to World Wide Web URLs.

Chapter 7. "Some Other Features" describes a number of other facilities, namely:

- ✓ Equations
- ✓ Perils - Cautions, Warnings and Danger
- ✓ Reference Manuals
- ✓ Rotated Pages
- ✓ Revision Bars
- ✓ Special Book Sections
- Indexes

Chapter 8. "Diagrams, Figures and Tables" describes techniques for the creation of diagrams (for example, created using the Visio drawing program), screen shots, etc., and gives details of the procedures required to include these diagrams into a FrameMaker document.

Chapter 9. "Creating a Book The Easy Way" describes how to build a multi-chapter book starting from a set of template files supplied with this package.

Chapter 10. "Creating a Master Index" describes the procedures that are required to set up and generate a Master Index document for a multi-volume set of documentation.

Chapter 11. "Memos & Other Single File Documents" describes the use of the templates for single file documents that it for documents that are not a complete book.

Chapter 13. "Technical Information" contains many technical details of the FrameMaker formats contained in this package, and the implementation of the BookMaster features.

Chapter 14. "Esoteric Subjects" discusses various topics that a "normal" user will not normally need. This includes:

- a description of the steps required to build a multi-chapter book using only the FrameMaker primitives. This section is really the history of building the sample book **IBMU1PL**; hopefully users should not need to follow the procedure described in this chapter, but instead should be able to use the much simpler procedure described in Chapter 2.
- descriptions of the procedures required to convert documents from one version of the package to the next.

Chapter 15. "Notes on FrameMaker" is a place where information can be held concerning FrameMaker.

Appendix 1. "List of Paragraph Formats" lists all the paragraph formats in the package and brief notes as to the purpose of each paragraph type, and includes details of the BookMaster equivalents.

Appendix 2. "Paragraph Format Specifications" contains a specification of every paragraph type included in the template files.

Appendix 3. "yParagraphs in Each Type of Template File" contains a table which specifies the type of template file that contains each paragraph type.

Appendix 4. "Character Formats" contains a detailed specification of each character format provided in this package.

Appendix 5. "BookMaster Tags" lists many of the tags provided in BookMaster version 4.0, and gives details of the equivalent paragraph format(s) (if any) provided in this package.

Appendix 6. "Cross-Reference Format Summary" contains examples of all of the cross-reference formats.

Appendix 8. "Font Character Sets" shows the character code tables for certain fonts.

Appendix 9. "FrameMaker Character Sets" details the keystroke combinations required to input various special characters in regular and symbol fonts.

Appendix 10. "Things To Do" contains a list of possible future changes or extensions to the package.

## **System Requirements**

This package requires FrameMaker 7.0 or 7.1 running on Windows 2000 or Windows XP. This package will *not* work with older versions of FrameMaker:

- there is a separate package for FrameMaker 6.0, although this is no longer supported or maintained.

The last version of the package for FrameMaker 6.0 was version 2 release 7; it contains none of the changes, fixes or enhancements in Version 3 Release 0 or later versions.

- there is a separate package for FrameMaker 5.5, although this is no longer supported or maintained.

The last version of the package for FrameMaker 5.5 was version 1 release 7; it contains none of the changes, fixes or enhancements in Version 2 Release 1 or later versions.

- the version of this package for FrameMaker 4.x no longer exists.

Some of the template files are designed for PostScript Type 1 fonts. On Windows 2000 and Windows XP, the Type 1 fonts should be installed into the Windows Type manager - these systems support Type 1 fonts directly.

The PDF files are generated using Adobe Acrobat. Acrobat 6 or 7 (either Standard or Professional edition) should be used with FrameMaker 7.

This package may also work with FrameMaker on other platforms, for example AIX or Linux. This may be true for the package "as is", or some unknown amount of work may be necessary to port it to another platform. This has not been tried or tested.

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# **Part 1. User's Guide**



# Chapter 1. BookMaster and FrameMaker

BookMaster is a macro language that is interpreted by the IBM text processing program SCRIPT/VIS - these are components within the IBM Document Composition Facility (or DCF) product. A BookMaster document is created by using a text file that effectively contains the BookMaster "program" - it consists of a sequence of Generalized Markup Language (GML) **TAGs** with associated text. BookMaster tags have parameters, and the macros are written using a form of programming language. This greatly enhances the power of BookMaster tags, for example certain tags (like lists) can automatically change their indentation according to their current context and/or nesting within the document.

FrameMaker is a *WYS/WYG* (What You See Is What You Get) document generation program, which is extremely widely used in industry for the production of technical documentation. Here the text is typed in as a sequence of paragraphs, and each paragraph can be set to a specific type with an associated format. In general, this package provides paragraph formats, each of which corresponds to specific BookMaster tag; for example, each type of heading has an appropriate paragraph type. There is no provision for parameterization with the paragraphs, or making them automatically change their properties, such as their indentation. It is fairly easy for the user to change an individual paragraph (using the FrameMaker Paragraph Designer), but doing this continually for every paragraph is tedious, and will result in a lack of consistency in style. This problem is avoided here by having several versions of some paragraph formats, each version corresponding to a BookMaster parameter and/or context/nesting level.

This package consists of sets of FrameMaker *template* files, specifically designed to generate (using FrameMaker) documents that look identical to those produced using BookMaster. This package can produce documents in three different styles, as follows. Each of these styles is available both with and without numbers on the headings.

1. the style that was named "IBMU1PL" for Bookmaster release 3.0, and was renamed "IBMXAGD0" for BookMaster version 4.0. This was widely used for IBM manuals through the 1990's; in particular, it is the style used for the BookMaster User's Guide (which is currently available as IBM publication number SC34-5009-05). The text of documents in this format is in the Type 1 font Times.
2. the style introduced with BookMaster Release 4, namely "IBMXAGD". This is the style used for many IBM manuals since the mid-1990's. The template files produce a later form of the IBMXAGD style, where the cover and title pages are in the font "IBM Bodoni" rather than Helvetica. The body of documents in this style are in the Type 1 font Helvetica.
3. a style named IBMPPC, which is based on the style used for many of the IBM PowerPC documents available online. This style, as far as possible, uses the Microsoft TrueType fonts supplied with Windows - for example, the text of the document is produced in the font Arial.

This version 4.0 of this document is produced using the IBMPPC style.

These styles have many things in common:

- ✓ output is all in a single column:
  - except for the Glossary and List of Abbreviations, which are set up to be two columns. See the section "Single Column Output" on page 13-1 for further information and a warning.
- these styles are all for duplexed (two-sided paper) documents, that is the documents produced by this package have differing left-hand and right-hand pages, and are intended to be printed on a duplexing printer, or to be printed single sided and then copied (on a copy machine) as "1-sided-2-sided" to generate duplex copies.

The odd-numbered pages are produced as right-hand pages, and the even-numbered pages as left-hand pages. The bodies of the left-hand and right-hand pages are offset slightly, and the page numbers and running footings always come on the outside corner of the page, i.e. to the left on a left-hand page and to

the right on a right-hand page. Certain file sections, such as new chapters, new appendices, the table of contents, etc. are all set up to start on a right-hand page; when printing the document, blank (except perhaps for a page number) left hand pages are produced so as to move the new chapter or whatever to a right-hand page.

- there are two sets of the template files for each of the three styles:
  - a. the chapter and appendix headings are numbered, and all other headings are un-numbered.  
and
  - b. Chapters, Appendices and heading levels 2, 3 and 4 within chapter and appendix files are numbered.
- ✓ chapters and appendices (**Head1** and **Appendix** paragraphs formats) are numbered automatically:
  - other headings may be either un-numbered or numbered, depending on the set of template files chosen when creating your book.
- page numbering is by chapter, that is page numbers have the format  $X-n$ , where  $X$  is the chapter number or appendix letter, and  $n$  is the page number within that chapter or appendix. BookMaster calls this “Folio-By-Chapter” or FBC.
- Table and Figure numbers are also on a per-chapter basis.

However, there is also a significant difference:

- ✓ the styles IBMU1PI and IBMXAGD are both an *offset* style:
  - the body of the text is in indented paragraphs.
  - the headings are offset to the left (aligned with the left hand margin).

The disadvantage of the offset style is that the paragraphs are 1.25 inches narrower than the text column, and hence occupy more column length than they otherwise might. In some cases, this narrower text column can be a problem in that an author cannot get as much text or whatever as he would like on a line: this applies particularly to paragraphs that are indented further, such as nested lists or example text paragraphs.

- the style IBMPPC is not offset - the paragraphs are full width, and hence line up with the headings.

**Note:** This manual is in IBMPPC format, with un-numbered headings

## Fonts

The “standard” PostScript Type 1 fonts, available on most PostScript printers, appear to be:

Avant Garde Gothic  
ITC Bookman  
Courier  
Helvetica  
Helvetica Black  
Helvetica Light  
Helvetica Narrow  
New Century Schoolbook  
Palatino  
Symbol  
Times  
Zapf Chancery  
Zapf Dingbats

The styles IBMU1PI and IBMXAGD are largely restricted to these “standard” fonts.

Documents produced using the IBMU1PL style have the text output in Times font, and the headings use Helvetica. Other fonts required are the Courier font, for example text or program code (it is a fixed width font), and possibly the Symbol and Zapf Dingbats fonts for special characters.

Documents produced using the IBMXAGD style have both the headings and the body of the text in Helvetica. The templates for this style also use the “IBM Bodoni” font for the cover and title pages.

There are also certain standard TrueType fonts provided with Windows; documents produced in the style IBMPPC are almost entirely in the TrueType font Arial.

The other (non-standard) fonts that can be used are:

#### **IBM-Logo-8**

this Type 1 is used for the IBM logo on the title page. The IBM logo may be used elsewhere in your documents as required, but remember there are corporate guidelines which specify where and in what circumstances the IBM logo may be used.

#### **IBM Bodoni**

This Type 1 font is used for the text on the cover and title pages for IBMXAGD and IBMPPC style books. If this font is not available, you should change the default font of the affected paragraphs to another font, for example Times.

#### **BookMaster Gothic**

This Type 1 font (which appears in the font menu as “LettrGoth12 BT”) is used for the **BXmp** character and paragraph formats. It is a fixed-width font. If this set of fonts are not available (this font exists in 4 styles, namely regular, italic, bold and bold italic), then use one of:

- ◆ the **Xmp** character and paragraph formats instead, since these use the Type 1 Courier font.
- ◆ the **LtrGoth** family of character formats, since these use the TrueType Letter Gothic font.

#### **BookMaster Gothic Reverse**

This Type 1 font (which appears in the font menu as “LettrGoth12 ReverseBT”) is used for the **Rk** character format. If this font is not available, do not use the **Rk** character format.

#### **Letter Gothic**

This TrueType font (which appears in the font menu as “Letter Gothic Std”) is used for the **LtrGoth**, **LtrGothk** and **LtrGothv** character formats. This font is a TrueType alternative to the Type 1 BookMaster Gothic font.

Note that this font is not a standard Windows font; however it is present on those Windows XP systems I have examined. Currently we do not know which application package is responsible for installing this font.

There is nothing to prevent any font on your system from being used. However, do not forget that any non-standard font will possibly not be available on another system if the FrameMaker document is ever given or sent to anyone else (this problem would not arise if the document was distributed as PDF files since the fonts can be embedded (assuming the fonts are not marked to prevent this) - there is no provision for embedding the fonts into a FrameMaker document).

#### **Fonts in PDF Files**

This package is intended to generate PDF file output, using the Adobe Acrobat Distiller. There is a potential problem in that a recipient of a PDF file may not have all of the fonts required to display a PDF document. This problem can be avoided by ensuring that the user has selected the Acrobat Distiller facility to embed all fonts in the generated PDF file.

## **Book Structure**

The IBM BookMaster product is in reality a macro library that is processed by another product named Script. This takes as its input a single file, such as MYBOOK SCRIPT - this file may include other files by using the .im (i.e. imbed) Script command or macro. Indeed, for a large book, the file given to Script probably contains none of the body of the book - the text normally is all in other files embedded by .im commands within the "main" file.

In BookMaster, there is no fixed correspondence between embedded files and book chapters; thus one embedded file may be a single chapter, some arbitrary part of a chapter, or some or all of several chapters. Further, there are no input files for the "generated" parts of the document, for example the Table of Contents, the List of Figures, or the Index.

A FrameMaker book requires that every part of the document be in a separate file, and these files are listed in a special "book" (.book) file which is a sort of "container" for the complete document - see "Creating a Book The Easy Way" starting on page 9-1 for details of how to produce this.

The main body of the document is built up using Chapter and/or Appendix files; however there are normally multiple parts for a book, and there are separate files included into the .book file for each of the parts, as follows:

Front Cover

Front (Title) page

Table of Contents

List of Figures

List of Tables

Preface

Summary of Amendments

Book "Section" or "Part" files (i.e. files starting with a **Head0** paragraph)

Chapters. Each Chapter starts with a **Head1** paragraph at the beginning of a new file.

"Appendices" Book Section - this is a book "Section" or "Part" file that starts with an **Appendices** paragraph instead of a **Head0** paragraph, and is present specifically to indicate the start of the Appendices and other "back matter".

Appendices. Each Appendix file starts with an **Appendix** paragraph at the beginning of a new file.

Glossary

List of Abbreviations

Bibliography

Index

## **Template File Categories**

These different types of files included in each book can be classified into different categories:

1. the Cover and Title page files. These files are designed to have specialized contents (see the cover and title pages of this volume for examples), and do not contain facilities for general text

2. the Table of Contents, List of Figures and List of Tables. These are special files whose names indicate their contents - again, see these sections at the front of this book for examples.

These are what are called “Generated” files, since the contents of them are not typed by the user but are instead generated by FrameMaker from the contents of the book.

3. the Preface and Summary of Amendments files. These file are very similar to Chapter files, but are intended to contain certain specialized information - again, see these sections at the front of this book for examples.
4. the Section and Chapter files.

Section files separate the chapters of the book, for example into Part 1, Part 2, etc.

Chapter files together form the body of the text of the book - this chapter you are reading is example of this.

5. the Appendices and Chapter files.

The Appendices file is a section file (as described in (4.) above) that comes at the start of the appendices of a book. If the book contains no appendices, then the Appendices file would be omitted.

6. the Glossary, List of Abbreviations and Bibliography files. These files are designed to have specialized contents - see the corresponding sections at the back of this volume for examples.
7. the Index. This is a special file whose name indicates its contents - again, see the section at the back of this book for an example. This is also a “Generated” file whose contents are generated by FrameMaker from the index markers placed elsewhere in the text of the book.

It is normal practice for each chapter and/or appendix to be contained with a single FrameMaker source file. However a chapter or appendix may be split into more than one file if this is necessary; in this case, the **Head1** or **Appendix** paragraph is present at the start of only the first file for that chapter or appendix.

## Templates - Sample Book Files

This package provides eight sets of files each of which together form a sample “null” book. The FrameMaker name for such a set of sample files is a **Template**. A new book is produced by copying and renaming (as required) the files of one of these sample books, and then editing the contents. This is the easiest way of ensuring that the format of your book matches the standard used in the sample. Full instructions for generating a book are given in “Creating a Book The Easy Way” on page 9-1.

These sets are in the directories named:

### **IBMPPC\_Num**

this generates a book in the IBMPPC style, but with numbered headings.

### **IBMPPC**

this generates a book in the IBMPPC style, with un-numbered headings.

### **IBMPPC\_Num\_MI**

this is to generate a master index and table of contents across a set of books in the IBMPPC style with numbered headings - see Chapter 10. “Creating a Master Index” on page 10-1.

### **IBMXAGD\_Num**

this generates a book in the IBMXAGD style, but with numbered headings.

### **IBMXAGD**

this generates a book in the IBMXAGD style, with un-numbered headings.

**XAGD\_Num\_MI**

this is to generate a master index and table of contents across a set of books in the IBMXAGD style with numbered headings - see Chapter 10. "Creating a Master Index" on page 10-1.

**IBMU1PL\_Num**

this generates a book in the IBMU1PL/IBMXAGD0 style, but with numbered headings.

**IBMU1PL** this generates a book in the IBMU1PL/IBMXAGD0 style, with un-numbered headings.

Each set of template files includes a PDF file generated from that set of templates, and provides an extensive sample of a book produced in that format.

**Warning:** the paragraph formats differ between the sets of files (but they have the same names). In general, the user is warned to not mix the differing files in a document, for example, in any given document, use only files from **IBMPPC** or only files from **IBMXAGD**, that is do not make a book with some files from **IBMPPC** and some from **IBMXAGD**. Otherwise unpredictable results may occur. Similarly, if files of the same style but mixed numbered/un-numbered headings are used (for example, **IBMPPC** mixed with **IBMPPC\_Num**), then again it is possible that the section numbering will not be as expected.

**Volume Numbers:** FrameMaker has the concept of a *Volume Number* associated with a book. Normally, in a book such as this document, the volume number is set to 1. However, the six sets of template files listed above that do not generate a master index have volume numbers 1, 2, 3, 4, 5 and 6, respectively. This is used in the second chapter and the second appendix of each template book (the files Dummychap and DummyApp in the corresponding set of templates) to give examples of cross-references to other volumes of a multi-volume document. It is also used in the example master index templates.

## Chapter Structure

The bulk of the text of a book is contained in the Chapters, and (usually to a lesser extent) in the Appendices. This text is organized into *paragraphs* - a paragraph of a specific format is used for each heading, section of text, list items, etc. Indeed, paragraphs are used to specify the format of everything in a book, not just the contents of Chapter and Appendix files.

The template files also define *character formats* which, for example, change individual words or characters to bold or italic print, to the color red, to be a subscript, etc.

## Paragraph and Character Format Names

The names of some of the paragraph formats and character formats within these templates may seem arcane to some people. However, since these templates were designed to mimic BookMaster, the names were chosen specifically to match or model the tag names used in BookMaster source files. On reflection, these names seem to be a sensible and consistent set of names.

There are many format names that do not appear in BookMaster; such names are for features that were not provided by BookMaster, or are required in the FrameMaker version because FrameMaker provides no facilities to perform formatting dependent on the current context (such as the current nesting level of lists). Conversely, many of the more abstruse functions of BookMaster are not provided in these templates, and no equivalent paragraph formats are provided.

A list of all the FrameMaker paragraph formats is in Appendix 1. "List of Paragraph Formats" starting on page 1-1, which includes the names of the corresponding BookMaster tags. Conversely, Appendix 5. "BookMaster Tags" starting on page 5-1 lists the tags provided in BookMaster, and shows the name(s) of the FrameMaker equivalent, if any.

## Paragraph Types in a Template File

There are numerous paragraph formats defined with this package. However, only some of these formats are present in each file, for example:

- formats for the title page are present only in the title page file.
- the “special” files (title page, table of contents, list of figures, list of tables, preface, summary of amendments, glossary, bibliography, list off abbreviations) and book section files do not contain the table or figure formats (the numbering will not work in these files).
- ✓ the index file contains only the formats required to generate the index.
  - conversely, the index formats are present only in the index file.
- ✓ **Head0** format is present only in the book section files.
  - the file **Appendices** does not have the **Head0** format, but instead contains a format **Appendices**, which is a variant of **Head0**.
- **But:** the Preface file *does* contain the title paragraph formats for the titles of the “generated” files, namely the table of contents, list of tables, list of figures and the index.

This is done so that these headings appear in the “Bookmarks” field of the Acrobat Reader display (if the book is converted to a PDF file). It was determined that, if each of these paragraph types was not present in at least one of the files other than the generated file that contained it, then this paragraph type was not offered as available to be included in the Bookmarks section when generating the Acrobat data. The reason for this is unknown.

A table containing complete details of which paragraph formats are present in each type of file is contained in Appendix 3. “yParagraphs in Each Type of Template File” starting on page 3-1.

## More Detail

Subsequent chapters of this document include:

### Paragraphs and Headings

a description of general paragraphs and headings in particular.

### Text Formatting

the use of character formats to highlight text. This chapter also describes the use of tab characters, and how to keep sections of text together and also how to force a page break if required.

### List and Notes

a description of the different forms of lists provided, and also notes and footnotes.

### Tables and Figures

details of how to include and manipulate tables and figures.

### Other Items

description of various other features, notably equations, cautions and warnings, reference manuals, rotated pages, revision bars, special book sections and indexes.

### Diagrams

how to generate diagrams and include them within figures in your document.

### Books

instructions for the easy way to generate a new book from a set of template files.

**Master Index**

a description of how to generate a Master Table of Contents and Index document from a set of books.

There is also a significant amount of detailed technical information, much of which is relevant only to those maintaining or modifying these templates.

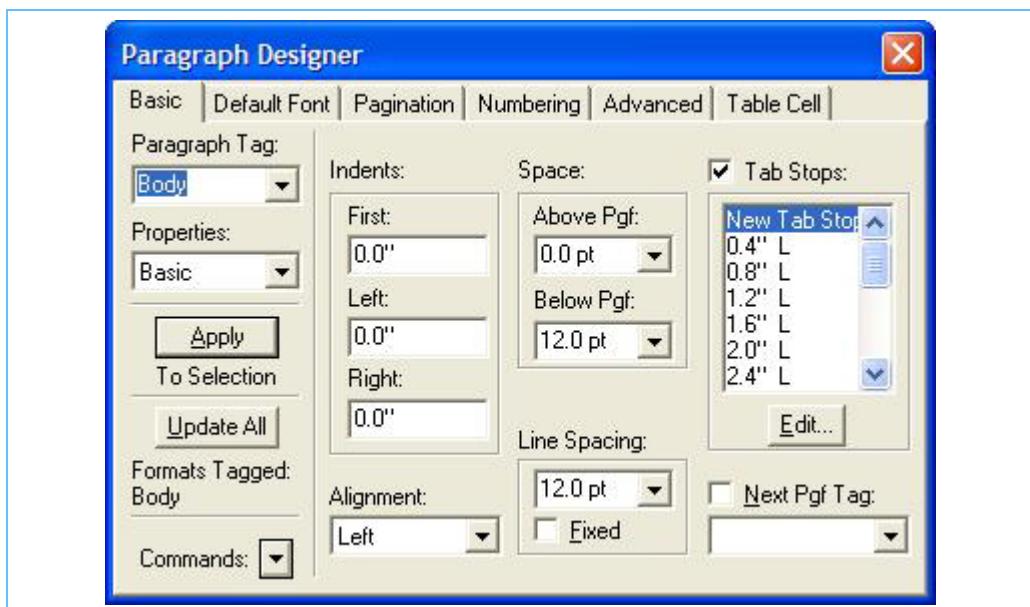
## Chapter 2. Paragraphs and Headings

### Paragraphs

The contents of every FrameMaker file in a book (other than the .book file itself) consists of a sequence of paragraphs. This includes the headings, body paragraphs, footnotes, page headers and footers, the document title on the title and cover pages, Table of Contents entries, Index entries, etc. Everything in a book is defined by the contents of paragraphs, and the format of each of these items is specified by the format of the paragraph containing that item.

These paragraphs formats are defined, examined or modified using the Paragraph Designer window, which can be opened by using the menu item Format—Paragraphs—Designer, or much more easily by typing Ctrl-m.

*Figure 2-1. Paragraph Designer Window*



Each paragraph format has a name ("Body" in the example shown), which must be unique within a given file. However, different files within a book may have duplicate paragraphs names; for example, every file that may contain simple paragraphs of text includes the **Body** paragraph format.

The paragraphs described in this chapter, and several of the following chapters, apply primarily to the Chapter and Appendix files. However, this applies also to other file types, for example the Preface, and many of the underlying principles apply to all file types.

### Headings

In general, the text of all books, and in particular technical books, is divided up by the use of *headings*. For example, there is a chapter heading at the start of each new chapter, then there are several levels of progressively lesser headings within the body of each chapter. These different levels of headings are provided by paragraphs of type **Head0** through **Head6**.

**Head0** is used to separate major sections or parts of a book, as is shown by the heading "*Part 1. User's Guide*" preceding chapter 1 of this book. In the BookMaster style, the pages for **Head0** headings have a different footer, and are un-numbered; for this to work correctly, such headings must be in a file on their own - the sample file for this used within the templates is named **Nullsect**.

There is a variant of the **Head0** format, namely **Appendices**, that is used for the section file that comes immediately before the appendices of the book. The sample file for this within the templates is named **Append**.

**Head0** and **Appendices** headings are un-numbered. The text “Part 1. … ” or “Appendices … ” in the **Head0** paragraphs in a book such as this one is entirely typed by the author.

It is quite permissible for a **Head0** or **Appendices** heading to be followed by some appropriate text paragraphs; this would be in the file containing the **Head0** or **Appendices** paragraph, and would immediately follow it. However, the **Head1** or **Appendix** heading for the first chapter of this section of the book must be in a separate file. The section files (those files starting with a **Head0** paragraph) and Appendices files (those files starting with an **Appendices** paragraph) do not contain various other formats for headings, tables and equations. This is because the page footers and section/table/equation numbers do work correctly in the file containing the **Head0** or **Appendices** heading. The omitted formats are:

**Appendix**  
**Equation**  
**Head1**  
**Head2**  
**Head3**  
**Head4**  
**Head5**  
**Head6**  
**Len**  
**Ledi**

**Head0** and **Appendices** paragraphs also produce a division in the Table of Contents, with a line across the page, and bold, offset text; see the Table of Contents of this book for an example.

**Head1** paragraphs are used for the start of chapters of the book, for example the heading “*Chapter 2. Paragraphs and Headings*” above; the number of the chapter is used in the page numbers in the footers of the pages of the chapter. For this to work correctly, each **Head1** paragraph must be the first item in a new data file, as is provided in the template file **Nullchap**. Thus each chapter must be in a separate file; however the converse, namely that a chapter has to in a single file, is not required - a chapter can be split into 2 or more files if so desired, but then the second and subsequent files of a chapter will not contain a **Head1** paragraph.

**Head1** paragraphs appear in the Table of Contents, in bold type; see the Table of Contents of this document for an example.

**Head1** paragraphs are numbered automatically, with the text “Chapter 1.” etc.

There are variants of the **Head1** paragraph that are used for various special types of file. If a file contains one of these special forms then that file does not also contain the **Head1** paragraph format. These other paragraphs types are as follows. Examples of their use can be seen by looking at the corresponding parts of this book.

- |                 |   |
|-----------------|---|
| <b>Appendix</b> | This used for the start of each appendix of the book; it is similar in effect to <b>Head1</b> , except it says “Appendix” instead of “Chapter”, and it uses upper case letters for the appendix “number”, instead of arabic numbers. A sample <b>Appendix</b> header is in the file <b>Nullapp</b> of <b>Mybook</b> . |
| <b>Abbrev</b>   | This is used for the List of Abbreviations file. It is similar in effect to <b>Head1</b> , except it says “List of Abbreviations” instead of “Chapter n”.   |
| <b>Bibliog</b>  | This is used for the bibliography of a book. It is similar in effect to <b>Head1</b> , except it says “Bibliography” instead of “Chapter n”.  |
| <b>Glossary</b> | This is used for the glossary of a book. It is similar in effect to <b>Head1</b> , except it says “Glossary” instead of “Chapter n”.  |

- Preface** This is used for the preface of a book. It is similar in effect to **Head1**, except it says “Preface” instead of “Chapter *n*”.
- SOA** This is used for the “Summary of Amendments” file. It is similar in effect to **Head1**, except it says “Summary of Changes” instead of “Chapter *n*”.

Here are examples of the other heading paragraphs.

## Example of a Head2

This was entered by typing the text, and then clicking on “Head2” in the paragraph catalog, before the carriage return is entered (this is so that the next paragraph automatically becomes of type **Body**).

**Head2** paragraphs appear in the Table of Contents, in plain type; see the Table of Contents of this book for an example.

This **Head2** paragraph is un-numbered; if numbered heading template files are used, then the level 2 paragraphs will be numbered, as shown by the following example.

### 2.2 A Numbered Head2

This is a numbered **Head2** paragraph. The level 2 heading number increments automatically. The first **Head2** after a **Head1** or **Appendix** paragraph has the number *n*.1, the second is *n*.2, and so on. The numbers revert to 1 after the next **Head1** or **Appendix**.

**Warning:** If a numbered **Head2** is used following a **Head0** without an intervening **Head1** paragraph, then the heading number will be *0.m*.

## Example of a Head3

This was entered in a similar manner.

**Head3** paragraphs appear in the Table of Contents, indented and in plain type; see the Table of Contents of this book for an example.

This **Head3** paragraph is un-numbered; if numbered heading template files are used, then the level 3 paragraphs will be numbered, as shown by the following example.

### 1.2.2 A Numbered Head3

This is a numbered **Head3** paragraph. The level 3 heading number increments automatically. The first **Head3** after a **Head2** paragraph has the number *m.n*.1, the second is *m.n*.2, and so on. The numbers revert to 1 after the next **Head2**.

**Warning:** If a numbered **Head3** is used following a **Head1** without an intervening **Head2** paragraph, then the heading number will be *m.0.n*.

## Example of a Head4

You can also enter a heading by clicking on the desired paragraph type *before* typing any text.

**Head4** paragraphs appear in the Table of Contents, double indented and in plain type; see the Table of Contents of this book for an example.

This **Head3** paragraph is un-numbered; if numbered heading template files are used, then the level 3 paragraphs will be numbered, as shown by the following example.

#### **1.2.2.1 A Numbered Head4**

This is a numbered **Head4** paragraph. The level 4 heading number increments automatically. The first **Head4** after a **Head3** paragraph has the number *l.m.n.1*, the second is *l.m.n.2*, and so on. The numbers revert to 1 after the next **Head3**.

**Warning:** If a numbered **Head4** is used following a **Head2** without an intervening **Head3** paragraph, then the heading number will be *l.m.0.n*.

**Example of a Head5:** this is what is known as a “run-in” heading, that is it runs into the body of the paragraph.

**Head5** paragraphs do not appear in the Table of Contents.

**Head5** paragraphs are never numbered.

*Example of a Head6:* this is also a “run-in” heading.

**Head6** paragraphs do not appear in the Table of Contents.

**Head6** paragraphs are never numbered.

## **Headings in Front Matter and Back Matter**

The “front matter” files of a book, namely the Preface and Summary of Amendments, have special header paragraphs, namely:

**Head2\_fr**  
**Head3\_fr**  
**Head4\_fr**

Similarly, the “back matter” file of a book, namely the glossary, list of abbreviations and the bibliography, have the following special header paragraphs:

**Head2\_bk**  
**Head3\_bk**  
**Head4\_bk**

These paragraphs replace the equivalent Head2, Head3 and Head4 paragraphs in the file. However, these special formats always produce un-numbered headings and un-numbered items in the table of contents, even in books which have numbered sections.

## Chapter 3. Text Formatting

“Ordinary” text, like that in these paragraphs, is held paragraphs of type **Body**. This is indented, and has a single line space above the paragraph. In FrameMaker, text is input by simply typing, without any carriage returns - when a carriage return or “Enter” (↓) key is pressed, FrameMaker starts a new paragraph. Normally the new paragraph will be of the same type as the previous one, but there are exceptions to this - for example, most heading paragraphs specify that the following paragraph will be a **Body** paragraph.

There is also a paragraph type **Lines**, which is used to produce un-formatted text, where the output is exactly as the text is input. That is, no attempt is made to pack the text up to fill lines, fit it across the page, etc. FrameMaker provides no way to specify that no formatting is to be applied to text; to make this paragraph tag behave like the BookMaster equivalent, make sure that every line of **Lines** text fits within a single line of the document, and each line of this text is a separate paragraph. A sample of the output may be as follows; note that the indentation here was produced by preceding each line by a TAB:

This is the first line.  
This is another line.  
This line is somewhat longer than the previous lines.  
And this is a short line.

### Highlighting Text

Text is frequently highlighted in a document, for emphasis. BookMaster defines 10 highlight levels; highlight level 0 is plain text, like this. The other highlight levels are:

*Highlight level 1 looks like this.*

**Highlight level 2 looks like this.**

***Highlight level 3 looks like this.***

HIGHLIGHT LEVEL 4 LOOKS LIKE THIS.

Highlight level 5 looks like this.

*Highlight level 6 looks like this.*

**Highlight level 7 looks like this.**

***Highlight level 8 looks like this.***

HIGHLIGHT LEVEL 9 LOOKS LIKE THIS.

It can be seen that highlights 5 through 9 are the same as levels 0 through 4, but with the addition of an underline.

These highlight levels are defined as FrameMaker character formats **Hpx**, where x is 1, 2, ..., 9. Applying one of these character formats to text will result in it being displayed with the corresponding highlight.

These highlights are applied by one of two methods:

1. click on the desired character format in the character format catalog, type the text, and then click on “Default Font” format, to return to the default font for the current paragraph.
2. select some text such as a word or phrase, and then click on the desired character format; this format will be applied to the selected text.

These character formats are additive. That is, if **Hp2** is currently set, clicking on **Hp1** produces a result that looks remarkably like **Hp3**. Clicking **Hp1** does *not* cancel the currently selected **Hp2**. To change from one selected highlight to another, it is first necessary to click on **Default ¶ Font** and then click on the desired new character format.

## Other Character Formats

A number of other character formats are defined within these template files. All of these formats are present in all styles of the templates.

**12point** text is displayed in 12 point characters. There are 72 points to an inch. The default text size for **Body** paragraphs is 10 points.

**8point** text is displayed in 8 point characters. There are 72 points to an inch. The default text size for **Body** paragraphs is 10 points.

**9point** text is displayed in 9 point characters. There are 72 points to an inch. The default text size for **Body** paragraphs is 10 points.

**Arial** text is displayed in the TrueType Arial font. Arial is the TrueType equivalent of Helvetica.

Arial is the default font for books generated using the IBMPPC format templates.

**Blue** this causes the selected text to be displayed in the color **blue**.

### **BookMaster Symbol**

text is displayed in the BookMaster Symbol font (SymbolMono BT) - see “BookMaster Symbol” on page 8-4. Note that this font has a different type face to, and many of the higher number characters display differently from, the “regular” PostScript Symbol font. In most cases, it is more appropriate to use the “regular” **Symbol** character format and font.

If the BookMaster Symbol font is not installed on your system, use the **Symbol** character format instead.

**BPk** this is used to generate the highlighting of program language or command syntax **constants**. This is similar to the **Pk** character format, except it also forces BookMaster Gothic font.

**BPv** this is used to generate the highlighting of program language or command syntax **variables**. This is similar to the **Pv** character format, except it also forces BookMaster Gothic font.

**BXmp** text is displayed using the BookMaster Gothic font. This is a fixed width font, used for showing program or other examples. If the BookMaster Gothic font family is not available on your system, use the **Xmp** or **LtrGoth** character format instead.

**Cit** this is used for text that is a *Citation* (a reference to something else) such as the text “*FrameMaker Character Sets*” below.

**DingBat** text (often a single character) is displayed using the Zapf Dingbats font. This is used to get certain special characters; see “Reference Key” on page 8-9, Appendix 9. “*FrameMaker Character Sets*” on page 9-1, or the FrameMaker online manual *FrameMaker Character Sets* for the characters available.

### **EquationNumber**

the text format used for numerical values in equations drawn using the FrameMaker equation editor.

### **EquationStrings**

the text format used for text strings in equations drawn using the FrameMaker equation editor.

**EquationVariables**

the text format used for variables in equations drawn using the FrameMaker equation editor.

**Func** this is used for the names of functions in documents describing code.

**Green** this causes the selected text to be displayed in the color **green**.

**Helvetica** text is displayed using the Helvetica font.

Helvetica is the default font for books generated using the IBMXAGD format templates.

**HyperT** text is displayed in **underlined blue**; this is intended to be for hypertext links and URLs.

**IBMLogo** this is used to generate the IBM logo in the correct font, namely **IBM**.

This IBM Logo font contains only the three letters I, B and M, and should not be used for anything other than official IBM documents.

**LtrGothk** this is used to generate the highlighting of program language or command syntax constants. This is similar to the **Pk** character format, except it also forces use of the TrueType Letter Gothic font.

**LtrGothv** this is used to generate the highlighting of program language or command syntax *variables*. This is similar to the **Pv** character format, except it also forces use of the TrueType Letter Gothic font.

**LtrGoth** text is displayed using the TrueType Letter Gothic font. This is a fixed width font, used for showing program or other examples.

**Magenta** this causes the selected text to be displayed in the color **Magenta**.

**Pk** this is used to generate the highlighting of program language or command syntax **constants**.

**Pv** this is used to generate the highlighting of program language or command syntax *variables*.

**Red** this causes the selected text to be displayed in the color **red**.

**Red\_bold** this causes the selected text to be displayed in the color **bold red**. This effect could also be achieved by using both of the character formats **Red** and **Hp2**; however, the Red\_bold format is required for the **ANote** paragraph definition.

**Rk** this is used to generate reference keys, for example **I**.

**Subscript** text is displayed as a subscript, that is smaller and offset downwards.

**Superscript** text is displayed as a superscript, that is smaller and offset upwards.

**Symbol** text (often a single character) is displayed using the Symbol font, for example  $\alpha\beta\gamma$ . This is used to get certain special characters; see “Symbol” on page 8-10, Appendix 9. “FrameMaker Character Sets” on page 9-1, or the FrameMaker online manual *FrameMaker Character Sets* for the characters available.

**Times** text is displayed in the TrueType Times New Roman font in the IBMPPC templates, or the Type 1 Times font in the IBMXAGD and IBMU1PL templates.

**Wingdings**

text (often a single character) is displayed using the TrueType Wingdings font. This is used to get certain special characters; see “Wingdings” on page 8-13, for the characters available.

## Wingdings2

text (often a single character) is displayed using the TrueType Wingding2s font. This is used to get certain special characters; see “Wingdings 2” on page 8-14, for the characters available.

**Xmp** text is displayed using the Courier font. This is a fixed width font, used for showing program or other examples. If the Letter Gothic or BookMaster Gothic font families are available, nicer looking results may be obtained if the **LtrGoth** or **BXmp** formats are used instead of **Xmp**.

As stated above, these character formats are additive; thus choosing both **Symbol** and **12point** for a special character will result in that character being displayed using the Symbol font at 12 points.

The definitions of these character formats are shown in detail in Appendix 4. “Character Formats” on page 4-1.

## Special Characters

Various special characters are available, using the Symbol and Zapf Dingbats fonts. These are listed in “Font Character Sets” on page 8-1, in “FrameMaker Character Sets” on page 9-1, or in the FrameMaker online manual *FrameMaker Character Sets*.

Such characters are input by:

- choosing **DingBat** or **Symbol** character format, from the character format catalogue.
- either type the character sequence shown in the tables in the FrameMaker online manual *FrameMaker Character Sets*, or set NumLock active and then hold down the Alt key while typing (on the numeric keypad) the ANSI number for the desired character, as shown in the tables in the Appendix “Font Character Sets” on page 8-1.

## Example Text

Example text is used typically for such things as program examples; in BookMaster this is achieved by using the :XMP or :XPH tags. This package provides both **Xmp** paragraph types and **Xmp** character format. Such text is shown in a fixed width font; this package uses Courier, which is the only fixed width font widely available on PostScript printers. This font has the disadvantage that it is rather wide, with the result that long lines of example text (more than 63 characters when using the **Xmp** paragraph format) run off the end of the line or get compressed by FrameMaker to make words fit, which means it is no longer “fixed width”.

The BookMaster Gothic font (it is an Adobe Type 1 font) can be easily installed using the Windows XP or Windows 2000 Font Manager, or by using Adobe Type Manager on older Microsoft systems, and is a better font for this purpose. However, it is not a “standard” font installed on PostScript printers, and is not available in AIX versions of FrameMaker. Hence it was decided to use Courier as the font for the **Xmp** formats, but also to provide the **BXmp** formats (see below), which are equivalent to the **Xmp** formats except they use the BookMaster Gothic font family.

Single words or phrases may be displayed as an example by using the **Xmp** character format, as is shown by this example text. Other character formats may be used with **Xmp**, for example **Hp1 example**, **Hp2 example** and **Hp3 8point example**.

There are also 4 example text paragraph formats available, **Xmp**, **Xmp2**, **Xmp3** and **Xmp4**. **Xmp** uses the normal column margin; **Xmp2** is for “second level” example lines, and is indented by the same amount as a top level list. **Xmp3** is indented by the same amount as **Xmp2** paragraphs, but is displayed in 9 point type. **Xmp4** is indented more than **Xmp3** paragraphs, and is displayed in 8 point type.

The following shows a C structure using **Xmp** paragraphs:

```
/* structures required for our symbol tables */
```

```

typedef struct symb_ent {
    UINT32 symb_offset;           /* address offset of this symbol */
    struct symb_ent *symb_alpha;  /* next symbol in alphabetic order */
    UINT8 symb_mleng;            /* mangled name length,
                                  0 => no mangled name */
                                  /* name length */
    UINT8 symb_nleng;            /* glue code marker,
                                  = 0 if state not known
                                  = 1 if known to be glue
                                  = 2 if known to not be glue */
    char   symb_name[3];          /* the symbol name, followed by the
                                  mangled name if mleng NE 0 */
} SYMB_ENT;

```

The following shows a structure included as **Xmp3** paragraphs; this paragraph type defaults to 9 point type:

```

/* structure of a line number entry (one per source line) */

typedef struct line_ent
{
    UINT32 line_offset;           /* offset of this line */
    UINT32 line_num;              /* line number in the file */
} LINE_ENT;

```

If your system has the BookMaster Gothic font family installed (it appears as “BookMaster Gothic” in the Windows 2000 Font Manager, but as “LettrGoth12 BT” in the font list within an application such as FrameMaker), then the **BXmp** paragraph and character formats may be used instead of the **Xmp** formats.

Single words or phrases are displayed as an example by using the **BXmp** character format, as is shown by this example text. Other character formats may be used with **BXmp**, for example *Hp1 example*, **Hp2 example** and **Hp3 8point example**.

There are 4 paragraph formats, **BXmp**, **BXmp2**, **BXmp3** and **BXmp4**, which are as for the **Xmp** type paragraph formats described above, with the exception that they use the BookMaster Gothic font family instead of Courier.

The above example is repeated below in **BXmp**:

```

/* structures required for our symbol tables */

typedef struct symb_ent {
    UINT32 symb_offset;           /* address offset of this symbol */
    struct symb_ent *symb_alpha;  /* next symbol in alphabetic order */
    UINT8 symb_mleng;            /* mangled name length,
                                  0 => no mangled name */
                                  /* name length */
    UINT8 symb_nleng;            /* glue code marker,
                                  = 0 if state not known
                                  = 1 if known to be glue
                                  = 2 if known to not be glue */
    char   symb_name[3];          /* the symbol name, followed by the
                                  mangled name if mleng NE 0 */
} SYMB_ENT;

```

The **Xmp3** example above displays as follows in **BXmp3**; the paragraph type size defaults to 9 point type:

```
/* structure of a line number entry (one per source line) */

typedef struct line_ent
{
    UINT32 line_offset;           /* offset of this line */
    UINT32 line_num;             /* line number in the file */
} LINE_ENT;
} LINE_ENT;
```

### **Program Function Definitions**

Programming descriptions, such as the definition of the call for a C language function, may be produced using the **BXmp2** paragraph format and the **B Pv** and **B Pk** character formats, thus:

```
long int CpRecvMsg(void *MsgBuf,
                    unsigned long int *Count,
                    unsigned long int Mode,
                    unsigned long int Timeout);
```

This is as follows when an **Xmp2** paragraph and the **Pv** and **Pk** character formats are used:

```
long int CpRecvMsg(void *MsgBuf,
                    unsigned long int *Count,
                    unsigned long int Mode,
                    unsigned long int Timeout);
```

## Tabs

Tabs can be used to align text at specific places within the line. Using tabs is a two step process; first it is necessary to define the tab stop, and then use a Tab key within the text to move the current insertion point to the next tab stop.

Tab stops may be set by using the formatting bar, or by using the Paragraph Designer. Many of the paragraph formats supplied in this package have tab stops defined; for example, a **Body** paragraph in an IBMPPC format book has tabs set to 0.2", 0.6", ... (they repeat at every 0.4")", all measured from the left hand column margin. In an IBMXAGD format book the tabs of a **Body** paragraph are at 1.65", 2.05", ... (again, they repeat every 0.4"), all measured from the left hand column margin (in an IBMXAGD book, the paragraph itself is indented 1.25" from the left hand column margin). The keyboard Tab character within the text is used to cause movement to the next tab stop.

**Note:** Unlike some word processors, these tabs are absolute rather than relative. With relative tab stops, each tab causes the insertion point to move to the next available tab beyond the current point. With absolute tabs, tab character *n* on the line causes the insertion point to move to the position of tab stop *n* on the line, regardless of the previous position of the insertion point.

The Tab stops set in the current paragraph are shown by the positions of the little arrows (if any) below the ruler bar at the top of the screen. It is possible to add, move, edit or delete a tab stop using the formatting bar and these little arrows. There is a *Tab Well* in the formatting bar, namely four square boxes with different shaped arrows in them, which are (going from left to right) for Left, Centered, Right and Decimal tabs respectively. The following example shows the four types of tabs, in this same order:

Cat	Cat	Cat	3.14159
Dog	Dog	Dog	27.5
Mouse	Mouse	Mouse	196.7

FrameMaker also has a facility to have a leader (such as ..... ) associated with a tab stop.

To work with a tab stop using the formatting bar:

1. Make sure the formatting bar and the rulers are visible.
2. Click in a paragraph or select multiple paragraphs. If you select several paragraphs, only the tab stops common to all the paragraphs appear (Note: this is irrelevant if the selected paragraphs are all of the same type, such as **Body** or **Lines**).
3. Do one of the following:

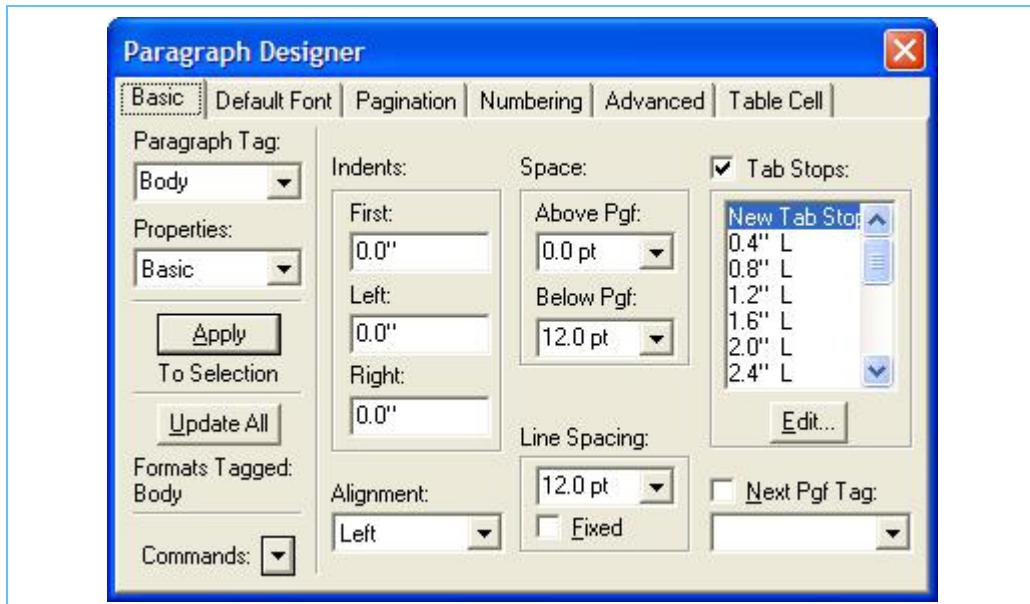
- To add a tab stop, drag one from the appropriate tab well in the formatting bar (dependent on the text alignment required) to its position on the ruler bar.

**Note:** to align tab stops with ruler marking, turn the snap grid on (use menu items **Graphics > Snap**). Then when a tab symbol is dragged, it snaps to locations corresponding to the snap grid.

- To move a tab stop, drag it to the desired new position. Any tabbed text in the paragraph moves accordingly.
- To change the alignment of a tab stop (e.g. left to center), double click the little arrow for that tab stop, choose a different alignment in the pop-up window that appears, and click **Edit**.
- To add or change the leader associated with a tab stop, double click the little arrow for that tab stop, choose the desired leader in the pop-up window that appears, and click **Edit**.
- To delete a Tab stop, drag it off the bottom of the top ruler.
- To delete all tab stops, double click a tab stop and click **Delete all**.

To work with tabs stops using the paragraph designer:

*Figure 3-1. Paragraph Designer - Tab Stops*



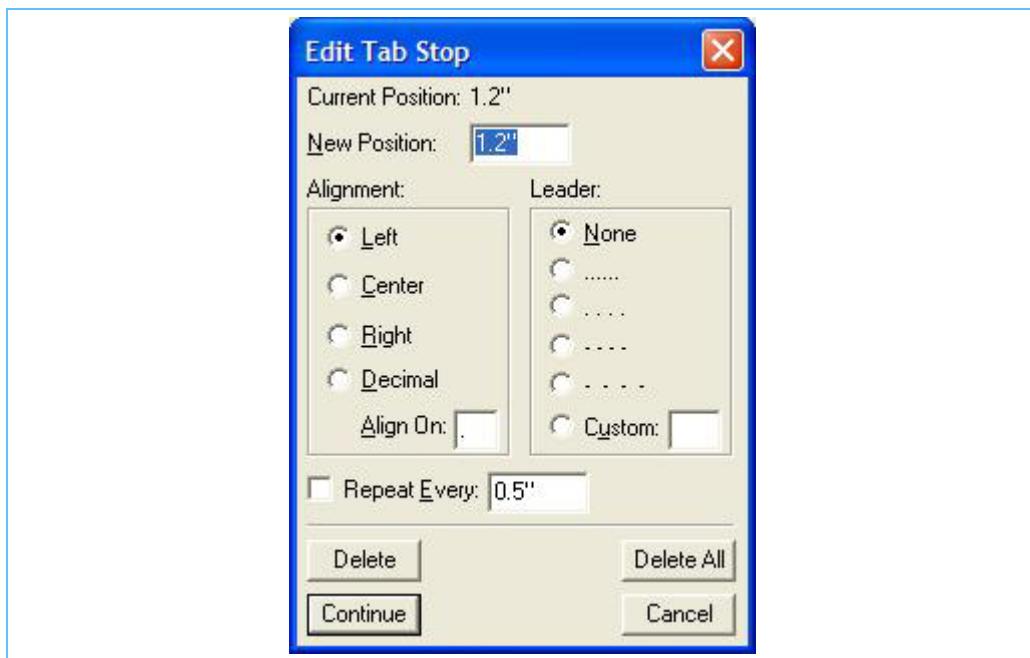
1. Click in a paragraph, or select multiple paragraphs.
2. Display the Basic Properties of the Paragraph Designer - see Figure 3-1.

3. In the Tab Stops area do one of the following:

- To add a new tab stop, double click New Tab, insert the desired settings and click Continue.
- To edit a tab stop, double click that tab, change the settings in the pop-up window, and click Continue.
- To add or change the leader associated with a tab stop, double click it, choose the desired leader in the pop-up window, and click Edit.
- To delete a tab stop, double click it and click Delete.
- To delete all tab stops, double click any tab stop and then click Delete All

4. Click Apply to Selection to cause the changes to take effect.

Figure 3-2. Edit Tab Stops



For further information, see either the FrameMaker online Help or the FrameMaker *User's Guide* manual.

## Keeping Text Together

FrameMaker provides facilities to prevent text from being split or separated, which are controlled by using the Paragraph Designer to adjust the properties of the current paragraph.

“Widows”: certain paragraph types such as **Body** have “widows” set up (currently to 2 lines), so that if a new paragraph would have only the first line on one page and the rest on the next page, the entire paragraph is pushed off to the next page.

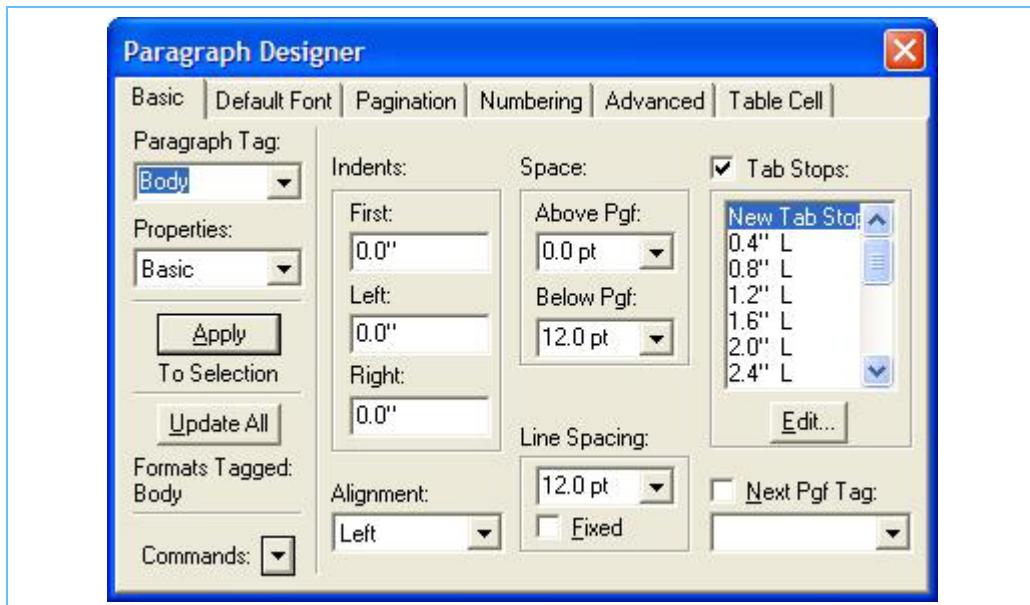
**Keep Paragraphs with Next/Previous:** specific types of paragraph, for example the headings **Head0** through **Head6**, are set up such they are always “kept with the next paragraph”. This is to prevent a paragraph such as a heading from being separated from its accompanying text.

This works fine when the text immediately following a heading is a large paragraph. However, if the first paragraph after a heading is a single line, it is quite possible that the heading and this paragraph will be at the bottom

of a page, and the next paragraph will be on the next page (but note that, because of “widows”, this will not occur if the paragraph is say 4 lines and there are room for only 2 - in this case, both the paragraph and the heading will be moved to the next page). There may be any number of other similar cases where a small part of something comes on one page, and the rest is on the next page.

This can be prevented by marking the paragraph at the bottom of the page as to be “kept with the next”, as follows: this is shown in Figure 3-3:

*Figure 3-3. Keeping Paragraphs Together*



1. make sure the current insertion point is within the paragraph at the bottom of the page.
2. open the Paragraph Designer, either from the item “paragraph” in the “Format” menu, or (in the Windows version of FrameMaker) by pressing Ctrl-M.
3. in the list “Properties” of the Paragraph Designer, select “Pagination” (click on the down arrow, and then click on the option “Pagination”).
4. under “Keep With:” click in the box “Next”, so it has a cross in it.
5. click on “Apply to Selection”.

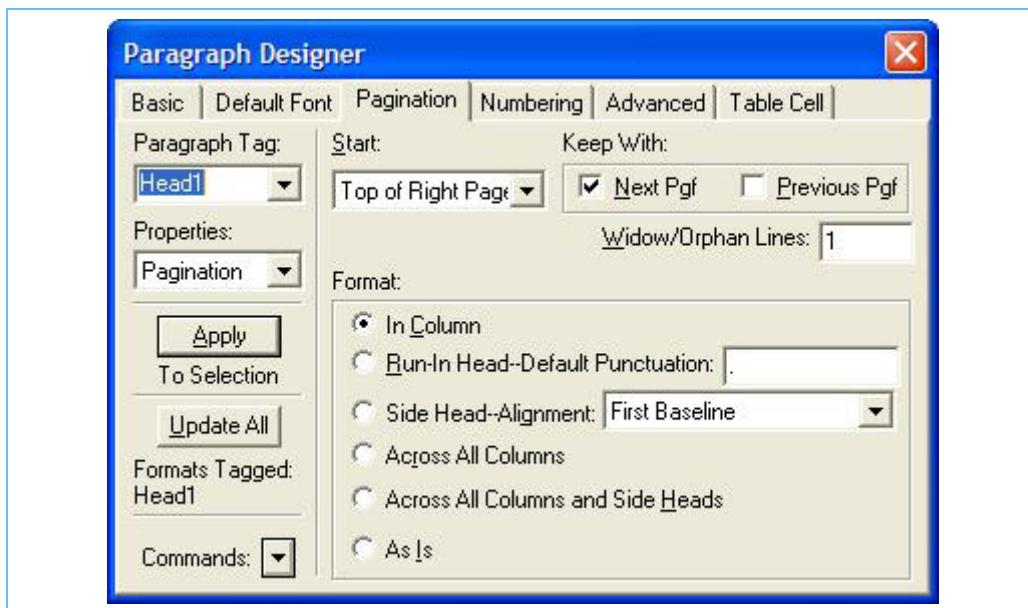
## Forcing Page Breaks

FrameMaker normally places text so that it flows from one page to the next, subject to the rules for widows and “keep paragraphs together” detailed in “Keeping Text Together” on page 3-8.

One particular exception to this is that specific paragraph types can specify that they start at the top of a page, notably **Head0** and **Head1**. This is set with the paragraphs designer, as shown in Figure 3-4 on page 3-10. Note also that this paragraph type has “keep with next paragraph” set, so that **Head1** titles are not separated from the following text.

In addition, any other paragraph can be marked to be put at the top of a page or top of the column. This can be done in two ways:

1. use the Paragraph Designer:

*Figure 3-4. Paragraph Forced to Top of Right Page*

- a. click somewhere within the paragraph
  - b. open the paragraph designer (from option “paragraphs” in the Format menu, or by pressing Ctrl-M in Windows).
  - c. choose “Pagination” from the “Properties” list, and then choose one of the Top of Page options from the “Start” list.
2. use “Page Break”
- a. choose “Page Break” from the Format menu
  - b. click “At Top of Next Available” and choose the desired option from the pop-up list (e.g. “Page”)
  - c. click Set

### **Cancelling a Forced Page Break**

A forced page break may be cancelled using the techniques described above to

- set the paragraph pagination to “Anywhere” if it is set to one of the Top of Page options in the Paragraph Designer
- clicking “Wherever It Fits” in the “Page Break” dialog of the Format menu if that is set to “At Top of Next Available”.

## Chapter 4. Lists, Notes and Footnotes

### Lists

Lists come in four forms:

- simple lists
- unordered (or bulleted) lists
- ordered lists
- definition lists

#### Simple Lists

A simple list is just that, for example:

Lions

Tigers

Cheetahs

Leopards

The paragraph type for this is **SI** (the “I” is a lower case letter “L”).

#### Nested Simple Lists

Simple lists can be nested to a depth of 4, by using the **SI**, **SI2**, **SI3** and **SI4** paragraphs, thus:

**SI** paragraph

**SI2** paragraph

**SI3** paragraph

**SI4** paragraph

#### Compact Simple Lists

Simple lists can be made “compact” (i.e., no intervening blank lines) by use of the paragraph types **SICompact**, **SI2Compact**, **SI3Compact** and **SI4Compact**. Note that, in general, the last item of a compact list would use the ‘regular’ (i.e. non-compact) paragraph format, so as to provide a line of space following the list. This is shown in the following example:

**SICompact** paragraph

**SICompact** paragraph

**SICompact** paragraph

**SI** paragraph

The formats of each of the paragraph types **SICompact**, **SI2Compact**, **SI3Compact** and **SI4Compact**. are the same as for the corresponding non-compact paragraph types **SI**, **SI2**, **SI3** and **SI4** except that there is no space following the paragraph.

Compact simple lists can also be nested, as is shown here:

**SICompact** paragraph  
**SICompact** paragraph  
**SI** paragraph

**SI2Compact** paragraph  
**SI2Compact** paragraph  
**SI2** paragraph

**SI3Compact** paragraph  
**SI3Compact** paragraph  
**SI3** paragraph

**SI4Compact** paragraph  
**SI4Compact** paragraph  
**SI4** paragraph

## **Unordered Lists**

An *unordered list*, or *bulleted list*, is as follows:

- this is the first bulleted item
- this is the second item
- etc.

The paragraph type for this is **UI** (the “I” is a lower case letter “L”).

### **Nested Unordered Lists**

Unordered lists can be nested to a depth of 4, by using the **UI**, **UI2**, **UI3** and **UI4** paragraphs, thus:

- **UI** paragraph
  - **UI2** paragraph
    - ◆ **UI3** paragraph
    - ✧ **UI4** paragraph

### **Compact Unordered Lists**

Unordered lists can be made “compact” (i.e., no intervening blank lines) by use of the paragraph types **UICompact**, **UI2Compact**, **UI3Compact** and **UI4Compact**. Note that, in general, the last item of a compact list would use the ‘regular’ (i.e. non-compact) paragraph format, so as to provide a line of space following the list. This is shown in the following example:

- ✓ **UICompact** paragraph
- ✓ **UICompact** paragraph
- **UI** paragraph
  - **UI2Compact** paragraph
  - **UI2Compact** paragraph
  - **UI2** paragraph
- ◆ **UI3Compact** paragraph

- ◆ **UI3Compact** paragraph
- ◆ **UI3** paragraph
  - ✧ **UI4Compact** paragraph
  - ✧ **UI4Compact** paragraph
  - ✧ **UI4** paragraph

The formats of each of the paragraph types **UICompact**, **UI2Compact**, **UI3Compact** and **UI4Compact**. are the same as for the paragraph types **UI**, **UI2**, **UI3** and **UI4** except that there is no space following the paragraph.

## Ordered Lists

An *ordered list*, or *numbered list*, is as follows:

1. this is the first numbered item
2. this is the second item
3. etc.

The paragraph types for this are **OIFirst** and **OI**, respectively (the "l" is a lower case letter "L").

### Nested Ordered Lists

Unordered lists can be nested to a depth of 4, by using the **OIFirst**, **OI**, ,**OI2First** **OI2**, **OI3First**, **OI3**, **OI4First** and **OI4** paragraphs, thus:

1. **OIFirst** paragraph
2. **OI** paragraph.....
3. **OI** paragraph.....
  - a. **OI2First** paragraph
  - b. **OI2** paragraph.....
  - c. **OI2** paragraph.....
    - i. **OI3First** paragraph
    - ii. **OI3** paragraph.....
    - iii. **OI3** paragraph.....
      - A. **OI4First** paragraph
      - B. **OI4** paragraph.....
      - C. **OI4** paragraph.....

### Compact Ordered Lists

An order list may be made compact (that is, no intervening blank lines) by using the **OIFirstCompact** and **OICompact** paragraph types, thus:

1. **OIFirstCompact** paragraph
2. **OICompact** paragraph.....

3. **OICOMPACT** paragraph.....
4. **OI** paragraph.....

Compact ordered lists may be nested, as shown in the next example, by using **OIFirstCompact**, **OICOMPACT**, **OI2FirstCompact**, **OI2Compac**, **OI3FirstCompact**, **OI3Compact**, **OI4FirstCompact** and **OI4Compact** paragraphs:

1. **OIFirstCompact** paragraph
2. **OICOMPACT** paragraph.....
3. **OICOMPACT** paragraph.....
4. **OI** paragraph.....
  - a. **OI2FirstCompact** paragraph
  - b. **OI2Compact** paragraph.....
  - c. **OI2Compact** paragraph.....
  - d. **OI2** paragraph.....
    - i. **OI3FirstCompact** paragraph
    - ii. **OI3Compact** paragraph.....
    - iii. **OI3Compact** paragraph.....
    - iv. **OI3** paragraph.....
      - A. **OI4FirstCompact** paragraph
      - B. **OI4Compact** paragraph.....
      - C. **OI4Compact** paragraph.....
      - D. **OI4** paragraph.....

### List Parts

Sometimes in an ordered list you wish to break the list for some explanatory material, and then resume the numbering where you left off. This can be done by inserting a paragraph of type **Body** in the middle of the list, as shown by the following example. Here we have a paragraph of type **OIFirst**, which is (automatically) followed by an **OI** paragraph; a **Body** paragraph is then inserted, followed by subsequent paragraphs of type **OI**. The list paragraph that follows the **Body** paragraph must *not* be of type **OIFirst**, or the numbering will restart from 1.

1. Sauté the shallots and chopped mushrooms until the shallots are tender and the liquid from the mushrooms has cooked away.
2. Brown the sausage and add to the mushroom mixture.

The above may be prepared several hours in advance and refrigerated. Then 30 minutes before serving, finish the dish

3. Mix one can of tomato sauce with the mushroom and sausage mixture and bring to a slow simmer.
4. Add the heavy cream and immediately pour into a casserole.
5. Put into the oven at 350 degrees and bake for 15 minutes.

This technique can also be applied to a second level list, by using a paragraph of type **ListCont** instead of a **Body** paragraph, or a third level list by using a **ListCont2** paragraph, or a fourth level list by using a **ListCont3** paragraph.

### Definition Lists

A *Definition List* consists of a sequence of *Definition Terms*, each with a corresponding *Definition Description*. The simplest case uses a **DT** paragraph for each definition term (or a **DTBreak** paragraph if the defintion term is too long), each of which is followed by a **DD** paragraph for the corresponding description, thus:

**DT** the paragraph type **DT** is used for the definition term. It is automatically followed by **DD**, which is the type of this paragraph of text; that is, when you have typed the term, press Enter (carriage return), and the next paragraph is automatically a **DD**.

**DTBreak**

the paragraph type **DTBreak** is used in exactly the same way as **DT**; the only difference is that **DTBreak** is not defined as a “run-in heading”, with the effect that the definition body (the **DD** paragraph) comes on a new line instead of being on the same line as the definition term. This can be used for definition terms that are too long for the amount of space allowed by a **DT** paragraph.

The definition term (**DT** or **DTBreak** paragraph) by default outputs the text in **Bold** type.

**Nested Definition Lists**

As with the other types of list, definition lists may be nested up to a depth of 4 by using **DT**, **DTBreak**, **DD**, **DT2**, **DT2Break**, **DD2**, **DT3**, **DT3Break**, **DD3**, **DT4**, **DT4Break** and **DD4** paragraphs:

<b>DT</b>	<b>DD</b>
<b>DTBreak</b>	<b>DD</b>
<b>DT2</b>	<b>DD2</b>
<b>DT2Break</b>	<b>DD2</b>
<b>DT3</b>	<b>DD3</b>
<b>DT3Break</b>	<b>DD3</b>
<b>DT4</b>	<b>DD4</b>
<b>DT4Break</b>	<b>DD4</b>

**Compact Definition Lists**

By default, there is a blank line between each item in a definition list, thus:

<b>Term 1</b>	description 1
<b>Term 2</b>	description 2
<b>Term 3</b>	description 3
<b>Term 4</b>	description 4

Such a list can be made “compact”, that is, without the intervening blank lines, if all but the last description paragraph is a **DDCompact**, **DD2Compact**, **DD3Compact** or **DD4Compact** paragraph instead of the corresponding **DD**, **DD2**, **DD3** or **DD4**, as shown in the following example. Note that, here, we leave the final description as a **DD2** paragraph so we have a blank line following the list.

<b>DT2</b>	description 1 - <b>DD2Compact</b>
<b>DT2</b>	description 2 - <b>DD2Compact</b>
<b>DT2</b>	description 3 - <b>DD2Compact</b>
<b>DT2</b>	description 4 - <b>DD2</b>

Further, these compact lists can be nested, thus:

```
DT      DDCompact
DT2     DD2Compact
DT3     DD3Compact
DT4     DD4Compact
DTBreak
DDCompact
DT2Break
DD2Compact
DT3Break
DD3Compact
DT4Break
DD4Compact
DD4 to provide a blank line below the list.....
```

### ***Definition List Headings***

Definition lists may have headings, specified using the paragraph pairs **DTHD/DDHD**, **DTHD2/DDHD2**, **DTHD3/DDHD3** and **DTHD4/DDHD4**, as shown in the next example.

A **DTHD**, **DTHD2**, **DTHD3** or **DTHD4** paragraph is automatically followed by a **DDHD**, **DDHD2**, **DDHD3** or **DDHD4** paragraph, respectively; that is, once the heading for the terms has been typed, if Enter (carriage return) is pressed, the next paragraph is created to be of type **DDHD**. A **DDHD** paragraph is in turn automatically followed by a type **DT** paragraph; this may be changed to **DTBreak** if so desired.

```
DTHD    DDHD
DT      DDCompact
DT      DD
DTHD2   DDHD2
DT2     DD2Compact
DT2     DD2
DTHD3   DDHD3
DT3     DD3Compact
DT3     DD3
DTHD4   DDHD4
DT4     DD4Compact
DT4     DD4
```

### ***Adjusting Definition List Spacing***

The spacing between the term and the description in a definition list is set by the paragraph definition. However, you may wish to alter this, for example, change the list:

```
one    item one
two    item two
three  item three
```

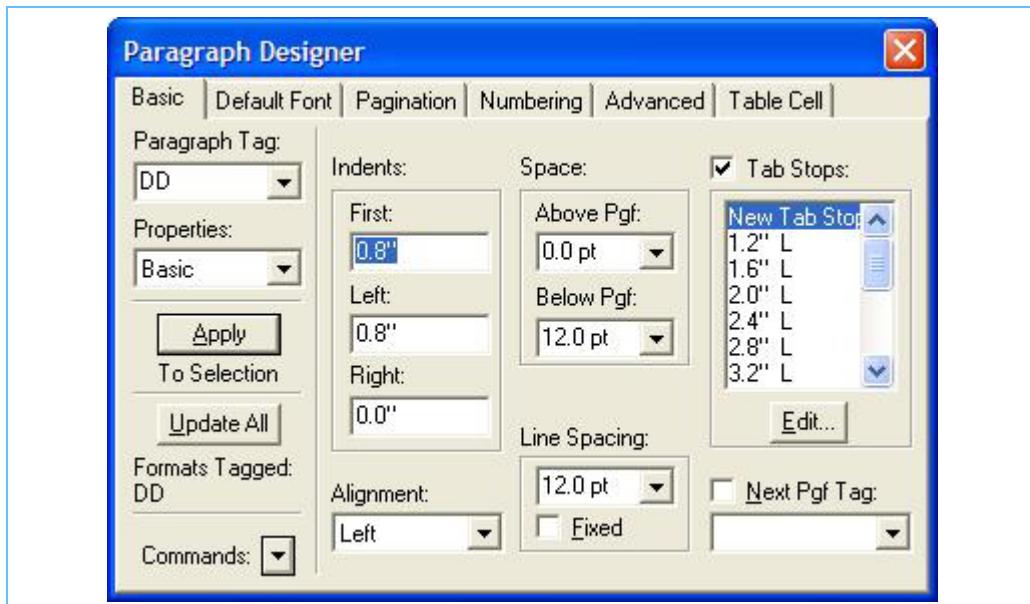
to:

```
one    item one
```

two	item two
three	item three

This is accomplished in FrameMaker as follows:

*Figure 4-1. Adjust Paragraph Indent*



1. click in the first description paragraph to be adjusted (in “item one” in the above example).
2. open the paragraph designer (press Ctrl-M).
3. in “Basic” properties, change both the “First” and “Left” indents as desired - see Figure 4-1 on page 4-7.
4. click “Apply To Selection”.
5. choose menu item Edit–Copy Special–Paragraph Format.
6. click in the next description paragraph (the “item two” in the above example).
7. choose Paste from the Edit menu (or press Ctrl-V).
8. repeat steps 6 and 7 for all the remaining description paragraphs of the list.

## Continuation Paragraphs Within a List

Special tags are available for continuation paragraphs within a list item. Thus

- This is a **UI** paragraph, for a first level unordered list.

This is a **ListCont** paragraph, to continue the text of this list item in a second paragraph.

- This is a **UI2** paragraph, for a second level unordered list.

This is a **ListCont2** paragraph, to continue the text of this list item in a second paragraph.

- ◆ This is a **UI3** paragraph, for a third level unordered list.

This is a **ListCont3** paragraph, to continue the text of this list item in a second paragraph.

◊ This is a **UI4** paragraph, for a third level unordered list.

This is a **ListCont4** paragraph, to continue the text of this list item in a second paragraph.

These **ListCont**, **ListCont2**, **ListCont3** and **ListCont4** paragraph types may be used in simple lists, unordered lists and ordered lists. However, for a definition list, it is more appropriate to use consecutive **DD**, **DD2**, **DD3** or **DD4** paragraphs, thus:

<b>DT</b>	DD
	DD
<b>DT2</b>	DD2
	DD2
<b>DT3</b>	DD3
	DD3
<b>DT4</b>	DD4
	DD4

## Mixed nested Lists

The different list types can all be nested, and the list types may be mixed, for example:

**Animal** the classification of Earthly objects that are living, run round on legs and gain nutrients by eating other living things, both animal and vegetable, for example:

- ◆ people
- ◆ dogs
  - ◊ Westies
  - ◊ Yorkies
- ◆ cats
  - ◊ Lions
  - ◊ Tigers
- ◆ fishes
- ◆ birds

**Vegetable** the classification of Earthly objects that are living, but are not mobile and gather nutrition by absorbing it from their surroundings, for example:

- ◆ grass
- ◆ trees
- ◆ garden flowers
- ◆ fungi

**Mineral** the classification for Earthly objects that are inanimate, for example:

- ◆ stone
- ◆ metal
- ◆ water

## Notes

Paragraph formats are available to generate note paragraphs, and also for note lists.

**Note:** this is a “top level” note; its paragraph type is **Nt**. The text of this paragraph type is indented such that the header word “Note:” stands out on the left.

Additional paragraphs may be added to a note, such as this paragraph, by using paragraph type **ListCont**.

**Note:** this is a “second level” or indented note. Its paragraph type is **Nt2**. The text of this is also indented such that the header word “Note:” stands out.

**Note:** This is a “third level” note, indented further. Its paragraph type is **Nt3**. Again, the text is indented.

**Note:** This is a “fourth level” note, indented even more. Its paragraph type is **Nt4**. Again, the text is indented.

## Author’s Notes

There is a special paragraph format **ANote** which can be used to insert notes from the author, thus:

**Author’s Note:** this is comment about the paragraph above.

There is no paragraph provided to be a continuation of an author’s note; however, this can be accomplished by using a **ListCont** paragraph, and then selecting the text and apply the character format **Blue** to it, thus:

**Author’s Note:** this is an author’s note that has a continuation paragraph, for the case when more than one paragraph is required for the note.

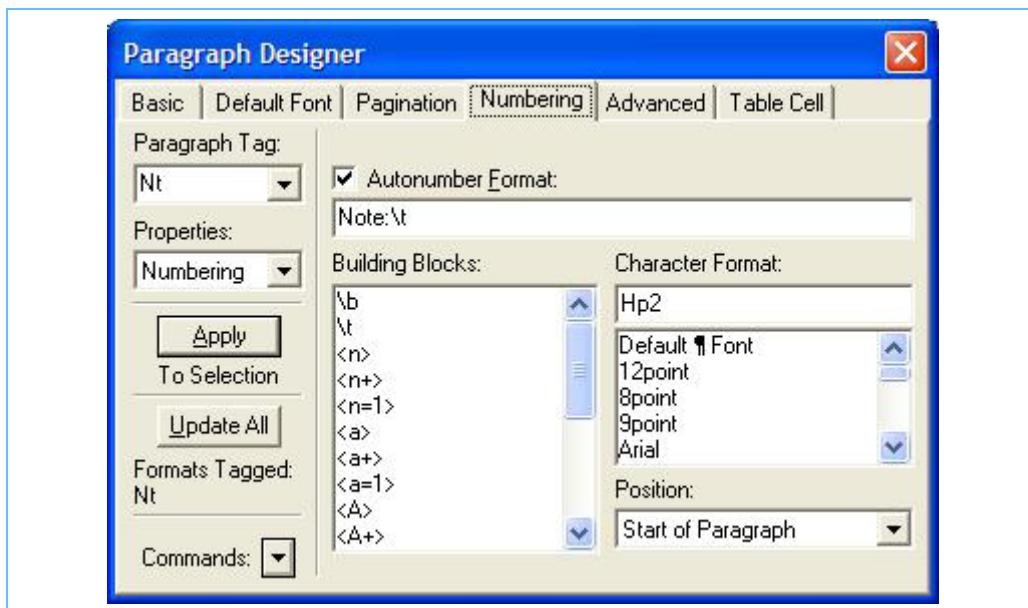
This continuation paragraph is a **ListCont** paragraph with character format **Blue** applied.

The text “Author’s Note” can easily be changed to some other text, for example “Design Question”, by following the instructions in the section “Changing the Note Header” below.

## Changing the Note Header

By default the **Nt** paragraph type generates the word “Note:” as a header for your note. Similarly, the **ANote** paragraph has the text “Author’s Note” for its header. This may be changed to something else if you so desire, as follows:

1. create the note paragraph.
2. make sure the current insertion point is within the note paragraph
3. open the Paragraph Designer, either from the item “paragraph” in the “Format” menu, or (in the Windows version of FrameMaker) by pressing Ctrl-M, as shown in Figure 4-2 on page 4-10.
4. in the list “Properties” of the Paragraph Designer, select “Numbering” (click on the down arrow, and then click on the option “Numbering”).
5. under “Autonumber Format”, it shows the string “Note:\t”, where the \t indicates a tab character - see Figure 4-2 on page 4-10.
6. change the string “Note:” to whatever you require, for example “Application Note:”.
7. it may be necessary either to add more tab characters into the Autonumber string, or to edit the tab char-

Figure 4-2. Changing **Note** header

acters for the paragraph.

8. click on “Apply to Selection”.
9. If you need to edit the tab stops,
  - a. in “Properties:” select “Basic”.
  - b. edit the tab stops as required
  - c. click on “Apply to Selection”.

Examples of this are as follows:

**Note:** this is an **Nt** paragraph, with the Autonumber string changed to “Application Note:\t\t\t”.

**Author’s Note:** this is an **ANote** paragraph with the Autonumber string changed to “Design Question: “.

## Note Lists

Note lists are generated by using the **Note1** paragraph type; press return to generate a blank paragraph, change its type to **Note1** using the paragraph catalogue, which generates the header “Notes:”. Then press return again, which generates a new paragraph for the first note; this paragraph is actually an **OIFirst** paragraph. For example:

### Notes:

1. This is note1; its paragraph type is **OIFirst**. When we hit return we get note 2.
2. This is note 2; its paragraph type is **OI**. Hitting return again produces further notes in the series.

There are also paragraph types **Note12**, **Note13**, and **Note14** for second, third and fourth level indented note lists, thus:

**Notes:**

- a. this is the first note of a **Notel2** note list - its paragraph type is **OI2First**.
- b. this is the second note - its paragraph type is **OI2**.

**Notes:**

- i. this is the first note of a **Notel3** note list - its paragraph type is **OI3First**.
- ii. this is the second note - its paragraph type is **OI3**.

**Notes:**

- A. this is the first note of a **Notel4** note list - its paragraph type is **OI4First**.
- B. this is the second note - its paragraph type is **OI4**.

**Changing the Note List Header**

As for simple notes, it is possible to change the header string “Notes:” of a note list, and the technique is the same:

1. create the **Notel** (or **Notel2** or **Notel3**) paragraph.
2. place the insertion point in that paragraph (it will be at the end of the string “Notes:”)
3. open the Paragraph Designer, change the Autonumber string as required (it was “Notes:”), and click “Apply to Selection”. There is no need in this case to worry about tabs.

An example follows:

**Notes:**

- a. do step 1.
- b. do step 2.
- c. etc.

**Box Notes**

A **Box Note** consists of a box (a single cell table) that is overlaid with a title (actually an anchored text frame that is opaque and defined to be white). These tables are the table formats **BoxNote**, **BoxNote2**, **BoxNote3** and **BoxNote4** producing Boxed Notes at indentations of 0.0”, 0.4”, 0.8”, and 1.2”, respectively, thus:

**Box Note**

CellBody

**Box Note2**

CellBody

**Box Note3**

CellBody

**Box Note4**

CellBody

The above four box notes are provided in a separate template file whose name ends in BoxNote.fm, for example, the file for IBMPPC numbered style is named IBMPPC\_NumBoxNote.fm. Due to the difficulty of adjusting the indentation and alignment of this composite format, whenever a Boxed Note is to be used the appropriate example should be copied from this special template file and pasted into the text where needed. (Be sure when copying that you select both the table and the anchored frame that holds the label.) Note that here these Boxed Notes are each attached to a **Lines** paragraph, and are followed by another **Lines** paragraph to give a space beneath the box. When copying a Box Note into your document, it is recommended that you also copy both of these paragraphs.

Once you have copied a boxed note into your document, replace the string **Box Note4** with whatever title is required. Further, replace the text CellBody with your own text - the table cell will automatically grow vertically as required..

The examples shown all have the box extending to the right hand margin. However, this width may be reduced by selecting the cell and then reducing the width either by right-clicking the cell and using the pop-up menu item **Resize Columns** or by dragging the little handle at the right-hand end of the selected cell. Similarly, if the title in the anchored frame will not fit within the anchored frame, select the frame and then drag the right-hand end as far to the right as is necessary. The following shows such a modified **Box Note4**:

**Box Note4 is very long**

This Box Note4 has a title that is too long to fit in the "standard" title anchored frame, and also has a shorter cell body.

## Footnotes

Footnotes are numbered and positioned automatically by FrameMaker.

To create a new footnote, click where the reference to it (i.e. its number) is to appear, and then choose “Footnote” from the Special menu. The number is inserted, and a blank footnote appears at the bottom of the page, containing the insertion point immediately after the number. Type the footnote text; when finished, click back in the main document.<sup>1</sup>

To insert multiple footnotes at the same point, the individual references must be separated by a space or a comma - note that the comma should be a superscript (use the superscript character format).<sup>2,3</sup>

### ***Changing or Deleting a Footnote***

Footnote text may be edited, by clicking within it and changing it as desired. The footnote number cannot be changed, since FrameMaker maintains the numbering automatically - this is controlled from the numbering properties of the file within the .book file.

To delete a footnote, select the reference to it (the number in the main body of the document), and press Delete.

### ***If a Footnote Does Not Fit on a Page***

FrameMaker tries to keep footnotes on the page where the corresponding footnote reference appears. However, this is not always possible, for example if a footnote is inserted right at the bottom of a page there may not be room for it, and the footnote is then moved to the next page.

This may be avoided by forcing a page break, as described in “Forcing Page Breaks” on page 3-9.

Adding text to a footnote may force the last footnote on a page to the next page; it may be possible to also move the reference to this last footnote to the next page, by forcing a page break. An alternative is to increase the maximum amount of space allowed for footnotes on a page, as described in the FrameMaker *User’s Guide*; however, this probably should not be necessary, since currently up to 4” is allowed for footnotes.

### ***Creating Additional References to a Footnote***

It is possible to have more than one reference to a footnote; the first is created by inserting the footnote in the usual way. Cross-references are used to create the other references to it<sup>1</sup>:

1. click where the reference is to appear
2. choose “Cross-Reference” from the Special menu
3. choose “Footnote” or “TableFootnote” as the source type, as appropriate
4. choose the desired footnote
5. choose “FootNoteRef” as the format
6. click Insert

---

<sup>1</sup> This is a sample footnote.

<sup>2</sup> The first footnote.

<sup>3</sup> The second footnote.



## Chapter 5. Tables and Figures

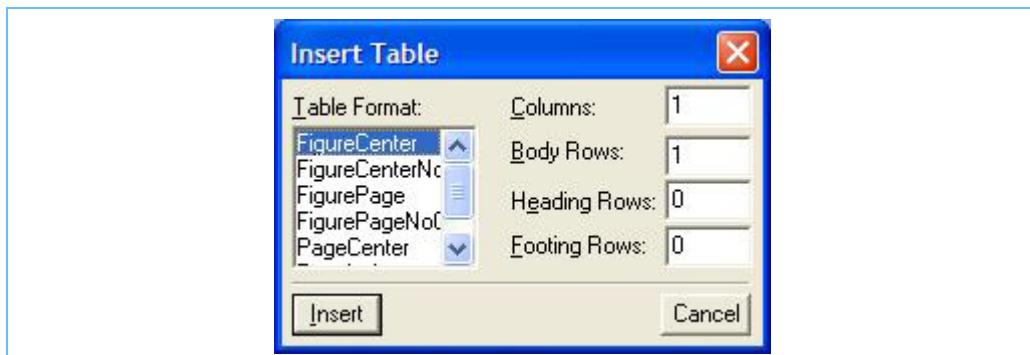
FrameMaker provides comprehensive facilities for the generation of tables, as described below. A Figure can be created by having a table consisting of a single row with only one cell, as described in the section “Figures” on page 5-16.

### Tables

FrameMaker provides facilities to produce tables; these templates contain a number of pre-defined table formats to generate tables. See the manual *FrameMaker User’s Guide* for full information about the table facilities provided by FrameMaker.

A table is inserted into a document, at the current insertion position (but see “Controlling Where a Table Begins” on page 5-4), by selecting “Insert Table” in the “Table” menu. This displays a pop-up window containing a list of table types, and boxes to set the table size.

*Figure 5-1. Insert Table*



The table formats available depend on the style of the templates in use, as shown below. The list of table formats shown for each template style apply, for those templates, to both numbered and un-numbered forms of the templates.

**IBMPPC:** The table formats provided can be divided into three groups:

- a. formats for “true” tables, namely:

PageCenter  
PageLeft

These are described in the text below.

- b. table formats that are used to create Figures, namely:

FigureCenter  
FigureCenterNoCap  
FigurePage  
FigurePageNoCap

These are described in the section “Figures” on page 5-16.

- c. special table formats used to create Box Notes and for the Danger alert:

BoxNote

BoxNote2  
BoxNote3  
BoxNote4

Box Notes are described in section “Box Notes” on page 4-11; Danger alerts are described in section “Danger” on page 7-2.

**IBMXAGD:** The table formats provided can be divided into three groups:

- a. formats for “true” tables, namely:

PageCenter  
PageLeft  
TextCenter  
TextLeft

These are described in the text below: examples of the **IBMXAGD** style tables are shown in the corresponding template books.

- b. table formats that are used to create Figures, namely:

FigureTable  
FigureNoCap  
FigurePage

Figures in general are described in the section “Figures” on page 5-16: examples of the **IBMXAGD** style figures are shown in the corresponding template books.

- c. special table formats used to create Box Notes and for the Danger alert:

BoxNote  
BoxNote2  
BoxNote3  
BoxNote4

Box Notes are described in section “Box Notes” on page 4-11; Danger alerts are described in section “Danger” on page 7-2.

**IBMU1PL:** The table formats provided can be divided into three groups:

- a. formats for “true” tables, namely:

PageCenter  
PageLeft  
TextCenter  
TextLeft

Tables in general are described below: examples of the **IBMU1PL** style tables are shown in the corresponding template books.

- b. table formats that are used to create Figures, namely:

FigureTable  
FigureNoCap  
FigurePage

Figures in general are described in the section “Figures” on page 5-16: examples of the **IBMU1PL** style figures are shown in the corresponding template books.

- c. special table formats used to create Box Notes and for the Danger alert:

BoxNote  
BoxNote2  
BoxNote3  
BoxNote4

Box Notes are described in section “Box Notes” on page 4-11; Danger alerts are described in section “Danger” on page 7-2.

## Table Formats

The examples here show only the tables provided by the **IBMPPC** style templates. However, much of this description applies equally to the tables provided by the **IBMXAGD** and the **IBMU1PL** style templates, which are shown in the corresponding template books.

**PageCenter:** this creates a table centered horizontally across the current page, thus:

*Table 5-1. Widget Stocks in a PageCenter Table*

Size	# of Blue	# of Pink
10	143	24
12	11	57

This was created by first selecting the **PageCenter** table type, then setting “Columns” to 3, “Heading Rows” to 1, “Body Rows” to 2 and “Footer Rows” to 0, and then clicking on “Insert”.

By default, text in heading rows is centered and bold (it is paragraph type **CellHeading**), whereas the text in body rows is left justified and in “normal” type (it is paragraph type **CellBody**).

**PageLeft:** this creates a table horizontally left justified across the current page, thus:

*Table 5-2. Widget Stocks in a PageLeft Table*

Size	# of Blue	# of Pink
10	143	24
12	11	57

This was created by first selecting the **PageLeft** table type, then setting “Columns” etc. as above.

## Table Paragraph Formats

These pre-defined table formats have appropriate paragraph formats, as follows

**CellBody** the format for text in “normal” body cells of the table; this is normal text, and left justified.

### CellHeading

the format of text in header row cells of the table; this is bold, and centered.

**TableTitle** the format for the Table title lines; as mentioned above, this is used for all the defined table types except **TextLeft**. The table number is generated automatically as a result of the “autonumber” definition of the paragraph type.

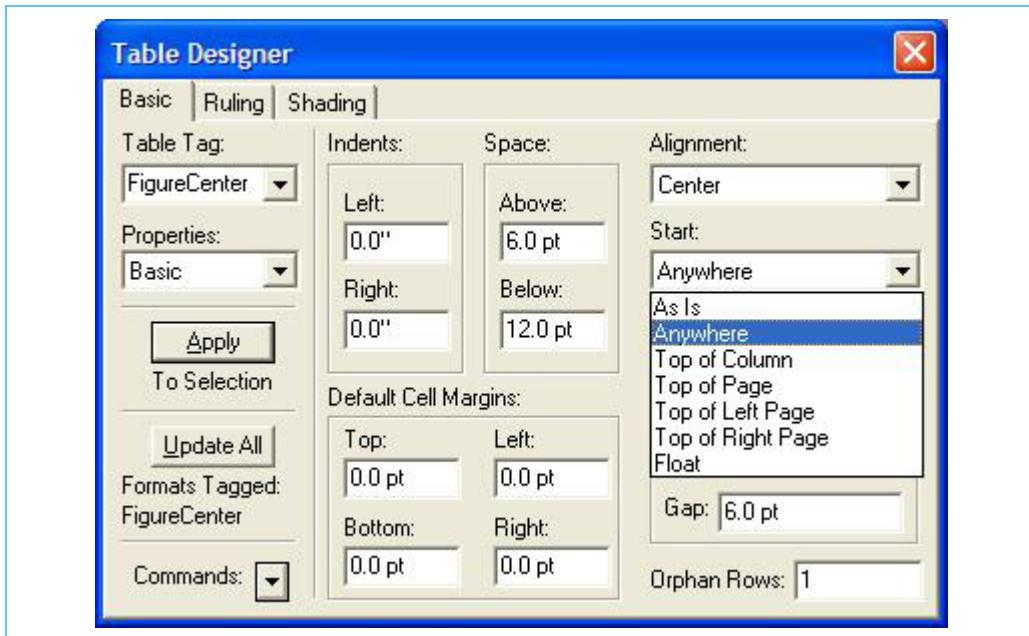
**TableTitleIndent (IBMXAGD and IBMU1PL style templates only)**

the format for the table title line for a **TextLeft** type table; the format is modified so it aligns correctly with the table. The table number is generated automatically as a result of the “autonumber” definition of the paragraph type.

**Controlling Where a Table Begins**

The start position of a table (or a figure - see below) can be varied in relation to its anchor symbol. Normally, a table appears immediately under the line of text containing the anchor symbol. However, the table can be forced to the top of a page or column, or can be allowed to float. The starting location is specified using the Start pop-up menu of the Basic properties in the table designer, as shown in Figure 5-2 on page 5-4.

*Figure 5-2. Set Table Start Location*



The options available are:

**Anywhere** this is the default.

The table starts immediately below the line containing the anchor symbol. If there is insufficient room in the current page or column, the table moves to the top of the next page or column; the space remaining between the anchor symbol and the table is left blank.

**Top of Column, Top of Page**

The table starts at the top of the next column or page respectively; the space remaining between the anchor symbol and the table is left blank.

**Top of Left Page, Top of Right Page**

The table starts at the top of the next left-hand or right-hand page, respectively; the space remaining between the anchor symbol and the table is left blank.

**Float** the table can “float” to the top of the next page or column.

The table will start immediately below the line containing the anchor symbol if there is sufficient room in the current page or column. If there is insufficient room, the table moves to the top of the next page or column; however, in this case, the space remaining between the anchor symbol and the table is filled with text that would otherwise have followed the table, that is, there is no blank space left before the table.

**Use of Spot Paragraphs:** It may frequently be more convenient to anchor a table or figure to a special paragraph of type **Spot** rather than to a “regular” text paragraph. This certainly eases subsequently moving the table, or inserting text before the table.

The **Spot** paragraph is entered by pressing Enter or CR, and then changing the type of the current paragraph to **Spot**. This paragraph uses 6 point type, and has zero spacing above and below it, and also specifies zero line spacing.

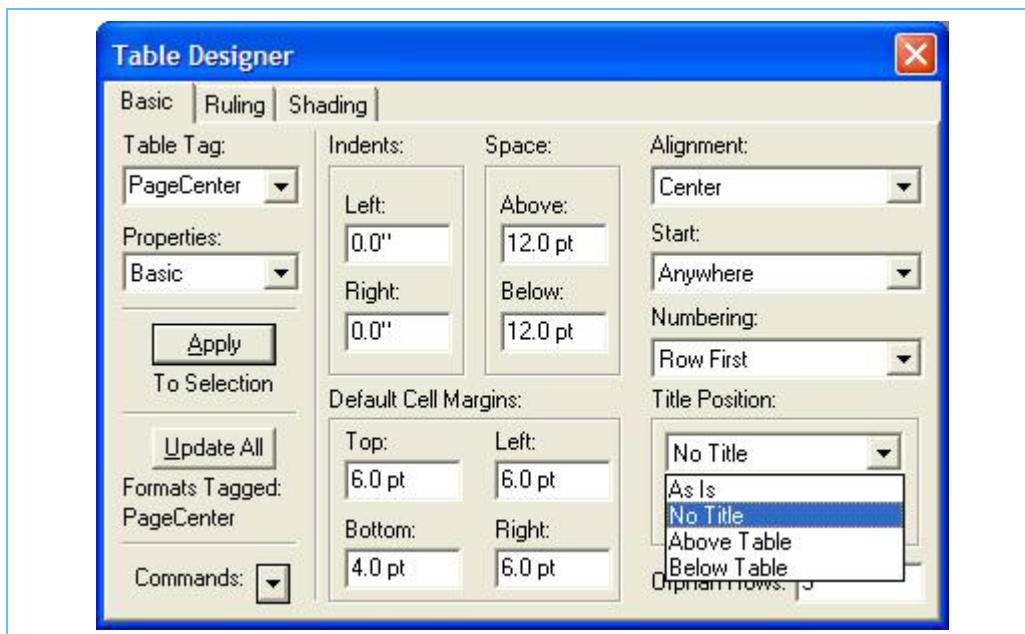
### Table Without a Title

It is possible to have a table without a title; first insert a table (this example uses a **PageCenter** format table, but the technique is the same for all types):

Table 5-3. Table to have no Title


Then select the table (all that is necessary is to click the mouse in any cell of the table, so as to move the current insertion point into the table), and bring up the table designer window (type Ctrl-T or select “Designer” from the “Table” menu).

Figure 5-3. Removing Table Title



In the “Title Position:” box choose “No Title”, and then click on “Apply to Selection”; this removes the title from the table, thus:


### ***Changing the Width of Columns of a Table***

The default column widths may not fit the contents of your table. The width of each column may be changed using the mouse, or by selecting the “Resize Columns” dialog in the “Table” menu.

*To use the mouse:*

- select desired column (by dragging the mouse vertically up or down the column while holding the left mouse button).
- the column changes to white text on a black background, and there is a small handle to the right of each cell of the selected column.
- drag this handle to the right or left to change the column; the other columns are unaffected, and table width grows or shrinks accordingly:

*Table 5-4. Table with a wider column*


Similarly you can move the border between two columns, that is increase or decrease the width one column and correspondingly reduce or enlarge the width of the next column, without affecting the overall width of the table

- select the left-most of the two columns, that is the column to the left of the border to move.
- Alt-drag the selection handle.

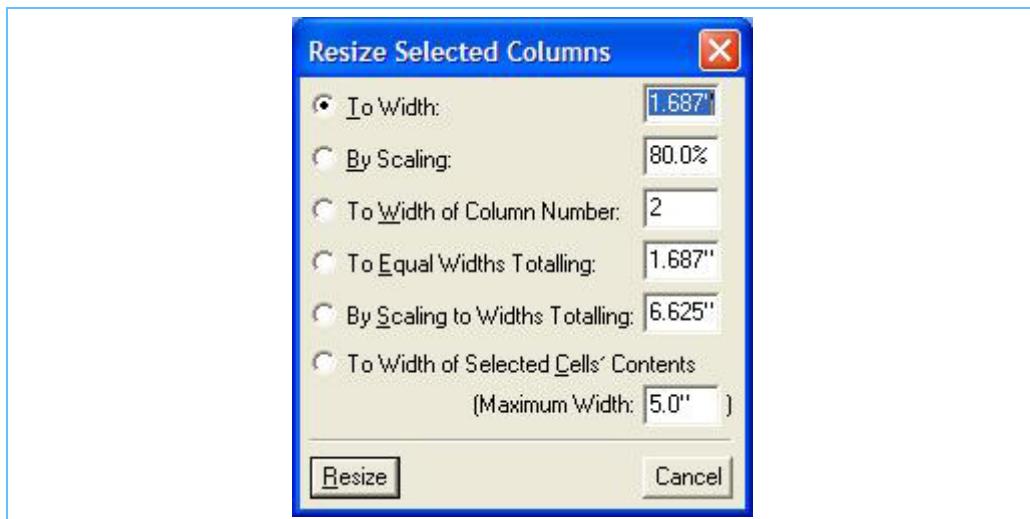
*Table 5-5. Table with relative column widths changed*


*To use the Resize Columns Dialog (Figure 5-4):*

- select the column(s) you wish to change
- select “Resize Columns” from the “Table” menu
- select the desired option, and input any necessary parameter

- click “Resize”.

*Figure 5-4. Resize Columns Dialog*



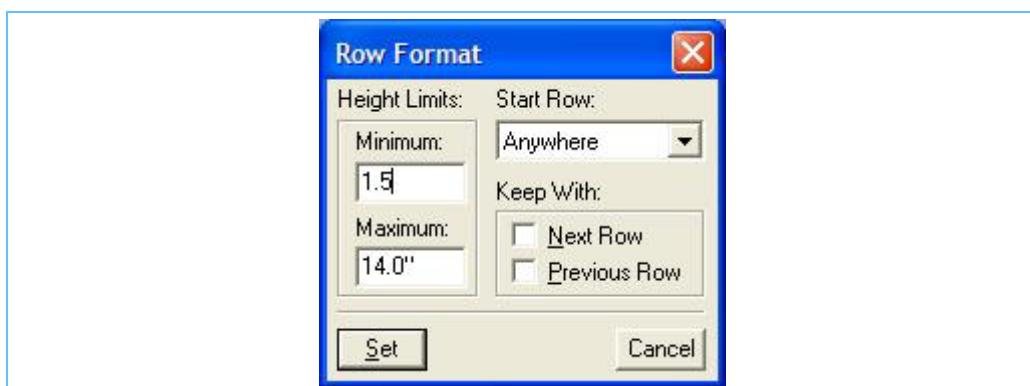
See the FrameMaker User's Guide for more information.

### ***Increasing the Height of a Row***

FrameMaker automatically adjusts the height of a row to fit the contents of the cells within that row. However, the height of a row can be further increased, for example to add extra white space above or below the text.

- select the row(s) you wish to change (e.g. click in the row)
- select “Row Format” from the “Table” menu - see Figure 5-5
- in the row format dialog box, type the desired row height in the “Minimum” box
- click “Set”

*Figure 5-5. Row Format Dialog*



### ***Changing the Number of Rows or Columns***

FrameMaker provides easy facilities to add rows or columns to a table, or to delete rows or columns.

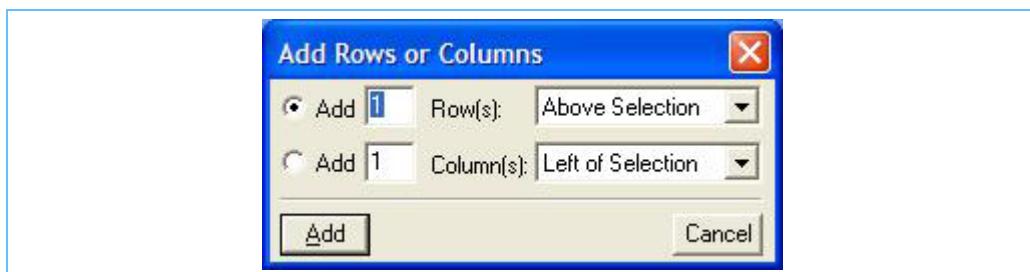
To add rows, either:

- place the current insertion point into a cell either above or below the desired position of the new row(s). Choose “Add Rows or Columns” from the “Table” menu

- select a cell, right click it with the mouse, and choose “Add Rows or Columns” from the pop-up menu that appears

A window offers the choice of adding rows or columns - set the Rows button, set the number of new rows, set the “Above Selection” or “Below Selection” choice, and click “Add”.

*Figure 5-6. Add Rows or Columns Dialog*



Rows may be added to the table header by placing the insertion point somewhere in the table, proceeding as in the last paragraph, except you choose “To Heading” as the place to insert.

Columns are added in the same way, except the Columns button is set instead of the Rows button, and the choices for the place of insertion are “Left of Selection” and “Right of Selection”.

Rows may be cleared or deleted from the table by dragging the cursor across them to select them, and then pressing the Delete key. A pop-up window appears asking if you wish to leave the cells empty (which deletes the cell contents but not the cells themselves), or if you wish to remove the cells from the table. Make the desired choice, and click on “Clear”.

Columns are cleared or deleted by a similar technique, except that one or more columns are selected, instead of rows.

### **Combining Cells**

Individual cells of a table can be combined, both vertically and horizontally, so that the new cell “straddles” two or more rows and/or columns. First create a table with 2 heading rows and 4 columns:

*Table 5-6. Table to be Straddled*

Size			
	Total Stock	# of Blue	# of Pink
10	167	143	24
12	68	11	57

To straddle cells:

- select the (adjacent) cells to be joined - this can be horizontally or vertically or both
- choose “Straddle” from the “Table” menu
- it may also be necessary to delete a paragraph from the new composite cell

This can be used to give:

*Table 5-7. Table with Straddled Cells*

Size	Total Stock	by Color	
		# of Blue	# of Pink
10	167	143	24
12	68	11	57

### **Multi-Part Tables**

Tables may be split into more than one part, over page breaks. It is possible to have the table title automatically include "Part 1" etc. automatically, for example:

*Table 5-8. An Split Multi-Part Table (Part 1 of 2)*


----- (page break) -----

*Table 5-9. An Split Multi-Part Table (Part 2 of 2)*


This is arranged by inserting the FrameMaker variable **Table Sheet** into the title of the first part of the table. If this variable is added to a table that is not split:

*Table 5-10. An Un-split Multi-Part Table*


it can be seen that no text is generated - it automatically appears when the table does become split.

An alternative to “Part *n* of *m*” is to insert the variable **Table Continuation**; this will generate the text “(Continued)” in parts other than the first of a split table, but nothing in a single part table.

*Table 5-11. An Split Continued Table*


### **Controlling Page Breaks in Tables**

When a table will not fit on a page, FrameMaker will split the table into two parts. There are facilities to control if and where tables are split.

**Set the minimum Number of Rows on a Page:** Table formats contain a setting “orphans”, which specifies the minimum number of body rows of the table to fit on a page; the pre-defined table formats have this set to 3. This means that, if there is space for less than 3 body rows at the bottom of a page, the table is moved to the start of the next page.

This setting may be changed for an individual table, as follows:

1. move the current insertion point into the table in question, by clicking somewhere within it.
2. open the Table Designer
  - choose “Table Designer” from the Table menu
  - or (in the Windows version of FrameMaker) type Ctrl-T
3. set “Orphan Rows” to the desired number in the range 1-255 (see Figure 5-2) - a suitably large value will prevent the table from being split at all.
4. click on “Apply to Selection”

**Keep Specific Rows Together:** Occasionally there may be rows of a table that should always be kept together. This can be done as follows:

1. select the row you wish to keep with the next or previous row
2. choose “Row Format” from the Table menu
3. in the “Keep With” area of the dialog box, turn on “Next Row” or “Previous Row”, as appropriate (see Figure 5-5)
4. click Set

**Note:** this is a custom setting, and applies only to the rows to which it is applied. This is not stored in the table format.

**Split a Table at a Specific Row:** You can specify that a particular row of a table is to be placed at the top of a page or column, as follows:

1. select the row you wish to force to the top of the page or column
2. choose “Row Format” from the Table menu
3. in the “Start Row” area of the dialog box, choose “Top of Column” or one of the “Top of Page” options (see Figure 5-5)
4. click Set

A forced page break may be removed from a row using the same technique, except set the “Start Row” to “Anywhere”.

### ***Rotating Table Cells***

Any cell in a table may be rotated; however, this is most frequently used for the header row(s), for example:

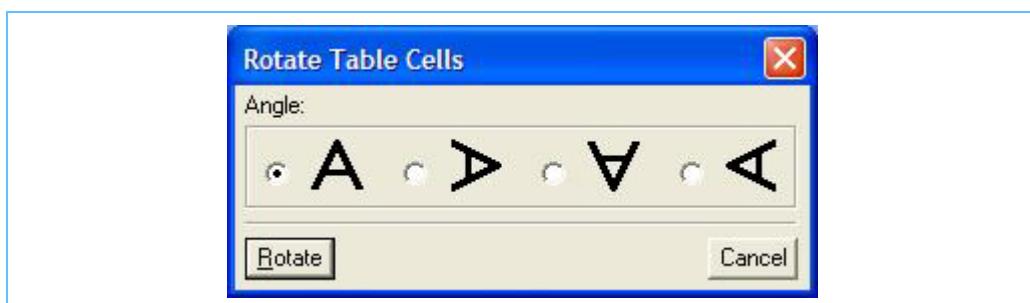
*Table 5-12. Widget Stocks in a TextCenter Table*

Size	# of Blue	# of Pink
10	143	24
12	11	57

To rotate the cells:

- select the cells to be rotated
- choose “Rotate” from the “Graphics” menu
- in the Rotate Table Cells dialog box that appears, select the desired orientation (see Figure 5-7)
- click “Rotate”

*Figure 5-7. Rotate Table Cells Dialog*



You may type in rotated cells the same as any other cell, and the row height increases as the text gets longer. The height of the row may be limited (which forces the text to wrap when necessary) as follows:

- select the row(s) you wish to change (e.g. click in the row)
- select “Row Format” from the “Table” menu

- in the row format dialog box, type the desired row height in the “Maximum” box (see Figure 5-5)
- click “Set”

### **Rotating a Table**

There are two ways to rotate a table:

1. the entire page, including the table(s) and any other text on the page, is rotated.

See the section “Rotated Pages, Master Page Usage” on page 7-5 for further information.

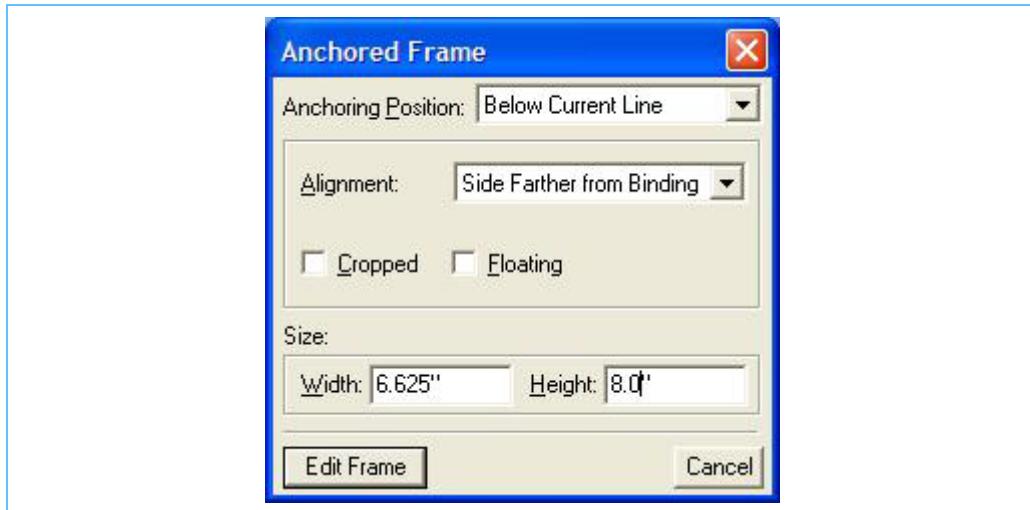
2. the table can be rotated, but the rest of the page is not rotated.

This is accomplished by inserting an anchored frame, drawing a text frame within the anchored frame, and then inserting the table within the text frame. To rotate the table, rotate the text frame. To edit the table, un-rotate the text frame, edit the table, and then rotate the text frame again.

For full details see the *FrameMaker’s User’s Guide*. One way to do this is as follows:

- insert an anchored frame:
  - put the cursor on the line that is to come above the anchored frame
  - select menu Special—Anchored Frame. A dialog shown in Figure 5-8 appears:

*Figure 5-8. Anchored Frame Dialog*



- choose “Below Current Line” for “Anchoring Position”
- there are at least two possibilities for the “Alignment”:
  - ◆ choose “Left” for “Alignment”
  - ◆ set width to 6.625 inches - this gives a full page width frame

or, particularly if the table is not tall enough to occupy the entire height of the page:

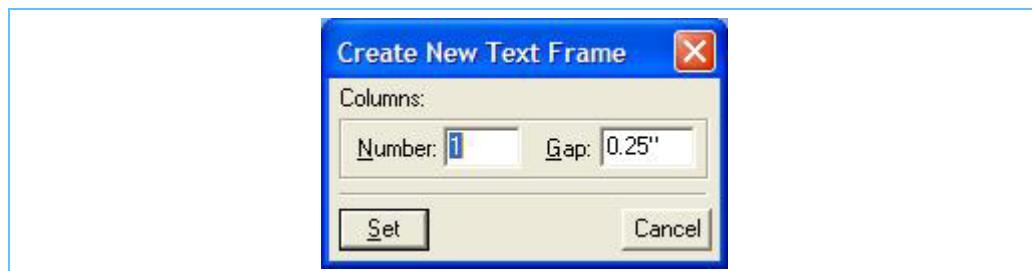
- choose “Right” for “Alignment”
- adjust the width so as to center the table across the page.
- set the height as required

- click "New Frame"
- with the anchored frame selected, open the Graphics Tools palette, and use the Text Frame tool to draw a text frame within the anchored frame.

The size of the text frame is not important at this point (it is adjusted later).

- a pop-up window is displayed, as shown in Figure 5-9:

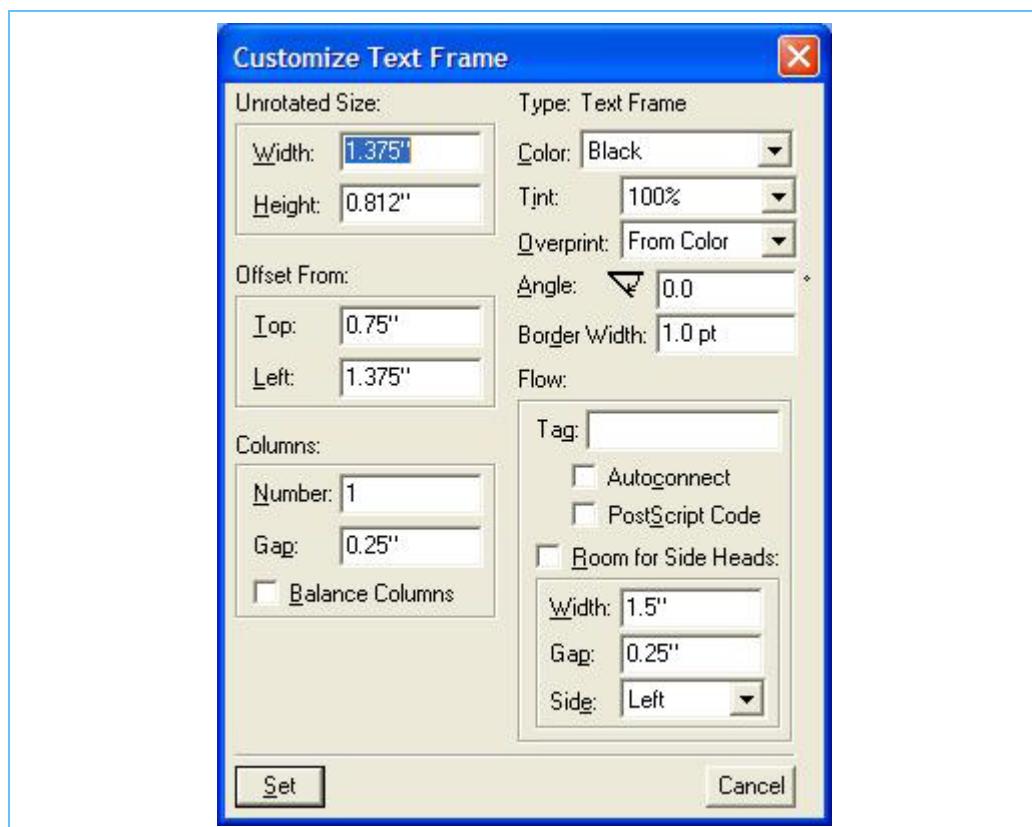
*Figure 5-9. Text Frame Dialog*



- click "Set"

- Select the text frame, right click and choose "Object properties"; the dialog shown in Figure 5-10 appears:

*Figure 5-10. Customize Text Frame Dialog*



- set the width to a little less than the height of the anchored frame. Note that this difference is used to provide a space between the text above the anchored frame and the rotated table.
- set the height to slightly less than the width of the anchored frame (e.g. to 6.6 inches)
- set the offset from the left to 0.01 inches

- set the offset from the top to the difference between the width of the text frame and the height of the anchored frame (this is the spacing mentioned above).
- click “Set”.
- set the cursor to the paragraph marker within the text frame (if this is not visible click “text symbols” in the “View” menu). It is necessary that the text frame *not* be selected for this to work.
- insert a **PageLeft** table

This table has a 12 point space above and below the table. You may want to remove these spaces:

- select the table
- type Ctrl-T to display the Table Designer dialog
- set the space above and below to 0
- click “Apply to selection”
- When completed editing the table, the entire text frame is rotated.
  - select the text frame. To do this, open the tools palette and choose the “select objects” tool (the top right button); the text frame can then be selected using a mouse click.
  - right click and choose “object properties”. The Customize Text Frame Dialog appears, as shown in Figure 5-10.
  - set “Angle” to 270.0
  - click “Set”.

### **Table Footnotes**

A table may include footnotes, thus:

*Table 5-13. Widget Stocks in a PageCenter Table*

Size	# of Blue	# of Pink
10	143 <sup>1</sup>	24
12	11	57

<sup>1</sup> apparently there is over-production of size 10 blue widgets.

To insert this footnote:

- click at the point in the table where the footnote is to be inserted
- choose “Footnote” from the “Special” menu;
- type the footnote at the current insertion point.
- to return to the main text, click elsewhere in the document (presumably at the desired point)

The comments in this document concerning regular footnotes also apply to table footnotes. See “Footnotes” on page 4-13.

Further information concerning footnotes may be found in the FrameMaker *User's Guide*.

### **Other Table Facilities**

Various other facilities are available with tables in FrameMaker, for example:

- shading, rows, columns or individual cells
- changing the rules for the table or individual cells
- converting text to a table

See the FrameMaker *User's Guide* for details of these and other features.

## Figures

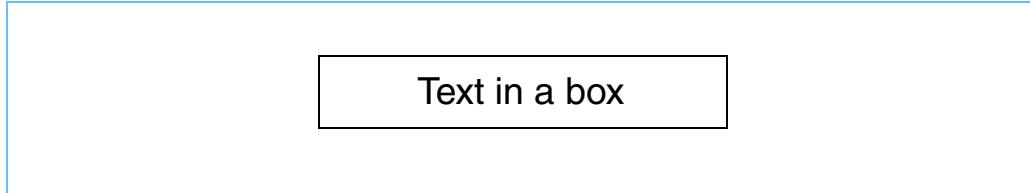
Figures are created by using single cell tables, and then placing the desired contents, for example a diagram, within this cell. A figure may be anchored to any current paragraph, or to a **Spot** paragraph, as for a table - see the section "Controlling Where a Table Begins" on page 5-4, which (since figures are really special tables) applies to figures as well as to tables.

The examples here show only the tables provided by the **IBMPPC** style templates, namely **FigureCenter**, **FigureCenterNoCap**, **FigurePage** and **FigurePageNoCap**. However, much of this description applies equally to the tables provided by the **IBMXAGD** and the **IBMU1PL** style templates, which are shown in the corresponding template books.

This chapter does not describe the inclusion of diagrams, drawings, screen shots, etc. into figures - this is described in detail in Chapter 8. "Diagrams, Figures and Tables" starting on page 8-1.

**FigureCenter:** generates a table with a caption above it. Put the cursor at the desired insertion point, and then insert a **FigureCenter** type table, making sure that the number of body rows and cells are both 1, and the number of header and footer rows are 0:

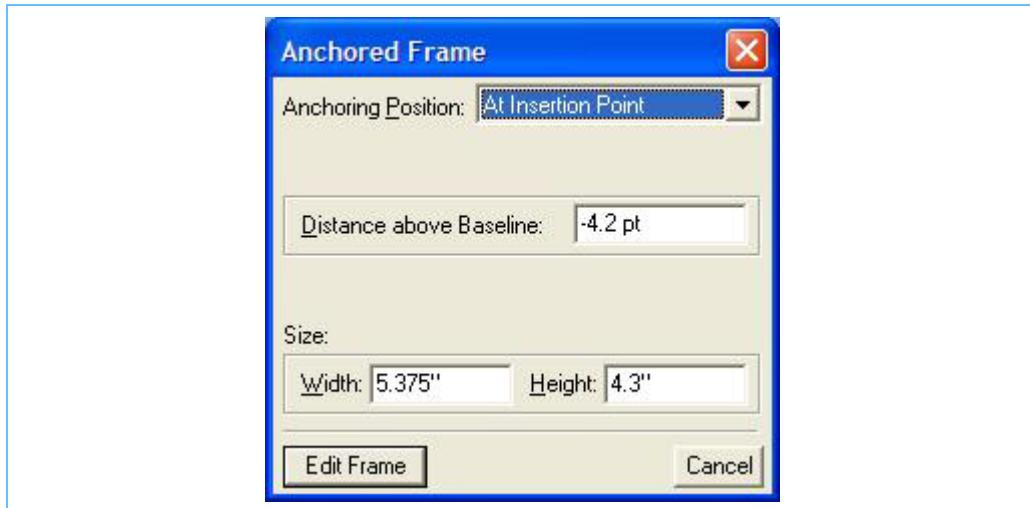
*Figure 5-11. A Figure*



Having inserted the figure:

- make sure the current insertion point is within the table (this cell is only 1 line).
- select menu Special—Anchored Frame. A dialog appears as shown in Figure 5-12:

*Figure 5-12. Anchored Frame Dialog*



- select "At Insertion Point" for "Anchoring Position".
- set the size of the frame appropriately; the width should be 5.375" for a **FigureCenter** figure (or 6.625" for a full page width figure of type **FigurePage**, as described below), and the height can be as desired (if it is created too tall, it can easily be shrunk later - see below).

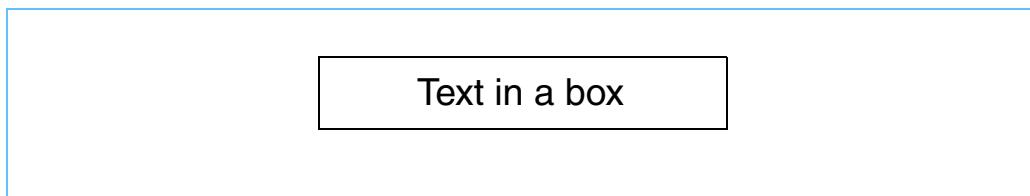
- set “Distance above baseline” to -4.2 pt.
- click “New Frame”

This creates a frame with the specified size; the table cell automatically grows to fit the frame. A diagram may then be drawn within this frame using the graphics tools (select menu Graphics—Tools).

A suitable title may be added in the caption paragraph at the bottom; this is paragraph type **Figure**. The figure number is generated automatically as a result of the “autonumber” definition of the paragraph type.

**Note:** figures are numbered separately from tables.

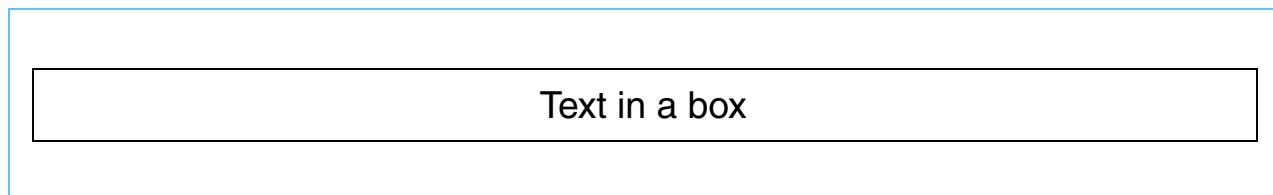
**FigureCenterNoCap:** A figure without a caption can be generated using the same steps, except table type **FigureCenterNoCap** should be used.



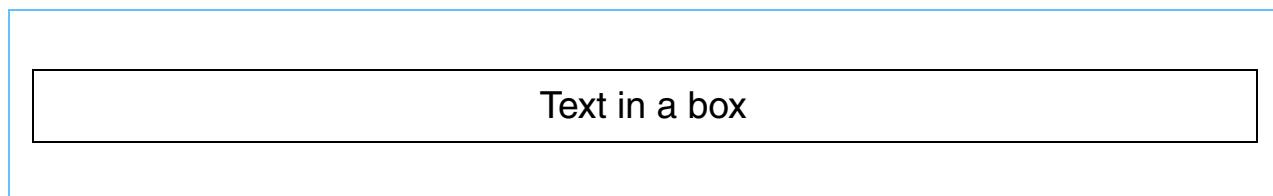
A figure with no caption will not appear in the List of Figures of a multi-file book. Further, there is no way to make a cross-reference to figure that has no caption.

**FigurePage:** This produces a figure with a caption, the same as for FigureCenter, except that the figure is the width of the whole page width rather than narrower and centered in the column.

*Figure 5-13. A FigurePage (Page Width) Figure*



**FigurePageNoCap:** This produces a full page width figure without a caption, thus:



**Note:** when creating the Anchored Frame within the figure, set the width to 6.625" for a full page width figure.

## Adjusting Figure Size

Having created a diagram, it may be that the frame was created larger than really necessary; in this case, the anchored frame for the figure can be reduced in size. Conversely, it may transpire that the frame was not created large enough - that is, it is necessary to enlarge the frame.

To change the size of the frame, proceed as follows:

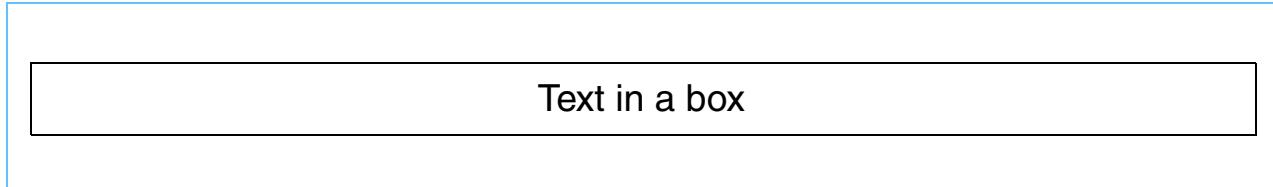
1. select the frame (move the mouse pointer to the boundary of the frame, and left click it).

2. select menu Special—Anchored Frame.
3. change the size as desired - see Figure 5-12 on page 5-16.
4. click “Edit Frame”.

## **Border Frames for Figures**

Figures created using this package have no frame (e.g. a line round it, or lines across the top and bottom). A frame may be added to a figure, for example to Figure 5-13 above, to give:

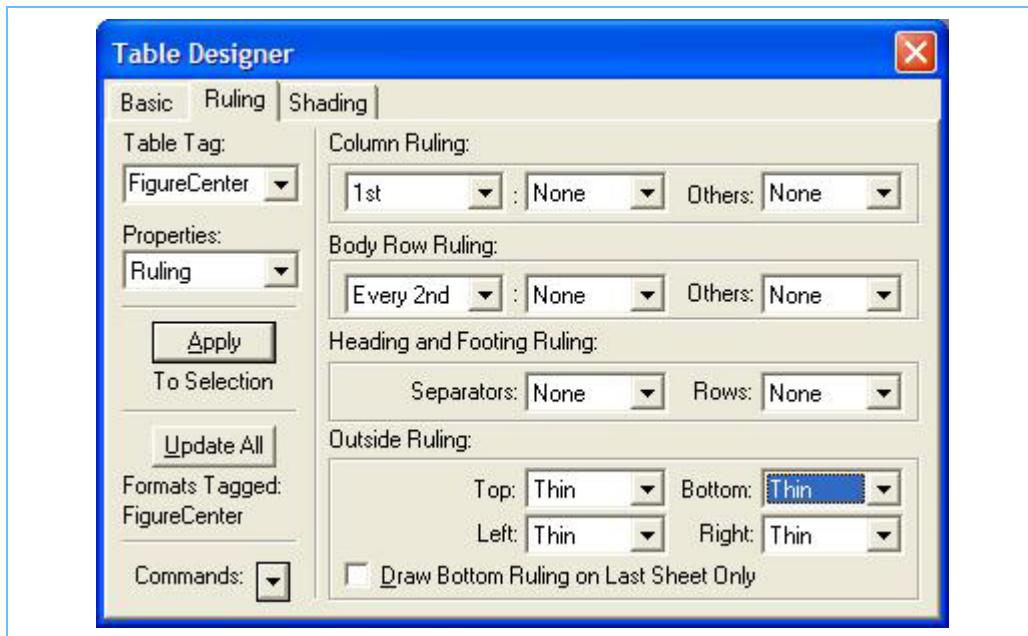
*Figure 5-14. A FigurePage (Page Width) Figure with a Frame*



This is done as follows:

1. select the entire table containing the figure:
  - a. ensure that text symbols are visible (menu item View—Text Symbols).
  - b. double click the anchor symbol  $\perp$  for the table.
2. open the Table Designer (type Ctrl-T).
3. select the “Ruling” tab - see Figure 5-15 on page 5-18.
4. in the “Outside Ruling” box, set Top and Bottom to, say, “Thin” for a line across the top and bottom of the figure; set Left and Right as well for a line all the way round.
5. click “Apply To Selection” - this will add the border/frame to just this table.

*Figure 5-15. Set Border Frame for a Figure*



## Diagrams and Other Items in Figures

A diagram can be drawn inside a figure using the FrameMaker drawing tools.

Diagrams, drawings, screen shots, etc. can also be generated by programs other than FrameMaker, and then imported into a figure in a Framemaker document. This is described in detail in Chapter 8. "Diagrams, Figures and Tables" starting on page 8-1.



## Chapter 6. Cross-References

FrameMaker provides facilities to create cross-references within a document, and also to create cross-references between volumes of a multi-volume set of documentation. When a PDF file is generated from the FrameMaker document(s), these cross-references are hot links or HyperText Links - if the user clicks on the cross-reference in the PDF document then the display changes to the target of the cross-reference. Further, FrameMaker provides facilities for rather more general hypertext links, as described in the section "Hypertext Links" on page 6-10.

There are two types of cross-reference, namely to paragraphs and to spots. Paragraph cross-references are used when referring to a heading or some other text that occupies an entire paragraph; this includes references to tables and figures. A spot cross-reference is used when referring to an individual word or phrase - a spot - in a paragraph.

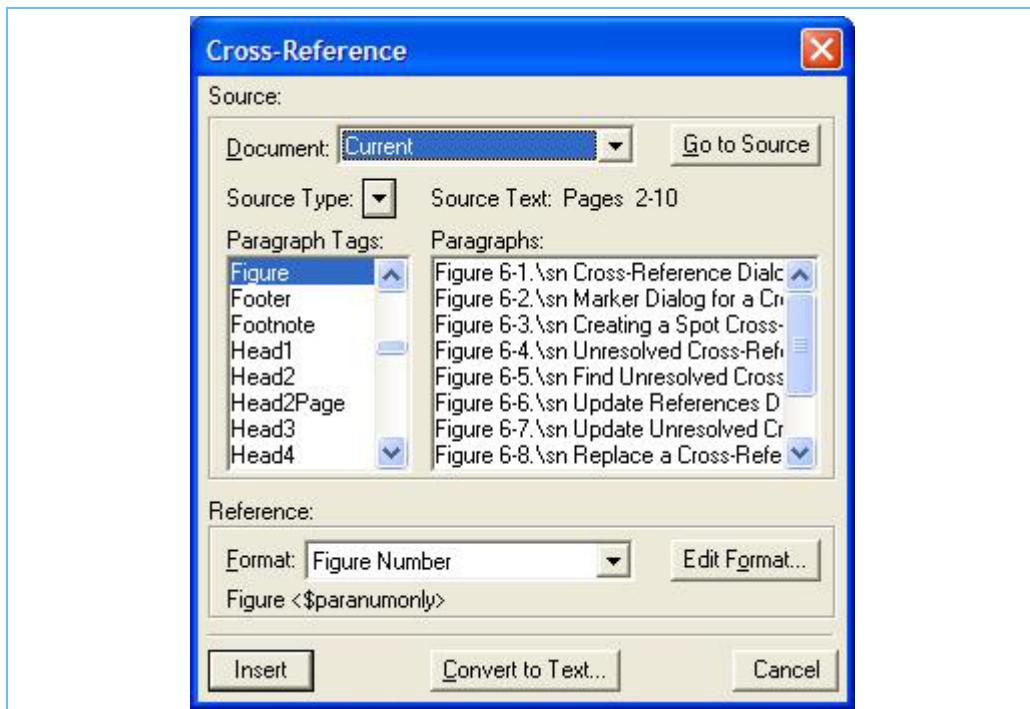
### Paragraph Cross-Reference

When inserting a paragraph cross-reference, FrameMaker, as well as creating the cross-reference, also places a marker at the beginning of the paragraph being cross-referenced. The wording and appearance of the cross-reference itself depend on the format chosen for the cross-reference, and on the information in referenced paragraph.

To create a paragraph cross-reference, perform the following steps:

1. both the file to contain the cross-reference and the file containing the paragraph to be referenced must be open; if the file containing the target of the reference is not open, it must be opened before proceeding.
2. click where the cross-reference is to appear.
3. choose "Cross-Reference" from the special menu. The Cross-Reference dialog appears - see Figure 6-1 on page 6-1.

*Figure 6-1. Cross-Reference Dialog*



A cross reference cannot be made in an un-named document; if an alert appears, save the document and give it a name.

4. if the document containing the target of the cross-reference is not the current document, choose the name of the document from the “Source Document” pop-up menu (leave it set to “Current” if the target is in the same document).
5. in the “Source Type” scroll list, select the type of the paragraph to be referenced. FrameMaker will display in the “Reference Source” all the paragraphs of that type in the target document.

For example, if the target is a **Head2** paragraph, select **Head2** in the “Source Type” list and then the desired heading from the “Reference Source” list. If the target is a table, select **TableTitle** or **TableTitleIndependent** in the “Source Type” list, and then the desired table in the “Reference Source” list.

6. choose the format of the cross-reference from the “Format” pop-up menu. These are dependent on the type of paragraph being referenced, as shown by the
7. click insert.
8. it is necessary to save both the file containing the reference, and the file containing the referenced paragraph, even if the “save required” marker (an asterisk in the page number field at the bottom of the file window) is not present. If both files are not saved, then the next attempt to regenerate/update the book may report unsatisfied cross references in the file containing the reference.

## **Across Volume Paragraph Cross References**

A document may be created in several volumes; each volume is a complete FrameMaker book, with its own book file. The separate volumes would probably be stored in separate directories. However, it is possible to make paragraph references from text in one volume to paragraphs in another volume, even when the other volume is in a separate directory. There are examples of such cross-references in Chapter 2 of each set of template files.

The steps required to create an across volume reference are as listed in steps 1-8 above. However, normally the cross-reference format chosen would be one containing the volume number.

## **Paragraph Cross Reference Formats**

The following lists the different cross-reference formats available, and the paragraph types they apply to. Note that, except where stated, the generated text does not include the trailing period shown at the end of these sentences after the examples.

A table summarizing these formats is contained in Appendix 6. “Cross-Reference Format Summary” on page 6-1.

### **Bibliography Number**

This is used to generate a reference to a bibliography entry, namely a **Bibent** or **Bibent2** paragraph (which appear only in the bibliography file). The generated reference is in the “ACM” style reference, namely the bibliography entry (paragraph) number within square brackets, thus: [1].

### **Figure Number**

This is to create a reference to a figure - in fact, it is a reference to the title of the figure, namely the **Figure** paragraph. The generated reference text is the word “Figure” plus the figure number, thus: Figure 1-2.

### **Figure Number and Page**

This like a **Figure Number** format reference (above), except that the generated text includes the page number, for example: Figure 5-13 on page 5-17.

**Figure Number Vol Page**

This is like a **Figure Number and Page** format reference (above), except that the generated text includes the volume number, for example: Figure 5-13 in volume 2 page 5-17.

**FootNoteRef**

This is used when creating a second reference to a footnote or table footnote. The generated text is just the footnote number as a superscript, thus: <sup>1</sup>.

See "Creating Additional References to a Footnote" on page 4-13 for more information.

**Heading only**

This is used to create references to headings, such as **Head1**, **Head2**, **Head3**, **Head4**, **Head5** and **Head6** paragraphs. The generated reference text is just the text of the heading (i.e. the section title) in quotes, thus: "Creating Additional References to a Footnote".

**Heading & Page**

This is like a **Heading only** format reference (above), except that the generated text includes the words "on page" and the page number, thus: "Creating Additional References to a Footnote" on page 4-13.

**Heading Vol Page**

This is like a **Heading & Page** format reference (above), except that the generated text includes the volume number, thus: "Creating Additional References to a Footnote" in volume 2 page 4-13.

**Page** This may be used to make a reference to virtually any type of paragraph. The generated text is the word "page" together with the page number, thus: page 6-3.

**Page Vol** This is like a **Page** format reference (above), except that the generated text includes the volume number, thus: volume 2 page 6-3.

**PageNumOnly**

This is similar to a **Page** format reference (above), except that the generated text consists of just the page number, thus: 6-3.

**Section number & Heading**

This generates the section number and the text of the heading (i.e. the section title) in quotes, thus: 2.1 "Creating Additional References to a Footnote".

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then no section number will be displayed. This format is then equivalent to **Heading only** above.

If the target of the reference is a **Head1** or **Appendix** paragraph, the section number will always be displayed in the form "Chapter 1." or Appendix A.". This applies even in books where the sections are un-numbered.

**Section number only**

This generates just the section number, thus: 2.1.

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then nothing is generated.

If the target of the reference is a **Head1** or **Appendix** paragraph, the section number will always be displayed in the form "Chapter 1." or Appendix A.". This applies even in books where the sections are un-numbered.

### **Section number & Page**

This generates the section number followed by the word “page” together with the page number, thus: 1.2 on page 1-19.

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then no section number will be displayed. This format is then almost equivalent to **Page** above (but it also generates the word “on”), thus: on page 1-19. If the target of the reference is a **Head1** or **Appendix** paragraph, the section number will always be displayed in the form “Chapter 1.” or Appendix A.. This applies even in books where the sections are un-numbered.

### **Section number Vol Page**

This generates the section number followed by the word “volume” together with the volume number, followed by the word “page” together with the page number, thus: 1.2 in volume 1 page 1-3.

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then no section number will be displayed.

### **Sectnum Heading & Page**

This generates the section number, the text of the heading (i.e. the section title) in quotes, and the page number, thus: 2.1 “Creating Additional References to a Footnote” on page 1-19.

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then no section number will be displayed. This format is then equivalent to **Heading & Page** above.

If the target of the reference is a **Head1** or **Appendix** paragraph, the section number will always be displayed in the form “Chapter 1.” or Appendix A.. This applies even in books where the sections are un-numbered.

### **Sectnum Heading Vol Page**

This generates the section number, the text of the heading (i.e. the section title) in quotes, the volume number and the page number, thus: 2.1 “Creating Additional References to a Footnote” in volume 1 page 1-19.

If this format is used for a reference to a paragraph that does not have a number, for example to a **Head5**, or is used for a reference to a **Head2** in a book in which the sections are un-numbered, then no section number will be displayed.

### **See Heading & Page**

This is like a **Heading & Page** format reference (above), except that the generated text includes the word “See” and a trailing period (“full stop” in English), thus: See “Creating Additional References to a Footnote” on page 4-13.

### **See Heading Vol Page**

This is like a **See Heading & Page** format reference (above), except that the generated text includes the volume number, thus: See “Creating Additional References to a Footnote” in volume 2 page 4-13.

### **Table All**

This is used to generate a reference to a table, though in fact it is a reference to the table’s title, namely a **Table Title** or **Table TitleIndent** paragraph (there is no facility to make a reference to a table which has no title). The generated text includes the word “Table”, the table number, the table title in quotes, the string “on page”, and the page number, thus: Table 5-1, “Widget Stocks in a PageCenter Table,” on page 5-3.

**Table Number**

This is similar to a **Table All** format reference (above), except that the generated text consists of just the word “Table” and the table number, thus: Table 5-1.

**Table Number & Page**

This is similar to a **Table All** format reference (above), except that the generated text consists of just the word “Table”, the table number, the string “on page”, and the page number, thus: Table 5-1 on page 5-3.

**Table Number Vol Page**

This is similar to a **Table Number & Page** format reference (above), except that the generated text also contains the volume number, thus: Table 5-1 in volume 2 page 5-3.

**Table Vol All**

This is similar to a **Table All** format reference (above), except that the generated text also contains the volume number, thus: Table 5-1, “Widget Stocks in a PageCenter Table,” in volume 2 page 5-3.

## Spot Cross-Reference

Before inserting a spot cross-reference, it is necessary to insert a cross-reference marker in the target document at the point to be cross-referenced. The cross-reference will refer to the page containing the marker, which may not be the same as the page on which the paragraph begins.

To create a spot cross-reference, perform the following steps:

1. both the document to contain the cross-reference, and the document containing the paragraph to be referenced must be open; if the document containing the target of the reference is not open, then open it.
2. in the target document (which may be the same as the document to contain the cross-reference), click at the point that is to be the target of the reference.
3. choose “Marker” from the Special menu.
4. choose “Cross-Ref” from the “Marker Type” pop-up dialog - see Figure 6-2.

*Figure 6-2. Marker Dialog for a Cross-Reference*

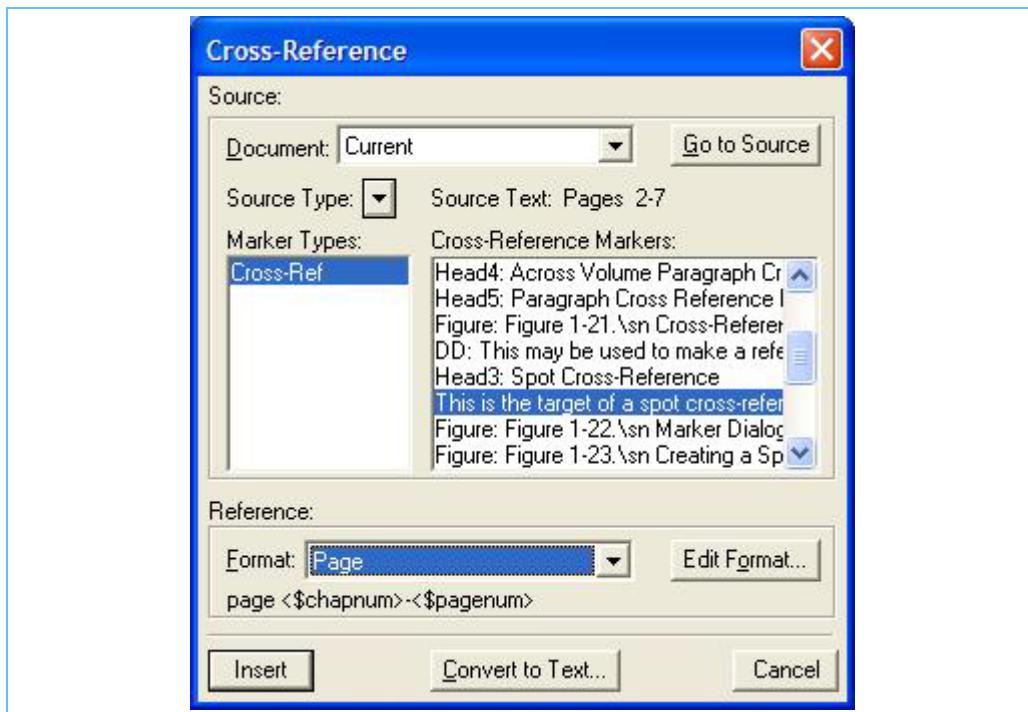


Text may be typed in the “Marker Text” field, up to 255 characters long. This appears in the “Cross-Reference Markers” scroll list in the “Cross-Reference” dialog box, and enables you to identify uniquely the cross-reference marker. This text does not appear in the cross-reference itself.

5. click “New Marker”.
6. insert a cross-reference, as indicated in “Paragraph Cross-Reference” on page 6-1, except that, instead of choosing a paragraph type, select “Cross-Ref Marker” as the “Source Type”, and select the text typed in

the create marker dialog during step 4 above from the “Reference Source” list - see Figure 6-3 on page 6-6.

*Figure 6-3. Creating a Spot Cross-Reference*



7. click insert.

## Editing a Cross-Reference

An existing cross-reference can be edited to:

- ✓ change its format
- ✓ change its source
- ✓ move it
- delete it

To select a cross-reference, click within it.

To delete a cross-reference, select it and then press Del.

To see a Cross-Reference dialog box referring to a cross-reference, double click the cross-reference.

To edit the source or format of a cross-reference, change the source or format in the dialog box for that cross-reference.

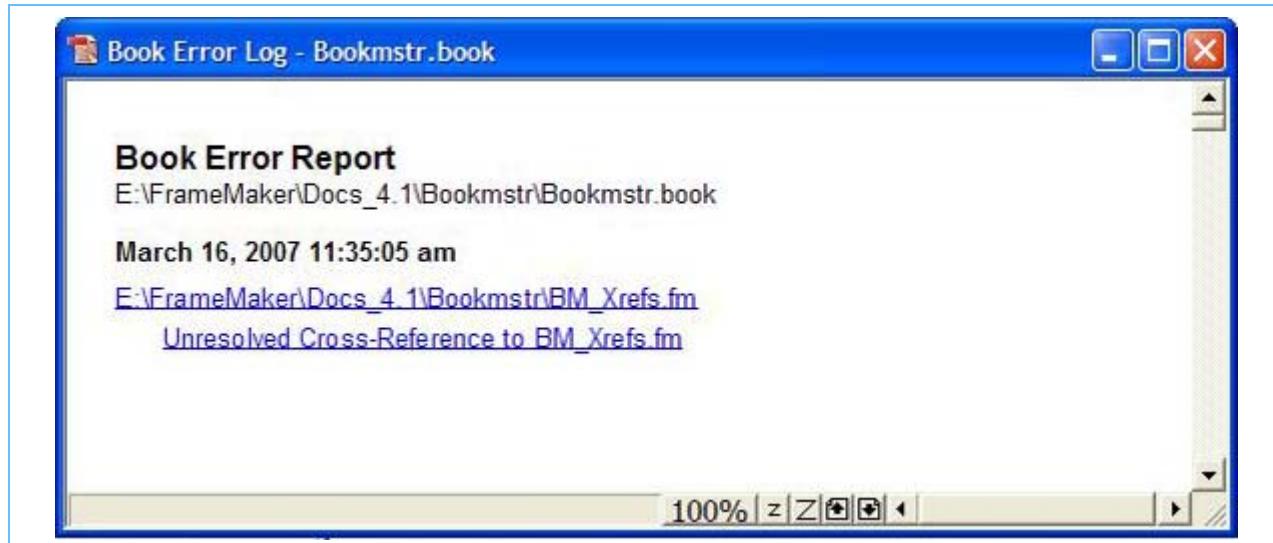
## Unresolved Cross-References

Occasionally, FrameMaker will detect an “unresolved cross-reference”. This most frequently will occur when updating a book, which apart from regenerating the TOC, Index, etc., also updates all the cross-references so that they refer to the correct page and have the correct section number, heading, etc.

One likely cause of this is if a file has been moved from its original directory to another directory. Another common cause if text containing a cross-reference is moved or copied from one file to another. Occasionally, also, FrameMaker complains that what appears to be a perfectly good cross-reference is unresolved.

Upon completion of the update of a book, if there are any unresolved references in any of the files within the book, FrameMaker produces a separate window showing the file descriptions of the files containing the unresolved references, and, for each of these files, a list of the targets of the unresolved references within that file. This is shown in Figure 6-4 on page 6-7. Each of the listed files can be opened by double-clicking on the highlighted file descriptor in the window.

Figure 6-4. Unresolved Cross-Reference Report



Whenever a file is opened, a check is made for unresolved references; if there are any, a warning appears in a pop-up window - the user must click on OK to continue with opening the file.

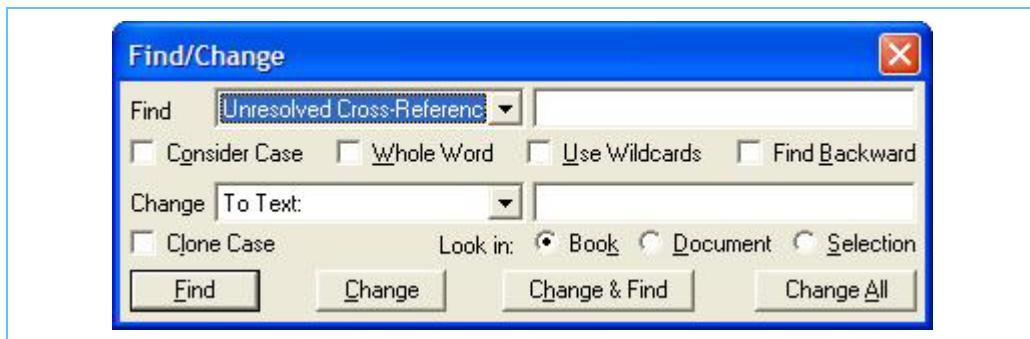
## Finding an Unresolved Reference

Once the file containing one or more unresolved references is open, there are two methods of locating the unresolved references.

1. If an error log window (resulting from a book update) is open, all that is necessary is to click on the item for a target in the log file, that is the second high-lighted line in Figure 6-4 on page 6-7.
2. The other way to find unresolved cross references is to use the Find/Change dialog window - use menu item Edit-Find/Change or type Ctrl-F.

In this dialog window, the top left box, labelled "Find" is a drop-down menu box, and one of the items is "Unresolved cross-Reference"; select this and then click the "Find" button to find the cross-references. See

Figure 6-5.

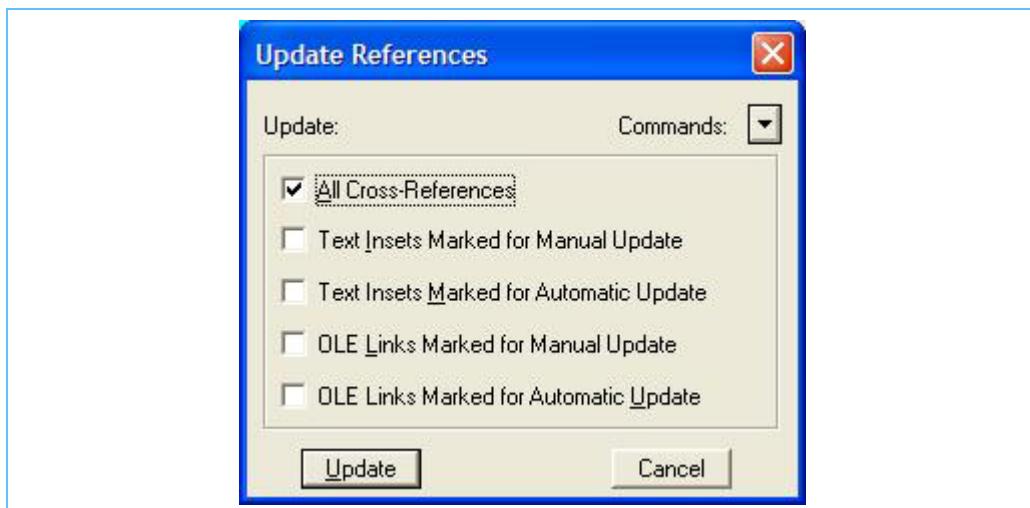
*Figure 6-5. Find Unresolved Cross-Reference*

## Correcting Unresolved References

If cross-references are unresolved because the target file has been moved to a different directory or has been renamed, or because the target text has been moved to a different file, proceed as follows:

1. Choose menu item Edit—Update References.

The Update References dialog appears, as shown in Figure 6-6 on page 6-8.

*Figure 6-6. Update References Dialog*

2. Either:

- make sure “All Cross-References” is selected, and all others are un-selected. Click the Update button.

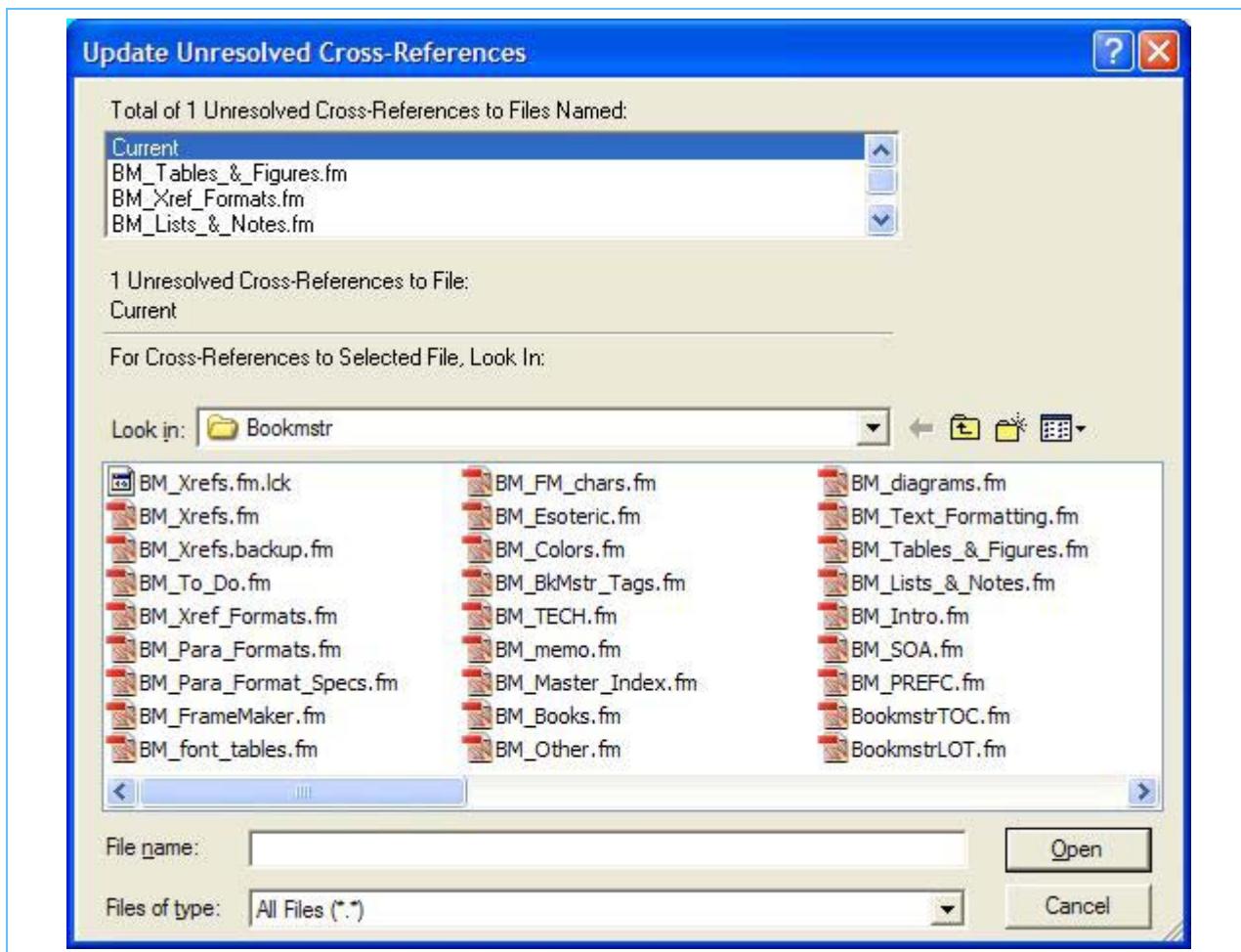
Or:

- in the “Commands” pull-down, choose “Update Unresolved Cross-References”.

The Update Unresolved Cross-References dialog appears, as shown in Figure 6-7 on page 6-9.

3. In the “Total of x Unresolved Cross-References” scroll list, select the file that used to contain the source of an unresolved cross-reference. The text below the scroll list indicates how many cross-references to the selected file are unresolved.

Figure 6-7. Update Unresolved Cross-References Dialog



4. In the "Look In" scroll list, select the file that contains the target, and click the "Open" button.

If FrameMaker can't perform the update, select a different file in the Look In scroll list, and then try again.

## Updating A Single Cross-Reference

It is assumed here that an unresolved cross-reference has been located as described in the section "Finding an Unresolved Reference" on page 6-7. Then one way to correct the reference is to select it, delete it (press the Del key) and then re-create it from scratch.

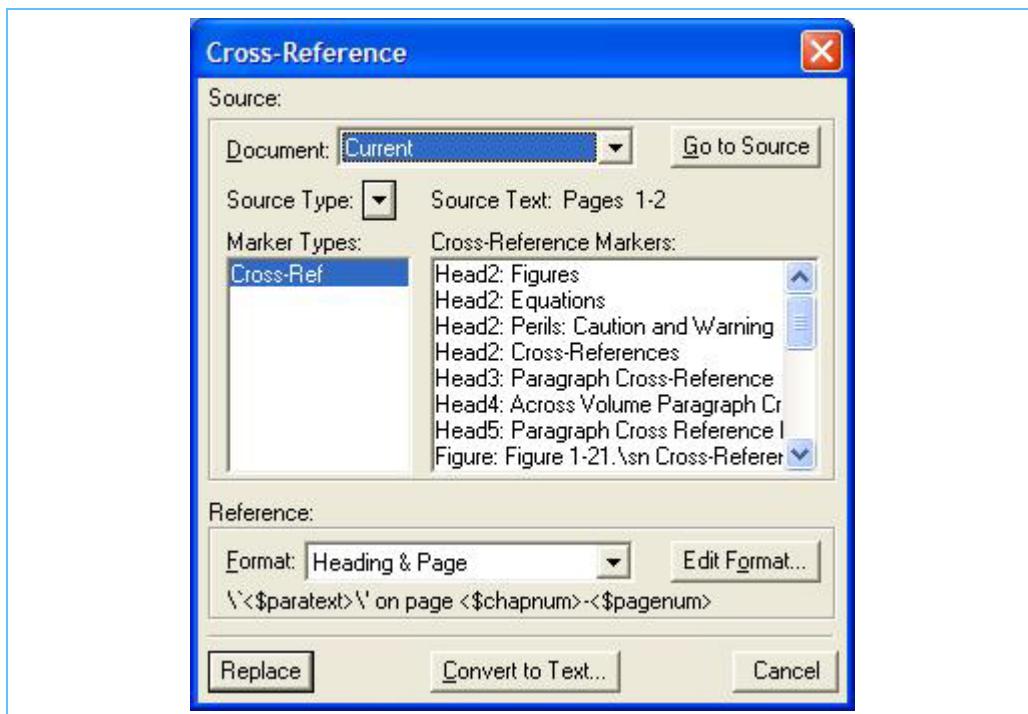
An alternative method of correcting an unresolved reference is to proceed as follows.

1. ensure that both the file containing the reference, and the desired target file are open.
2. double click on the reference; a pop-up window may appear containing the message "Cannot find source file for this cross-reference: *filename*". Click on the OK button to proceed.

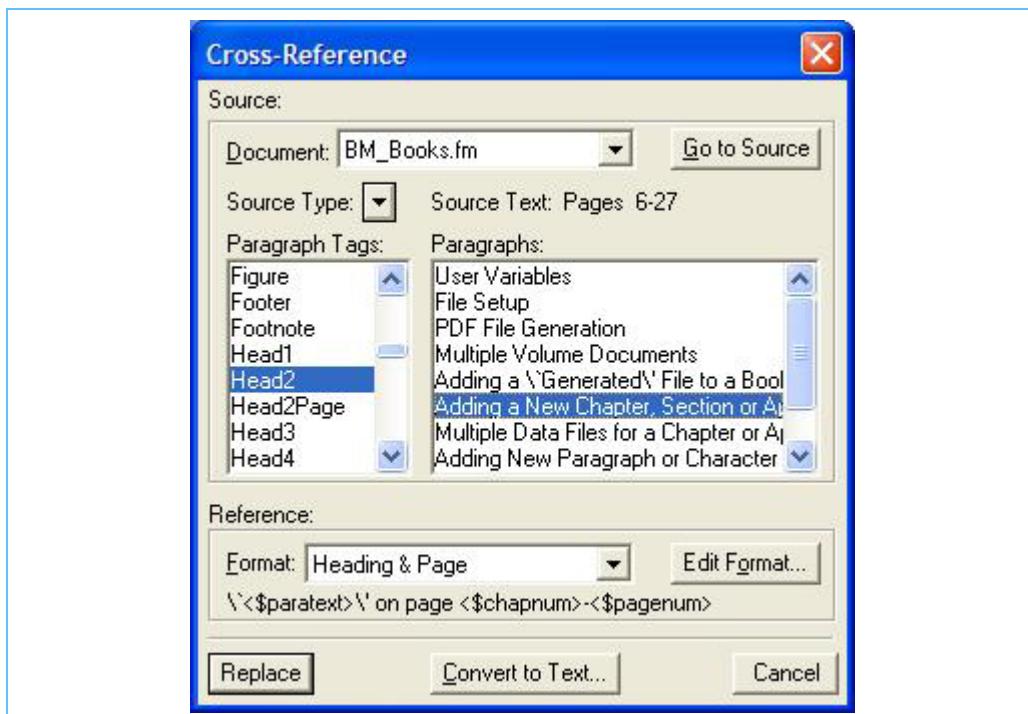
The cross-reference dialog will appear, with "Marker Types" set to "Cross-Ref", as is shown in Figure 6-8 on page 6-10.

3. Click the "Source Type" button, and select "Paragraphs".

Then choose the target file, the paragraph type and the specific paragraph as when creating a new cross-reference.

*Figure 6-8. Cross-Reference Dialog for Unresolved Reference*

Click "Replace".

*Figure 6-9. Replace a Cross-Reference*

## Hypertext Links

FrameMaker has facilities for Hypertext Links, that is areas of text or diagrams which, if they are clicked when viewing the document as a PDF file using Acrobat Reader, perform some action.

All cross-references are hypertext links - when they are clicked in Acrobat Reader the display changes to the destination of the cross reference.

There are also facilities to insert other hypertext links, with a variety of possible actions. The following are the actions that work in PDF files (FrameMaker defines other possible actions, but in PDF files they either do not work at all or provide action that is the same as one of the actions specified here).

**Alert** Displays an alert box.

**Specify Named Destination**

Marks the location that will be displayed when either a Jump to Named Destination or an Open Document command is executed

**Jump to Named Destination**

Displays the location in the current or a different document that contains a corresponding destination link. The page is displayed in the active window.

**Jump to First Page**

Displays the first page of the current or a different document. The page is displayed in the active window.

**Jump to Last Page**

Displays the last page of the current or a different document. The page is displayed in the active window.

**Go to URL**

Launches browser and displays the specified Web page.

**Jump to Page Number**

Displays a specific page in the current or a different document. The page is displayed in the active window.

**Jump to Previous Page**

Displays the previous page of the current document. The page is displayed in the active window.

**Jump to Next Page**

Displays the next page of the current document. The page is displayed in the active window.

**Open Document**

Displays the page that contains the corresponding Specify Named Destination command. The page is displayed in the active window.

**Open Document as New**

Opens a document as a new, unnamed document. The page is displayed in the active window.

**Open Document at First/Last Page**

Displays the first or last page (see Creating links to pages). The page is displayed in the active window.

**Open Document at Page Number**

Displays a specific page (see Creating links to pages). The page is displayed in the active window.

A full description of all these commands, and how to create them, is given in the FrameMaker 7.0 User's Guide [2]. Here we describe how to create just two of these, namely "Jump to named destination" and "Go to URL".

## Hypertext Link: Jump to Named Destination

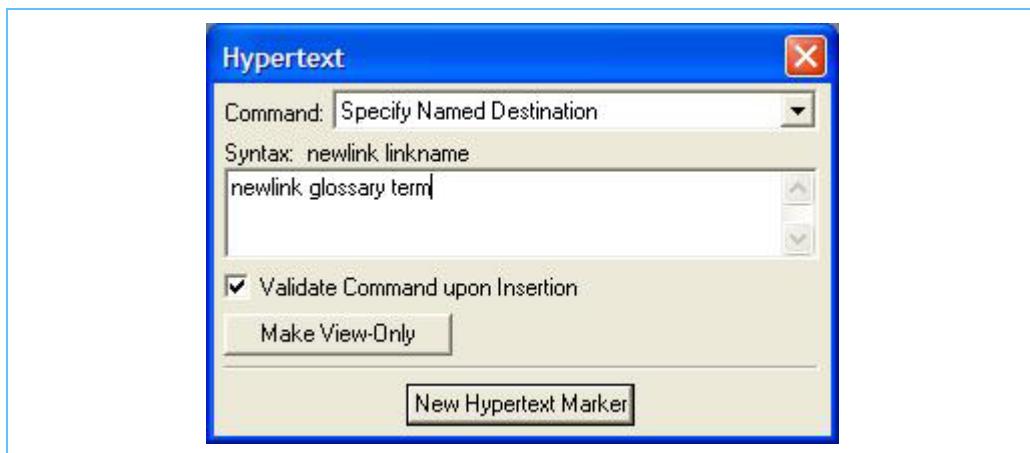
This type of hypertext link can be used to generate a jump to any arbitrary text in the document. For example, key words could be highlighted, and clicking them can result to a jump to the Glossary description for that term.

Creating this type of hypertext link requires two operations, namely Specifying the Named Destination, and then creating the Jump to Named Destination command.

Creating the named destination is accomplished as follows:

1. in the target document, highlight a piece of target text, in our example this would be the glossary term in the glossary.
2. choose menu item Special→Hypertext. The following dialog appears:

*Figure 6-10. Specify Named Destination Dialog*



3. for "Command" choose "Specify Named Destination"
4. the text "newlink " appears in the box; type the name of the destination after this text.
5. select "Validate Command upon Insertion" and then click "New Hypertext Marker".

Creating the named destination is accomplished as follows:

1. in the source document, highlight the text that is to be the active "hot link" area.

It is strongly recommended that this text be clearly marked by setting its format appropriately, e.g. to underlined blue. This can be achieved by using the character format **HyperT**.

2. choose menu item Special—Hypertext. The following dialog appears:

*Figure 6-11. Jump to Named Destination Dialog*



3. for "Command" choose "Jump to Named Destination"
4. the text "gotolink " appears in the box; type the name of the destination after this text.
5. select "Validate Command upon Insertion" and then click "New Hypertext Marker".

## Hypertext Link: Go to URL

This type of hypertext link is used to cause the Web browser to be opened, and to go to the specified URL.

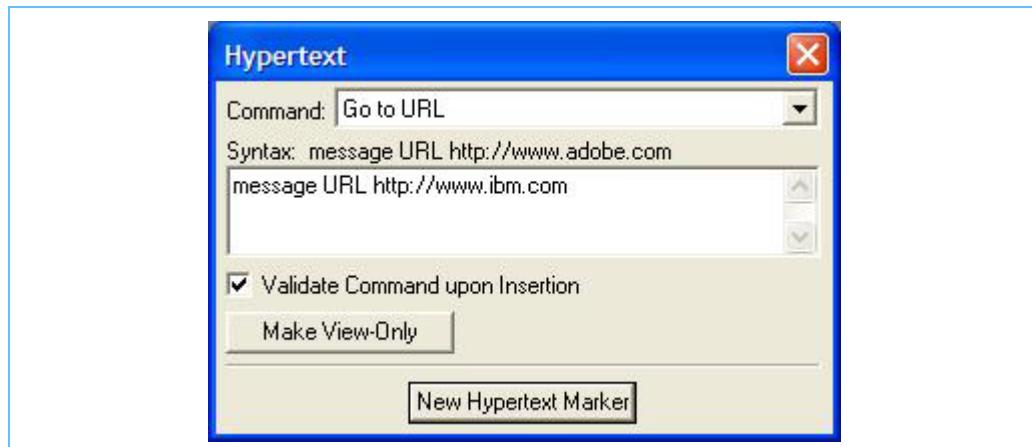
Creating the named destination is accomplished as follows:

1. in the source document, highlight the text that is to be the active "hot link" area. This would typically be the URL in the text.

It is strongly recommended that this text be clearly marked by setting its format appropriately, e.g. to underlined blue.

2. choose menu item Special—Hypertext. The following dialog appears:

*Figure 6-12. Go To URL Dialog*



3. for "Command" choose "Go To URL"
4. the text "message URL " appears in the box; type the destination URL after this text.

5. select “Validate Command upon Insertion” and then click “New Hypertext Marker”.

## Chapter 7. Some Other Features

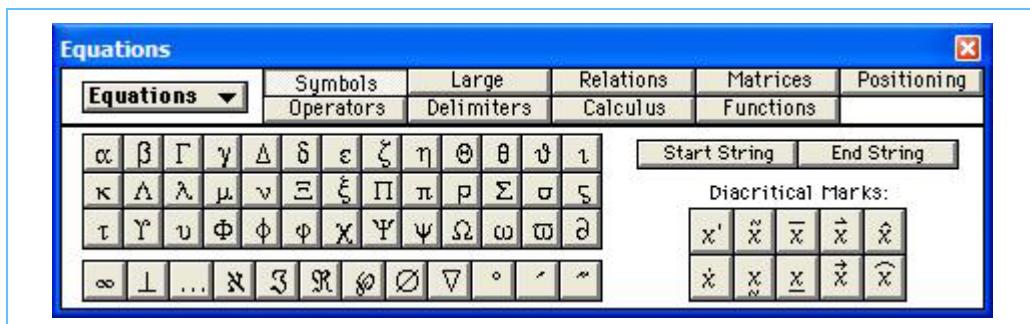
This chapter discusses a number of additional facilities provided by these templates and/or FrameMaker:

- Equations
- Perils - Cautions, Warnings and Danger
- Reference Manuals
- Rotated Pages
- Revision Bars
- Special Book Sections
- Indexes

### Equations

FrameMaker provides a powerful equation editor; equations are created using the Equation Palette, which is opened by clicking on the  $\Sigma$  button in the right border of the document window, thus:

*Figure 7-1. Equation Palette*



The use of the equation palette is described in the FrameMaker User's Guide [2] and in the FrameMaker online help.

Equations may be placed in line with paragraph text, or placed in a paragraph on its own, for example:

The roots of the quadratic equation  $ax^2 + bx + c = 0$  are given by the formula:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (7-1)$$

The separate paragraph containing the equation is an **Equation** paragraph; these are indented, and automatically number the equations with chapter (or appendix) based numbering, as shown. The **Equation** paragraph is present only in chapter or appendix files, since the automatic numbering will not work in other paragraph types.

The fonts used for the numbers, strings and variables within an equation are controlled by the **EquationNumber**, **EquationStrings** and **EquationVariables** character formats.

## Perils: Caution, Warning and Danger

It is sometimes necessary to alert users to a risk of damage to machinery or data, or of injury to themselves. For these situations, we provide the paragraph formats, **Caution** and **Warning**. We also describe how to create a **DANGER** alert.

### Warning

This generates the string “Warning:” in bold type on the front of the paragraph, producing output of the form:

**Warning:** Unit must be unplugged before this adjustment is made.

There are also indented forms of this, namely **Warning2**, **Warning3** and **Warning4**, which generate, respectively:

**Warning:** Unit must be unplugged before this adjustment is made.

**Warning:** Unit must be unplugged before this adjustment is made.

**Warning:** Unit must be unplugged before this adjustment is made.

### Caution

The **Caution** paragraph format actually is an “autonumbered” heading. The following steps should be used to generate a caution notice:

1. press Enter or CR, to generate a blank paragraph
2. change the type of this paragraph to **Caution** (using the paragraph catalogue)
3. press Enter or CR again, to start another paragraph - this will be type **CautionBody**
4. when Enter or CR is pressed to start the following paragraph, its type is automatically set to **Body**; change this if necessary.

This produces output of the form:

### CAUTION:

**Unit must be unplugged before this adjustment is made.**

### Danger

An equivalent to the BookMaster :**danger** tag may be constructed as follows:

1. insert two consecutive **Lines** paragraphs
2. on the first of these paragraphs, type **DANGER** and change it to character format **Hp2**
3. at the end of the word **DANGER**, on the same line, insert a single cell table of type **BoxNote**
4. type your required text in the table cell

**Note:** the second **Lines** paragraph is present solely to provide spacing below the Danger Box.

This produces the following:

**DANGER**

Alternatively, this may be indented 0.4", 0.8" or 1.2" by adding 1, 2 or 3 Tab characters in front of the word **DANGER**, and using a table of type **BoxNote2**, **BoxNote3** or **BoxNote4** instead of **BoxNote**, thus:

**DANGER****DANGER****DANGER**

The examples shown all have the box extending to the right hand margin. However, this width may be reduced by selecting the cell and then reducing the width either by right-clicking the cell and using the pop-up menu item **Resize Columns** or by dragging the little handle at the right-hand end of the selected cell.

## Reference Manuals

These FrameMaker templates provide two paragraph formats, **Len** (Language Element Name) and **Ledi** (Language Element Description Item), which together provide facilities to produce reference manuals for computer languages, subroutine libraries, Classes and Methods, etc.

The **Len** paragraph is used to introduce a new item being described, for example a different function specification in a subroutine library reference manual. The **Len** paragraph is rather like a **Head2**, except that it forces a new page and is automatically followed by a **Ledi**.

The **Ledi** paragraph format is used for each topic in the description of the **Len** item being specified. Thus, for our subroutine library example, the topics might be Syntax, Parameters, Usage, Error Codes, etc.

An example of a specification using **Len** and **Ledi** paragraphs is given in the file **Dumychap** (Chapter 2) of each set of template files.

## Rotated Pages, Master Page Usage

FrameMaker has the concept of *Master Pages*, which define the basic layout of each page. Thus there are the master pages **Left**, which is used for all even numbered (left-hand) pages, and **Right**, which is used for all odd numbered (right-hand) pages other than the first page of the chapter, for which there is a special master page named - surprise :-) - **First**. This is setup by default in the templates and sample files provided with this package.

This package also provides master pages such that a complete page, except for the running heading and footing (page number etc.), is rotated. This can be used, in particular, to enclose a table that is too wide to fit across the width of a "normal" page. These master pages are named **Rotated Left** and **Rotated Right**, to be used on left-hand and right-hand pages (other than the first page) of a chapter or appendix, respectively, and **Rotated First**, to be used on the first page (which is a right-hand page).

To rotate a page, with the current insertion point within that page:

1. choose menu items Format—Page Layout—Master Page Usage

The Master Page usage dialog appears, as shown in Figure 7-2 on page 7-5.

*Figure 7-2. Master Page Usage Dialog*



2. in "Use Master Page" select "Custom" and **Rotated First, Rotated Left or Rotated Right**, as appropriate, from the corresponding drop-down menu.
3. in "Apply to" select "Current Page"
4. click "Apply" button.

If subsequent editing of the document causes the text from the rotated page to move to another (unrotated) page, it will be necessary to re-apply the master pages.

## Revision Bars

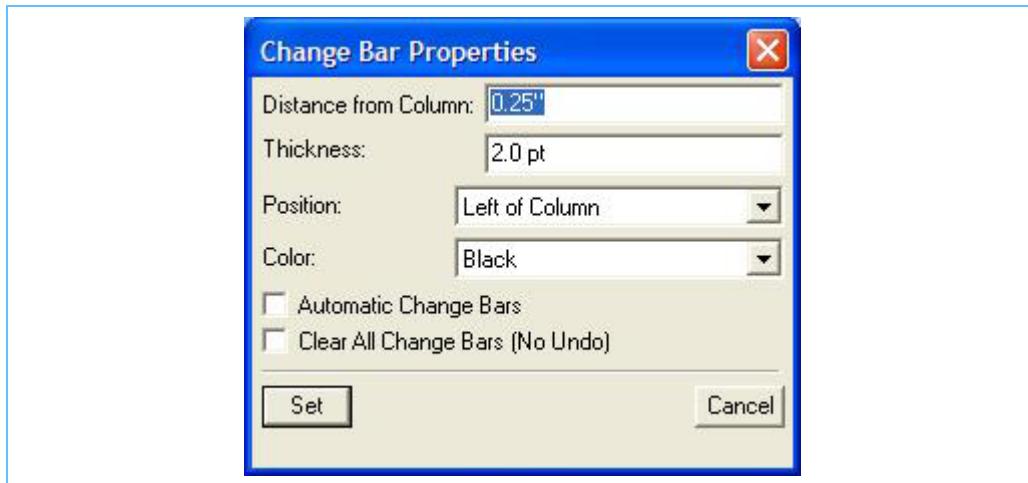
*Revision Bars* or *Change Bars* are vertical lines, usually in the margin, that visually identify new or revised text. FrameMaker provides three ways to insert revision bars:

1. Automatically - whenever text is inserted, changed or deleted.

To enable this feature:

- a. Choose menu items Format—Document—Change Bars. The Change Bar Properties dialog appears, as shown in Figure 7-3.

Figure 7-3. Change Bar Properties Dialog



- b. Specify the thickness of the bars, and the distance of the bars from the column text.
- c. Choose the position of the bars from the Position pop-up menu; choose "Side Closer to Page Edge" or "Side Farther from Page Edge" if you want the position of the bars to alternate on left-hand and right-hand pages.
- d. Select "Automatic Change Bars" and click "Set".

**Note:** If cross-references are updated when Automatic Change Bars is selected, change bars will appear next to all changed cross-references.

2. Manually:

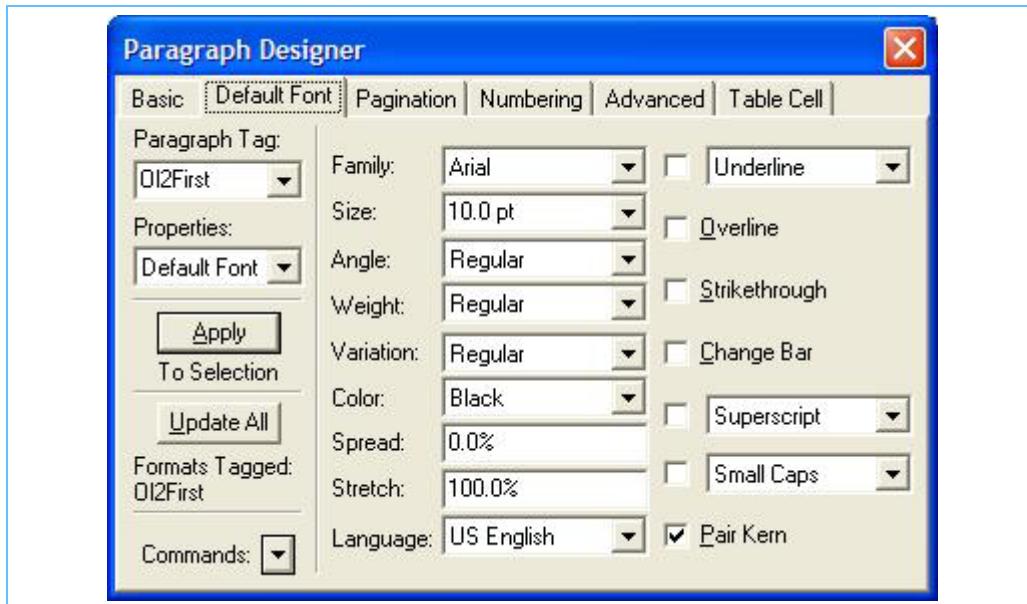
- a. to selected text:
  - i. Select the text to be marked.
  - ii. Choose menu items Format—Style—Change Bars.

The Default Font properties in the Paragraph Designer may also be used.

- b. to entire paragraph(s):
  - i. Click in a paragraph, or drag through several paragraphs (it is not necessary to select an entire paragraph).
  - ii. Choose menu items Format—Paragraphs—Designer or type Ctrl-M, and display the Default Font properties.

- iii. In the Default Font" pane select "Change Bar" and click "Apply to Selection", as is shown in Figure 7-4.

Figure 7-4. Paragraph Designer Font Dialog



3. By comparing two versions of a document, and marking the changes to the new one.

This is described in the FrameMaker online Help, or in the FrameMaker *User's Guide* manual.

The following steps will compare two books, and produce a third set of files which contain change bars, but have no special marking for inserted text and the deleted text is omitted (there are facilities to have the inserted text marked specially, and also to have the deleted text present and marked in some manner, e.g. with horizontal line through the letters).

- a. open both the old and the new .book files
- b. ensure that Framemaker has no other files open
- c. ensure that the new .book file is selected (highlighted)
- d. choose the menu item File–Utilities–Compare books
- e. click "Options"
  - i. for "Mark insertions" select "nothing"
  - ii. for "Mark deletions" select "replacement text" and make sure that the replacement text box is completely blank
  - iii. check "Mark changes with change bars" and "create hypertext links in summary"
  - iv. click "Set"
- f. select "Summary and Composite Documents"
- g. Click "Compare"

This generates an extra set of files with the letters CMP added to the end of the file name (before the ".fm"). One of these new files is generated for every file in the book that has changes from the old version. Note that this operation can take several minutes.

This also creates, and leaves open, a summary file. Close this.

To print the book with change bars, proceed as follows:

- a. for each book source file xxx.fm that had a file xxxCMP.fm created by the above comparison procedure:
  - i. rename the file xxx.fm to xxxOLD.fm

- ii. rename the file xxxCMP.fm to xxx.fm
- b. print the book - this will have the change bars.
- c. restore the file names - i.e. for each book source file that was renamed in step (a) above:
  - i. rename the file xxx.fm to xxxCMP.fm
  - ii. rename the file xxxOLD.fm to xxx.fm

### ***Removing Revision Bars***

Revision bars can be removed completely from a document (i.e. all at once), or may be removed selectively.

#### **To remove all the revision bars:**

1. Choose menu item Format—Document—Change Bars.
2. Select “Clear All Change Bars” and click “Set”.

#### **To remove a specific revision bar:** do one of:

1. Select the text and choose menu items Format—Style—Change Bar.

The Default Font properties in the Paragraph Designer may also be used.

If some of the text is not marked with a revision bar, it may be necessary to choose Format—Style—Change Bar twice to remove the revision bar.

2. To remove a change bar that is applied by a character format, select the text and apply the “Default ¶ Font” from the Character Catalogue.

## Special Book Sections

This package provides sample files for the special sections of a book, namely:

**Preface** a Preface for the book

**SOA** Summary of Amendments (changes) between versions

**Glossary** a Glossary

**Abbrev** List of Abbreviations

**Bibliog** a sample bibliography for the book.

Each of these sections is discussed in more detail in the following sections.

### Preface

This is similar to a “regular” chapter file, and most paragraph types and facilities are available, except for:

- there is no **Head1** paragraph format (it is replaced by the **Preface** format).
- any headings within the preface are un-numbered, even when using the version of the templates that produce numbered headings.

### Summary of Amendments

This is similar to a “regular” chapter file, and most paragraph types and facilities are available, except for:

- there is no **Head1** paragraph format (it is replaced by the **SOA** format).
- any headings within the SOA are un-numbered, even when using the version of the templates that produce numbered headings.

### Glossary

This is similar to a “regular” chapter file, and most paragraph types and facilities are available, except for:

- there is no **Head1** paragraph format (it is replaced by the **Glossary** format).
- there are no facilities for Tables or Figures.
- any headings within the glossary are un-numbered, even when using the version of the templates that produce numbered headings.
- this file has a two column layout.
- There are the following additional paragraph formats:

**GlGrpSep** the glossary “Group Separator”, usually a letter or text such as “Special Characters”, at the start of each group of items in the glossary.

**Gt** Glossary Term. This is a “run-in” header, and is used for each item in the glossary. This paragraph type is automatically followed by a **Gd** paragraph, which would contain the description of that item.

- Gd**      Glossary Description. This is used for the text that describes the glossary item. This is similar to a **Body** format, except that it is not indented.

## List of Abbreviations

This is similar to a “regular” chapter file, and most paragraph types and facilities are available, except for:

- there is no **Head1** paragraph format (it is replaced by the **Abbrev** format).
- there are no facilities for Tables or Figures.
- any headings within the list of abbreviations are un-numbered, even when using the version of the templates that produce numbered headings.
- this file has a two column layout.
- There are the following two additional paragraph formats, which result in output similar to a Definition List (**DT** and **DD** type paragraphs), but customized for the two-column layout of this file:

**AbbrTerm** used for the abbreviation or term.

**AbbrDesc** used for the translation or description of this abbreviation or term.

## Bibliography

This is similar to a “regular” chapter file, and most paragraph types and facilities are available, except for:

- there is no **Head1** paragraph format (it is replaced by the **Bibliog** format).
- any headings within the bibliography are un-numbered, even when using the version of the templates that produce numbered headings.

There are two additional paragraphs types, namely **Bibent** and **Bibent2**, which produce numbered paragraphs, with the numbers in square brackets, to produce a numbered list of references or bibliography entries. The various other files also have a cross reference format “Bibliography Number” which generates a reference to the bibliography entry that consists of just the number in square brackets.

## Changing the Title of a Special Book Section

The title of each of the above special book sections is set automatically by means of the “Autonumber” feature of the heading paragraph definitions. It is easy to change the text of this heading, by editing this Autonumber string. For example, if it is desired to change the heading “List of Abbreviations” of the abbreviations file to just “Abbreviations”, proceed as follows:

- open the List of Abbreviations file, click on the title.
- open the paragraph designer (type Ctrl-M)
- click on the **Numbering** tab
- the string **List of Abbreviations** is in the **Autonumber** field; edit this as required
- click **Apply To Selection**
- open the .book file and re-generate the generated files (Table of Contents, etc.).

## Other Unsupported Sections, e.g. “Notices” or “About This Book”

This set of FrameMaker templates does not contain files for other special book sections that are present in the front matter of some IBM manuals, for example a “Notices” or “About This Book” section (this latter is sometimes used as an alternative to the Preface).

However, it is easy to create such a book section, as follows:

- use the Preface template file, re-name it appropriately
- open this file, click on the word **Preface** in the title.
- open the paragraph designer (type Ctrl-M)
- click on the **Numbering** tab
- the word **Preface** is in the **Autonumber** field; edit this as required
- click **Apply To Selection**
- add the file to the book, and then set it up as for a Preface file - see Table 9-1, “Numbering Set Up for Files in a Book,” on page 9-9.
- open the .book file and re-generate the generated files (Table of Contents, etc.).
- **do not** change the name of the paragraph format for the page title. If you do so, that special section will not appear in the Table of Contents.

If you really wish to add a new paragraph type, e.g. for a “Notices” file, then it is necessary to:

- update the setup of the Table of Contents generated file such that the new paragraph format is included in the Table of Contents.
- update the reference pages of the Table of Contents generated file to add a format for the new paragraph type in the Table of Contents.

## Indexes and Index Entries

FrameMaker uses special Index markers added to the text to generate an index. A full description of these facilities is in the FrameMaker *User's Guide*, and a shorter description is available in the online Help. A brief description of some of the facilities follows; see the online Help or the manual for more information.

The Index itself appear in a special generated file produced by FrameMaker. To actually update the index, after performing any of the operations described below, select the window for the book (.book) file, and choose the menu options File—Generate/Update to regenerate the files.

**Inserting an Index Marker:** the simplest way of inserting an Index Marker, that is, creating an index entry is to proceed as follows:

- Choose menu items Special—Marker so that the Marker pop-up window is displayed, and make sure that the selected marker type is Index, as is shown in Figure 7-5.

Figure 7-5. Index Marker Dialog



- select a word or phrase of text; this will appear in the "Marker Text" box of the Marker window. Edit this text (in the Marker window) if so desired, and click New Marker; the index marker will be placed at the start of the selected text.

To insert a marker at a chosen point, without selecting any text:

- make sure the Marker pop-up window is displayed, and that the selected marker type is Index, as is shown in Figure 7-5 on page 7-12.
- Set the insertion point to the desired location to be indexed.
- Enter the text in the Marker window, and click New Marker; the index marker will be placed at the current insertion point.

**Changing an Index Entry:** to change the text of an existing index entry, edit the marker, as follows:

- make sure the Marker pop-up window is displayed, and that the selected marker type is Index, as is shown in Figure 7-5 on page 7-12.
- Select the index marker using the mouse; its text will appear in the "Marker Text" box of the Marker window.
- Edit the text in the Marker window as required, and click Edit Marker.

**Deleting an Index Entry:** select the index marker using the mouse, and press the Del key.

The index marker will be removed, resulting in the removal of the index entry.

**Multi-level Entries:** index entries may be at several levels. To create a second level entry, the text of the index marker must contain both the first and second level text, separated by a colon (:). For example, the following four index markers:

```
Animals
Animals:Cat
Animals:Dog
Animals:Dog:Yorkshire Terrier
```

will produce index entries of the form:

```
Animals 1-3
  Cat 1-4
  Dog 1-5
    Yorkshire Terrier 1-6
```

**Note:** Currently five levels of index are supported, (3 are shown in the last example above).

**References to Other Entries:** an index entry may be a reference to another entry, rather than a individual entry. This can be used to avoid repeating lower level entries. It is also possible to change the character format in an index entry. For example, the following index markers:

```
Animals
Animals:Cat
Animals:Dog
<$nopage>Animals:hound - <Hp1>see<Default Para Font> Dog
<$nopage>Mammals - <Hp1>see<Default Para Font> Animals
```

will produce index entries of the form:

```
Animals 1-3
  Cat 1-4
  Dog 1-5
    Hound - see Dog
    Mammals - see Animals
```

**Multiple Index Entries in a Marker:** it is possible to have multiple index entries in a single marker by separating them with a semicolon (;). For example the index marker:

```
Tabs;<$nopage>Tab Stops - <Hp1>see<Default Para Font> Tabs
```

will generate index entries of the form:

```
Tabs 1-6
Tab Stops - see Tabs
```

**Designating a “Main” index Entry:** it frequently happens that an entry in the index has several page numbers attached to it. It is possible to highlight one or more of these page numbers, and leave the others in “plain” text. Thus, for example, the “main” index reference can be highlighted.

The temples provided with this package contain 3 different index markers:

**Index** this generates the page number in “plain” text.

**Index-Bold** this generates the page number in **bold** text. Note that this does not affect the text of the index item - only this particular page number.

**Index-Italic**

this generates the page number in *italic* text. Note that this does not affect the text of the index item - only this particular page number.

**Page Ranges in Index entries:** a page range may be created in an index entry, for example:

```
Animals 1-3 - 1-6
  Cat 1-4
  Dog 1-5
  Cow 1-6
```

To do this:

- place an index marker at the beginning of the information (on the first page of the range), with <\$starrange> at the beginning of the marker text, thus:

```
<$starrange>Animals
```

- then place another index marker at the end of the information (on the last page of the range), with <\$endrange> at the beginning of the marker text, thus:

```
<$endrange>Animals
```

If both markers appear on the same page then the range is collapsed to a single page number.

**Font of Text in Index Entries:** it is possible to change the font and or high-lighting of index entries, by including within the text of the index entry character format names enclosed within chevrons < . . . >.

This is shown in “Multiple Index Entries in a Marker” above, for example, where the word “See” is set to italic. However, this can be generalized, for example, to setting “reserved words” into say a bold example font such as that provided by the character format **Bpk**.

**Special Characters in Index Entries:** various special characters (in particular those that are used in the formatting of index entries) do not come out when placed in the text of an index entry; in some cases or situations they may result in the entry in the index being blank (apart from the page number, that is).

This problem can be avoided by preceding such characters by the “escape” character “\”.

The characters that are known to suffer from this problem are as follows:

```
:  (colon)
;  (semicolon)
\  (backslash)
[ ] (brackets)
< > (angle brackets or “chevrons”)
```

# Chapter 8. Diagrams, Figures and Tables

This chapter describes the techniques employed to incorporate into a FrameMaker document different types of diagrams, figures or tables produced by other programs or means.

Currently this describes:

- drawings or diagrams produced using the Visio drawing program
- screen shots or views of dialog windows from a program
- generation of a table from a spreadsheet produced by Microsoft Excel

The techniques described here may not be directly applicable to the reader's situation; however, they may guide the reader in solving his particular problems.

## Importing Diagrams

This section describes the procedure required to add a diagram produced using the drawing package "Visio Professional" to a document. These techniques were developed to add flow diagrams to an operating system architecture manual; however, these techniques apply to any document that imports drawings made using Visio. These techniques, possibly slightly modified, also apply to diagrams produced using other drawing packages. It is highly probable that equally effective results can be achieved using different methods; the steps listed here are those the author used for his particular document.

There are two techniques described here:

- import the diagram as an "object"
- generate a graphics files from the drawing, and import the graphics file

In general, it is best to use the import as an object method for Visio diagrams.

### Import as an Object

Under Windows 2000/XP and similar systems, many types of file such as a Visio drawing (a .vsd file) or graphics files (e.g JPEG (.jpg) or GIF) can be imported directly into a FrameMaker document; the drawing can then be edited directly (using Visio) from within the FrameMaker document.

Proceed as follows:

1. Edit the diagram using Visio Professional.

This diagram must fit within a page of the FrameMaker document, that is it must be less than 6.625 inches wide and less than 9 inches tall; if necessary, split the diagram into two or more separate diagrams, to be placed on successive pages of the document.

2. Save the diagram in Visio (it will be a .vsd file).

Click "Save".

3. Before importing the diagram into the FrameMaker document, at the desired point, create a figure, i.e. insert a table of type **FigureCenter**, **FigureCenterNoCap**, **FigurePage** or **FigurePageCenter**.

If the figure is to be on a page by itself:

- a. either:

set the paragraph at the top of the page to type spot, since this occupies the minimum amount of page space.

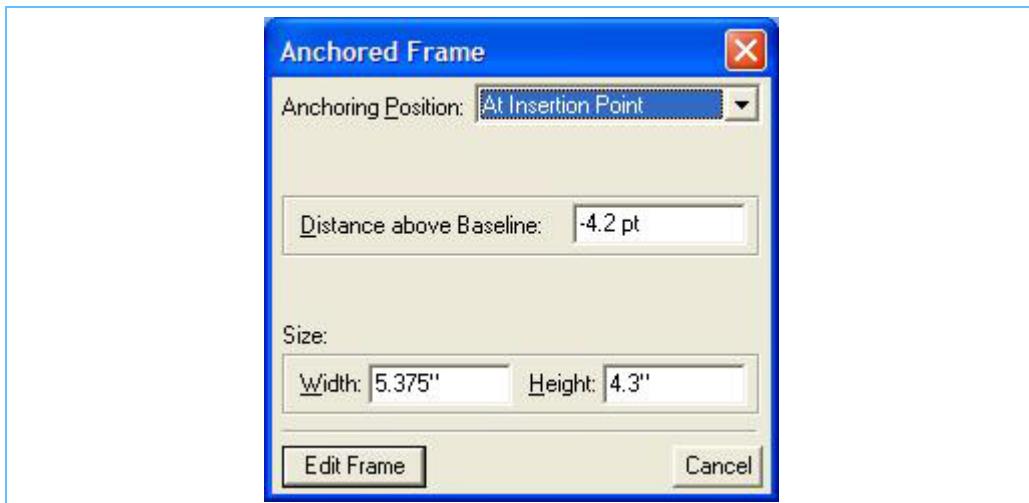
or

insert the figure on the previous page, open the “Table Designer” (type Ctrl-T), and set “Start” to “Float” or to one of the “Top of ...” options - see Figure 5-2 on page 5-4.

- b. with the new figure selected, open the “Table Designer” (type Ctrl-T), and set the space above and below the table to 0, and then click “Apply to Selection”.

4. Create an “Anchored Frame” within the Figure:

*Figure 8-1. Anchored Frame Dialog*



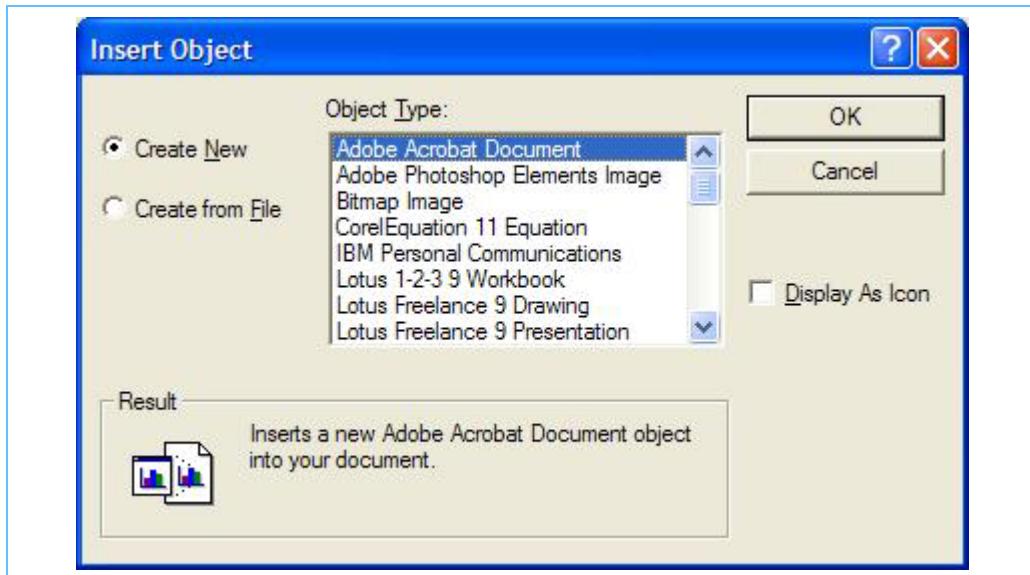
- a. with the cursor inside the figure, select menu item Special—Anchored Frame. The Anchored Frame dialog appears.
- b. Choose “At Insertion Point” for “Anchoring Position”.
- c. set “Distance above Baseline” to -4.2 pt.
- d. set the width of the frame to 6.625 inches for a page-width figure (table type **FigurePage**), or to 5.375 inches for a column width figure. Set the height appropriately. This is shown in Figure 8-1 on page 8-2.
- e. click “New Frame”, or “Edit Frame” if adjusting an existing frame, e.g. for an updated diagram.

5. Import the diagram into the figure:

- a. **make sure that the anchored frame is selected** (when selected, it has little black square bullets at the corners and in the middle of the sides).

- b. choose menu item File—Import—Object. A window opens as shown in Figure 8-2.

*Figure 8-2. Insert Object - first window*



- c. click "Create from File". A window opens as shown in Figure 8-3.

*Figure 8-3. Insert Object - second window*



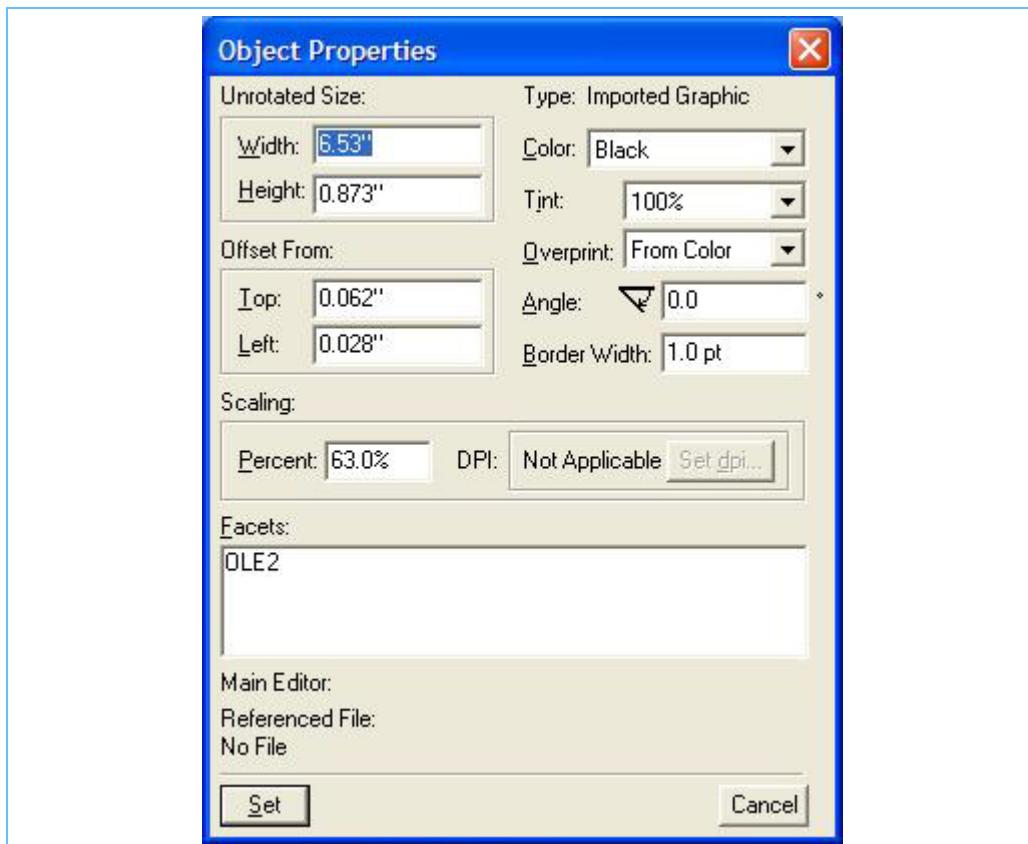
- d. Click "Browse" and find and then select the .vsd file.  
e. Click on "Link"; this means the object can be edited from within FrameMaker by double-clicking on it, and changes to it will appear on the screen.  
f. Click "OK".

### **Adjusting the Size**

An imported object should be displayed at its full "natural" size. However, if the Anchored Frame is too small then, when the object is imported, it is either clipped and only part of the object is displayed. In this case, there are two possibilities:

- it may be possible to enlarge the anchored frame sufficiently so that the object fits (remember, the object can be moved within the anchored frame by selecting it with the mouse, and then holding the Alt key while using the keyboard arrow keys to move the object within the frame).
- shrink the object so that it fits. To do this, select the object, right click it, and choose “Object Properties”. The following dialog appears for a JPEG file (it may be different for different types of file):

*Figure 8-4. Object Properties Dialog for a JPEG File*



- The size of the JPEG file is adjusted by altering the percent scaling factor.

Further, if an object is edited from within FrameMaker with the result that the object grows and is then too large for the anchored frame, then FrameMaker may be automatically shrunk the object in one direction to make it fit. In the case when Framemaker does distort the imported figure then by far the easiest way to correct this (i.e. to removed the distortion) is to:

- select the imported object
- delete it (i.e. press the Del key)
- re-import it as described above

## Import as a Graphics File

Many type of file can be imported as “Import by Object”, including at least some graphics files (this includes JPEG (.jpg) files. However, there may be files or occasions when you wish to import a graphic as a graphic file.

Proceed as follows:

- Create a figure at the desired point, i.e. insert a table of type **FigureCenter**, **FigureCenterNoCap**, **FigurePage** or **FigurePageNoCap**.

If the figure is to be on a page by itself:

- a. either:

set the paragraph at the top of the page to type spot, since this occupies the minimum amount of page space.

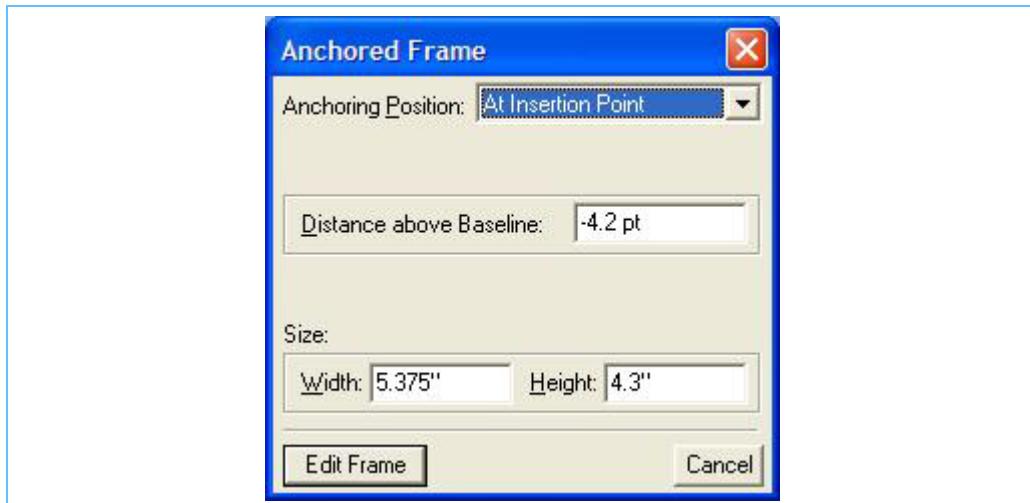
or

insert the figure on the previous page, open the “Table Designer” (type Ctrl-T), and set “Start” to “Float” or to one of the “Top of ...” options - see Figure 5-2 on page 5-4.

- b. with the new figure selected, open the “Table Designer” (type Ctrl-T), and set the space above and below the table to 0, and then click “Apply to Selection”.

2. Create an “Anchored Frame” within the Figure:

*Figure 8-5. Anchored Frame Dialog*



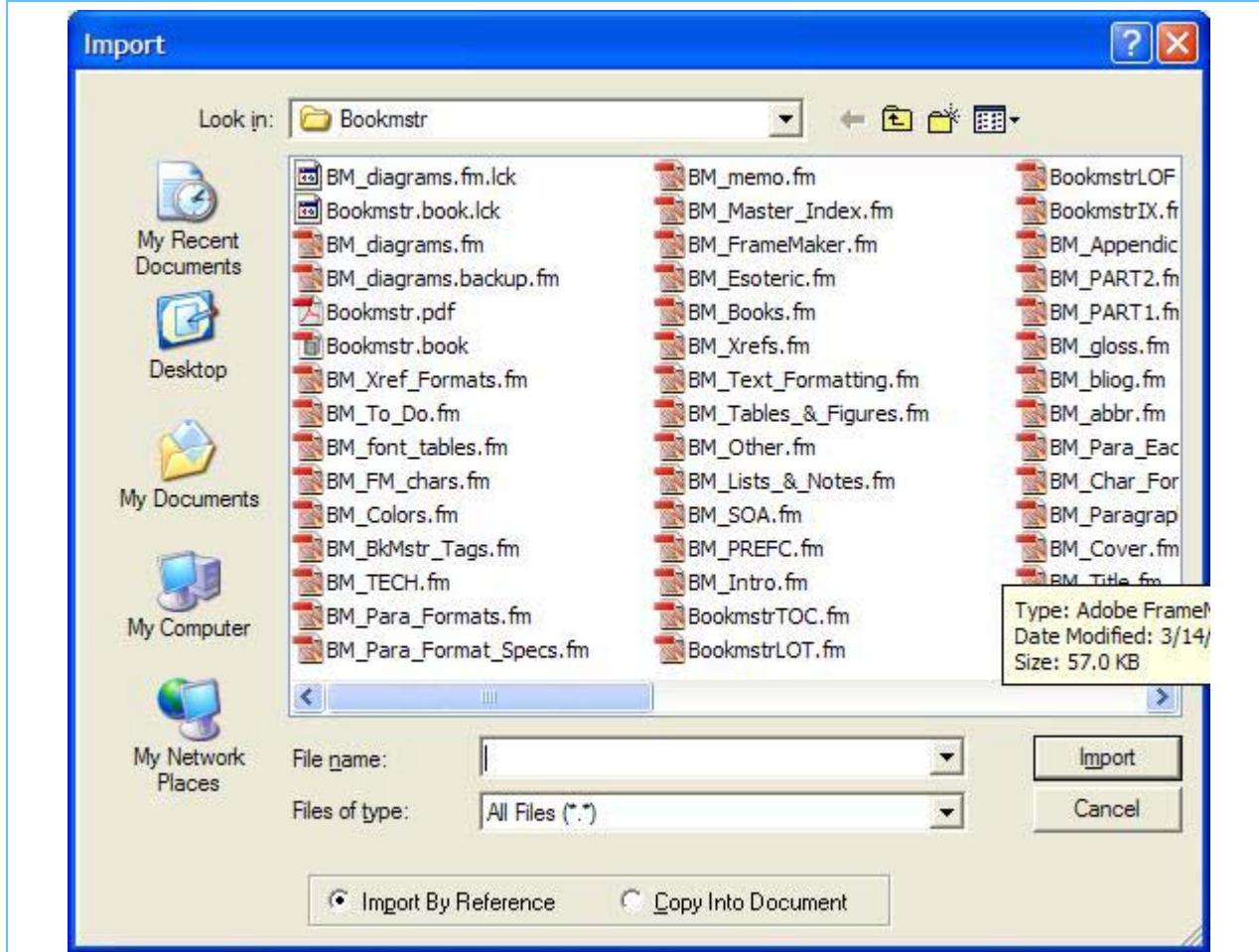
- a. with the cursor inside the figure, select menu item Special—Anchored Frame. The Anchored Frame dialog appears.
- b. Choose “At Insertion Point” for “Anchoring Position”.
- c. set “Distance above Baseline” to -4.2 pt.
- d. set the width of the frame to 6.625 inches for a page-width figure (table type **FigurePage**), or to 5.375 inches for a **FigureCenter** type figure. Set the height appropriately. This is shown in Figure 8-5 on page 8-5.
- e. click “New Frame”, or “Edit Frame” if adjusting an existing frame, e.g. for an updated diagram.

3. Import the graphics file into the figure:

- a. **make sure that the anchored frame is selected** (when selected, it has little black square bullets at the corners and in the middle of the sides).
- b. choose menu item File—Import—File

- c. in the Import dialog that appears, shown in Figure 8-6:

*Figure 8-6. File Import Dialog*

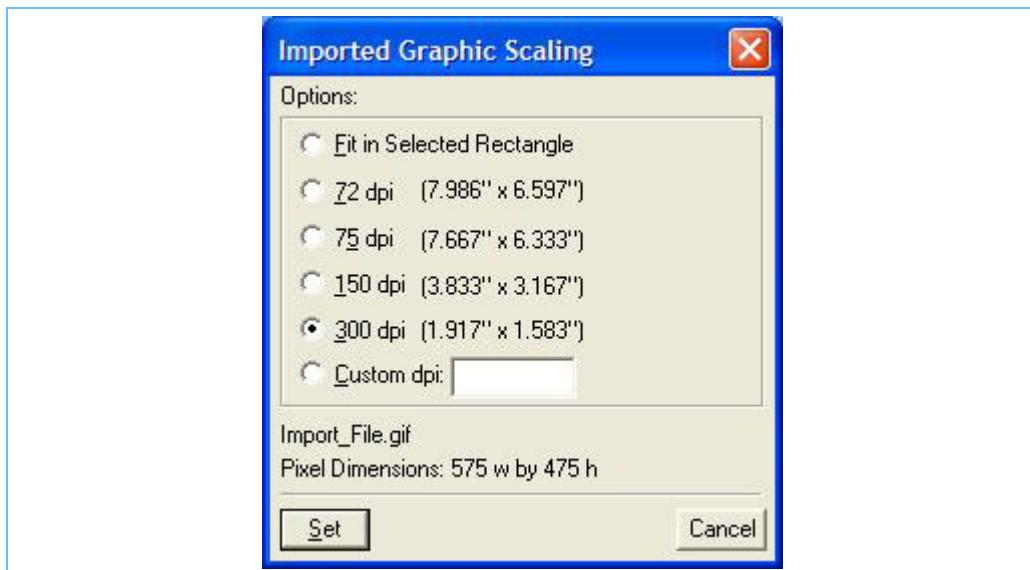


- i. choose the desired file
- ii. set "Import by Reference", clear "Copy Into Document"
- iii. click "Import"

If the anchored frame is not selected when the diagram is imported, strange things can happen. However, it is easy to recover from this - the simplest way is to select the diagram, delete it (press the Del key), and then repeat step 3. above.

- In the case of GIF and JPEG files, at least, the Import Graphic Scaling dialog appears next, as shown in Figure 8-7:

*Figure 8-7. Imported Graphic scaling*



- select "300 dpi"
  - click "Set"
- this results in the window image being displayed within the figure, but it will be rather small. The size can be increased, thus:
    - right-click on the window image, and choose "Object Properties" from the pop-up menu.
- This displays the Object Properties Dialog, shown in Figure 8-8 on page 8-8.
- the size can be changed by adjusting the scaling percent
  - alternatively, the "Width" and "Height" may be changed to change the size; it will probably also be necessary to make corresponding changes to "Top" and "Left" appropriately to center the window image
  - click "Set"

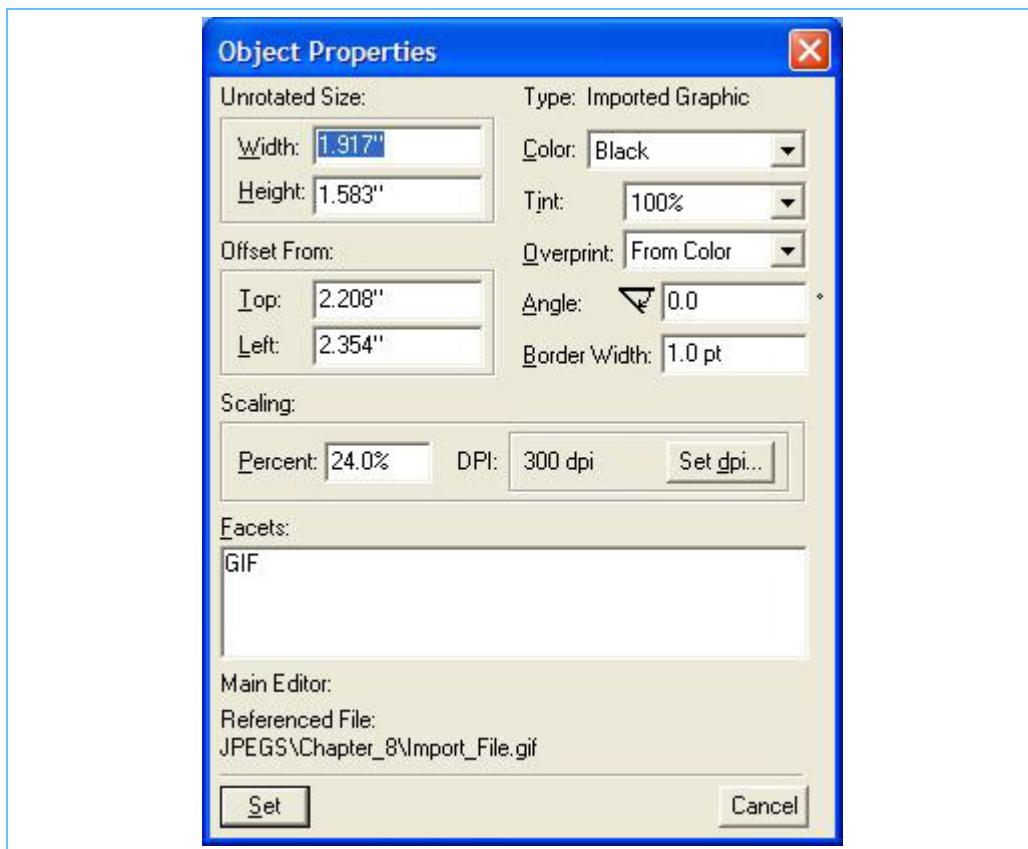
## Screen Shots

This section describes the techniques used to include the screen and dialog window shots in this document.

These techniques were used on a computer running under Windows 2000 and Windows XP, on a 21 inch monitor using 1280×1024 or 1600×1200 resolution. The results may be different on a different operating system or monitor size and/or resolution.

This process can be divided into two phases:

1. generating a file containing the screen shot
2. importing the file into the document

*Figure 8-8. Object properties dialog for an imported diagram*

## Generating the Screen Shot File

I normally do this using the Microsoft Paint accessory program. The procedure is as follows:

- start the Microsoft Paint utility
- select the desired window and press Alt-PrintScreen.

This writes an image of the window to the clip board

- in Paint, import the image by typing Ctrl-V.

This loads the image of the window into the white area at the top left corner of the screen. In some version of Paint, If this area is too small, a warning message is displayed "The image in the clipboard is larger than the bitmap. Would you like the bitmap enlarged?"; click on "Yes" - the bitmap is enlarged so that it is exactly the same size as the image.

**Note:** it may be the best procedure to, before typing Ctrl-V, reduce the size of the bitmap so it is known to be too small (drag the bottom right corner of the white area up and to the left as required). Then the resultant bitmap will always be exactly the correct size, and there is no need to trim any extra white space from round the edge of the image.

- use the menu item File—Save As to save the file with the desired format in the appropriate directory.

The file may be saved in either JPEG or GIF format. GIF files may result in a loss of color information (in one case, this was to an unacceptable degree), and in my experience, JPEG produces a better result than GIF. Normally I use JPEG files.

You can use other graphics programs to generate the file, according to your preference. For example, Adobe Photoshop (or Adobe Photoshop Elements) can be used, but it appears to be harder to trim the generated object to the exact size of the screen shot.

## Importing the Screen Shot File into the Document

Import of the screen shot file can be done in two different ways:

- import the file as an “object”. This is discussed above in the section “Import as an Object” on page 8-1. Adjusting the size (if the image is too large) is described in section “Adjusting the Size” on page 8-3.
- import as a graphics file. This is discussed above in the section “Import as a Graphics File” on page 8-4.

There is no general rule as to which method gives the best results. In some cases, import as an object works best, whereas in others import as a file is best. Almost of the screen shots in this manual are JPEG files imported as objects; however, you may have to experiment with both methods for your particular images.

## Import Excel Spreadsheet Data into a Table

It is frequently convenient to generate data (including textual data) in tabular form using a spreadsheet, such as Microsoft’s Excel. It is then easy to import such a spreadsheet into a table in FrameMaker. Figure 8-9 shows a simple spreadsheet in Excel.

*Figure 8-9. Sample Spreadsheet*

	A	B	C	D	E	F	G	H	I
1	Widgets	Unit Price	Total						
2	1	2.5	2.5						
3	2	2.5	5						
4	3	2.5	7.5						
5	4	2.5	10						
6	5	2.5	12.5						
7	6	2.5	15						
8									
9									
10									

The screenshot shows the Microsoft Excel interface with a blue title bar "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar below has icons for opening, saving, and various data manipulation tools. The formula bar shows "A2" and "= 1". The spreadsheet area displays data from rows 1 to 7. The status bar at the bottom right shows "Sum=88.5".

## Save In an Appropriate Format

The file should be saved from Microsoft Excel as a tab-delimited text file:

- use the menu item File—Save As
- choose “Text (Tab Delimited) (\*.txt)”, click “Save”.

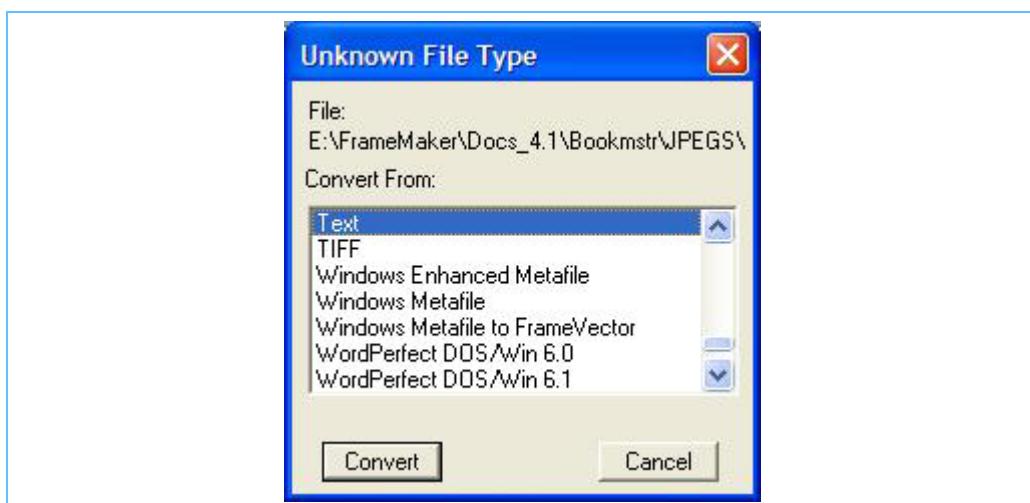
- when Excel asks if you wish to proceed since it may lose features in the text format, click “Yes”.
- close the spreadsheet in Excel (or terminate Excel) - otherwise Excel will still have the text file open exclusively, and another program cannot access it.

## Import into a Table

The steps required to generate a table in FrameMaker from this text file are as follows:

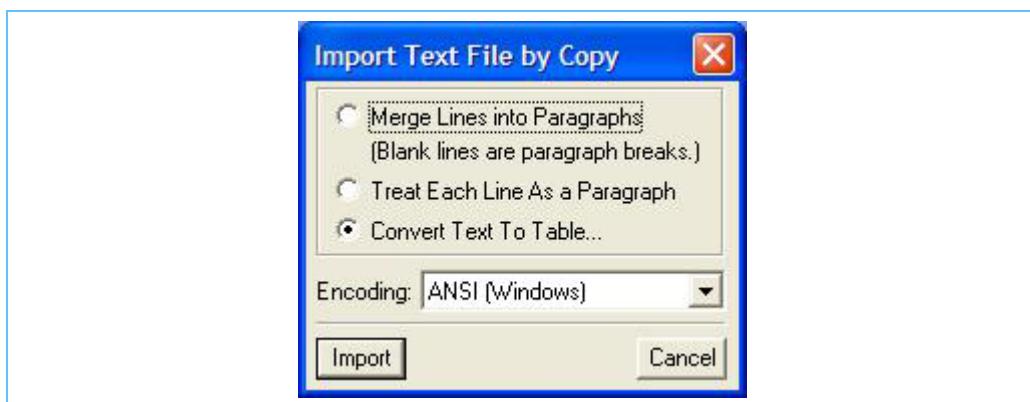
- use the menu item **File→Import→File**, select “Copy into Document” (i.e. **not** “Import by Reference”), choose the required file and click “Open” (if the file is imported by reference, FrameMaker does not allow you to edit the resultant table).
- the “Unknown File Type” dialog appears, as shown in Figure 8-10:

*Figure 8-10. Unknown File Type Dialog*



- choose “Text” and click “Convert”.
- the “Import Text File by Copy” dialog appears, as shown in Figure 8-11 (if you see the “Import Text File by Reference” dialog then you had “Import by Reference” selected instead of “Copy into Document”):

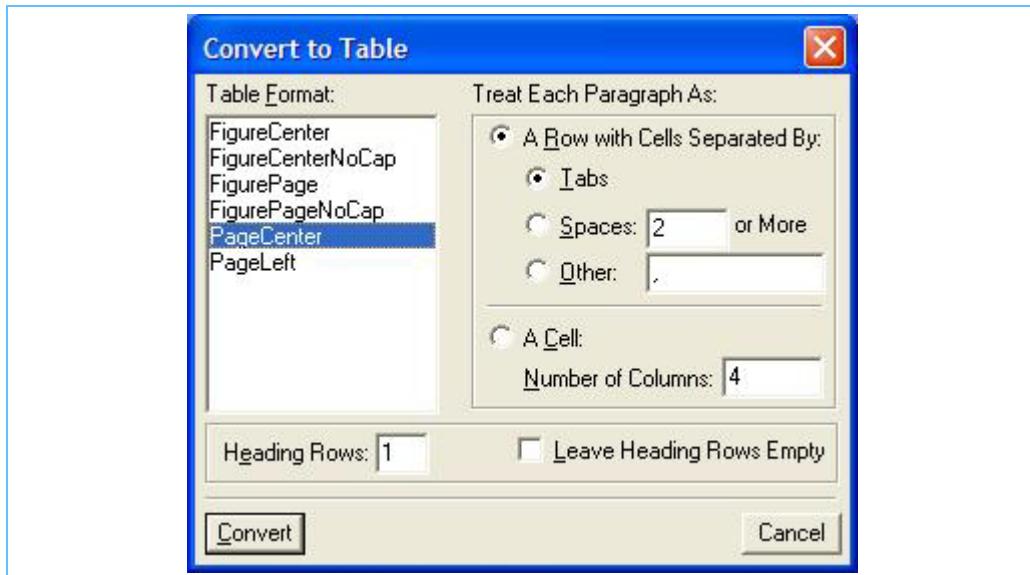
*Figure 8-11. Import Text File Dialog*



- set “Convert to Table” and choose “ANSI (Windows)” for the encoding; then click “Import”.

- the Convert to Table dialog appears, as shown in Figure 8-12:

*Figure 8-12. Convert to Table Dialog*



- choose the appropriate table type. Select “A Row with Cells Separated By:” and “Tabs”. Set the number of heading rows as required. Set or clear “Leave Heading Rows Empty” as appropriate for the imported data. Click “Convert”.

The text is imported into a table; the number of columns and rows is determined automatically. In our example, the table the following:

*Table 8-1. Imported Example Table*

Widgets	Unit Price	Total
1	2.5	2.5
2	2.5	5
3	2.5	7.5
4	2.5	10
5	2.5	12.5
6	2.5	15

The table can then be edited and adjusted as necessary using the standard FrameMaker text and table editing features; in particular, the table title was added. However, normal FrameMaker facilities can be used, for example, to center the data within each cell or column.



## Chapter 9. Creating a Book The Easy Way

Creating a multi-chapter book, including Table of Contents, List of Figures, List of Tables and an Index, all with the chosen style, from first principles using FrameMaker “primitives” is not the easiest of operations. It is **strongly recommended** that you follow the steps here, starting from the supplied sample book (template book) such as **IBMPPC\_num**.

Each book has a name - *Mybook* is used here, but you can replace this with any valid file name. It is important that this same name be maintained where ever it is used - it is used by FrameMaker for the generated files, such as the Table of Contents and List of tables files, as well as for the book file. FrameMaker creates these files with the specified name and fixed file extensions, that is .toc for the Table of Contents, .lof for the List of Figures, .lot for the List of Tables, .ix for the Index, and .book for the book file itself. It will further reduce confusion if the name *Mybook* is not used as the name of any other file in the book, i.e. reserve this name for the files generated by FrameMaker. In the description that follows, other files in the book are given names starting with *Mb\_*: of course you may use any names you wish.

It is highly recommended that a subdirectory be created specially for the book, for example `\FrameMaker\docs\Mybook`; while it is possibly convenient to place this directory in `\FrameMaker\docs`, it may actually be placed on any disk or directory.

- decide on the desired style for the book, and also if the document is to have numbered sections or not (this manual has un-numbered sections). The sample book files (template files) are provided in six versions in different directories, namely:

### **IBMPPC\_num**

for a book in the IBMPPC style with numbered headings

### **IBMPPC**

for a book in the IBMPPC style with un-numbered headings

### **IBMXAGD\_num**

for a book in the IBMXAGD style with numbered headings

### **IBMXAGD**

for a book in the IBMXAGD style with un-numbered headings

### **IBMU1PL\_num**

for a book in the IBMU1PL/ IBMXAGD0 style with numbered headings

### **IBMU1PL**

for a book in the IBMU1PL/IBMXAGD0 style with un-numbered headings

Whichever of these directories is chosen is referred to hence forward in this description as “**IBMPPC**”; however, the instructions apply to any of these six sets of templates.

- create the directory *Mybook* to hold your book. Copy the contents of the chosen template file directory into the *mybook* directory, namely the files

```
IBMPPC.book
IBMPPCTOC.fm
IBMPPCLOF.fm
IBMPPCLOT.fm
IBMPPCIX.fm
IBMPPCCover.fm
IBMPPCTitle.fm
IBMPPCPrefac.fm
IBMPPCSOA.fm
IBMPPCNullsect.fm
IBMPPCNullchap.fm
```

IBMPPCDumychap.fm  
IBMPPCApends.fm  
IBMPPCNullapp.fm  
IBMPPCDumyapp.fm  
IBMPPCGlossary.fm  
IBMPPCAbbrev.fm  
IBMPPCBibliog.fm

**Note:** If it is intended that the document be a multi-volume book, it is strongly recommended that the .book file and the generated files (the TOC, LOF, LOT and IX files) for all the volumes be placed in a top level directory, and the remaining files for each volume be placed in a separate sub-directory. See section “Directory Structure for Multi-Volume Documents” on page 9-22 for more information.

Note that the template directories also contain files named ....\_null\_memo.fm and ....\_sample\_memo.fm; these files are for a memo (a single file document - see Chapter 11, “Memos & Other Single File Documents” on page 11-1), and are not required for a book. The file ....\_null\_file.fm is also not required for your book.

The files IBMPPCNullchap.fm and IBMPPCDumychap.fm are “chapter” files, that is they are samples of “normal” book text files.

The files IBMPPCNullsect.fm and IBMPPCApends.fm are “section” files, that is they are samples of the pages of a book that separate major sections of a book, where a section consists of one or more chapter or appendix files. These two supplied files differ only in the text of the heading (IBMPPCNullsect.fm starts with a **Head0**, whereas IBMPPCApends.fm starts with an **Appendices** paragraphs for its header).

The files IBMPPCNullapp.fm and IBMPPCDumyapp.fm are “appendix” files, that is they are samples of text files that are grouped with the appendices rather than the “ordinary” chapters.

- In FrameMaker, open the file Mybook\IBMPPC.book.

Choose “Save Book As” from the “File” menu, and save the file as Mybook. Note that this will actually be saved as Mybook.book.

The generated files listed in the book window, which were IBMPPCTOC.fm, IBMPPCLOF.fm, IBMPPCLOT.fm and IBMIX.fm, are now listed as MybookTOC.fm, MybookLOF.fm, MybookLOT.fm and MybookIX.fm, respectively. This rename within the book file is performed automatically by FrameMaker; however, FrameMaker does **not** rename the files on disk - that is why these files are renamed in the next step.

Go to a command window or the Windows explorer, and change to the Mybook directory. This will now contain two .book files, namely the original IBMPPC.book and the new MYbook.book. The original file IBMPPC.book is no longer needed, and can be deleted.

- Rename the files

IBMPPCTOC.fm  
IBMPPCLOF.fm  
IBMPPCLOT.fm  
IBMPPCIX.fm

to

MybookTOC.fm  
MybookLOF.fm  
MybookLOT.fm  
MybookIX.fm

respectively.

- Create the cover for the book:

- rename the file IBMPPCCover.fm appropriately, for example to Mb\_Cover.fm, by using the rename function within the FrameMaker Book window (right-click on the file in the Book window, and choose Rename File from the pop-up menu). This will rename the file on disk (the old file remains as IBMPPCCover.backup.fm).
- edit the renamed file appropriately. The existing “graphic” should be deleted, and replaced with a drawing or imported graphic of your choice, by use of the File—Import—File or File—Import—Object menu items.

- Create the title page for the book:

- rename the file IBMPPCTitle.fm appropriately, for example to Mb\_Title.fm, again by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCTitle.backup.fm).
- edit it appropriately.

- Create a preface for the book

- rename the file IBMPPCPrefac.fm to Mb\_Prefac.fm, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCPrefac.backup.fm).
- edit it appropriately.

If you do not want a preface, simply delete the file IBMPPCPrefac.fm from the book (right-click on the file in the Book window, and choose Delete from Book from the pop-up menu); this does not delete the file from the disk - you have to do this yourself, for example from Windows Explorer.

- Create a Summary of Amendments for the book:

- rename the file IBMPPCSOA.fm to Mb\_SOA.fm, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCSOA.backup.fm).
- edit it appropriately.

If you do not want a Summary of Amendments, simply delete the file IBMPPCSOA.fm from the book and also on disk.

- Create a Glossary for the book:

- rename the file IBMPPCGlossary.fm to Mb\_Gloss.fm, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCGlossary.backup.fm).
- edit it appropriately.

If you do not want a Glossary, simply delete the file IBMPPCGlossary.fm from the book and also on disk.

- Create a List of Abbreviations for the book:

- rename the file IBMPPCAbbrev.fm to Mb\_Abbrev.fm, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCAbbrev.backup.fm).
- edit it appropriately.

If you do not want a List of Abbreviations, simply delete the file IBMPPCAbbrev.fm from the book and also on disk.

- Create a Bibliography for the book:

- rename the file IBMPPCBibliog.fm to Mb\_Bibliog.fm, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as IBMPPCBiblio.backup.fm).
- edit it appropriately.

If you do not want a Bibliography, simply delete the file IBMPPCBibliog.fm from the book and also on disk.

- Create the first chapter for the book, renaming the file IBMPPCNullchap.fm appropriately, for example to Mb\_Chapter1.fm, and editing it as required.

If desired, other chapters of the book can be created at this point. Take further copies of the file IBMPPC-Nullchap.fm, renaming them to Mb\_Chapter2.fm, Mb\_Chapter3,... etc. and edit them as desired.

- Delete unwanted files from the book, for example Dumyapp.fm.
- The file IBMPPCDumychap.fm is present, but was not listed above for deletion, for a special reason.

If there are currently no Appendix, Preface, SOA, Head0, Head1, Head2 or Head3 paragraphs in the text of the book, then the Table of Contents file will not generate correctly. The same applies to the List of Figures if there are no figures, the List of Tables if there are no tables, and the Index if there are no index entries. The file IBMPPCDumychap.fm contains a Head1 paragraph, a table, a figure and an index entry, so that these generated files will be produced correctly.

If the new book already contains an Appendix, Preface, SOA, Head0, Head1, Head2 or Head3 heading, a table, a figure and an index entry, then the item IBMPPCDumychap.fm may be removed from the file at this point.

If one or more of these types of items currently do not exist, but will at some point in the future, then IBMPPCDumychap.fm should *not* be deleted until the appropriate items exist in the book.

If, for example, there are to be no figures in the book, the file MybookL0F.fm can be deleted now. If an appropriate heading, a table and an index entry currently are present, then the file IBMPPCDumychap.fm can also be deleted at this point.

**Warning:** if the file IBMPPCDumychap.fm is kept as is, it will generate errors when the book is updated (to generate correct Table of Contents, etc.) This is because this file contains cross references to other volumes of the template files. The errors can be prevented by simply deleting the lines of the file that contain the cross references.

- It should be noted that, when a file is deleted from a book file within FrameMaker, the file is *not* deleted from the disk directory. Use the Windows Explorer or an erase command to actually remove unwanted files from the book directory.

- add any additional files to the book:

- select a file in the Book window
- choose "Files" from the Add menu.
- select the file to be added.
- click on Add. The file is inserted in the book after the selected file in the Book window. The position of the file in the book can be changed by simply dragging the file up or down the book window.
- repeat these steps for any remaining file(s) in the book.

- To re-arrange the files in a book, drag them up or down the book window as required.
- The files in each set of templates are designed to be used in the following order:

front cover  
 title page  
 table of contents  
 list of figures  
 list of tables  
 preface  
 Summary of Changes  
 section file (e.g. the file IBMPPCNullsect.fm, optional)  
 “chapter” file  
 “chapter” file

(there may be more section and chapter files in here)

section file (e.g. the file IBMPPCApends.fm, optional)  
 appendices  
 “appendix” file

(there may be more appendix files in here)

Glossary  
 List of Abbreviations  
 Bibliography  
 Index

## User Variables

There are a number “user” variables required in **every** file of a book. These are present in all the files in each set of templates, but it will be necessary to change their values in every file of the book.

The following five user variables are present in all formats of the books:

### **CopyrightYears**

This lists the required years for the copyright notices. This is the variable, which has the value “1997-2006, 2007” in the supplied example files, but it may be set to any appropriate text, for example “2007”.

**DocDate** This is used to generate the date on the title page of the book. It can also be used anywhere else it is required.

This variable was introduced to provide a facility to set the date on a book to be the date it was last edited, rather than the date it is printed. This requires that this variable be edited, and the new value imported into all the files of the book, whenever the book is edited.

**DocVer** This is used to generate the version and release number text on the cover and title page of the book. It can also be used anywhere else it is required.

### **SecurityClass**

This is used to place a security classification on each page of a document. This default to \sn, which is a special space character (i.e. nothing is displayed); however, it may be set to “IBM Confidential” if desired (according to edicts from Corporate HQ, IBM Confidential is now the only classification other than nothing - such other classifications as IBM Internal Use Only and IBM Confidential Restricted have been dropped).

**ShortTitle** This is used to produce the book name in the running footing of left-hand pages.

Books that are IBMPPC format also have the following “user” variables. These three variables are used on the cover and title pages, and in the running header of the other files.

**LibraryTitle**

This is the name of the document library (the collection of books) to which the current volume belongs.

**VolumeFirst**

The first part of the volume title.

**VolumeTitle**

The second part of the volume title.

**VolumeTitle2**

The third part of the volume title.

In the IBMPPC templates, the title of the volume is set to the four variables, split across 4 lines on the cover and title pages:

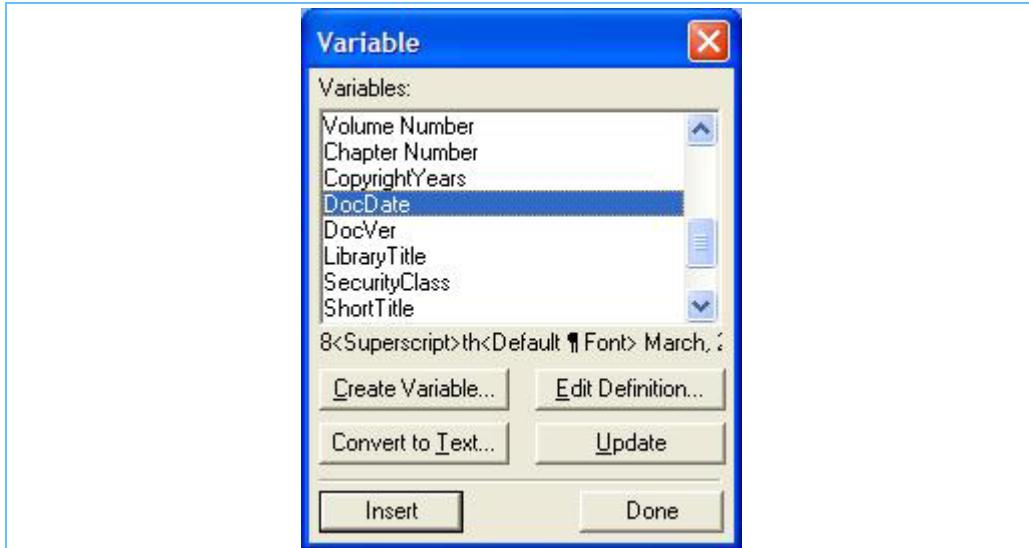
<VolumeFirst><Volume Number><VolumeTitle><VolumeTitle2>

In this current book, which is a single volume “library”, <Volume Number> is omitted, and <VolumeTitle2> is set to \sn. Note that this requires that the title and cover pages be edited appropriately, as have the headers of all the other files (in the headers, both <Volume Number> and <VolumeTitle2> have been omitted, to avoid an annoying space at the right-hand end of the line in the header).

To change the values of any of these variables, proceed as follows:

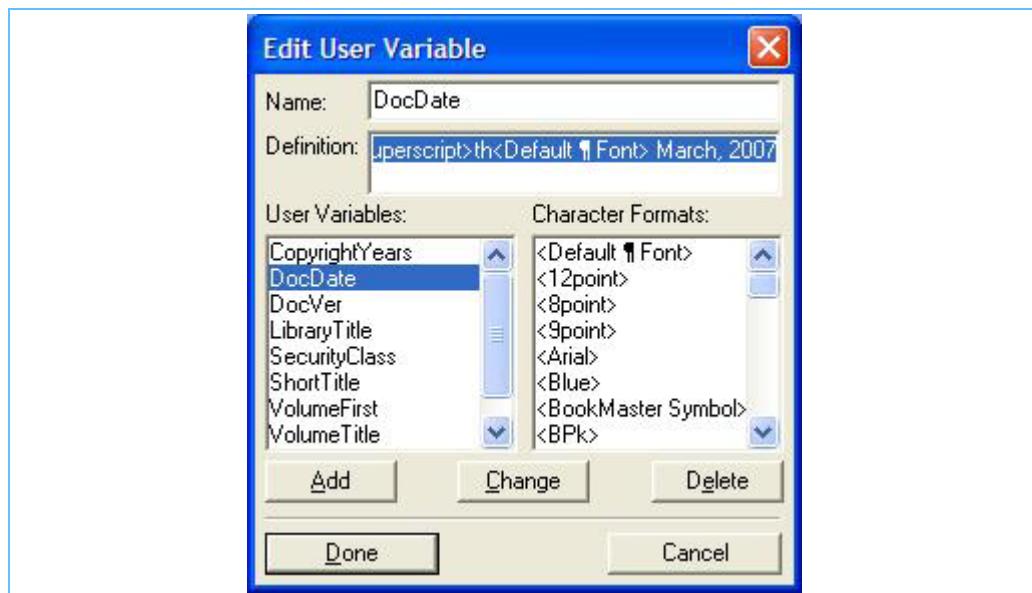
- a. open the title page file
- b. edit the values of these variables as required:
  - i. choose menu item Special–Variable. The variables dialog appears, as shown in Figure 9-1.

Figure 9-1. Variable Dialog



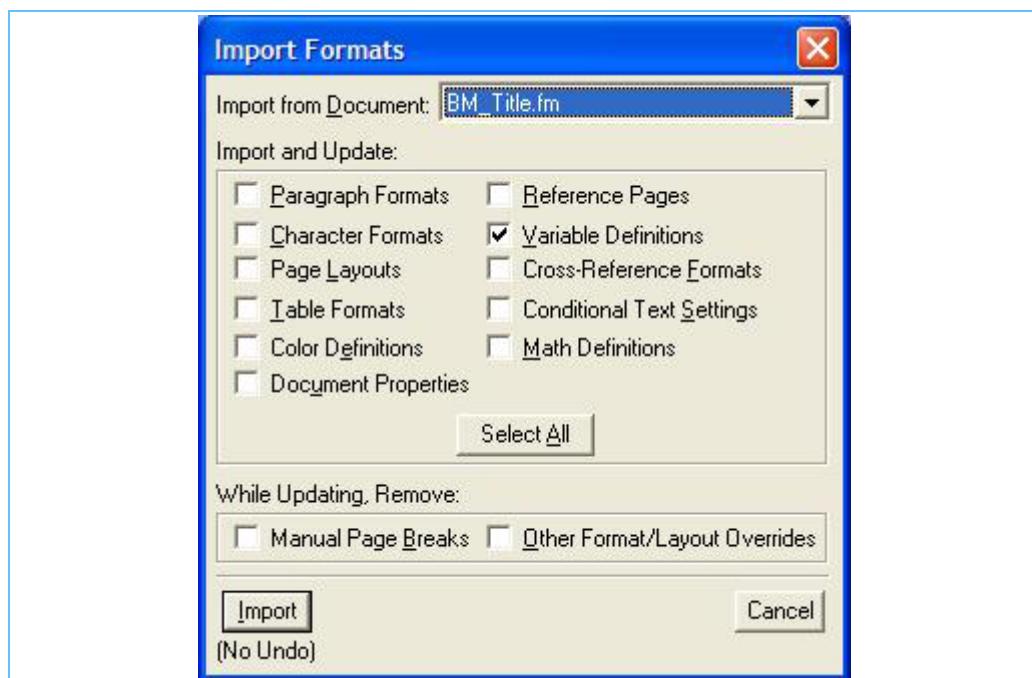
- ii. select the variable in question, click “Edit Definition”. The Edit variable dialog appears, as shown in Figure 9-2 on page 9-7.
- iii. edit the value (the “definition”) as required

Figure 9-2. Edit Variable Dialog



- iv. click "Done"
- v. click "Done"
- c. save the file but keep it open.
- d. in the Book window, select all the files in the book
- e. choose menu item File—Import—Formats
- f. select the file containing the required variable definitions (edited above) in the box "Import from document"
- g. select "Variable definitions", and de-select all other options as shown in Figure 9-3 on page 9-7:

Figure 9-3. Import Formats - Variable Definitions



- h. click "Import"

## File Setup

Every file in the book must be “set up”. This comes in two stages, namely the pagination of each file, and the numbering of pages, chapters, etc.

### Pagination

In most cases, this can be set the same for all files in the book. In the book window:

1. select all the files
2. right click on any of the selected files
3. choose “Pagination” in the pop-up menu; the Pagination dialog appears.

*Figure 9-4. Pagination Dialog*



4. select the following, as is shown in Figure 9-4:
  - “double sided”
  - “right” for “1st Page Side”
  - “Make Page Count Even” for “Before Saving and Printing”
5. click “Set”

The only exceptions to this occur when a single chapter is split into multiple files. In this case, for the files in such multi-file chapters *only*:

- for all files of the chapter other than the last, select “Delete Empty Pages” for “Before Saving and Printing”
- for all files of that chapter other than the first, select “Next Available” for “1st Page Side”

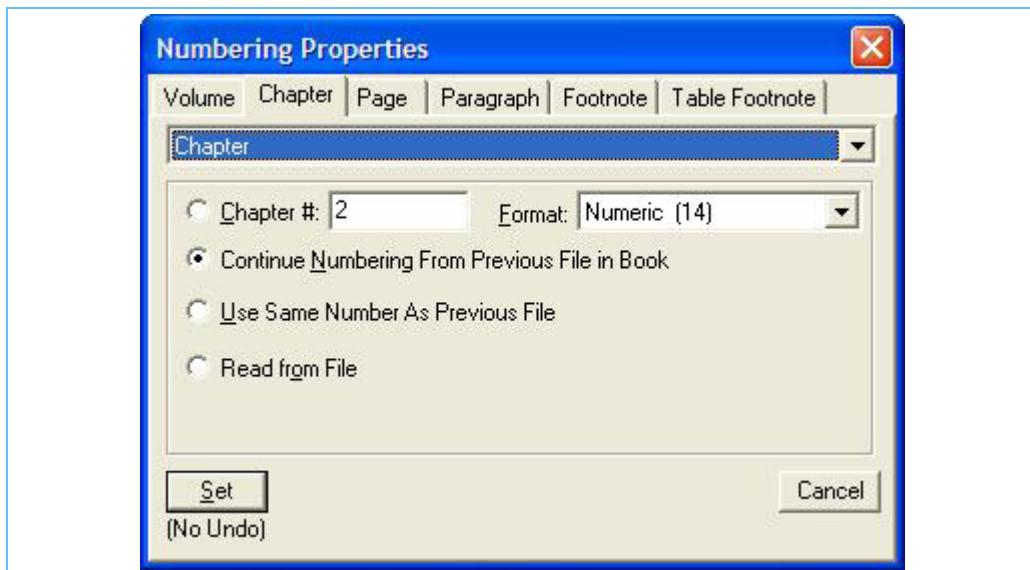
### Numbering

With the book file as the current active FrameMaker window, for each file do:

- right click the file

- choose “Numbering” from the pop-up menu that appears. The Numbering Properties dialog appears, as shown in Figure 9-5.

*Figure 9-5. Numbering Properties Dialog*



- for the “Footnote” tab, select “Start over on each page”, and set format to “Numeric(14)”.
- for the “Table Footnote” tab, select set format to “Numeric(14)”.
- for each other tab in this window, select the values specified in Table 9-1 on page 9-9, according to the type of the file.
- click “set”.

*Table 9-1. Numbering Set Up for Files in a Book (Part 1 of 3)*

File Type	“Numbering Properties” Window Tab			
	Volume	Chapter	Page	Paragraph
cover	Volume #: 1 Format: Numeric(14) <sup>1</sup>	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
title page	use same number as previous file	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
table of contents	use same number as previous file	Chapter #: (null) Format: text	Page #: 1 Format: Roman(iv)	Restart paragraph numbering
list of figures	use same number as previous file	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph
list of tables	use same number as previous file	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph

Table 9-1. Numbering Set Up for Files in a Book (Part 2 of 3)

<b>“Numbering Properties” Window Tab</b>				
<b>File Type</b>	<b>Volume</b>	<b>Chapter</b>	<b>Page</b>	<b>Paragraph</b>
preface	use same number as previous file	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph
summary of changes	use same number as previous file	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph
section file	use same number as previous file	use same number as previous file	Page #: 1 Format: Numeric(14)	Continue numbering from previous paragraph
first chapter file	use same number as previous file	Chapter #: 1 Format: Numeric(14)	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
other chapter files	use same number as previous file	Continue numbering from previous file in book	Page #: 1 Format: Numeric(14)	Continue numbering from previous paragraph
chapter continuation files	use same number as previous file	use same number as previous file	Continue numbering from previous page in book	Continue numbering from previous paragraph
Appendices file	use same number as previous file	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Continue numbering from previous paragraph
first appendix	use same number as previous file	Chapter #: 1 Format: Alpha(N)	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
other appendices	use same number as previous file	Continue numbering from previous file in book	Page #: 1 Format: Numeric(14)	Continue numbering from previous paragraph
appendix continuation files	use same number as previous file	use same number as previous file	Continue numbering from previous page in book	Continue numbering from previous paragraph
glossary	use same number as previous file	Chapter #: X Format: text	Page #: 1 Format: Numeric(14)	Restart paragraph numbering

*Table 9-1. Numbering Set Up for Files in a Book (Part 3 of 3)*

<b>“Numbering Properties” Window Tab</b>				
<b>File Type</b>	<b>Volume</b>	<b>Chapter</b>	<b>Page</b>	<b>Paragraph</b>
list of abbreviations	use same number as previous file	Chapter #: X Format: text	(see note a)	Restart paragraph numbering
bibliography	use same number as previous file	Chapter #: X Format: text	(see note b)	Restart paragraph numbering
index	use same number as previous file	Chapter #: X Format: text	(see note c)	Restart paragraph numbering

- 1 if this book is volume 2, 3, ... of a multi-volume document, then this should be set to the appropriate volume number 2, 3, ... etc. for this book.

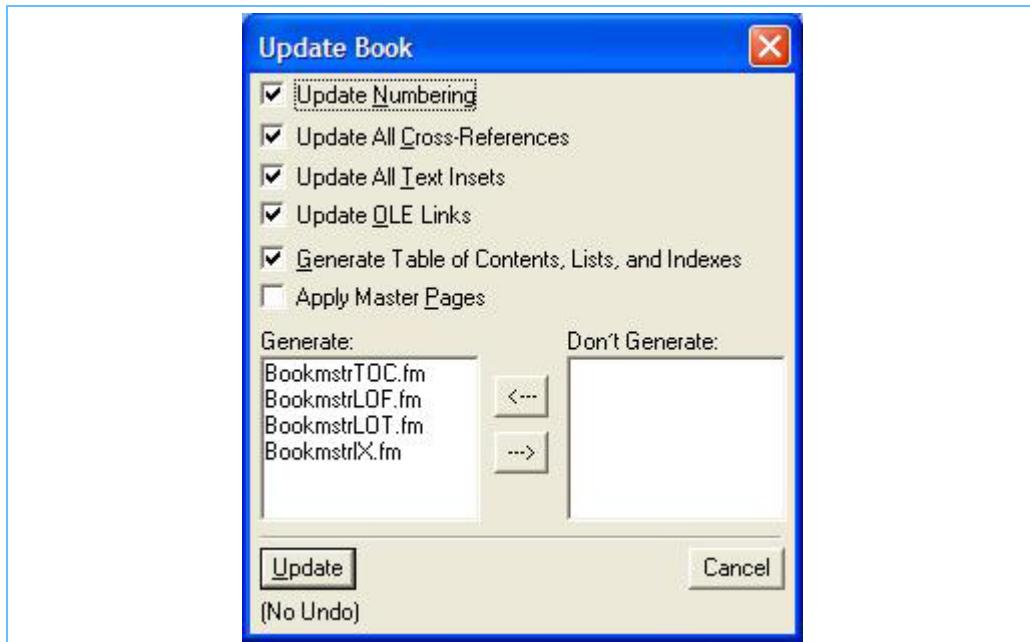
**Notes:**

- a. if a Glossary is present, then the page numbering for the List of Abbreviations should be set to “Continue numbering from previous page in book”; if there is no Glossary, then this should be set to “Page #: 1, Format: Numeric(14)”.
- b. if a Glossary or List of Abbreviations is present, then the page numbering for the Bibliography should be set to “Continue numbering from previous page in book”; if there is no Glossary or List of Abbreviations, then this should be set to “Page #: 1, Format: Numeric(14)”.
- c. if any or all of the Glossary, List of Abbreviations and Bibliography is present, then the page numbering for the Index should be set to “Continue numbering from previous page in book”; if none of these is present, then this should be set to “Page #: 1, Format: Numeric(14)”.

To actually generate the correct table of contents, list of figures, list of tables and index files:

- choose “Update Book” from the File menu, or use the “Update Book” icon at the bottom right of the Book window. The Update Book dialog appears, as shown in Figure 9-6:

*Figure 9-6. Update Book Dialog*



- make sure the top 5 boxes are checked (currently I never set the bottom box).
- ensure the “Generate” pane includes all of the TOC, LOF, LOT and the IX generated files that are present in the book.
- and then click “Update”.

This book update should be repeated whenever any changes have been made to the book which would result in additions or changes to any of the generated these files, for example new sections have been added, which would add new entries to the Table of Contents, or text has been added which could cause other text, sections, tables, etc. of the book to move to a different page.

## **Setup of the Generated Files**

The “generated files” in a book, namely the Table of Contents, List of Figures, List of Tables and the Index, also need to be setup for a book. When using the book templates, this has already been done, and it should not be necessary to repeat this setup process. But, for example, if you wish to add a new paragraph format in your book to the table of contents, it would be necessary to change the setup of the corresponding file. The process of adding new entries to the generated files and updating the book setup is described in the following sections:

### **Table of Contents**

“Format and Set Up of the Table of Contents File” on page 14-3.

### **List of Figures**

“Format and Set Up of the List of Figures File” on page 14-6.

### **List of Tables**

“Format and Set Up of the List of Tables File” on page 14-8.

### **Index**

“Format and Set Up of the Index File” on page 14-11.

## PDF File Generation

It is normal to generate the output documents in PDF format. This requires that Adobe Acrobat 7.0 (or later) be installed. The simplest way to generate the PDF is to print to the Adobe PDF printer that is installed as part of Acrobat 7, as is described below.

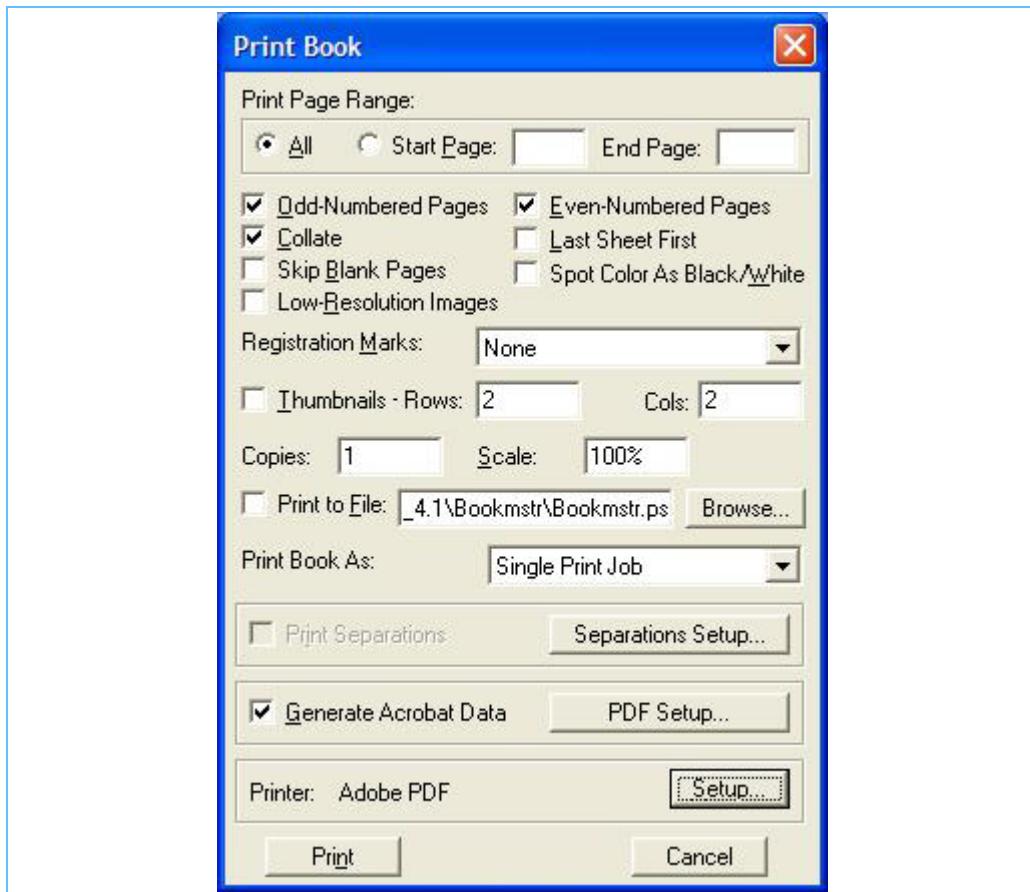
### PDF Setup

There is a setup procedure required when generating a PDF document. This normally need be done only once for a book, since the settings are saved with the .book file. The procedure to for this setup is as follows.

**Note:** this procedure as described here applies only to books that contain all the possible file types, in particular, section files (that is, files that start with a **Head0** paragraph) and an “Appendices” file. If your book omits certain files, in particular section files or the Appendices file, then the actual setup needs to be adjusted as shown later in this chapter.

- proceed as if to print the book, for example, select the .book file window and press **Ctrl-P**. The Print Book dialog is displayed, as shown in Figure 9-7:

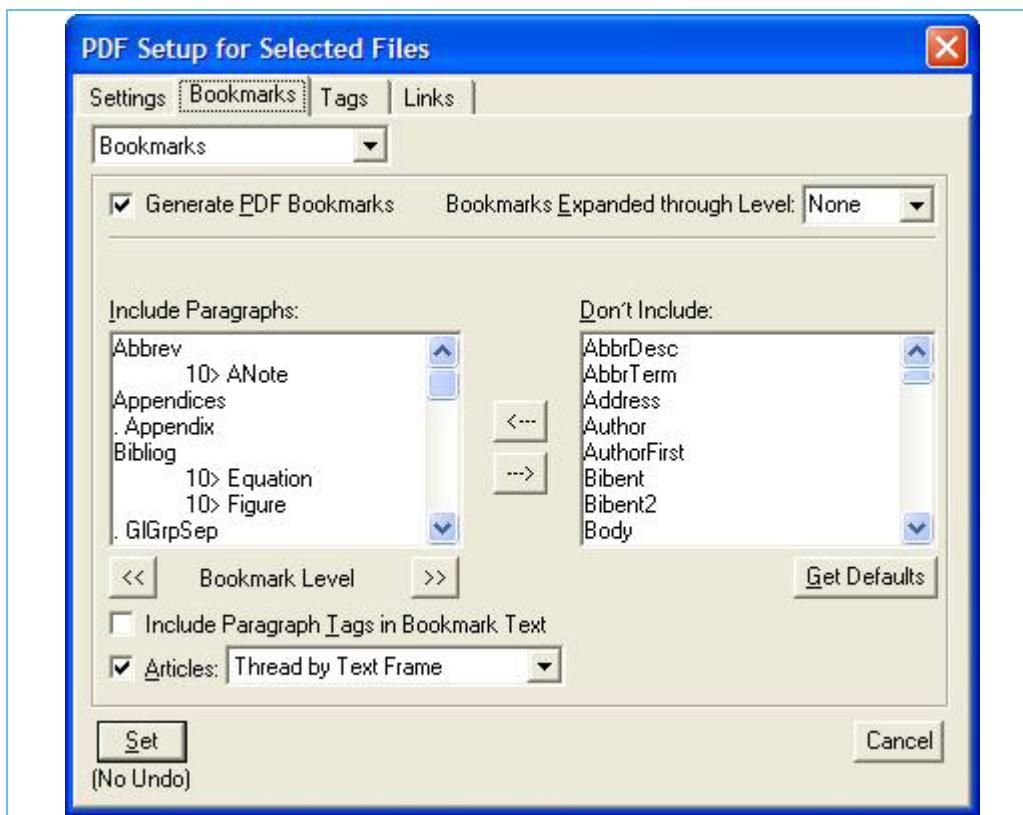
Figure 9-7. Print Book Dialog



- select the Adobe PDF printer
- make sure that:
  - “Print to File” is not selected
  - “Generate Acrobat Data” is selected (checked)
  - “Print Book As” option is set to “Single Print Job” to ensure that the entire book is generated as a single .PDF file.

- click on “PDF Setup”. The dialog shown in Figure 9-8 appears:

Figure 9-8. PDF Setup Dialog



- move paragraphs to and from the left-hand “Include Paragraphs” window, and adjust the level of each item within the window, so that its contents are as follows.

```

Abbrev
    10> Anote
Appendices
.Appendix
Biblio
    10> Equation
    10> Figure
.G1GrpSep
Glossary
Head0
.Head1
..Head2
..Head2_bk
..Head2_fr
..Head2Page
...Head3
...Head3_bk
...Head3_fr
....Head4
....Head4_bk
....Head4_fr
.....Head5
.....Head6
IndexTitle
...Ledi

```

```

..Len
..Len_fr
ListOF
ListOT
Preface
SOA
TableOC
    10> TableTitle
    10> TableTitleIndent
TitleLibrary
..TitleVolume
.TitleVolumeFirst

```

If the book has no sections, that is it contains no **Head0** paragraphs, then a slightly different set up should be used, namely remove **Head0** paragraphs, and move the other heading 1 place to the left, thus:

```

Abbrev
    10> Anote
Appendices
.Appendix
Bibliog
    10> Equation
    10> Figure
.G1GrpSep
Glossary
Head1
.Head2
.Head2_bk
.Head2_fr
.Head2Page
..Head3
..Head3_bk
..Head3_fr
...Head4
...Head4_bk
...Head4_fr
....Head5
....Head6
IndexTitle
..Ledi
.Len
.Len_fr
ListOF
ListOT
Preface
SOA
TableOC
    10> TableTitle
    10> TableTitleIndent
TitleLibrary
..TitleVolume
.TitleVolumeFirst

```

Note that the setup for a single volume document, such as a Memo, is shown in section “PDF Setup for Single File Documents” on page 11-2.

- Click “Set”

## Index Group Titles

The index has a paragraph type **GroupTitleIX**, which is used for the titles “A”, “B”, etc. in the Index. These paragraphs may be made to appear as bookmarks when the PDF file is displayed by Acrobat. However, this paragraph type does not appear in the “Bookmarks” tag of the PDF setup dialog.

To make this paragraph type appear as a PDF bookmark, proceed as follows:

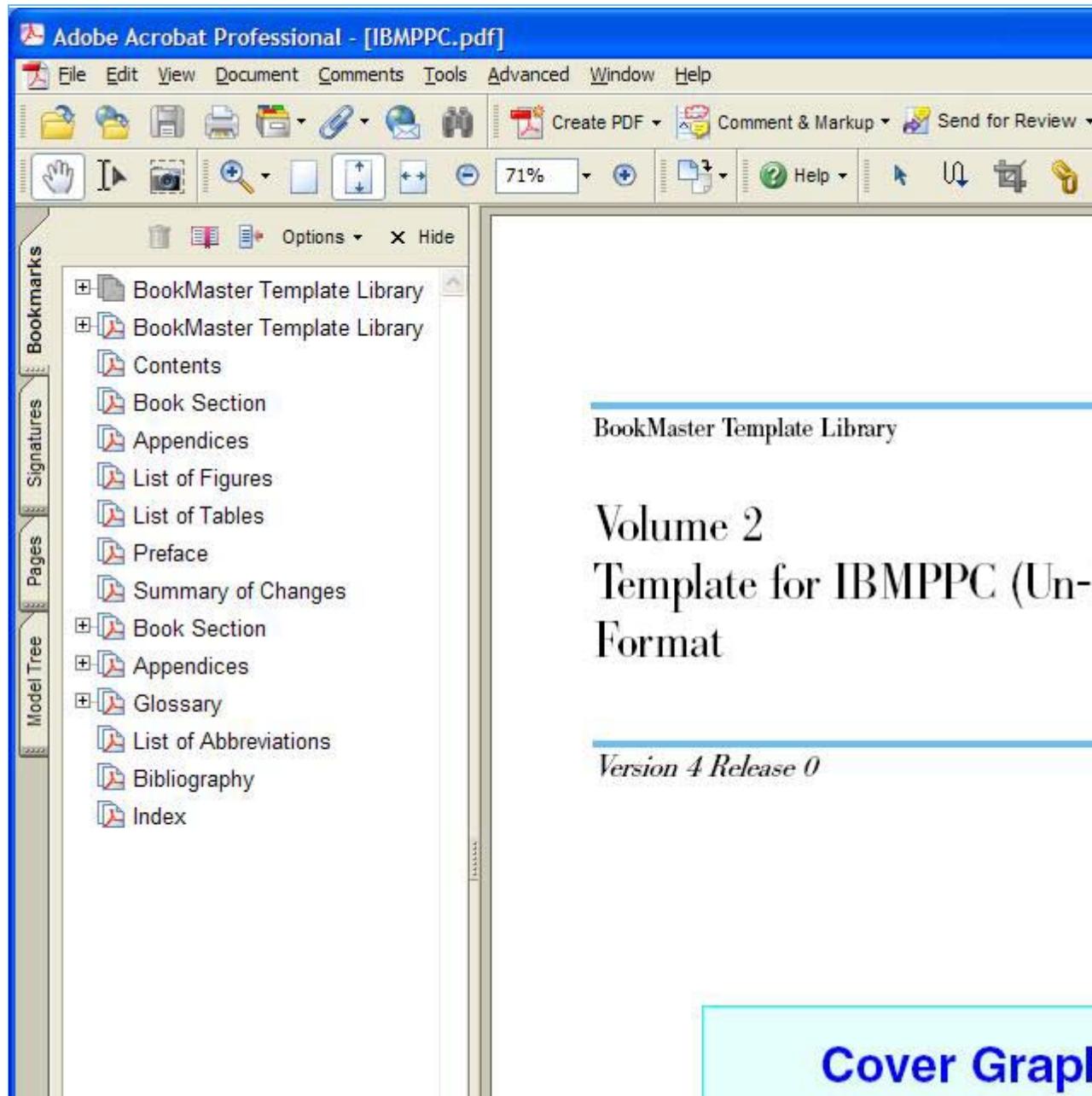
- in the Book window, select the Index file.
- use menu item Format–Document–PDF Setup. The PDF Setup dialog appears, as shown in Figure 9-8 on page 9-14.
- the paragraph type **GroupTitleIX** does appear in this PDF Setup dialog, and the paragraph type can be moved to the left hand pane, indented one level (so that these paragraphs are subsidiary to the main Index bookmark).

## Set Expanded Bookmark Level

The PDF setup has an option to determine the level of bookmarks that are displayed as “expanded” when the PDF is opened in the Acrobat Reader. This done by the setting in the box labelled “Bookmarks Expanded through Level” - see Figure 9-8 on page 9-14.

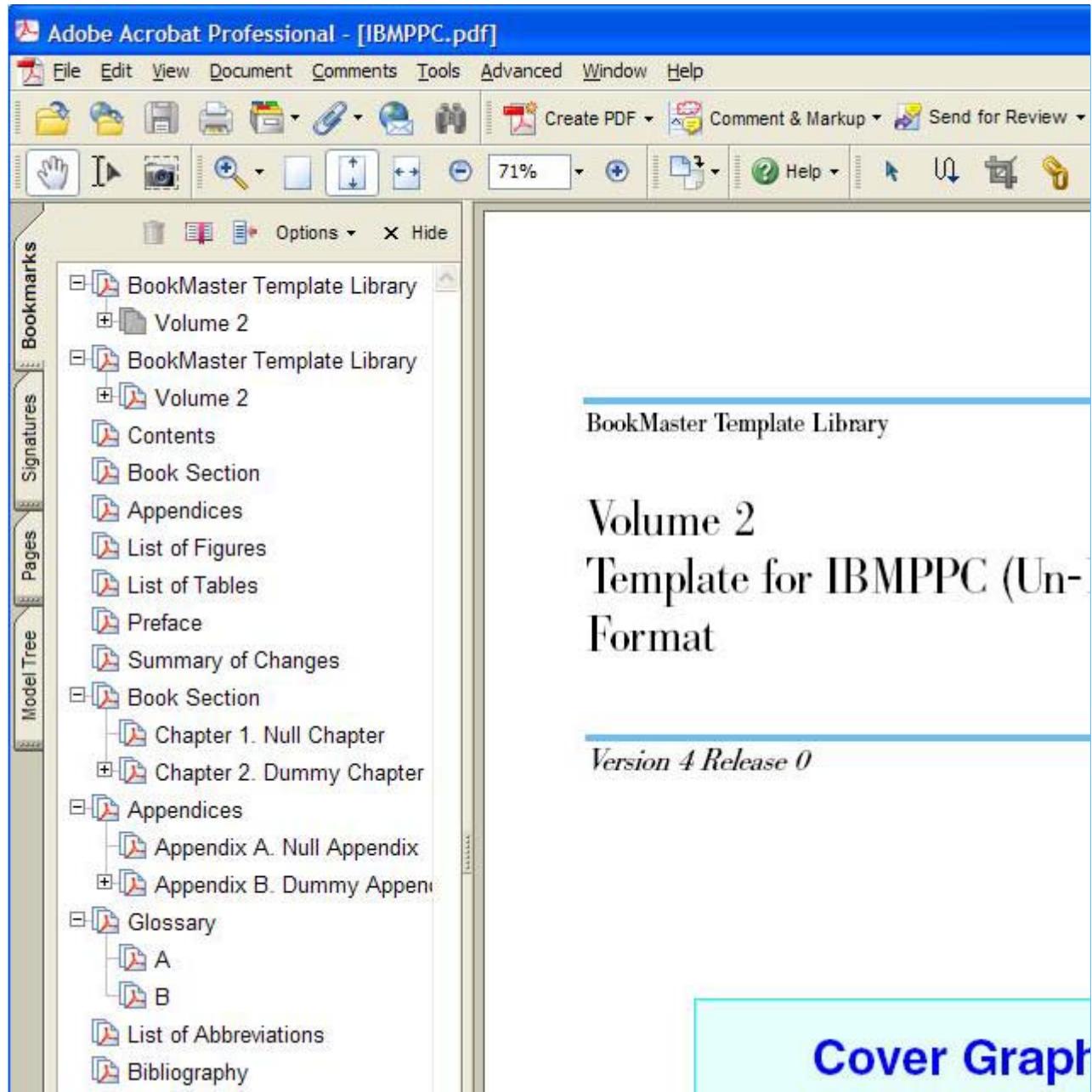
Possibly the best setting is “None”, which results in the book having none of the top level bookmarks expanded, as shown in Figure 9-9.

Figure 9-9. PDF, No Top-Level Bookmarks Expanded



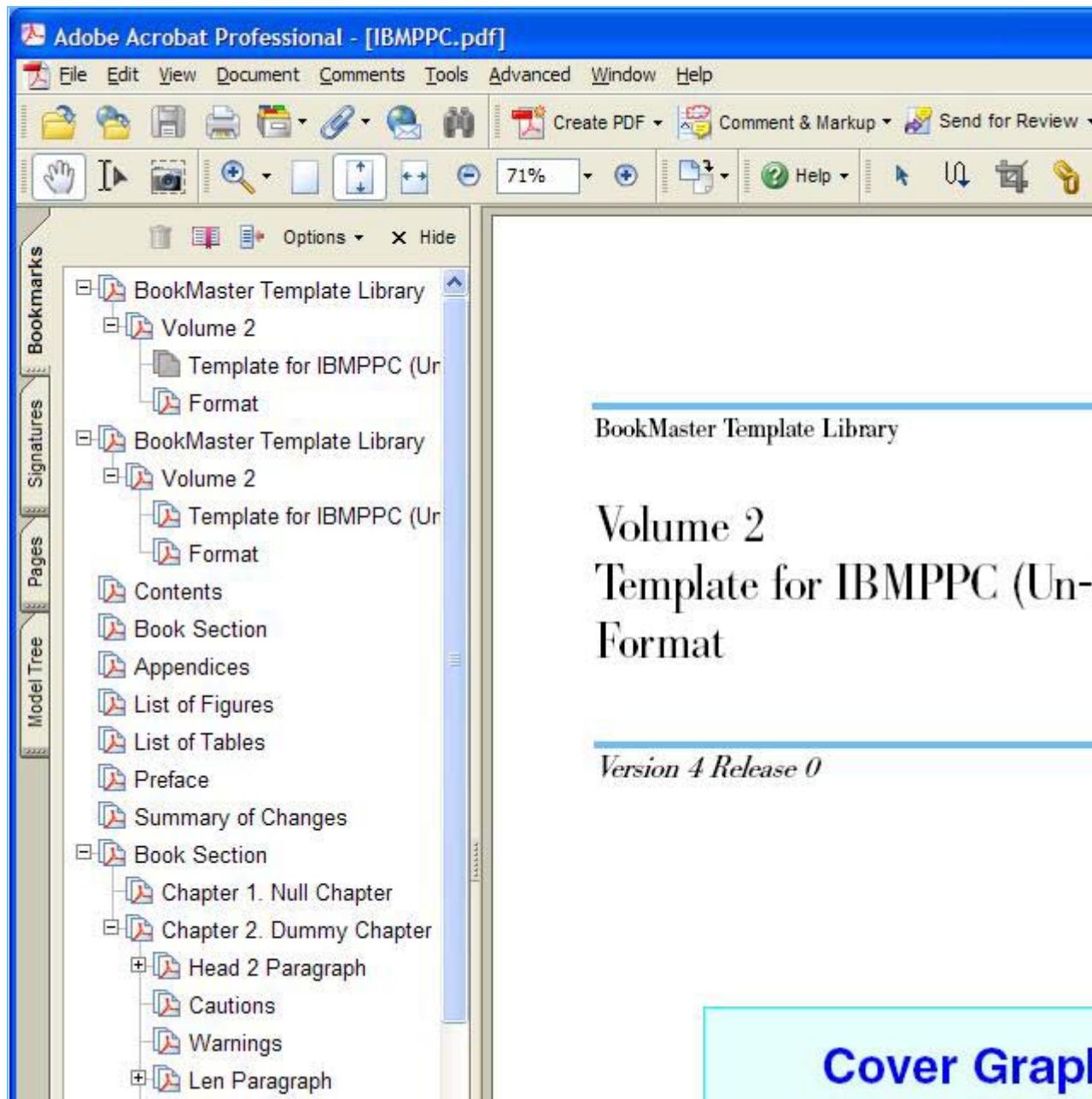
You may prefer to set this to “1” so that the bookmarks are expanded through level 1, thus:

*Figure 9-10. PDF, Top-Level Bookmarks Expanded Through Level 1*



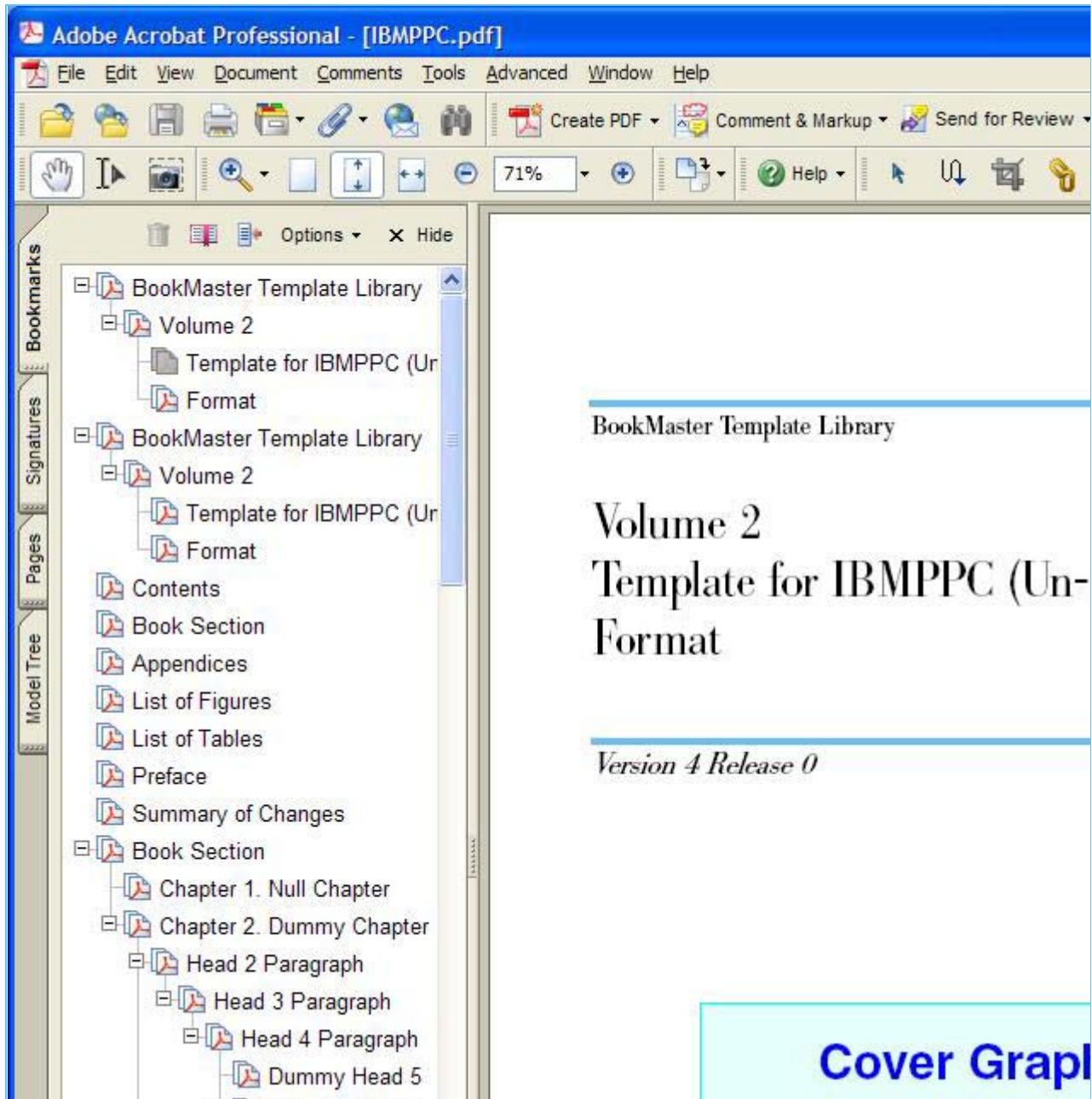
Setting this to "2" results in the bookmarks are expanded through level 2, thus:

Figure 9-11. PDF, Top-Level Bookmarks Expanded Through Level 2



Alternatively, choosing the option “All” results in all the bookmarks being expanded, thus:

Figure 9-12. PDF, All Bookmarks Expanded



## Tagged PDF, PDF Links

The PDF Setup dialog has two additional panels, namely Tags and Links. The Tags panel is used to set or unset the option “Generate Tagged PDF”. The Links panel is used to turn on the option “Create named destinations for all paragraphs”.

If these options are turned on then:

- printing the book to a PostScript (.ps) file takes 2 to 3 times longer
- “distilling” the .ps file into a .PDF file takes very much longer, between 3 and 40 times as long, depending on the document.

- the PDF file is perhaps twice as large
- when viewing the PDF file in Adobe Acrobat, particularly the index pages, it can take a long time to page down through the pages - this does not happen when these options are not turned on.

Thus, unless these options are truly required, it is strongly recommended that they be turned off.

## PDF Setup if Certain File Types are Missing

As noted in the section above, it is necessary to adjust the PDF setup the book lacks certain types of file. In particular, if there are no section files (that is, files that start with a **Head0** paragraph), but the book contains all other file types, then the navigation pane with the Acrobat reader will show all the chapters as sub-sections within the Summary of Amendments.

Hence, if some file types are omitted, it is necessary to change the above setup. The procedure to be followed is the same, but the level of certain paragraph types must be adjusted. The example below shows the required layout if there are no section files. If other file types are omitted, it may be necessary to experiment with the setup of that book until the desired result is obtained.

### No Section Files

If there are no section files, but the other file types are present, the PDF set up should be as follows:

```

Abbrev
    10> Anote
Appendices
.Appendix
Bibliog
    10> Equation
    10> Figure
.GlGrpSep
Glossary
Head1
.Head2
.Head2_bk
.Head2_fr
.Head2Page
..Head3
..Head3_bk
..Head3_fr
...Head4
...Head4_bk
...Head4_fr
....Head5
....Head6
IndexTitle
..Ledi
.Len
.Len_fr
ListOF
ListOT
Preface
SOA
TableOC
    10> TableTitle
    10> TableTitleIndent
TitleLibrary
..TitleVolume

```

.TitleVolumeFirst

## Multiple Volume Documents

The volume numbering setup specified in the section “Numbering” on page 9-8, and in Table 9-1, “Numbering Set Up for Files in a Book,” on page 9-9, assumes that the book is a single volume, numbered volume 1.

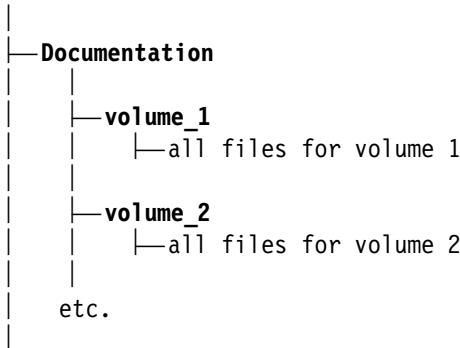
It is possible to have a document that is in multiple volumes. In this case, each volume would have its own .book file, that is, each volume is a separate book. However, the volumes would have the correct volume numbers 1, 2, 3,... etc. as appropriate set for the cover file of the book.

Cross references can cross volume boundaries. Assuming that the volume numbers are set correctly, and the appropriate cross reference format is used (there are cross reference formats that include the volume number), then the reference will point to the referenced page, table, whatever in another volume.

Multiple volume documentation may well require an additional volume that is a Master Index and Table of Contents. The creation and updated of such a master index volume is described in Chapter 10. “Creating a Master Index” on page 10-1.

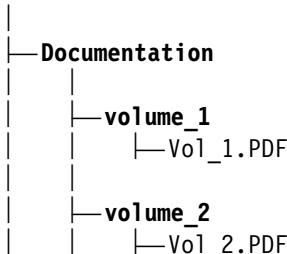
### Directory Structure for Multi-Volume Documents

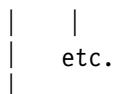
When generating a multiple volume document, possibly with a master index, the initial idea for the required directory structure may be the following:



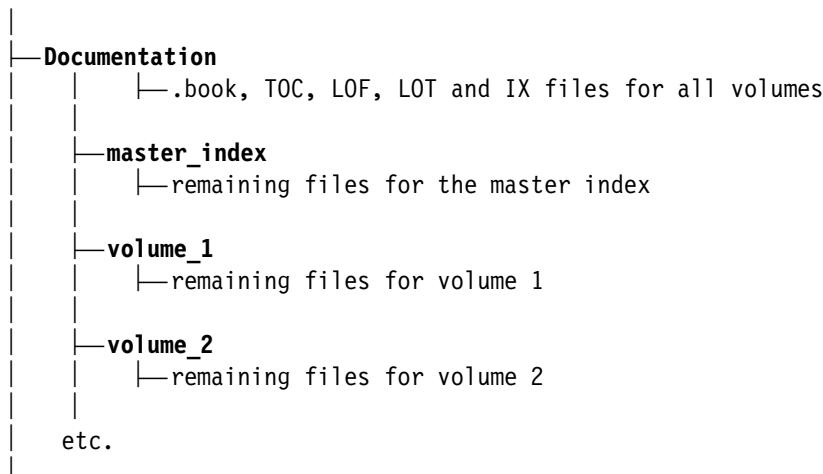
It is assumed that an Acrobat PDF file is generated for each of the volumes; the PDF file for a volume will be created in the directory containing that volume. It is further assumed that there are cross-references between the volumes. Certainly, the contents and index items from the master index (if any) are cross-volume references. The cross-references, both within a volume and between volumes, are “hot” links when the PDF files are viewed within Adobe Acrobat - clicking on the reference, index entry or table of contents entry takes you to the referenced text or section, maybe in a different volume.

Unfortunately, for cross references between volumes to work, the PDF files, when being viewed, must be in the same directory structure as they were when they were created. Thus the viewer or user of the PDF files must place the files in directory structure that is an exact copy of that used when generating the PDF files, such as the following:

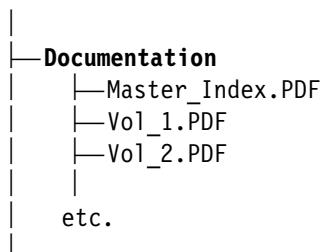




This can be awkward and frustrating for the user of the documents. An alternative directory structure avoids this problem for the user, and costs virtually no extra effort for the person generating the PDF file once it has been set up. This alternative is to place the .book file and all the generated files (the TOC, LOF, LOT and IX files) for each volume into the top level directory, named Documentation in this example. The sub-directories then contain all the remaining files for each volume.



Then, when the PDF files are created, they will all reside within the top level directory thus:



Now, a user or reader of the PDF files can place them together in any directory he chooses, and the cross-volume links will work correctly.

## Generating PDFs - Cross Volume Links

When a set of documentation consists of multiple volumes, possibly also with a master index, then there can be cross-volume references. In particular, in the Master Index document, all the Table of Contents entries, all the Index entries, etc. are cross-volume links.

When the PDF files of the volumes of this documentation are viewed within Adobe Acrobat, the cross-volume links are "hot" links. That is, if, for example, you click on the page number of an index item in the master index, Acrobat will open the PDF file of the appropriate volume, at the page specified by the index entry.

Unfortunately, this does not always work. From a process of experimentation, it would appear that, if each of these PDFs files generated on its own, then the cross-volume links do **not** work. To ensure that they **do** work, it seems it is necessary to proceed as follows. The reason for this is unknown.

1. open the .book files of *all* the volumes, and the master index, concurrently within FrameMaker
2. for each volume:

- a. update it as appropriate
- b. verify that the book is complete, correct, etc....
- c. “regenerate” the book. That is, use the FrameMaker book update facility to re-generate the generated files, update the cross-references, etc.

This should be repeated for ***all*** of the constituent volumes.

3. regenerate the Master Index document:

- a. update the Master Index document as appropriate:
  - ◆ include any new files from the constituent volumes
  - ◆ add any required new volume separator pages and new volumes
  - ◆ update the date and version number on the title page.

**Warning:** when importing the variables into the files of the Master Index, take care to ensure that they are imported only into the files that belong only to the master Index document, that is the cover, title page, TOC, LOF, LOT, index and the volume separator pages. Do **NOT** import them into any file that actually belongs to one of the constituent volumes.

- b. regenerate the master index book as described in the section “Generation of Master Index Document” on page 10-11. **These instructions must be followed exactly, or you will corrupt the volumes of your documentation.**
- c. print the Master Index document, as described in the section “Printing the Master Index” on page 10-12.

4. then for each constituent volume:

- a. regenerate the book. That is, use the FrameMaker book update facility to re-generate the generated files, update the cross-references, etc. The items “Update Numbering”, “Update All Cross References”, “Update All Text Inserts” and “Update OLE Links” in the “Update Book” dialog (see Figure 10-6 on page 10-11) should be selected when regenerating the constituent volumes.
- b. print it to the Acrobat PDF generator, saving the PDF output in a file.
- c. do **NOT** close the .book file within FrameMaker.

This should be repeated for ***all*** of the constituent volumes.

5. the .book files within FrameMaker may be closed when and only when all the PostScript files have been generated.

## **Adding a “Generated” File to a Book**

A book may be built without one or more of the generated files, for example:

- ✓ there were no tables in the book so the List of Tables was omitted
- the book had no index

In such circumstances, a missing generated file can be added later. The procedure is as follows:

1. with the book file as the currently selected within FrameMaker, use menu items:

**Add—List of Tables**

to add the List of Tables

**Add—List of Figures**

to add the List of Figures

**Add—Table of Contents**

to add the Table of Contents

**Add—Standard index**

to add the index

2. regenerate the book; FrameMaker will create a file in the book directory containing the appropriate generated information. This file has the correct name for your book (for example, for **Mybook**, the List of Tables file is named MybookLOT.fm); however but this file will be in some default format.
3. move the new file up or down the book file, so it is in desired place.
4. copy the corresponding file from the appropriate set of template files to your book directory. For example, if **Mybook** uses the “numbered IBMPPC” templates, and the generate file being added is the List of Tables, copy the file IBMPPC\_NumLOT.fm from the template files into your book directory.
5. delete the newly generated file that was created by FrameMaker, and rename the copied template file to have the same name as the file you have just deleted.
6. in the book window, ensure that the “Numbering” and “Pagination” of the new generated file are set up correctly - see the section “Pagination” on page 9-8 and Table 9-1 on page 9-9.
7. set up the required user variables in the new file, for example, copy any necessary user variables from another file in the book - see section “User Variables” on page 9-5.
8. regenerate the book again. The book should now have the generated file in the standard format for the templates used by **Mybook**.
9. it may well be necessary to change the setup of the added special file - this process is described in the section “Creating a Book From Scratch” starting on page 14-1.

## Adding a New Chapter, Section or Appendix File

New “chapter”, “section” or “appendix” files (collectively referred to as “data” files) may be added to a book as they are written. The required steps are as follows (the only part of this that is in any way difficult is actually writing/typing the contents of the new data file - this part is left as an exercise for the reader!)

1. Copy the corresponding template file, i.e. a **Nullchap**, **Nullsect**, **Append**s or **Nullapp** file into the book’s directory, and edit it as required.

Note that, in a chapter or appendix file, the items “Chapter *n*” or “Appendix *x*” are supplied automatically as part of the heading paragraph format. However, in a “section” file, the “Part *n*” or “Section *n*” is part of the text, and both the words “Part” or “Section” and the number must be edited into the document source file.

2. Remember to set the values of the user defined variables - see section “User Variables” on page 9-5. Any additional variables you defined for your book will probably also need to be copied to the new file.

The simplest way to do this probably is to find any other file in the book, and then import the variable definitions from that other file into the new file.

- a. have both the old file and the new file open within FrameMaker, with the new file as the current file
- b. choose menu item “File->Import->Formats”
- c. select the old file in the box “Import from document”
- d. select “Variable definitions”, and de-select all other options as shown in Figure 9-3 on page 9-7
- e. click “Import”

This will copy *all* the variable definitions from the old file to the new. This includes any special variables defined for your document.

3. open the book file, and add the new file (using “Files” from the “Add” menu) in the desired place in the book.
4. Perform a “Set Up file” for the new file, as described in section “File Setup” on page 9-8.
5. Update the book to regenerate the generated files, namely the Table of Contents, List of Tables, etc.

## **Multiple Data Files for a Chapter or Appendix**

A very long chapter or appendix file may be easier to handle if it is held in more than one file. A second file may be added to a chapter by following the instructions given in the previous section for adding another chapter or appendix, except that:

1. the new file is set up as a “chapter continuation file” or an “appendix continuation file”, as shown in the above table.
2. The initial paragraph (which is of type “Head1” or “Appendix”) should be deleted or changed as appropriate (“Head1” and “Appendix” paragraphs are used only at the start of the first file of a chapter or appendix).

An existing chapter or appendix may be split into two (or more) files; again, follow the instructions in the above section. When editing the file, part of the original file may be moved into the new file using the normal “cut and paste” techniques.

## **Adding New Paragraph or Character Formats**

It is easy to define new paragraph and/or character formats if required for your document.

See “Defining New Paragraph and Character Formats” on page 13-13 for more information.

## **Front Cover**

The **Cover** template file present in each set of templates provides an example front cover appropriate for that book style. Its structure is as follows, in order from the top of the page to the bottom:

**IBMLogo** the text IBM in the IBM Logo font. This is actually inserted in the document via the Master page “First”.

**TitleLibrary** for the document library title. Omit this if no library title is desired.

**TitleVolumeFirst**

use this for the first line of the document title. It is followed by a **TitleVolume** paragraph.

If there is no **TitleLibrary** paragraph, a **TitleVolume** paragraph may alternatively be used for the first line of the document title.

**TitleVolume**

use this for all lines of the document title other than the first.

This paragraph type may also be used for the first line of the title if there is no **TitleLibrary** paragraph.

**TitleVersionFirst**

use this for the first line of the document version. It is followed by a **TitleVersion** paragraph.

**TitleVersion**

use this for lines of the document version other than the first.

**Graphic** a diagram, drawing or imported graphic of some kind (e.g. a scanned photograph) may be placed here. The graphic supplied in the template cover files consists of text objects within a filled rectangle; the whole is contained within an anchored frame that is anchored to a **Spot** paragraph, which is preceded by a **Space** paragraph.

The text objects and the filled rectangle can be deleted, and then a diagram may be drawn, or a graphic file imported, into the anchored frame. When importing a graphic, it is recommended that this be done as "copy into document" rather than "import by reference", which is set by clicking the appropriate button on the bottom of the File->Import->File pop-up window.

The position of the graphic up and down the page may be adjusted trivially, by selecting the **Space** paragraph above the anchored frame, then using the paragraph designer (press Ctrl-M) to adjust the spacing above the paragraph.

## Title Page

The **Title** template file present in each set of templates provides an example front cover appropriate for that book style. Its structure is as follows, in order from the top of the page to the bottom:

**IBMLogo** the text IBM in the IBM Logo font. This is actually inserted in the document via the Master page "First".

**TitleLibrary**

for the document library title. Omit this if no library title is desired.

**TitleVolumeFirst**

use this for the first line of the document title. It is followed by a **TitleVolume** paragraph.

If there is no **TitleLibrary** paragraph, a **TitleVolume** paragraph may alternatively be used for the first line of the document title.

**TitleVolume**

use this for all lines of the document title other than the first.

This paragraph type may also be used for the first line of the title if there is no **TitleLibrary** paragraph.

**TitleVersionFirst**

use this for the first line of the document version. It is followed by a **TitleVersion** paragraph.

**TitleVersion**

use this for lines of the document version other than the first.

**BookDate** use this for the date of the volume. Either type in a date for the text, or insert a date variable.

**AuthorFirst**

used for the first line of the author's name, title, company, address, etc.

**Author** used for all lines other than the first of the author's name, title, company, address, etc.

**Security** this is the security classification, and is actually in the footer of the title page. Its text is the value of the FrameMaker variable **SecurityClass**, which default to "\n", i.e. a space. For a confidential document, this would be set to "IBM Confidential" by editing the variable value.

***Copyright Notice and Version Notice***

The second page of the document produced by the title template files (actually the back of the title page) indicates how the paragraph tags are used.

**Address** used for the lines of the names, address, phone number, e-mail address, etc. of the author and/or contact person for this book.

**Copyright** the body of the copyright notice.

**CopyrightHead**

the heading of the copyright notice.

**Version** the body of the version notice.

**VersionHead**

the heading of the version notice.

**Note:** the text of the copyright notice in the template files, including the sentence about US Government users, is as generated by BookMaster 4.0.

# Chapter 10. Creating a Master Index

A set of documentation that consists of several volumes can be significantly enhanced by the provision of a master Table of Contents and master Index for the set of volumes. This is a Table of Contents and an Index that covers all the volumes.

**Author's Note:** Currently, templates for this facility are provided only for the IBMPPC and IBMXAGD formats with numbered sections.

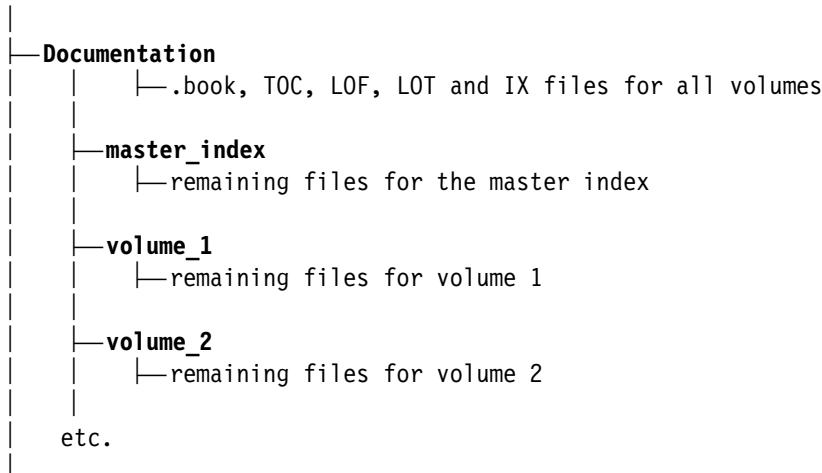
**Warning:** it is imperative that, when generating the master index book and PDF, the instructions given in sections "Generation of Master Index Document" on page 10-11 and "Printing the Master Index" on page 10-12 are followed exactly.

Otherwise it is easy to corrupt your documents' properties, and it will involve a considerable amount of effort to rectify the situation.

## Creating a Master Index

Creating the master Table of Contents/Index document is tedious rather than difficult. It is important to follow the instructions carefully, to avoid upsetting the numbering and other properties of the constituent volumes. In simple terms, the master index document is a new, single volume, that includes all of the files of the other volumes.

This process is eased by the use of an appropriate directory structure for the documentation. It is strongly recommended that the directory structure described in the section "Directory Structure for Multi-Volume Documents" on page 9-22 be used, thus:



When using this directory structure, the PDF files for each constituent volume and for the Master Index volume are all located in the top level directory Documentation, so that the cross-volume links in the PDF files will work for the user of the documents without any necessity to set up a complicated directory structure to hold the PDFs. This is discussed further in the section "Directory Structure for Multi-Volume Documents" on page 9-22.

Each book has a name - MI is used here, but this can be replaced with any valid file name. It is important that this same name be maintained where ever it is used - it is used by FrameMaker for the generated files, such as the Table of Contents and List of tables files, as well as for the book file. FrameMaker creates these files with the specified name and fixed file extensions, that is .toc for the Table of Contents, .l0f for the List of Figures, .l0t for the List of Tables, .ix for the Index, and .book for the book file itself.

- Copy the template files from the template directory XAGD\_num\_MI to the destination directory of the master index document. This consists of the files:

```
XAGD_num_MI.book  
MyCover.fm  
Mytitle.fm  
XAGD_num_MITOC.fm  
XAGD_num_MILOF.fm  
XAGD_num_MILOT.fm  
XAGD_num_MIIIX.fm  
XAGD_num_MI_vol1.fm
```

The book file, when opened in FrameMaker, contains the above files, plus references to the files of the **IBMXAGD\_num** template directory. The file XAGD\_num\_MI\_vol1.fm is a special “volume separator” file for the Master Index volume

**Note:** the “generated” files (the TOC, Index, etc.) within a master index documents are *not the same as those in the templates for a “regular” book. The files for the master index generate the TOC, Index etc. with page references that include the volume number.*

- In FrameMaker, open the file XAGD\_num\_MI.book.

Choose “Save Book As” from the “File” menu, and save the file as MI. Note that this will actually be saved as MI.book.

The generated files listed in the book window, which were XAGD\_num\_MITOC.fm, XAGD\_num\_MILOF.fm, XAGD\_num\_MILOT.fm and XAGD\_num\_MIIIX.fm, are now listed as MITOC.fm, MILOF.fm, MILOT.fm and MIIIX.fm, respectively. This rename within the book file is performed automatically by FrameMaker; however, FrameMaker does *not* rename the files on disk - that is why they are renamed in the next step.

Go to a command window or the Windows explorer, and change to the directory containing the master index document. This will now contain two .book files, namely the original XAGD\_num\_MI.book. and the new MI.book. The original file XAGD\_num\_MI.book. is no longer needed, and can be deleted.

- Rename the files

```
XAGD_num_MITOC.fm  
XAGD_num_MILOF.fm  
XAGD_num_MILOT.fm  
XAGD_num_MIIIX.fm
```

to

```
MITOC.fm  
MILOF.fm  
MILOT.fm  
MIIIX.fm
```

respectively.

- Create the cover for the book:

- rename the cover page file to MI\_Cover.fm, by using the rename function within the FrameMaker Book window (right-click on the file in the Book window, and choose Rename File from the pop-up menu). This will rename the file on disk (the old file remains as Mycover.backup.fm).
- edit it appropriately. The existing “graphic” should be deleted, and replaced with a drawing or imported graphic of your choice. When importing a graphic, it is recommended that this be done as

“copy into document” rather than “import by reference”, which is set by clicking the appropriate button on the bottom of the **File–Import–File** pop-up window.

- Create the title page for the book:
  - rename the title page file to **MI\_title.fm**, by using the rename function within the FrameMaker Book window. This will rename the file on disk (the old file remains as **Mytitle.backup.fm**).
  - edit it appropriately.
- Currently, the Master Index does not include a Preface or a Summary of Amendments for the book, nor does it contain a Glossary, a Bibliography nor a List of Abbreviations.
- The Master Index book contains references to the files of the **IBMXAGD\_num** template book. Delete these files from the book.
- Rename the file **XAGD\_num\_MI\_vo11.fm** to **MI\_vo11.fm**.

Edit the contents of this file as appropriate, in particular the heading “Volume 1 - IBMXAGD\_num” probably want to be edited so it contains the names of your volume.

- Add to the book references to all the files from your Volume 1, except for the Cover, Title Page, the TOC, the LOF, the LOT and the Index; note - do not copy the files into the master Index directory - refer to the files in their “home” subdirectory.
- Edit the file **MI\_vo11.fm** appropriately for your Volume 2, and save it as **MI\_vo12.fm**.

Add this file to the end of the Master Index book, followed by references to all the files from your Volume 2, except for the Cover, Title Page, the TOC, the LOF, the LOT and the Index; note - do not copy the files into the master Index directory - refer to the files in their “home” subdirectory.

Repeat this step for each additional volume, as required.

- The files in the master Index document are designed to be in the following order:

front cover  
title page  
table of contents  
list of figures  
list of tables  
index  
volume separator page for Volume 1  
files for Volume 2  
. .  
etc.  
. .

## User Variables

These book templates have five “user” variables that are present in every file of a book - see section “User Variables” on page 9-5. These variables are present also in the template files supplied for the master index. It is necessary to set their values in the appropriate files of the book, namely the following files:

front cover  
title page  
table of contents  
list of figures  
list of tables  
index  
volume separator pages

The values of these variables within the Master Index are set in the same way as the variables within a book - see section "User Variables" on page 9-5.

**Do NOT set these variables in the files from the constituent volumes from the Master Index book.**

## File Setup

Every file in a book, including files in the master Index book. must be "set up". However, care must be taken not to destroy the setup of the files of the constituent volumes in their "home" volumes. This comes in two stages, namely the pagination of each file, and the numbering of pages, chapters, etc.

## Pagination

In most cases, this can be set the same for all files in the book. In the book window:

1. select all the files
2. right click on any of the selected files
3. choose "Pagination" in the pop-up menu; the Pagination dialog appears
4. select
  - "double sided"
  - "right" for "1st Page Side"
  - "Make Page Count Even" for "Before Saving and Printing"

as is shown in the following figure:

*Figure 10-1. Pagination Dialog*



5. click "Set"

The only exceptions to this occur when a single chapter is split into multiple files. In this case, for the files in such multi-file chapters *only*:

- for all files of the chapter other than the last, select “Delete Empty Pages” for “Before Saving and Printing”
- for all files of that chapter other than the first, select “Next Available” for “1st Page Side”

**Note:** These settings are the same as for the individual files in their “home” volumes.

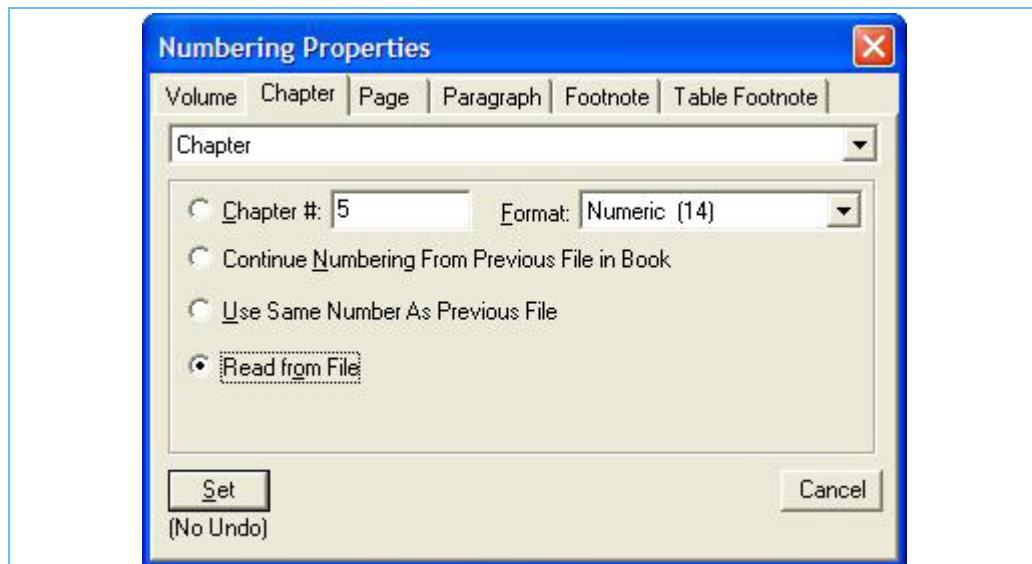
## Numbering

There are two different cases for the numbering set up with the master index:

1. the files imported from the constituent volumes.
2. the files of the master Index book.

**Files from constituent volumes:** these are all set up the same, namely for each of the tabs on the Numbering Dialog (see figure Figure 10-2 on page 10-5), select “Read from File”.

*Figure 10-2. Numbering Properties - Constituent Documents*

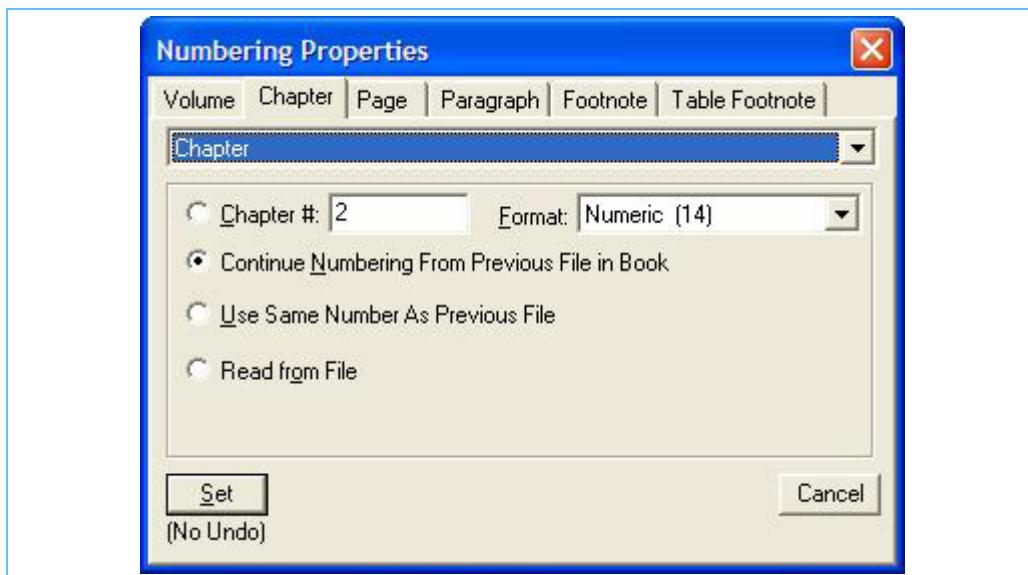


**The files for the Master Index document:** this applies to the files:

- front cover
- title page
- table of contents
- list of figures
- list of tables
- index
- volume separator pages

These files must each be set up as follows. With the Master Index book file as the current active FrameMaker window, for each file do:

- right click the file
- choose “Numbering” from the pop-up menu that appears. The Numbering Properties dialog appears, as shown in Figure 10-3 on page 10-6.

*Figure 10-3. Numbering Properties - Master Index Documents*

- for the “Footnote” tab, select “Start over on each page”, and set format to “Numeric(14)”.
- for the “Table Footnote” tab, select set format to “Numeric(14)”.
- for each other tab in this window, select the values specified in Table 10-1 on page 10-6, according to the type of the file.
- click “set”.

*Table 10-1. Numbering Set Up for Files in a Book (Part 1 of 2)*

“Numbering Properties” Window Tab				
File Type	Volume	Chapter	Page	Paragraph
cover	Volume #: (null) Format: text	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
title page	Volume #: (null) Format: text	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Restart paragraph numbering
table of contents	Volume #: (null) Format: text	Chapter #: (null) Format: text	Page #: 1 Format: roman(iv)	Restart paragraph numbering
list of figures	Volume #: (null) Format: text	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph

*Table 10-1. Numbering Set Up for Files in a Book (Part 2 of 2)*

“Numbering Properties” Window Tab				
File Type	Volume	Chapter	Page	Paragraph
list of tables	Volume #: (null) Format: text	Chapter #: (null) Format: text	Continue numbering from previous page in book	Continue numbering from previous paragraph
index	Volume #: (null) Format: text	Chapter #: (null) Format: text	Continue numbering from previous page in book	Restart paragraph numbering
Volume Separator files	set to the volume number of the volume in question, e.g. 2 for the separator page before Volume 2	Chapter #: (null) Format: text	Page #: 1 Format: Numeric(14)	Continue numbering from previous paragraph

## PDF Setup for Master Index

It is normal to generate the output documents in PDF format. This requires that the PDF setup be performed. The procedure to do this is described below.

**Note:** this procedure applies only to books that contain all the possible file types, in particular, section files (that is, files that start with a **Head0** paragraph) and an “Appendices” file. If your book omits certain files, in particular section files or the Appendices file, then the actual setup needs to be adjusted as shown later in this chapter.

- proceed as if to print the required files of the master index documents (as described above). Select the .book file window and press Ctrl-P. The Print Book dialog is displayed, as shown in Figure 10-4:

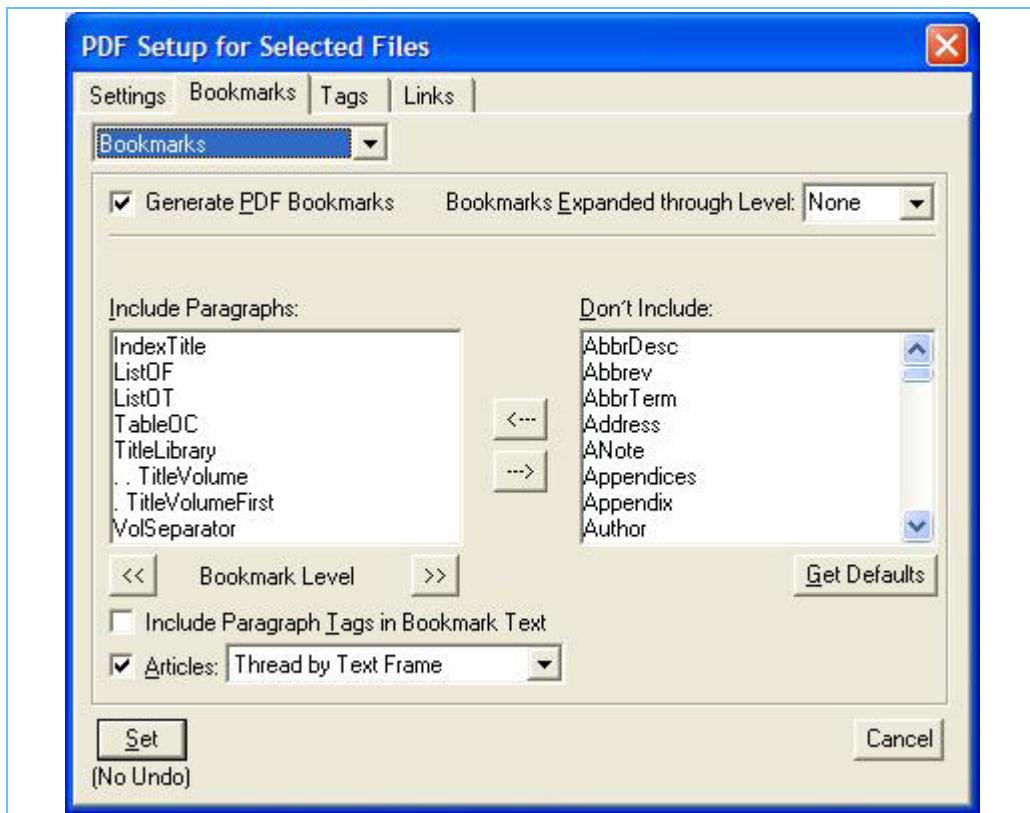
*Figure 10-4. Print Book Dialog*



- select the Adobe PDF printer
- make sure that:
  - "Print to File" is not selected
  - "Generate Acrobat Data" is selected (checked)
  - "Print Book As" option is set to "Single Print Job" to ensure that the entire book is generated as a single .PDF file.

- click on “PDF Setup”. The dialog shown in Figure 10-5 appears:

*Figure 10-5. PDF Setup Dialog*



- move paragraphs to and from the left-hand “Include Paragraphs” window, and adjust the level of each item within the window, so that its contents are as follows.
- Note that the setup for a single volume document, such as a Memo, is shown in section “PDF Setup for Single File Documents” on page 11-2.

```
IndexTitle
ListOF
ListOT
TableOC
TitleLibrary
..TitleVolume
.TitleVolumeFirst
VolSeparator
```

- Click “Set”

## Generation of Master Index and the Constituent Volumes

Generation of the Master Index document causes the files of the constituent volumes to be opened, and their file dates to be changed.

It is strongly advised that the following procedure be used when generating the Master Index and the constituent volumes, so that the result is a set of documents with consistent file dates, etc. In particular, this sequence ensures that the printed documents are printed from the current files.

1. for each constituent volume of the master index:
  - a. update it as appropriate
  - b. verify that the book is complete, correct, etc....
  - c. “regenerate” the book. That is, use the FrameMaker book update facility to re-generate the generated files, update the cross-references, etc., as is shown in section “File Setup” on page 9-8, and in particular in Figure 9-6 on page 9-12.

This should be repeated for ***all*** of the constituent volumes.

2. regenerate the Master Index document:

- a. update the Master Index document as appropriate:
  - ◆ include any new files from the constituent volumes
  - ◆ add any required new volume separator pages and new volumes
  - ◆ update the date and version number on the title page.

**Warning:** when importing the variables into the files of the Master Index, take care to ensure that they are imported only into the files that belong only to the master Index document, that is to the files:

- ◆ cover
- ◆ title page
- ◆ Master Index TOC
- ◆ Master Index LOF
- ◆ Master Index LOT
- ◆ Master Index index
- ◆ the Master Index volume separator pages.

Do ***NOT*** import them into any file that actually belongs to one of the constituent volumes.

- b. regenerate the master index book as described in the section “Generation of Master Index Document” on page 10-11. **These instructions must be followed exactly, or you will corrupt the files from the constituent volumes.**
- c. print the Master Index document, as described in the section “Printing the Master Index” on page 10-12.

3. then for each constituent volume:

- a. regenerate the book. That is, use the FrameMaker book update facility to re-generate the generated files, update the cross-references, etc. The items “Update Numbering”, “Update All Cross References”, “Update All Text Inserts” and “Update OLE Links” in the “Update Book” dialog (see Figure 10-6) should be selected when regenerating the constituent volumes, as is shown in section “File Setup” on page 9-8, and in particular in Figure 9-6 on page 9-12.
- b. print it.

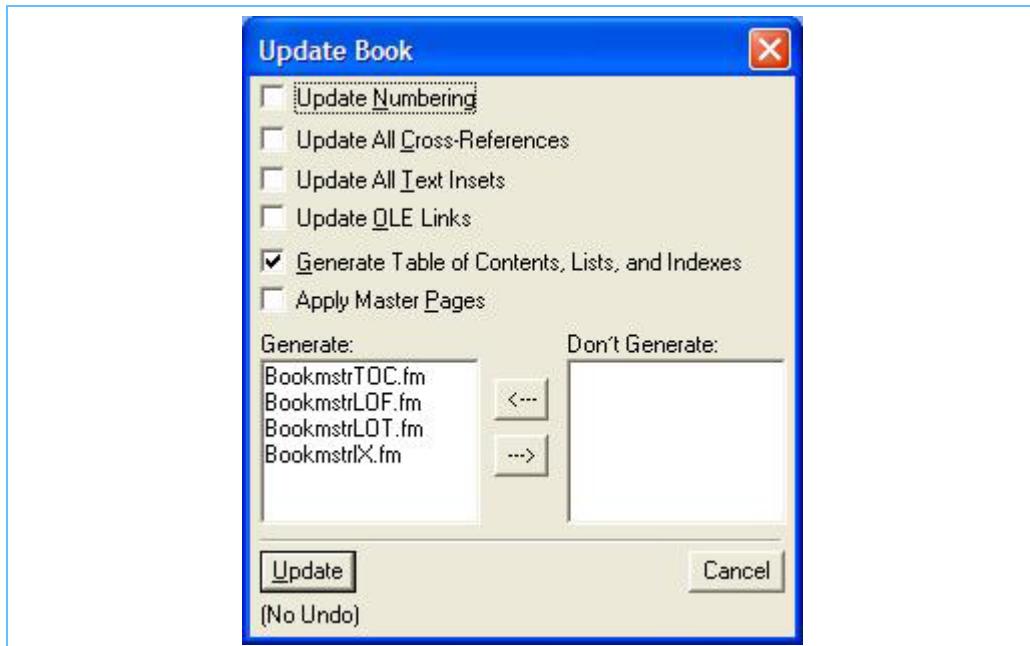
This should be repeated for ***all*** of the constituent volumes.

## Generation of Master Index Document

To actually generate the correct table of contents, list of figures, list of tables and index files:

- choose “Update Book” from the File menu, or use the “Update Book” icon at the bottom right of the Book window
- make sure that only the “Generate Table of Contents, Lists and Indexes” is selected, as is shown in Figure 10-6.

*Figure 10-6. Update Book dialog for Master Index documents*



- The items “Update Numbering”, “Update All Cross References”, “Update All Text Inserts”, “Update OLE Links” and “Apply Master Pages” must *not* be set.

Setting these options will cause FrameMaker to reset the numbering of the constituent files etc. in their “home” volumes. This would mean that all the sections within the constituent volumes will have section and page numbers according to their position in the master index document instead of being numbered according to their positions in the constituent volumes. The Table of Contents, Index, etc. in the master index document would then not be a master table of contents and master index across the constituent volumes, but would instead be a composite document. In other words, it would be useless.

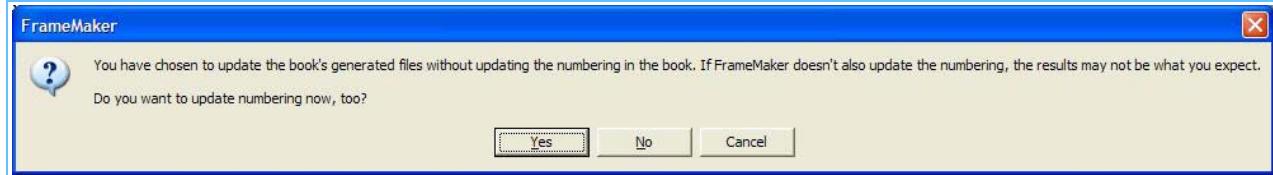
- the “Generate” pane should include the TOC, LOF, LOT and the IX generated files.
- then click “Update”.

A pop-up window appears, shown in Figure 10-7, stating:

You have chosen to update the book’s generated file without updating the numbering in the book. If FrameMaker doesn’t also update the numbering, the results may not be what you expect.

Do you want to update numbering now, too?

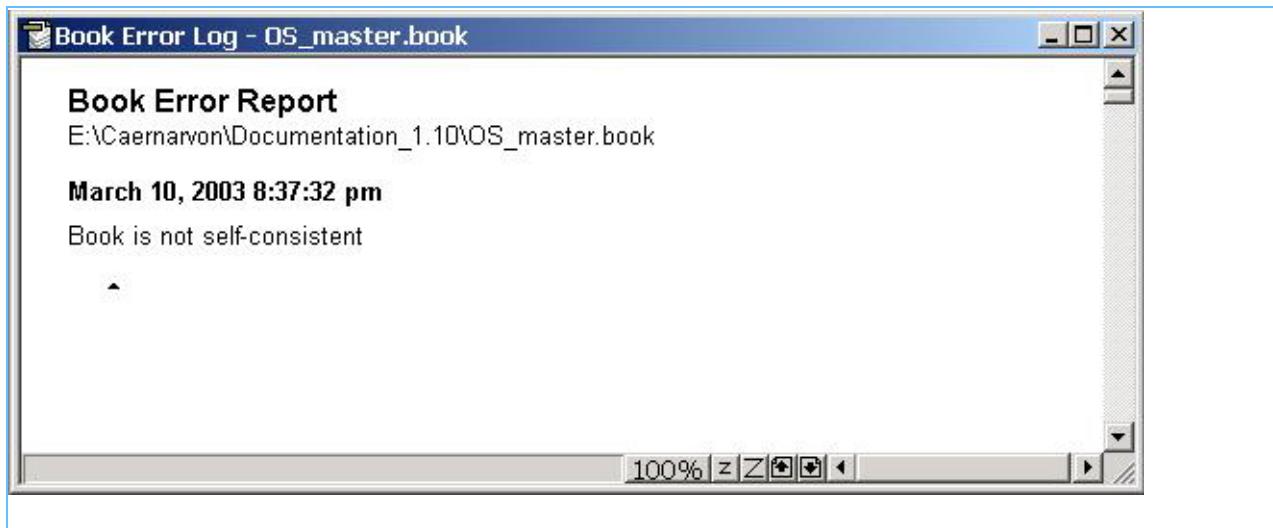
*Figure 10-7. Update Numbering query dialog*



**It is imperative that the NO button be clicked, or FrameMaker will re-number all the files in the constituent volumes.**

Upon completion of the update of the Master Index book, it is likely that an error report window will appear stating that the book is not self-consistent, as shown in Figure 10-8 on page 10-12.

*Figure 10-8. Book Error Log when Updating Master Index*



This occurs because only the generated files have been updated; in particular, we deliberately did not update the numbering etc. This error can be ignored - close the error report window.

## Printing the Master Index

When printing the master index document, do not simply print the book - this will print the master index, plus all the files from the constituent volumes.

Instead select just the files:

- front cover
- title page
- table of contents
- list of figures
- list of tables
- index

and then use menu item File–Print Selected Files...

## Chapter 11. Memos & Other Single File Documents

Most of this manual is concerned with the production of multi-file book documents, such as this manual; this is well justified, since the presence of the very powerful facilities for the production of such documents is one of the major strengths of FrameMaker.

However, it is also possible to produce various "simple" single file documents with FrameMaker. To enable this, a template is provided that contains the paragraph and character formats required to produce such documents. The documents produced by this template are similar to those produced by the templates for the "chapter" files of the book templates, with certain exceptions:

- there is only a single template file, rather than multiple types of template files.
- all styles of memo have single column non-offset page layout (**IBMXAGD** and **IIBMU1PL** book templates have an "offset" layout, where the regular text is indented 1.25 inches from the left hand margin).
- there are some extra paragraph types included - for example:
  - **Head0** paragraphs - in the book template files, **Head0** is present only in the "section" file.
  - bibliography paragraphs which, in the book template files, are included only in the bibliography file.
- **Head0** paragraphs are centered in the column.
- no heading paragraphs have over-lines.
- there is no concept of "chapters" - **Head1** paragraphs do not generate the word "Chapter".
- there is no volume number.
- page numbers consist of just a single integer counting from 1; they are not chapter based as is the case in the book templates.
- Table and Figure numbers consist of just a single integer counting from 1; they are not chapter based as is the case in the book templates.
- the template does not force the document to be an even number of pages (the book templates do force an even number of pages, so that subsequent chapter start on a right-hand page).
- there are no facilities to automatically create "generated" sections available, such as a Table of Contents or an Index.

The template files are:

- IBMPPC style, numbered headings: `IBMPPC_NumNull_memo.fm`.
- IBMPPC style, un-numbered headings: `IBMPPCNull_memo.fm`.
- IBMXAGD style, numbered headings: `IBMXAGD_NumNull_memo.fm`.
- IBMXAGD style, un-numbered headings: `IBMXAGDNull_memo.fm`.
- IIBMU1PL style, numbered headings: `IIBMU1PL_NumNull_memo.fm`.
- IIBMU1PL style, un-numbered headings: `IIBMU1PLNull_memo.fm`.

A sample of these files, showing all the paragraph formats contained within these templates, are shown in the files:

- IBMPPC style, numbered headings: IBMPPC\_Num\_Sample\_memo.fm.
- IBMPPC style, un-numbered headings: IBMPPC\_Sample\_memo.fm.
- IBMXAGD style, numbered headings: IBMXAGD\_Num\_Sample\_memo.fm.
- IBMXAGD style, un-numbered headings: IBMXAGD\_Sample\_memo.fm.
- IBMU1PL style, numbered headings: IBMU1PL\_Num\_Sample\_memo.fm.
- IBMU1PL style, un-numbered headings: IBMU1PL\_Sample\_memo.fm.

## Cross-References

Cross-references are used and behave as described for multi-file books in the section “Rotated Pages, Master Page Usage” on page 7-5. The differences for single file documents are:

- cross-reference formats that include a volume number are not available.
- cross-reference formats do not include the chapter number.
- page, Figure and Table numbers in the generated cross-references are just single integers; they do not include chapter numbers as is the case in the book templates.

The cross-reference formats for single-file documents are summarized in Table 6-2 on page 6-2.

## PDF Setup for Single File Documents

It is possible to generate PDF files with Acrobat bookmarks the same as for multi-file books. The procedure to follow is the same as is described in the section “PDF File Generation” on page 9-13. The required PDF setup is as follows:

```
10> Anote
Bibliog
    10> Equation
    10> Figure
Head0
..Head1
..Head2
..Head2Page
...Head3
....Head4
.....Head5
.....Head6
...Ledi
..Len
    10> TableTitle
    10> TableTitleIndent
```

**Note:** There is no paragraph **TableTitleIndent** in IBMPPC style templates.

## **Part 2. Technical Stuff**



# Chapter 13. Technical Information

This chapter lists various technical details of the FrameMaker tags, variables, formats, etc. used in the supplied book files.

## Double Sided Output Only

The package as supplied is designed to produce duplex, that is double sided, documents. That is, chapters start on right-hand pages, left and right hand pages are slightly offset, and have different headers and footers. There is no provision to produce single sided documents. Since duplexing PostScript printers are now commonly available, it would seem to be unnecessary and short-sighted to make this package generate only single sided documents.

It is possible to print a double sided document on a single sided printer - the separate sides of the page come out on successive pages. Duplex copies can be made using a duplexing copier - indeed, some duplexing copiers work better (or at least faster) when provided with single sided originals.

## Single Column Output

The paragraph formats are all set up for a single-column page style. The only exception to this is in the Glossary and List of Abbreviations files, where the formats are set up for a 2-column, not offset style.

It is not too difficult in FrameMaker to switch from single column format to 2 (or more) columns, and back again. However, if you do so, you almost certainly will need to change many of the paragraph formats. Hence this facility is not supported with this package.

**Warning:** Be careful if ever you copy paragraph formats from one file to another; if you copy the formats from one type of file to another, you can corrupt the formats of the destination file. It may not be easy to recover from this. The only cases when it *is* ok to copy formats are between files of the same “type”, for example between two chapter files or between two appendix files.

## Changes to FrameMaker Variables

The following FrameMaker “system” variables have had their values set as indicated.

### TableSheet

The value is set to:

(Part <\$tblsheetnum> of <\$tblsheetcount>)

That is, when compared to the “normal” FrameMaker value, the word “Sheet” has been changed to “Part”.

### Running H/F 1

This variable was used in previous versions of this package, to include the Chapter number within page numbers.

The FrameMaker 6 and 7 versions of these files do not use this variable at all; the chapter number is now provided by using the FrameMaker variable <\$chapnum>.

**Running H/F 2**

The value of this varied with the file type in the previous versions of this package, to provide part of the page footer.

The FrameMaker 6 and 7 versions of these files uses this variable only in chapter and appendix files, and it now has the same value in all types of files, namely:

```
<$paranum[Head1,Appendix]><$paratext[Head1,Appendix]>
```

The other values for this variable, as set in previous versions of this package, are now contained directly within the FrameMaker “Master Pages” of each file in the book.

## User Variables

The following user variables have been defined with this package, and are used in the various formats contained within the supplied files. These variables are present in every file of the book.

**SecurityClass**

This defines the IBM security classification for the document. Currently IBM has only 2 valid classifications, namely “IBM Confidential”, and clear (none).

This variable defaults to the FrameMaker space symbol \sn, that is no classification. It may be edited to IBM Confidential if required.

This is used at the bottom of the title page, and appears in the running headers of the pages in the other files.

**ShortTitle**

This is a short description of the book, which appears on the running footer of left-hand pages.

In the supplied template files, this is set to text of the form “IBMPPC\_Numbered Template”, “IBMXAGD\_UnNumbered Template Book”, etc., as appropriate for each set of templates. In this book, it is set to “BookMaster Books from FrameMaker 7.1”.

**CopyrightYears**

This lists the years for the copyright notice for the book. It is used in the copyright notice on the back of the title page, and also appears in the running footer of “section” files, and in the footer of the first page of all files other than the cover and the title.

The default value in the template files is:

1997-2007, 2008

It may be set to any required set of years appropriate for your book, for example:

1993, 1994, 1997  
2001-2005  
2007

**DocDate** This variable is intended to determine the last date the document was edited; this works only as long as the author of the book updates this variable whenever he changes a file within the book. It is used to generate the date on the title page of the book.

**DocVer** This defines the version and release number (in text form) for the book. This is used on the cover and title page of the book.

**LibraryTitle**

This is present in IBMPPC templates. It defines the “Library Name” for the book (or collection of books). This is used on the Cover and Title pages. It also appears in the running heading of other file types.

**VolumeFirst**

This is present in IBMPPC templates. It defines the first line of the title for the book. This is used on the Cover and Title pages. It also appears in the running heading of other file types.

**VolumeTitle**

This is present in IBMPPC templates. It defines the second line of the title for the book, and should be set to “\sn” if this is to be null. This is used on the Cover and Title pages. It also appears in the running heading of other file types.

**VolumeTitle2**

This is present in IBMPPC templates. It defines the third line of the title for the book, and should be set to “\sn” if this is to be null. This is used on the Cover and Title pages. It also appears in the running heading of other file types.

## Cross Reference Formats

The “standard” cross reference formats supplied with Frame Maker have been changed so that all those formats containing the page number have had “<\$chapnum>–” added to the start of the page number.

A number of formats have been added, such as **PageNumOnly**, **Figure Number**, **Figure Number & Page**, formats that include the volume number and the formats that include section numbers. A full list of the cross-reference formats is given in the section “Paragraph Cross-Reference” on page 6-1.

## Fonts

The **IBMXAGD** and **IBMU1PL** templates use the standard Adobe Type 1 PostScript fonts Courier, Helvetica, Symbol, Times and Zapf Dingbats, which are included in PostScript printers. A set of font files is supplied to provide all of the Type 1 fonts required, so that the fonts can be installed in the Windows Type Manager.

**Note:** older Windows systems (Windows 95/98 and Windows NT) do not directly support Adobe Type 1 fonts - these system must have Adobe Type Manager installed. Adobe Type Manager could be bought as a separate product, and also was included on the FrameMaker 5.5 CD (it may also be on the CD of other versions of frameMaker).

The **IBMPPC** templates use mostly Windows TrueType fonts, namely Arial, Courier New, Symbol, Times New Roman and WingDings

These templates also use the following fonts:

**IBM-Logo-8**

this is a Type 1 font that is used for the IBM logo (which appears on the title page, and may be used elsewhere).

**IBM Bodoni**

this is a Type 1 font that is used for the text on the cover and title pages for IBMXAGD and IBMPPC style books

**BookMaster Gothic**

this is a Type 1 font that is used by the **BXmp** paragraph formats and the **BXmp**, **BPk** and **B Pv** character formats. This is actually a family of 4 type styles (regular, bold, italic and bold italic).

### BookMaster Gothic Reverse

this is a Type 1 font that is used for the **Rk** character format.

### Letter Gothic Std

this is a TrueType font that is used by the **LtrGoth**, **LtrGothk** and **LtrGothv** character formats. This font is not a standard Windows font - it is not known which application is responsible for installing it.

## Autonumber Series Labels

FrameMaker provides facilities to “autonumber” paragraph formats, such as headings. These numbers can include a specific label. The labels used in these template files are as follows.

**G:** used in **Bibent** and **Bibent2** paragraphs, for the bibliography reference numbers.

**H:** used in heading paragraph formats for the chapter or appendix numbers, and in table and figure captions for the table or figure numbers. This number series is also used to generate the section numbers when section numbering is required.

This number sequence actually has 6 values associated with it:

- i. the first value is used, in the version of the book that has section numbering, for that part of the section numbers that applies to **Head2** and **Len** paragraphs. This value is set to 0 by **Head0**, **Head1**, **Appendices** and **Appendix** paragraphs, and is incremented by each **Head2** or **Len** paragraph.

This value is present both in the version of the book without section numbers, and in those files that do not display section numbers (section files, Abbreviations, **Appendices** file, Bibliography, Glossary, Preface and Summary of Amendments). The only difference in these cases is that the **Head2** and **Len** formats do not display the value.

- ii. the second value is used, in the version of the book that has section numbering, for that part of the section numbers that applies to **Head3** paragraphs. This value is set to 0 by **Head0**, **Head1**, **Head2**, **Len**, **Appendices** and **Appendix** paragraphs, and is incremented by each **Head3** paragraph.

This value is present both in the version of the book without section numbers, and in those files that do not display section numbers (section files, Abbreviations, **Appendices** file, Bibliography, Glossary, Preface and Summary of Changes). The only difference in these cases is that the **Head3** format does not display the value.

- iii. the third value is used, in the version of the book that has section numbering, for that part of the section numbers that applies to **Head4** paragraphs. This value is set to 0 by **Head0**, **Head1**, **Head2**, **Head3**, **Len**, **Appendices** and **Appendix** paragraphs, and is incremented by each **Head4** paragraph.

This value is present both in the version of the book without section numbers, and in those files that do not display section numbers (section files, Abbreviations, **Appendices** file, Bibliography, Glossary, Preface and Summary of Changes). The only difference in these cases is that the **Head4** format does not display the value.

- iv. the fourth is used for Table numbers within a Chapter or Appendix. This is reset to 0 by **Head0**, **Head1**, **Appendices** and **Appendix** paragraph formats. This value is used and incremented by **Table Title** and **Table TitleIndent** paragraph formats.

- v. the fifth is used for Figure numbers within a Chapter or Appendix. This is reset to 0 by **Head0**, **Head1**, **Appendices** and **Appendix** paragraph formats. This value is used and

incremented in **Figure** paragraph formats.

- vi. the sixth is used for Equation numbers within a Chapter or Appendix. This is reset to 0 by **Head0**, **Head1**, **Appendices** and **Appendix** paragraph formats. This value is used and incremented in **Equation** paragraph formats.

**S:** used in **O1First**, **O1**, **O1Compact**, **O12First**, **O12**, **O12Compact**, **O13First**, **O13**, **O13Compact**, **O14First**, **O14** and **O14Compact** paragraph formats, for the list item numbers.

## Headers and Footers

The headers and footers for each page are defined by the FrameMaker “Master Pages” of each file. These vary according both to the template format and also to the type of file, as follows.

### IBMPPC Templates

#### **Cover, Title**

These files have no real headers or footers. However, the master pages are used to supply the IBM logo and the security class of the document.

#### **TOC, LOF, LOT, Preface, Summary of Changes**

The header and footer of a left hand page are:

<LibraryTitle> <VolumeFirst><Volume Number> - <VolumeTitle>	<SecurityClass>
# <ShortTitle>	<FileName> <FileModDate>

The header of a right hand page is:

<SecurityClass>	<LibraryTitle> <VolumeFirst><Volume Number> - <VolumeTitle>
-----------------	--

The footer of the first right hand page in the file is:

<FileName> © Copyright IBM Corp. <CopyrightYears>	text #
--	--------

The footer of the other right hand pages is:

<FileName> <FileModDate>	text #
-----------------------------	--------

where text is defined in the following table:

*Table 13-1. Text in File Footers*

File Type	Value
Table of Contents	Contents
List of Figures	Figures
List of Tables	Tables
Preface	Preface
Summary of Changes	Summary of Changes

### **Chapter, Appendix Files**

The header and footer of a left hand page are:

<LibraryTitle> <VolumeFirst><Volume Number> - <VolumeTitle>	<SecurityClass>
<\$chapnum>-# <ShortTitle>	<FileName> <FileModDate>

The header of a right hand page is:

<SecurityClass>	<LibraryTitle> <VolumeFirst><Volume Number> - <VolumeTitle>
-----------------	--

The footer of the first right hand page in the file is:

<FileName> © Copyright IBM Corp. <CopyrightYears>	<Running H/F 2> <\$chapnum>-#
--	-------------------------------

The footer of the other right hand pages is:

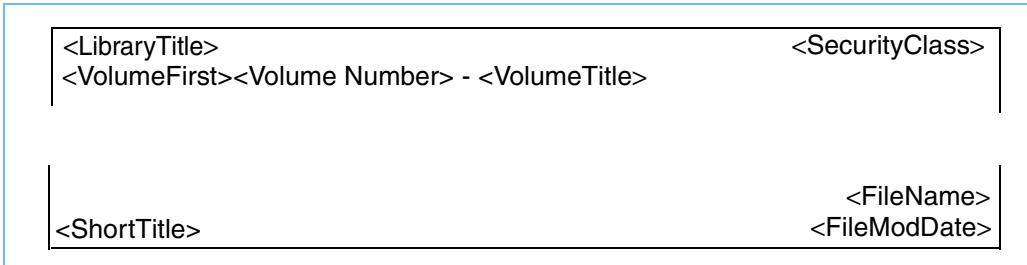
<FileName> <FileModDate>	<Running H/F 2> <\$chapnum>-#
-----------------------------	-------------------------------

where the variable **<Running H/F 2>** has the value:

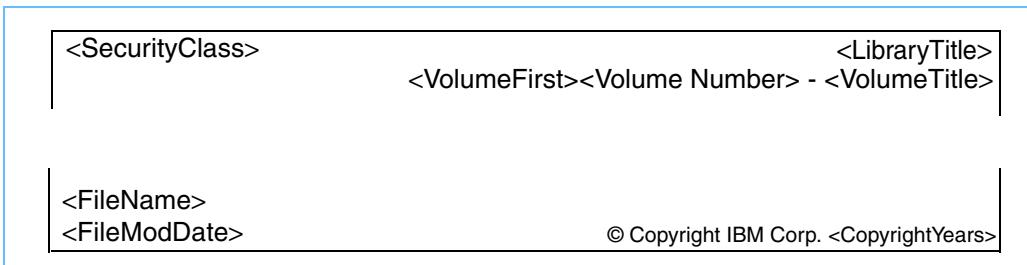
<\$paranum[Head1,Appendix]><\$paratext[Head1,Appendix]>

## **Section, Appendices Files**

The header and footer of a left hand page are:



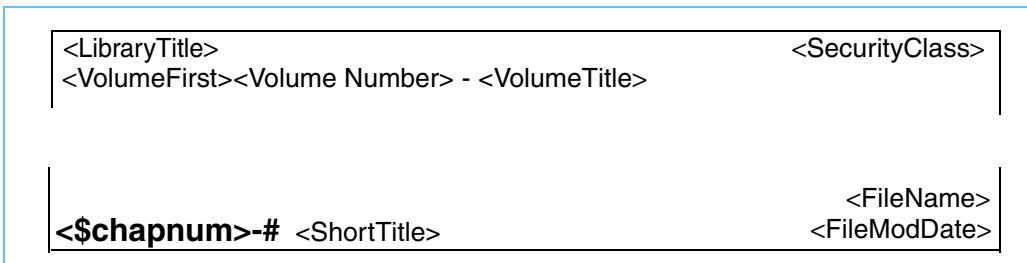
The header and footer of a right hand page is:



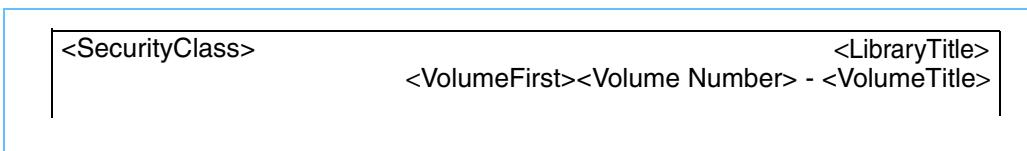
It can be seen that the pages of section files are un-numbered.

## **Glossary, Abbreviations, Bibliography, Index**

The header and footer of a left hand page are:



The header of a right hand page is:



The footer of the first right hand page in the file is:



The footer of the other right hand pages is:

<FileName>  
<FileModDate>

*text* #

where text is defined in the following table:

*Table 13-2. Text in File Footers*

File Type	Value
Glossary	Glossary
Bibliography	Bibliography
List of Abbreviations	Abbreviations
Index	Index

## **IBMXAGD and IBMU1PL Templates**

### **Cover, Title**

These files have no headers or footers. However, the master pages are used to supply the IBM logo and the security class of the document.

### **TOC, LOF, LOT, Preface, Summary of Changes**

The header and footer of a left hand page are:

<SecurityClass>  
  
# <ShortTitle>

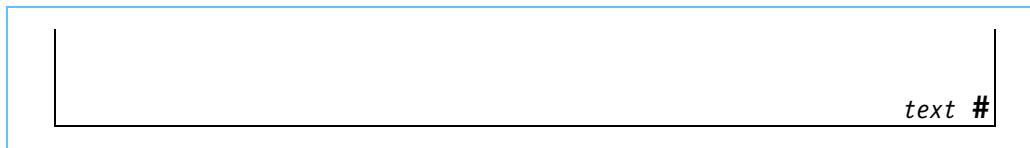
The header of a right hand page is:

<SecurityClass>

The footer of the first right hand page in the file is:

© Copyright IBM Corp. <CopyrightYears>  
*text* #

The footer of the other right hand pages is:



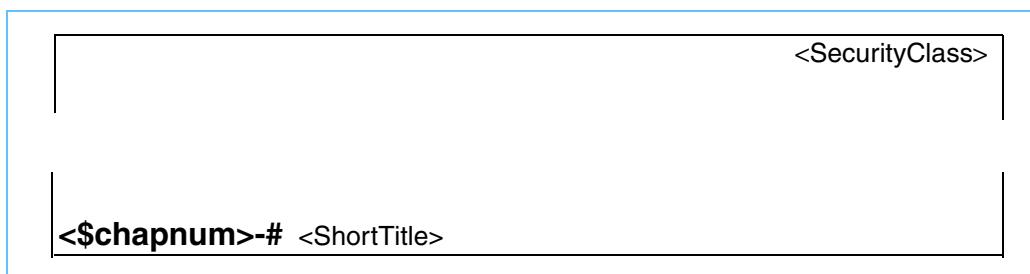
where text is defined in the following table:

*Table 13-3. Text in File Footers*

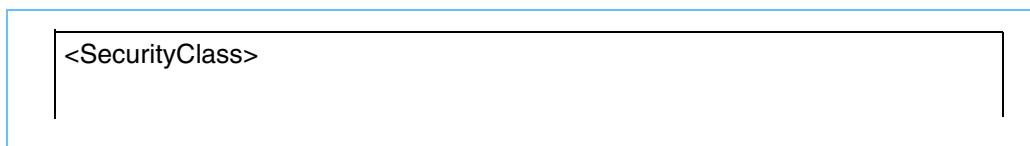
File Type	Value
Table of Contents	Contents
List of Figures	Figures
List of Tables	Tables
Preface	Preface
Summary of Changes	Summary of Changes

### **Chapter, Appendix Files**

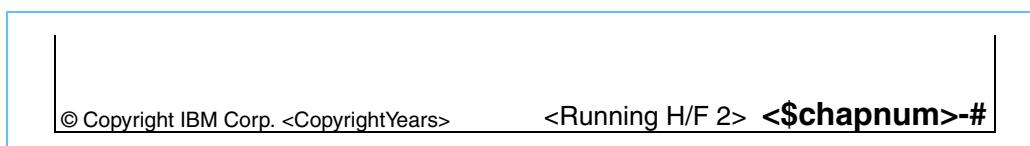
The header and footer of a left hand page are:



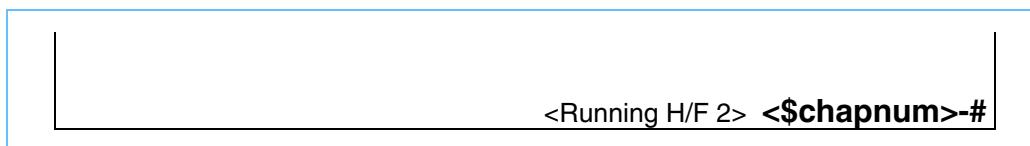
The header of a right hand page is:



The footer of the first right hand page in the file is:



The footer of the other right hand pages is:

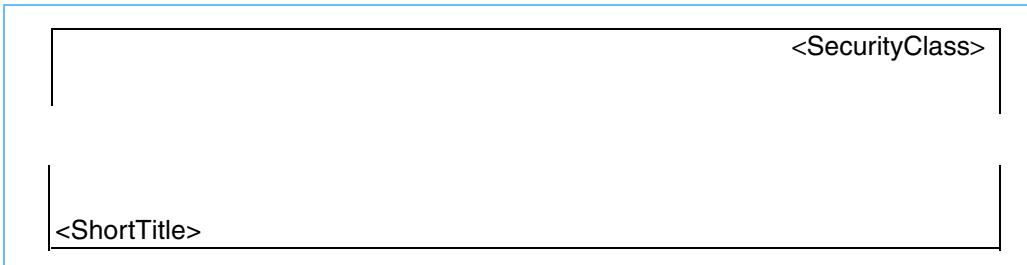


where the variable <Running H/F 2> has the value:

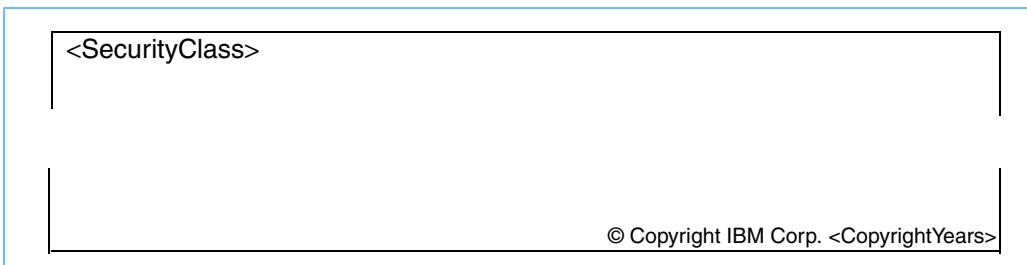
<\$paranum[Head1,Appendix]><\$paratext[Head1,Appendix]>

### ***Section, Appendices Files***

The header and footer of a left hand page are:



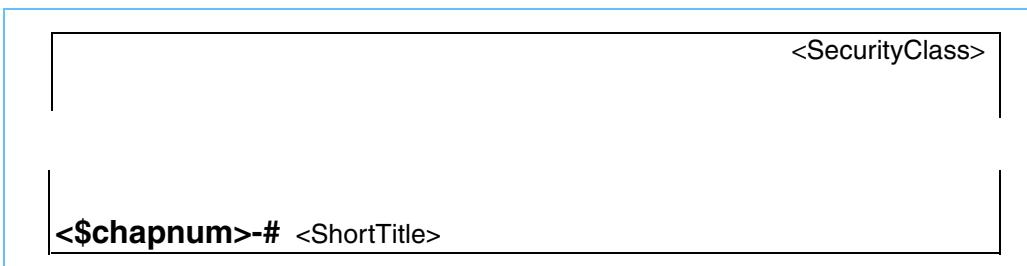
The header and footer of a right hand page is:



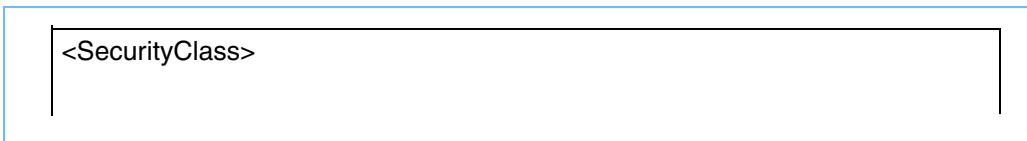
It can be seen that the pages of section files are un-numbered.

### ***Glossary, Abbreviations, Bibliography, Index***

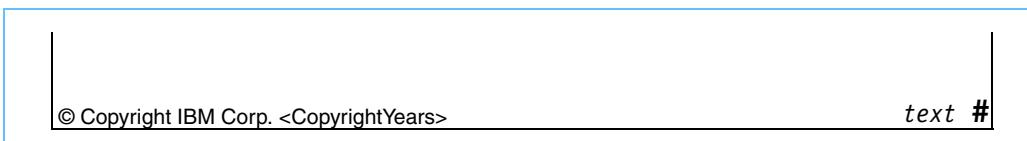
The header and footer of a left hand page are:



The header of a right hand page is:



The footer of the first right hand page in the file is:



The footer of the other right hand pages is:



where text is defined in the following table:

*Table 13-4. Text in File Footers*

File Type	Value
Glossary	Glossary
Bibliography	Bibliography
List of Abbreviations	Abbreviations
Index	Index

## TOC Entry Formats

The text elements that for each paragraph type in the Table of Contents (TOC) are as follows; (tab) indicates the presence and position of a Tab character (the parentheses are part of this symbol, they are not present in the TOC text). These may be viewed by opening a TOC file, setting “view” to “Reference Pages”, and then paging down to the page containing the “Table of Contents Specification”. Items in **bold** type are displayed in bold in the Table of Contents.

### **AbbrevTOC, AppendixTOC, BibliogTOC, GlossaryTOC, Head1TOC**

<\$paranum> <\$paratext><Default Para Font> (tab)<\$chapnum>-<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

### **AppendicesTOC, Head0TOC**

<\$paratext>

**Note:** this text is not indented.

### **Head2TOC, Head2PageToc, LenTOC**

when headings are numbered:

<\$paranum> <\$paratext><Default Para Font> (tab)<\$chapnum>-<\$pagenum>

when headings are un-numbered:

<\$paratext><Default Para Font> (tab)<\$chapnum>-<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

### **Head2\_bkTOC**

<\$paratext><Default Para Font> (tab)<\$chapnum>-<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

### **Head2frTOC, Len\_frTOC**

<\$paratext><Default Para Font> (tab)<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**Head3TOC** when headings are numbered:

```
<$paranum> <$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

when headings are un-numbered:

```
<$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

**Note:** this text is indented 0.4" for **IBMPPC** format, and 1.45" for **IBMXAGD** and **IBMU1PL** formats.

**Head3\_bkTOC**

```
<$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

**Note:** this text is indented 0.4" for **IBMPPC** format, and 1.45" for **IBMXAGD** and **IBMU1PL** formats.

**Head3\_frTOC**

```
<$paratext><Default Para Font> (tab)<$pagenum>
```

**Note:** this text is indented 0.4" for **IBMPPC** format, and 1.45" for **IBMXAGD** and **IBMU1PL** formats.

**Head4TOC** when headings are numbered:

```
<$paranum> <$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

when headings are un-numbered:

```
<$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

**Note:** this text is indented 0.6" for **IBMPPC** format, and 1.65" for **IBMXAGD** and **IBMU1PL** formats.

**Head4bk\_TOC**

```
<$paratext><Default Para Font> (tab)<$chapnum>-<$pagenum>
```

**Note:** this text is indented 0.6" for **IBMPPC** format, and 1.65" for **IBMXAGD** and **IBMU1PL** formats.

**Head4\_frTOC**

```
<$paratext><Default Para Font> (tab)<$pagenum>
```

**Note:** this text is indented 0.6" for **IBMPPC** format, and 1.65" for **IBMXAGD** and **IBMU1PL** formats.

**IndexTitleTOC**

```
Index (tab)<$chapnum>-<$pagenum>
```

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**ListOFTOC**

```
List of Figures (tab)<$pagenum>
```

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**ListOTTOC**

```
List of Tables (tab)<$pagenum>
```

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**PrefaceTOC, SOATOC**

<\$paranum> <\$paratext> (tab)<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**TableOCTOC - IBMPPC Format**

**Table of Contents** (tab)<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

**TableOCTOC - IBMPPC Format**

**Table of Contents** (tab)<\$pagenum>

**Note:** this text is indented 0.2" for **IBMPPC** format, and 1.25" for **IBMXAGD** and **IBMU1PL** formats.

## Defining New Paragraph and Character Formats

It is easy to define your own special paragraph and/or character formats for your documents. FrameMaker has the Paragraph Designer and Character Designer facilities for this purpose. See the FrameMaker **User's Guide** manual or online help for more information.

### ***Copying Paragraph and Character Formats***

The section "Single Column Output" on page 13-1 contains a warning about copying formats between different files.

If you produce your own special formats in a file, the safest way to propagate them through your manual is to:

1. open the supplied template file **null.fm**, and make sure it is the currently selected file.
2. import the paragraph formats and/or character formats, as required, from your file:
  - a. select menu items **File—Import—Formats**.
  - b. set "import from document" to the file containing the new format(s).
  - c. make sure "paragraph formats" and/or "character formats" are selected, all other options are not selected.
  - d. click "import".
3. in **null.fm**, make sure the paragraph or character catalog window is displayed.
4. click "Delete" at the bottom of the catalog window, and **delete all but your new formats** (see "Copying Formats from One File to Another" below for more information on this).
5. import your formats from **null.fm** to your other file(s), as described in steps 2a - 2d above.

### ***Copying Formats from One File to Another***

**Paragraph Formats:** Various different types of file in these templates contain paragraph types with the same name. For example, **Head2** appears in many file types. Unfortunately, these format have slightly differing definitions, depending on the source file type. Further, the definitions differ between the version of the templates to produced a book with numbered heading and those to produce un-numbered headings. More details of these differences are given in Appendix 1. "List of Paragraph Formats" on page 1-1. It should be noted that these differences apply to almost all FrameMaker formats, not just to paragraph formats.

Hence, in general, the user is strongly cautioned against copying formats from a file of one type to a file of a different type. This is why, in step 4 above, there is the instruction to “delete all but your new formats”.

**Character Formats:** some of the files, notably the cover and title, contain special character formats. The other files all have the same set of character formats, with the same names - these are identical across these files.

Thus it is safe to copy character formats between all of the files except for the cover and title pages.

## **Effect of New Formats on the Generated Files**

When new formats are defined for a book, these may affect the format and contents of the generated files. For example, if you define new paragraph formats, you may want some or all of these to appear in the Table of Contents. The effect of new formats on the generated files are discussed in other sections of this book, as follows:

**New paragraph formats, other than Table or Figure titles:**

see section “Format and Set Up of the Table of Contents File” on page 14-3

**New paragraph formats for Figure titles:**

see section “Format and Set Up of the List of Figures File” on page 14-6

**New paragraph formats for Table titles:**

see section “Format and Set Up of the List of Tables File” on page 14-8

**New index entry formats:**

see section “Format and Set Up of the Index File” on page 14-11

# Chapter 14. Esoteric Subjects

## Creating a Book From Scratch

**Note:** this section was written for FrameMaker 5.0, and has not been updated for FrameMaker 6.0 or 7.0. Some of the details may not be correct for the new versions.

This section describes the steps required to create a book using these FrameMaker templates. This is to a considerable extent a black art; the information here was culled from the FrameMaker manual, tempered with the experience of trying to make it work. This covers some of the steps executed when creating the sample files supplied with this package; much experimentation was necessary to get the desired result. It is suggested that anyone else not try this unless it is really necessary, or they have strong masochistic tendencies!

This section is included here mainly as a guide for the author, so he has a record of how he created the various files, so it will be easier in the future to repeat any of these steps that are required for any reason.

Each book has a name - *Mybook* is used here, but this may replaced with any valid file name. It is important that the same name be maintained where ever it is used - it is used by FrameMaker for the generated files, such as the Table of Contents and List of tables files, as well as for the book file. FrameMaker creates these files with the specified name with certain file extensions, such as TOC for the Table of Contents and LOT for the List of Tables. The book file itself has a different file extension, namely *.book*. It will further reduce confusion if the name *Mybook* is not used as the name of any other file in the book, i.e. this name is reserved for the files generated by FrameMaker.

It is highly recommended that a subdirectory be created specially for the book, for example **\FrameMaker\docs\Mybook**; while it is possibly convenient to place this directory in **\FrameMaker\docs**, it may actually be placed on any disk or directory.

- create the title page document for the book, using the template **Bkmaster\BM\_Title**; save this into the book's directory.
- create at least one chapter for the book, using the template **Bkmaster\BM\_Chapter**; save these file(s) into the book's directory.
- ✓ create the book file:
  - make sure you have open one of the files of the new book; this must be the current window within the FrameMaker screen.
  - choose "Generate/Book" from the File menu.
  - click "New multifile book" and then "generate".
  - set the book file to your chosen name:
    - ◆ with the new book file as the currently active window,
    - ◆ choose "Save as" from the File menu.
    - ◆ set the filename to *Mybook.book*, and click Save
    - ◆ go to a command window and delete the file *name.book*, created by FrameMaker when you first created the book file, where *name* is the file name of file from the book that was the current window before you started this step.
- ✓ add the remaining files to the book:
  - choose "Add file" from the File menu.
  - click "document file" and click on the next listed file to be added.
  - choose "Add after file" and click on the preceding file in the book.
  - click on Add.
    - ◆ repeat these steps for the remaining file in the book.

- It may well be simpler, when adding files to the book, to click on “add all the files listed”, add them (in some “random” order), and then move the books around into the desired order.

To re-arrange the files in a book:

- with the new book file as the currently active window
- choose “Rearrange Files” from the File menu
- select a file, and click “Move Up”, Move Down” or “Delete”, until the file is in the desired position (or is deleted).

You may rearrange or delete as many files as you want.

- when the files are arranged correctly, click “Done”.

✓ Add the Table of Contents:

- with the new book file as the currently active window
- choose “Add file” from the File menu.
- click on “Generated List” and choose “Table of Contents” from drop-down list.
- Choose “Add file before” and select a BMCHAPTR format file (if you chose “Add file after” and select the title page file, you will not get the correct tags in the table of contents).
- click on Add. It comes up with the “Set Up Table of Contents” window, where the tags to appear in the Table of contents are chosen. Select the following:

**Abbrev**  
**Appendices**  
**Appendix**  
**Bibliog**  
**Glossary**  
**Head0**  
**Head1**  
**Head2**  
**Head2\_bk**  
**Head2\_fr**  
Head2Page  
**Head3**  
**Head3\_bk**  
**Head3\_fr**  
**Head4**  
**Head4\_bk**  
**Head4\_fr**  
**IndexTitle**  
**Len**  
**Len\_fr**  
**ListOF**  
**ListOT**  
**Preface**  
**SOA**  
**TableOC**

A file *MybookTOC.fm* will be added to the list of files in the book file window. The tag Suffix is TOC.

Rearrange the files in the book so that the Table of Contents comes in the correct place.

✓ Add the List of Figures:

- with the new book file as the currently active window
- choose “Add file” from the File menu.
- click on “Generated List” and choose “List of Figures” from drop-down list.
- Choose “Add file after” and select the Table of Contents file.

- click on Add.

A file **MybookLOF.fm** will be added to the list of files in the book file window. The tag Suffix is LOF.

✓ Add the List of tables:

- with the new book file as the currently active window
- choose “Add file” from the File menu.
- click on “Generated List” and choose “List of Tables” from drop-down list.
- Choose “Add file after” and select the List of Figures.
- click on Add.

A file **MybookLOT.fm** will be added to the list of files in the book file window. The tag Suffix is LOT.

✓ Add an Index file:

- with the new book file as the currently active window
- choose “Add file” from the File menu.
- click on “Generated Index” and choose “Standard Index” from drop-down list
- Choose “Add file after” and select the last file in the book.
- click on Add.

A file **MybookIX.fm** will be added to the list of files in the book file window. The tag Suffix is IX.

- To actually generate the table of contents, list of figures, list of tables and index files, choose “Generate/Update” from the File menu, and then click “Update”.
- it is then necessary to format each of these files so it comes out with the desired style. This is a time consuming, tedious and (unless you have plenty of experience with FrameMaker) difficult process. I cannot remember exactly the steps I took to achieve this.

## Format and Set Up of the Table of Contents File

The format of the Table of Contents file is specified by each of the three different page views, namely *Master Pages*, *Reference Pages* and *Body Pages*, which are chosen by the corresponding items in the View menu. The effect of each of these page views is as follows.

### Master Pages

The pages in this view define the layout of the pages of the Table of Contents, including the columns, headers and footers, the same as for the page layout of any other type of file in a book.

### Reference Pages

The reference pages define:

- line objects required by paragraph formats or page layouts in the file
- the Table of Contents entries, in a text flow labelled “Table of Contents Specification”.

In the Table of Contents files included in the templates, there are a number of different formats in the Table of Contents Specification:

- a format named (has paragraph format named) **ActiveTOC**, which specifies the action to be taken if an entry within the Table of Contents is clicked (Table of Contents entries are all hypertext links, and clicking on the page number within a record, for example in a PDF file, results in the action specified by the **ActiveTOC** tag).

The contents of this entry are:

```
openObjectID <$reffilename>:<$ObjectType> <$ObjectID>
```

which results in the display changing to the target of that Table of Contents entry. See the FrameMaker User Guide or online help for more information about editing this format.

- a number of formats, each of which has a name, and an paragraph format named, **xxxxxxTOC**, where **xxxxxx** is the name of heading paragraph type that appears in the Table of Contents file.

The contents of this format vary widely from one type of paragraph to another, depending on the contents of the text generated by that heading paragraph, and also on what is required in the Table of Contents for that heading type. However, a common format is:

```
<$paranum> <$paratext><Default Para Font> <$chapnum>-<$pagenum>
```

with two leading spaces, and the ")" characters signify Tab characters. This specifies the data to be included in the corresponding Table of Contents entries for headings that have this paragraph type, thus:

- the paragraph number (i.e. the heading number)
- a space
- the paragraph (heading) text, followed by two spaces
- a tab
- the page number in the format *chapter number hyphen page number*

The item <Default Para Font> is required because otherwise, if the heading text contains character format overrides, the page number in the Table of Contents entry may be displayed using the character format present in the heading.

**Notes:**

- for headings that have no number, which includes those heading that have no number in un-numbered heading templates, the format above becomes:

```
<$paratext><Default Para Font> <$chapnum>-<$pagenum>
```

That is, the heading number and following space are omitted.

- the master table of contents/index books, this format is:

```
<$paranum> <$paratext><Default Para Font> <$volnum>:<$chapnum>-<$pagenum>
```

That is, the page numbers also include the volume number of the volume that contains that heading

***Adding a New Table of Contents Entry Format***

The Table of Contents reference pages supplied in the templates contain formats for all the paragraph types that included in the Table of Contents file for that set of templates. The paragraph types that are included in the Table of Contents in these templates are:

**Abbrev**  
**Appendices**  
**Appendix**  
**Bibliog**  
**Glossary**  
**Head0**  
**Head1**  
**Head2**

**Head2\_bk**  
**Head2\_fr**  
**Head2Page**  
**Head3**  
**Head3\_bk**  
**Head3\_fr**  
**Head4**  
**Head4\_bk**  
**Head4\_fr**  
**IndexTitle**  
**Len**  
**Len\_fr**  
**ListOF**  
**ListOT**  
**Preface**  
**SOA**  
**TableOC**

To add a new type of Table of Contents entry, that is to add paragraphs of type **xxxxxx** to the Table of contents, then:

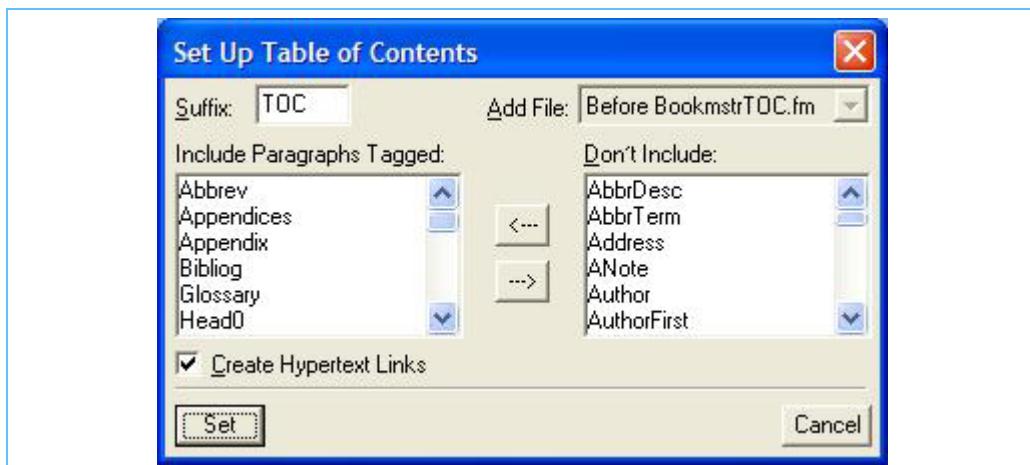
- an appropriate paragraph format **xxxxxxTOC** must be created in the Table of Contents file
- an additional appropriate format record be created in the reference page, which has the paragraph format **xxxxxxTOC**.
- The “setup” of the Table of Contents file must be updated, as described in the next section.

### **Setup of the Table of Contents File**

The procedure is as follows:

- in the .book file window, right click of the Table of Contents .fm file, and select “Set Up Table of Contents” from the pop-up menu. The dialog shown in Figure 14-6 on page 14-13 appears.

*Figure 14-1. Setup Dialog for the Table of Contents File*



- The panel of the left shows the names of the heading paragraph type(s) that are to appear in the Table of Contents. To add a new heading type to the Table of Contents, search for the paragraph it in the right-hand panel, select it and click Add. When finished, click Set.

**Note:** in the issued templates, the paragraph types present in the left hand pane are those paragraphs shown in the list in the section “Adding a New Table of Contents Entry Format” on page 14-4.

## Body Pages

This view shows that actual body of the Table of Contents. There is a title at the top of the first page; the remaining records are the group titles and Table of Contents entries:

Each of these records is created, sorted, and grouped automatically by FrameMaker when an “Update Book” operation is performed. The current Table of Contents records are discarded at the start of the update of the book, and then, as the book is scanned, a new record is added for each paragraph found in the book, whose type is one of the paragraph types that are to be included in the Table of Contents.

## Format and Set Up of the List of Figures File

The format of the List of Figures file is specified by each of the three different page views, namely *Master Pages*, *Reference Pages* and *Body Pages*, which are chosen by the corresponding items in the View menu. The effect of each of these page views is as follows.

### Master Pages

The pages in this view define the layout of the pages of the List of Figures, including the columns, headers and footers, the same as for the page layout of any other type of file in a book.

### Reference Pages

The reference pages define:

- line objects required by paragraph formats or page layouts in the file
- the List of Figures entries, in a text flow labelled “List of Figures Specification”.

In the List of Figures files included in the templates, there are only two formats in the List of Figures Specification:

- the first is named (has paragraph format named) **ActiveLOF**, which specifies the action to be taken if an entry within the List of Figures is clicked (List of Figures entries are all hypertext links, and clicking on the page number within a record, for example in a PDF file, results in the action specified by the **ActiveLOF** tag).

The contents of this format are:

```
openObjectID <$reffilename>:<$ObjectType> <$ObjectID>
```

which results in the display changing to the target of that List of Figures entry.

There is only one **ActiveLOF** entry in the List of Figures file.

- The second is named (i.e. has paragraph format named) **FigureLOF**. This entry specifies the contents of the List of Figures entry for the current figure; note that a figure is defined by virtue of its caption having paragraph type **Figure**<sup>1</sup>. The contents of this entry are:

```
<$paranumonly><$paratext><Default Para Font> <$chapnum>-<$pagenum>
```

where the “)” characters signify Tab characters. This specifies the data to be included in the List of Figures entries for figures that have paragraph type **Figure** for their caption, thus:

---

<sup>1</sup> A side effect of this is that a figure that has no caption will not appear in the List of Figures.

- the figure number
- a tab
- the figure title, followed by two spaces
- a tab
- the page number in the format *chapter number* hyphen *page number*

The item <Default Para Font> is required because otherwise, if the figure title contains character format overrides, the page number in the List of Figures may be displayed using the character format present in the figure title.

Note that, in the master table of contents/index books, these formats are:

- a. the contents of the **FigureLOF** entry are:

```
<$paranumonly><$paratext><Default Para Font> <$volnum>:<$chapnum>-<$pagenum>
```

that is, the page number field also contains the volume number for that figure.

- b. there is an additional format record for the volume separators that appear within the file between the figure entries for each individual volume.

The actual format (fonts, spacing, tab stops, etc.) of the entry are defined by the **FigureLOF** paragraph format, which may be viewed or changed by using the paragraph designer (type Ctrl-M when the entry is selected in the *Body Pages* view).

### ***Adding a New Figure Caption Paragraph Format***

The List of Figures reference pages supplied in the templates contain only one format of a figure entry, for the paragraph type **Figure**. However, if you define a figure that has a different paragraph type for its caption, for example **MyFig**, and this new type of figure is to appear in the List of Figures, then:

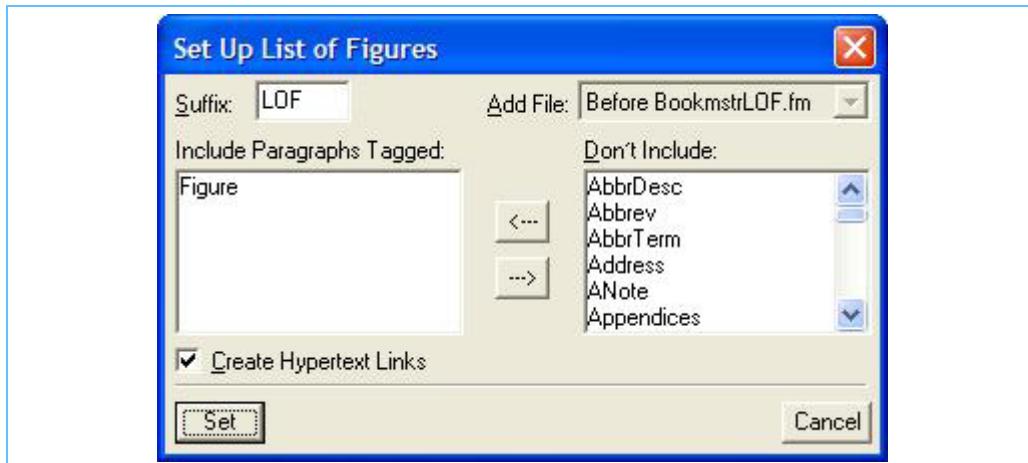
- an additional paragraph format **MyFigLOF** must be created in the List of Figures file
- an appropriate format specification must be added to the Reference Pages of the List of Figures file. This format specification is set to have the new paragraph format **MyFigLOF**.
- The “setup” of the List of Figures file must be updated, as described in the next section.

### ***Setup of the List of Figures File***

The procedure is as follows:

- in the .book file window, right click of the List of Figures .fm file, and select “Set Up List of Figures” from the pop-up menu. The following dialog appears:

*Figure 14-2. Setup Dialog for the List of Figures File*



- The panel of the left shows the names of the format(s) of the paragraphs for which an entry is to appear in the List of Figures. If you have created a new such paragraph format, search for it in the right-hand panel, select it and click Add. When finished, click Set.

## Body Pages

This view shows that actual body of the List of Figures. There is a title at the top of the first page; the remaining records are the entries for each figure:

- the data content of each record is specified by the **FigureLOF** entry in the Reference Pages.
- the format of each entry is specified by the **FigureLOF** paragraph format.

Each of these records is created automatically by FrameMaker when an “Update Book” operation is performed. The current **FigureLOF** records are discarded at the start of the update of the book, and then, as the book is scanned, a new record is added for each paragraph of type **Figure** found in the book.

## Format and Set Up of the List of Tables File

The format of the List of Tables file is specified by each of the three different page views, namely *Master Pages*, *Reference Pages* and *Body Pages*, which are chosen by the corresponding items in the View menu. The effect of each of these page views is as follows.

### Master Pages

The pages in this view define the layout of the pages of the List of Tables, including the columns, headers and footers, the same as for the page layout of any other type of file in a book.

### Reference Pages

The reference pages define:

- line objects required by paragraph formats or page layouts in the file
- the List of Tables entries, in a text flow labelled “List of Tables Specification”.

In the List of Tables files included in the templates, there are only two<sup>2</sup> formats in the List of Tables Specification:

- the first is named (has paragraph format named) **ActiveLOT**, which specifies the action to be taken if an entry within the List of Tables is clicked (List of Tables entries are all hypertext links, and clicking on the page number within a record, for example in a PDF file, results in the action specified by the **ActiveLOT** tag).

The contents of this format are:

```
openObjectID <$reffilename>:<$ObjectType> <$ObjectID>
```

which results in the display changing to the target of that List of Tables entry.

There is only one **ActiveLOT** entry in the List of Tables file.

- The second is named (i.e. has paragraph format named) **TableTitleLOT**. This entry specifies the contents of the List of Tables entry for the current table; note that a table is defined by virtue of its caption having paragraph type<sup>1</sup> **TableTitle**.<sup>2</sup> The contents of this entry are:

```
<$paranumonly><$paratext><Default Para Font> <$chapnum>-<$pagenum>
```

where the “)” characters signify Tab characters. This specifies the data to be included in the List of Tables entries for tables that have paragraph type **TableTitle**<sup>2</sup> for their caption, thus:

- the table number
- a tab
- the table title, followed by two spaces
- a tab
- the page number in the format *chapter number hyphen page number*

The item <Default Para Font> is required because otherwise, if the table title contains character format overrides, the page number in the List of Tables may be displayed using the character format present in the table title.

Note that, in the master table of contents/index books, these formats are:

- the contents of the **TableTitleLOT** entry are:

```
<$paranumonly><$paratext><Default Para Font> <$volnum>:<$chapnum>-<$pagenum>
```

that is, the page number field also contains the volume number for that table.

- there is an additional format record for the volume separators that appear within the file between the table entries for each individual volume.

The actual format (fonts, spacing, tab stops, etc.) of the entry are defined by the **TableTitleLOT** paragraph format, which may be viewed or changed by using the paragraph designer (type Ctrl-M when the entry is selected in the *Body Pages* view).

---

<sup>1</sup> A side effect of this is that a table that has no title will not appear in the List of Tables.

<sup>2</sup> **IBMU1PL** templates have two table title paragraph types, namely **TableTitle** and **TableTitleIndent**, with paragraph and reference records named **TableTitleLOT** and **TableTitleIndentLOT**, respectively.

### ***Adding a New Table Title Paragraph Format***

The List of Tables reference pages supplied in the templates contain only one format of a table entry. However, if you define a table that has a different paragraph type, for example **MyTable**, for its title, and this new type of table is to appear in the List of Tables, then:

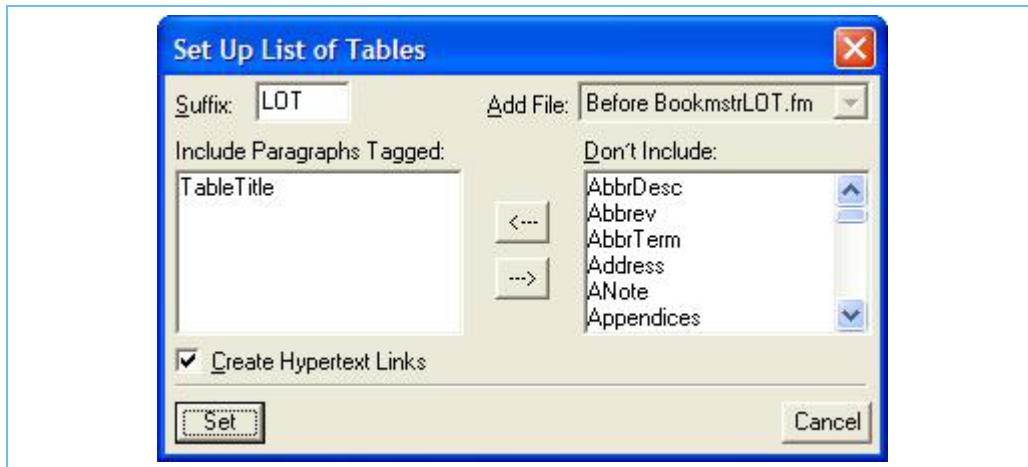
- an additional paragraph format **MyTableLOT** must be created in the List of Tables file
- an appropriate format specification must be added to the Reference Pages of the List of Tables file. This format specification is set to have the new paragraph format **MyTableLOT**.
- The “setup” of the List of Tables file must be updated, as described in the next section.

### ***Setup of the List of Tables File***

The procedure is as follows:

- in the .book file window, right click of the List of Tables .fm file, and select “Set Up List of Tables” from the pop-up menu. The following dialog appears:

*Figure 14-3. Setup Dialog for the List of Tables File*



- The panel of the left shows the names of the format(s) of the paragraphs for which an entry is to appear in the List of Tables. If you have created a new such paragraph format, search for it in the right-hand panel, select it and click Add. When finished, click Set.

### **Body Pages**

This view shows that actual body of the List of Tables. There is a title at the top of the first page; the remaining records are the entries for each table:

- the data content of each record is specified by the **TableTitleLOT** entry in the Reference Pages.
- the format of each entry is specified by the **TableTitleLOT** paragraph format.

Each of these records is created automatically by FrameMaker when an “Update Book” operation is performed. The current **TableTitleLOT** records are discarded at the start of the update of the book, and then, as the book is scanned, a new record is added for each paragraph of type **Table** found in the book.

## Format and Set Up of the Index File

The format of the Index file is specified by each of the three different page views, namely *Master Pages*, *Reference Pages* and *Body Pages*, which are chosen by the corresponding items in the View menu. The effect of each of these page views is as follows.

### Master Pages

The pages in this view define the layout of the pages of the Index, including the columns, headers and footers, the same as for the page layout of any other type of file in a book.

### Reference Pages

The reference pages define:

- line objects required by paragraph formats or page layouts in the file
- the Index entries, in a text flow labelled “Index Specification”.

In the Index files included in the templates, there are a number of different formats in the Index Specification:

- a format named (has paragraph format named) **ActiveIX**, which specifies the action to be taken if an entry within the Index is clicked (Index entries are all hypertext links, and clicking on the page number within a record, for example in a PDF file, results in the action specified by the **ActiveIX** tag).

The contents of this entry are:

```
openObjectID <$reffilename>:<$ObjectType> <$ObjectID>
```

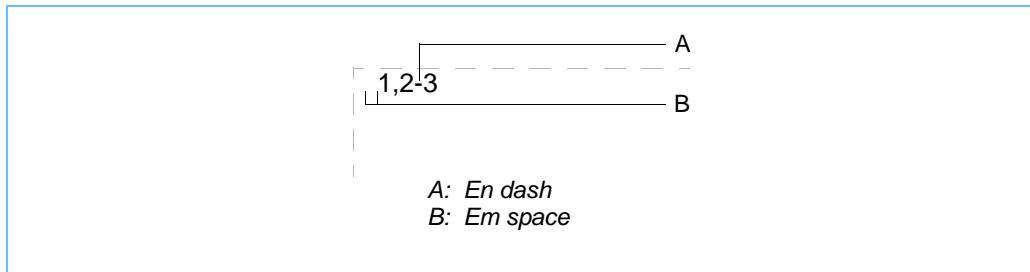
which results in the display changing to the target of that Index entry. See the FrameMaker User Guide or online help for more information about editing this format.

There is only one **ActiveIX** entry in the Index file.

- a format named (has paragraph format named) **SeparatorsIX**, which specifies the separators used by FrameMaker when building index entries.

The default contents of this format are shown in Figure 14-4:

*Figure 14-4. Default Index Separators Format*



A typical index entry has the format *Widget 1,2-3*, where there is a space after the item and before the first page number, a comma between page numbers, and a en dash is sued to specify a page range. You can change this records, for example replace the en dash by the word to, so the entry becomes *Widget 1,2 to 3*, or change the format so that there is a comma after the item name, such as *Widget, 1*. See the FrameMaker User Guide or online help for more information about editing this format.

There is only one **SeparatorsIX** format in the Index file.

- a format named (has paragraph format named) **IgnoreCharsIX**, which specifies the characters to be ignored when sorting index entries. The default **IgnoreCharsIX** format contains the characters hyphen, non-breaking hyphen, en dash and em dash. However, you can edit this format to include other characters, such punctuation, brackets, etc. See the FrameMaker User Guide or online help for more information about editing this format.

There is only one **IgnoreCharsIX** format in the Index file.

- a format named (has paragraph format named) **SortOrderIX**, which specifies the sort order to be used when sorting the entries in the index.

The default contents of this format are:

```
<$symbols><$numerics><$alphabetics>
```

which indicates that special symbols come first, numbers second and alphabetic characters appear last. See the FrameMaker User Guide or online help for more information about editing this format.

There is only one **SortOrderIX** format in the Index file.

- a format named (has paragraph format named) **GroupTitleIX**, which specifies how index entries are to be grouped, and the titles to be used for each group.

The default contents of this format are:

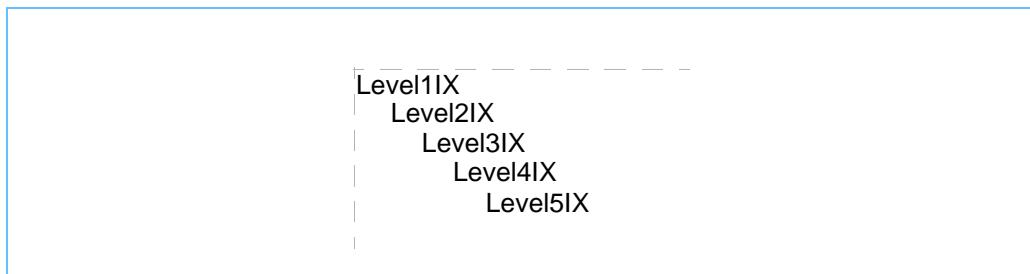
```
Symbols[\ ];Numer-
ics[0];A;B;C;D;E;F;G;H;I;J;K;L;M;N;O;P;Q;R;S;T;U;V;W;X;Y;Z
```

which indicates that index entries are to be grouped by each letter, and each group has the letter as its title. See the FrameMaker User Guide or online help for more information about editing this format.

There is only one **GroupTitleIX** format in the Index file.

- a group of formats:

*Figure 14-5. Default Index Separators Format*



Each of these format has a paragraph type which is the same as the contents of the record. These formats specify that 5 levels of index entry are supported, and the format of each of these entries (the font, indentation etc.) is as specified by the corresponding paragraph format. To increase the number of supported index levels, add further format records (**Level6IX**, etc.) and the corresponding paragraph formats. To reduce the number of supported index levels, delete one or more of these format records (and the corresponding paragraph format).

- a group of formats named **IndexIX**, **Index-ItalicIX** and **Index-BoldIX**, each with a corresponding paragraph format of the same name. Each of these three formats corresponds to an index marker type - see section “Designating a “Main” index Entry” on page 7-13.

These three formats contain:

```
<$chapnum>-<$pagenum>
<$chapnum>-<$pagenum>
<$chapnum>-<$pagenum>
```

respectively. These three formats specify the contents of the page number field(s) within the corresponding type of index entry, and also the format (font, italic/bold, etc.) of those page numbers.

Note that, in the master table of contents/index books, these formats are:

```
<$volnum>:<$chapnum>-<$pagenum>
<$volnum>:<$chapnum>-<$pagenum>
<$volnum>:<$chapnum>-<$pagenum>
```

That is, in the master index, the page number fields also contain the volume number for that index entry

### **Adding a New Index Entry Format**

The Index reference pages supplied in the templates contain three formats of index entry. To add a new type of index entry, then:

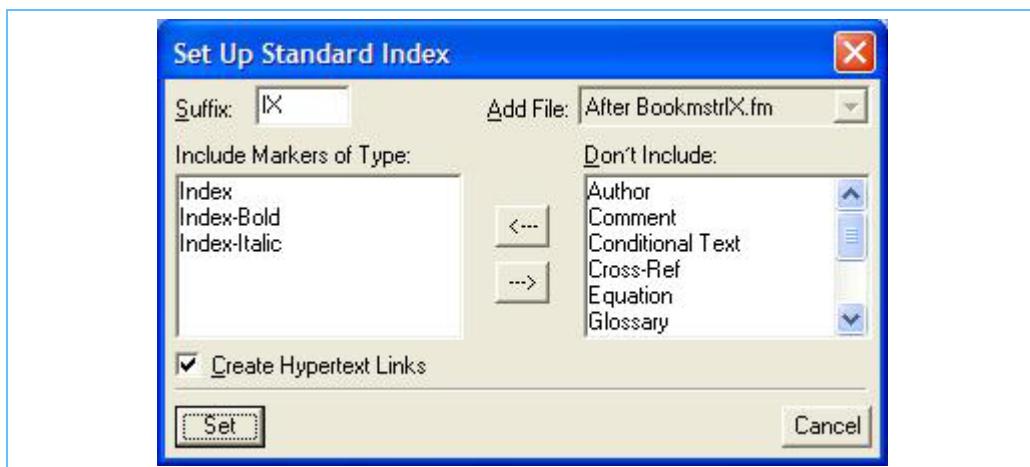
- an appropriate marker type **Index***something* must be created
- an additional **Index***something***I***X* format record be created in the reference page, and also the corresponding paragraph format be defined within the index file.
- The “setup” of the Index file must be updated, as described in the next section.

### **Setup of the Index File**

The procedure is as follows:

- in the .book file window, right click of the Index .fm file, and select “Set Up Index” from the pop-up menu. The dialog shown in Figure 14-6 on page 14-13 appears.

*Figure 14-6. Setup Dialog for the Index File*



- The panel of the left shows the names of the marker type(s) that are to appear in the Index. If you have created a new such marker, search for it in the right-hand panel, select it and click Add. When finished, click Set.

## Body Pages

This view shows that actual body of the Index. There is a title at the top of the first page; the remaining records are the group titles and index entries:

Each of these records is created, sorted, and grouped automatically by FrameMaker when an “Update Book” operation is performed. The current index records are discarded at the start of the update of the book, and then, as the book is scanned, a new record is added for each index marker found in the book.

## Converting a Book Style from IBMU1PL to IBMXAGD

In simple terms, paragraph formats and page layouts must be imported from the corresponding files in the IBMXAGD directory. The action required for each type of file is as follows:

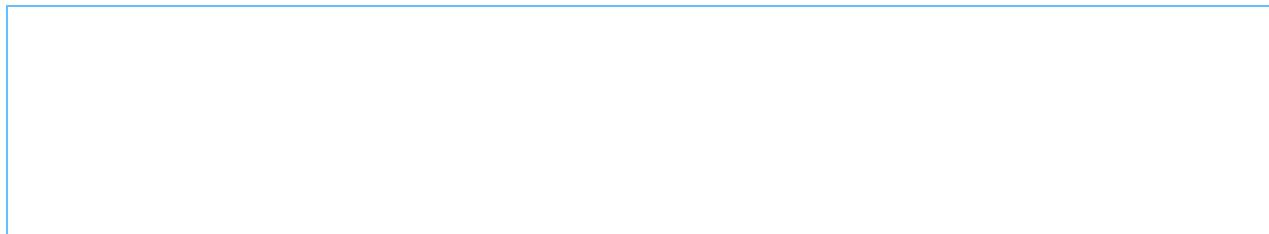
*Table 14-1. Actions to Change Book Style*

File Type	Required Action
Cover	<p>Import the paragraph formats and the page layouts from the IBMXAGD cover file.</p> <p>Move the graphic around so that it is centered on the page.</p>
Title	<p>Import the paragraph formats and the page layouts from the IBMXAGD title file.</p> <p>Fix up the spacing on the second page such the text comes at the bottom of the page.</p>
Table of Contents List of Figures List of Tables Preface Summary of Amendments Chapter files Appendix files Glossary List of Abbreviations Bibliography Index	<p>Import the paragraph and character formats and the page layouts from the corresponding IBMXAGD file.</p> <p>Make sure the master page “First” is assigned to the first page (if it is not, there will be no copyright notice at the bottom left corner of the first page).</p>
Section files Appendices file	Import the paragraph and character formats and the page layouts from the corresponding IBMXAGD file.

## Conversion of Books and Template Files to FrameMaker 7.0

1. Open the FrameMaker 6.0 document file. A pop-up window appears:

*Figure 14-7. Open FrameMaker 6.0 Document in FrameMaker 7.0*



Click OK.

2. Save the file; it will now be in FrameMaker 7.0 format.

This works also for books:

1. Open the .book file. The pop-up window shown in Figure 14-7 appears.

Click OK.

2. Open each file within the book - this can be done from the book file, by selecting all the files, right clicking on them, and then selecting "Open".

The pop-up window shown in Figure 14-7 appears for each of the files. Click OK in each case.

3. Save and close each of the files.
4. Save and close the .book file.

## Conversion of Template Files to FrameMaker 6.0

1. Open the .book file; a pop-up window (similar to Figure 14-7 on page 14-14) appears saying:

Opening a release 5.5 book: filename.book. OK to Continue?

This book will be converted to the current release... etc.

Click OK

2. An "Alert" appears:

The prefixes of components in this book have been converted to chapter numbers.

Do you want FrameMaker to update the reference pages of the book's generated files with the new chapter number building block <\$chapnum>?

You will need to update paragraph numbering, cross-reference formats and master pages in the book components yourself. For more information see the Books chapter of the FrameMaker User Guide.

The generated files are from a previous release. They will be converted to the current release... etc.

Choose Yes.

3. The .book file opens, and FrameMaker performs some updates.

The generated files are left as minimized windows along the bottom of the FrameMaker window.

There is a pop-up window saying:

The numbering properties have been updated in filename.book. In order to update the numbering properties of the documents in the book, open the documents (and save them as FrameMaker 6.0 documents) while the book window is open.

Click OK

4. Update all the files in the book:

- make sure the .book file is selected
- while holding the Shift key click the FrameMaker “File” menu
  - ◆ select “Open all files in book”

As each file is opened, a pop-up window (similar to Figure 14-7 on page 14-14) appears saying:

Opening a release 5.5 book: filename.book. OK to Continue?  
This book will be converted to the current release... etc.

Click “OK” (or press “enter”) for each one.

- while holding the Shift key click the FrameMaker “File” menu
  - ◆ select “Save all files in book”
- while holding the Shift key click the FrameMaker “File” menu
  - ◆ select “Close all files in book”

5. Save the .book file

The .book file, and all the files within it, will now be FrameMaker 6 format.

6. Set the pagination for all the files in the book:

- Select all the files in the book (left click the first, and then shift left click the last)
- right click on any one of the selected files, and choose “pagination” from the pop-menu that appears
- choose “Double Sided”
- for “1st Page Side” choose “Right”
- for “Before Saving and Printing” choose “Make Page Count Even”
- click “Set”

**Note:** if there are any chapter continuation files:

For the previous file in the chapter:

- ◆ for “Before Saving and Printing” choose “Delete Empty Pages”

For the continuation file:

- ◆ for “1st Page Side” choose “Next available side”

Save the .book file (type Ctrl-S).

7. Set the numbering for each file, as detailed in the appropriate row from Table 9-1, “Numbering Set Up for Files in a Book,” on page 9-9.

8. Fix up TOC formats.

When changing the formats of the TOC, FrameMaker gets some of the layouts incorrect.

- open the TOC file
- set view to “Reference Pages”
- check the xxxxxTOC entries for:

**AbbrevTOC**  
**AppendixTOC**

**BibliogTOC**  
**GlossaryTOC**  
**Head1TOC**  
**Head2TOC**  
**Head3TOC**  
**Head4TOC**  
**IndexTOC**

These should all have “<\$chapnum>-<\$pagenum>” at the end. If necessary, edit “<\$chapnum>-” into those lacking this part.

- save the TOC
- re-generate the files.

9. Clean up generated Files:

Delete sections for the wrong type file from each of TOC, LOF, LOT and IX, that is delete from the reference pages the sections for these files other than for its own file type (delete LOF, LOT from TOC, etc.).

10. Fix up Paragraph Formats:

Chapter, Appendix files:

- replace first number in H: series with <\$chapnum> in **Figure**, **Head1** or **Appendix**, **TableTitle**, **Table-TitleIndent**
- in books with numbered sections, replace first number in H: series with <\$chapnum> in **Head2**, **Head3**, **Head4**, **Len**
- in books with non-numbered sections, delete first number in H: series in **Head2**, **Head3**, **Head4**, **Len**

Preface, SOA, Glossary, Abbreviations, Bibliography files:

- delete first number in H: series in **Head2**, **Head3**, **Head4**, **Len** (no chapter number for these file types)
- set up H: numbering series in Preface, SOA etc.

Section:

- delete first number in H: series in **Head0** or **Appendices** (no chapter number for a section file)

Preface and SOA files:

- change **Head2**, **Head3** and **Head4** paragraphs to **Head2\_fr**, **Head3\_fr** and **Head4\_fr**, respectively.

Glossary, Abbreviations and Bibliography files:

- change **Head2**, **Head3** and **Head4** paragraphs to **Head2\_bk**, **Head3\_bk** and **Head4\_bk**, respectively.

TOC:

- update the book, to re-generate the TOC etc.
- in the TOC file, add paragraph types **Head2\_frTOC**, **Head3\_frTOC**, **Head4\_frTOC**, **Head2\_bkTOC**, **Head3\_bkTOC** and **Head4\_bkTOC**.
- in the book file window, right click on TOC in the book file window and select “set up the Table of Contents”. These are the same as **Head2**, **Head3**, etc.
- Add the paragraphs **Head2\_fr**, **Head3\_fr**, **Head4\_fr**, **Head2\_bk**, **Head3\_bk** and **Head4\_bk**.

- update the book, to re-generate the TOC etc.
- in the reference pages, add entries (or update them if they exist) for paragraph types **Head2\_frTOC**, **Head3\_frTOC**, **Head4\_frTOC**, **Head2\_bkTOC**, **Head3\_bkTOC** and **Head4\_bkTOC**.

Ensure that these have no heading number field, even in books that have numbered section headings.

- update the book, to re-generate the TOC etc.

**11. Fix up Page Numbers:**

In all master pages of chapter, appendix, glossary, abbreviations, bibliography and index files, change the page number field from

<Running H/F 1><Current Page #>

to

<\$chapnum>-<Current Page #>

In all master pages of TOC, LOF, LOT, preface and SOA files, change the page number field from

<Running H/F 1><Current Page #>

to just

<Current Page #>

In all master pages reduce number of spaces before the page number to 2.

**12. Remove Running H/F 2 Where Possible**

In all master pages of TOC, LOF, LOT, Preface, SOA, Glossary, Abbreviations, Bibliography and IX files, replace <Running H/F 2> with its value (i.e. the string “Preface” or whatever). This means the variable <Running H/F 2> is not used in those files.

In all master pages reduce number of spaces before the page number to 2.

**13. Fix up variables so all files are the same:**

- in NullChap set <Running H/F 1> to null
- import variable formats from NullChap to all the files in the book.

**14. In all chapter and appendix files, set CellBody and CellHeading to “middle”.**

**15. Fix up cross-reference formats:**

- go through all the cross reference formats in a chapter file, and change <\$paranu-monly(Head1,Appendix)> to <\$chapnum>
- import the new cross reference formats into all files in the book.

## **Conversion of Books to FrameMaker 6.0**

This section describes the steps required to change a book from the FrameMaker 5.5 version of the templates to Version 2 Release 5 of the FrameMaker 6.0 templates.

1. Open the .book file; a pop-up window (similar to Figure 14-7 on page 14-14) appears saying:

Opening a release 5.5 book: filename.book. OK to Continue?

This book will be converted to the current release... etc.

Click "OK"

2. An "Alert" appears:

The prefixes of components in this book have been converted to chapter numbers.

Do you want FrameMaker to update the reference pages of the book's generated files with the new chapter number building block <\$chapnum>?

You will need to update paragraph numbering, cross-reference formats and master pages in the book components yourself. For more information see the Books chapter of the FrameMaker User Guide.

The generated files are from a previous release. They will be converted to the current release... etc.

Choose "Yes".

3. The .book file opens, and FrameMaker performs some updates.

The generated files are left as minimized windows along the bottom of the FrameMaker window.

There is a pop-up window saying:

The numbering properties have been updated in filename.book. In order to update the numbering properties of the documents in the book, open the documents (and save them as FrameMaker 6.0 documents) while the book window is open.

Click "OK"

4. Update all the files in the book:

- make sure the .book file is selected
- while holding the Shift key click the FrameMaker "File" menu
  - ◆ select "Open all files in book"

As each file is opened, a pop-up window (similar to Figure 14-7 on page 14-14) appears saying:

Opening a release 5.5 book: filename.book. OK to Continue?  
This book will be converted to the current release... etc.

Click "OK" (or press "enter") for each one.

- while holding the Shift key click the FrameMaker "File" menu
  - ◆ select "Save all files in book"
- while holding the Shift key click the FrameMaker "File" menu
  - ◆ select "Close all files in book"

5. Save the .book file

The .book file, and all the files within it, will now be FrameMaker 6 format.

6. Set the pagination for all the files in the book:

- Select all the files in the book (left click the first, then shift left click the last)
- right click on any one of the selected files, and choose “pagination” from the pop-menu that appears
- choose “Double Sided”
- for “1st Page Side” choose “Right”
- for “Before Saving and Printing” choose “Make Page Count Even”
- click “Set”

**Note:** if there are any chapter continuation files:

For the previous file in the chapter:

- ◆ for “Before Saving and Printing” choose “Delete Empty Pages”

For the continuation file:

- ◆ for “1st Page Side” choose “Next available side”

Save the .book file (type Ctrl-S).

7. Save User variables:

Note the old values of the variables:

**CopyrightYears**  
**SecurityClass**  
**ShortTitle**

8. Update each type of file:

For **every** file in the book, import the following formats from the file of the same type from the appropriate set of template files:

paragraphs formats  
character formats  
page layouts  
table formats  
reference pages  
variable definitions  
cross reference formats  
math definitions

9. Delete unwanted Paragraph formats:

- in Preface, SOA files:
  - ◆ change any **Head2**, **Head3**, **Head4** and **Len** paragraphs to **Head2\_fr**, **Head3\_fr**, **Head4\_fr** and **Len\_fr** respectively.
- in Glossary, Abbreviations and Bibliography files
  - ◆ change any **Head2**, **Head3** and **Head4** paragraphs to **Head2\_bk**, **Head3\_bk** and **Head4\_bk** respectively.
- in Preface, SOA, Glossary, Abbreviations and Bibliography files
  - ◆ delete **Head2**, **Head3**, **Head4**, **Len**

- in Glossary, Abbreviations and Bibliography files
    - ◆ delete **LenCont**, **Ledi**
  - in SOA, Preface, Section, Appendices, Glossary, Abbreviations and Bibliography files
    - ◆ delete **Equation**, **Figure**, **TableTitle**, **TableTitleIndent**
10. Delete rotated master pages in Preface, SOA, Glossary, Abbreviation and Bibliography files (they are present in only about 2 of these).
11. Restore User variables:
- open the Cover file:
    - i. restore the values of the following variables to the values noted in (7) above:
 

**CopyrightYears**  
**SecurityClass**  
**ShortTitle**
    - ii. create the variables **DocDate** and **DocVer**
    - iii. update the variable **CopyrightYears** if appropriate
    - iv. set the version number on the cover to **DocVer**
  - import the variables to all the other files in the book
  - in the title page:
    - i. set the version number to **DocVer**
    - ii. set the date to **DocDate**
    - iii. update the edition notice, etc. on the back of the cover

Now all files in the book will have the same variable definitions.

12. Set the numbering for each file.

Repeat the following for **every** file in the book:

- right click on the file in the book window
- choose “numbering” in the pop-up menu that appears
- set according to the appropriate row from Table 9-1, “Numbering Set Up for Files in a Book,” on page 9-9.

13. Correct the TOC:

- Update the book (regenerate the TOC etc.)
- right click on TOC in the book file window and select “set up the Table of Contents”
- Add the paragraphs **Head2\_fr**, **Head3\_fr**, **Head4\_fr**, **Head2\_bk**, **Head3\_bk**, **Head4\_bk** and **Len\_fr**
- Update the book again to regenerate the TOC.

## Conversion from Templates Version 2.4 to Version 2.5

1. variables **DocDate** and **DocVer**

- a. in the cover:
    - i. create the variables **DocDate** and **DocVer**
    - ii. update the variable **CopyrightYears** if appropriate
    - iii. set the version number on the cover to **DocVer**
  - b. import the variables to all the other files in the book
  - c. in the title page:
    - i. set the version number to **DocVer**
    - ii. set the date to **DocDate**
    - iii. update the edition notice, etc. on the back of the cover
2. table formats: import the table formats from a chapter file in the templates into all files that contain the table formats. This applies to the following file types:
- appendix
  - chapter
3. new character formats: import the character formats from a chapter file in the templates. This applies to the following file types: this list includes all the files except for the cover and title page.
- abbreviations
  - appendices
  - appendix
  - bibliography
  - chapter
  - glossary
  - LOF
  - LOT
  - preface
  - section
  - SOA
  - TOC
4. new or updated paragraph formats, to support the new equation numbering features, and to make the format consistent across all the file types. Import the paragraph formats for each of the following file type, from a file **of the same type** in the templates. This applies to the following file types:
- abbreviations
  - appendices
  - appendix
  - bibliography
  - chapter
  - glossary
  - preface
  - section
  - SOA
5. mathematical formats (for equations): import the equation formats from a chapter file in the templates into all files that contain the equation format. This applies to the following file types:
- appendix

- chapter
6. delete the Equation paragraph format from all files that contain it **except** those of the following types:
- appendix
  - chapter

This is because equation numbering does not work correctly in other file types, since the other types of files do not contain chapter numbers to use in the equation numbers.

7. in the TOC file, for each of the paragraph formats **Head0TOC** and **AppendicesTOC**, do:
- a. in the Paragraph Designed, set “Keep with next paragraph”
  - b. click “Update all formats tagged xxx”

A pop-up window may appear saying that some items have overrides; click “Remove Overrides”.

## Conversion from Templates Version 2.5 or 2.5a to Version 2.5b

1. import character formats from symbol1.fm into all files. This includes the formats:

red  
red-bold  
blue  
superscript  
subscript  
the fixed Symbol character format

2. import the Anote paragraph format from anote.fm into the following types of file:

preface  
SOA  
section  
chapter  
appendices  
appendix  
glossary  
bibliography

3. set date and version variables
4. import variable definitions into all files
5. edit edition notice on the back of the title page
6. Set up the PDF information as described in the section “PDF File Generation” on page 9-13.

## Conversion from Templates Version 2.5D to Version 2.5E

There are only two steps for this change; however, they are time-consuming:

1. import the paragraph format **Footer** to all files in the book other than the cover and title page files. This format can be obtained from any equivalent file from the appropriate set of template files.

2. for each file in the book other than the cover and title page, import the “Page Layouts” formats from the equivalent file in the appropriate set of template files.

## **Conversion from Templates Version 2.5E to Version 2.6**

1. import, into the index file of your book, the paragraph formats (and only the paragraph formats) from the index within the set of template files used for your book.
2. update the PDF setup as detailed in the section “PDF File Generation” on page 9-13.
3. import paragraph formats from
  - para\_XAGD\_v\_2\_6.fm for **IBMXAGD** and **IBMXAGD\_num** books
  - mybook\_para\_v\_2\_6.fm for **IBMU1PL** and **IBMU1PL\_num** books

into all files of the book other than the cover, title page and the generated files (TOC, LOF, LOT and IX).

**Note:** this step 3 does not apply to single file documents based on the memo template files.

## **Conversion from Templates Version 2.6 to Version 2.7**

1. delete the character format **FirstLetter** from cover and title page files.
2. delete the character format **FigureNumber** from any file that contains it.
3. import the characters formats into all **IBMXAGD** style files from char\_formats\_XAGD.fm.
4. import the characters formats into all **IBMU1PL** style files from char\_formats\_mybook.fm.
5. import the updated paragraph formats:

**DTHD**  
**DTHD2**  
**DTHD3**  
**DTHD4**  
**DDHD**  
**DDHD2**  
**DDHD3**  
**DDHD4**

into all files other than the cover, the title page and the generated files (TOC, LOF, LOT and IX).

6. in the cover and title page files, in each master page, for the main flow on each page, set the flow tag name to “A”, and set “Autoconnect”.
7. in the cover and title page files, reduce the zoom so that both pages show, select the two pages, and then use menu items Format–Customize Layout–Connect Text Frames.
8. in the master page “First” of both the cover and title page files:
  - move the IBM logo down such that the border of the main text frame comes between bars 3 and 4 of the letters of the logo, where the bottom bar of each letter is numbered 1.

- move the IBM logo to the right so that the inside edge of the right-hand leg of the M is on the border of the main text frame.

## Conversion from Templates Version 3.1a to Version 3.2

1. correct the index entry indentation. Import “Paragraph formats” and “Reference pages” from the appropriate template -IX file into the -IX file of each book.
2. correct the character formats in IBMXAGD\NullChap.fm and import the character formats into all files that are **IBMXAGD** or **IBMXAGD\_num** style except for Cover and Title Page files.
3. correct the character formats in Mybook\NullChap.fm and import the character formats into all files that are **IBMU1PL** or **IBMU1PL\_num** style except for Cover and Title Page files.
4. remove **FigureNumber** character format from any file that has it.

## Conversion of Documents from V. 3.3 to V. 4.0

For **every** file in the book, perform the following steps:

1. Import the formats:

Paragraph Formats  
 Character Formats  
 Page Layouts  
 Table Formats  
 Color Definitions  
 Reference Pages

from the corresponding IBMXAGD template file for that type of file (Chapter, Section, SOA, etc.).

2. Go through the file and correct:

- the **BodyAfterHead** paragraphs following headings are changed to **Body**
- any **Spacing** paragraphs should be changed to **Space**
- correct any lists to allow for the fact that the paragraph types now are defined with spacing or no spacing *following* them, instead of the space or no space being *before* the paragraph. For example, the paragraph sequences of the form:

**SI**  
**SICompact**  
**SICompact**

must be changed to:

**SICompact**  
**SICompact**  
**SI**

3. Use the Paragraph Catalog window to delete the following paragraph formats:

**BodyAfterHead**  
**DT2BreakCompact**

**DT2Compact**  
**DT3BreakCompact**  
**DT3Compact**  
**DT4BreakCompact**  
**DT4Compact**  
**DTBreakCompact**  
**DTCompact**  
**Extract**  
**LenCont**  
**Spacing**

Note that the paragraph format **TableTitleIndent** should **not** be deleted.

Note that not all of these paragraph format may be present; for example, **Spacing** is present only in a few files (and has been replaced by **Space** everywhere).

## Conversion from IBMXAGD v. 3.3 Format to IBMPPC v. 4.0 Format

For **every** file in the book, perform the following steps:

1. Import the formats:

Paragraph Formats  
Character Formats  
Page Layouts  
Table Formats  
Color Definitions  
Reference Pages

from the corresponding IBMPCC template file for that type of file (Chapter, Section, SOA, etc.).

2. Go through the file and correct:

- the **BodyAfterHead** paragraphs following headings are changed to **Body**
- any **Spacing** paragraphs should be changed to **Space**
- correct any lists to allow for the fact that the paragraph types now are defined with spacing or no spacing *following* them, instead of the space or no space being *before* the paragraph. For example, the paragraph sequences of the form:

**SI**  
**SICompact**  
**SICompact**

must be changed to:

**SICompact**  
**SICompact**  
**SI**

- check any Tables and Figures, and ensure that they each have one of the formats present in the IBMPPC templates. More precisely:
  - ◆ a Figure of type **FigureNoCap** should be changed to **FigureCenterNoCap**

- ◆ a Figure of type **FigureTable** should be changed to **FigureCenter**
- ◆ a Table of type **TextCenter** should be changed to **PageCenter**
- ◆ a Table of type **TextLeft** should be changed to **PageLeft**

3. The IBMPPC templates have tables only of the following formats:

**FigureCenter**  
**FigureCenterNoCap**  
**FigurePage**  
**FigurePageNoCap**  
**PageCenter**  
**PageLeft**

Use the Table Designer to delete the following table formats:

**FigureNoCap**  
**FigureTable**  
**TextCenter**  
**TextLeft**

4. Use the Paragraph Catalog window to delete the following paragraph formats:

**BodyAfterHead**  
**DT2BreakCompact**  
**DT2Compact**  
**DT3BreakCompact**  
**DT3Compact**  
**DT4BreakCompact**  
**DT4Compact**  
**DTBreakCompact**  
**DTCompact**  
**Extract**  
**LenCont**  
**Spacing**  
**TableTitleIndent**

Note that not all of these paragraph format may be present; in particular, **TableTitleIndent** will be present only in files that contained the table formats. Further, **Spacing** is present only in a few files (and has been replaced by **Space** everywhere).



## Chapter 15. Notes on FrameMaker

This chapter contains notes on various topics concerning FrameMaker. This chapter was originally written for FrameMaker 5.5; it is unknown if these notes apply exactly as written for FrameMaker 6.0 or 7.0. However, it is probably safe to say that FrameMaker 6.0 or 7.0 will be very similar, if not identical to what is written here.

### Setting Paragraph Format for Titles of Tables and Figures

Neither the FrameMaker *User's Guide* nor the FrameMaker on-line help give clear directions as to how to set the paragraph type for the title of a table (or figure, since a special type of table is used for figures). The following is one technique that will force the format to be correct.

1. create a table of the desired type, e.g. **PageLeft** or **FigureTable** (this table does not need any contents - a null table is quite sufficient for this purpose).
2. click in the title of the table.
3. in the paragraph catalogue, click on the correct or desired paragraph type (for our two example tables, these as **TableTitle** and **Figure** respectively).

The null table now has the correct properties; it is necessary to propagate this so that all new tables of this type will have these same properties:

4. select the entire table containing the figure:
  - a. ensure that text symbols are visible (menu item **View—Text Symbols**).
  - b. double click the anchor symbol  $\perp$  for the table.
5. open the Table Designer (type **Ctrl-T**).
6. click the "Commands" button:
  - choose "Global Update Options" in the menu that appears.
7. Select:
  - "All Properties"
  - "All Tagged xxxx" where xxxx is the name of the table format (**Pageleft** or **FigureTable** in our examples).
8. click "Update".
9. If the table created in step 1 above is not really needed, it can be deleted (select the entire table, as above, and press the **Del** key).

All new tables of the chosen type created in this file will now be set up correctly. It may be necessary to repeat this procedure for each type of table in the file.

It is not clear if the above procedure also updates any existing tables (it would appear not). The simplest way round this is to examine each pre-existing table or figure, click in the title field, and reset the paragraph type manually if necessary.

The corrected table formats may be imported into other (Chapter or Appendix) files (be aware of the warning given in "Copying Formats from One File to Another" on page 13-13). With the target file as the current file:

1. select menu item **File—Import—Formats**

2. make sure *only* “Table Formats” are selected, and then click Import.

## Creating Custom Index Entry Formats

The standard FrameMaker index entry is generated in “plain” text. This section describes how to add additional index marker types, so that the page number within an index entry is displayed in a different format. Here we demonstrate this by providing the instructions to add index entries with the page numbers in **bold** type. This feature can be used, for example, when an index entry has more than one page number associated with it, to highlight the “main” entry or the most important entries. The same technique works to create index page numbers in italic.

There are two steps to this process:

1. creating the new marker type(s) in the files of a book.
2. modifying the index file such that index entries that use the new marker type(s) are generated using the appropriate formats.

### Creating the new Marker Types

1. open the .book file.
2. open one of the files in the book
3. select menu item Special—Marker.

A pop-up window appears.

4. In “Marker Type”, select “Edit...”.

Another pop-up window “Edit Custom Marker Type” appears, with the text “Custom Marker Type” highlighted.

5. Type “Index-Bold” (for our example - type whatever you require in your case).

Click “Add”.

Click “Done”.

6. Save the file.

Note that FrameMaker normally, when the file is changed, adds an asterisk to the page number “x of y” in the box at the bottom of the FrameMaker window and also asks if you wish to save the changes if you close the file without doing a save. However, for adding a new marker, FrameMaker does neither of these. If you close the file without first saving it, your new marker type will be lost.

You can now create new index entries using the new marker type, or can change existing index entries to the new marker type.

There is no easy way to copy this new marker type from one file to another. Thus the easiest and safest way to propagate the new marker through a book is to repeat the above sequence of operations for **every** file in the book.

## Modifying the Index File

The new marker type must be created in at least one file of the book before proceeding to update the index. There is more than one way to create the new paragraph format required in the index file; however, that described here is probably the simplest and quickest.

1. Create the new paragraph format in the index file:
  - a. Open the Index file, and change the view to the reference pages.
  - b. Page down to the page containing the index entry specifications (page 2?).
  - c. Click the mouse within the paragraph that is the format of Index entries (it is paragraph format **IndexIX**).
  - d. Open the paragraph designer (type Ctrl-M).
  - e. Click "Commands" and choose "New Format".
  - f. In the pop-window that appears, type the name of the new paragraph format - for our example, this is **Index-BoldIX**.
  - g. Select "Store in catalog" and clear "Apply to Selection".
  - h. Click "Create".
  - i. Close the index file.
2. In the .book file, re-generate at least the index file.
3. In the .book file, select the index file, and then select menu item File—Set Up File.
4. Add the marker type **Index-Bold** to the marker types to be included:
  - a. in the right-hand pane of the window, select **Index-Bold**.
  - b. click the left arrow ← **Index-Bold** will appear in the left-hand pane.
  - c. click "Set".
5. In the .book file, re-generate (again) at least the index file.
6. open the index file, and change the view to the reference pages.

Page down to the page containing the index entry specifications (page 2?).
7. Click the mouse within the paragraph that is the format of Index entries using the new marker (it is paragraph format **\*Index-BoldIX**).

In the paragraph catalog, click on **Index-BoldIX** to force the paragraph to the correct format.
8. Open the paragraph designer (type Ctrl-M).

In the "Default Font" tab, set the "Angle" to "Oblique".
9. Click "Update All Formats Tagged Index-BoldIX".
9. Close the index file.

10. In the .book file, re-generate at least the index file.

If you now examine the index file, any index markers that use the **Index-BoldIX** marker will have the page number in **bold**.

# **Appendices**



# Appendix 1. List of Paragraph Formats

The following table lists all the paragraph formats provided with this template package, and the BookMaster equivalents.

*Table 1-1. List of FrameMaker Paragraph Types (Part 1 of 11)*

Paragraph Type	BookMaster Tag	Use
AbbrDesc		Used for the description of an abbreviation. This format is present only in the List of Abbreviations file, e.g. the sample file <b>Abbrev</b> .
Abbrev	:abbrev	Title “List of Abbreviations”. This format is present only in the List of Abbreviations file, e.g. the sample file <b>Abbrev</b> . This is a special form of <b>Head1</b> .
AbbrevTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for an <b>Abbrev</b> paragraph.
AbbrTerm		Used for an abbreviation. This format is present only in the sample file <b>Abbrev</b> .
ActiveIX		Present only in the Index file, where it is used in the specification of a “hot link” for an index entry.
ActiveLOF		Present only in the List of Figures file, where it is used in the specification of a “hot link” for a figure entry.
ActiveLOT		Present only in the List of Tables file, where it is used in the specification of a “hot link” for a table entry.
ActiveTOC		Present only in the Table of Contents file, where it is used in the specification of a “hot link” for a contents entry.
Address	:address.	Address on the back of the title page. This format is present only in the title page file.
ANote		include an “Author’s Note.”.
Appendices	:h0.Appendices	The heading for the Appendices section of a book. This is a special form of <b>Head0</b> , and is present only in the Appendices section file, e.g. the sample file <b>Append</b> .
AppendicesTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for an <b>Appendices</b> paragraph.
Appendix	:h1. after :appendix.	Start of a new Appendix. This must be at the start of a new file. This is a special form of <b>Head1</b> , and is present only in appendix files, e.g. the sample file <b>Append</b> .

Table 1-1. List of FrameMaker Paragraph Types (Part 2 of 11)

Paragraph Type	BookMaster Tag	Use
AppendixTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for an <b>Appendix</b> paragraph.
Author	:author.	Continuation of the author field on the title page.
AuthorFirst	:author.	The first line of the author field on the title page.
Bibent		Generate a numbered bibliography section.
Bibent2		This is like <b>Bibent</b> , but the text is indented a little. It is intended to produce a “second level” bibliography entry, but with the same numbering sequence as the other entries.
Bibliog	:bibliog	Title “Bibliography”. This format is present only in the Bibliography, e.g. the sample file <b>Bibliog</b> . This is a special form of <b>Head1</b> .
BibliogTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Bibliog</b> paragraph.
Body	:p.	“Normal” text paragraphs.
BookDate	:date.	The date field on the title page.
BXmp	:xmp.	Top level “example” text. This is displayed in a fixed width font (BookMaster Gothic).
BXmp2	:xmp.	Second level “example” text. This is displayed in a fixed width font (BookMaster Gothic).
BXmp3	:xmp.	Third level “example” text. This is displayed in a fixed width font (BookMaster Gothic), reduced 1 point size.
BXmp4	:xmp.	Fourth level “example” text. This is displayed in a fixed width font (BookMaster Gothic), reduced 2 point sizes.
Caution	:caution.	Generate “Caution” notices; see “Caution” on page 7-2 for more details
CautionBody	:caution.	Generate “Caution” notices; see “Caution” on page 7-2 for more details
Cellbody	:c. after :row.	Text in table cells. Tables are available only in chapter and appendix files; this format is present only in the sample files <b>Nullchap</b> and <b>Nullapp</b> .
CellHeading	:c. after :thd.	Text in the cells of the table header rows. Tables are available only in chapter and appendix files; this format is present only in the sample files <b>Nullchap</b> and <b>Nullapp</b> .

*Table 1-1. List of FrameMaker Paragraph Types (Part 3 of 11)*

<b>Paragraph Type</b>	<b>BookMaster Tag</b>	<b>Use</b>
Copyright	:coprext, :coprnote.	The continuation of the copyright notice on the back of title page.
CopyrightHead	:coprext, :coprnote.	The first line (header) of the copyright notice on the back of title page.
DD	:dd. after top level :dt.	Definition description in a top level definition list.
DDCompact	:dd. after top level :dt.	Definition description in a top level definition list. Present only in IBMPPC format templates.
DD2	:dd. after second level :dt.	Definition description in a second level definition list.
DD2Compact	:dd. after second level :dt.	Definition description in a second level definition list. Present only in IBMPPC format templates.
DD3	:dd. after third level :dt.	Definition description in a third level definition list.
DD3Compact	:dd. after third level :dt.	Definition description in a third level definition list. Present only in IBMPPC format templates.
DD4	:dd after fourth level :dt	Definition description in a fourth level definition list.
DD4Compact	:dd after fourth level :dt	Definition description in a fourth level definition list. Present only in IBMPPC format templates.
DDHD	:ddhd. after top level :dthd.	Header for description column of top level definition list.
DDHD2	:ddhd. after second level :dthd.	Header for description column of second level definition list.
DDHD3	:ddhd. after third level :dthd.	Header for description column of third level definition list.
DDHD4	:ddhd. after fourth level :dthd.	Header for description column of fourth level definition list.
DT	:dt. after top level :dl.	Definition term in a top level definition list.
DTBreak	:dt. after top level :dl break=all.	Definition term in a top level definition list.
DT2	:dt. after second level :dl.	Definition term in a second level definition list.
DT2Break	:dt. after second level :dl break=all.	Definition term in a second level definition list.
DT3	:dt. after third level :dl.	Definition term in a third level definition list.
DT3Break	:dt. after third level :dl break=all.	Definition term in a third level definition list.
DT4	:dt. after fourth level :dl.	Definition term in a fourth level definition list.
DT4Break	:dt. after fourth level :dl break=all.	Definition term in a fourth level definition list.
DTHD	:dthd. after top level :dl.	Header for term column of top level definition list.

Table 1-1. List of FrameMaker Paragraph Types (Part 4 of 11)

Paragraph Type	BookMaster Tag	Use
DTHD2	:dthd. after second level :dl.	Header for term column of second level definition list.
DTHD3	:dthd. after third level :dl.	Header for term column of third level definition list.
DTHD4	:dthd. after fourth level :dl.	Header for term column of fourth level definition list.
Equation		Used to provide numbered equations; the equation itself can be drawn using the FrameMaker equation editor. This paragraph type is present only in chapter and appendix files.
Figure	:figcap.	Used for figure captions.
Footer		A special format used for page footers.
Footnote		Used for footnotes at the bottom of a page.
GIGrpSep	:grpsep.	Group header/separator in a Glossary.
Glossary	:glossary.	Title "Glossary". This is a special form of <b>Head1</b> . that is present only in the Glossary
GlossaryTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Glossary</b> paragraph.
Gd	:gd.	A definition in the glossary.
Gt	:gt.	A term in the glossary.
Head0	:h0.	Book Section or Part header/separator.
Head0TOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head0</b> paragraph.
Head1	:h1. before :appendix.	Start of a new chapter. This must be used only at the start of a new chapter file. Appendix files use the alternative format <b>Appendix</b> .
Head1TOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head1</b> paragraph.
Head2	:h2.	Heading. This heading appears in the TOC.
Head2TOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head2</b> paragraph.
Head2_bk	:h2.	A special version of the <b>Head2</b> heading that is used in the Abbreviations, Bibliography and Glossary files. This heading appears in the TOC.

*Table 1-1. List of FrameMaker Paragraph Types (Part 5 of 11)*

Paragraph Type	BookMaster Tag	Use
Head2_bkTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head2_bk</b> paragraph.
Head2_fr	:h2.	A special version of the <b>Head2</b> heading that is used in the Preface and Summary of Amendments files. This heading appears in the TOC.
Head2_frTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head2_fr</b> paragraph.
Head2Page	:h2.	A variant of the <b>Head2</b> heading that forces a new page. This heading appears in the TOC.
Head2PageTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head2Page</b> paragraph.
Head3	:h3.	Heading. This heading appears in the TOC.
Head3TOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head3</b> paragraph.
Head3_bk	:h2.	A special version of the <b>Head3</b> heading that is used in the Abbreviations, Bibliography and Glossary files. This heading appears in the TOC.
Head3_bkTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head3_bk</b> paragraph.
Head3_fr	:h2.	A special version of the <b>Head3</b> heading that is used in the Preface and Summary of Amendments files. This heading appears in the TOC.
Head3_frTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head3_fr</b> paragraph.
Head4	:h4.	Heading. This heading appears in the TOC.
Head4TOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head4</b> paragraph.
Head4_bk	:h2.	A special version of the <b>Head4</b> heading that is used in the Abbreviations, Bibliography and Glossary files. This heading appears in the TOC.
Head4_bkTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head4_bk</b> paragraph.
Head4_fr	:h2.	A special version of the <b>Head4</b> heading that is used in the Preface and Summary of Amendments files. This heading appears in the TOC.

Table 1-1. List of FrameMaker Paragraph Types (Part 6 of 11)

Paragraph Type	BookMaster Tag	Use
Head4_frTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Head4_fr</b> paragraph.
Head5	:h5.	Heading.
Head6	:h6.	Heading.
Header		A special format used for page headers.
IgnoreCharsIX		A special format that is used only in the reference pages of the Index file.
Index-BoldIX		A special format that is used only in the Index file, where it specifies the format of an Index-Bold entry.
Index-ItalicIX		A special format that is used only in the Index file, where it specifies the format of an Index-Italic entry.
IndexIX		A special format that is used only in the Index file, where it specifies the format of an Index entry.
IndexTitle	:index.	Used for the heading "Index" of the index. This format is present only in index file, e.g. the sample file <b>MybookIX</b> , and in the Preface file - see page 1-7. This is a special form of <b>Head1</b> .
IndexTitleTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Index-Title</b> paragraph.
Ledi	:ledi.	Language Element Description Item.
Len	:len.	Language Element Name. This heading appears in the TOC.
Len_fr		A special version of the <b>Len</b> heading that is used in the Preface and Summary of Amendments files. This heading appears in the TOC.
Len_frTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Len_fr</b> paragraph.
LenTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Len</b> paragraph.
Level1IX		A special format that is used only in the reference pages of the Index file.
Level2IX		A special format that is used only in the reference pages of the Index file.
Level3IX		A special format that is used only in the reference pages of the Index file.

*Table 1-1. List of FrameMaker Paragraph Types (Part 7 of 11)*

<b>Paragraph Type</b>	<b>BookMaster Tag</b>	<b>Use</b>
Level4IX		A special format that is used only in the reference pages of the Index file.
Level5IX		A special format that is used only in the reference pages of the Index file.
Lines	:lines.	Used for simple lines of text.
ListCont	:p. within a top level list	New paragraph within a top level list item.
ListCont2	:p. within a second level list	New paragraph within a second level list item.
ListCont3	:p. within a third level list	New paragraph within a third level list item.
ListCont4	:p. within a fourth level list	New paragraph within a fourth level list item.
ListOF	:figlist.	Used for the heading "List of Figures" in the list of figures file. This format is present only in the List of Figures file and in the Preface file - see page 1-7.
ListOFTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>ListOF</b> paragraph.
ListOT	:tlist.	Used for the heading "List of Tables" in the list of tables file. This format is present only in List of Tables file and in the Preface file - see page 1-7.
ListOTTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>ListOT</b> paragraph.
Notel	:notel.	Top level list of notes.
Notel2	:notel.	Second level list of notes.
Notel3	:notel.	Third level list of notes.
Notel4	:notel.	Fourth level list of notes.
Nt	:note. or :nt.	Top level note.
Nt2	:note. or :nt.	Second level note.
Nt3	:note. or :nt.	Third level note.
Nt4	:note. or :nt.	Fourth level note.
OI	:li. other than the first after a top level :ol.	Second and later items in a top level ordered list (does not reset the counter). There is single line space above the new item.
OICompact	:li. other than the first after a top level :ol compact.	Second and later items in a compact top level ordered list (does not reset the counter). There is no line space above the new item.
OIFirst	top level :ol. plus the first :li.	Initial item in a top level ordered list (it resets the counter to 1). There is single line space above the new item.

Table 1-1. List of FrameMaker Paragraph Types (Part 8 of 11)

Paragraph Type	BookMaster Tag	Use
OIFirstCompact	top level :ol. plus the first :li.	Initial item in a compact top level ordered list (it resets the counter to 1). There is no line space above the new item.
OI2	:li. other than the first after a second level :ol.	Second and later items in a second level ordered list (does not reset the counter). There is single line space above the new item.
OI2Compact	:li. other than the first after a second level :ol compact.	Second and later items in a compact second level ordered list (does not reset the counter). There is no line space above the new item.
OI2First	second level :ol. plus the first :li.	Initial item in a second level ordered list (it resets the counter to 1). There is single line space above the new item.
OI2FirstCompact	second level :ol. plus the first :li.	Initial item in a compact second level ordered list (it resets the counter to 1). There is no line space above the new item.
OI3	:li. other than the first after a third level :ol.	Second and later items in a third level ordered list (does not reset the counter). There is single line space above the new item.
OI3Compact	:li. other than the first after a third level :ol compact.	Second and later items in a compact third level ordered list (does not reset the counter). There is no line space above the new item.
OI3First	third level :ol. plus the first :li.	Initial item in a third level ordered list (it resets the counter to 1). There is single line space above the new item.
OI3FirstCompact	third level :ol. plus the first :li.	Initial item in a compact third level ordered list (it resets the counter to 1). There is no line space above the new item.
OI4	:li. other than the first after a fourth level :ol.	Second and later items in a fourth level ordered list (does not reset the counter). There is single line space above the new item.
OI4Compact	:li. other than the first after a fourth level :ol compact.	Second and later items in a compact fourth level ordered list (does not reset the counter). There is no line space above the new item.
OI4First	fourth level :ol. plus the first :li.	Initial item in a fourth level ordered list (it resets the counter to 1). There is single line space above the new item.
OI4FirstCompact	fourth level :ol. plus the first :li.	Initial item in a compact fourth level ordered list (it resets the counter to 1). There is no line space above the new item.
Preface	:preface.	Used for the heading “Preface” of the preface. This format is present only in Preface file, e.g. the sample file <b>Preface</b> . This is a special form of <b>Head1</b> .

Table 1-1. List of FrameMaker Paragraph Types (Part 9 of 11)

Paragraph Type	BookMaster Tag	Use
PrefaceTOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>Preface</b> paragraph.
Security		Used for the document security, e.g. "IBM Confidential", on the front cover and title pages.
SeparatorsIX		A special format that is used only in the reference pages of the Index file.
SI	:li. after a top level :sl.	An item in a top level "simple" list. There is single line space above the new item.
SICompact	:li. after a top level :sl compact.	An item in a top level compact "simple" list. There is no line space above the new item.
SI2	:li. after a second level :sl.	An item in a second level "simple" list. There is single line space above the new item.
SI2Compact	:li. after a second level :sl compact.	An item in a second level compact "simple" list. There is no line space above the new item.
SI3	:li. after a third level :sl.	An item in a third level "simple" list. There is single line space above the new item.
SI3Compact	:li. after a third level :sl compact.	An item in a third level compact "simple" list. There is no line space above the new item.
SI4	:li. after a fourth level :sl.	An item in a fourth level "simple" list. There is single line space above the new item.
SI4Compact	:li. after a fourth level :sl compact.	An item in a fourth level compact "simple" list. There is no line space above the new item.
SOA	:soa	Title "Summary of Changes". This format is present only in the Summary of Changes file, e.g. the sample file <b>SOA</b> . This is a special form of <b>Head1</b> .
SOATOC		Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>SOA</b> paragraph.
Space		This is used on the front cover and also on the back of the title page to create an amount of blank space, to control the vertical positioning of what follows. It may be used if necessary in other types of file.
Spot		This is a special "null" paragraph, defined to provide a convenient anchor for tables or figures.  This paragraph type specified 6 point type, with 0 spacing above and below, and 0 line spacing.
TableFootnote		A footnote below a table.

Table 1-1. List of FrameMaker Paragraph Types (Part 10 of 11)

Paragraph Type	BookMaster Tag	Use
TableOC	:tlist.	Used for the heading “Table of Contents” in the table of contents file. This format is present only in the table of contents and the Preface files - see page 1-7.
TableOCTOC	:tlist.	Present only in the Table of Contents file, where it is used for the table of contents entry for a <b>TableOC</b> paragraph.
TableTitle	:tcap.	Used for table captions. Tables are available only in chapter and appendix files; this format is present only in the sample files <b>Nullchap</b> and <b>Nullapp</b> .
TableTitleLOT		Present only in the List of Tables file, where it is used for format of a table entry.
TitleLibrary		Used for the top item (the “library title”) on the front cover and the title page.
TitleVersionFirst, TitleVersion		Used for the version of the document on the front cover and the title page. <b>TitleVersionFirst</b> is for the first line of the version number; <b>TitleVersion</b> is used, if required, for second and subsequent lines of the version number.
TitleVolumeFirst, TitleVolume		Used for the volume name of the document on the front cover and the title page. <b>TitleVolumeFirst</b> is for the first line of the version number; <b>TitleVolume</b> is used, if required, for second and subsequent lines of the version number.
UI	:li. after a top level :ul.	An item in a top level unordered list. There is single line space above the new item.
UICompact	:li. after a top level :ul compact.	An item in a top level compact unordered list. There is no line space above the new item.
UI2	:li. after a second level :ul.	An item in a second level unordered list. There is single line space above the new item.
UI2Compact	:li. after a second level :ul compact.	An item in a second level compact unordered list. There is no line space above the new item.
UI3	:li. after a third level :ul.	An item in a third level unordered list. There is single line space above the new item.
UI3Compact	:li. after a third level :ul compact.	An item in a third level compact unordered list. There is no line space above the new item.
UI4	:li. after a fourth level :ul.	An item in a fourth level unordered list. There is single line space above the new item.
UI4Compact	:li. after a fourth level :ul compact.	An item in a fourth level compact unordered list. There is no line space above the new item.
Version	:vnhd, :vnotice.	The continuation of the version notice on the back of title page. This format is present only in the title page file.

*Table 1-1. List of FrameMaker Paragraph Types (Part 11 of 11)*

Paragraph Type	BookMaster Tag	Use
VersionHead	:vnhd, :vnotice.	The first line (header) of the version notice on the back of title page. This format is present only in the title page file.
Warning	:warning.	Top level warning.
Warning2	:warning	Second level warning.
Warning3	:warning	Third level warning.
Warning4	:warning	Fourth level warning.
Xmp	:xmp.	Top level “example” text. This is displayed in a fixed width font (Courier).
Xmp2	:xmp.	Second level “example” text. This is displayed in a fixed width font (Courier).
Xmp3	:xmp.	Third level “example” text. This is displayed in a fixed width font (Courier), reduce 1 point size.
Xmp4	:xmp.	Fourth level “example” text. This is displayed in a fixed width font (Courier), reduced 2 point sizes.



## Appendix 2. Paragraph Format Specifications

This appendix contains details of all the paragraph formats contained in the IBMPPC and IBMXAGD format template files. In these tables the following apply to all paragraph types unless specified otherwise:

- unless stated otherwise:
  - the font for text paragraphs such as **Body** and list paragraphs is Arial in a **IBMPPC** style book, it is Helvetica in **IBMXAGD** style, and it is Times in an **IBMU1PL** style book.
  - the font for headings is Arial in **IBMPPC** style books and Helvetica in **IBMXAGD** and **IBMU1PL** style documents.
- the type size is 10 points, with “regular” weight and angle (i.e. neither bold nor italic), with color black.
- the font “spread” is 0%, font “stretch” is 100%.
- the type of the “Next Paragraph” is not specified, which means that the type of the next paragraph will default to the same as the type of current paragraph.
- paragraphs are “normal” (“In Column”), and can start anywhere.
- paragraphs are un-numbered.
- paragraphs are left aligned.

Note also that, in this table:

- ✓ **RIH** means “Run-in Heading”
- ✓ **KWN** means “Keep With Next”.
- ✓ \t signifies that FrameMaker inserts a Tab.
- ✓ \b signifies that FrameMaker inserts a Bullet.
- ✓ \sn signifies that FrameMaker inserts an “en” space.
- the string “...” in the tabs column means that that tab stop is defined to have dots within any gap generated by this tab.

Each of the file types within each set of book template files includes a subset of these paragraph formats. Details of which paragraphformats appear in which type of template file is specified in the tables in Appendix 3. “yParagraphs in Each Type of Template File”.

Note that the formatting produced by a given paragraph type within one set of template files may be slightly or drastically different from the formatting produced by that same paragraph type in a file from another set of template files. For example:

- In the template file for a book with numbered headings, when compared to the templates for a book with un-numbered headings:
  - **Head2**, **Head2Page**, **Head3**, **Head4** and **Len** have different auto-numbering definitions.
  - **Head2**, **Head3**, **Head4** and **Len** have different flow formats on the “Table of Contents” Reference page.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 1 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
AbbrDesc	1.0" / 1.0"	0 / 1 line	none					
Abbrev	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold, stretch 92%	Top of right page, KWN	List of Abbreviations	This paragraph type also resets the section numbers to 0.
AbbrevTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
AbbrTerm	0.0" / 0.0"	0 / 0	none	AbbrDesc	Bold	RIH, punc = \sn, KWN		
ActiveIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index file.
ActiveLOF	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the List Of Figures file.
ActiveLOT	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the List Of Tables file.
ActiveTOC	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Table of Contents file.
Address	0.25" / 0.25"	0 / 0	none		9 pt.			
ANote	0.0" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"				Author's Note	Heading is Red Bold. Text is Blue.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 2 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Appendices	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	24 pt. Bold, stretch 92%	Top of right page		This paragraph is defined as numbered, but no text is produced. This is used to reset the section numbers to 0.
AppendicesTOC	0.0" / 0.0"	1 line / 1 line	none		12 pt.			Bold text is specified in the reference page item for this TOC entry type.  This paragraph has a section rule over it.
Appendix	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, stretch 92%	Top of right page, KWN	Appendix X\sn	This paragraph type also resets the section numbers to 0.
AppendixTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Author	0.0" / 0.0"	0 / 0	none		12 pt.			
AuthorFirst	0.0" / 0.0"	2 lines / 0	none	Author	12 pt.			
Bibent	0.0" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				[n\t]	
Bibent2	0.0" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				[n\t]	
Bibliog	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, stretch 92%	Top of right page, KWN	Bibliography	This paragraph type also resets the section numbers to 0.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 3 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
BibliogTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Body	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"					
BookDate	0.0" / 0.0"	2 lines / 2 lines	none		12 pt.			
BXmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"		BookMaster Gothic			
BXmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic			
BXmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic, 9 pt.			
BXmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		BookMaster Gothic, 8 pt			
Caution	0.0" / 0.0"	0 / 0	none	Caution-Body		KWN	CAUTION:\sn	
CautionBody	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"	Body	Bold			
CellBody	0.0" / 0.0"	0 / 0	0.2" L, repeat every 0.2"					

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 4 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
CellHeading	0.0" / 0.0"	0 / 0	none		Bold			Default horizontal alignment is centered.
Copyright	0.0" / 0.0"	0 / 0	none		9 pt.			
CopyrightHead	0.0" / 0.0"	0 / 0	none	Copyright	9 pt. Bold			
DD	0.8" / 0.8"	0 / 1 line		1.2" L, repeat every 0.4"				
DDCompact	0.8" / 0.8"	0 / 0		1.2" L, repeat every 0.4"				
DD2	1.2" / 1.2"	0 / 1 line		1.6" L, repeat every 0.4"				
DD2Compact	1.2" / 1.2"	0 / 0		1.6" L, repeat every 0.4"				
DD3	1.6" / 1.6"	0 / 1 line		2.0" L, repeat every 0.4"				
DD3Compact	1.6" / 1.6"	0 / 0		2.0" L, repeat every 0.4"				
DD4	2.0" / 2.0"	0 / 1 line		2.4" L, repeat every 0.4"				
DD4Compact	2.0" / 2.0"	0 / 0		2.4" L, repeat every 0.4"				

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 5 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DDHD	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"	DT	Bold, Italic	KWN		
DDHD2	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"	DT2	Bold, Italic	KWN		
DDHD3	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"	DT3	Bold, Italic	KWN		
DDHD4	2.0" / 2.0"	0 / 1 line	2.4" L, repeat every 0.4"	DT4	Bold, Italic	KWN		
DT	0.0" / 0.0"	0 / 0	none	DD	Bold	RIH, punc = \sn, KWN		
DTBreak	0.0" / 0.0"	0 / 0	none	DD	Bold	KWN		
DT2	0.4" / 0.4"	0 / 0	none	DD2	Bold	RIH, punc = \sn, KWN		
DT2Break	0.4" / 0.4"	0 / 0	none	DD2	Bold	KWN		
DT3	0.8" / 0.8"	0 / 0	none	DD3	Bold	RI, punc = \sn,, KWN		
DT3Break	0.8" / 0.8"	0 / 0	none	DD3	Bold	KWN		
DT4	1.2" / 1.2"	0 / 0	none	DD4	Bold	RIH, punc = \sn, KWN		
DT4Break	1.2" / 1.2"	0 / 0	none	DD4	Bold	KWN		

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 6 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DTHD	0.0" / 0.0"	0 / 1 line	none	DDHD	Bold, Italic	KWN		
DTHD2	0.4" / 0.4"	0 / 1 line	none	DDHD2	Bold, Italic	KWN		
DTHD3	0.8" / 0.8"	0 / 1 line	none	DDHD3	Bold, Italic	KWN		
DTHD4	1.2" / 1.2"	0 / 1 line	none	DDHD4	Bold, Italic	KWN		
Equation	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"				(N-m)	The number is at the end of the paragraph (i.e. at the right-hand margin).
Figure	0.0" / 0.0"	0 / 0	none		Italic		Figure N-m\sn	
FigureLOF	0.2" / 0.2"	0 / 0	0.6" L, 6.625" R					
Footer	0.0" / 0.0"	0 / 0	6.625" R					
Footnote	0.0" / 0.2"	0 / 0	0.2" L		9 pt.			Indented 0.25" at the right hand end
Gd	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"					
GIGrpSep	0.0" / 0.0"	0 / 16 pt.	none		18 pt. Bold, stretch 96%			
Glossary	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold, stretch 92%	Top of right page, KWN	Glossary	This paragraph type also resets the section num- bers to 0.
GlossaryTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
GroupTitlesIX	0.0" / 0.0"	1 line / 0	none		14 pt. Bold	KWN		

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 7 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Gt	0.0" / 0.0"	0 / 0	none	Gd	Bold	RIH, punc = .\sn, KWN		
Head0	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	24 pt. Bold, stretch 92%	Top of right page		This paragraph is defined as numbered, but no text is produced. This is used to reset the section num- bers to 0.
Head0TOC	0.0" / 0.0"	1 line / 1 line	none		12 pt.			Bold text is specified in the reference page item for this TOC entry type.  This paragraph has a sec- tion rule over it.
Head1	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, stretch 92%	Top of right page, KWN	Chapter N\sn	This paragraph type also resets the section num- bers to 0.
Head1TOC	0.2" / 0.2"	1 line / 0	6.625 R ...					Bold text is specified in the reference page item for this TOC entry type.
Head2	0.0" / 0.0"	24 pt. / 10 pt.	none	Body	16 pt. Bold, stretch 92%	KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head2TOC	0.2" / 0.2"	0 / 0	6.625 R ...					
Head2_bk	0.0" / 0.0"	24 pt. / 10 pt.	none	Body	16 pt. Bold, stretch 92%	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head2_bkTOC	0.2" / 0.2"	0 / 0	6.625 R ...					

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 8 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head2_fr	0.0" / 0.0"	24 pt. / 10 pt.	none	Body	16 pt. Bold, stretch 92%	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head2_frTOC	0.2" / 0.2"	0 / 0	6.625 R . . .					
Head2Page	0.0" / 0.0"	24 pt. / 10 pt.	none	Body	16 pt. Bold, stretch 92%	Top of column, KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head2PageTOC	0.2" / 0.2"	0 / 0	6.625 R . . .					
Head3	0.0" / 0.0"	18 pt. / 7 pt.	none	Body	13 pt. Bold, stretch 96%	KWN	N.m.l\sn	There is no numbering in the un-numbered format templates.
Head3TOC	0.4" / 0.4"	0 / 0	6.625 R . . .					
Head3_bk	0.0" / 0.0"	18 pt. / 7 pt.	none	Body	13 pt. Bold, stretch 96%	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head3_bkTOC	0.4" / 0.4"	0 / 0	6.625 R . . .					
Head3_fr	0.0" / 0.0"	18 pt. / 7 pt.	none	Body	13 pt. Bold, stretch 96%	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head3_frTOC	0.4" / 0.4"	0 / 0	6.625 R . . .					
Head4	0.0" / 0.0"	1 line / 5 pt.	none	Body	11 pt., Bold, Italic	KWN	N.m.l.k\sn	There is no numbering in the un-numbered format templates.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 9 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head4TOC	0.6" / 0.6"	0 / 0	6.625 R . . .					
Head4_bk	0.0" / 0.0"	1 line / 5 pt.	none	Body	11 pt., Bold, Italic	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head4_bkTOC	0.6" / 0.6"	0 / 0	6.625 R . . .					
Head4_fr	0.0" / 0.0"	1 line / 5 pt.	none	Body	11 pt., Bold, Italic	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head4_frTOC	0.6" / 0.6"	0 / 0	6.625 R . . .					
Head5	0.0" / 0.0"	0 / 0	none	Body	11 pt., Bold	RIH, punc = :\sn, KWN		
Head6	0.0" / 0.0"	0 / 0	none	Body	11 pt., Italic	RIH, punc = :\sn, KWN		
Header	0.0" / 0.0"	0 / 0	3.312" C, 6.625" R					
IgnoreCharsIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index.
Index-BoldIX	0.0" / 0.0"	0 / 0	none		Bold			This is used only in the Reference Pages of the Index.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 10 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Index-ItalicIX	0.0" / 0.0"	0 / 0	none		Italic			This is used only in the Reference Pages of the Index.
IndexIX	0.0" / 0.0"	0 / 0	none					This used only in the Reference Pages of the Index.
IndexTitle	0.0" / 0.0"	0 / 0	none		18 pt. Bold, stretch 92%	Top of right page	Index	
IndexTitleTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Ledi	0.0" / 0.0"	14 pt. / 6 pt.	none	Body	12 pt., Bold, stretch 96%	KWN		
Len	0.0" / 0.0"	0 / 10 pt.	none	Ledi	14 pt. Bold, stretch 92%	Top of Page, KWN	n.m\sn	<p>There is no numbering in the un-numbered format templates.</p> <p>Len paragraphs are numbered using the same numbering sequence as Head2 paragraphs.</p>
LenTOC	0.2" / 0.2"	0 / 0	6.625 R . . .					
Len_fr	0.0" / 0.0"	0 / 10 pt.	none	Ledi	14 pt. Bold, stretch 92%	Top of Page, KWN		<p>This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.</p>
Len_frTOC	0.2" / 0.2"	0 / 0	6.625 R . . .					
Level1IX	0.0" / 0.4"	0 / 0	none					

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 11 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Level2IX	0.2" / 0.6"	0 / 0	none					
Level3IX	0.4" / 0.8"	0 / 0	none					
Level4IX	0.6" / 1.0"	0 / 0	none					
Level5IX	0.8" / 1.2"	0 / 0	none					
Lines	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"					
ListCont	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"					
ListCont2	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"					
ListCont3	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"					
ListCont4	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"					
ListOF	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold, stretch 92%	Top of right page	List of Figures	
ListOFTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
ListOT	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold, stretch 92%	Top of right page	List of Tables	

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 12 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
ListOTTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Notel	0.0" / 0.0"	0 / 1 line	none	01First	Bold	KWN	Notes:	
Notel2	0.4" / 0.4"	0 / 1 line	none	012First	Bold	KWN	Notes:	
Notel3	0.8" / 0.8"	0 / 1 line	none	013First	Bold	KWN	Notes:	
Notel4	1.2" / 1.2"	0 / 1 line	none	014First	Bold	KWN	Notes:	
Nt	0.0" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				Note:\t	
Nt2	0.4" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				Note:\t	
Nt3	0.8" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				Note:\t	
Nt4	1.2" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				Note:\t	
OI	0.07" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				n.\t	<i>n</i> is a "regular" integer.
OICompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				n.\t	<i>n</i> is a "regular" integer.
OIFirst	0.07" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"	01			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 13 of 19)

Format	Indentation first/rest	Space above/ below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
O1FirstCompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"	01Compact			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
O12	0.47" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				a.\t	<i>a</i> is a lower case letter.
O12Compact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				a.\t	<i>a</i> is a lower case letter.
O12First	0.47" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"	012			a.\t	<i>a</i> is a lower case letter. Also resets <i>a</i> to <i>a</i> .
O12FirstCompact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"	012Compact			a.\t	<i>a</i> is a lower case letter. Also resets <i>a</i> to <i>a</i> .
O13	0.87" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				r.\t	<i>r</i> is a lower case Roman number.
O13Compact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"				r.\t	<i>r</i> is a lower case Roman number.
O13First	0.87" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"	013			r.\t	<i>r</i> is a lower case Roman number. Also resets <i>r</i> to <i>i</i> .
O31FirstCompact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"	013Compact			r.\t	<i>r</i> is a lower case Roman number. Also resets <i>r</i> to <i>i</i> .

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 14 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
OI4	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"			A.\t		A is an upper case letter.
OI4Compact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"			A.\t		A is an upper case letter.
OI4First	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"	014		A.\t		A is an upper case letter. Also resets A to A.
OI4FirstCompact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"	014Compact		A.\t		A is an upper case letter. Also resets A to A.
Preface	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, stretch 92%	Top of right page, KWN	Preface	This paragraph type also resets the section numbers to 0.
PrefaceTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Security	0.0" / 0.0"	0 / 0	none					This paragraph is used only in the Cover and Title pages, for the security classification within the footer.
SeparatorsIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index.
SI	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"					

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 15 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
SICompact	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"					
SI2	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"					
SI2Compact	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"					
SI3	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"					
SI3Compact	1.2" / 1.2"	0 / 0	1.6" L, repeat every 0.4"					
SI4	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"					
SI4Compact	1.6" / 1.6"	0 / 0	2.0" L, repeat every 0.4"					
SOA	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, stretch 92%	Top of right page, KWN	Summary of Changes	This paragraph type also resets the section num- bers to 0.
SOATOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 16 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
SortOrderIX	0.0" / 0.0"	0 / 0	none					This is special paragraph that is used only in the Reference Pages of the Index.
Space	0.0" / 0.0"	0 / 0	none					This paragraph format is designed to be used to create areas of white space when required (by altering the space before the paragraph). Hence "space above" varies from place to place.
Spot	0.0" / 0.0"	0 / 0	none		6 pt.			This paragraph is to provide an anchor point for a table or figure when there is no other suitable anchor.
TableFootnote	0.15" / 0.35"	0 / 0	0.35" L		9 pt.			Indented 0.15" at the right hand end
TableOC	0.0" / 0.0"	0 / 0	none		18 pt. Bold, stretch 92%	Top of right page	Contents	
TableOCTOC	0.2" / 0.2"	1 line / 0	6.625 R ...					Bold text is specified in the reference page item for this TOC entry type.
TableTitle	0.0" / 0.0"	0 / 0	none		Italic		Table N-m. \sn	
TableTitleLOT	0.2" / 0.2"	0 / 0	0.6" L, 6.625" R ...					
TitleLibrary	0.0" / 0.0"	0 / 0	none	TitleVolumeFirst	IBM Bodoni Regular, 16 pt.			

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 17 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
TitleVersion	0.0" / 0.0"	0 / 0	none		IBM Bodoni Regular, 18 pt., Obliqued			
TitleVersionFirst	0.0" / 0.0"	28 pt. / 0	none	TitleVersion	IBM Bodoni Regular, 18 pt., Obliqued			
TitleVolume	0.0" / 0.0"	0 / 0	none		IBM Bodoni Regular, 30 pt., stretch 95%			
TitleVolumeFirst	0.0" / 0.0"	1 line / 0	none	TitleVolume	IBM Bodoni Regular, 30 pt., stretch 95%			
UI	0.25" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				•\t	The "number" is the bullet.
UICompact	0.25" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				•\t	The "number" is the bullet.
UI2	0.65" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI2Compact	0.65" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI3	1.05" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				■\t	The "number" is the bullet.

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 18 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
UI3Compact	1.05" / 1.2"	0 / 0	1.2" L, repeat every 0.4"			■\t		The "number" is the bullet.
UI4	1.45" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"			•\t		The "number" is the bullet.
UI4Compact	1.45" / 1.2"	0 / 0	1.6" L, repeat every 0.4"			•\t		The "number" is the bullet.
Version	0.0" / 0.0"	0 / 1 line	none		9 pt.			
VersionHead	0.0" / 0.0"	1 line / 1 line	none	Version	Bold			
Warning	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"				Warning:\sn	
Warning2	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"				Warning:\sn	
Warning3	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"				Warning:\sn	
Warning4	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"				Warning:\sn	
Xmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"		Courier New			

Table 2-1. Paragraph Formats for IBMPPC Format Templates (Part 19 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Xmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier New			
Xmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier New, 9 pt.			
Xmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		Courier New, 8 pt			

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 1 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
AbbrDesc	1.0" / 1.0"	0 / 1 line	none					
Abbrev	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold	Top of right page, KWN	List of Abbreviations	This paragraph type also resets the section numbers to 0.
AbbrevTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
AbbrTerm	0.0" / 0.0"	0 / 0	none	AbbrDesc	Bold	RIH, punc = \sn, KWN		
ActiveIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index file.
ActiveLOF	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the List Of Figures file.
ActiveLOT	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the List Of Tables file.
ActiveTOC	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Table of Contents file.
Address	0.25" / 0.25"	0 / 0	none		9 pt.			
ANote	1.25" / 1.65"	0 / 1 line	2.05" L, repeat every 0.4"				Author's Note	Heading is Red Bold. Text is Blue.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 2 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Appendices	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	18 pt. Bold, Thick Line across the page above the text.	Top of right page		This paragraph is defined as numbered, but no text is produced. This is used to reset the section numbers to 0.
AppendicesTOC	0.0" / 0.0"	1 line / 1 line	none		12 pt.			Bold text is specified in the reference page item for this TOC entry type.  This paragraph has a section rule over it.
Appendix	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, Overline	Top of right page, KWN	Appendix X\sn	This paragraph type also resets the section numbers to 0.
AppendixTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Author	0.0" / 0.0"	0 / 0	none		12 pt.			
AuthorFirst	0.0" / 0.0"	50 pt. / 0	none	Author	12 pt.			
Bibent	1.25" / 1.65"	0 / 1 line	1.65" L, repeat every 0.4"				[n\t]	
Bibent2	1.25" / 2.05"	0 / 1 line	2.05" L, repeat every 0.4"				[n\t]	
Bibliog	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, Overline	Top of right page, KWN	Bibliography	This paragraph type also resets the section numbers to 0.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 3 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
BibliogTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Body	1.25" / 1.25"	0 / 1 line	1.65" L, repeat every 0.4"					
BookDate	0.0" / 0.0"	50 pt./ 40 pt.	none		12 pt.			
BXmp	1.25" / 1.25"	0 / 0	1.65" L, repeat every 0.4"		BookMaster Gothic			
BXmp2	1.65" / 1.65"	0 / 0	2.05" L, repeat every 0.4"		BookMaster Gothic			
BXmp3	1.65" / 1.65"	0 / 0	2.05" L, repeat every 0.4"		BookMaster Gothic, 9 pt.			
BXmp4	2.05" / 2.05"	0 / 0	2.45" L, repeat every 0.4"		BookMaster Gothic, 8 pt			
Caution	1.25" / 1.25"	0 / 0	none	Caution- Body		KWN	CAUTION:\sn	
CautionBody	1.25" / 1.25"	0 / 1 line	1.65" L, repeat every 0.4"	Body	Bold			
CellBody	0.0" / 0.0"	0 / 0	0.2" L, repeat every 0.2"					

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 4 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
CellHeading	0.0" / 0.0"	0 / 0	none		Bold			Default horizontal alignment is centered.
Copyright	0.0" / 0.0"	0 / 0	none		9 pt.			
CopyrightHead	0.0" / 0.0"	0 / 0	none	Copyright	9 pt. Bold			
DD	2.05" / 2.05"	0 / 1 line	2.45" L, repeat every 0.4"					
DDCompact	2.05" / 2.05"	0 / 0	2.45" L, repeat every 0.4"					
DD2	2.45" / 2.45"	0 / 1 line	2.85" L, repeat every 0.4"					
DD2Compact	2.45" / 2.45"	0 / 0	2.85" L, repeat every 0.4"					
DD3	2.85" / 2.85"	0 / 1 line	3.25" L, repeat every 0.4"					
DD3Compact	2.85" / 2.85"	0 / 0	3.25" L, repeat every 0.4"					
DD4	3.25" / 3.25"	0 / 1 line	3.65" L, repeat every 0.4"					
DD4Compact	3.25" / 3.25"	0 / 0	3.65" L, repeat every 0.4"					

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 5 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DDHD	2.05" / 2.05"	0 / 1 line	2.45" L, repeat every 0.4"	DT	Bold, Italic	KWN		
DDHD2	2.45" / 2.45"	0 / 1 line	2.85" L, repeat every 0.4"	DT2	Bold, Italic	KWN		
DDHD3	2.85" / 2.85"	0 / 1 line	3.25" L, repeat every 0.4"	DT3	Bold, Italic	KWN		
DDHD4	3.25" / 3.25"	0 / 1 line	3.65" L, repeat every 0.4"	DT4	Bold, Italic	KWN		
DT	1.25" / 1.25"	0 / 0	none	DD	Bold	RIH, punc = \sn, KWN		
DTBreak	1.25" / 1.25"	0 / 0	none	DD	Bold	KWN		
DT2	1.65" / 1.65"	0 / 0	none	DD2	Bold	RIH, punc = \sn, KWN		
DT2Break	1.65" / 1.65"	0 / 0	none	DD2	Bold	KWN		
DT3	2.05" / 2.05"	0 / 0	none	DD3	Bold	RI, punc = \sn,, KWN		
DT3Break	2.05" / 2.05"	0 / 0	none	DD3	Bold	KWN		
DT4	2.45" / 2.45"	0 / 0	none	DD4	Bold	RIH, punc = \sn, KWN		
DT4Break	2.45" / 2.45"	0 / 0	none	DD4	Bold	KWN		

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 6 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DTHD	1.25" / 1.25"	0 / 1 line	none	DDHD	Bold, Italic	KWN		
DTHD2	1.65" / 1.65"	0 / 1 line	none	DDHD2	Bold, Italic	KWN		
DTHD3	2.05" / 2.05"	0 / 1 line	none	DDHD3	Bold, Italic	KWN		
DTHD4	2.45" / 2.45"	0 / 1 line	none	DDHD4	Bold, Italic	KWN		
Equation	1.65" / 1.65"	0 / 1 line	2.05" L, repeat every 0.4"				(N-m)	The number is at the end of the paragraph (i.e. at the right-hand margin).
Figure	0.0" / 0.0"	0 / 0	none		Italic		Figure N-m\sn	
FigureLOF	1.25" / 1.25"	0 / 0	1.65" L, 6.625" R					
Footer	0.0" / 0.0"	0 / 0	6.625" R					
Footnote	0.0" / 0.2"	0 / 0	0.2" L		9 pt.			Indented 0.25" at the right hand end
Gd	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"					
GlGrpSep	0.0" / 0.0"	0 / 16 pt.	none		18 pt. Bold			
Glossary	0.0" / 0.0"	0 / 1 line	none		18 pt. Bold, Overline	Top of right page, KWN	Glossary	This paragraph type also resets the section num- bers to 0.
GlossaryTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
GroupTitlesIX	0.0" / 0.0"	1 line / 0	none		14 pt. Bold	KWN		

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 7 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Gt	0.0" / 0.0"	0 / 0	none	Gd	Bold	RIH, punc = .\sn, KWN		
Head0	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	24 pt. Bold, Thick Line across the page above the text	Top of right page		This paragraph is defined as numbered, but no text is produced. This is used to reset the section num- bers to 0.
Head0TOC	0.0" / 0.0"	1 line / 1 line	none		12 pt.			Bold text is specified in the reference page item for this TOC entry type.  This paragraph has a sec- tion rule over it.
Head1	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold	Top of right page, KWN	Chapter N\sn	This paragraph type also resets the section num- bers to 0.
Head1TOC	1.25" / 1.25"	1 line / 0	6.625 R ...					Bold text is specified in the reference page item for this TOC entry type.
Head2	0.0" / 0.0"	1 line / 10 pt.	none	Body	16 pt. Bold, Thin Line across the page above the text	KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head2TOC	1.25" / 1.25"	0 / 0	6.625 R ...					
Head2_bk	0.0" / 0.0"	1 line / 10 pt.	none	Body	16 pt. Bold, Thin Line across the page above the text	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 8 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head2_bkTOC	1.25" / 1.25"	0 / 0	6.625 R ...					
Head2_fr	0.0" / 0.0"	1 line / 10 pt.	none	Body	16 pt. Bold, Thin Line across the page above the text	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head2_frTOC	1.25" / 1.25"	0 / 0	6.625 R ...					
Head2Page	0.0" / 0.0"	0 / 10 pt.	none	Body	16 pt. Bold	Top of column, KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head2PageTOC	1.25" / 1.25"	0 / 0	6.625 R ...					
Head3	0.0" / 0.0"	1 line / 7 pt.	none	Body	14 pt. Bold	KWN	N.m.1\sn	There is no numbering in the un-numbered format templates.
Head3TOC	1.45" / 1.45"	0 / 0	6.625 R ...					
Head3_bk	0.0" / 0.0"	1 line / 7 pt.	none	Body	13 pt. Bold	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head3_bkTOC	1.45" / 1.45"	0 / 0	6.625 R ...					
Head3_fr	0.0" / 0.0"	1 line / 7 pt.	none	Body	13 pt. Bold	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head3_frTOC	1.45" / 1.45"	0 / 0	6.625 R ...					

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 9 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head4	0.0" / 0.0"	1 line / 5 pt.	none	Body	12 pt., Bold, Italic	KWN	N.m.l.k\sn	There is no numbering in the un-numbered format templates.
Head4TOC	1.65" / 1.65"	0 / 0	6.625 R ...					
Head4_bk	0.0" / 0.0"	1 line / 5 pt.	none	Body	11 pt., Bold, Italic	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head4_bkTOC	1.65" / 1.65"	0 / 0	6.625 R ...					
Head4_fr	0.0" / 0.0"	1 line / 5 pt.	none	Body	11 pt., Bold, Italic	KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.
Head4_frTOC	1.65" / 1.65""	0 / 0	6.625 R ...					
Head5	1.25" / 1.25"	0 / 0	none	Body	11 pt., Bold	RIH, punc = :\sn, KWN		
Head6	1.25" / 1.25"	0 / 0	none	Body	11 pt., Italic	RIH, punc = :\sn, KWN		
Header	0.0" / 0.0"	0 / 0	3.312" C, 6.625" R					
IgnoreCharsIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 10 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Index-BoldIX	0.0" / 0.0"	0 / 0	none		Bold			This is used only in the Reference Pages of the Index.
Index-ItalicIX	0.0" / 0.0"	0 / 0	none		Italic			This is used only in the Reference Pages of the Index.
IndexIX	0.0" / 0.0"	0 / 0	none					This used only in the Reference Pages of the Index.
IndexTitle	0.0" / 0.0"	0 / 0	none		18 pt. Bold, Overline	Top of right page	Index	
IndexTitleTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Ledi	0.0" / 0.0"	14 pt. / 6 pt.	none	Body	12 pt., Bold	KWN		
Len	0.0" / 0.0"	0 / 10 pt.	none	Ledi	14 pt. Bold	Top of Page, KWN	n.m\sn	<p>There is no numbering in the un-numbered format templates.</p> <p>Len paragraphs are numbered using the same numbering sequence as Head2 paragraphs.</p>
LenTOC	1.25" / 1.25"	0 / 0	6.625 R . . .					
Len_fr	0.0" / 0.0"	0 / 10 pt.	none	Ledi	14 pt. Bold	Top of Page, KWN		This paragraph is defined as numbered, but no text is produced. This is used to increment the section number.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 11 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Len_frTOC	1.25" / 1.25"	0 / 0	6.625 R . . .					
Level1IX	0.0" / 0.4"	0 / 0	none					
Level2IX	0.2" / 0.6"	0 / 0	none					
Level3IX	0.4" / 0.8"	0 / 0	none					
Level4IX	0.6" / 1.0"	0 / 0	none					
Level5IX	0.8" / 1.2"	0 / 0	none					
Lines	1.25" / 1.25"	0 / 0	1.65" L, repeat every 0.4"					
ListCont	1.65" / 1.65"	0 / 1 line	2.05" L, repeat every 0.4"					
ListCont2	2.05" / 2.05"	0 / 1 line	2.45" L, repeat every 0.4"					
ListCont3	2.45" / 2.45"	0 / 1 line	2.85" L, repeat every 0.4"					
ListCont4	2.85" / 2.85"	0 / 1 line	3.25" L, repeat every 0.4"					
ListOF	1.25" / 1.25"	0 / 1 line	none		18 pt. Bold, Overline	Top of right page	List of Figures	
ListOFTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 12 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
ListOT	1.25" / 1.25"	0 / 1 line	none		18 pt. Bold, Overline	Top of right page	List of Tables	
ListOTTOC	0.2" / 0.2"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Notel	1.25" / 1.25"	0 / 1 line	none	01First	Bold	KWN	Notes:	
Notel2	1.65" / 1.65"	0 / 1 line	none	012First	Bold	KWN	Notes:	
Notel3	2.05" / 2.05"	0 / 1 line	none	013First	Bold	KWN	Notes:	
Notel4	2.45" / 2.45"	0 / 1 line	none	014First	Bold	KWN	Notes:	
Nt	1.25" / 1.65"	0 / 1 line	1.65" L, repeat every 0.4"				Note:\t	
Nt2	1.65" / 2.05"	0 / 1 line	2.05" L, repeat every 0.4"				Note:\t	
Nt3	2.05" / 2.45"	0 / 1 line	2.45" L, repeat every 0.4"				Note:\t	
Nt4	2.45" / 2.85"	0 / 1 line	2.85" L, repeat every 0.4"				Note:\t	
OI	1.32" / 1.65"	0 / 1 line	1.65" L, repeat every 0.4"				n.\t	n is a "regular" integer.
OICompact	1.32" / 1.65"	0 / 0	1.65" L, repeat every 0.4"				n.\t	n is a "regular" integer.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 13 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
O1First	1.32" / 1.65"	0 / 1 line	1.65" L, repeat every 0.4"	01			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
O1FirstCompact	1.32" / 1.65"	0 / 0	1.65" L, repeat every 0.4"	01Compact			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
O12	1.72" / 2.05"	0 / 1 line	2.05" L, repeat every 0.4"				a.\t	<i>a</i> is a lower case letter.
O12Compact	1.72" / 2.05"	0 / 0	2.05" L, repeat every 0.4"				a.\t	<i>a</i> is a lower case letter.
O12First	1.72" / 2.05"	0 / 1 line	2.05" L, repeat every 0.4"	012			a.\t	<i>a</i> is a lower case letter. Also resets <i>a</i> to <i>a</i> .
O12FirstCompact	1.72" / 2.05"	0 / 0	2.05" L, repeat every 0.4"	012Compact			a.\t	<i>a</i> is a lower case letter. Also resets <i>a</i> to <i>a</i> .
O13	2.12" / 2.45"	0 / 1 line	2.45" L, repeat every 0.4"				r.\t	<i>r</i> is a lower case Roman number.
O13Compact	2.12" / 2.45"	0 / 0	2.45" L, repeat every 0.4"				r.\t	<i>r</i> is a lower case Roman number.
O13First	2.12" / 2.45"	0 / 1 line	2.45" L, repeat every 0.4"	013			r.\t	<i>r</i> is a lower case Roman number. Also resets <i>r</i> to <i>i</i> .

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 14 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
O3IFirstCompact	2.12" / 2.45"	0 / 0	2.45" L, repeat every 0.4"	013Compact			r.\t	r is a lower case Roman number. Also resets r to i.
OI4	2.52" / 2.85"	0 / 1 line	2.85" L, repeat every 0.4"				A.\t	A is an upper case letter.
OI4Compact	2.52" / 2.85"	0 / 0	2.85" L, repeat every 0.4"				A.\t	A is an upper case letter.
OI4First	2.52" / 2.85"	0 / 1 line	2.85" L, repeat every 0.4"	014			A.\t	A is an upper case letter. Also resets A to A.
OI4FirstCompact	2.52" / 2.85"	0 / 0	2.85" L, repeat every 0.4"	014Compact			A.\t	A is an upper case letter. Also resets A to A.
Preface	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, Overline	Top of right page, KWN	Preface	This paragraph type also resets the section num- bers to 0.
PrefaceTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
Security	0.0" / 0.0"	0 / 0	none					This paragraph is used only in the Cover and Title pages, for the security classification within the footer.
SeparatorsIX	0.0" / 0.0"	0 / 0	none					This is used only in the Reference Pages of the Index.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 15 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
SI	1.65" / 1.65"	0 / 1 line	2.05" L, repeat every 0.4"					
SICompact	1.65" / 1.65"	0 / 0	2.05" L, repeat every 0.4"					
SI2	2.05" / 2.05"	0 / 1 line	2.45" L, repeat every 0.4"					
SI2Compact	2.05" / 2.05"	0 / 0	2.45" L, repeat every 0.4"					
SI3	2.45" / 2.45"	0 / 1 line	2.85" L, repeat every 0.4"					
SI3Compact	2.45" / 2.45"	0 / 0	2.85" L, repeat every 0.4"					
SI4	2.85" / 2.85"	0 / 1 line	3.25" L, repeat every 0.4"					
SI4Compact	2.85" / 2.85"	0 / 0	3.25" L, repeat every 0.4"					
SOA	0.0" / 0.0"	0 / 1 line	none	Body	18 pt. Bold, Overline	Top of right page, KWN	Summary of Changes	This paragraph type also resets the section num- bers to 0.

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 16 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
SOATOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
SortOrderIX	0.0" / 0.0"	0 / 0	none					This is special paragraph that is used only in the Reference Pages of the Index.
Space	1.25" / 1.25"	0 / 0	none					This paragraph format is designed to be used to create areas of white space when required (by altering the space before the paragraph). Hence "space above" varies from place to place.
Spot	1.25" / 1.25"	0 / 0	none		6 pt.			This paragraph is to provide an anchor point for a table or figure when there is no other suitable anchor.
TableFootnote	0.15" / 0.35"	0 / 0	0.35" L		9 pt.			Indented 0.15" at the right hand end
TableOC	0.0" / 0.0"	0 / 0	none		18 pt. Bold, Overline	Top of right page	Table of Contents	
TableOCTOC	1.25" / 1.25"	1 line / 0	6.625 R . . .					Bold text is specified in the reference page item for this TOC entry type.
TableTitle	0.0" / 0.0"	0 / 0	none		Italic		Table N-m. \sn	
TableTitleIndent	1.25" / 1.25"	0 / 0	none		Italic		Table N-m. \sn	

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 17 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
TableTitleLOT	1.25" / 1.25"	0 / 0	1.65" L, 6.625" R ...					
TitleLibrary	0.0" / 0.0"	0 / 0	none	TitleVolumeFirst	IBM Bodoni Regular, 16 pt.			
TitleVersion	0.0" / 0.0"	0 / 0	none		IBM Bodoni Regular, 18 pt., Obliqued			
TitleVersionFirst	0.0" / 0.0"	28 pt. / 0	none	TitleVersion	IBM Bodoni Regular, 18 pt., Obliqued			
TitleVolume	0.0" / 0.0"	0 / 0	none		IBM Bodoni Regular, 30 pt.			
TitleVolumeFirst	0.0" / 0.0"	1 line / 0	none	TitleVolume	IBM Bodoni Regular, 30 pt.			
UI	1.5" / 1.65"	0 / 1 line	1.65" L, repeat every 0.4"			\b\t	The "number" is the bullet.	
UICompact	1.5" / 1.65"	0 / 0	1.65" L, repeat every 0.4"			\b\t	The "number" is the bullet.	
UI2	1.9" / 2.05"	0 / 1 line	2.05" L, repeat every 0.4"			-\t	The "number" is the bullet.	
UI2Compact	1.9" / 2.05"	0 / 0	2.05" L, repeat every 0.4"			-\t	The "number" is the bullet.	
UI3	2.3" / 2.45"	0 / 1 line	2.45" L, repeat every 0.4"			♦\t	The "number" is the bullet.	

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 18 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
UI3Compact	2.3" / 2.45"	0 / 0	2.45" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4	2.7" / 2.85"	0 / 1 line	2.85" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4Compact	2.7" / 2.85"	0 / 0	2.85" L, repeat every 0.4"				♦\t	The "number" is the bullet.
Version	0.0" / 0.0"	0 / 1 line	none		9 pt.			
VersionHead	0.0" / 0.0"	1 line / 1 line	none	Version	Bold			
Warning	1.25" / 1.25"	0 / 1 line	1.65" L, repeat every 0.4"				Warning:\sn	
Warning2	1.65" / 1.65"	0 / 1 line	2.05" L, repeat every 0.4"				Warning:\sn	
Warning3	2.05" / 2.05"	0 / 1 line	2.45" L, repeat every 0.4"				Warning:\sn	
Warning4	2.45" / 2.45"	0 / 1 line	2.85" L, repeat every 0.4"				Warning:\sn	
Xmp	1.25" / 1.25"	0 / 0	1,65" L, repeat every 0.4"		Courier			

Table 2-2. Paragraph Formats for IBMXAGD and IBMU1PL Format Templates (Part 19 of 19)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Xmp2	1.65" / 1.65"	0 / 0	2.05" L, repeat every 0.4"		Courier			
Xmp3	1.65" / 1.65"	0 / 0	2.05" L, repeat every 0.4"		Courier, 9 pt.			
Xmp4	2.05" / 2.05"	0 / 0	2.45" L, repeat every 0.4"		Courier, 8 pt			

## IBMPPC and IBMXAGD Memo Templates

This table describes the paragraph formats in the memo templates. In this table, in the *Numbering* column, the item *N* is the number on the last preceding **Head1** paragraph within the document.

The font for text paragraphs such as **Body** and list paragraphs is Arial in a **IBMPPC** style memo, it is Helvetica in **IBMXAGD** style, and it is Times in an **IBMU1PL** style memo. Headings are Arial in **IBMPPC** style memos and Helvetica in **IBMXAGD** and **IBMU1PL** style documents

*Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 1 of 12)*

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
ANote	0.0" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"				Author's Note	Heading is <b>Red Bold</b> . Text is <b>Blue</b> .
Bibent	0.0" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				[n\t]	
Bibent2	0.0" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				[n\t]	
Bibliog	0.0" / 0.0"	2 / 1 line	none	<b>Body</b>	18 pt. Bold, Overline	Top of right page, <b>KWN</b>	Bibliography	This paragraph type also resets the section num- bers to 0.
Body	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"					
BXmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"		BookMaster Gothic			
BXmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic			

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 2 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
BXmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic, 9 pt.			
BXmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		BookMaster Gothic, 8 pt			
Caution	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"	Caution- Body		KWN	CAUTION:\sn	
CautionBody	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"	Body	Bold			
CellBody	0.0" / 0.0"	0 / 0	0.2" L, repeat every 0.2"					
CellHeading	0.0" / 0.0"	0 / 0	none		Bold			Default horizontal alignment is centered.
DD	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"					
DDCompact	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"					
DD2	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"					
DD2Compact	1.2" / 1.2"	0 / 0	1.6" L, repeat every 0.4"					

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 3 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DD3	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"					
DD3Compact	1.6" / 1.6"	0 / 0	2.0" L, repeat every 0.4"					
DD4	2.0" / 2.0"	0 / 1 line	2.4" L, repeat every 0.4"					
DD4Compact	2.0" / 2.0"	0 / 0	2.4" L, repeat every 0.4"					
DDHD	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"	DT	Bold, Italic	KWN		
DDHD2	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"	DT2	Bold, Italic	KWN		
DDHD3	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"	DT3	Bold, Italic	KWN		
DDHD4	2.0" / 2.0"	0 / 1 line	2.4" L, repeat every 0.4"	DT4	Bold, Italic	KWN		
DT	0.0" / 0.0"	0 / 0	none	DD	Bold	RIH, punc = \sn, KWN		
DTBreak	0.0" / 0.0"	0 / 0	none	DD	Bold	KWN		

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 4 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DT2	0.4" / 0.4"	0 / 0	none	DD2	Bold	RIH, punc = \sn, KWN		
DT2Break	0.4" / 0.4"	0 / 0	none	DD2	Bold	KWN		
DT3	0.8" / 0.8"	0 / 0	none	DD3	Bold	RI, punc = \sn,, KWN		
DT3Break	0.8" / 0.8"	0 / 0	none	DD3	Bold	KWN		
DT4	1.2" / 1.2"	0 / 0	none	DD4	Bold	RIH, punc = \sn, KWN		
DT4Break	1.2" / 1.2"	0 / 0	none	DD4	Bold	KWN		
DTHD	0.0" / 0.0"	0 / 1 line	none	DDHD	Bold, Italic	KWN		
DTHD2	0.4" / 0.4"	0 / 1 line	none	DDHD2	Bold, Italic	KWN		
DTHD3	0.8" / 0.8"	0 / 1 line	none	DDHD3	Bold, Italic	KWN		
DTHD4	1.2" / 1.2"	0 / 1 line	none	DDHD4	Bold, Italic	KWN		
Equation	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"				(N-m) <sup>1</sup> (m) <sup>2</sup>	The number is at the end of the paragraph (i.e. at the right-hand margin).
Figure	0.0" / 0.0"	0 / 0	none		Italic		Figure N-m\sn <sup>1</sup> Figure m\sn <sup>2</sup>	
Footer	0.0" / 0.0"	0 / 0	6.625" R					
Footnote	0.0" / 0.2"	0 / 0	0.2" L		9 pt.			Indented 0.25" at the right hand end

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 5 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head0	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	18 pt. Bold, Thick Line across the page above the text	KWN		This paragraph is defined as numbered, but no text is produced. This is used to reset the section numbers to 0.
Head1	0.0" / 0.0"	2 / 1 line	none	Body	18 pt. Bold	KWN	N.\sn	This paragraph type also resets the section numbers to 0. There is no numbering in the un-numbered format templates.
Head2	0.0" / 0.0"	1 line / 10 pt.	none	Body	16 pt. Bold, Thin Line across the page above the text	KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head3	0.0" / 0.0"	1 line / 7 pt.	none	Body	14 pt. Bold	KWN	N.m.l\sn	There is no numbering in the un-numbered format templates.
Head4	0.0" / 0.0"	1 line / 5 pt.	none	Body	12 pt., Bold, Italic	KWN	N.m.l.k\sn	There is no numbering in the un-numbered format templates.
Head5	0.0" / 0.0"	0 / 0	none	Body	11 pt., Bold	RIH, punc = :\sn, KWN		
Head6	0.0" / 0.0"	0 / 0	none	Body	11 pt., Italic	RIH, punc = :\sn, KWN		
Header	0.0" / 0.0"	0 / 0	3.312" C, 6.625" R					

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 6 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Ledi	0.0" / 0.0"	14 pt. / 6 pt.	none	Body	12 pt., Bold	KWN		
Len	0.0" / 0.0"	0 / 10 pt.	none	Ledi	14 pt. Bold	KWN	n.m\sn	<p>There is no numbering in the un-numbered format templates.</p> <p>Len paragraphs are numbered using the same numbering sequence as Head2 paragraphs.</p>
Lines	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"					
ListCont	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"					
ListCont2	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"					
ListCont3	1.2" / 1.2"	0 / 1 line	1.6" L, repeat every 0.4"					
ListCont4	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"					
Notel	0.4" / 0.4"	0 / 1 line	none	01First	Bold	KWN	Notes:	
Notel2	0.8" / 0.8"	0 / 1 line	none	012First	Bold	KWN	Notes:	
Notel3	1.2" / 1.2"	0 / 1 line	none	013First	Bold	KWN	Notes:	
Notel4	1.6" / 1.6"	0 / 1 line	none	014First	Bold	KWN	Notes:	

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 7 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Nt	0.0" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				<b>Note:</b> \t	
Nt2	0.4" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				<b>Note:</b> \t	
Nt3	0.8" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				<b>Note:</b> \t	
Nt4	1.2" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				<b>Note:</b> \t	
OI	0.07" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				<i>n.</i> \t	<i>n</i> is a "regular" integer.
OICompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				<i>n.</i> \t	<i>n</i> is a "regular" integer.
OIFirst	0.07" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"	<b>01</b>			<i>n.</i> \t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
OIFirstCompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"	<b>01Compact</b>			<i>n.</i> \t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
OI2	0.47" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				<i>a.</i> \t	<i>a</i> is a lower case letter.

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 8 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
OI2Compact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				a.\t	a is a lower case letter.
OI2First	0.47" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"	012			a.\t	a is a lower case letter. Also resets a to a.
OI2FirstCompact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"	012Compact			a.\t	a is a lower case letter. Also resets a to a.
OI3	0.87" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				r.\t	r is a lower case Roman number.
OI3Compact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"				r.\t	r is a lower case Roman number.
OI3First	0.87" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"	013			r.\t	r is a lower case Roman number. Also resets r to i.
O3IFirstCompact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"	013Compact			r.\t	r is a lower case Roman number. Also resets r to i.
OI4	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				A.\t	A is an upper case letter.
OI4Compact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"				A.\t	A is an upper case letter.

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 9 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Ol4First	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"	014		A.\t		A is an upper case letter. Also resets A to A.
Ol4FirstCompact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"	014Compact		A.\t		A is an upper case letter. Also resets A to A.
SI	0.4" / 0.4"	0 / 1 line	0.8" L, repeat every 0.4"					
SICompact	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"					
SI2	0.8" / 0.8"	0 / 1 line	1.2" L, repeat every 0.4"					
SI2Compact	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"					
SI3	1.2" / 1.2"	0 / 1 line	1.6 L, repeat every 0.4"					
SI3Compact	1.2" / 1.2"	0 / 0	1.6" L, repeat every 0.4"					
SI4	1.6" / 1.6"	0 / 1 line	2.0" L, repeat every 0.4"					
SI4Compact	1.6" / 1.6"	0 / 0	2.0" L, repeat every 0.4"					

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 10 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Space	0.0" / 0.0"	0 / 0	none					This paragraph format is designed to be used to create areas of white space when required (by altering the space before the paragraph). Hence "space above" varies from place to place.
Spot	0.0" / 0.0"	0 / 0	none		6 pt.			This paragraph is to provide an anchor point for a table or figure when there is no other suitable anchor.
TableFootnote	0.15" / 0.35"	0 / 0	0.35" L		9 pt.			Indented 0.15" at the right hand end
TableTitle	0.0" / 0.0"	0 / 0	none		Italic		Table <i>N-m</i> . \sn <sup>1</sup> Table <i>m</i> . \sn <sup>2</sup>	
UI	0.25" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				\b\t	The "number" is the bullet.
UICompact	0.25" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				\b\t	The "number" is the bullet.
UI2	0.65" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				-\t	The "number" is the bullet.
UI2Compact	0.65" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				-\t	The "number" is the bullet.

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 11 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
UI3	1.05" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI3Compact	1.05" / 1.2"	0 / 0	1.2" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4	1.45" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4Compact	1.45" / 1.6"	0 / 0	1.6" L, repeat every 0.4"				♦\t	The "number" is the bullet.
Warning	0.0" / 0.4"	0 / 1 line	0.4" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning2	0.4" / 0.8"	0 / 1 line	0.8" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning3	0.8" / 1.2"	0 / 1 line	1.2" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning4	1.2" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				<b>Warning:</b> \sn	
Xmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"	Courier				

Table 2-3. Paragraph Formats for IBMPPC and IBMXAGD Memo Templates (Part 12 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Xmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier			
Xmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier, 9 pt.			
Xmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		Courier, 8 pt			

- 1 Memos with numbered headings  
 2 Memos with un-numbered headings

## IBMU1PL Memo Template

This table describes the paragraph formats in the **IBMU1PL** format memo template. In this table, in the *Numbering* column, the item *N* is the number on the last preceding **Head1** paragraph within the document.

*Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 1 of 12)*

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
ANote	0.0" / 0.4"	10 pt. / 0	0.8" L, repeat every 0.4"				Author's Note	Heading is <b>Red Bold</b> . Text is <b>Blue</b> .
Bibent	0.0" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"				[n\t]	
Bibent2	0.0" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"				[n\t]	
Bibliog	0.0" / 0.0"	2 / 1 line	none	Body	18 pt. Bold, Overline	Top of right page, <b>KWN</b>	Bibliography	This paragraph type also resets the section num- bers to 0.
Body	0.0" / 0.0"	10 pt. / 0	0.4" L, repeat every 0.4"					
BXmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"		BookMaster Gothic			
BXmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic			
BXmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		BookMaster Gothic, 9 pt.			

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 2 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
BXmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		BookMaster Gothic, 8 pt			
Caution	0.0" / 0.0"	10 pt. / 0	0.4" L, repeat every 0.4"	Caution- Body		KWN	CAUTION:\sn	
CautionBody	0.0" / 0.0"	0 / 1 line	0.4" L, repeat every 0.4"	Body	Bold			
CellBody	0.0" / 0.0"	0 / 0	0.2" L, repeat every 0.2"					
CellHeading	0.0" / 0.0"	0 / 0	none		Bold			Default horizontal alignment is centered.
DD	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"					
DD2	1.2" / 1.2"	0 / 0	1.6" L, repeat every 0.4"					
DD3	1.6" / 1.6"	0 / 0	2.0" L, repeat every 0.4"					
DD4	2.0" / 2.0"	0 / 0	2.4" L, repeat every 0.4"					
DDHD	0.8" / 0.8"	10 pt. / 0	1.2" L, repeat every 0.4"	DT	Bold, Italic	KWN		

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 3 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DDHD2	1.2" / 1.2"	10 pt. / 0	1.6" L, repeat every 0.4"	DT2	Bold, Italic	KWN		
DDHD3	1.6" / 1.6"	10 pt. / 0	2.0" L, repeat every 0.4"	DT3	Bold, Italic	KWN		
DDHD4	2.0" / 2.0"	10 pt. / 0	2.4" L, repeat every 0.4"	DT4	Bold, Italic	KWN		
DT	0.0" / 0.0"	10 pt. / 0	none	DD	Bold	RIH, punc = \sn, KWN		
DTBreak	0.0" / 0.0"	10 pt. / 0	none	DD	Bold	KWN		
DTBreakCompact	0.0" / 0.0"	0 / 0	none	DD	Bold	KWN		
DTCompact	0.0" / 0.0"	0 / 0	none	DD	Bold	KWN		
DT2	0.4" / 0.4"	10 pt. / 0	none	DD2	Bold	RIH, punc = \sn, KWN		
DT2Break	0.4" / 0.4"	10 pt. / 0	none	DD2	Bold	KWN		
DT2BreakCompact	0.4" / 0.4"	0 / 0	none	DD2	Bold	KWN		
DT2Compact	0.4" / 0.4"	0 / 0	none	DD2	Bold	KWN		
DT3	0.8" / 0.8"	10 pt. / 0	none	DD3	Bold	RI, punc = \sn,, KWN		
DT3Break	0.8" / 0.8"	10 pt. / 0	none	DD3	Bold	KWN		

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 4 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
DT3BreakCompact	0.8" / 0.8"	0 / 0	none	DD3	Bold	KWN		
DT3Compact	0.8" / 0.8"	0 / 0	none	DD3	Bold	KWN		
DT4	1.2" / 1.2"	10 pt. / 0	none	DD4	Bold	RIH, punc = \sn, KWN		
DT4Break	1.2" / 1.2"	10 pt. / 0	none	DD4	Bold	KWN		
DT4BreakCompact	1.2" / 1.2"	0 / 0	none	DD4	Bold	KWN		
DT4Compact	1.2" / 1.2"	0 / 0	none	DD4	Bold	KWN		
DTHD	0.0" / 0.0"	10 pt. / 0	none	DDHD	Bold, Italic	KWN		
DTHD2	0.4" / 0.4"	10 pt. / 0	none	DDHD2	Bold, Italic	KWN		
DTHD3	0.8" / 0.8"	10 pt. / 0	none	DDHD3	Bold, Italic	KWN		
DTHD4	1.2" / 1.2"	10 pt. / 0	none	DDHD4	Bold, Italic	KWN		
Equation	0.4" / 0.4"	10 pt. / 6 pt.	0.8" L, repeat every 0.4"				$(N-m)^1$ $(m)^2$	The number is at the end of the paragraph (i.e. at the right-hand margin).
Figure	0.0" / 0.0"	12 pt. / 16 pt.	none		Italic		Figure $N-m\sn^1$ Figure $m\sn^2$	
Footer	0.0" / 0.0"	0 / 0	6.625" R					
Footnote	0.0" / 0.2"	0 / 0	0.2" L		9 pt.			Indented 0.25" at the right hand end

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 5 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Head0	0.0" / 0.0", Right aligned	0 / 1 line	none	Body	18 pt. Bold, Thick Line across the page above the text	KWN		This paragraph is defined as numbered, but no text is produced. This is used to reset the section numbers to 0.
Head1	0.0" / 0.0"	2 line / 10 pt.	none	Body	18 pt. Bold	KWN	N.\sn	This paragraph type also resets the section numbers to 0. There is no numbering in the un-numbered format templates.
Head2	0.0" / 0.0"	1 line / 10 pt.	none	Body	16 pt. Bold, Thin Line across the page above the text	KWN	N.m\sn	There is no numbering in the un-numbered format templates.
Head3	0.0" / 0.0"	12 pt. / 0	none	Body	14 pt. Bold	KWN	N.m.l\sn	There is no numbering in the un-numbered format templates.
Head4	0.0" / 0.0"	10 pt. / 0	none	Body	12 pt., Bold, Italic	KWN	N.m.l.k\sn	There is no numbering in the un-numbered format templates.
Head5	0.0" / 0.0"	10 pt. / 0	none	Body	11 pt., Bold	RIH, punc = :\sn, KWN		
Head6	0.0" / 0.0"	10 pt. / 0	none	Body	11 pt., Italic	RIH, punc = :\sn, KWN		
Header	0.0" / 0.0"	0 / 0	3.312" C, 6.625" R					

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 6 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Ledi	0.0" / 0.0"	14 pt. / 6 pt.	none	Body	12 pt., Bold	KWN		
Len	0.0" / 0.0"	10 pt. / 0	none	Ledi	14 pt. Bold	KWN	n.m\sn	<p>There is no numbering in the un-numbered format templates.</p> <p>Len paragraphs are numbered using the same numbering sequence as Head2 paragraphs.</p>
LenCont	0.0" / 0.0"	0 / 0	none	Ledi	14 pt. Bold	KWN		
Lines	0.0" / 0.0"	0 / 0		0.4" L, repeat every 0.4"				
ListCont	0.4" / 0.4"	10 pt. / 0		0.8" L, repeat every 0.4"				
ListCont2	0.8" / 0.8"	10 pt. / 0		1.2" L, repeat every 0.4"				
ListCont3	1.2" / 1.2"	10 pt. / 0		1.6" L, repeat every 0.4"				
ListCont4	1.6" / 1.6"	10 pt. / 0		2.0" L, repeat every 0.4"				
Notel	0.4" / 0.4"	10 pt. / 0	none	01First	Bold	KWN	Notes:	
Notel2	0.8" / 0.8"	10 pt. / 0	none	012First	Bold	KWN	Notes:	
Notel3	1.2" / 1.2"	10 pt. / 0	none	013First	Bold	KWN	Notes:	

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 7 of 12)

Format	Indentation first/rest	Space above/ below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Notel4	1.6" / 1.6"	10 pt. / 0	none	014First	Bold	KWN	Notes:	
Nt	0.0" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"				Note:\t	
Nt2	0.4" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"				Note:\t	
Nt3	0.8" / 1.2"	10 pt. / 0	1.2" L, repeat every 0.4"				Note:\t	
Nt4	1.2" / 1.6"	10 pt. / 0	1.6" L, repeat every 0.4"				Note:\t	
OI	0.07" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"				n.\t	<i>n</i> is a "regular" integer.
OICompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				n.\t	<i>n</i> is a "regular" integer.
OIFirst	0.07" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"	01			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
OIFirstCompact	0.07" / 0.4"	0 / 0	0.4" L, repeat every 0.4"	01Compact			n.\t	<i>n</i> is a "regular" integer. Also resets <i>n</i> to 1.
OI2	0.47" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"				a.\t	<i>a</i> is a lower case letter.

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 8 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
OI2Compact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				a.\t	a is a lower case letter.
OI2First	0.47" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"	012			a.\t	a is a lower case letter. Also resets a to a.
OI2FirstCompact	0.47" / 0.8"	0 / 0	0.8" L, repeat every 0.4"	012Compact			a.\t	a is a lower case letter. Also resets a to a.
OI3	0.87" / 1.2"	10 pt. / 0	1.2" L, repeat every 0.4"				r.\t	r is a lower case Roman number.
OI3Compact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"				r.\t	r is a lower case Roman number.
OI3First	0.87" / 1.2"	10 pt. / 0	1.2" L, repeat every 0.4"	013			r.\t	r is a lower case Roman number. Also resets r to i.
O3IFirstCompact	0.87" / 1.2"	0 / 0	1.2" L, repeat every 0.4"	013Compact			r.\t	r is a lower case Roman number. Also resets r to i.
OI4	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"				A.\t	A is an upper case letter.
OI4Compact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"				A.\t	A is an upper case letter.

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 9 of 12)

Format	Indentation first/rest	Space above/ below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Ol4First	1.27" / 1.6"	0 / 1 line	1.6" L, repeat every 0.4"	014		A.\t		A is an upper case letter. Also resets A to A.
Ol4FirstCompact	1.27" / 1.6"	0 / 0	1.6" L, repeat every 0.4"	014Compact		A.\t		A is an upper case letter. Also resets A to A.
SI	0.4" / 0.4"	10 pt. / 0	0.8" L, repeat every 0.4"					
SICompact	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"					
SI2	0.8" / 0.8"	10 pt. / 0	1.2" L, repeat every 0.4"					
SI2Compact	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"					
SI3	1.2" / 1.2"	10 pt. / 0	1.6 L, repeat every 0.4"					
SI3Compact	1.2" / 1.2"	0 / 0	1.6" L, repeat every 0.4"					
SI4	1.6" / 1.6"	10 pt. / 0	2.0" L, repeat every 0.4"					
SI4Compact	1.6" / 1.6"	0 / 0	2.0" L, repeat every 0.4"					

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 10 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Space	0.0" / 0.0"	0 / 0	none					This paragraph format is designed to be used to create areas of white space when required (by altering the space before the paragraph). Hence "space above" varies from place to place.
Spot	0.0" / 0.0"	0 / 0	none		6 pt.			This paragraph is to provide an anchor point for a table or figure when there is no other suitable anchor.
TableFootnote	0.15" / 0.35"	0 / 0	0.35" L		9 pt.			Indented 0.15" at the right hand end
TableTitle	0.0" / 0.0"	0 / 0	none		Italic		Table <i>N-m</i> . \sn <sup>1</sup> Table <i>m</i> . \sn <sup>2</sup>	
UI	0.25" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"				\b\t	The "number" is the bullet.
UICompact	0.25" / 0.4"	0 / 0	0.4" L, repeat every 0.4"				\b\t	The "number" is the bullet.
UI2	0.65" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"				-\t	The "number" is the bullet.
UI2Compact	0.65" / 0.8"	0 / 0	0.8" L, repeat every 0.4"				-\t	The "number" is the bullet.

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 11 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
UI3	1.05" / 1.2"	10 pt. / 0	1.2" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI3Compact	1.05" / 1.2"	0 / 0	1.2" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4	1.45" / 1.6"	10 pt. / 0	1.6" L, repeat every 0.4"				♦\t	The "number" is the bullet.
UI4Compact	1.45" / 1.6"	0 / 0	1.6" L, repeat every 0.4"				♦\t	The "number" is the bullet.
Warning	0.0" / 0.4"	10 pt. / 0	0.4" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning2	0.4" / 0.8"	10 pt. / 0	0.8" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning3	0.8" / 1.2"	10 pt. / 0	1.2" L, repeat every 0.4"				<b>Warning:</b> \sn	
Warning4	1.2" / 1.6"	10 pt. / 0	1.6" L, repeat every 0.4"				<b>Warning:</b> \sn	
Xmp	0.0" / 0.0"	0 / 0	0.4" L, repeat every 0.4"	Courier				

Table 2-4. Paragraph Formats for IBMU1PL Memo Template (Part 12 of 12)

Format	Indentation first/rest	Space above/below	Tab Stops	Next Para type	Font details	Pagination	Numbering	Notes
Xmp2	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier			
Xmp3	0.4" / 0.4"	0 / 0	0.8" L, repeat every 0.4"		Courier, 9 pt.			
Xmp4	0.8" / 0.8"	0 / 0	1.2" L, repeat every 0.4"		Courier, 8 pt			

- 1 Memos with numbered headings  
 2 Memos with un-numbered headings







## Appendix 3. yParagraphs in Each Type of Template File

This appendix provides details of all of the paragraph formats that are present in each file of the template set for books, both with numbered headings and without.

The column headed **Memo** applies to the memo templates, not the book file templates.

*Table 3-1. Paragraph Formats in Each Type of File (Part 1 of 10)*

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Abbreviations	Bibliography	Index	Memo
AbbrDesc																
Abbrev													✓	✓		
AbbrevTOC			✓													
AbbrTerm													✓			
ActiveIX																✓
ActiveLOF				✓												
ActiveLOT					✓											
ActiveTOC		✓	✓													
Address	✓															
ANote						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Appendices											✓					
AppendicesTOC			✓													
Appendix												✓				
AppendixTOC			✓													
Author	✓															

Table 3-1. Paragraph Formats in Each Type of File (Part 2 of 10)

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Glossary	Bibliography	Index	Memo	
AuthorFirst		✓												✓	✓
Bibent														✓	✓
Bibent2														✓	✓
Bibliog														✓	✓
BibliogTOC			✓											✓	✓
Body														✓	✓
BookDate		✓												✓	✓
BXmp						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BXmp2						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BXmp3						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BXmp4						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Caution						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CautionBody						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CellBody						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CellHeading						✓	✓	✓	✓	✓	✓	✓		✓	
Copyright		✓												✓	✓
CopyrightHead		✓												✓	✓
DD						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DDCompact						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DD2						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Table 3-1. Paragraph Formats in Each Type of File (Part 3 of 10)

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Abbreviations	Bibliography	Index	Memo	
DD2Compact						✓											
DD3						✓											
DD3Compact						✓											
DD4						✓											
DD4Compact						✓											
DDHD						✓											
DDHD2						✓											
DDHD3						✓											
DDHD4						✓											
DT						✓											
DTBreak						✓											
DT2						✓											
DT2Break						✓											
DT3						✓											
DT3Break						✓											
DT4						✓											
DT4Break						✓											
DTHD						✓											
DTHD2						✓											
DTHD3						✓											

Table 3-1. Paragraph Formats in Each Type of File (Part 4 of 10)

Format	Memo	Index	Bibliography	Glossary	Abbreviations	Appendix	Appendices (Section)	Chapter	Section	LOF	LOT	Preface	SOA	Section	Footnote	Cover	Title	Contents	Footer	DTHD4
Equation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Figure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
FigureLOF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Footer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Footnote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
GIGrpSep	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Glossary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
GlossaryTOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
GroupTitlesIX	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head0TOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head1TOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head2TOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head2_bk	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Head2_bkTOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Table 3-1. Paragraph Formats in Each Type of File (Part 5 of 10)

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Bibliography	Abbreviations	Index	Memo	
Head2_fr						✓	✓										✓
Head2_frTOC			✓														
Head2Page			✓														
Head2PageTOC			✓														
Head3																	✓
Head3TOC			✓														
Head3_bk			✓														
Head3_bkTOC			✓														
Head3_fr						✓	✓										
Head3_frTOC			✓														
Head4									✓								✓
Head4TOC			✓														
Head4_bk			✓														
Head4_bkTOC			✓														
Head4_fr						✓	✓										
Head4_frTOC			✓														
Head5						✓	✓										✓
Head6						✓	✓										✓
Header	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IgnoreCharsIX																	✓

*Table 3-1. Paragraph Formats in Each Type of File (Part 6 of 10)*

Table 3-1. Paragraph Formats in Each Type of File (Part 7 of 10)

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Bibliography	Abbreviations	Index	Memo	
ListOF				✓												✓	✓
ListOFTOC				✓												✓	✓
ListOT				✓												✓	✓
ListOTTOC				✓												✓	✓
Notel					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Notel2					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Notel3					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Notel4					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nt					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nt2					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nt3					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nt4					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OI					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OICompact					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OIFirst					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OIFirstCompact					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OI2					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OI2Compact					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OI2First					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OI2FirstCompact					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Table 3-1. Paragraph Formats in Each Type of File (Part 8 of 10)

Format	Memo	Index	Bibliography	Glossary	Abbreviations	Appendix	Appendices (Section)	Chapter	Section	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Abbreviations	Index	Bibliography	Memo		
OI3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
OI3Compact																								
OI3First																								
O3IFirstCompact																								
OI4																								
OI4Compact																								
OI4First																								
OI4FirstCompact																								
Preface																								
PrefaceTOC																								
Security	✓	✓																						
SeparatorsIX																								
SI																								
SICompact																								
SI2																								
SI2Compact																								
SI3																								
SI3Compact																								
SI4																								
SI4Compact																								

Table 3-1. Paragraph Formats in Each Type of File (Part 9 of 10)

Format	Cover	Title	Contents	LOF	LOT	Preface	SOA	Section	Chapter	Appendices (Section)	Appendix	Glossary	Bibliography	Abbreviations	Index	Memo
SOA																
SOATOC			✓													
SortOrderIX															✓	
Space	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Spot	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TableFootnote						✓	✓	✓	✓	✓	✓					
TableOC			✓			✓	✓	✓	✓	✓						
TableOCTOC			✓			✓	✓	✓	✓	✓						
TableTitle						✓	✓	✓	✓	✓	✓	✓			✓	✓
TableTitleLOT					✓											
TitleLibrary	✓	✓	✓													
TitleVersion	✓	✓	✓													
TitleVersionFirst	✓	✓	✓													
TitleVolume	✓	✓	✓													
TitleVolumeFirst	✓	✓	✓													
UI						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UICompact						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UI2						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UI2Compact						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UI3						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Table 3-1. Paragraph Formats in Each Type of File (Part 10 of 10)

Format	Memo	Index	Bibliography	Glossary	Abbreviations	Appendix	Appendices (Section)	Chapter	Section	LOF	LOT	Preface	SOA	Contents	Title	Cover
UI3Compact	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UI4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UI4Compact	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Version	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
VersionHead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warning2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warning3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warning4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Xmp	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Xmp2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Xmp3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Xmp4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓





## Appendix 4. Character Formats

This appendix lists all the character formats provided in these template files. Note that these character formats are present in all file types of a set of template files.

A few of these character formats differ between the **IBMPPC**, the **IBMXAGD** and the **IBMU1PL** styles - this is shown in the table.

In the following table:

- a blank cell indicates “As is”, that is that attribute is not changed by the character format.
- the “Variation”, “Strike through” and “Change Bar” attributes are not shown, since these are not set by any of these character formats.

**Note:** This table includes three character formats that require the “Letter Gothic” font. While many Windows systems contain this font, it is not a standard Windows NT/2000/XP font. Currently, it is unknown which application(s) is/are responsible for installing it. If your system lacks this font then do not attempt to use the character formats that use the Letter Gothic font.

*Table 4-1. Character Formats Included in the Templates (Part 1 of 5)*

Format	Type Family	Size	Angle	Weight	Color	Underline	Overline	Superscript/ SubScript	Capitals/CASE	Pari Kern	Usage
12point		12 pt.									Sets text size to 12 point.
8point		8 pt.									Sets text size to 8 point.
9point		9 pt.									Sets text size to 9 point.
Arial	Arial										Set text to Arial (True Type) font.
Blue					Blue						Highlight text in blue.
BookMasterSymbol	BookMaster Symbol										Use characters from the BookMaster Symbol font.

Table 4-1. Character Formats Included in the Templates (Part 2 of 5)

Format	Type Family	Size	Angle	Weight	Color	Underline	Overline	Superscript SubScript	Capitals/CASE	Pair Kern	Usage
BPk	BookMaster Gothic		Regular	Bold							Program constants or reserved words using the BookMaster example font.
BPv	BookMaster Gothic		Italic	Regular							Program variables using the BookMaster example font.
BXmp	BookMaster Gothic		Regular	Regular							Set the text to the BookMaster example font.
Cit			Italic								Citations.
DingBat	Dingbat			Regular							Use characters from the Dingbats font.
EquationNumber	Arial		Regular	Regular							Numbers within equations drawn by the Equation Editor.
EquationStrings	Arial		Regular	Regular							Text strings within equations drawn by the Equation Editor.
EquationVariables	Arial		Oblique	Regular							Variables within equations drawn by the Equation Editor.
Func	Arial	10 pt.	Italic	Regular	x	x	x	x	✓		Program function names in regular text paragraphs.
Green					Green						Highlight text in green.

Table 4-1. Character Formats Included in the Templates (Part 3 of 5)

Format	Type Family	Size	Angle	Weight	Color	Underline	Overline	Superscript/SubScript	Capitals/Case	Pair Kern	Usage
Helvetica	Helvetica										Set text to the Helvetica (Type 1) font.
Hp1			Italic								Highlight level 1.
Hp2				Bold							Highlight level 2.
Hp3			Italic	Bold							Highlight level 3.
Hp4									Small Caps		Highlight level 4.
Hp5											Highlight level 5.
Hp6			Italic								Highlight level 6.
Hp7				Bold							Highlight level 7.
Hp8			Italic	Bold							Highlight level 8.
Hp9									Small Caps		Highlight level 9.
HyperT					Blue						Hypertext links (e.g. URLs)
IBMLogo	IBMLogo	Regular	Regular								Display the IBM Logo
LtrGoth			Regular	Regular							Set the text to the Letter Gothic example font.
LtrGothk			Regular	Bold							Program constants or reserved words using the Letter Gothic example font.

Table 4-1. Character Formats Included in the Templates (Part 4 of 5)

Format	Type Family	Size	Angle	Weight	Color	Underline	Overline	Superscript/SubScript	Capitals/CASE	Pair Kern	Usage
LtrGothv			Italic	Regular							Program variables using the Letter Gothic example font.
Magenta					magenta						Highlight text in magenta.
Pk				Bold							Program constants or reserved words.
Pv			Italic								Program variables.
Red					Red						Highlight text in red.
Red_bold				Bold	Red						Highlight text in red-bold.
Rk	LettrGoth12 Reverse		Regular	Bold							Highlight text or characters in the reverse key font.
Subscript								Sub-script			
Superscript								Super-script			
Symbol	Symbol			Regular							Use characters from the Symbol font.
Times (IBMPPC templates)	Times New Roman										Set text to the Times New Roman (True Type) font.
Times (IBMXAGD and IBMU1PL templates)	Times										Set text to the Times (Type 1) font.
Wingdings	Wingdings										Use characters from the Wingdings font.

Table 4-1. Character Formats Included in the Templates (Part 5 of 5)

Format	Type Family	Size	Angle	Weight	Color	Underline	Overline	Superscript/ SubScript	Capitals/Case	Pair Kern	Usage
Wingdings2	Wingdings2										Use characters from the Wingdings2 font.
Xmp (IBMPPC templates)	Courier New										Set text to the Courier New (True Type) font.
Xmp (IBMXAGD and IBMU1PL templates)	Courier										Set text to the Courier (Type 1) font.



## Appendix 5. BookMaster Tags

The following table lists all the BookMaster tags, and the equivalent paragraphs in these templates.

*Table 5-1. List of BookMaster Tags (Part 1 of 11)*

BookMaster Tag	Paragraph Type	Comment
:ABBREV	Abbrev	Use the List of Abbreviations file includes in each set of templates.
:ABSTRACT		Currently this facility is not provided; however, it may be possible to emulate this by: <ul style="list-style-type: none"> <li>• starting a new chapter or appendix file</li> <li>• select the header paragraph and go into the paragraph designer</li> <li>• choose “Numbering” tab, and change the text to “Abstract” or whatever.</li> </ul>
:ADDRESS, :EADDRESS	Address	This format is present only in the title page file. There is no equivalent to (or requirement for) :EADDRESS.
:ANNOT, EANNOT		This facility is not provided.
:ANSREF		This facility is not provided.
:ANSWER		This facility is not provided.
:APL, :EAPL		This facility is not provided.
:APPENDIX	Appendix	Use the template Appendix file to create a new Appendix.
:ARTALT, :EARTALT		This facility is not provided.
:ARTDEF		This facility is not provided. FrameMaker provides facilities to imbed graphics into a document.
:ARTWORK		This facility is not provided. FrameMaker provides facilities to imbed graphics into a document.
:ASMLIST		This facility is not provided.
:ATTACH		This facility is not provided.
:AUTHOR	AuthorFirst, Author	
:AUTOLINK		This facility is not provided.
:BACKM		Not required.
:BIBLOG	Bibliog	Use the template Bibliography file.
:BIN, :EBIN		No explicit paragraph type provided.
:BINDNUM		This facility is not provided.

Table 5-1. List of BookMaster Tags (Part 2 of 11)

BookMaster Tag	Paragraph Type	Comment
:BLANK		No explicit paragraph type provided. Use underscore characters.
:BODY	Body	
:C		Not required. Use the FrameMaker table facilities.
:CAUSE		This facility is not provided.
:CAUTION, :ECAUTION	Caution, Caution-Body	
:CC		This facility is not provided.
:CGDEF		This facility is not provided.
:CGRAPHIC, :ECGRAPHIC		This facility is not provided. Use the FrameMaker drawing facilities, which are much more powerful and flexible than those provided by :CGRAPHIC.
:CHAR, :ECHAR		No explicit paragraph type provided.
:CHOICE		This facility is not provided.
:CI		This facility is not provided.
:CIREF		This facility is not provided.
:CIT, :ECIT		Use the <b>Cit</b> character format.
:CLETTER, :ECLETTER		This facility is not provided.
:CMT		This facility is not provided.
:CODE		This facility is not provided.
:CODEL, :ECODEL		This facility is not provided.
:COMPANY		This facility is not provided.
:COMPL, :ECOMPL		This facility is not provided.
:COPREXT	Copyright, CopyrightHead	The copyright notice is in the title page file within the templates.
:COPRNOTE	Copyright, CopyrightHead	The copyright notice is in the title page file within the templates.
:COVER		Not required. Use the template Cover file
:CT		This facility is not provided.
:DANGER, :EDANGER		This facility is not provided. See "Perils: Caution, Warning and Danger" on page 7-2.
:DATE	BookDate	
:DC		This facility is not provided.

*Table 5-1. List of BookMaster Tags (Part 3 of 11)*

<b>BookMaster Tag</b>	<b>Paragraph Type</b>	<b>Comment</b>
:DD	DD, DD2, DD3, DD4	
:DDHD	DDHD, DDHD2, DDHD3, DDHD4	
:DELIM		This facility is not provided.
:DENTRY		This facility is not provided.
:DEPT		This facility is not provided.
:DEST		This facility is not provided.
:DF		This facility is not provided.
:DFDEF		This facility is not provided.
:DIALDEF		This facility is not provided.
:DIALOG		This facility is not provided.
:DIRDEF		This facility is not provided.
:DIRECT, :EDIRECT		This facility is not provided.
:DIRHDR		This facility is not provided.
:DIRSUB		This facility is not provided.
:DL, :EDL		Not required. Paragraph types are provided for the headers, terms and descriptions of a Definition List.
:DLDEF		This facility is not provided.
:DOCDESC		This facility is not provided.
:DOCNUM		This facility is not provided.
:DOCPROF		This facility is not provided.
:DT	DT, DT2, DT3, DT4, DTBreak, DTCompact, etc.	
:DTHD	DTHD, DTHD2, DTHD3, DTHD4	
:F, :EF		This facility is not provided.
:FIG, :EFIG		See “Equations” on page 7-1.
:FIGCAP	Figure	See “Equations” on page 7-1.
:FIGDEF		This facility is not provided.
:FIGDESC		This facility is not provided.
:FIGLIST		Not required. The List of Figures is one of the “generated” files provided in each set of templates. See “Creating a Book The Easy Way” on page 9-1.

Table 5-1. List of BookMaster Tags (Part 4 of 11)

BookMaster Tag	Paragraph Type	Comment
:FIGREF		Not required. A cross-reference may be made to a figure with a caption by using the FrameMaker cross-reference facilities to reference the caption (which is a paragraph of type Figure). See "Paragraph Cross-Reference" on page 6-1.
:FIGSEG		This facility is not provided.
:FILENUM		This facility is not provided.
:FLE		This facility is not provided.
:FN, :EFN		Use the FrameMaker footnote facilities. See "Footnotes" on page 4-13.
:FNREF		Use the FrameMaker footnote facilities. See "Creating Additional References to a Footnote" on page 4-13.
:FRAGMENT, :EFRAGMENT		This facility is not provided.
:FRAGREF		This facility is not provided.
:FROM		This facility is not provided.
:FRONTM		Not required. Use the template title page file.
:FT		This facility is not provided.
:GD	Gd	
:GDG		This facility is not provided.
:GDOC, :EGDOC		This facility is not provided. Only the USERDOC style of document is supported by this package.
:GL, :EGL		Not required. Use the Glossary template file.
:GLOSSARY	Glossary	Use the Glossary template file.
:GRID, :EGRID		This facility is not provided.
:GRIDAREA		This facility is not provided.
:GRIDDEF		This facility is not provided.
:GRIDSEG		This facility is not provided.
:GROUP, :EGROUP		This facility is not provided.
:GRPSEP	GIGrpSep	
:GD	Gd	
:GT	Gt	
:HDEREF		Use the FrameMaker cross-reference facilities. See "Rotated Pages, Master Page Usage" on page 7-5.
:HEX, :EHEX		No explicit paragraph type provided.
:HP1-:HP9, :EHP1-:EHP9		Use the character formats <b>Hp1-Hp9</b> .

Table 5-1. List of BookMaster Tags (Part 5 of 11)

BookMaster Tag	Paragraph Type	Comment
:H0	Head0, Appendices	Used only in section files of multi-chapter books. The Head0 format is present only in the template section file. <b>Appendices</b> is a variant of <b>Head0</b> , which resets the auto-number counters for heading numbers.
:H1	Head1	Used for the heading at the start of a chapter. This format is present only in the template chapter files. The template Appendix files have a special form of this paragraph format, namely <b>Appendix</b> . The other special files (Glossary, Bibliography, etc.) each have their own special replacement for Head1, with a unique name.
:H2-:H6	Head2-Head6 Head2Page	Use Head2_fr, Head3_fr, Head4_fr in Preface and SOA files. Use Head2_bk, Head3_bk, Head4_bk in Glossary, Abbreviations and Bibliography files.
:H7-:H20		This facility is not provided.
:IBMX, :EIBMX		This facility is not provided.
:IH1-:IH3		Use the FrameMaker Index facilities.
:INDEX		Not required. The Index is one of the “generated” files included in each set of templates.
:INIT		This facility is not provided.
:IREF		Use the FrameMaker Index facilities.
:ZIP		This facility is not provided.
:I1-:I3		Use the FrameMaker Index facilities.
:KWD		This facility is not provided.
:L		This facility is not provided. FrameMaker has alternative facilities to generate hypertext links.
:LBLBOX		This facility is not provided.
:LDESC		This facility is not provided. FrameMaker has alternative facilities to generate hypertext links.
:LEDI	Ledi	
:LEGEND		This facility is not provided.
:LEN, :ELEN	Len	
:LERS, :ELERS		This facility is not provided.
:LERSDEF		This facility is not provided.
:LI	(varies)	Use a paragraph type <b>OI</b> , <b>UI</b> , etc. appropriate for the current list.

*Table 5-1. List of BookMaster Tags (Part 6 of 11)*

<b>BookMaster Tag</b>	<b>Paragraph Type</b>	<b>Comment</b>
:LIBRARY	TitleLibrary	The document library name is in the sample title page file. This paragraph type is not present in other files.
:LINES, :ELINES	Lines	
:LIREF		Use the FrameMaker cross-reference facilities to make a cross-reference to the corresponding paragraph. See “Paragraph Cross-Reference” on page 6-1.
:LITDATA, :ELITDATA		This facility is not provided.
:LOC		This facility is not provided.
:LP	Body, ListCont, ListCont2	See “List Parts” on page 4-4.
:LQ		This facility is not provided.
:MAP, :EMAP		This facility is not provided.
:MAPDEF		This facility is not provided.
:MAPQFIX, :EMAPQFIX		This facility is not provided.
:MARK		This facility is not provided.
:MARKDESC, :EMARK-DESC		This facility is not provided.
:MARKLIST		This facility is not provided.
:MARKNT, :EMAKRNT		This facility is not provided.
:MATCH		This facility is not provided.
:MCDEF		This facility is not provided.
:MD, :EMD		This facility is not provided.
:MINDEX		This facility is not provided.
:MKACTION		This facility is not provided.
:MKCLASS		This facility is not provided.
:MODULE		This facility is not provided.
:MSG		This facility is not provided.
:MSGL		This facility is not provided.
:MSGNO		This facility is not provided.
:MV		This facility is not provided.
:NAME		This facility is not provided.
:NETID		This facility is not provided.
:NITEM		This facility is not provided.

Table 5-1. List of BookMaster Tags (Part 7 of 11)

BookMaster Tag	Paragraph Type	Comment
:NOTE	Nt, Nt2, Nt3, Nt4	
:NOTEL	Notel, Notel2, Notel3, Notel4	
:NOTICES, :ENOTICES		This facility is not provided. It may be possible to edit appropriate text into the back of the title page.
:NT, :ENT	Nt, Nt2, Nt3, Nt4	
:NUMBYTES		This facility is not provided.
:OL, :EOL		Not required. Use paragraph types <b>O1</b> , <b>O12</b> , <b>O1Compact</b> , etc. for the items in the list.
:OPER		This facility is not provided.
:OREST		This facility is not provided.
:OVERART		This facility is not provided. FrameMaker has its own facilities to imbed graphics etc.
:OVERLAY		This facility is not provided. FrameMaker has its own facilities to imbed graphics etc.
:P	Body, ListCont, ListCont2, Listcont3, Listcont4	
:PARML		This facility is not provided.
:PARTNUM		This facility is not provided.
:PARTSASM		This facility is not provided.
:PC		No explicit paragraph type is provided. Using the appropriate <b>Body</b> , <b>ListCont</b> , <b>ListCont2</b> , <b>Listcont3</b> or <b>Listcont4</b> paragraph should provide a satisfactory alternative.
:PD		This facility is not provided.
:PGMNUM		This facility is not provided.
:PHONE		This facility is not provided.
:PK, :EPK		Use the <b>Pk</b> character format.
:PNINDEX		This facility is not provided.
:PREFACE	Preface	Use the sample Preface file <b>Myprefac</b> .
:PRESP		This facility is not provided.
:PROBD		This facility is not provided.
:PROLOG, :EPROLOG		Not required - use the template title page file.
:PRTLOC		This facility is not provided.
:PSC, :EPSC		This facility is not provided.

*Table 5-1. List of BookMaster Tags (Part 8 of 11)*

<b>BookMaster Tag</b>	<b>Paragraph Type</b>	<b>Comment</b>
:PT		This facility is not provided.
:PTOC		This facility is not provided.
:PV, :EPV		Use the <b>Pv</b> character format.
:Q, :EQ		No special facility provided. When double quote characters are typed, FrameMaker automatically inserts forward and backward double quotes as appropriate.
:QITEM		This facility is not provided.
:QREF		This facility is not provided.
:QT		This facility is not provided.
:QUALIF, :EQUALIF		This facility is not provided.
:QUESTION, :EQUESTION		This facility is not provided.
:REF		This facility is not provided.
:RELEASE		This facility is not provided.
:REPSEP		This facility is not provided.
:RETKEY		This facility is not provided.
:REV, :EREV		No paragraph type or character format is provided. However, FrameMaker provides facilities to insert revision bars, either explicitly by hand, or automatically by comparing different versions of a document. See “Revision Bars” on page 7-6.
:REVCW, :EREVCW		Not required. Use the FrameMaker facilities for revision bars - see “Revision Bars” on page 7-6.
:REVISION		Not required. Use the FrameMaker facilities for revision bars - see “Revision Bars” on page 7-6.
:REVPF, :EREVPF		This facility is not provided.
:REVPP, :EREVPP		This facility is not provided.
:REVPT, :EREVPT		This facility is not provided.
:REVSLUG, :EREVSLUG		This facility is not provided.
:RK, :ERK		Use the <b>Rk</b> character format.
:ROW		Use the FrameMaker Tables facilities.
:SAFETY		This facility is not provided.
:SCHDATE		This facility is not provided.
:SCHDEF		This facility is not provided.
:SCHEDULE, :ESCHEDULE		This facility is not provided.
:SCHI		This facility is not provided.

Table 5-1. List of BookMaster Tags (Part 9 of 11)

BookMaster Tag	Paragraph Type	Comment
:SCHNOTE		This facility is not provided.
:SCRDEF		This facility is not provided.
:SCREEN, :ESCREEN		This facility is not provided.
:SEP		This facility is not provided.
:SEVERITY		This facility is not provided.
:SIG		This facility is not provided.
:SL, :ESL		Not required. Use paragraph types <b>SI</b> , <b>SI2</b> , <b>SICompact</b> , etc. for the items in the list.
:SNOTICE		This facility is not provided.
:SOA	SOA	Use the template Summary of Amendments file.
:SPOT		See "Spot Cross-Reference" on page 6-5.
:SPOTREF		See "Spot Cross-Reference" on page 6-5.
:SPRESP		This facility is not provided.
:ST		This facility is not provided.
:STEP, :ESTEP		This facility is not provided.
:STEPREF		This facility is not provided.
:SUB, :ESUB		Use the <b>Subscript</b> character format.
:SUBJECT		This facility is not provided.
:SUP, :ESUP		Use the <b>Superscript</b> character format.
:SYNDEF		This facility is not provided.
:SYNNT, :ESYNNT		This facility is not provided.
:SYNNTREF		This facility is not provided.
:SYNOPSIS, :ESYNOPSIS		This facility is not provided.
:SYNTAX, :ESYNTAX		This facility is not provided.
:SYS		This facility is not provided.
:SYSACT		This facility is not provided.
:TABDATA, :ETABDATA		There are no specific facilities provided in this package. FrameMaker provides tab facilities - see "Tabs" on page 3-6.
:TABDDEF		There are no specific facilities provided in this package. FrameMaker provides tab facilities - see "Tabs" on page 3-6.
:TABLE		See "Tables" on page 5-1.
:TCAP		By default, tables have a caption. To remove this caption, see "Table Without a Title" on page 5-5.

Table 5-1. List of BookMaster Tags (Part 10 of 11)

BookMaster Tag	Paragraph Type	Comment
:TCE0-:TCE20		This facility is not provided.
:TDEF		Use the FrameMaker Tables facility. See "Tables" on page 5-1.
:TDESC, :ETDESC		This facility is not provided.
:TFT, :ETFT		This facility is not provided.
:THD, :ETHD		Use CellHeading paragraph type. See "Table Paragraph Formats" on page 5-3.
:TIPAGE		Not Required. Use the template title page file.
:TITLE		Not Required. Use the template title page file.
:TITLEP		Not Required. Use the template title page file.
:TLE		This facility is not provided.
:TLIST		Not required. The List of Tables is one of the "generated" files provided in each set of templates. See "Creating a Book The Easy Way" on page 9-1.
:TNOTE, :ETNOTE		This facility is not provided. The nearest equivalent is a table footnote - see "Table Footnotes" on page 5-14.
:TO		This facility is not provided.
:TOC		Not required. The Table of Contents is one of the "generated" files provided in each set of templates. See "Creating a Book The Easy Way" on page 9-1.
:TOPIC		This facility is not provided.
:TP, :ETP		This facility is not provided.
:TPCODE		This facility is not provided.
:TREF		Not required. A cross-reference may be made to a table with a title by using the FrameMaker cross-reference facilities to reference the title (which is a paragraph of type <b>TableTitle</b> or <b>TableTitleIndent</b> ). See "Paragraph Cross-Reference" on page 6-1.
:UL, :EUL		Not required. Use paragraph types <b>UI</b> , <b>UI2</b> , <b>UICompact</b> , etc. for each item in the list.
:URESP		This facility is not provided.
:USER		This facility is not provided.
:USERDOC, :EUSERDOC		Not required. The only style of document supported by this package is USERDOC.
:VAR		This facility is not provided.
:VENDOR		This facility is not provided.
:VERSION	Version	

Table 5-1. List of BookMaster Tags (Part 11 of 11)

BookMaster Tag	Paragraph Type	Comment
:VNHD	VersionHead	
:VNOTICE, :EVNOTICE		Not Required. Use the template title page file.
:VOLNUM		Not Required. Use the template title page file.
:WARNING, :EWARNING	Warning, Warning2, Warning3, Warning4	See "Perils: Caution, Warning and Danger" on page 7-2.
:XMP, :EXMP	BXmp, BXmp2, BXmp3, BXmp4, Xmp, Xmp2, Xmp3, Xmp4	<b>BXmp</b> etc. use the BookMaster Gothic font. <b>Xmp</b> etc. use the Courier font.
:XMPDEF		This facility is not provided.
:XPH, :EXPH		Use the <b>BXmp</b> , <b>LtrGoth</b> or <b>Xmp</b> character formats. <b>BXmp</b> uses the BookMaster Gothic font, <b>LtrGoth</b> uses the Letter Gothic fontg, whereas <b>Xmp</b> uses the font Courier.
:XPL		This facility is not provided.



## Appendix 6. Cross-Reference Format Summary

This Appendix shows sample output for each of the cross-reference formats. See the section “Rotated Pages, Master Page Usage” on page 7-5 for full details of cross-references and the formats available.

Table 6-1 shows the cross-reference formats provided in the template files for multi-file books. In some cases, there are two samples given for a format that includes a section number; in the case of an example that is not a Chapter (or Appendix) heading, if the document has un-numbered sections, the section number is not displayed. However, the string “Chapter x” (or “Appendix x”) is always generated, even when the document has un-numbered sections.

*Table 6-1. Cross-Reference Formats - Multi-File Books*

Cross-reference Format	Output Sample
Bibliography Number	[2]
Figure Number	Figure 1-2
Figure Number & Page	Figure 1-2 on page 1-34
Figure Number Vol Page	Figure 1-2 in volume 1 page 1-34
FootNoteRef	<sup>1</sup> (i.e. the foot note number as a superscript)
Heading only	“Heading title”
Heading & Page	“Heading title” on page 1-23
Heading Vol Page	“Heading title” in volume 1 page 1-23
Page	page 1-23
PageNumOnly	1-23
Page Vol	volume 1 page 1-23
Section number & Heading	2.1 “Heading title” Chapter 9. “Creating a Book The Easy Way”
Section number only	1.2 Chapter 9.
Section number & Page	1.2 on page 1-3 Chapter 9. on page 9-1
Section number Vol Page	1.2 in volume 1 page 1-3 Chapter 9. in volume 2 page 9-1
Sectnum Heading & Page	2.1 “Heading title” on page 2-3 Chapter 9. “Creating a Book The Easy Way” on page 9-1
Sectnum Heading Vol Page	2.1 “Heading title” in volume 1 page 2-3 Chapter 9. “Creating a Book The Easy Way” in volume 2 page 9-1
See Heading and Page	See “Creating a Book The Easy Way” on page 9-1.
See Heading Vol Page	See “Creating a Book The Easy Way” in volume 2 page 9-1.
Table All	Table 9-1, “Numbering Set Up for Files in a Book,” on page 9-9
Table Number	Table 9-1

*Table 6-1. Cross-Reference Formats - Multi-File Books*

Cross-reference Format	Output Sample
Table Number & Page	Table 9-1 on page 9-9
Table Number Vol Page	Table 9-1 in volume 2 page 9-9
Table Vol All	Table 9-1, "Numbering Set Up for Files in a Book," in volume 2 page 9-9

Table 6-2 shows the cross-reference formats provided in the template file for single-file books.

*Table 6-2. Cross-Reference Formats - Single File Documents*

Cross-reference Format	Output Sample
Bibliography Number	[2]
Figure Number	Figure 2
Figure Number & Page	Figure 2 on page 34
FootNoteRef	<sup>1</sup> (i.e. the foot note number as a superscript)
Heading only	"Heading title"
Heading & Page	"Heading title" on page 23
Page	page 23
PageNumOnly	23
Section number & Heading	2.1 "Heading title"
Section number only	1.2
Section number & Page	1.2 on page 3
Sectnum Heading & Page	2.1 "Heading title" on page 3
See Heading and Page	See "Creating a Book The Easy Way" on page 3.
Table All	Table 3, "Numbering Set Up for Files in a Book," on page 9
Table Number	Table 3
Table Number & Page	Table 3 on page 9

## Appendix 7. FrameMaker Colors

FrameMaker has eight built-in colors, and also provides several color libraries that provide a much richer set of colors.

When building books, and in particular if files have been imported from other sources, it is possible that a "Book Error Log" window may occur containing error messages about inconsistent color definitions, such as:

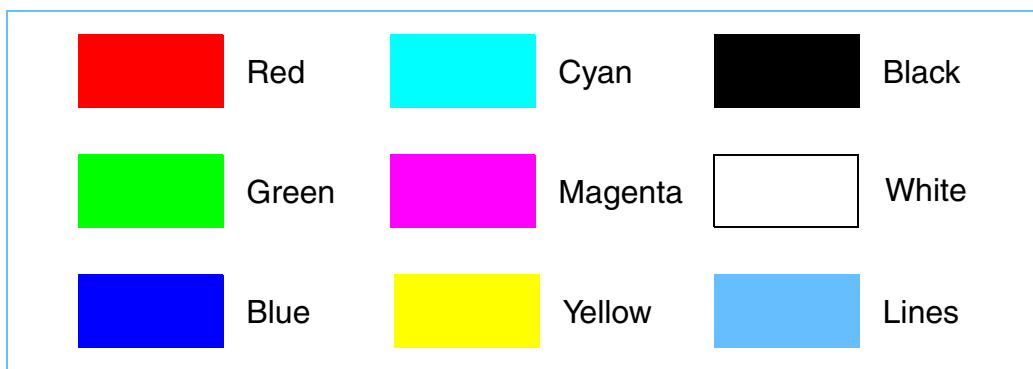
Print setting for color Magenta is inconsistent

This may occur if a file is imported from a document that was created with an older version of FrameMaker, or if a book that was originally created with an older version of FrameMaker is still under active maintenance and development using the current version of FrameMaker, and files created with the latest version of FrameMaker are added to the book. This problem may be corrected by:

- open the .book file in question
- open the file FrameMaker\_Colors.fm
- with the .book file selected as the current window, select all the files in the book
- use menu item File->Import->Formats, deselect all the options and then select "Color Definitions"
- specify that the formats are to be imported from the file FrameMaker\_Colors.fm
- click "Import"

The following table shows the colors that are built-in to FrameMaker 7.1, plus the color "Lines" which has been added for the PPC format templates. These colors are provided in the file FrameMaker\_Colors.fm.

*Figure 7-1. FrameMaker Built-In Colors*



The following tables show the colors that are available in the FrameMaker "Crayon" color library, in alphabetical order. These colors, together with the built-in colors shown in Figure 7-1, are provided in the file Crayon\_Colors.fm. These color definitions may be imported from the file Crayon\_Colors.fm into a file by using the procedure specified above to import the color definitions from the file FrameMaker\_Colors.fm.

Figure 7-2. FrameMaker Crayon Colors in Alphabetical Order, part 1

	Apricot		Gold		Olive
	Aquamarine		Goldenrod		Orange
	Bittersweet		Gray		Orange Red
	Blue Crayon		Green Crayon		Orange Yellow
	Blue Gray		Green Yellow		Orchid
	Blue Green		Lavender		Peach
	Blue Violet		Lemon		Periwinkle
	Brick		Magenta Crayon		Pine Green
	Brown		Mahogany		Plum
	Burnt Sienna		Maize		Purple
	Carnation		Maroon		Raw Sienna
	Chinese Red		Melon		Raw Umber
	Copper		Midnight		Red Crayon
	Cornflower		Mulberry		Red Orange
	Forest Green		Navy		Red Violet

Figure 7-3. FrameMaker Crayon Colors in Alphabetical Order, part 2

	Rose		Sky		Violet Blue
	Salmon		Spring Green		Violet Red
	Seafoam		Swamp Fire		Yellow Crayon
	Sepia		Tan		Yellow Green
	Silver		Turquoise		Yellow Orange

The following figures show these colors in color groups:

Figure 7-4. FrameMaker Crayon Colors in Groups, part 1

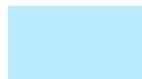
	Sky		Silver		Green Yellow
	Blue		Gray		Yellow Green
	Blue Crayon		Blue Gray		Green
	Navy		Periwinkle		Spring Green
	Midnight		Cornflower		Seafoam
	Violet Blue		Plum		Green Crayon
	Blue Violet		Purple		Pine Green
					Forest Green

Figure 7-5. FrameMaker Crayon Colors in Groups, part 2

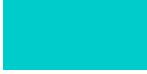
	Cyan		Melon		Tan
	Aquamarine		Orange		Maroon
	Turquoise		Yellow Orange		Salmon
	Blue Green		Maize		Peach
			Goldenrod		Apricot
			Orange Yellow		Carnation
			Gold		Rose
			Yellow Crayon		Mulberry
			Yellow		Red Violet
			Lemon		Magenta
			Olive		Magenta Crayon
					Violet Red
					Orchid
					Lavender

Figure 7-6. FrameMaker Crayon Colors in Groups, part 3





## Appendix 8. Font Character Sets

The following tables show the different characters available in each of the fonts. A cell in a table containing no character means that the font in question has no character for that code value.

Proceed as follows to obtain each character:

- “ordinary” characters may be obtained by simply typing the key
- many of the other characters may be obtained with special key sequences; these are documented in the FrameMaker online manual *FrameMaker Character Sets*, and also in Appendix 9. “FrameMaker Character Sets” on page 9-1.
- the special characters may also be obtained by:
  - typing a character
  - selecting that character, and setting it to the appropriate character format for the desired font
  - with the character still selected, hold down the **Alt** key while typing the numeric code (including the leading zero) shown below each character using the keys on the numeric keypad. It is recommended that **Num Lock** be set **ON**. See “Special Characters” on page 3-4.

**Note:** Doing these operations in a different order does not seem to work reliably. For example, having a special character in one font, and then changing its character format so as to get another font, does not always give the expected result in that the character displayed is not what was expected. It may be necessary, after setting the character format, to use the **Alt** key and type the character code to obtain the expected character.

**Warning:** This Chapter includes the “Letter Gothic” font. While many Windows systems contain this font, it is not a standard Windows NT/2000/XP font. Currently, it is unknown which application(s) is/are responsible for installing it. If your system lacks this font then do not attempt to use the character formats that use the Letter Gothic font.

**Arial**

Table 8-1. Characters in the True Type Font Arial

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>	
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015	
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	
<b>2x</b>	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	047	
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	? 063	
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079	
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	- 095	
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111	
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	 0124	{ 0125	~ 0126	0127	
<b>8x</b>	€ 0128	Å 0129	,	f 0130	" 0131	... 0132	† 0133	‡ 0134	^ 0135	%oo 0136	Š 0137	„ 0138	Œ 0139	„ 0140	ž 0141	è 0142	é 0143
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	~ 0152	TM 0153	š 0154	> 0155	œ 0156	“ 0157	ž 0158	ÿ 0159	
<b>Ax</b>	† 0160	i 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	¡ 0166	§ 0167	„ 0168	© 0169	ª 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175	
<b>Bx</b>	° 0176	± 0177	² 0178	³ 0179	‘ 0180	µ 0181	¶ 0182	· 0183	› 0184	¹ 0185	º 0186	» 0187	¼ 0188	½ 0189	¾ 0190	¸ 0191	
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207	
<b>Dx</b>	Ð 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	ß 0223	
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239	
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255	

## BookMaster Gothic

Table 8-2. Characters in the IBM Type 1 Font BookMaster Gothic

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	! 032	“ 033	# 034	\$ 035	% 036	& 037	' 038	( 039	) 040	* 041	+ 042	, 043	- 044	. 045	/ 046	/ 047
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	; 058	< 059	= 060	> 061	? 062
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	0 079
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	— 095
<b>6x</b>	~ 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	0124	} 0125	~ 0126	0127
<b>8x</b>	? 0128	Å 0129	,	f 0130	” 0131	„ 0132	… 0133	† 0134	‡ 0135	^ 0136	% 0137	Š 0138	‘ 0139	Œ 0140	ˇ 0141	Ž 0142
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	· 0149	— 0150	— 0151	~ 0152	™ 0153	š 0154	> 0155	œ 0156	~ 0157	ž 0158	ÿ 0159
<b>Ax</b>	† 0160	i 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	0166	§ 0167	.. 0168	© 0169	¤ 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175
<b>Bx</b>	° 0176	± 0177	? 0178	? 0179	‐ 0180	μ 0181	¶ 0182	.	› 0183	?	¤ 0185	» 0186	¼ 0187	½ 0188	¾ 0189	½ 0190
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207
<b>Dx</b>	Đ 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Ö 0213	× 0214	÷ 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	þ 0222	Þ 0223
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	ë 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	ö 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255

## BookMaster Symbol

Table 8-3. Characters in the IBM Type 1 Font BookMaster Symbol

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF								
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015								
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031								
<b>2x</b>	!	?	#	Ξ	%	&	϶	(	)	*	+	,	-	.	/	047								
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	?	063							
<b>4x</b>	≡ 064	A 065	B 066	X 067	Δ 068	E 069	Φ 070	Γ 071	H 072	I 073	ϑ 074	K 075	Λ 076	M 077	N 078	O 079								
<b>5x</b>	Π 080	Θ 081	P 082	Σ 083	T 084	Y 085	ς 086	Ω 087	Ξ 088	Ψ 089	Z 090	[ 091	⋮ 092	] 093	⊥ 094	- 095								
<b>6x</b>	- 096	α 097	β 098	χ 099	δ 0100	ε 0101	ϕ 102	γ 0103	η 0104	ι 0105	φ 0106	κ 0107	λ 0108	μ 0109	ν 0110	ο 0111								
<b>7x</b>	π 0112	θ 0113	ρ 0114	σ 0115	τ 0116	υ 0117	ϖ 0118	ω 0119	ξ 0120	ψ 0121	ζ 0122	{ 0123	 0124	} 0125	~ 0126	0127								
<b>8x</b>	⊗ 0128	⊕ 0129	∩ 0130	▷ 0131	▽ 0132	√ 0133	← 0134	⟨ 0135	◊ 0136	® 0137	™ 0138	© 0139	Σ 0140	 0141	Γ 0142	＼ 0143								
<b>9x</b>	 0144	_  0145	{ 0146	{ 0147	 0148	 0149	> 0150	 0151	 0152	 0153	 0154	J 0155	 0156	 0157	 0158	}  0159								
<b>Ax</b>	? 0160	° 0161	' 0162	≤ 0163	♣ 0164	? 0165	∂ 0166	↓ 0167	→ 0168	♥ 0169	? 0170	×	♦ 0171	f 0173	∅ 0174	¬ 0175								
<b>Bx</b>	. 0176	± 0177	? 0178	? 0179	∞ 0180	∞ 0181	≠ 0182	" 0183	≥ 0184	... 0185	 0186	♠ 0187	≡ 0188	— 0189	( 0190	) 0191								
<b>Cx</b>	↙ 0192	Ɣ 0193	← 0194	∠ 0195	?	↑ 0196	}{ 0197	↔ 0198	≈ 0199	?	0201	J 0202	ꝝ 0203	ꝝ 0204	Π 0205	?	0206	?	0207					
<b>Dx</b>	? 0208	? 0209	? 0210	? 0211	?	0212	0213	 0214	⇒ 0215	?	0216	?	0217	0218	/ 0219	?	0220	?	0221	?	0222	0223		
<b>Ex</b>	? 0224	• 0225	? 0226	? 0227	?	0228	ꝝ 0229	ꝝ 0230	ꝝ 0231	ꝝ 0232	ꝝ 0233	U 0234	⊆ 0234	∈ 0235	∉ 0236	⊂ 0237	© 0238	™ 0239						
<b>Fx</b>	? 0240	® 0241	v 0242	↔ 0243	∧ 0244	?	0245	?	0246	?	0247	↓ 0248	?	0249	?	0250	° 0251	÷ 0252	?	0253	?	0254	?	0255

## Courier

Table 8-4. Characters in the Type 1 Font Courier

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	! 032	" 033	# 034	\$ 035	% 036	& 037	' 038	( 039	) 040	* 041	@ 042	+ 043	, 044	- 045	. 046	/ 047
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	; 058	< 059	= 060	> 061	? 063
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	— 095
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	0124	}	~ 0125	0126 0127
<b>8x</b>	? 0128	Å 0129	,	f 0130	" 0131	„ 0132	… 0133	† 0134	‡ 0135	^ 0136	‰ 0137	Š 0138	< 0139	Œ 0140	˘ 0141	Ž 0142 è 0143
<b>9x</b>	ê 0144	' 0145	' 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	~ 0152	™ 0153	š 0154	> 0155	œ 0156	“ 0157	ž 0158 Ÿ 0159	
<b>Ax</b>	† 0160	í 0161	ç 0162	£ 0163	¤ 0164	¥ 0165	0166	§ 0167	“ 0168	© 0169	ª 0170	<< 0171	¬ 0172	— 0173	® 0174	— 0175
<b>Bx</b>	° 0176	± 0177	² 0178	³ 0179	’ 0180	µ 0181	¶ 0182	· 0183	,	¹ 0184	¹ 0185	º 0186	>> 0187	¼ 0188	½ 0189	¾ 0190 õ 0191
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207
<b>Dx</b>	Ð 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	ß 0223
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255

## Courier New

*Table 8-5. Characters in the True Type Font Courier New*

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF	
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015	
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	
<b>2x</b>	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	047	
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	?	063
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079	
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	- 095	
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111	
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	 0124	} 0125	~ 0126	0127	
<b>8x</b>	€ 0128	Å 0129	,	f 0130	" 0131	... 0132	† 0133	‡ 0134	^ 0135	% 0136	‰ 0137	Š 0138	< 0139	Œ 0140	ˇ 0141	Ž 0142	è 0143
<b>9x</b>	ê 0144	‘ 0145	’ 0146	“ 0147	” 0148	• 0149	- 0150	- 0151	~ 0152	™ 0153	š 0154	> 0155	œ 0156	” 0157	ž 0158	ÿ 0159	
<b>Ax</b>	† 0160	í 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	 0166	§ 0167	„ 0168	© 0169	ª 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175	
<b>Bx</b>	º 0176	± 0177	² 0178	³ 0179	‘ 0180	µ 0181	¶ 0182	· 0183	, 0184	¹ 0185	º 0186	» 0187	¼ 0188	½ 0189	¾ 0190	¿ 0191	
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Í 0204	Î 0205	Ï 0206	Ӯ 0207	
<b>Dx</b>	Đ 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	Ը 0223	
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	ë 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239	
<b>Fx</b>	đ 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255	

## Helvetica

Table 8-6. Characters in the Type 1 Font Helvetica

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	?
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	— 095
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	 0124	} 0125	~ 0126	0127
<b>8x</b>	? 0128	Å 0129	, 0130	f 0131	” 0132	… 0133	† 0134	‡ 0135	^ 0136	%o 0137	Š 0138	< 0139	Œ 0140	ˇ 0141	Ž 0142	è 0143
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	~ 0152	TM 0153	š 0154	> 0155	œ 0156	” 0157	ž 0158	ÿ 0159
<b>Ax</b>	† 0160	í 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	¡ 0166	§ 0167	„ 0168	© 0169	¤ 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175
<b>Bx</b>	° 0176	± 0177	2 0178	3 0179	’ 0180	µ 0181	¶ 0182	.	„ 0183	1 0184	º 0185	» 0186	¼ 0187	½ 0188	¾ 0189	½ 0190
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207
<b>Dx</b>	Đ 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	Þ 0223
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255

## Letter Gothic

Table 8-7. Characters in the True Type Font Letter Gothic

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>	
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015	
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	
<b>2x</b>	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	047	
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	? 063	
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	0 079	
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	— 095	
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111	
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	 0124	{ 0125	~ 0126	0127	
<b>8x</b>	€ 0128	Å 0129	,	f 0130	„ 0131	… 0132	† 0133	‡ 0134	^ 0135	% 0136	‰ 0137	ſ 0138	< 0139	Œ 0140	„ 0141	Ž 0142	è 0143
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	~ 0152	™ 0153	š 0154	> 0155	œ 0156	“ 0157	ž 0158	ÿ 0159	
<b>Ax</b>	† 0160	í 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	ƒ 0166	§ 0167	„ 0168	© 0169	ã 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175	
<b>Bx</b>	º 0176	± 0177	² 0178	³ 0179	‘ 0180	µ 0181	¶ 0182	· 0183	„ 0184	¹ 0185	º 0186	» 0187	¼ 0188	½ 0189	¾ 0190	¿ 0191	
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207	
<b>Dx</b>	Ð 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	þ 0222	Þ 0223	
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239	
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255	

## Reference Key

This font is also called BookMaster Gothic Reverse.

*Table 8-8. Characters in the IBM Type 1 Reference Key Font*

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	!	“	#	\$	%	&	‘	‘	’	*	+	,	-	.	/	047
<b>3x</b>	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
<b>4x</b>	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	0
<b>5x</b>	P	Q	R	S	T	U	V	W	X	Y	Z	[	]	J	^	
<b>6x</b>	‘	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
<b>7x</b>	p	q	r	s	t	u	v	w	x	y	z	{	}		~	0126
<b>8x</b>	?	À	à	ƒ	„	…	†	‡	˜	‰	Š	€	Œ	Ž	è	0143
<b>9x</b>	é	ç	ƒ	“	”	•	■	■	˜	™	š	›	œ	ž	ÿ	0159
<b>Ax</b>	†	í	¢	£	¤	¥	£	§	„	©	¤	«	—	®	—	0175
<b>Bx</b>	º	±	?	?	‑	µ	¶	·	?	º	»	¼	½	¾	½	0191
<b>Cx</b>	Ā	Ā	Ā	Ā	Ā	Ā	Ā	Ā	Ā	Ē	Ē	Ē	Ē	Ī	Ī	Ī
<b>Dx</b>	Đ	Ñ	Ö	Ö	Ô	Ö	Ö	×	Ø	Ü	Ü	Ü	Ü	Ý	ß	ß
<b>Ex</b>	ä	å	â	ã	ä	å	æ	ç	è	é	ê	ë	î	î	ï	0239
<b>Fx</b>	ð	ñ	ò	ó	ô	ö	ö	÷	ø	ú	ú	û	ü	ý	þ	ÿ

## Symbol

Table 8-9. Characters in the Type 1 and True Type Font Symbol

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	!	®	#	Ξ	%	&	Ξ	(	)	*	+	,	-	.	/	047
<b>3x</b>	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
<b>4x</b>	≡	A	B	X	Δ	E	Φ	Γ	H	I	ϑ	K	Λ	M	N	O
<b>5x</b>	Π	Θ	P	Σ	T	Y	ζ	Ω	Ξ	Ψ	Z	[	∴	]	⊥	-
<b>6x</b>	—	α	β	χ	δ	ε	ϕ	γ	η	ι	φ	κ	λ	μ	ν	ο
<b>7x</b>	π	θ	ρ	σ	τ	υ	ω	ω	ξ	ψ	ζ	{		}	~	0127
<b>8x</b>	0128	0129	0130	0131	0132	0133	0134	0135	0136	0137	0138	0139	0140	0141	0142	0143
<b>9x</b>	0144	0145	0146	0147	0148	0149	0150	0151	0152	0153	0154	0155	0156	0157	0158	0159
<b>Ax</b>	Υ	'	≤	/	∞	f	♣	♦	♥	♠	↔	←	↑	→	↓	0175
<b>Bx</b>	◦	±	"	≥	×	∞	∂	•	÷	≠	≡	≈	...		—	↔
<b>Cx</b>	₪	₪	₪	⊗	⊕	∅	∩	∪	⊃	⊇	⊄	⊆	⊆	∈	∉	0207
<b>Dx</b>	∠	∇	®	©	TM	Π	√	.	¬	∧	∨	↔	≤	↑	⇒	↓
<b>Ex</b>	◊	<	®	©	TM	Σ	(		(	Γ		L		{		0239
<b>Fx</b>	⟩	∫	ʃ		J	)		)		)			)		J	0255

## Times

Table 8-10. Characters in the Type 1 Font Times

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	! 032	“ 033	# 034	\$ 035	% 036	& 037	' 038	( 039	) 040	* 041	+ 042	, 043	- 044	. 045	/ 046	/ 047
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	; 058	< 059	= 060	> 061	? 062
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	— 095
<b>6x</b>	~ 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	0124	}	~ 0125	0126 0127
<b>8x</b>	? 0128	Å 0129	,	f 0130	„ 0131	… 0132	† 0133	‡ 0134	‡ 0135	^ 0136	% 0137	Š 0138	< 0139	Œ 0140	ˇ 0141	Ž 0142 è 0143
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	~ 0152	TM 0153	š 0154	> 0155	œ 0156	ˇ 0157	ž 0158	ÿ 0159
<b>Ax</b>	† 0160	í 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	¦ 0166	§ 0167	.. 0168	© 0169	ª 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175
<b>Bx</b>	° 0176	± 0177	² 0178	³ 0179	’ 0180	µ 0181	¶ 0182	.	› 0183	¹ 0184	º 0185	º 0186	» 0187	¼ 0188	½ 0189	¾ 0190
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207
<b>Dx</b>	Ð 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	ß 0223
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255

## Times New Roman

*Table 8-11. Characters in the True Type Font Times New Roman*

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF	
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015	
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	
<b>2x</b>	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	047	
<b>3x</b>	0 048	1 049	2 050	3 051	4 052	5 053	6 054	7 055	8 056	9 057	:	;	<	=	>	?	063
<b>4x</b>	@ 064	A 065	B 066	C 067	D 068	E 069	F 070	G 071	H 072	I 073	J 074	K 075	L 076	M 077	N 078	O 079	
<b>5x</b>	P 080	Q 081	R 082	S 083	T 084	U 085	V 086	W 087	X 088	Y 089	Z 090	[ 091	\ 092	] 093	^ 094	- 095	
<b>6x</b>	` 096	a 097	b 098	c 099	d 0100	e 0101	f 102	g 0103	h 0104	i 0105	j 0106	k 0107	l 0108	m 0109	n 0110	o 0111	
<b>7x</b>	p 0112	q 0113	r 0114	s 0115	t 0116	u 0117	v 0118	w 0119	x 0120	y 0121	z 0122	{ 0123	 0124	{ 0125	~ 0126	0127	
<b>8x</b>	€ 0128	Å 0129	,	f 0130	„ 0131	... 0132	† 0133	‡ 0134	^ 0135	%o 0136	Š 0137	„ 0138	Œ 0139	„ 0140	ž 0141	è 0142	é 0143
<b>9x</b>	ê 0144	‘ 0145	‘ 0146	“ 0147	” 0148	• 0149	— 0150	— 0151	— 0152	TM 0153	š 0154	> 0155	œ 0156	„ 0157	ž 0158	ÿ 0159	
<b>Ax</b>	† 0160	í 0161	¢ 0162	£ 0163	¤ 0164	¥ 0165	¦ 0166	§ 0167	„ 0168	© 0169	ª 0170	« 0171	¬ 0172	- 0173	® 0174	- 0175	
<b>Bx</b>	° 0176	± 0177	² 0178	³ 0179	‘ 0180	µ 0181	¶ 0182	· 0183	› 0184	¹ 0185	º 0186	» 0187	¼ 0188	½ 0189	¾ 0190	¸ 0191	
<b>Cx</b>	À 0192	Á 0193	Â 0194	Ã 0195	Ä 0196	Å 0197	Æ 0198	Ç 0199	È 0200	É 0201	Ê 0202	Ë 0203	Ì 0204	Í 0205	Î 0206	Ï 0207	
<b>Dx</b>	Ð 0208	Ñ 0209	Ò 0210	Ó 0211	Ô 0212	Õ 0213	Ö 0214	× 0215	Ø 0216	Ù 0217	Ú 0218	Û 0219	Ü 0220	Ý 0221	Þ 0222	ß 0223	
<b>Ex</b>	à 0224	á 0225	â 0226	ã 0227	ä 0228	å 0229	æ 0230	ç 0231	è 0232	é 0233	ê 0234	ë 0235	ì 0236	í 0237	î 0238	ï 0239	
<b>Fx</b>	ð 0240	ñ 0241	ò 0242	ó 0243	ô 0244	õ 0245	ö 0246	÷ 0247	ø 0248	ù 0249	ú 0250	û 0251	ü 0252	ý 0253	þ 0254	ÿ 0255	

## Wingdings

Table 8-12. Characters in the True Type Font Wingdings

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047
<b>3x</b>	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063
<b>4x</b>	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079
<b>5x</b>	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095
<b>6x</b>	096	097	098	099	0100	0101	0102	0103	0104	0105	0106	0107	0108	0109	0110	0111
<b>7x</b>	0112	0113	0114	0115	0116	0117	0118	0119	0120	0121	0122	0123	0124	0125	0126	0127
<b>8x</b>	0128	0129	0130	0131	0132	0133	0134	0135	0136	0137	0138	0139	0140	0141	0142	0143
<b>9x</b>	0144	0145	0146	0147	0148	0149	0150	0151	0152	0153	0154	0155	0156	0157	0158	0159
<b>Ax</b>	0160	0161	0162	0163	0164	0165	0166	0167	0168	0169	0170	0171	0172	0173	0174	0175
<b>Bx</b>	0176	0177	0178	0179	0180	0181	0182	0183	0184	0185	0186	0187	0188	0189	0190	0191
<b>Cx</b>	0192	0193	0194	0195	0196	0197	0198	0199	0200	0201	0202	0203	0204	0205	0206	0207
<b>Dx</b>	0208	0209	0210	0211	0212	0213	0214	0215	0216	0217	0218	0219	0220	0221	0222	0223
<b>Ex</b>	0224	0225	0226	0227	0228	0229	0230	0231	0232	0233	0234	0235	0236	0237	0238	0239
<b>Fx</b>	0240	0241	0242	0243	0244	0245	0246	0247	0248	0249	0250	0251	0252	0253	0254	0255

## Wingdings 2

Table 8-13. Characters in the True Type Font Wingdings 2

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047
<b>3x</b>	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063
<b>4x</b>	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079
<b>5x</b>	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095
<b>6x</b>	096	097	098	099	0100	0101	0102	0103	0104	0105	0106	0107	0108	0109	0110	0111
<b>7x</b>	0112	0113	0114	0115	0116	0117	0118	0119	0120	0121	0122	0123	0124	0125	0126	0127
<b>8x</b>	0128	0129	0130	0131	0132	0133	0134	0135	0136	0137	0138	0139	0140	0141	0142	0143
<b>9x</b>	0144	0145	0146	0147	0148	0149	0150	0151	0152	0153	0154	0155	0156	0157	0158	0159
<b>Ax</b>	0160	0161	0162	0163	0164	0165	0166	0167	0168	0169	0170	0171	0172	0173	0174	0175
<b>Bx</b>	0176	0177	0178	0179	0180	0181	0182	0183	0184	0185	0186	0187	0188	0189	0190	0191
<b>Cx</b>	0192	0193	0194	0195	0196	0197	0198	0199	0200	0201	0202	0203	0204	0205	0206	0207
<b>Dx</b>	0208	0209	0210	0211	0212	0213	0214	0215	0216	0217	0218	0219	0220	0221	0222	0223
<b>Ex</b>	0224	0225	0226	0227	0228	0229	0230	0231	0232	0233	0234	0235	0236	0237	0238	0239
<b>Fx</b>	0240	0241	0242	0243	0244	0245	0246	0247	0248	0249	0250	0251	0252	0253	0254	0255

## Wingdings 3

Table 8-14. Characters in the True Type Font Wingdings 3

	<b>x0</b>	<b>x1</b>	<b>x2</b>	<b>x3</b>	<b>x4</b>	<b>x5</b>	<b>x6</b>	<b>x7</b>	<b>x8</b>	<b>x9</b>	<b>xA</b>	<b>xB</b>	<b>xC</b>	<b>xD</b>	<b>xE</b>	<b>xF</b>	
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015	
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	
<b>2x</b>	032	←	→	↑	↓	↖	↗	↙	↘	↔	↔	↑↑	↑↑	↓	↖	↘	↑↑
<b>3x</b>	048	‡	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	
<b>4x</b>	064	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	
<b>5x</b>	080	↺	↺	↺	↖	↖	↖	↖	↖	↖	↖	↖	↖	↖	↖	↖	
<b>6x</b>	096	↖	↗	↖	↗	↖	↗	↖	↗	↖	↗	↖	↗	↖	↗	↖	
<b>7x</b>	0112	▲	▼	△	▽	◀	▶	◀	▶	◀	▶	◀	▶	◀	▶	◀	
<b>8x</b>	0128	▼	▲	▼	◀	▶	◀	▶	◀	▶	◀	▶	◀	▶	◀	▶	
<b>9x</b>	0144	↓	←	→	↑	↓	←	→	↑	↓	←	→	↑	↓	←	→	
<b>Ax</b>	0160	↓	←	→	↑	↓	←	→	↑	↓	←	→	↑	↓	←	→	
<b>Bx</b>	0176	→	←	→	←	→	←	→	↑	↓	→	←	↑	↓	→	←	
<b>Cx</b>	0192	→	↖	↗	↑	→	↖	↗	↑	→	↖	↗	↑	→	↖	↗	
<b>Dx</b>	0208	↓	↖	↗	↑	↓	↖	↗	↑	↓	↖	↗	↑	↓	↖	↗	
<b>Ex</b>	0224	↖	↖	↗	↑	↓	↖	↗	↖	↖	↖	↗	↑	↓	↖	↗	
<b>Fx</b>	0240	▼	□	□	□	□	□	□	□	□	□	□	□	□	□	□	

## Zapf DingBats

Table 8-15. Characters in the Type 1 Font Zapf Dingbats

	x0	x1	x2	x3	x4	x5	x6	x7	x8	x9	xA	xB	xC	xD	xE	xF
<b>0x</b>	00	01	02	03	04	05	06	07	08	09	010	011	012	013	014	015
<b>1x</b>	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031
<b>2x</b>	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047
<b>3x</b>	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063
<b>4x</b>	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079
<b>5x</b>	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095
<b>6x</b>	096	097	098	099	0100	0101	0102	0103	0104	0105	0106	0107	0108	0109	0110	0111
<b>7x</b>	0112	0113	0114	0115	0116	0117	0118	0119	0120	0121	0122	0123	0124	0125	0126	0127
<b>8x</b>	0128	0129	0130	0131	0132	0133	0134	0135	0136	0137	0138	0139	0140	0141	0142	0143
<b>9x</b>	0144	0145	0146	0147	0148	0149	0150	0151	0152	0153	0154	0155	0156	0157	0158	0159
<b>Ax</b>	0160	0161	0162	0163	0164	0165	0166	0167	0168	0169	0170	0171	①	0172	③	④
<b>Bx</b>	⑤	⑥	⑦	⑧	⑨	⑩	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩
<b>Cx</b>	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	①	②	③	④	⑤	⑥
<b>Dx</b>	⑦	⑧	⑨	⑩	→	→	↔	↑	↓	→	↗	→	→	→	→	→
<b>Ex</b>	➡	➡	➢	➢	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡
<b>Fx</b>	†	⇒	⌚	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡	➡	†

## Appendix 9. FrameMaker Character Sets

This appendix lists the character sets used for FrameMaker documents using Western fonts when running under Windows, and shows how to type each character in the set.

**Note:** This appendix is derived from a FrameMaker "Online Manual" issued with FrameMaker. This information is included here for convenience of the user.

### About Character Sets

FrameMaker uses three kinds of character sets.

- Dingbat character set - for the Zapf Dingbats font
- Symbol character set - for the Symbol font
- Standard character set - for all other fonts

These three character sets include not only the keys on the keyboard, but also many special characters such as mathematical symbols, accented letters, and a variety of dingbats such as arrows and stars.

**Note:** If the desired character is in the Symbol or Zapf Dingbats character set and that is not the current font, it is necessary to change the font before typing the character.

The Windows character set is based on the ANSI character set, and includes some additional characters not in the ANSI set. On platforms other than Windows, FrameMaker uses a character set based on Adobe PostScript instead of ANSI. A few of the characters in the PostScript set are not available in the ANSI set:

- ✓ fl and fi ligatures
- ✓ dotlessi
- ✓ breve
- ✓ dotaccent
- ogonek

If an open document that was created on another platform in the Windows version of a FrameMaker product, an underline character appears in place of any characters not available in the ANSI set. FrameMaker preserves the code of the original characters; if the document is subsequently opened on the other platform, the correct characters reappear.

Some character values are reserved for future use. Although several of these values cause characters to appear in a document window, they can cause different characters or no character to appear when printed. Also, they may not produce the same characters on different platforms. If it is intended to transfer files between platforms, the characters marked *Reserved* in the following tables should not be used.

The code values in the following tables appear in hexadecimal notation in columns labeled "Hex code". The hexadecimal code shown for each character is the code that is used to represent the character internally in FrameMaker. If you're using Maker Markup Language (MML) or another program that creates files in Maker Interchange Format (MIF), you may need to refer to the codes from time to time.

The characters at the beginning of the table, with hexadecimal codes below 0x20, are called control codes. Rather than specifying characters to be printed, these characters affect how surrounding text is formatted. Some of these characters are visible in a document window if text symbols are showing.

The instructions for typing quotation marks and apostrophes assume that Smart Quotes is off. For information on Smart Quotes see the *FrameMaker User Guide*.

## Using key sequences

Many characters are generated by a key sequence. This key sequence often uses the Control or Esc key.

This manual uses the following conventions for key sequences:

*Table 9-1. FrameMaker key sequences for special characters*

Example	Describes
Control+q	Holding down Control while pressing the lowercase letter q
Control+q Shift+a	Holding down Control while pressing the letter q, then releasing both keys, and then holding down Shift while pressing the letter a
Esc ~ Shift+a	Pressing and releasing Esc, then pressing and releasing ~ (tilde), then holding down Shift while pressing the letter a

Special characters may also be typed into a document by using its ANSI number:

1. Press Num Lock to make the numeric keypad active.
2. Hold down the Alt key while typing the ANSI number (including the leading zero) using the keys on the numeric keypad.

For example, to enter the “questiondown” character (¿) using its ANSI number, hold down the Alt key while typing 0191 from the keypad, and then release the Alt key. Be sure to include the leading zero.

In the following tables, where there exist two different keystroke sequences to type a character, the sequences are separated by a comma.

## Typing Quotes

FrameMaker has a “smart quotes” facility which automatically changes any input single or double quotes into the appropriate open or closing single or double quote, respectively. Smart quotes are turned on or off for a document by selecting the FrameMaker menu item Format—Document—Text Options and then setting or clearing the Smart quotes option.

Straight or curved quotation marks may be explicitly typed as shown in Table 9-2 on page 9-2.

*Table 9-2. Typing Special Quotation Characters*

To Type	With Smart Quotes on, press	With Smart Quotes off, press
'	Control_'	Control_'
"	Esc "	"
`	Control_`	Control_`
'	Control_q + (plus)	Control_q + (plus)
‘ and ’	' and '	` and '
“ and ”	" and "	Alt_Ctrl_` and Alt_Ctrl_'

## Inserting the European Euro Currency Symbol

To insert the European Community currency symbol, you must install fonts that include the symbol. The Adobe Type 1 Euro Monospace, Euro Sans and Euro Serif fonts are provided with FrameMaker in the self-extracting file eurofont.exe, which is placed into your FrameMaker directory when FrameMaker is installed on your system. These fonts are installed by locating and double clicking the file eurofont.exe. Unzip the font files to a temporary directory, and install the fonts from Control Panel—Font—File—Install New Fonts.

To insert a Euro Character into a document, press Alt+0128. Then select the displayed character and use menu Format—Font; chose the appropriate font. If the text to contain the Euro symbol in Helvetica font (as is this document), use the font Euro Sans: €. If the text is in Times font, use the font Euro Serif: €. If the text is in a mono-spaced font (i.e. it is example text), use the font Euro Monospace: €.

**Note:** these Euro fonts are provided in Regular, Italic, Bold and Bold Italic styles.

**Note:** in fact, these Euro fonts contain a Euro character for every character in the font other than space. Thus, in fact, it is possible to type any character, such as an “E”, and then use the Font selection to change this to a Euro, thus: €.

New fonts should contain the Euro character, which can be obtained by typing Alt+0128, as specified above - then it would not be necessary to use the Euro fonts.

## Typing in Dialog Boxes

When typing in FrameMaker dialog boxes on a Windows system, certain special characters that are not present on the keyboard can be input by use of escape sequences, that is a backslash character \ followed by another character. These escape sequences are shown in the following table - this information was derived from the FrameMaker 7 User Guide.

*Table 9-3. Typing Special Characters in Dialog Boxes (Part 1 of 2)*

To Type	Graphic	Escape Sequence
Bullet	•	\b
Circumflex	^	\@
Dagger	†	\d
Dagger (double)	‡	\Shift+d
Dash (em)	—	\m
Dash (en)	–	\=
Ellipsis	...	\e
Florin	f	\Shift+f
Forced Return		\r
Fraction	/	\v
Grave	`	\{
GUILSINGL left	<	\(
GUILSINGL right	>	\)
Hungarumlaut	"	\&
Hyphen (discretionary)	-	\- (hyphen)
Hyphen (non-breaking)	-	\+
OE ligature	Œ	\Shift+o Shift+e
oe ligature	œ	\oe
Per Thousand	%o	\%
Quote (base, single)	,	\,
Quote (base, double)	,,	\g
Quote (double left)	“	\`
Quote (double right)	”	\'
Quote (single)	‘	\”
Space (em)		\sm, \Shift+m
Space (en)		\sn, \Shift+n
Space (non-breaking)		\space
Space (numeric)		\s#, \#

*Table 9-3. Typing Special Characters in Dialog Boxes (Part 2 of 2)*

To Type	Graphic	Escape Sequence
Space (thin)		\st, \i
Suppress hyphenation		\_ (underscore)
Tab		\t
Trademark Serif	™	\Shift+t Shift+m
Y diaeresis	ÿ	\Shift+y: (colon)

## The Windows Character Sets

The following table shows all the characters available in the Windows version of FrameMaker products. It starts with the special hyphens, spaces, and returns a user can enter, and then lists the rest of the characters in their ANSI order.

## Special Characters - Hyphens, Spaces, Etc.

Table 9-4. Special hyphens, spaces, returns, and un-displayed characters

FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name	Symbol set: graphic and name	Dingbats: graphic
0x04	Esc hyphen Shift+d, Control+hyphen	discretionary hyphen	discretionary hyphen	
0x05	Esc n s	suppress hyphenation	suppress hyphenation	
0x15	Esc hyphen h	nonbreaking hyphen	nonbreaking hyphen	
0x08	Tab	tab	tab	
0x09	Shift+Return	forced return	forced return	
0x0a	Return	end of paragraph	end of paragraph	
0x10	Esc space 1 (one)	numeric space	numeric space	
0x11	Esc space h, Control+space	nonbreaking space	nonbreaking space	
0x12	Esc space t	thin space	thin space	
0x13	Esc space n, Alt+Control+space	en space	en space	
0x14	Esc space m, Control+Shift+space	em space	em space	
0x27	Control+'	' quotesingle	such that	⌚
0x60	Control+`	` grave	radicalex	⌘
0xda	Control+q Shift+z	/ fraction		
0xde	Control+q ^	fi Un-displayed <sup>1</sup>		
0xdf	Control+q _	fl Un-displayed <sup>1</sup>		
0xf5	Control+q u	€ Un-displayed <sup>1</sup>		
0xf9	Control+q y	ˇ Un-displayed <sup>1</sup>		
0xfa	Control+q z	Ž Un-displayed <sup>1</sup>		
0xfe	Control+q ~	ž Un-displayed <sup>1</sup>		
0xfd	Control+q }	” hungarumlaut		

1 the FrameMaker manual claims this character is "Un-displayed". However, it would appear that a character is displayed.

## ANSI Character Set Codes 32<sub>10</sub>-127<sub>10</sub>

Table 9-5. ANSI Character Set Codes 32<sub>10</sub>-127<sub>10</sub> (Part 1 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name	Symbol set: graphic and name	Dingbats: graphic
32 / 0x20	space	space	space	
33 / 0x21	!	! exclam	! exclam	✂
34 / 0x22	“ (smart quotes off)	“ quotedbl	∀ universal	✖
35 / 0x23	#	# numbersign	# numbersign	✖
36 / 0x24	\$	\$ dollar	Ǝ existential	✖
37 / 0x25	%	% percent	% percent	☎
38 / 0x26	&	& ampersand	& ampersand	⌚
39 /	'	' single quote <sup>1</sup>	϶ such that	⌚
40 / 0x28	(	( parenleft	( parenleft	✈
41 / 0x29	)	) parenright	) parenright	✉
42 / 0x2a	*	* asterisk	* asteriskmath	✖
43 / 0x2b	+	+ plus	+ plus	✖
44 / 0x2c	, (comma)	, comma	, comma	✉
45 / 0x2d	- (hyphen)	- hyphen	- minus	✍
46 / 0x2e	. (period or full stop)	. period or full stop	. period or full stop	✎
47 / 0x2f	/	/ slash	/ slash	✎
48 / 0x30	0	0 zero	0 zero	✎
49 / 0x31	1	1 one	1 one	⌚
50 / 0x32	2	2 two	2 two	✖
51 / 0x33	3	3 three	3 three	✓
52 / 0x34	4	4 four	4 four	✓
53 / 0x35	5	5 five	5 five	✗
54 / 0x36	6	6 six	6 six	✖
55 / 0x37	7	7 seven	7 seven	✗
56 / 0x38	8	8 eight	8 eight	8
57 / 0x39	9	9 nine	9 nine	9
58 / 0x3a	:	: colon	: colon	:
59 / 0x3b	;	; semicolon	; semicolon	;
60 / 0x3c	<	< less	< less	<
61 / 0x3d	=	= equal	= equal	=

Table 9-5. ANSI Character Set Codes  $32_{10}$ - $127_{10}$  (Part 2 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name	Symbol set: graphic and name	Dingbats: graphic
62 / 0x3e	>	> greater	> greater	>
63 / 0x3f	?	? question	? question	?
64 / 0x40	@	@ at	≡ congruent	@
65 / 0x41	A	A A	A Alpha	A
66 / 0x42	B	B B	B Beta	B
67 / 0x43	C	C C	X Chi	C
68 / 0x44	D	D D	Δ Delta	D
69 / 0x45	E	E E	Ε Epsilon	E
70 / 0x46	F	F F	Φ Phi	F
71 / 0x47	G	G G	Γ Gamma	G
72 / 0x48	H	H H	Η Eta	H
73 / 0x49	I	I I	Ι Iota	I
74 / 0x4a	J	J J	ϑ theta1	J
75 / 0x4b	K	K K	Κ Kappa	K
76 / 0x4c	L	L L	Λ Lambda	L
77 / 0x4d	M	M M	Μ Mu	M
78 / 0x4e	N	N N	Ν Nu	N
79 / 0x4f	O	O O	Ο Omicron	O
80 / 0x50	P	P P	Π Pi	P
81 / 0x51	Q	Q Q	Θ Theta	Q
82 / 0x52	R	R R	Ρ Rho	R
83 / 0x53	S	S S	Σ Sigma	S
84 / 0x54	T	T T	Τ Tau	T
85 / 0x55	U	U U	Υ Upsilon	U
86 / 0x56	V	V V	ς sigma1	V
87 / 0x57	W	W W	Ω Omega	W
88 / 0x58	X	X X	Ξ Xi	X
89 / 0x59	Y	Y Y	Ψ Psi	Y
90 / 0x5a	Z	Z Z	Ζ Zeta	Z
91 / 0x5b	[	[ bracketleft	[ bracketleft	[
92 / 0x5c	\	\ backslash	∴ therefore	\

Table 9-5. ANSI Character Set Codes 32<sub>10</sub>-127<sub>10</sub> (Part 3 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name	Symbol set: graphic and name	Dingbats: graphic
93 / 0x5d	]	] bracketright	] bracketright	]
94 / 0x5e	^	^ asciicircum	⊥ perpendicular	^
95 / 0x5f	_ (underline)	_ underscore	_ underscore	_
96 / 0x60	' (grave) <sup>2</sup>	' grave <sup>2</sup>	‐ radicalex <sup>2</sup>	⌘ <sup>2</sup>
97 / 0x61	a	a a	α alpha	a
98 / 0x62	b	b b	β beta	b
99 / 0x63	c	c c	χ chi	c
100 / 0x64	d	d d	δ delta	d
101 / 0x65	e	e e	ε epsilon	e
102 / 0x66	f	f f	φ phi	f
103 / 0x67	g	g g	γ gamma	g
104 / 0x68	h	h h	η eta	h
105 / 0x69	i	i i	ι iota	i
106 / 0x6a	j	j j	φ phi1	j
107 / 0x6b	k	k k	κ kappa	k
108 / 0x6c	l	l l	λ lambda	l
109 / 0x6d	m	m m	μ mu	m
110 / 0x6e	n	n n	ν nu	n
111 / 0x6f	o	o o	ο omicron	o
112 / 0x70	p	p p	π pi	p
113 / 0x71	q	q q	θ theta	q
114 / 0x72	r	r r	ρ rho	r
115 / 0x73	s	s s	σ sigma	s
116 / 0x74	t	t t	τ tau	t
117 / 0x75	u	u u	υ upsilon	u
118 / 0x76	v	v v	ϖ omega1	v
119 / 0x77	w	w w	ϖ omega	w
120 / 0x78	x	x x	ξ xi	x
121 / 0x79	y	y y	ψ psi	y
122 / 0x7a	z	z z	ζ zeta	z
123 / 0x7b	{	{ braceleft	{ braceleft	{

Table 9-5. ANSI Character Set Codes  $32_{10}$ - $127_{10}$  (Part 4 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name	Symbol set: graphic and name	Dingbats: graphic
124 / 0x7c		bar	bar	
125 / 0x7d	}	} braceright	} braceright	}
126 / 0x7e	~	~ asciitilde	~ similar	~
127				

1 note that this displays as a different character to the FrameMaker character code 0x27.

2 this appears to produce the same character as Control+singlequote

## ANSI Character Set Codes $128_{10}$ - $255_{10}$

The key stroke sequences required to input these character codes for the standard character set are different from the key strokes required for the symbol and dingbats character sets. Hence we display this range in two separate tables, one for the standard character set and one for the symbol/dingbat character set.

Table 9-6. ANSI Character Codes  $128_{10}$ - $255_{10}$ , Standard Character Set (Part 1 of 3)

ANSI # / Frame-Maker Hex code	Key or key sequence	Standard character set: graphic and name	ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name
128			154 / 0xf0	Control+q p	š Reserved
129			155 / 0xdd	Control+q ]	› guilsinglright
130 / 0xe2	Control+q b	, quotesinglbase	156 / 0xcf	Control+q Shift+o	œ oe
131 / 0xc4	Control+q Shift+d	f florin	157		
132 / 0xe3	Control+q c	„ quotedblbase	158		
133 / 0xc9	Control+q Shift+i	… ellipsis	159 / 0xd9	Esc % Shift+y	Ŷ Ydieresis
134 / 0xa0	Control+q space	† dagger	160		
135 / 0xe0	Control+q ‘	‡ daggerdbl	161 / 0xc1	Control+q Shift+a	¡ exclamdown
136 / 0xf6	Control+q v	^ circumflex	162 / 0xa2	Control+q “	¢ cent
137 / 0xe4	Control+q d	%‰ perthousand	163 / 0xa3	Control+q #	£ sterling
138 / 0xb3	Control+q 3	Š Reserved	164 / 0xdb	Control+q [	¤ currency
139 / 0xdc	Control+q \	⟨ guilsinglleft	165 / 0xb4	Control+q 4	¥ yen
140 / 0xce	Control+q Shift+n	Œ OE	166 / 0xad	Control+q hyphen	pipe
141			167 / 0xa4	Control+q \$	§ section
142			168 / 0xac	Control+q ,	„ dieresis
143			169 / 0xa9	Control+q )	© copyrightserif
144			170 / 0xbb	Control+q ;	ª ordfeminine
145 / 0xd4	Control+q Shift+t, ‘	‘ quoteleft	171 / 0xc7	Control+q Shift+g	« guillemotleft

Table 9-6. ANSI Character Codes 128<sub>10</sub>-255<sub>10</sub>, Standard Character Set (Part 2 of 3)

ANSI # / Frame-Maker Hex code	Key or key sequence	Standard character set: graphic and name	ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name
146 / 0xd5	Control+q Shift+u	' quoteright	172 / 0xc2	Control+q Shift+b	¬ logicalnot
147 / 0xd2	Control+q Shift+r	“ quotedblleft	173 / 0x2d	- (hyphen)	- hyphen
148 / 0xd3	Control+q Shift+s	” quotedblright	174 / 0xa8	Control+q (	® registerserif
149 / 0xa5	Control +q %	• bullet	175 / 0xf8	Control+q x	‐ macron
150 / 0xd0	Control+q Shift+p	– endash	176 / 0xfb	Control+q {	° ring
151 / 0xd1	Control+q Shift+q	— emdash	177 / 0xb1	Control+q 1	± plusminus
152 / 0xf7	Control+q w	˜ tilde	178 / 0xb7	Control+q 7	<sup>2</sup> Reserved
153 / 0xaa	Control+q *	™ trademarkserif	179 / 0xb8	Control+q 8	<sup>3</sup> Reserved
180 / 0xab	Control+q +	‘ acute	210 / 0xf1	Esc ` Shift+o	Ò Ograve
181 / 0xb5	Control+q 5	µ Reserved	211 / 0xee	Esc ‘ Shift+o	Ó Oacute
182 / 0xa6	Control+q &	¶ paragraph	212 / 0xef	Esc ^ Shift+o	Ô Ocircumflex
183 / 0xe1	Control+q a	· period-centered	213 / 0xcd	Esc ~ Shift+o	Õ Otilde
184 / 0xfc	Control+q !	, cedilla	214 / 0x85	Esc % Shift+o	Ö Odieresis
185 / 0xb6	Control+q 6	<sup>1</sup> Reserved	215 / 0xb0	Control+q zero	× Reserved
186 / 0xbc	Control+q <	º ordmasculine	216 / 0xaf	Control+q /	Ø Oslash
187 / 0xc8	Control+q Shift+h	» guilemotright	217 / 0xf4	Esc ` Shift+u	Ù Ugrave
188 / 0xb9	Control+q 9	¼ Reserved	218 / 0xf2	Esc ‘ Shift+u	Ú Uacute
189 / 0xba	Control+q :	½ Reserved	219 / 0xf3	Esc ^ Shift+u	Û Ucircumflex
190 / 0xbd	Control+q =	¾ Reserved	220 / 0x86	Esc % Shift+u	Ü Udieresis
191 / 0xc0	Control+q @	¿ questiondown	221 / 0xc5	Control+q Shift+e	Ý Reserved
192 / 0xcb	Esc ` Shift+a	À Agrave	222 / 0xd7	Control+q Shift+w	Þ Reserved
193 / 0xe7	Esc ‘ Shift+a	Á Aacute	223 / 0xa7	Control+q ‘	ß germanbls
194 / 0xe5	Esc ^ Shift+a	Â Acircumflex	224 / 0x88	Esc ` a	à agrave
195 / 0xcc	Esc ~ Shift+a	Ã Atilde	225 / 0x87	Esc ‘ a	á aacute
196 / 0x80	Esc % Shift+a	Ä Adieresis	226 / 0x89	Esc ^ a	â acircumflex
197 / 0x81	Esc * Shift+a	Å Aring	227 / 0x8b	Esc ~ a	ã atilde
198 / 0xae	Control+q .	Æ AE	228 / 0x8a	Esc % a	ä adieresis
199 / 0x82	Esc comma Shift+c	Ҫ Ccedilla	229 / 0x8c	Esc * a	å aring
200 / 0xe9	Esc ` Shift+e	È Egrave	230 / 0xbe	Control+q >	æ ae
201 / 0x83	Esc ‘ Shift+e	É Eacute	231 / 0x8d	Esc comma c	ç ccedilla

Table 9-6. ANSI Character Codes  $128_{10}$ - $255_{10}$ , Standard Character Set (Part 3 of 3)

ANSI # / Frame-Maker Hex code	Key or key sequence	Standard character set: graphic and name	ANSI # / FrameMaker Hex code	Key or key sequence	Standard character set: graphic and name
202 / 0xe6	Esc ^ Shift+e	Ê Ecircumflex	232 / 0x8f	Esc ` e	è egrave
203 / 0xe8	Esc % Shift+e	Ë Edieresis	233 / 0x8e	Esc ' e	é eacute
204 / 0xed	Esc ` Shift+i	Ì Igrave	234 / 0x90	Esc ^ e	ê ecircumflex
205 / 0xea	Esc ' Shift+i	Í Iacute	235 / 0x91	Esc % e	ë edieresis
206 / 0xeb	Esc ^ Shift+i	Î Icircumflex	236 / 0x93	Esc ` i	ì igrave
207 / 0xec	Esc % Shift+i	Ï Idieresis	237 / 0x92	Esc ' i	í iacute
208 / 0xc3	Control+q Shift+c	Ð Reserved	238 / 0x94	Esc ^ i	î icircumflex
209 / 0x84	Esc ~ Shift+n	Ñ Ntilde	239 / 0x95	Esc % i	ï idieresis
240 / 0xb2	Control+q 2	ð Reserved	248 / 0xbf	Control+q ?	ø oslash
241 / 0x96	Esc ~ n	ñ ntilde	249 / 0x9d	Esc ` u	ù ugrave
242 / 0x98	Esc ` o	ò ograve	250 / 0x9c	Esc ' u	ú uacute
243 / 0x97	Esc ' o	ó oacute	251 / 0x9e	Esc ^ u	û ucircumflex
244 / 0x99	Esc ^ o	ô ocircumflex	252 / 0x9f	Esc % u	ü udieresis
245 / 0x9b	Esc ~ o	õ otildes	253 / 0xc6	Control+q Shift+f	ÿ Reserved
246 / 0x9c	Esc % o	ö odieresis	254 / 0xca	Control+q Shift+j	þ Reserved
247 / 0xd6	Control+q Shift+v	÷ Reserved	255 / 0xd8	Esc % y	ÿ ydieresis

Table 9-7. ANSI Character Codes  $128_{10}$ - $255_{10}$ , Symbol/Dingbat Characters (Part 1 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Symbol set: graphic and name	Dingbats: graphic
128	Alt+0128	Euro - requires use of a Euro font	
129 to 160	Reserved		
161 / 0xc1	Control+q !	Γ Upsilon1	⌚
162 / 0xa2	Control+q "	' minute	⌚
163 / 0xa3	Control+q #	≤ lessequal	⌚
164 / 0xdb	Control+q \$	/ fraction	⌚
165 / 0xa5	Control+q %	∞ infinity	⌚
166 / 0xa6	Control+q &	f florin	⌚
167 / 0xa7	Control+q '2	♣ club	⌚
168 / 0xa8	Control+q (	♦ diamond	♣

Table 9-7. ANSI Character Codes  $128_{10}$ - $255_{10}$ , Symbol/Dingbat Characters (Part 2 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Symbol set: graphic and name	Dingbats: graphic
169 / 0xa9	Control+q )	♥ heart	♦
170 / 0xaa	Control+q *	♠ spade	♥
171 / 0xab	Control+q +	↔ arrowboth	♠
172 / 0xac	Control+q ,	← arrowleft	①
173 / 0xad	Control+q -	↑ arrowup	④ <sup>1</sup>
174 / 0xae	Control+q .	→ arrowright	③
175 / 0xaf	Control+q /	↓ arrowdown	④
176 / 0xb0	Control+q 0	° degree	⑤ <sup>1</sup>
177 / 0xb1	Control+q 1	± plusminus	⑥ <sup>1</sup>
178 / 0xb2	Control+q 2	" second	⑦ <sup>1</sup>
179 / 0xb3	Control+q 3	≥ greaterequal	⑧ <sup>1</sup>
180 / 0xb4	Control+q 4	× multiply	'
181 / 0xb5	Control+q 5	∞ proportional	⑩ <sup>1</sup>
182 / 0xb6	Control+q 6	∂ partialdiff	① <sup>1</sup>
183 / 0xb7	Control+q 7	• bullet	② <sup>1</sup>
184 / 0xb8	Control+q 8	÷ divide	③ <sup>1</sup>
185 / 0xb9	Control+q 9	≠ notequal	④ <sup>1</sup>
186 / 0xba	Control+q :	≡ equivalence	⑤ <sup>1</sup>
187 / 0xbb	Control+q ;	≈ approxequal	⑥
188 / 0xbc	Control+q <	... ellipsis	⑦
189 / 0xbd	Control+q =	arrowvertex	⑧ <sup>1</sup>
190 / 0xbe	Control+q >	— arrowhorizex	⑨
191 / 0xbf	Control+q ?	↓ carriagereturn	⑩
192 / 0xc0	Control+q @	ℵ aleph	①
193 / 0xc1	Control+q Shift+a	ℳ Ifraktur	②
194 / 0xc2	Control+q Shift+b	ℛ Rfraktur	③
195 / 0xc3	Control+q Shift+c	℘ weierstrass	④ <sup>1</sup>
196 / 0xc4	Control+q Shift+d	⊗ circlemultiply	Ä
197 / 0xc5	Control+q Shift+e	⊕ circleplus	⑥ <sup>1</sup>

Table 9-7. ANSI Character Codes 128<sub>10</sub>-255<sub>10</sub>. Symbol/Dingbat Characters (Part 3 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Symbol set: graphic and name	Dingbats: graphic
198 / 0xc6	Control+q Shift+f	∅ emptyset	⑦ <sup>1</sup>
199 / 0xc7	Control+q Shift+g	∩ intersection	⑧
200 / 0xc8	Control+q Shift+h	∪ union	È
201 / 0xc9	Control+q Shift+i	⊇ propersuperset	É
202 / 0xca	Control+q Shift+j	⊇ reflexsuperset	❶ <sup>1</sup>
203 / 0xcb	Esc ` Shift+a <sup>2</sup>	⊈ notsubset	Ë
204 / 0xcc	Esc ~ Shift+a	⊊ propersubset	Ì
205 / 0xcd	Esc ~ Shift+o	⊋ reflexsubset	Í
206 / 0xce	Control+q Shift+n	∈ element	Î
207 / 0xcf	Control+q Shift+o	∉ notelement	Ï
208 / 0xd0	Control+q Shift+p	∠ angle	Ð
209 / 0xd1	Control+q Shift+q	∇ gradient	Ñ
210 / 0xd2	Control+q Shift+r	® registerserif	Ò
211 / 0xd3	Control+q Shift+s	© copyrightserif	Ó
212 / 0xd4	Control+q Shift+t	™ trademarkserif	Ô
213 / 0xd5	Control+q Shift+u	∏ product	Õ
214 / 0xd6	Control+q Shift+v	√ radical	↔ <sup>1</sup>
215 / 0xd7	Control+q Shift+w	· dotmath	↔ <sup>1</sup>
216 / 0xd8	Esc % y	¬ logicalnot	Ø
217 / 0xd9	Esc % Shift+y	∧ logicaland	Ù
218 / 0xda	Control+q Shift+z	∨ logicalor	Ú
219 / 0xdb	Control+q [	↔ arrowdblboth	Û
220 / 0xdc	Control+q \	← arrowdblleft	Ü
221 / 0xdd	Control+q ]	↑ arrowdblup	Ý
222 / 0xde	Control+q ^	⇒ arrowdblright	Þ
223 / 0xdf	Control+q _	↓ arrowbldown	ß
224 / 0xe0	Control+q ' <sup>2</sup>	◊ lozenge	à
225 / 0xe1	Control+q a	⟨ angleleft	á
226 / 0xe2	Control+q b	® registersans	â
227 / 0xe3	Control+q c	© rightsans	ã

Table 9-7. ANSI Character Codes  $128_{10}$ - $255_{10}$ , Symbol/Dingbat Characters (Part 4 of 4)

ANSI # / FrameMaker Hex code	Key or key sequence	Symbol set: graphic and name	Dingbats: graphic
228 / 0xe4	Control+q d	<sup>TM</sup> trademarksans	ä
229 / 0xe5	Esc ^ Shift+a	Σ summation	å
230 / 0xe6	Esc ^ Shift+e	( parenlefttp	æ
231 / 0xe7	Esc ' Shift+a <sup>2</sup>	parenleftex	ç
232 / 0xe8	Esc % Shift+e	\ parenleftbt	è
233 / 0xe9	Esc ' Shift+e <sup>2</sup>	[ bracketlefttp	é
234 / 0xea	Esc ' Shift+i <sup>2</sup>	bracketleftmid	ê
235 / 0xeb	Esc ^ Shift+i	_ bracketleftbt	ë
236 / 0xec	Esc % Shift+i	{ bracelefttp	ì
237 / 0xed	Esc ' Shift+i <sup>2</sup>	{ braceleftmid	í
238 / 0xee	Esc ' Shift+o <sup>2</sup>	\ braceleftbt	î
239 / 0xef	Esc ^ Shift+o	braceex	ï
240 / 0xf0	Reserved		
241 / 0xf1	Esc ' Shift+o <sup>2</sup>	> angleright	ñ
242 / 0xf2	Esc ' Shift+u <sup>2</sup>	ʃ integral	ò
243 / 0xf3	Esc ^ Shift+u	ʃ' integraltp	ó
244 / 0xf4	Esc ' Shift+u <sup>2</sup>	integralex	ô
245 / 0xf5	Control+q u	J integralbt	õ
246 / 0xf6	Control+q v	) parenrighttp	ö
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253 / 0xfd	Control+q }	} bracerightmid	ý
254 / 0xfe	Control+q ~	] bracerightbt	þ
255 / 0xff	Reserved		

1 this character does not agree with that in the FrameMaker document. The FrameMaker document is believed to contain errors.

- 2 this key combination appears to not work at least some of the time - this may be operating system, hardware or context specific. Use Alt+keynumber as an alternative.



## Appendix 10. Things To Do

### Items to Do to the Manual

- in Appendix 6. “Cross-Reference Format Summary”, add the definition of the cross-reference formats.
- add Preface\_Index

### Item to Do to the Files and Templates

- ✓ clean-up cross reference formats:
  - add “starting on” to all files
  - document all the cross reference formats (I think some are missing)
- should we have paragraphs XMP\_First etc.? These would have a single line above them, so they get a blank line before them except when at the top of a page. The “next paragraph” would be XMP.
- add Preface\_Index (for index entries without a chapter number, i.e. into the “front matter” of the book).
- add a cross-reference format for cross-references into the “front matter” of a book, which do not include the chapter number. There is one in the Preface of the Ruby book called “Internal Page” - however I think this name is not appropriate - something like “Frontmatter Page” would be more appropriate.
- ✓ Syntax diagrams
  - however would we implement these?



# Glossary

## A

**ASCIIZ.** An ASCIIZ string consists of a sequence of one or more ASCII characters terminated by a NUL (0x00) character.

## B

**Basic Input/Output System.** The device driver and interrupt handler code provided in ROM (or more usually Flash in newer machines) on the system board of all IBM PC compatible machines, and also in some adapter cards.

The BIOS includes the POST code, to initialize and test the system hardware on power-on.

## G

**Generalized Markup Language.** A language for describing the characteristics of a document without respect to particular processing for a specific device.



## List of Abbreviations

<b>AES</b>	Advanced Encryption Standard
<b>ANSI</b>	American National Standards Institute
<b>ASCII</b>	American national Standard Code for Information Interchange
<b>BIOS</b>	Basic Input/Output System
<b>BST</b>	British Summer Time
<b>DES</b>	Data Encryption Standard
<b>EDT</b>	Eastern Daylight savings Time
<b>EEPROM</b>	Electrically Erasable Programmable Read-Only Memory
<b>EST</b>	Eastern Standard Time
<b>GML</b>	Generalized Markup Language
<b>GMT</b>	Greenwich Mean Time
<b>KB</b>	kilobyte
<b>MB</b>	megabyte
<b>PKA</b>	public-key algorithm
<b>POST</b>	power on self test
<b>RAM</b>	random access memory
<b>ROM</b>	read only memory
<b>TLB</b>	translate look-aside buffer
<b>UT</b>	Universal Time



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