

Adobe FrameMaker 12

for

Beginners



Rachel Lauth

Nick Paraskevas

Rachael Smith

Table of Contents

Introduction	1
Chapter One: Composing Your Document	3
1.1 Creating Master Pages	4
1.2 Inserting Page Numbers	5
1.3 Inserting Headers and Footers	6
1.4 Applying Master Pages to Body Pages	7
1.5 Using Templates	8
Chapter Two: Using Character and Paragraph Tags	11
2.1 Applying and Removing Character Tags	12
2.2 Applying and Removing Paragraph Tags	13
2.3 Designing Character Tags	14
2.4 Designing Paragraph Tags	15
Chapter Three: Using Graphics and Tables	17
3.1 Importing Images	18
3.2 Creating Callouts	19
3.3 Creating and Editing Tables	20
Chapter Four: Creating Books	23
4.1 Navigating the Book Panel	24
4.2 Creating a Table of Contents	.25
4.3 Adding Files to Books	26
4.4 Rearranging Book Files	27
Index	28
Acknowledgments	29

Introduction

What is Adobe FrameMaker?

Adobe FrameMaker is a software geared towards writing, editing and publishing technical writing. Often times, technical writing involves rendering documents that involve dozens, if not hundreds, of pages with similar, standardized formatting. FrameMaker is built to create and edit documents exactly like this. While some tasks, like editing font and paragraph formatting or adjusting headers, footers, and page numbers, may take a long time to complete in other word processing softwares (time that many companies and technical writers don't have to spare), Adobe FrameMaker is able to edit these elements of a document in just a few short commands.

Who is this Manual For?

This manual is geared towards helping beginners, especially college students or entry-level technical writers, with some of the most useful aspects of FrameMaker, like applying page numbers, headers and footers, using master pages, document templates, books, and creating graphics and tables.

What is Single-Sourcing?

In Adobe FrameMaker, there are a few key terms you should know before you begin learning the software. The first is single-sourcing. Single sourcing is the production of multiple document outputs from a single information source. Single-sourcing allows you to re-use the same content in multiple formats or documents. It also allows you to type all of your information in one place and have that same information appear in all other documents that require it, eliminating the need to copy and paste from the master document. It saves time when publishing the documents and eliminates the margin of error due to the fact that there is only one place to update the information.

What are Structured and Unstructured FrameMaker?

Something else important to know about Adobe FrameMaker is the difference between its structured feature and unstructured feature. Structured FrameMaker is primarily used in order to make documentation that is consistent/standardized across all products or procedures in a related field. It uses concepts from markup languages such as XML to give documents their organization, and Element Definition Documents to format and structure documents based on their content. It seems to make the most use of single-sourcing, given that the function makes it easier to ensure consistency across multiple documents. Unstructured is more similar to other word processors in that it can be used freely without the rigid structure of the other approach in order to create documents that follow the individual author's organization. Since this manual is for beginners, it will only be covering how to use unstructured FrameMaker, as it is necessary to understand unstructured FrameMaker before you can move on to structured FrameMaker.

Chapter 1:

Composing Your Document

In this chapter, you will learn the basics of editing the composition of your document. In professional and technical writing, documents like business memos, letters, reports, and chapter pages are all expected to have a certain look and form. Often, features like running headers and footers and call numbers are considered essential in these kinds of documents. Luckily, FrameMaker has created features within the software, like master pages and templates, that allow you to create documents with professional aesthetics in the shortest amount of time possible. This chapter includes features of FrameMaker that will allow to you to shape and compose multiple pages of your document at once.

In this chapter:

- **1.1 Creating Custom Master Pages**
- **1.2 Inserting Page Numbers**
- **1.3 Inserting Headers and Footers**
- **1.4 Applying Master Pages to Body Pages**
- **1.4 Using Templates**

1.1 Creating Custom Master Pages

When working with large documents within FrameMaker, Master Pages are a must have. They allow you to format your page layouts consistently across your entire document and provide an easy way of making headers and footers consistent, as well as properly numbering pages. This module contains the basic steps for adding a Master Page, which you can customize using the steps outlined in module 1.2.

1. Click **View > Master Pages** to bring up the Master Page template. You should see boxes for content, headers, and footers.
2. Click **Format > Page Layout > New Master Page**. From here you can give your custom Master Page a name.

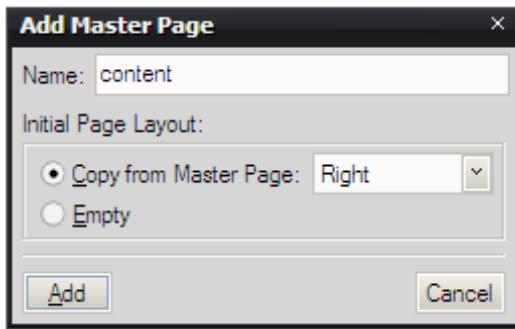


Figure 1. The Add Master Page dialog box.

3. Click **Add**. You may now edit this Master Page by adding headers and footers, as well as page numbers.

1.2 Inserting Page Numbers

No manual or technical document is complete without page numbers. They allow the user to keep track of the pages and provide the document with a necessary sense of cohesion and organization. This module will demonstrate how to add page numbers to your document.

1. Click **View > Master Pages**. The Master Page view appears.
2. Choose where you want to insert your page numbers in the header or footer section.
3. Click **Special > Variables**. The Variables pod appears at the bottom of the screen.

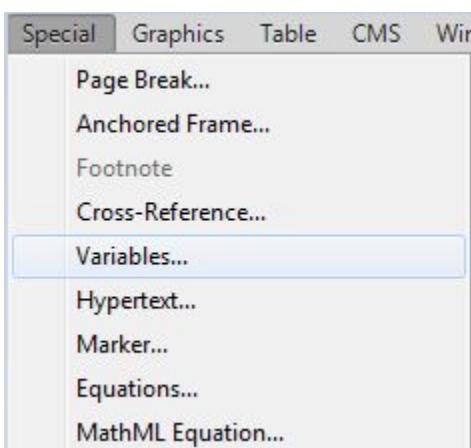


Figure 2-Special > Variables

4. Select **Current Page #**. A "#" appears next to your cursor.

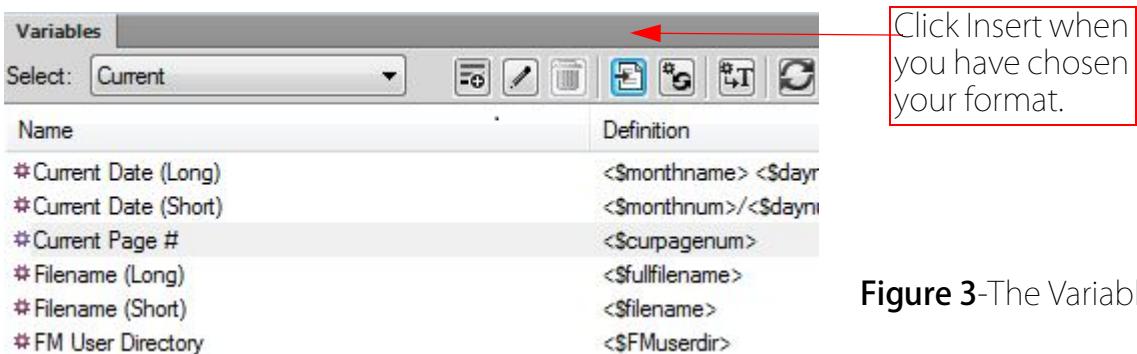


Figure 3-The Variables

5. Click **View > Body Pages**. The Body Pages view appears with page numbers.

1.3 Inserting Headers & Footers

Similar to page numbers, headers and footers provide your document with consistency and cohesion. Normally, headers and footers consist of your name, page numbers or the date, but they allow you to add anything you want. This module will show you how to add the headers or footers you desire for your document.

1. Click **View > Master Pages**. The Master Page view appears.
2. Choose where you want to insert your header/footer in the header/footer section.

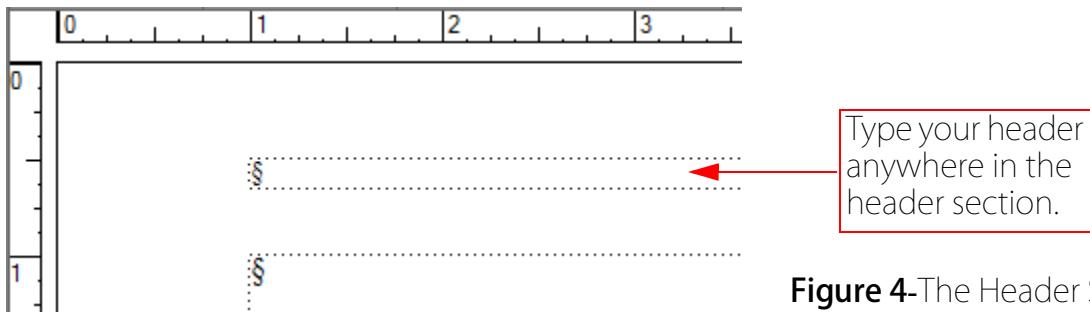


Figure 4-The Header Section

3. Type what you want your header/footer to say.
 4. Click **View > Body Pages**. The Body Pages view appears and your header/footer is applied.
- OR
1. Click **View > Master Pages**. The Master Page view appears.
 2. Choose where you want to insert your header/footer in the header/footer section.
 3. Click **Special > Variables**. The Variables pod appears at the bottom of the screen.
 4. Choose the header/footer format you want from the list.
 5. Click **View > Body Pages**. The Body Pages view appears and your header/footer is applied.

1.4 Apply Master Pages to Body Pages

In this section, you will learn how to apply master pages to body pages of your own document. You will learn how to add Master Pages to individual pages and to multiple pages, which works well for creating documents that need to have the same headers, footers, etc.

1. Click on the first body page in your document.
2. Open **Format>Page Layout>Master Page Usage**. The Master Page Usage dialog box opens.
3. Click on the “**Custom**” radio button.
4. Click on the dropdown menu next to the “**Custom**” button and select the master page you want for your document.

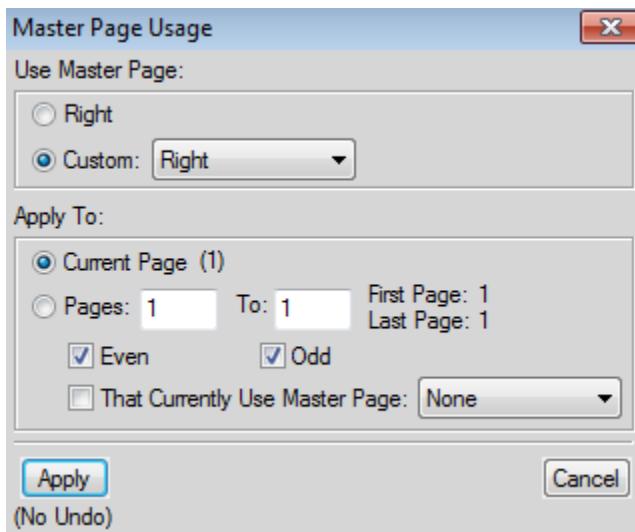


Figure 5: The Master Page Usage Window

5. Choose one of the following:
 - a. Click the “**current page**” radio button if you want the master page to only apply to the body page you clicked on
 - b. Click the “**pages**” radio button and type the pages that you want the master page to apply to.
6. Click **Apply**.

Note: After you apply a master page, you cannot edit the text or graphics within that master page on the body page of your document. If you need to make changes to your master page layout or content, it must be done from the master page.

1.5 Using FrameMaker Document Templates

In this section, you will learn how to apply FrameMaker preset templates to your document. FrameMaker has templates for a wide array of documents, including memos, newsletters, outlines, books, reports, etc. Using one of these templates can save you a lot of time while creating a document and ensure that it has a professional aesthetic.

1. Open File > New > Document. The New Document window appears.
2. Make sure the drop down menu labeled "Look In" is on the "Templates" Folder.
3. Click on one of the folders that represents the kind of template you want for your document (business template, book template, etc.).

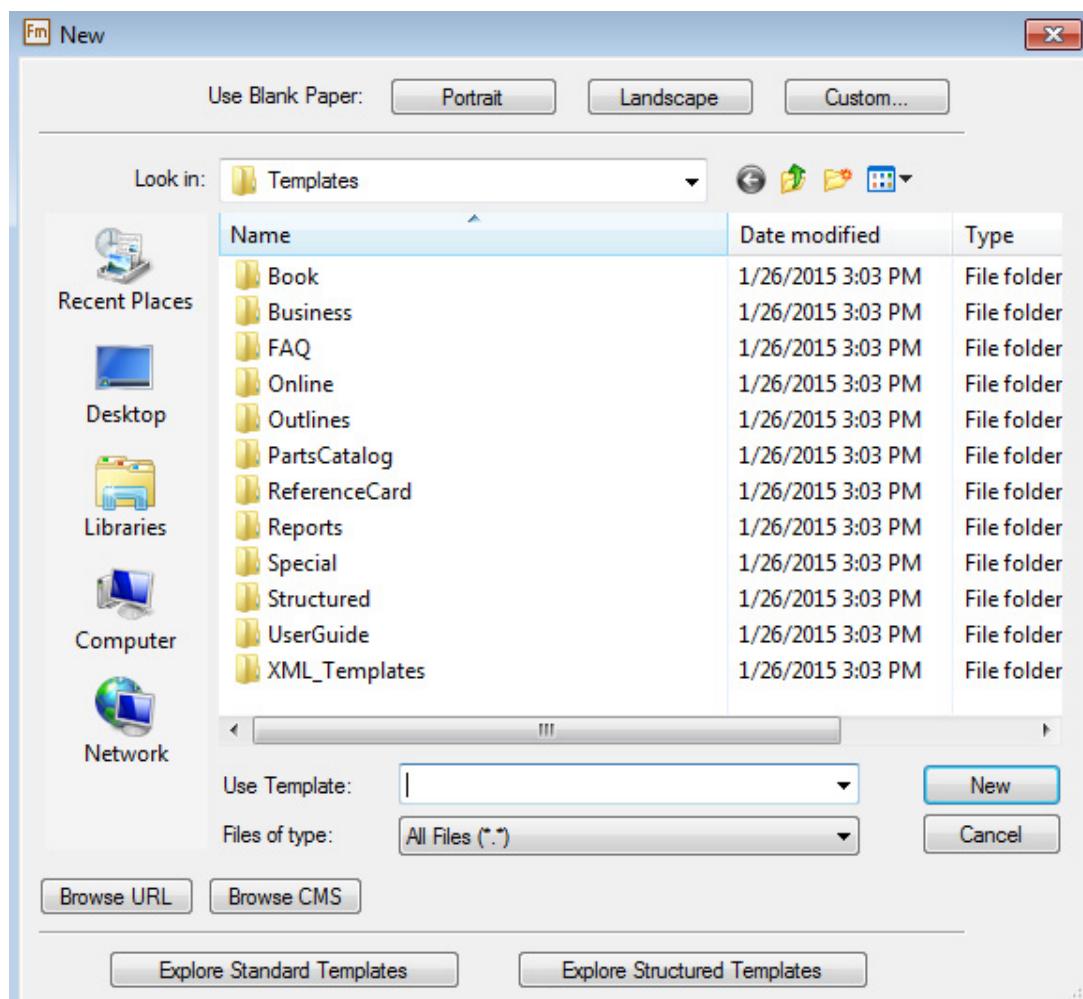


Figure 6: The Templates Folder

4. Click on the template that you want to apply to your new document.
5. Click "New."

Chapter 2:

Using Character and Paragraph Tags

Often times, companies will use FrameMaker to create documents with dozens of pages with similar or identical formatting. Editing the formatting of your document's characters and paragraphs manually can waste a lot of time. This is where FrameMaker's character tags and paragraph tags come in. In FrameMaker, you can create several character and paragraph tags that format every detail of your document, then just click a few buttons to have them apply to large bodies of text. Also, if you or your company suddenly needs to change something in the paragraph's formatting, simply changing the character or paragraph tag can apply this change to every section in your document. This process is relatively simple, saves time, and ensures consistency throughout a document.

The difference between Paragraph and Character tags is that character tags work best for editing small characters, words, and phrases, while paragraph tags work great for editing the format of larger bodies of text or entire pages. For example, character tags work great for editing the headings or subheadings of documents, while paragraph tags work well for editing body paragraphs and tables. This chapter will teach you how to apply character and paragraph tags to your document, as well as how to design your own custom tags.

In this chapter:

- 2.1 Applying and Removing Character Tags
- 2.2 Applying and Removing Paragraph Tags
- 2.3 Designing Character Tags
- 2.4 Designing Paragraph Tags

2.1 Applying and Removing Character Tags

In this chapter, you will learn how to apply character tags to your document as well as remove them. Character tags are useful for when you want a portion of the text in your document to be completely uniform, such as titles, headers and footers, etc.

Applying a character tag to your text:

1. Select the text you want to apply a character tag to.
2. Choose one of the following:
 - a. Press **Ctrl+D** to open the character designer.
 - b. Click **Format > Characters > Catalog** to open the character catalog
3. Click on the character tag that you want to apply to your document (see Figure 1).

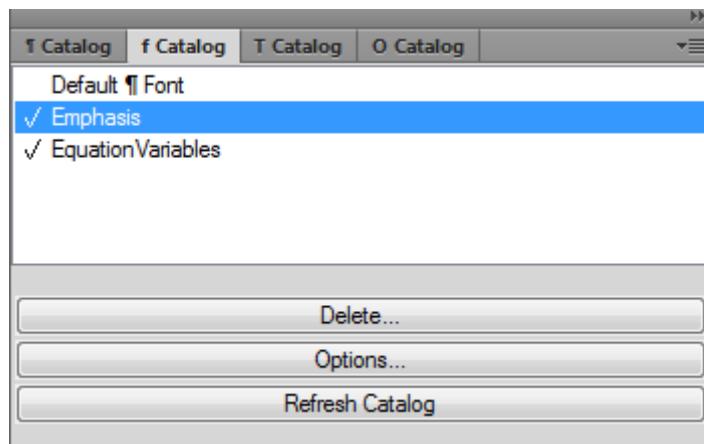


Figure 1: The Font Catalog

Removing a character tag from your text:

4. Select the text that you want to change.
5. Click **Format > Character > Catalog**. The font catalog opens in the right-hand corner.
6. Click “**Default Font**” (see Figure 2).

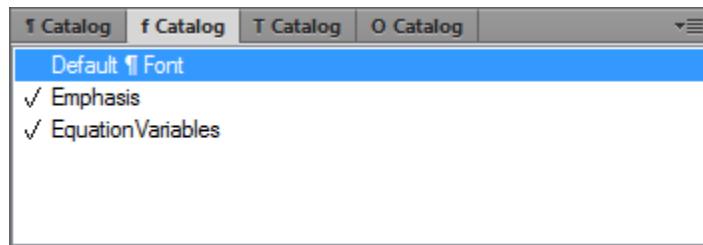


Figure 2: The Font Catalog

2.2 Applying and Removing Paragraph Tags

In this section, you will learn how to apply and remove paragraph tags in the text of your document. Paragraph tags are useful for when you want large portions of text in your document to have uniform formatting.

1. Select the paragraph you want to apply a paragraph tag to.
2. Click Format > Paragraph > Catalog to open the paragraph catalog.
3. Select the text that you want to apply a paragraph tag to.
4. Click on the paragraph tag that you want to apply to your document. The paragraph tag is highlighted and the change is automatically applied to your text (see Figure 3).

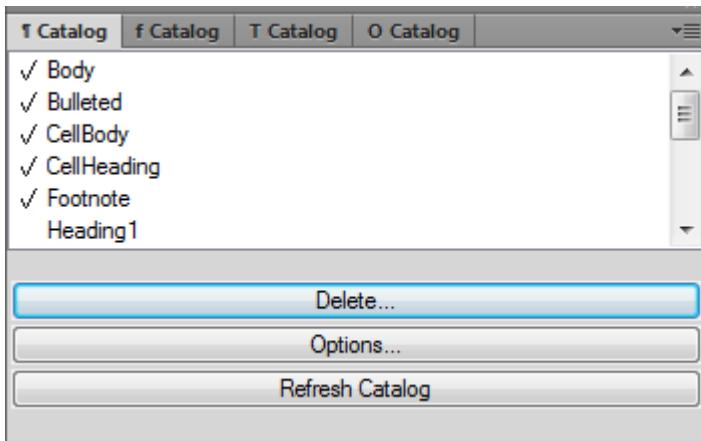


Figure 3: The Paragraph Catalog

5. Click on a different paragraph tag if you want to change the text your paragraph currently has.

Note: Paragraph tags cannot be removed in the same way that character tags are. If you want to remove a paragraph tag, you must either press **Ctrl+Z** to undo your last action, or click on a different paragraph tag.

Also, paragraph tags are always applied to the entire line/paragraph of text, even if you only select a few words. If you only want to edit a few words in a paragraph, you need to use character tags.

2.3 Designing Custom Character Tags

In this section, you will learn how to design your own character tags. This tool is useful if you need to make more specific changes to your document's text. This section will show you one of the most effective to edit your document's text.

1. Open **Format > Characters > Designer**. The character design window opens on the right side of your FrameMaker Window.
2. Type in the name for your new character tag in the box that says "**Character Tag**."
3. Click on the arrows next to the drop down menus that read Family, Size, etc (see figure below) and to create formatting that best fits your character tag.
4. Check or un-check the boxes in the second column that best fit your character tag.

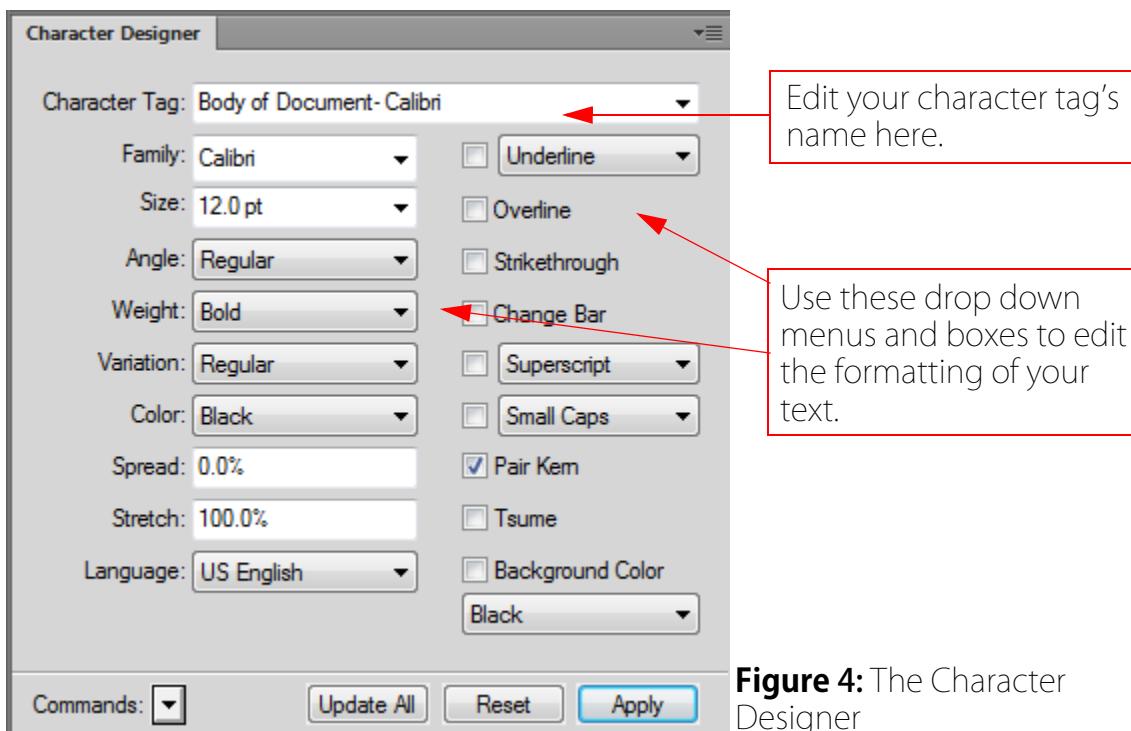


Figure 4: The Character Designer

5. Select the text that you want to change to this character tag.
6. Press **Apply**. The New Format window appears the first time you use your new character tag.
7. Make sure the boxes "**store to catalog**" and "**apply to section**" are checked. This ensures that your character tag will be saved in FrameMaker and apply to your selected text.
8. Press **Create**.

2.4 Designing Custom Paragraph Tags

In this section, you will learn how to design your own paragraph tags. This tool allows you to create custom paragraph tags for editing large bodies of text, which is great for when you need a specific aesthetic for company documents or your own personal projects.

1. Open **Format > Paragraph > Designer**
2. Type in the name for your new character tag in the box that says "Paragraph Tag."
3. Click on one of the buttons at the top that represents the section of your paragraph that
4. you want to edit (see Figure 5).

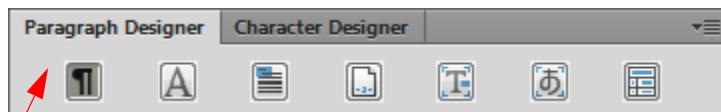


Figure 5: The Paragraph Designer

Left to right, the icons are:

Basic: edit the indents, spacing, and alignment

Default Font: similar to the character tag design window, edits the font of your text

Pagination: edit the pagination of your document

Numbering: number the pages of your document

Advanced: edit automatic hyphenation, word spacing

Asian: set properties when working with Asian characters.

Table Cell: Edit Tables

5. Click on the arrows next to the drop down menus that read "First" "Left" etc. to choose the formatting that best fits your document.
6. Select the text that you want to change to your new paragraph tag.
7. Press "Apply." The "New Format" window appears the first time you use your new character tag.
8. Make sure the boxes "**store to catalog**" and "**apply to section**" are checked. This ensures that your character tag will be saved in FrameMaker and apply to your selected text.
9. Press "Create."

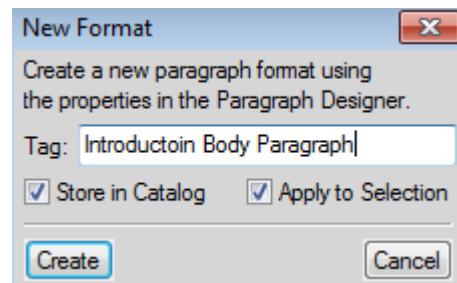


Figure 6: The New Format Window

Chapter 3:

Using Graphics and Tables

Great writing in your documents is all well and good, but what really makes documentation stand out is adding points of visual interest, such as images and tables. This chapter discusses how to import images, how to add callouts to the images in order to draw a reader's attention to certain aspects of the picture, and how to create and edit a table.

In this chapter:

- 3.1 Importing Images
- 3.2 Creating Call
- 3.3 Creating and Editing Table

3.1 Importing Images

In any form of documentation, images are an important element to the page. They can provide visual interest for the reader, illustrate information, or contain information of their own. This module walks you through the steps of importing an image and provides a

1. Click **File > Import > File** in the menu bar. A dialog box appears, allowing you browse through your files.

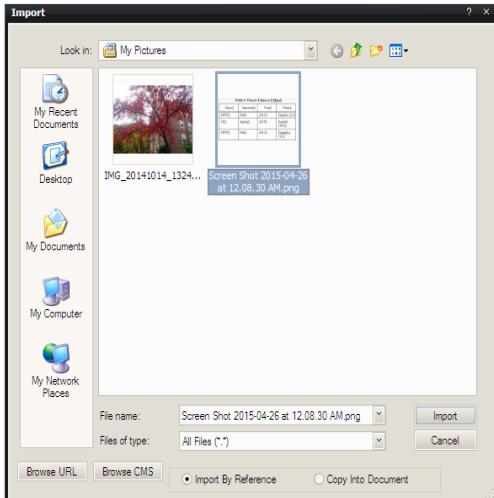


Figure 7. The file browser dialog box.

2. Select the image you want to import, then click **Import**. The **Imported Graphic Scaling** box appears.
3. Select **Custom dpi** to preserve the size and quality of your image, then click **Set**.

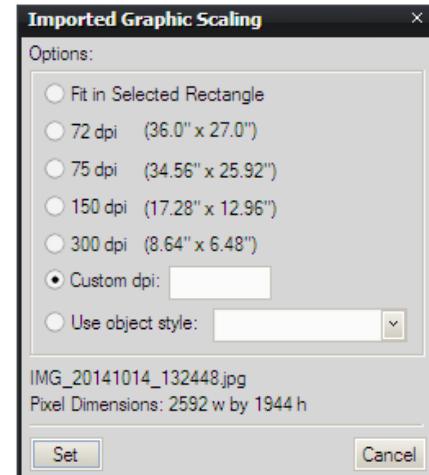


Figure 8. The Imported Graphic Scaling dialog box.

4. Resize your image by selecting the image itself (not the frame around it) and clicking any of the black dots that appear around its border. Hold the Shift key while resizing to prevent distortion.
5. Move the image on your page by selecting it and dragging to your desired location. The frame is still anchored where you imported the image but you are still able to move the image itself.

3.2 Creating Callouts

While there is no one-step process for creating a callout in FrameMaker, it is certainly possible to do so by combining a few other useful techniques. In this module you will learn the method used to create all of the callouts in this manual, which can be customized and refined to your liking.

1. Ensure that the Graphics Toolbar is visible in your current FrameMaker interface by clicking on **Window > Toolbars** and checking off **Graphics Toolbar**.
2. Insert a text box within your document by clicking **Place a Text Frame**, then clicking within the document and dragging your cursor to the size you want the box to be.
3. Put a border around the text frame by first going to the **Set Fill Pattern** menu and clicking **None**.
4. Click **Draw a Rectangle**, click the location in your document where your text frame is located, and drag your cursor over the area of the text frame to create a border.
5. Create an arrow by clicking the **Set End Style** icon (see Fig. 3) and selecting the arrow type shown below in Figure 2.

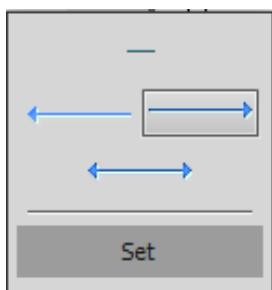


Figure 9. The Set End Style menu.

6. Use the **Draw a Line** tool (see fig. 3) to draw an arrow from your text box to the location on your image that you would like to call attention to.

Note: You can change the color and thickness of your lines by clicking on your arrow or rectangle and using the **Set Color** and **Set Line Width** menus respectively.

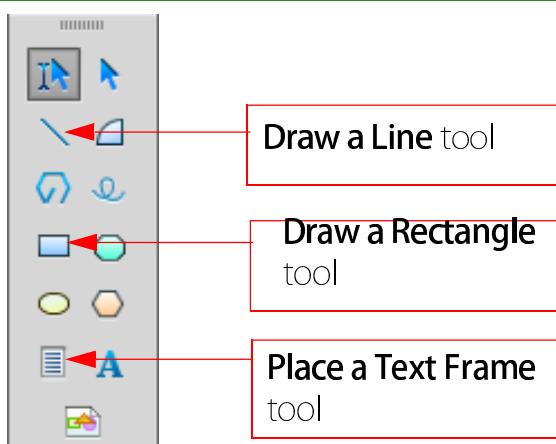


Figure 10. The top half of the Graphic Tools menu.

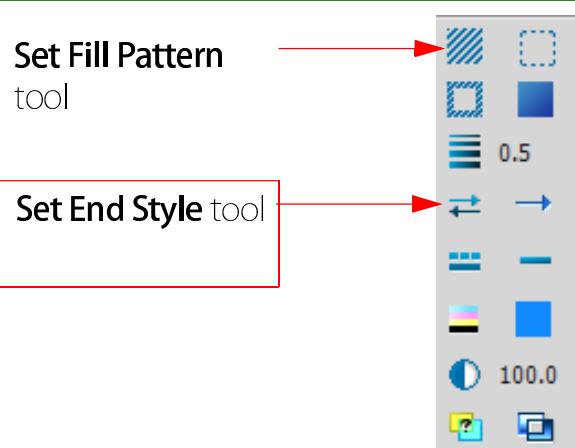


Figure 11. The bottom half of the Graphic Tools menu.

3.3 Creating and Editing Tables

Tables are a fairly basic tool for organizing information that are nonetheless widely used in many different types of written documentation, and as such, knowing how to efficiently create them and modify their appearance is an important skill to have. This module addresses their creation as well as two of the most commonly used editing functions.

Creating A Table

1. Click on the **Insert Table** icon in the tool bar.
2. Select the Table Format you want to use (see Note). Enter the number of columns and rows you want your table to have, then click **Insert**.

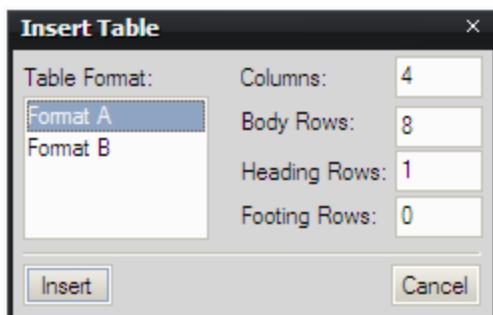


Figure 2. The Insert Table dialog box.

Note: **Format A** inserts a left-aligned table with a space between the heading/footing and body. **Format B** inserts a centered table with a black border around the heading and footing rows.

Adding a Row or Column

1. Select a cell next to or above/below the place where you want to insert a new row/column.
2. Click **Table > Add Rows or Columns** from the menu bar. A dialog box appears.
3. Choose the number of rows and/or columns you want to add and the location relative to your currently selected cell. Click **Add**.

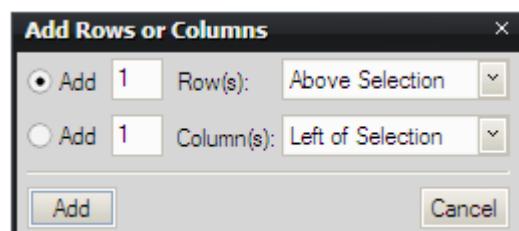


Figure 3. The Add Rows or Columns dialog box.

Rearranging Rows and Columns

1. Select the rows or columns you want to move by clicking and dragging across all of the cells in the area you are moving.

Table 1: Classes Taken at UMass			
Days	Semester	Year	Class
MWF	Fall	2013	English 221
TR	Spring	2015	English 391C
MWF	Fall	2014	CompSci 121

Figure 4. A sample table with the farthest column selected.

2. Click **Edit > Cut** in the menu bar. A dialog box titled **Cut Table Cells** appears. Select **Remove Cells from Table**. Click **Cut**.

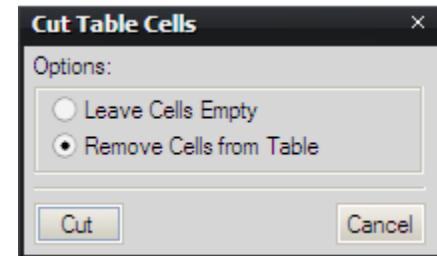


Figure 5. The Cut Table Cells dialog box.

3. Put the cells back by clicking a cell adjacent to the location you want to place the cells you removed, then clicking **Edit > Paste**. The **Paste Columns** (or **Rows** depending on the cells you are moving) dialog box appears.
4. Select the option appropriate to the location of your cursor, then click **Paste**. Your cells have now been moved to the correct location.

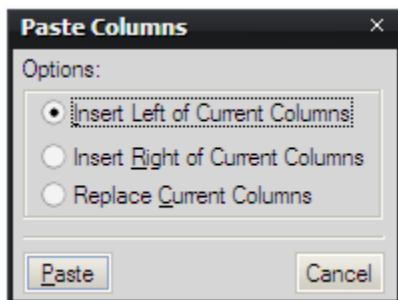


Figure 6. The Paste Columns dialog box.

Chapter 4:

Creating Books

When all is said and done, FrameMaker's Books feature may be the software's most useful feature. The Books feature allows the user to combine all the components of one document into a Book, making access and formatting easy. Once you create your Book, FrameMaker makes adding files, folders and groups simple. This chapter will help you master the Books Panel and make creating books and adding files a breeze.

In this chapter:

- **4.1 Navigating the Book Panel**
- **4.2 Creating a Table of Contents**
- **4.3 Adding Files to Books**
- **4.4 Rearranging Book Files**

4.1 Navigating the Book Panel

The book panel appears whenever you open or create a new book. The panel allows you to save your book as well as add, delete and reorder your files, documents and folders. This module will show you how to navigate the book panel, so you are able to manage all your work in one space. Learn the Book Panel and you will learn Books.

1. **Add File**-Enables you to add new files to your book.
2. **Add Folder**-Enables you to add folders to your book, which can hold files that may or may not be used later.
3. **Add Group**-Enables you to group files in your book.
4. **Save**-Saves your book.
5. **Update Book**-Enables you to update and make changes to your book.
6. **Arrow Keys**-Enables you to move files within the book.
7. **Display Heading Text**-Enables you to display the heading text within your files instead of your file names.
8. **Find/Change**-Enables you to search for and change elements within your book.

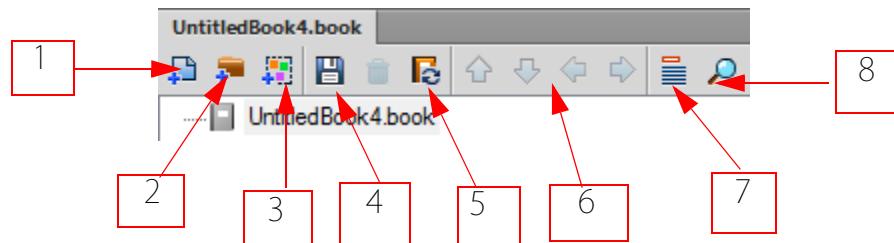


Figure 1- The Book Panel

4.2 Adding Files to Books

Once you create your book, you can begin to the files that will constitute the book as a whole. The names and locations of the book files will be added to the overall book file, making it easy to navigate the book once you add all of its contents. This module will demonstrate how to add these files to your book.

1. Open the Book Panel.
2. Click **Add File** at the top left of the Book Panel.



Figure 2- Add File Icon

3. Locate and select the files you want added to your book.
4. Click **Add**. The files are added to your book.

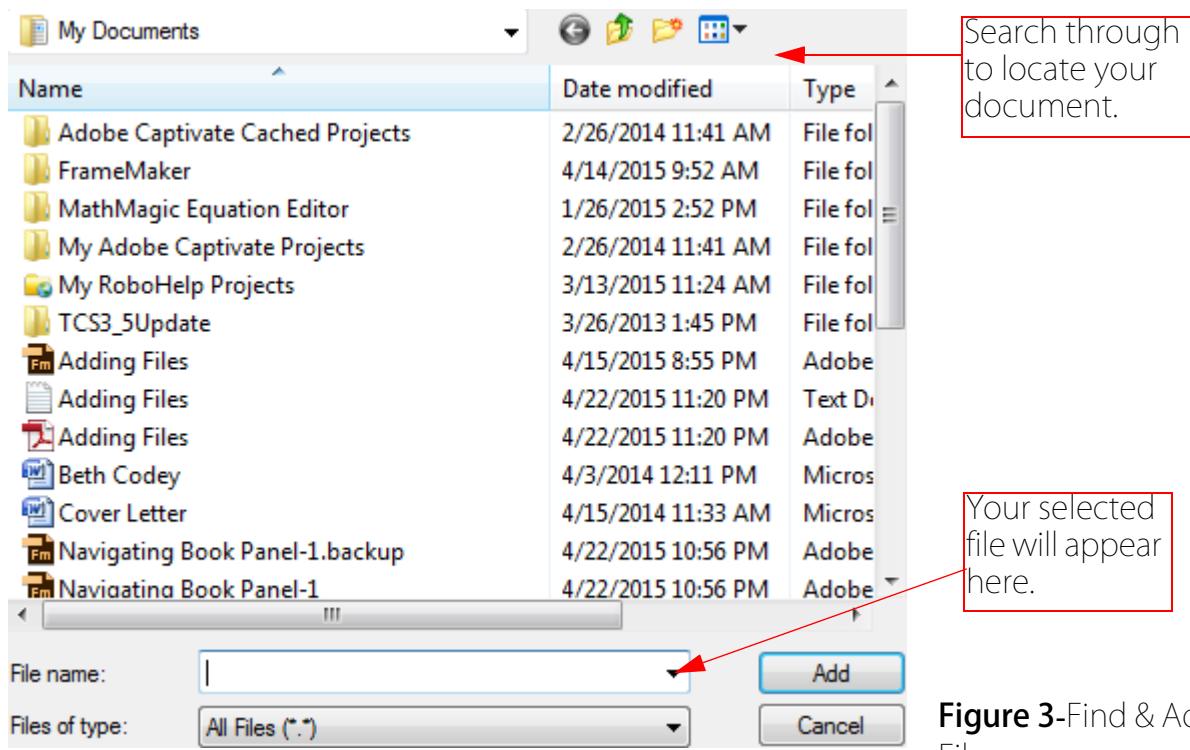


Figure 3-Find & Add Files

Note: Files can be also be added by manually dragging them into your book.

4.3 Creating a Table of Contents

The table of contents for your book is incredibly important as it provides order to your book and allows your users to easily navigate your book's contents. This module will show you how to create one.

1. Open the Book Panel; select the file below which you want the Table of Contents to appear.
2. Click **Add > Table of Contents** on the left of the ribbon. A new window appears.
3. Locate **Add File**; select whether you want the TOC to appear before or after the selected file.
4. Select the tags you want represented in your TOC; move them from **Don't Include** list to **Include Paragraphs Tagged** list using the arrow buttons.

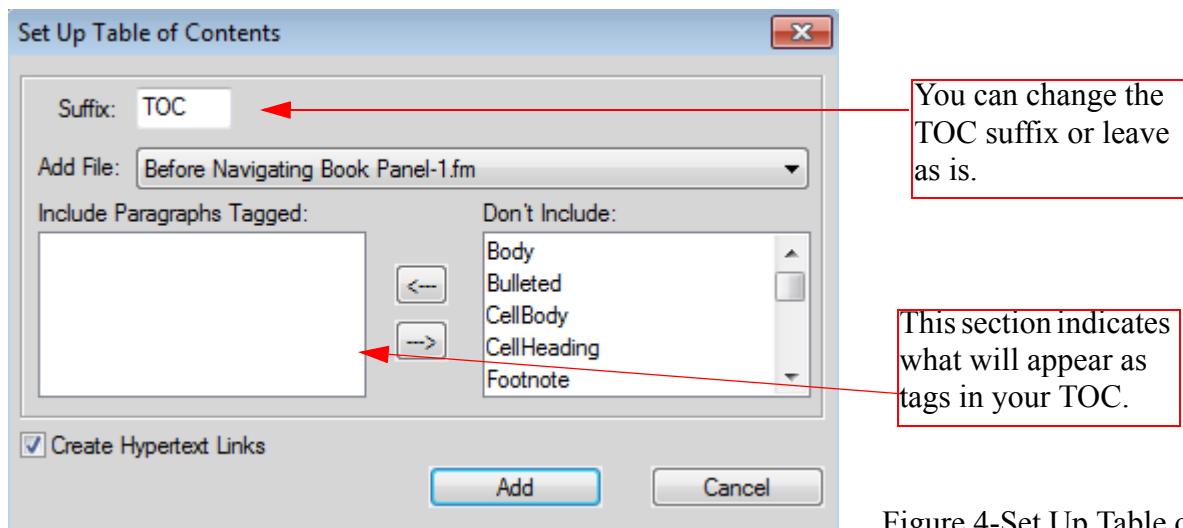


Figure 4-Set Up Table of Contents Box

5. Click **Add**. A new window appears.
6. Click **Update**. The TOC is added and your book is updated.

Note: The TOC suffix is not the same as the files extension, but is used with paragraph tags in the generated lists.

Note: If your paragraphs are not tagged consistently, your TOC will not format correctly.

4.4 Rearranging Files

Although the order by which you add files to your book does not matter, sometimes you will need to rearrange your files so your book is in the correct order. The bad news is, if the files are out of order, your book will not print correctly. This module will show you how to rearrange your files so this debacle won't happen.

1. Open your Book Panel; select the file you want to move.
2. Click the **Arrow Keys** on the Book Panel ribbon; the file moves in your book.

OR

1. Open Book Panel; locate the file you want to move.
2. Click and drag the file to the desired location in your book.

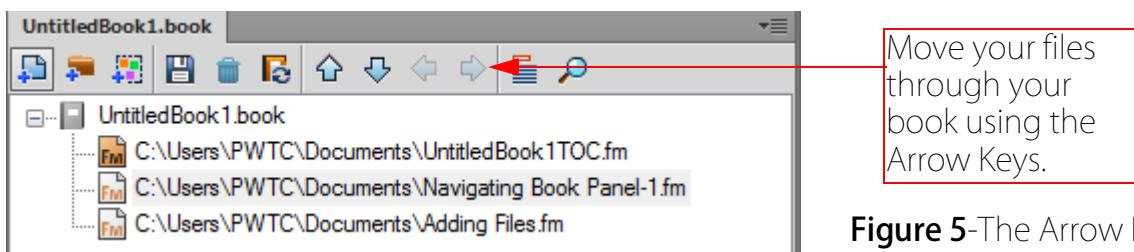


Figure 5-The Arrow Keys

Note: If you want a book file deleted, select the file and click the Trash Can icon.

Index

A

Arrow Keys.....24, 27

B

Body Pages.....3, 5, 6, 7
Books.....23, 24, 25, 26
Books Panel.....23, 24, 26

C

Callouts.....17, 19
Character Designer.....14, 15
Character Tags.....11, 12, 13, 14
Columns.....20, 21
Custom.....7

F

Footers.....3, 4, 5, 6, 7, 12

H

Headers.....3, 4, 5, 6, 7, 12

I

Images.....17, 18

M

Master Pages.....3, 4, 5, 6, 7

N

Numbering.....15

P

Page Layout.....4, 7
Pagination.....15
Paragraph Tags.....11, 12, 13, 15

R

Rows.....20, 21

T

Tables.....17, 20
Table of Contents.....23, 26
Templates.....3, 8
Text Frames.....19

Acknowledgments

The end has finally come and we have so many people to thank. First and foremost, Professor Solberg; your guidance, patience and knowledge throughout this grueling process was superb. Furthermore, to our fellow peers; without your feedback and camaraderie, the completion of this project would have been an even steeper uphill climb. So to all of you, many thanks and salutations.