Frustrated with FrameMaker?

By Alexandra Foley, Daniel S. Ronan, and Rike Franklin

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Dedications...

We dedicate this book to all the students in English 381, 382, and 391c, and to

Katie Barrel, Cory Mackin,

Bryan Hilliard, Megan LeFlamme,

Professor John Nelson, PWTC Founder

David Toomey, Christian Pulver, and Janine Solberg.

Thanks for all the support.

| Frustrated with Framemaker? | |
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An Introduction...

Welcome to FrameMaker 10!

If you've picked up this book, you're probably just as frustrated with FrameMaker. After stumbling through the tricky to learn functions of FrameMaker, you will want to read an accurate, easy-to-use, and user-friendly manual to help budding Professional and Technical Writers learn the intricacies of FrameMaker.

This manual will help to teach you the basics of FrameMaker 10, and after reading this manual you leave its pages with a working understanding of how to author documents in FrameMaker. Take a deep breath, because you're in for long and arduous journey. FrameMaker is the standard of the industry for authoring lengthy documents. Whereas Microsoft Word gets testy above 20 or so pages, with FrameMaker you can compose stable documents containing hundreds of pages. FrameMaker is ideal for writing long documents because of some of the features that it uses. In FrameMaker you can create a "book" that houses all of your documents, create folders to contain individual chapters, and format the page numbers and headers differently in each. While you may at first have difficulty mastering the quirkiness of FrameMaker, after delving into this manual you'll come out with a better understanding of it uses.

There are two different types of FrameMaker: Structured and more commonly used Unstructured FrameMaker. Structured FrameMaker is used for composing documents in XML, and you need a great understanding of FrameMaker before you use that side of the program. This manual is written for use with Unstructured FrameMaker (known as just "FrameMaker").

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1.

Setting Up

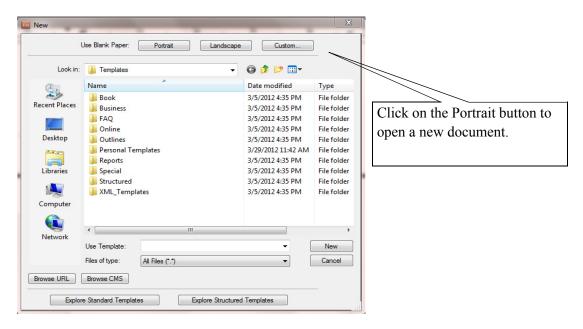
In this chapter you will learn some basic functions within FrameMaker 10. Included in this chapter are basic modules on opening a New Document, making and editing Master Pages, putting together a Book, adding page numbers, and deleting those pesky extra pages that you didn't mean to put there. You'll often want to refer back to this chapter as you continue using FrameMaker, as some of the properties are difficult to understand, such as Master Pages. These may make more sense after you become more familiar with the program.

1.1 Opening a New Document

Opening up a New Document is something you will do frequently while using FrameMaker. It's simple, but it's important that you know how to do it. Most documents that you create will use a portrait layout, but keep in mind that you can also create documents with a landscape (horizontal) orientation.

I. Opening a New Document:

- 1. Click File.
- 2. Select New.
- 3. Click **Document**. The New dialog box opens up.
- 4. Click. Portrait at the top of the dialog box. A New Document opens.



Note: You can also open a new document by pressing Ctrl + N

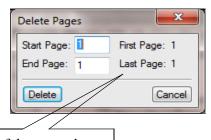
Note: A portrait opens up a document with a work space of 8.5 x 11, the size of a typical piece of computer paper. Landscape opens up a document with a workspace that is wider on the top and bottom than on the sides. Choosing Custom lets you set a specific size.

1.2 How to Delete Pages

Deleting pages in FrameMaker 10 is much more complicated than one would expect. You can't just delete a line and have the unused page disappear as you would in Microsoft Word. In FrameMaker, there is an option a specific set of instructions that you have to follow in order to delete an extra page.

I. How to Delete Pages:

- 1. Click Special
- 2. Click **Delete Pages...**. This opens the Delete Pages dialogue box.
- 3. Select the page number of the page you wish to delete.
- 4. Click Delete..



Be VERY careful not to select the wrong page number. If you do this and press Delete, your document will be lost forever!

1.3 Creating Master Pages

Master pages can be a difficult concept to understand if you're not familiar with them since they are unique to many Adobe Products. Master Pages are template pages that determine the layout, and format of a document including headers and footers and page numbers (and many other things). Master Pages can be used to help provide a sense of consistency to a document—by designing a Master Page that can be applied to all chapter title pages, for example, a sense of continuity can determined throughout the document, assuring that margins, text, and any formatted images/shapes are uniform.

There are two types of pages within FrameMaker, Body Pages, and Master pages. FrameMaker automatically creates a new, blank master page whenever a new document is opened.

I. To Create Left and Right Master Pages:

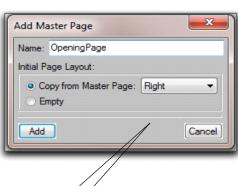
- 1. Select Format.
- 2. Select Page Layout.
- 3. Click **Pagination**. This opens the Pagination dialog box.
- 4. Select **Double Sided**.
- 5. Select **Set**. Nothing changes in the view you currently have open, but FrameMaker has automatically created a double sided Master Page.

II. Creating Additional Master Pages:

- 1. Select View.
- 2. Click **Master Pages**. The Master Page you are currently on is stated at the bottom of the window. It says either "Left (1 of 2)" or "Right (2 of 2)."
- 3. Select Format.
- 4. Select Page Layout.
- 5. Click **New Master Page**. This opens the Add Master Page dialog box.
- 6. Type a name for the Master Page.
- 7. Select **Right** or **Left** from the Copy From Master Page: drop down menu.
- 8. Select Add.

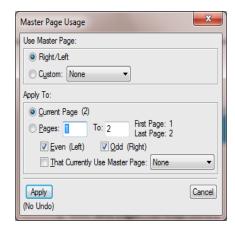
Master Pages created by FrameMaker already contain a Header Frame, a Footer Frame, and a Main Text Frame.





III. Applying Master Pages to Body Pages:

- 1. Select View.
- 2. Select **Body Pages** (This brings you to a Body Page if you are not currently on one).
- 3. Select Format.
- 4. Select Page Layout.
- 5. Click **Master Page Usage**. This opens the Master Page Usage dialog box.
- 6. Select **Custom**.
- 7. Select the Master page you wish to apply from the Custom drop down menu.
- 8. Click Apply.



Note: Select Right/Left to select a master page created by FrameMaker, or choose a custom Master Page from the drop down menu next to Custom.

1.4 Creating Books

The easiest way to think of a book within FrameMaker is to think of the "book" not as a single document, but as a grouped folder that houses all of the files of your book, and treats them as if they were an individual unit. Creating a book for your files allows you to make changes that use all the files together, such as creating a table of contents, adding page numbers throughout all files, search for and replace text throughout, and arrange multiple files easily.

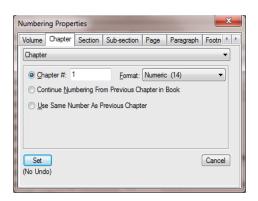
I. Creating a Book:

- 1. Open the document that you want to make into a book.
- 2. Select File.
- 3. Select New.
- 4. Click **Book**. A dialog box appears asking if you want to add this document to your book.
- 5. Click **Yes**. The New Book panel opens.
- 6. Select one of the option to format your book: Add Files, Add folders, Group folders, and Save.



II. Adding Chapter Numbers:

- 1. Select Format.
- 2. Select Document.
- 3. Click Numbering. The **Numbering Properties** dialog box opens.
- 4. Enter the chapter number into the Chapter # box.
- 5. Select what type of numbering scheme you want to use from the Format drop down menu.
- 6. Click Set.

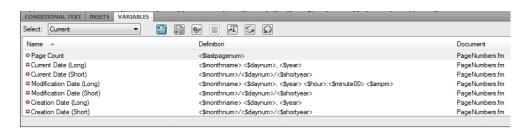


1.5 Adding Page Numbers

The best way to add page numbers is by using your Master Pages. If you don't know what a Master Page is, refer to the section on Master Pages (right). You can also add page numbers through the Page Numbering Dialogue box. Using this dialogue box, you can set the numbers to continue page numbering from a previous file. This is a good feature to use when setting up a book with multiple chapters.

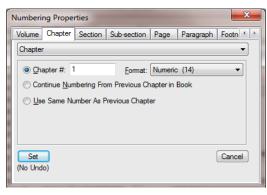
I. Adding Page Numbers to a Master Page:

- 1. Select View.
- 2. Click **Master Pages**. The Master Page you are currently on is stated at the bottom of the window. It says either "Left (1 of 2)" or "Right (2 of 2)."
- 3. Scroll to the bottom of the page and click within the footer fame. Leave your cursor within the footer frame.
- 4. Select Special.
- 5. Select **Variables**. This displays the Variables pod at the bottom of the screen.
- 6. Click Current Page # in the Variables pod, then click Insert Selected Variable icon.



II. Continue Numbering From a Previous Section or File:

- 1. Open the book file you are working on, as well as all the files within it.
- 2. Select all of the files in the book that you want included in this numbering scheme.
- 3. Select Format.
- 4. Select **Document**.
- 5. Select **Numbering**. The Numbering Properties Dialog box.
- 6. Click on the Page tab, and then select Continue Numbering from Previous Page in Book.
- 7. Click Set.
- 8. Select the file (chapter) that will appear first in your book, and then display the Page tab again.
- 9. Select **First Page** #, and type 1.
- 10. Select **Numeric** from the Format drop down menu.
- 11. Click Set.





Formatting Your Document

In this chapter you will discover what Anchored Frames are, how to create Text Frames, you'll learn how to make Paragraph and Character Tags, and how to make Side Heads and Multiple Columns for your document. These skills, when used correctly, can greatly increase the speed and efficiency with which you compose documents. These tools will also help you to create documents that are cohesive and aesthetically pleasing.

2.1 Adding Text Frames and Text-Flows

Formatting text boxes so that the text of one text frame flows into another text box is a great way to keep your text boxes consistent. You can create and link text boxes together in both master pages, or body pages, depending on which is best for your individual document. The steps are the same, but if you format your text boxes in a master page, then all body pages using these master pages will have linked text boxes. If you format text boxes within a body page or body pages, then only these pages will be formatted.

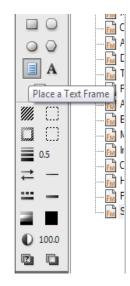
I. Creating Text Boxes:

- 1. Select View.
- 2. Click Master Pages, or Body Pages depending on which you want to work with.
- 3. Click the **Text Frame** tool.
- 4. Drag diagonally across the document where you want your text box to appear.

II. Linking Text Boxes to Create Text Flow:

- 1.Draw two text boxes using the instructions above. Text boxes can be on the same page within your document, or within separate pages.
- 2. Select the two text frames you wish to join by pressing Control and clicking on text boxes. Select the text boxes in the order in which you want the text to flow.
- 3. Select Format.
- 4. Select Customize Layout.
- 5. Click Connect Text Frames.

Note: If the text frames you wish to join are on separate pages, a dialog box appears asking whether you want to connect that frame. Click Yes.



Note: If the text frames are on different pages, the first frame is deselected when you select the second frame, but FrameMaker keeps track of the first selection.

2.2 Creating Anchored Frames

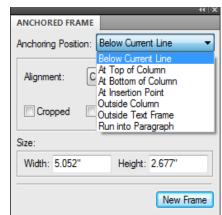
Anchored Frames are used when working with graphics or tables. They are used to place, crop, and mask the objects you are working with. Anchored frames can be created manually, however when working with graphics FrameMaker will automatically create an anchored frame when a graphic is imported. When an anchor frame is present, an upside down T will appear next to your cursor when hovering over the frame. Keep in mind that once you insert an anchored frame, you can change the alignment of the frame horizontally on the document, but can not change the insertion point, i.e. the frames vertical alignment on the page.

II. Anchoring Positions

Below are descriptions of the options available for formatting your anchored frames. Understanding the ways in which anchored frames can be modified, and the positions available for formatting will make your documents more aesthetic.

Below Current Line: This option places the anchored frame below the selected line of text. When this option selected, you can also format where you want the frame to appear horizontally on the page, either Centered, Left, Right, Side Closer to Binding, or Side Farther from Binding.

At Top of Column: This is used only when you are creating documents with multiple columns. It places the anchored frame at the top of the column where the cursor is located. FrameMaker gives you the option to change the Alignment of the Anchored



At Bottom of Column: This is used only when you are creating documents with multiple columns. This places a frame at bottom of the column where cursor is located.

At Insert Point: This option places a frame where the cursor is located but you must enter the values for distance above baseline, which is the space between the bottom of the text line and the anchor frame.

Outside Column: This option places an anchored frame in the *side head* area outside of a text column. Again the options changes from alignment options to distance above baseline.

Outside Text Frame: This places an anchored frame in the margin of document and out side the main text column. Can be the same as outside column position and the alignments are the same.

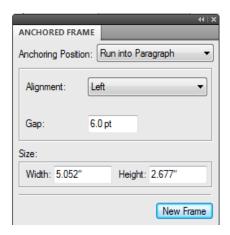
Run Into Paragraph: This allows you to have text surrounding the anchored frame, with the frame aligned horizontally on the page to your choosing. Can set the distance between text and frame in the Anchor Frame Dialog Box. When this option selected, you can also format where you want the frame to appear horizontally on the page, either Centered, Left, Right, Side Closer to Binding, or Side Farther from Binding. You can also alter the spacing between an anchored frame and the text by using the Gap option under Alignment.

I. Creating an Anchored Frame:

When inserting an anchored frame, there are a variety of different placement options, which you can explore below.

- 1. Click **Special**.
- 2. Select Anchor Frame.
- 3. Position your cursor where you want to insert the frame.
- 4. Choose the type of frame to create by selecting from the drop down menu next to **Anchoring Position.**
- 5. Click New Frame.

Note: To edit an anchored frame, select the frame, and then use the Anchored Frame panel to make changes.



2.3 Creating Paragraph Tags

Paragraph Tags are extremely useful whether you are writing a few pages or an entire book. They let you save time by applying and saving multiple formatting characteristics to a paragraph. You can easily apply the tag to certain paragraphs in the document, and then change all the paragraphs just by updating the tag.

I. To open the Paragraph Designer:

- 1. Click Format.
- 2. Select Paragraphs.
- 3. Click **Designer**. The Paragraph Designer panel is located on the right of your screen.

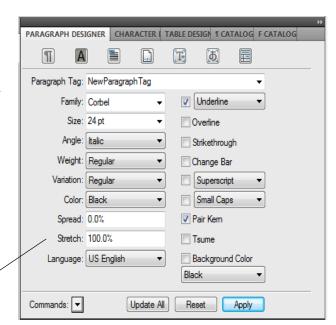
II. To Create a New Paragraph Tag:

- 1. Click **Commands** at the bottom left corner of the Paragraph Designer panel.
 - 2. Click New Format...
 - 3. Enter the name of your new paragraph style.
 - 4. Click Create.
 - 5. Select the indents and spacing on your new tag in the Basic tab in the panel.
 - 6. Click on the **Default Font** tab to select the font Family, Size, Angle, etc.

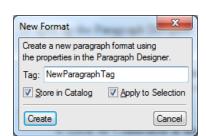
Note: There are five other tabs in the panel, but the Basic and Default Font tabs are used most often.

III. To Apply a Paragraph Tag:

- 1. Highlight the text you want to apply a paragraph tag to.
 - 2. Click the drop down menu next to Paragraph Tag in the Paragraph Designer pod.
 - 3. Click on the paragraph style you want to apply.
 - 4. Click **Apply**.



The Default Fonts tab.

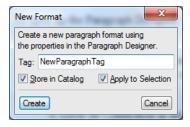


2.4 Creating Character Tags

Unlike paragraph tags, character tags allow one to make changes to a certain amount of words within the paragraph instead of making changes to the entire paragraph itself. Instead of manually making changes to in certain areas of the text, the character tags feature can make formatting your text easier. There are a few ways to use the character tags feature.

I. To open up the Character Designer:

- 1. Click **Format**.
- 2. Select Paragraphs.
- 3. Click **Designer**. The Character Designer panel is located on the right of your screen.

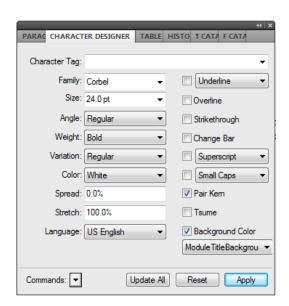


II. To Make a New Character Tag:

- 1. Click **Commands** at the bottom left corner of the Character Designer panel.
- 2. Click New Format....
- 3. Enter the name of your new character style.
- 4. Click Create.
- 5. Set the Font Family, Size, weight, color etc of your character tag using the drop down menus in the panel.
- 6. Click **Update All**.

III. To Apply a Character Tag:

- 1. Highlight the text you want to apply a character tag to.
- 2. Click the drop down menu next to **Character Tag** in the Character Designer pod.
- 3. Click on the character style you want to apply.

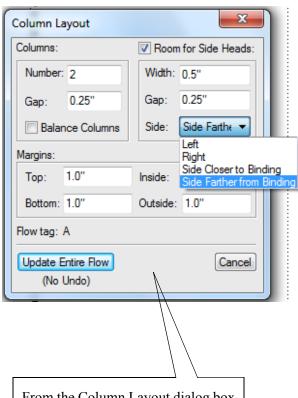


2.5 Creating Multiple Columns

While using FrameMaker, you may decide that two columns would look batter than one, or three columns would look better than two. This module will show you how to format your FrameMaker document into multiple columns.

I. How to Make Columns:

- 1. Click Format.
- 2. Click Page Layout.
- 3. Click Column Layout. The Column Layout dialog box opens.
- 4. Fill out the dialog box.
- 5. Click **Update Entire Flow**.



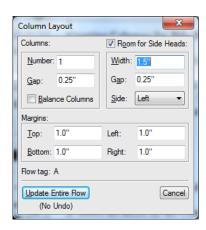
From the Column Layout dialog box, you can specify the number of columns you want, make room for Side Heads, and set Margins.

2.6 Creating Side Headings

Side heads are titles of documents that are placed off to the side of a paragraph. They are useful for making a document easily skim-able and can provide a sense of continuity to a book or document as well. In order to create a Sidehead, you'll first have to create a two column layout to place your Sidehead into.

I. Creating Columns For Side Headings:

- 1. Click Format.
- 2. Select Page Layout.
- 3. Click **Column Layout**. This opens the Column Layout window panel.
- 4. Place a check mark in front of Room for Side Heads.
- 5. 3. Select **Update Entire Flow**. This re-formats your document (including headers and footers) to make room for side heads. Creating a Side Head Tag

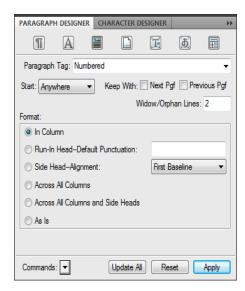


II. Creating a Side Heading Tag:

- 1. Open the **Paragraph Designer**. (Format > Paragraphs > Designer)
- 2. Select the **Commands** drop-down menu.
- 3. Select **New Format**. The New Format window appears.
- 4. Type a name for your new side head tag.
- 5. Check **Store in Catalog** so that you can use the side head tag multiple times.
- 6. Select Create.

III. Applying Side Headings:

- 1.Open the **Paragraph Designer** (Format > Paragraphs > Designer).
- 2. Select the **Pagination** tab.
- 3. Select the text you wish to make into a side head.
- 4. Select the **Paragraph Tag** drop-down menu.
- 5. Select your side head tag.
- 6. Select **Side-Head Alignment** from **Format** option.
- 7. Select the Side-Head Alignment you wish to use. The most frequently used option is **First Baseline**.

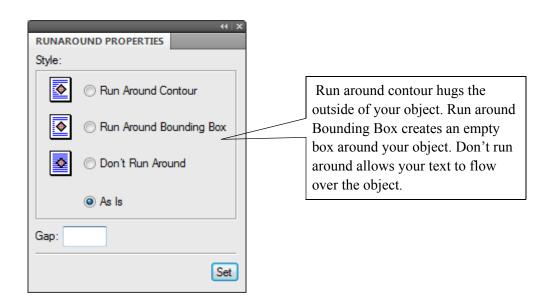


2.7 Using Text Wrapping

Text wrapping is used to format the way objects and text interact on the page. Text Wrapping allows you to edit the way in which text flows around an object. By using the text wrapping feature in Framemaker 10 you can format you text with the images in a neat and professional way.

I. Applying Text Wrapping:

- 1. Select the graphic or shape you wish to wrap your text around.
- 2. Select **Graphics**.
- 3. Select **Runaround Properties**. This opens the Runaround Properties panel.
- 4. Choose format you want your text to follow. You can choose Run Around Contour, Run Around Bounding Box, or Don't Run Around.
- 5. Enter a **Gap** amount to set how much of a space is between your object and text.
- 6. Click Set.



3.

Using Graphics

In this chapter you will learn how to make your documents look great by importing images, using the drawing tools, making Tables, applying colors to fonts, and making Callouts. FrameMaker comes with a few preset colors, but if you want to learn how to create your own colors to use in FrameMaker, you'll have to read on!

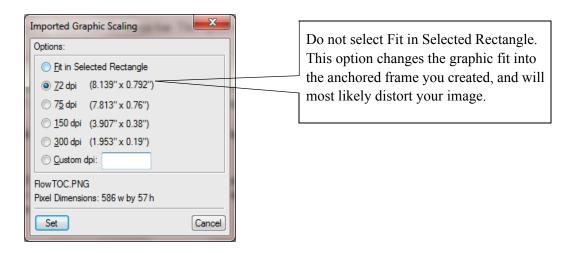
3.1 Importing Objects and Graphics

There are two ways to import graphics into FrameMaker: you can copy the object into your document, or you can create references to them. Both ways will create graphics that appear the same, but there are certain advantages and disadvantages to both. These are describes below. With either method, you'll most likely be importing images into an anchored frame, so becoming familiar with anchored frames important for understating how to effectively import graphics. You can find information about anchored object in the section on Anchored Object (page 10).

I. Copying a Graphic:

A copied graphic becomes part of the document into which it is inserted. This is beneficial because if you move the document to another location, the graphic is imbedded into the file and will move with the document. The disadvantage to copying images is that it increases the size of the document.

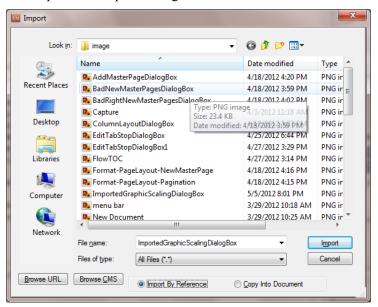
- 1. Place your cursor where you want insert a graphic, or if you've already created an anchor frame, select it.
- 2. Click File.
- 3. Select Import.
- 4. Click **File**. This opens the Import dialog box.
- 5. Select Copy Into Document.
- 6. Navigate to the file in which your graphic is located, and select it. If you're importing a GIF or JPEG file, the Imported Graphic Scaling dialog box opens.
- 7. Adjust the dpi (dots per inch) of your graphic to change the size of your graphic.
- 8. Click **Set** to import the graphic.



II. Creating References:

By creating a reference to a graphic you insert a link that tells the file where to look to find the graphic. The graphic still appears in your document, but one advantage is that the file size will be smaller. This is also advantageous because you can make changes to the graphic in its original file, and these changes will be updated in any file that contains a link to the graphic. However, the link can become broken if either the graphics file or document file is moved.

- 1. Place your cursor where you want insert a graphic, or if you've already created an anchor frame, select it.
- 2. Click File.
- 3. Select Import.
- 4. Select File. This opens the Import dialog box.



5. Select **Import By Reference**. FrameMaker will automatically name the link this creates by the location of the graphic.

Note: The best way to store your graphics is to create a graphics folder that is outside of your chapter folder, which will make the link names shorter.

3.2 Using Drawing Tools

Like many other Adobe Products, FrameMaker 10 allows you to use the drawing tools to add shapes, effects and other features to enhance your document. The drawing tools toolbox helps make the use of the features easier, especially when implementing documents.

I. Using the Selection Tools

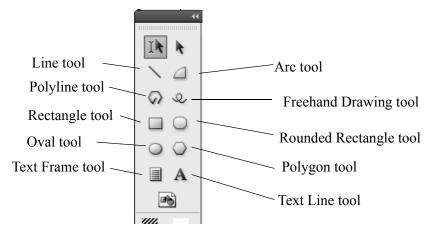
FrameMaker has two different arrow tools, similar to other Adobe design programs such as InDesign and Illustrator. If you're unfamiliar with using two arrows, this can be hard to get used to. Below you'll find a description of what both of the arrow options do, and how to use them.



Smart Select tool: Allows you to write and edit text only. Can also be used to change the borders, sizes and angles of frames



Select Object tool: Selects and modifies objects only.



II. Using Drawing Tools

Line tool: draws lines.

-Press the shift key to create straight lines.

Polyline tool: draws a line with several angles.

- -Left click mouse to change directions.
- -Double left click mouse to finish shape.

Rectangle tool: to draw rectangles.

-Press shift to draw a square.

Oval tool: to draw ovals.

-Press shift to draw a circle.

Text Frame tool: creates text boxes.

Graphics Frame tool: draws frames.

-Use for cropping/masking your objects.

Arc tool: draws curves

-Press the shift key to draw a portion of a circle.

Freehand Curve tool: draws multiple curved lines.

-Left click mouse and hold to draw/drag object.

Rounded Rectangle tool: draws curved rectangles.

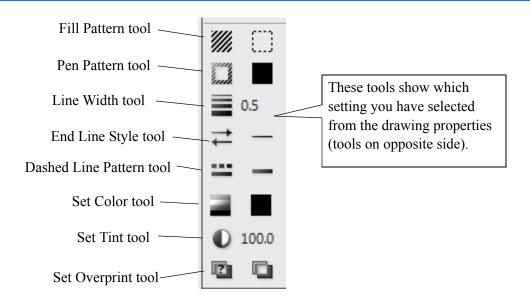
-Press shift to draw a square.

Polygon tool: draws shapes with multiple sides.

-Left click to draw a new angle

Text Line tool: starts a space for single line of text.

- -Press enter to type on a new line.
- -Double click to finish shape.



III. Drawing Tool Properties

Use the Drawing to Properties to edit and design the shapes and objects that you create with the Drawing Tools. The following options are the types of design that you can select.

Set Fill Pattern: to fill your object with patterns.

Set Pen Pattern: to choose a pattern for the border of your object.

Set Line Width: choose the width of the lines in your object.

Set Line End Style: to design the ends of your lines (i.e. with arrows).

Set Dashed Line Pattern: to have dashed or solid lines.

Set Color: to choose the color of your object.

Set Tint: to choose saturation you wish to have in your object.

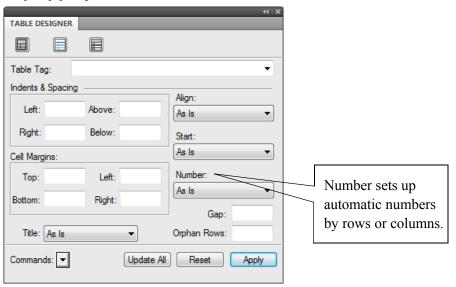
Set Overprint: to choose color printing settings.

3.3 Working With Tables

When it comes to organizing and displaying information, especially numerical information, tables are one of the best ways to format your data. As with any type of table, FrameMaker 10 creates tables composed of rows and columns of a number that you specify. FrameMaker also has a a Table Designer panel that is similar to the Paragraph or Character design panel. The Table Designer allows you to create, save, and apply formats to your tables. By becoming familiar with the Table Designer in Framemaker 10, you will be able to create, modify, and format tables.

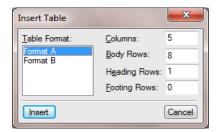
I. Opening Table Designer:

- 1. Click **Table** (located on the main menu).
- 2. Select Format.
- 3. Select **Table Designer**.
- 4. Format your Table anyway you please.



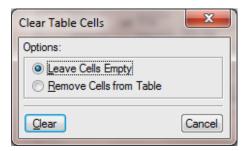
II. Inserting Tables:

- 1.Click Table.
- 2. Select **Insert Table**. This opens the Insert Table dialog box.
- 3. Choose which format you want to use.
- 4. Select the number of columns and rows you want.
- 5. Click Insert.



III. Rearranging Cells in Your Table:

- 1. Select the cells you would like to move.
- 2. Press control- X. The Cut Table Cells dialogue box appears.
- 3. Select **Remove Cells** and click Cut.
- 4. Place cursor above or below the row or column you want to insert your other column.
- 5. Press Control-V.
- 6. Select where you want to place your cells and click paste.



IV. Adding Cells to your Table:

- 1. Place cursor in table.
- 2. Click Table.
- 3. Click **Add Rows** or Columns. The dialog box opens.
- 4. Select the radio button for adding rows or columns.
- 5. Choose where you want your rows/columns to appear.
- 6. Click Add.

V. Aligning Text in a Table:

- 1. Place cursor next to the text your are aligning.
- 2. Open the **Paragraph Designers**.
- 3. Select the **Table Cell** icon on the far right.
- 4. Select how you want the cell to be aligned.
- 5. Click **Apply** for singular changes or **Update All** to change the style.

3.4 Making New Colors

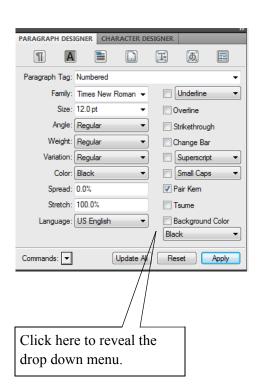
FrameMaker has a very limited number of colors you can choose from for your paragraph tags. There are only 16 colors, and frankly, they don't look very nice. However, you can create great colors and add them to the list quite easily.

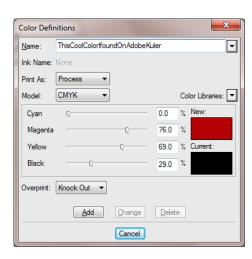
I. Creating A New Color:

- 1. Click View.
- 2. Click Color.
- 3. Click **Definitions**.
- 4. Name the new color and enter the CMYK color percentages.
- 5. Click **Done**. The new color shows up in the character and paragraph designer panels as well as the Drawing Tools panel.

II. Apply a (New) Color to a Paragraph Tag:

- 1. Click **Default Font** in the Paragraph Designer panel.
- 2. Next to "Color:" click to reveal the drop down menu.
- 3. Select Color.
- 4. Click Apply.





3.5 Creating Callouts

Unlike Microsoft Word, FrameMaker doesn't have a way to create callouts automatically. Instead, they must be drawn using the polygon too, and inserting a text box inside. The text box can also act as a guide to make sure that your callout is rectangular. By creating your callouts using text boxes, you ensure that all of the tex within your document can be recognized and manipulated by FrameMaker. This is important if you have a document that you will be translating automatically into another language.

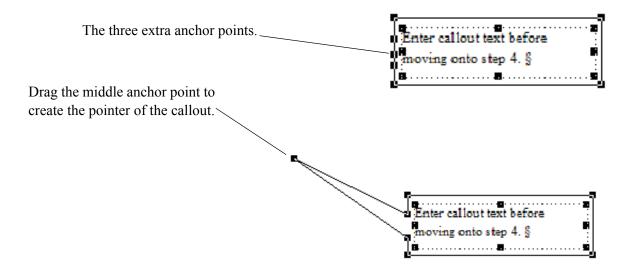
I. Creating a Callouts:

- 1. Select the **Text Frame tool.**
- 2. Draw a text frame.
- 3. Enter your callout text. Resize if necessary.
- 4. Select the **Polygon tool**.
- 5. Begin tracing your text box, starting in the top left corner.
- 6. Place anchor points at all the corners, and add three extra anchor points on the side the pointer is

Enter callout text before

moving onto step 4. §

7. Using the **Select Object** tool, move the middle anchor point to that part of the image that is being called out.



II. A Minimalist Callout:

The Callouts above look a lot like a callout you would see in Microsoft Word. Some people prefer a minimalist design. Minimalist basically means that less is better. The callouts in this module use a minimalist approach. The easiest way to make a callout is to follow the steps below.

- 1.Create a Text Frame.
- 2. Enter the callout text.
- 3. Select the **Draw a Line** tool.
- 4. Draw a line from the text to the part of the image that is being called out.



Finishing Up

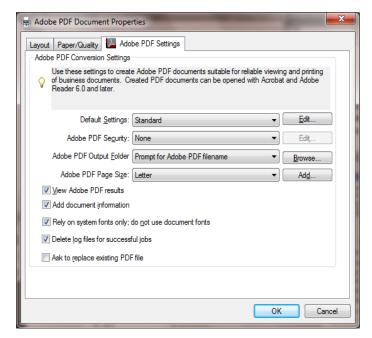
What good is a FrameMaker file if not too many people have a copy of FrameMaker on their own computer? You may have designed the greatest document ever, but it will not look very nice if there are a bunch of spelling mistakes in it. And people won't be able to find the documents in your book if there is not Table of Contents. Finally, you may have written and designed the best documents in the world, but if people can't hold your book in their hands, it's useless. In this chapter, learn how to Spell Check, Create TOC's and Print your document.

4.1 Printing your Document

FrameMaker 10 gives you the options to print normally for local assignments or to print in more professional manners. You can print both regular documents and books.

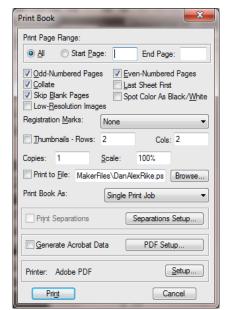
I. Basic Printing:

- 1. Click File.
- 2. Select Print Setup.
- 3. Choose your settings and printer.
- 4. Click **Properties** for more settings: watermarks, PDF file settings, paper quality.
- 5. Go back to **File** and then select **Print**.



II. Printing Books

- 1. Open all files in your book.
- 2. Click File.
- 3. Select Print Book.
- 4. Press Control on keyboard and select files you want to print.
- 5. Proceed with normal printing. Make sure there the Print to File check-box is blank.



4.3 Using Spell Check

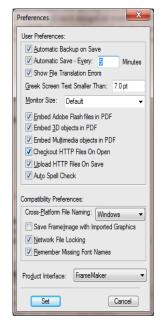
When typing up documents, mistakes and spelling errors are going to occur. Using spell check is a great way to help edit your document and catch misspelled words. FrameMaker underlines misspelled words in read, just as in Microsoft Word, and also has a spell checker dialog box. While spell check helps catches errors you may have missed, it is still strongly recommended to reread and edit your document as well.

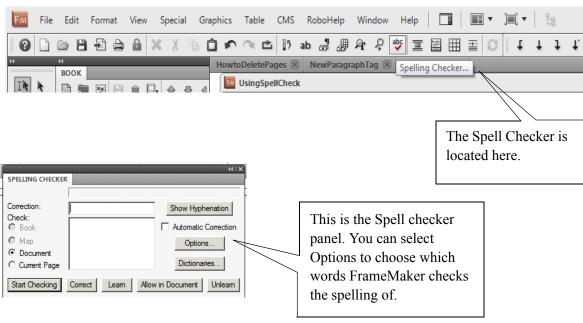
I. Catching the errors using Auto Spell Check:

- 1. Click File.
- 2. Select **Preference**.
- 3. Click General.
- 4. Make sure the **Auto Spell Check** box is checked.
- 5. Click Set.

II. Using the Spell Checker.:

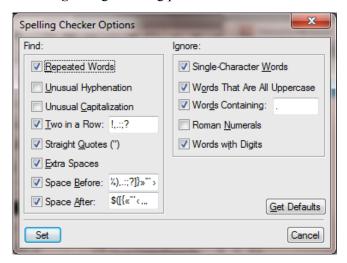
- 1. Click View.
- 2. Select Toolbars.
- 3. Select Ouick Access Bars.
- 4. Click on the ABC check icon underneath the menu bar.
- 5. Click **Start Checking**.





III. Setting up the Options for Spell Checker for Editing Books:

- 1. Open all files in your book.
- 2. Make sure the book radio button is selected.
- 3. Click **Options**.
- 4. Choose your desired settings under Find and Ignore.
- 5. Click **Set**.
- 6. Click **Start Checking** to begin editing process.

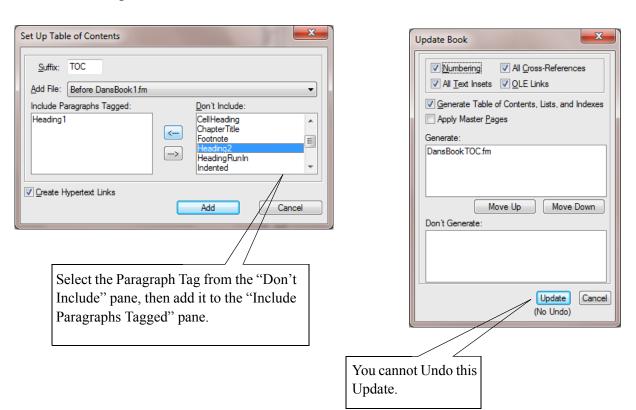


4.2 How To Create A Table of Contents

For any project that is more than a few pages long, it's a good idea to include a Table of Contents (TOC). TOCs make your books and documents easier to use for the reader and they will look more professional. Creating a Table of Contents in FrameMaker is a multi-step process. FrameMaker makes Table of Contents by using Paragraph Tags, so it's very important that you use Paragraph Tags throughout your documents. For more information on Paragraph Tags, go to module 2.3 Making A New Paragraph Tag. First you generate a TOC, then you add Tabs and Tab Leaders, then you Modify the Reference Pages to make it look like a real Table of Contents.

I. Generating a Table of Contents:

- 1. In the book panel, click on the file you want the Table of Contents to appear next to.
- 2. Click Add.
- 3. Click **Table of Contents**. The Set Up TOC dialog box opens.
- 4. Select the Paragraph Tags that you want included in the TOC from the right pane.
- 5. Click on the Left arrow in the center to move the Paragraph Tag to the left pane, the "Include Paragraphs Tagged" list.
- 6. Click **Add**. The Update Book dialog box opens.
- 7. Click **Update Book**.

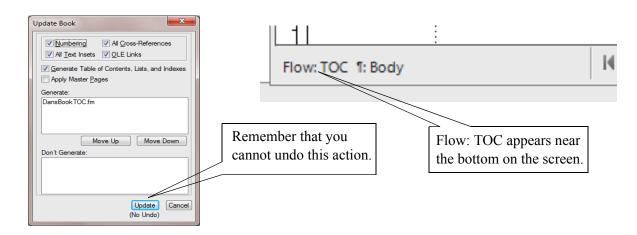


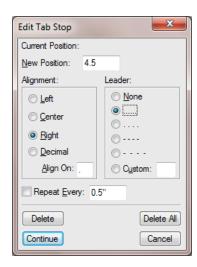
II. Adding Tabs and Tab Leaders:

- 1. Place the curser at the end of the first line of the TOC.
- 2. Click **Edit** on the Basic properties of the Paragraph Designer. The Edit Tab Stop dialog box appears.
- 3. Set New Position to 4.5.
- 4. Set Alignment to **Right**.
- 5. Select the **Leader Style** you like the best.
- 6. Repeat these steps for all Paragraph Tags you are including in your TOC.
- 7. Click **Continue**. A new window appears warning that you can't undo this action.

III. Modify the Reference Page:

- 1. Open the Table of Contents.
- 2. Click View.
- 3. Select Reference Pages.
- 4. Scroll down until "Flow:TOC" appears in the status bar at the bottom of the page.
- 5. Delete the space between <\paratext> and <\paratext>.
- 6. Select **Body Pages**. (You won't see any changes yet.)
- 7. Go to the Book panel.
- 8. Click Edit.
- 9. Click **Update Book**. The Update Book dialog box appears.
- 10. Click Update.





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