Contents

CHAPTER 1

Introduction

This is my first paragraph. I generally recommend there to be some sort of introduction to the chapter before you get into the body of the chapter and a new section.

For facts to file and forget, a lot of people make "mini-toc" at the start of chapters. You can do this manually in FrameMaker. See Chapter 2, "*A Few Instructions*".

HOMEWORK FOR WEEK 8

Document something using FrameMaker with the book file I have created for you.

You need to get a free, 30-day trial of Adobe FrameMaker. This does require creating an account with Adobe.

See https://www.adobe.com/products/framemaker.html for details.

Most places that are still using FrameMaker have established documentation sets that you will be updating.

I have set up the following for each of you:

- A folder to contain all your work
- A book file
- A cover page
- A table of contents
- This introduction chapter (`intro.fm`)
- A chapter containing more procedures (`HowTo.fm`)

- A chapter describing all the styles used in the chapter files (`Chapter_7.5x9.fm`)

As your homework, you should:

1. Make a copy of this file.

   See *Copy the Intro.fm file* on page 3.

2. Add it to your book.

   See *Add a File to a Book* on page 4, *Number Your New Chapter* on page 4., and *Update the Book* on page 5.

3. Delete the contents except for the ChapterNumber and ChapterTitle paragraphs.

4. Document something, as if you were updating existing content.

   See *Editing files with FrameMaker* on page 5.

The content should contain:

- Paragraphs
- Lists
- At least one procedure
- At least one table (*Inserting Tables* on page 9)
- At least one image (*Inserting Images* on page 9)
- Some inline formatting (*Basic Writing - Inline Formatting* on page 8)
- Cross-references (*Inserting a Cross Reference* on page 29)

IF YOU HAVE A MAC

FrameMaker requires Windows.

If you can't make arrangements to have access:

1. Watch tutorials and read the Adobe FrameMaker Documentation.

2. Write up what you would do using a tool of your choice.

Photography Funda-mentals

This is the first paragraph of the copyright information, CopyrightFirst. It starts at the top of the next page.

Use this for all the legalese stuff. Tools and Technologies for Technical Writers, certificate course for Middlesex Community College. Copyright © 2024.

CHAPTER 1
Understanding

INTRODUCTION:

Aperture is a fundamental concept in photography, referring to the opening in a camera lens through which light passes to reach the camera's sensor or film. It plays a crucial role in determining both the exposure and the depth of field in an image. Understanding aperture is essential for photographers as it allows them to control the amount of light entering the camera and manipulate the sharpness or blur of the background and foreground elements in their photographs.

CHAPTER: UNDERSTANDING APERTURE

Aperture is like the eye's pupil for a camera. It's the hole in the lens that manages how much light gets to the camera sensor. We measure aperture using f-stops, like f/1.8, f/2.8, and so on. It might seem odd, but smaller f-stop numbers mean bigger openings, and bigger f-stop numbers mean

smaller openings. For example, f/1.8 is wider than f/8.

The primary function of aperture is to regulate exposure by controlling the amount of light that enters the camera. A wider aperture (smaller f-stop number) allows more light to pass through, resulting in a brighter image, whereas a narrower aperture (larger f-stop number) restricts the amount of light, leading to a darker image. This adjustment is particularly useful in various lighting conditions, allowing photographers to adapt to low-light environments by using wider apertures or to bright settings by employing narrower apertures.
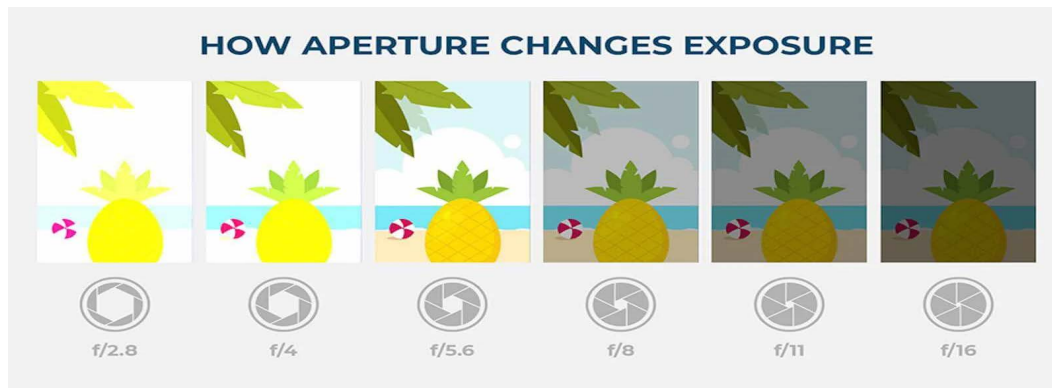
DEFINITION: DEPTH OF FIELD

Depth of field (DOF) is a concept within the topic of aperture which refers to the range of distances within a scene that appear acceptably sharp in the final image.

APERTURE INFLUENCE ON DOF:

•Aperture plays a crucial role in determining the depth of field in a photograph.

•A wider aperture (indicated by a smaller f-stop number) results in a shallower depth of field.

•This means that only the subject in focus remains sharp, while the background becomes increasingly blurred.

•Conversely, a narrower aperture (indicated by a larger f-stop number) increases the depth of field.

•This results in more elements in the scene being in focus.

Small aperture - f/32   Large aperture - f/5.6

APPLICATION:

In portrait photography, wide apertures are commonly used to isolate the subject from distracting backgrounds, creating a visually appealing separation between foreground and background elements. To practice this exercise,

In landscape photography, narrow apertures are advantageous for capturing scenes where maximum sharpness throughout the frame is desired.

TABLE 1–1   Recommended Aperture Ranges

Portrait photography	Landscape photography	Macro Photography	Street Photography	Wildlife Photography
f/1.8-f/4	f/8-f/16	f/2.8-f/8	f/4-f/8	f/5.6-f/8

PRACTICE

1. With the camera in manual mode, select the smallest f-number available in the aperture setting (e.g. f/1.8, f/2.8).

2. Position your subject in a well-lit area with some distance between them and the background.

3. Compose your shot with your subject as the focus and use manual or auto focus to ensure your subject is sharp.

4. Capture an image and observe the background blur effect.

5. Experiment with DOF by increasing the f-number taking note of how it affects the clarity of the background.

SUMMARY

Your shutter speed and ISO affect image clarity and noise as well. make one adjustment at a time as small change often make a big impact on image capture. Shutter speed and ISO will be covered in more detail later. In summary, aperture is a critical aspect of photography that impacts both exposure and depth of field. By mastering the manipulation of aperture settings, photographers can achieve creative control over their images, balancing light intake and focusing effects to convey their desired artistic vision.

CHAPTER 2

A Few Instructions

I have actually remembered how to do a few things.

SPECIFIC TASKS FOR THE HOMEWORK

These are the tasks you need to complete the homework.

COPY THE INTRO.FM FILE

The first task you need to complete is to copy the `Intro.fm` file.

Step 1. Open `Intro.fm` in Adobe FrameMaker.

Step 2. Make sure your cursor is in the `Intro.fm` file, not in the Book Panel.

Step 3. Select **File > Save As**.

Step 4. Enter a new file name, for example `yourname.fm`, and click **Save**.

You now have a new FrameMaker file in your homework folder.

ADD A FILE TO A BOOK

After copying the file, add it to your book.

Step 1. Click the **Add File** () icon in the Book Panel.

Step 2. Select the file you just created.

Step 3. Click **Add**.

Step 4. If necessary, in the Book Panel, drag and drop your file to change the order of the chapters in your book.

NUMBER YOUR NEW CHAPTER

After adding your new file to the book, make sure the numbering is set up correctly.

Step 1. In the Book Panel, right-click your new chapter and select **Numbering**.

Step 2. If you have made your chapter the first chapter in the book:

 Step a. On the Chapter tab, select **Chapter #** and set the chapter number to **1**. Keep the Numeric format.

 Step b. On the Page tab, select **First Page #** and set the page number to **1**. Keep the Numeric format.

 Step c. Click **Set**.

Step 3. If your chapter isn't the first chapter in the book, set the following numbering properties:

 Step a. On the Chapter tab, select **Continue Numbering from Previous Chapter in Book**.

| **Step b.** | On the Page tab, select **Continue Numbering from Previous Page in Book**. |
| **Step c.** | Click **Set**. |

UPDATE THE BOOK

After updating the numbering, you should update the book to apply all the numbering settings.

Step 1.	Make sure the book is active.
Step 2.	Select **Edit > Update Book**.
Step 3.	Confirm all the check boxes are selected.
Step 4.	Click **Update**.

If all goes well, this should complete without errors.

EDITING FILES WITH FRAMEMAKER

This is a collection of the major tasks you need to do to edit a file using Adobe FrameMaker.

For more details, go to the Adobe FrameMaker documentation.

- *Basic Writing - Paragraphs* on page 5
- *Basic Writing - Inline Formatting* on page 8
- *Inserting Tables* on page 9
- *Inserting Images* on page 9

BASIC WRITING - PARAGRAPHS

For basic tasks, Adobe FrameMaker works like most editors. Type away, and when you need a new paragraph, just press enter.

The interesting part is how you apply styles.

Adobe FrameMaker has many different types of styles. For authoring, you're going to care about the Paragraph Catalog, the Character Catalog, and the Table Catalog.

Step 1. To open the Paragraph Catalog, select **Format > Paragraph > Paragraph Catalog**.

This opens the Paragraph Catalog. You can dock the Paragraph Catalog to the side, or keep it as a separate dialog box. If you have multiple screens, I think you can have different dialogs on different screens.

Step 2. Make sure your cursor is in the paragraph you want to style.

Step 3. Select the paragraph style you want to use.

You can confirm that the correct style is applied by looking in the lower left corner of the main Adobe FrameMaker window.

In general, once you select a paragraph style, Adobe FrameMaker applies that style to the next paragraph.

However, in a well designed template, certain styles that need to be used together in a certain order can be configured so that when you press Enter, you get the next style.

For example, when I write a procedure in this template, I make a new, blank paragraph, as assign it the StartStep style. This makes the gray line. When I press Enter, the next paragraph is automatically S1_Step1. When I press Enter at the end of the first step, it automatically creates SN_StepNext.

One of the great things about Adobe FrameMaker vs Microsoft Word is that list numbering works. To do this, you create one style that starts a new list, and then a second style that's the "next" in the list.

TABLE 2–1

Paragraph Style Name	Description	Example
N1_Numbered1	Start a numbered list	1.
NN_NumberedNext	Continue a numbered list	2.

TABLE 2–1

Paragraph Style Name	Description	Example
Aa_Alphaa	Start an alphabetic list, indented from numbered list	a.
An_AlphaNext	Continue the alphabetic list	b.
S1_Step1	Start a numbered step	**Step 1.**
SN_StepNext	Continue numbered steps	**Step 2.**

Until you restart the numbering by using a first style, the numbering will keep the right number. So even though it was in a table, even though it was paragraphs and paragraphs ago, the next paragraph that's NN_NumberedNext will be numbered 3.

3. All praise list numbering that works!

And, what's also great is that if you've configured it correctly, all the different lists have unique numbering. Therefore, SN_StepNext will also be Step 3.

Step 3. See, it works!

For facts to file and forget, a lot of older Adobe FrameMaker templates may have separate styles for the last list item to have different spacing afterwards.

If you hate using your mouse, Adobe FrameMaker also provides a keyboard method to apply Paragraph Styles.

Step 1. Make sure your cursor is in the paragraph you want to style.

Step 2. Press F9.

Step 3. Start typing the name of the style you want to apply.

Step 4. When you have the style you want, press Enter.

This is why a lot of the styles in this template have weird names, such as B1_Body1. To pick the first body style, I just have to type B1. If my

different indented styles were just Body1, Body2, Body3, etc, I have to do a lot of typing to get to that style. (And all bets are off if you have spaces in the style names.

To define styles, you use the Paragraph Designer, which I will touch on next week.

For a complete description of all the styles available in this template, see Chapter 3, "*Chapter Title*".

BASIC WRITING - INLINE FORMATTING

Paragraphs are formatted using the Paragraph Catalog. Inline, or character formatting is done using the Character Catalog. It works very similar to the Paragraph Catalog.

Step 1. To open the Character Catalog, select **Format > Characters > Character Catalog**.

This opens the Character Catalog. You can dock the Character Catalog to the side, or keep it as a separate dialog box. If you have multiple screens, I think you can have different dialogs on different screens.

Step 2. Select the characters you want to style.

Step 3. Select the character style you want to use.

You can confirm that the correct style is applied by looking in the lower left corner of the main Adobe FrameMaker window.

Like paragraph styles, you can use the keyboard to select a character style. The only difference is that you press F8.

For a description of the character styles in this template, see *Character Tags* on page 23.

Character styles have a few caveats:

• Avoid selecting an entire paragraph to apply a character style.

If you apply a character style to the whole paragraph, it creates a paragraph override. Paragraph overrides can cause problems with conversion to other formats.

• Avoid selecting the end of a paragraph.

If you have to select the last word of a paragraph, insert a space at the end of the paragraph before the end paragraph marker.

See *Show Paragraph Markers* on page 12 to be able to see the end of paragraph marker.

INSERTING TABLES

As with most tools, tables get a bit more complicated. You can do all sorts of complicated things. I just will give you the very basics.

Before you insert a new table, figure out what style of table you want to use. You can convert tables between different styles, but you'll be happier if you pick the right one at the beginning.

For a description of all the table styles in this template, see *Tables* on page 25.

Step 1.   Insert a blank paragraph and apply the TableAnchor style.

Step 2.   Make sure your cursor is in the TableAnchor paragraph.

Step 3.   Select **Table > Insert Table**.

Step 4.   Keep Element Tag set to <Unstructured>

Step 5.   Select a Table Format.

Step 6.   Enter the number of Columns, Rows, Heading Rows, and Footing Rows.

Step 7.   If your table has a title, and you want to include Continued in the table title if it breaks pages, select **Table Continuation**. If you want to include how many pages the table covers, select **Table Sheet**.

Step 8.   Click **Insert**.

You now have a table in your document. Most likely it's not the correct size. See *Resize a Table* on page 27.

INSERTING IMAGES

There are many different complicated ways you can add images in Adobe FrameMaker. If you're doing actual book design, you can have images be

inline with the text and have word wrapping and all sorts of fun stuff. This is very complicated, and more than we want to get into in this course. However, if you want to make a pretty book, it can be useful.

In general in tech doc, you want images to be certain sizes in certain positions. Enter the world of anchored frames.

Notice the name of this application is FrameMaker. All of your content goes into frames. What you are writing in is a text frame. If you want to have a sidebar, you can insert another text frame, etc.

To insert an image, you insert an anchored frame, and then you put your image inside of the anchored frame.

Step 1. For a stand-alone image, insert a blank paragraph and apply the Anchor paragraph tag.

Anchor paragraphs enable you to have the correct spacing above and below the image or table.

Step 2. With your cursor in the Anchor paragraph, select Insert > Anchored Frame.

Step 3. Keep Object Style and Element Tag as is.

Step 4. Set Anchoring Position to Below Current Line.

Step 5. Select your Alignment.

Step 6. Set a Width and Height.

– 4.25" Width fits the column.

– 5.5" Width fits the page.

Step 7. Click New Frame.

Step 8. Select the Anchored Frame and select File > Import > File.

Step 9. Select the file you want to import and click Import.

**Step 10.** Select the DPI you want to have the image at and click Set.

The image is inside of the Anchored Frame, and will stay inside of the Anchored Frame.

You can do all sorts of alignment stuff, depending on your company's style guide.

You also use this for inline images, like icons in steps.

When inserting the anchored frame, have your cursor where you want the inline image. When defining the anchored frame, select At Insertion Point for the Anchoring Position. After you insert your icon, press ESC+M+P to wrap the anchored frame around the image.

FIGURE 2–1   *Example Image in an Anchored Frame*
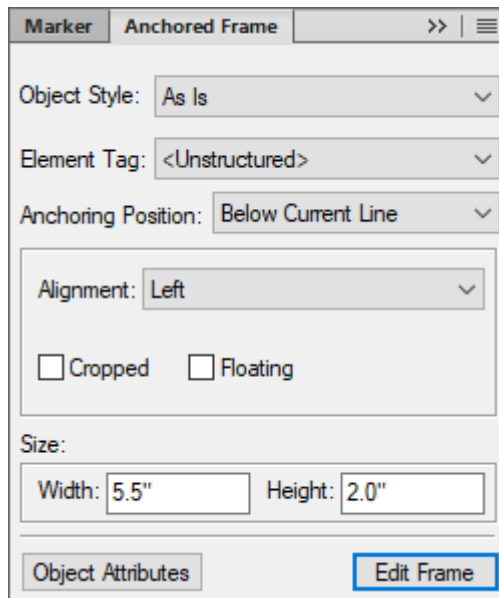
These images are imported by reference. This means that you can update the image without having to make changes to the file. This is a huge improvement.

USEFUL TIPS AND TRICKS

Little things that can make using Adobe FrameMaker slightly more bearable.

- *Show Paragraph Markers* on page 12
- *Refresh the Display* on page 12

SHOW PARAGRAPH MARKERS

In general, in most any tool I use, I love to turn on the formatting markers. I often care about tabs vs spaces, etc. Seeing these markers can help you troubleshoot formatting headaches.

- Select **View > Text Symbols**.

For facts to file and forget, a lot of style guides recommend if you have a procedure that is a single step, use a bullet, not a number.

REFRESH THE DISPLAY

For unknown reasons, Adobe FrameMaker does not refresh it's display automatically. You can get some really terrible artifacts that can make it seem that your formatting is terrible.

Sometimes, saving the file helps.

Otherwise, do the following:

- Press CTRL+L.

ADVANCED TASKS

Some not very well flushed out more complicated FrameMaker things.

- *Update the template to the new version* on page 13
- *Setting up a book* on page 13
- *Setting up TOC* on page 13
- *Import a Template* on page 15
- *Apply a Master Page* on page 16
- *Fix the TOC title* on page 16

UPDATE THE TEMPLATE TO THE NEW VERSION

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

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

SETTING UP A BOOK

You have two options:

• Copy the book from the ClassDemo folder.

• Make a new book.

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

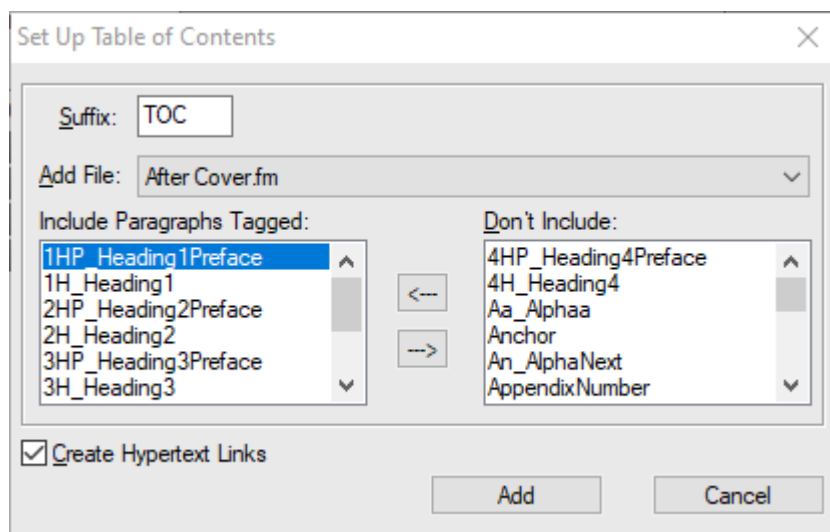If you copy the book, you will have a bunch of errors until you remove the old files and add your new files.

SETTING UP TOC

This is one of those things you have to do once in a blue moon.

To add a new table of contents, do the following:

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

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

Step 3.   Click **Add**.
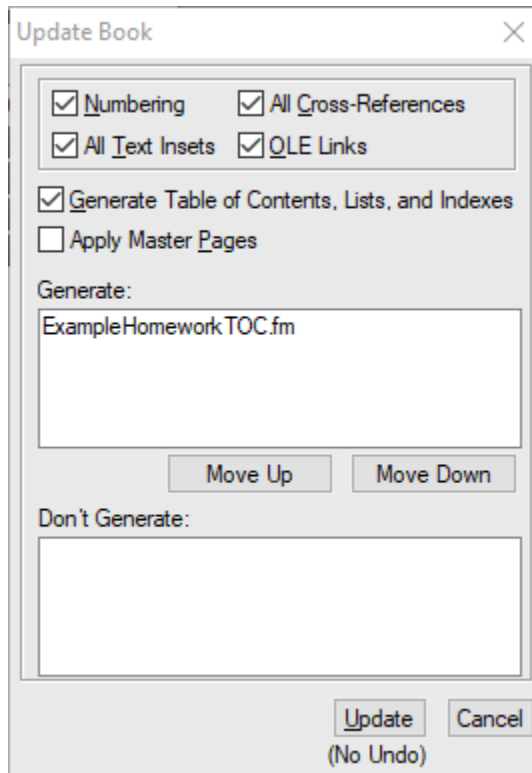
Step 4.   Click **Update**.

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

Therefore, you need to import the TOC template file.

IMPORT A TEMPLATE

Step 1.   Open the template file in FrameMaker.

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

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

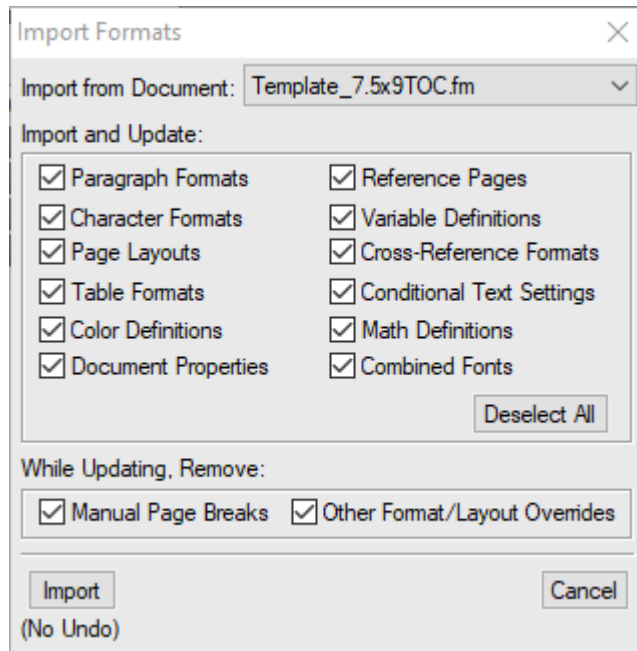**Step 4.** Click **Import**.

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

APPLY A MASTER PAGE

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

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

Step 3. Click **Apply**.

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

FIX THE TOC TITLE

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

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

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

Step 4. Apply the ContentsTitle paragraph style.

UPDATING A COPIED TOC

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

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

Step 1. Open the copied TOC file in FrameMaker.

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

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

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

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

Step 4. Select **Update**.

CHAPTER 3

Chapter Title

The above two lines are ChapterNumber and ChapterTitle, respectively. ChapterNumber uses the FrameMaker Variable $chapnum, so the number should be automatically updated when we make a book.

1H_HEADING1

The above character tag is 1H_Heading 1. Use for first level Headings. This heading should appear in the lower left corner of the "right" pages and lower right corner of "left" pages.

It is followed by B1_Body1. Use B1_Body1 for normal text.

B1_Body1 Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. B1_Body1

2H_HEADING2

The above is the character tag 2H_Heading2. Use for second level headings.

It is followed by B1_Body1. Use B1_Body1 for normal text.

B1_Body1 Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. B1_Body1

3H_HEADING3

The above is the character tag 3H_Heading3. Use for second level headings.

It is followed by B1_Body1. Use B1_Body1 for normal text.

B1_Body1 Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. B1_Body1

4H_HEADING4

The above character tag is 4H_Heading4. It is used for fourth level headings.

It is followed by B1_Body1. Use B1_Body1 for normal text.

B1_Body1 Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. B1_Body1

Footnotes are inserted by selecting **Special > Footnote**.[1]

Note: This is the N_Note paragraph tag. Use it to put in notes to the reader that you want to separate from the body text. Lines above and below the paragraph set it apart from the main text. However, I haven't figured out how to put more than one paragraph in a note yet....

- **BH_BulletHeading—**The beginning of this line uses BH_BulletHeading. Enter your heading and then press return. The next paragraph is BT_BulletText. This is useful for Bulleted lists with descriptions.

- **BH_BulletHeading—**BT_BulletText will be followed automatically by another BH_BulletHeading.

  If you need more text to line up with BT_BulletText, use B2_Body2.

  B2_Body2 Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed nisi ut aliquip ex ea commodo consequat. B2_Body2

- Use Bu1_Bullet1 for normal bulleted text.

- The next paragraph is Bu1_Bullet1.

- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

  If you need more text to line up with Bu1_Bullet1, use B2_Body2.

---

1. This is a Footnote. They are renumbered on each page.
   Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

B2_Body2 Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore. B2_Body2

- This is Bu2_Bullet2. Use for second level bullets.

- Bu2_Bullet2 Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Bu2_Bullet2

  If you need more text to line up with Bu2_Bullet2, use B3_Body3.

  B3_Body Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. B3_Body3

When you want to start a procedure, use the StartStep paragraph. This creates a gray line to mark off the procedure.

Step 1. The next paragraph tag is S1_Step 1. Use this paragraph tag for the first step in a procedure.

Step 2. The next paragraph tag is SN_StepNext. Use it for steps in procedures after Step 1.

Step 3. Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

If you need more text to line up with S1_Step1 or SN_StepNext, use B2_Body2.

Step a. This is Sa_StepSuba. Use it for the first substep.

Step b. This is Ss_StepSub. Use it for substeps.

Step c. Ss_StepSub Consectetaur adipisicing elit, sed do tempor incididunt ut labore et dolore magna aliqua. Ss_StepSub

If you need more text to line up with substeps, use B4_Body4.

Step 4. You can continue back to the original order of steps, just by selecting the SN_StepNext paragraph tag.

At the end of a procedure, use the StepRule paragraph tag. It puts a line encapsulating the procedure, making it neat and pretty.

1. Use N1_Number1 for the first of a numbered list.

2. Use NN_NumberNext for the next in a numbered list.

3. NN_NumberNext Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. NN_NumberNext

   Use B2_Body2 for text in-line with a Numbered list.

   a. Use Aa_Alphaa for the first in an alphabetic list.

   b. Use An_AlphaNext for the next in an alphabetic list.

   c. An_AlphaNext Lorem ipsum dolor sit amet, ut enim ad minim veniam, An_AlphaNext

      Use B3_Body3 for text in-line with an alphabetic list. B3_Body3

EXAMPLE 3–1   *Use EC_ExampleCaption to label examples of code or output.*

```
Use C_Code for code examples that fit in the column of
text.

C_Code Lorem ipsum dolor sit amet, consectetaur
adipisicing elit. C_Code
```

EXAMPLE 3–2   *Use ECW_ExampleCaptionWide for examples of code or output that fit across an entire page.*

```
Use CW_CodeWide for code examples that fit across the entire page.

CW_CodeWide Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed
do eiusmod tempor incididunt ut labore et dolore magna aliqua.CW_CodeWide
```

SCREEN DUMP

Having a block of text with a different color behind it can be stylistically pleasing. While FrameMaker has a lot of different options for paragraph formatting, the background color support is lacking.

Therefore, you can insert a table of style **Screen Dump** that is the column wide, one row, one column.

1H_Heading1

```
Screen dump Lorem ipsum dolor sit amet, consectetaur
adipisicing elit, sed do eiusmod tempor incididunt ut
labore et dolore magna aliqua.
```

Comment: Use Comment for Writer's Comments

CHARACTER TAGS

- **B_Bold—** Use **B_Bold** to make your text bold.
- **Comment —**Use **Comment** to highlight writer's comments within text
- **Grey —**Use Grey to make your text gray.
- **F_Filename—**Use to make text `monospace`, for file and folder names.
- **Hyperlink—** Use Hyperlink to make the text blue and underlined. This does not make a true link.
- **I_Italic—** Use *I_Italic* to italicise your text.
- **PgNum—** Used in the template for formatting purposes.
- **Step—** Used in the template for formatting purposes.
- **SubScript—** Use $_{SubScript}$ to make the text smaller and hang below the line of text.
- **SuperScript—** Use ^{SuperScript} to make the text smaller and be above the line of text.
- **TableTitle—** Used in the template for formatting purposes.
- **U_Underlined—** Use U_Underlined to underline text.

FIGURES

Use an Anchor tag before all figures to provide the proper spacing.

FIGURE 3–1   *Use FC_FigureCaption before each figure that fits into the column of text. (4.25")*
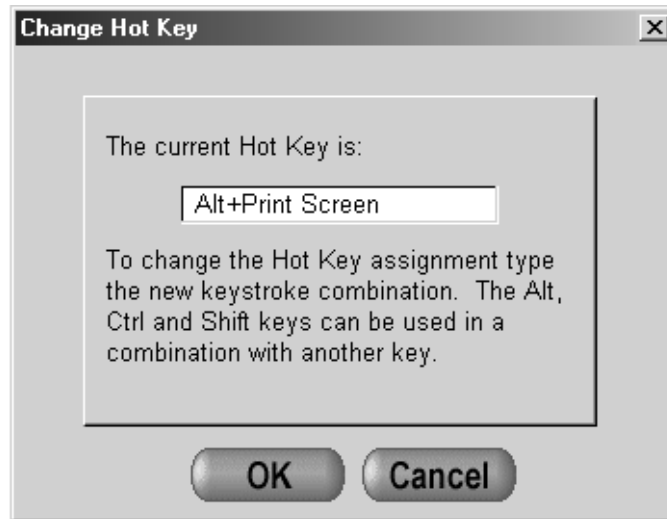

FIGURE 3–2   *For graphics that are wider than 4.25", use FCW_FigureCaptionWide*

Use the following procedure to align your graphics

Step 1.   Select your graphic.

Step 2.   Select **Graphics > Object Properties**. The Object Properties dialog box appears.

Step 3.   Align the Graphic to the top and left of the Anchored Frame by entering **0** in the Top and Left text boxes under Offset From:

Step 4.   Note the Height of the graphic.

Step 5.   Click **Set**.

Step 6.   Select your anchored frame.

Step 7. Select **Special > Anchored Frame**. The Anchored Frame dialog box appears.

Step 8. Select the following:

- Anchoring Position: **Below Current Line**

- Alignment: **Left**

- Width: **4.25"** (For larger graphics, enter **5.5"**)

- Height: add .25" to the height of the graphic noted in Step 4. This will add the proper space after the graphic.

Step 9. Click **Edit Frame**.

TABLES

Before each table, use the Anchor or TableAnchor paragraph tag. It will add a proper space before each table.

COLUMNS

Use the table tag Columns to create columns of text. It is a table without printed gridlines, and without a title or headers.

CB_CellBody	CB_CellBody	• BC_BulletCell	• BC_BulletCell
CB_CellBody	CB_CellBody	• BC_BulletCell	• BC_BulletCell
CB_CellBody	CB_CellBody	• BC_BulletCell	• BC_BulletCell

TABLE WITH HEADINGS AND CAPTION

Use the Table format FormatA for a table with column headings and a title that repeats on each page .

Use the TableAnchor paragraph tag before tables that fit within the column of text.

TABLE 3–1   *TableTitle – Use this paragraph tag for table captions*

CellHeading	CellHeading	CellHeading	CellHeading
CB_CellBody	CB_CellBody	CB_CellBody	CB_CellBody
CB_CellBody	CB_CellBody	CB_CellBody	CB_CellBody
CB_CellBody[*]	CB_CellBody[†]	CB_CellBody[‡]	CB_CellBody[**]

[*].   This is a TableFootnote.
[†].   Table foot notes use symbols to mark them.
[‡].   The order is asterisk, dagger and double dagger.
[**].   Then the symbols are doubled.

TABLE WITH HEADINGS BUT NO CAPTION

Use the Table format RuledHeading for a table that has Column headings but no TableCaption.

CellHeading	CellHeading
CB_CellBody	CB_CellBody
CB_CellBody	CB_CellBody
CB_CellBody	CB_CellBody
CB_CellBody	CB_CellBody

SCREENDUMP

Use the ScreenDump table to make an area with a gray background.

This is a ScreenDump table, using the incorrect paragraph tag inside. You should use a Code style paragraph.

RESIZE A TABLE

To make your table fit the page, use the following steps.

Step 1. Select your table. If you Ctrl-Click in a cell:

- – the first click selects the cell
- – the second click selects the row or column (depends on where your cursor is in the table)
- – the third click selects the entire table

Step 2. Select **Table > Resize Columns**. The Resize Selected Columns dialog box appears.

Step 3. To make the table fit inside the column of text, select **To Equal Widths Totaling:** or **By Scaling to Widths Totaling:** and enter **4.25"** into the appropriate text box.

To make the table fit across the entire page, select **To Equal Widths Totaling:** or **By Scaling to Widths Totaling:** and enter **5.5"** into the appropriate text box.

To Equal Widths Totaling makes all of the columns the same size; By Scaling to Widths Totaling keeps the size of the columns in the same ratio.

Step 4. Click **Resize**.

CROSS REFERENCES

HEADINGS

I recommend that you refer the reader to a whole section, instead of just a page.

Heading on Page inserts the following text:

paragraph text on page #-#

For Example:

1H_Heading1 on page 19

Heading in Preface is used only for cross-reference to the Preface, because the preface does not have a chapter number:

1HP_Heading1Preface on page iii

This class is not using the Preface template.

Heading is used if you don't want to include a page number with a heading.

Cross References

FIGURES AND TABLES

FigNum inserts just the figure number, and can be used for Examples, Figures or Tables:

Figure 3–1

Table 3–1

Example 3–1

FigNum on Page gives the page number associated with the table or figure:

Table 3–1 on page 26

CHAPTER TITLES

ChapNum_ChapTitle is used to refer to Chapter Titles:

Chapter 3, "*Chapter Title*"

AppNum_AppTitle is used to refer to an Appendix:

Chapter A, "*Appendix Title*"

This class is not using the appendix template.

PrefTitle is used to refer to the Preface:

"*Preface*"

This class is not using the Preface template.

INSERTING A CROSS REFERENCE

Step 1.	Make sure that the document you want to reference is open.
Step 2.	Place your cursor where you want to insert the cross reference
Step 3.	Select **Special > Cross-Reference**.
	The Cross Reference dialog box opens.
Step 4.	Select the Document you want to reference. Only open documents will be listed in the drop down list.
Step 5.	From **Source Type**, select **Paragraphs**.
Step 6.	Select the Paragraph tag of the paragraph you want to reference.
	All paragraphs with that tag are listed in the **Paragraphs** box.
Step 7.	Select the paragraph you want to reference from the **Paragraphs** box.
Step 8.	Select the Cross-Reference format
Step 9.	Click **Insert**.